

COMMUNITY GRANTS AND SUPPORT PROGRAM GUIDELINES

The Community Grants and Support Program comprises of 3 funding streams:

- Grants – 2 rounds per year up to \$5,000 (no more than 50% to be in-kind support) per application
- Sponsorship – open year round up to \$3,000 per application
- In-Kind Support – open year round up to \$2,000 per application

The objectives of Cook Shire Council's Community Grants and Support Program are to provide assistance to local community groups/organisations by:

- Encouraging and assisting the development and upgrading of existing facilities;
- Providing opportunities for the purchase of equipment and computer hardware and software that are integral to the operations, sustainability and growth of the group/organisation;
- Supporting delivery of one-off and new community events and workshops that strengthen and develop community identity and capacity;
- Promoting conservation and improvement of environmental assets within the Shire; and
- Supporting opportunities for business success, economic development and economic diversity across the region in the short, medium and long term.

Special Priority – Cooktown 2020 projects

- Cooktown 2020 capacity building
- Cooktown 2020 events support
- Supporting Indigenous Arts and culture
- Celebrating local heritage
- Showcasing local artists - visual, theatre and musical

<p>LODGING YOUR APPLICATION</p>	<p>All applications must be addressed to: Community Grants and Support Program Cook Shire Council PO Box 3 COOKTOWN QLD 4895</p> <p>Applications can also be emailed to mail@cook.qld.gov.au or delivered to Council Chambers, 10 Furneaux Street, Cooktown.</p> <ul style="list-style-type: none"> • Applications will only be accepted within the set rounds. No out-of-round applications will be accepted. An extra round may be called at Council's discretion if budgeted funds are not expended. • Sponsorship and In-kind Support applications will be accepted year-round and must be submitted at least 8 weeks before the planned event or activity. • In-kind support will only be offered by Council where: <ul style="list-style-type: none"> - a local supplier is unavailable to provide the requested product or service - products or services are listed in Council's current fees and charges www.cook.qld.gov.au; - requests for products or services outside of these parameters may be accepted in special circumstances at the discretion of Council and approved by Council's Chief Executive Officer. • Applications will only be accepted if submitted on the correct application form: <ul style="list-style-type: none"> - Community Grants Application Form
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	<ul style="list-style-type: none"> - Sponsorship and In-kind Support Request Application Form • Only one application will be accepted from each organisation per funding round. • The level of assistance available is limited by Council's approved budgets and its agreed priorities. • No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested. • All applications must be signed by a duly elected Office Bearer or Manager with the appropriate delegation. <p>Community Grants will be called and advertised locally and information will be made available on Council's website: www.cook.qld.gov.au</p> <p>PLEASE NOTE: Late or incomplete applications will not be considered.</p>
ELIGIBILITY CRITERIA	<p>Eligible Applicants</p> <ul style="list-style-type: none"> • An organisation that: <ul style="list-style-type: none"> ○ has a majority of members or customers based within Cook Shire; and ○ is a properly constituted not-for-profit organisation; or ○ is a properly constituted for-profit organisation (where the intended project will not return a direct profit to the applicant); or ○ is a charitable organisation registered or sanctioned under the Collections Act 1966; or ○ is a properly constituted organisation acting as auspice for an individual or unincorporated group. <p><i>Applicants that are acting as an auspice for an individual or unincorporated group are reminded that:</i></p> <ul style="list-style-type: none"> • All correspondence and funding will be directed to the auspice organisation; • All responsibility for any projects, activities or events funded by Council will be deemed to be that of the auspice organisation; and • Any funding awarded will be deemed to be to the auspice organisation which may affect eligibility to other Council funding rounds. <p>Ineligible Applicants</p> <ul style="list-style-type: none"> • An organisation, group or individual that has not finalised acquittal requirements for previous Council funding; • An organisation, group or individual that has overdue outstanding debts to Council for rents, rates, fees, etc; • A government agency or department of Local, State or Federal government; • A political or discriminatory group or organisation; • A school, university or TAFE college; or • An organisation or group supported by gaming machine income. <p>Costs that will not be funded</p> <ul style="list-style-type: none"> • Ongoing salaries/wages for staff or volunteers; • Recurrent costs associated with day-to-day operations of an organisation or group; • Retrospective funding; • Business/commercial ventures that solely benefit a single business or narrow collective of interests; • Projects that do not involve or are not for the benefit of the Cook Shire community.
SELECTION CRITERIA	<p>Applications must demonstrate:</p> <ul style="list-style-type: none"> • The application should address a community need and reflect a clear community benefit; • The capacity of the applicant to successfully complete the project; • A financial contribution, either cash or in-kind; • Facilities are on freehold land, crown land or land under an acceptable deed, trust or tenure for non-profit incorporated bodies;

