

The Community Grants and Support Program comprises of 4 funding streams:

- Community and Economic Development Grants – up to two rounds per year, up to \$6,000 per application
- Sponsorship – open year round or until budget is expended, up to \$4,000 per application
- Individual Sponsorship – open year round or until budget is expended, up to \$1,000 per application
- In-Kind Support (by exception only) – to be used for Council staff time, internal plant hire and items not listed in Council's fees and charges

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

- *Encouraging and assisting the development and upgrading of existing facilities and infrastructure;*
- *Providing opportunities for the purchase of equipment and computer hardware or software that are integral to the operations, sustainability and growth;*
- *Supporting delivery of community events, activities, workshops or training opportunities that strengthen and develop community identity and capacity;*
- *Promoting conservation and improvement of environmental assets within the Shire;*
- *Supporting opportunities for business success, economic development and economic diversity across the region;*
- *Supporting opportunities for individuals to compete and succeed at state, national and international competitions; and*
- *Supporting opportunities for building dementia friendly communities within the Shire ([Dementia-Friendly Community Tools and Resources](#))*

LOGGING YOUR APPLICATION	Applications must be completed on the online forms which can be found at https://www.cook.qld.gov.au/grants/ • Grant 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 6 weeks before the planned event or activity. • In-kind support will only be offered in special circumstances at the discretion and approval of Council's Chief Executive Officer where: - a local supplier is unavailable to provide the requested product or service; and/or - products or services not listed in Council's current fees and charges https://www.cook.qld.gov.au/council/rates-fees-and-charges/ • Applications will only be accepted if submitted on the correct application form. • Only one application per funding stream will be accepted from each organisation (per ABN and registered business name) per financial year. • 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.
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	Community Grants will be called and advertised locally and information will be made available on Council's website: https://www.cook.qld.gov.au/grants/ PLEASE NOTE: Late or incomplete applications will not be considered.
ELIGIBILITY CRITERIA	Community and Economic Development Grants Eligible Applicants An organisation that: • has a majority of members or customers based within Cook Shire; and • is a properly incorporated and 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; or • has an Australian Business Number; or • is recognised as a new and developing business within Cook Shire in the last 12 months. These businesses may be given preference. <i>Applicants that are acting as an auspice for an individual or unincorporated group are reminded that:</i> • 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. Ineligible Applicants • 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. • An organisation or group supported by gaming machine income. Costs that may be considered for funding • Upgrades to existing facilities and infrastructure. • Purchase of equipment, computer hardware and software. • Delivery of community events, workshops, activities or training that enhance and strengthen community capacity. • Up to 30% of catering costs associated with the project, so long as the applicant does not profit from the catering. • Conservation of or improvement to environmental assets within Cook Shire. • Improvements to business systems or economic development initiatives that will increase business success. • Improvements to businesses to make your business or organisation more dementia friendly in accordance with the Dementia Friendly Community guidelines and checklist which can be found on their website: https://www.dementia.org.au/get-involved/dementia-friendly-communities Costs that will not be funded • Ongoing salaries/wages for staff or volunteers.

	• Recurrent costs associated with day-to-day operations of an organisation or group. • Retrospective funding (costs incurred prior to confirmation of grant funds). • Business/commercial ventures that solely benefit a single business or narrow collective of interests (unless a priority exists for individual business development). • Projects that do not involve or are not for the benefit of the Cook Shire community. • Competitions, prize money, prizes or gifts. • Accredited study, training or university courses. • Projects that involve works or permanent changes to Council's infrastructure, unless agreed upon in writing by Cook Shire Council.
ELIGIBILITY CRITERIA	Sponsorship Eligible Applicants An organisation that: • has a majority of members or customers based within Cook Shire; and • is a properly incorporated and 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. • has an Australian Business Number An individual or group that: • has qualified for state, national or international competition; or • has been invited to compete at state, national or international competition; or • has been nominated and is a finalists for a sporting award outside of the Cook Shire or events where the applicant is being recognised for a significant achievement. *Individuals may apply for up to \$1,000 in Sponsorship. Groups may apply for up to \$4,000 in Sponsorship. <i>Applicants that are acting as an auspice for an individual or unincorporated group are reminded that:</i> • 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. Ineligible Applicants • 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. • An organisation or group supported by gaming machine income. Costs that may be considered for funding • Purchase of Equipment.