	<ul style="list-style-type: none"> • A balanced, realistic and complete project budget including committed financial contribution by the application, other grant agencies or sponsorships; • Evidence of effective consultation and partnerships undertaken during the project development; • Proposals should be consistent with Council's Guiding Values: <ul style="list-style-type: none"> ○ An accessible community ○ Recreational services meet the needs of the community ○ A vibrant and active community ○ Visually appealing and well-presented towns ○ A safe and prepared community ○ Community facilities and services that meet the needs of the community ○ A community that values art, history and culture; • That the project does not duplicate an existing service or facility in the Shire; • Where applicable, evidence of consultation with Traditional Owners in relation to the Aboriginal Cultural Heritage Act 2003 (QLD) – Duty of Care to take all reasonable and practicable steps to ensure the activity does not harm Aboriginal cultural heritage. • The level of community support for the project, activity or event. Supporting documentation should include: <ol style="list-style-type: none"> 1. Letters of support; 2. A copy of a public liability insurance Certificate of Currency for any events; 3. A copy of the applicant's Certificate of Incorporation (if applicable); • Preference may be given to organisations which currently do not receive any financial assistance from Cook Shire Council.
APPLICATION APPROVAL PROCESS	<ul style="list-style-type: none"> • Applications will be received and collated by the Community, Economy and Innovation Department. • Applications will be reviewed to determine eligibility. Applicants will be notified within five working days of receipt of the application, if it is deemed ineligible or is incomplete. The applicant has one opportunity to alter and resubmit the application. The resubmission must be received within five working days of the applicant being notified. • All eligible and complete Community Grant applications will be submitted to the Grants Committee panel where each application will be assessed against the Selection Criteria. • Recommendations from the assessment process will be submitted in a report to Council for final approval at the next ordinary monthly Council meeting. Council decisions are recorded in a resolution. • Sponsorship and In-kind Support Requests will be assessed and recommendations made by the Community, Economy and Innovation Department to the Chief Executive Officer. • All applicants will be informed of the outcome of their application within ten working days of a decision being made. • Arrangements for successful applications will be made within 30 working days of approval being given.
CONDITIONS OF FUNDING	<p>Successful applicants will be required to:</p> <ul style="list-style-type: none"> • Ensure recognition of Council's participation. • Obtain all necessary consents and approvals. • Ensure that all attempts to purchase, goods and labour from within Cook Shire are on a competitive basis. • Make a time extension or request to carry over funding into the next year in writing to Council for consideration. The final outcome is at Council's discretion. • Notify Council in writing of any changes to the approved project that will alter the level of

	<p>community benefit.</p> <ul style="list-style-type: none"> • Provide Council with an Acquittal Report at the completion of the project, including final costs, together with details of community participation. • Note that Council's financial responsibility is limited to the amount of the approved grant. • GST - Organisations that are not registered for GST need to consider that when paying expenses for their funded project, most expenses will incur GST. The approved funding cannot be used to pay the GST component of expenses and this can result in a potential project budget shortfall. As such all organisations not registered for GST will be required to incur the GST costs associated with the delivery of the project.
ACQUITTAL REQUIREMENTS	<p>Grant acquittals are due eight weeks after the project completion date stated on the application. Acquittal requirements include:</p> <ul style="list-style-type: none"> • Proof that the event or activity took place (e.g. copies of flyers, media articles, etc), including a photograph of completed works or attendees participating in the event/project; • Proof of expenditure (e.g. copies of receipts); • Proof of the acknowledgement of Council funding (e.g. Cook Shire Council logo on a website, event program, newsletter or plaque; verbal acknowledgement at launches; or invitations for Councillors to attend functions); • An evaluation report to Council demonstrating the success or otherwise of the project, referencing the initial objectives outlined in the application.
HOW AND WHEN WILL I BE NOTIFIED	<p>All applicants will receive acknowledgement of their application within two weeks of the advertised closing date. Applicants will receive a letter addressing whether their application is successful or not within eight weeks of the closing date of the program.</p> <p>Successful applicants</p> <ul style="list-style-type: none"> • Will receive an Approval Letter and an Acquittal Form. • The Approval Letter will include terms and conditions of the grants, any special conditions that may have been attached to the grant and GST information. • Have 12 months from the date of this letter to complete the project. <p>Council may offer a lower funding amount than requested. Conditions may be placed on the project and proposed outcomes to ensure that the Program's objectives are met.</p> <p>Unsuccessful applicants</p> <p>An unsuccessful application may not necessarily be due to poor quality, but may be the result of the demand for funds. For feedback on grant applications, please refer to the contact number given in your notification letter.</p> <p>You may wish to consider submitting your application to another grants program or another round.</p>
FOR FURTHER INFORMATION	<p>Contact: Cook Shire Council Phone: (07) 4082 0500</p> <p>Email: mail@cook.qld.gov.au</p>