	• Community events held within Cook Shire. • Assistance with travel costs for an individual or group invited to compete at state, national or international competition or events where the applicant is being recognized for a significant achievement. • Fundraising events (where the applicant is not using the funds to purchase goods that will then be re-sold). • Up to 30% of catering costs associated with the project, so long as the applicant does not profit from the catering. • Community projects that relate to, and to be delivered as part of Cooktown Discovery Festival programming. Costs that will not be funded • Ongoing salaries/wages for staff or volunteers. • Recurrent costs associated with day-to-day operations of an organisation or group. • Retrospective funding (costs incurred prior to confirmation of grant funds). • Business/commercial ventures that solely benefit a single business or narrow collective of interests (unless a priority exists for individual business development). • Projects that do not involve or are not for the benefit of the Cook Shire community. • Competitions, prize money, prizes or gifts. • Accredited study, training or university courses. • Projects that involve works or permanent changes to Council's infrastructure, unless agreed upon in writing by Cook Shire Council.
SELECTION CRITERIA	Applications should demonstrate: • The application should address a community/economic need and reflect a clear 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. • A balanced, realistic and complete project budget including committed financial contribution by the applicant, other grant agencies or sponsoships. • Evidence of effective consultation and partnerships undertaken during the project development. • 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. • Where applicable, evidence of qualification and or invitation to attend a state, national or international event or sporting competition. • The level of community support for the project, activity or event. Supporting documentation should include: 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); 4. Development and building approvals as required; 5. Quotes for any goods or services that will be purchased using the funding. • Preference may be given to organisations/individuals which currently do not receive any financial assistance from Cook Shire Council.

BUDGET EXAMPLE

Expenditure and income should be shown EXCLUSIVE of GST and totals for each should be the same (i.e. if income is \$2,000 expenditure should be \$2,000).

Income	Expenditure
Funding requested Cook Shire Council - 5,000 	Purchases Projection equipment - \$2,000 Marquees and chairs - \$400
Add item	
Applicant contribution ABC Corporation - \$500 	Contractors Presenters \$3,000
Add item	
Fundraising, donations, in-kind ABC Corporation \$100 - in-kind 	Production/Promotional costs Advertising \$120
Add item	
Earned income (ticket sales) Tickets x 20 @ \$5 each - \$100 	Administration, salaries, fees, allowances Public Place Activity fees - \$180
Add item	
Total income \$5,700	Total expenditure \$5,700

- Round all amounts to whole dollars;
- Note if an amount is provided as in-kind;
- If you have applied for funding from other grants for the project, when listing these sources in other funding, please note if it has already been approved.

HOW AND WHEN WILL I BE NOTIFIED

All applicants will receive acknowledgement of their application within two weeks of the advertised closing date. Applicants will receive correspondence addressing whether their application is successful or not within eight weeks of the closing date of the program.

Successful applicants

- Will receive an Approval Letter and an Acquittal Form Link.
- 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.

	• Must complete the project within the set timeframes agreed upon in letter of success. 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. Unsuccessful applicants 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 or email given in your correspondence from Council. You may wish to consider submitting your application to another grants program or another round.
APPLICATION APPROVAL PROCESS	• Applications will be received and collated by the Growth and Liveability Department. • If an application is deemed ineligible or incomplete an opportunity to amend and re-submit may be granted, if the application is received a minimum 5 working days before application closure date. Application closure dates will apply to re-submissions. • All eligible and complete applications will be assessed against the selection criteria. • Recommendations from the assessment process for Community and Economic Development Grants 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 & In-Kind support requests will be assessed by the Growth & Liveability Department. Recommendations will be made to the Chief Executive Officer. The Chief Executive Officer has appropriate delegation and will have the final approval. • All applicants for the Sponsorship and In-kind Support Program will be informed of the outcome of their application within ten working days of a decision being made. Arrangements for payments to successful applications will be made within 30 working days of approval being given.
CONDITIONS OF FUNDING	Successful applicants will be required to: • 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 community or economic benefit. • Provide Council with an acquittal report at the completion of the project, including final costs and project benefits. • 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	Grant acquittals are due eight weeks after the project completion date stated on the application.



	Acquittal requirements include: • 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, invoices and remittance); • 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); or a social media post; • An evaluation report to Council demonstrating the success or otherwise of the project, referencing the initial objectives outlined in the application. • Acquittals for In-Kind Support are not required.
FOR FURTHER INFORMATION	Contact: Cook Shire Council Phone: (07) 4082 0500 Email: communitygrants@cook.qld.gov.au