

Western Downs Regional Council

GRANTS & FUNDING



Community Grants Guidelines



The grants team is here to help.

Please contact us if you have any questions regarding Council's grant programs.

 **1300 COUNCIL**  **grants@wdrc.qld.gov.au**



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Community Grants Guidelines

The Community Grants Programs provides support to not-for-profit organisations for projects, activities and events through the following grant programs:

Competitive Rounds

Grant Type	Amount	Opening/Closing Dates	For Projects/Events Commencing
Local Events Program	\$2,000-\$10,000	Grants rounds close on 1 st Tuesday of September, February and May	For projects/events commencing after mid November, April and July respectively
Community Projects Program			
Community Activation Program			
Regional Arts Development Fund (RADF) Program	Over \$2,000		

Responsive Rounds

Grant Type	Amount	Opening/Closing Dates	For Projects/Events Commencing
Local Events Program	Up to \$2,000	Applications can be submitted at any time, however will be assessed on a monthly basis	Applications must be submitted at least 6-8 weeks prior to commencement
Community Projects Program			
Community Activation Program			
Regional Arts Development Fund (RADF) Program			
Reimbursement Program	Up to \$1,000 per annum		
In Kind Assistance Program	Up to \$2,000 in value per annum		
Individual Excellence Program	\$300 - \$1,000		

Am I eligible for a Community Grant?

All organisations applying for funding must meet the following criteria:

- Be community based, non-profit incorporated organisation based within the boundaries of Western Downs Regional Council.
- Unincorporated organisations must be auspiced by an incorporated body within the Western Downs Regional Council area. An auspicings agreement form must be completed and attached to the application.
- Where the organisation is an unincorporated local member/branch of a registered charity or other organisation, they must be affiliated with an incorporated state body.
- Consideration will be given to those organisations based outside of the Western Downs Regional Council boundaries where the project/event is being undertaken within the boundaries of the Western Downs Regional Council area.
- Organisations must contribute financially and/or in-kind to the overall project costs. A higher assessment weighting will be given to those groups who financially contribute towards the project.
- Applications for projects/events commencing prior to the notification of the outcome of the funding round will not be eligible for consideration in the funding round.

All applications submitted in the competitive rounds should include:

- A copy of the latest audited financial statements.
- A full event proposal or project plan must be submitted with applications requesting over \$5,000.00.

Individuals may apply under the Individual Excellence Program and Regional Arts Development Fund. Please read the criteria under these programs for eligibility requirements.

Who is not eligible to apply?

- Commercial organisations and/or applications for projects or events for a commercial activity.
- Government agencies or departments of local, state or federal government.
- Political or religious organisations.
- Charitable or not-for-profit organisations that operate a commercial business as defined in the definitions of this policy (e.g. a not-for-profit commercial scale nursing home).
- Bodies or authorities established by a Government body eg. Chaplaincy Programs, Landcare groups, Fish Restocking groups.
- Organisations who have outstanding Council grants that have not been acquitted satisfactorily.
- Organisations who have outstanding payments to Council.
- Organisations who own or operate a commercial licensed premise and/or gaming machines however, exceptions can be made at the discretion of Council where the licensed premise is utilised in a limited capacity.
- Have objectives or a mission that conflict with those of Council.

What projects are not eligible for funding?

- Recurrent projects, or funding for the payment of consumables, salaries and wages.
- Applications for equipment or materials that are solely for administrative purposes.
- Uniforms for individuals or teams.

Program specific eligibility requirements must be met and are detailed under the information for each program.

How is my grant assessed?

All Council grants are paid exclusive of GST regardless of the tax status of the applicant organisation.

Competitive Grant Rounds -

- The round will open eight (8) weeks prior to the closing date.
- Eligible applications will be assessed on how well they can demonstrate that the event, project or activity meets the program outcomes and priorities.
- Decisions of the assessment panel will be ratified at a meeting of Council.
- Applicants will be advised of the outcome of their application via an email from Council's online grants platform, Smarty Grants after the formal decision of Council is adopted.
- Please allow 8 (eight) weeks after the closing date to be advised of the outcome of the funding application.
- Eligible project must not commence within two (2) months and must be completed within six (6) months of the closing date of the round.
- Payment will be made to successful organisations direct to the bank account details held by Council.
- Successful applicants will be required to complete an Acquittal Report within six (6) weeks of the completion of the project, event or activity. Eligibility for future grants will be affected by applicants who do not acquit within the guidelines.

Responsive Grants -

- Applications are accepted all year, however applications will be assessed on a monthly basis.
- Final approval for the responsive grants sits with the Community Projects & Grants Coordinator.
- Applicants will be advised of the outcome of their application via an email from Council's online grants platform, Smarty Grants.
- Applications must be submitted a minimum of 6 (six) weeks prior to the commencement of the event or project. Please allow up to 6 (six) weeks to be advised of the outcome of the funding application.
- Payment will be made to successful organisations direct to the bank account details held by Council.
- Successful applicants will be required to complete an Acquittal Report within six (6) weeks of the completion of the project, event or activity. Eligibility for future grants will be affected by applicants who do not acquit within the guidelines. (Please note that an acquittal is not required for Reimbursement Program or In Kind Assistance Program).

How Do I Apply?

All applications for Community Grants must be lodged on Council's online grants platform, Smarty Grants. A link to the online application forms and eligibility criteria can be found on Council's website www.wdrc.qld.gov.au/living-here/grants-and-funding/.

If you do not have a computer or access to the internet, please visit one of the Western Downs Libraries to use a computer or to access free internet.

Acknowledging Council's Support

As a condition of funding, all grant recipients are required to publicly acknowledge Council's support in line with the level of funding received. Evidence of this acknowledgement will be required in the funding acquittal.

What will I need for my acquittal?

All grants with the exception of In Kind Assistance and Reimbursement programs, must be acquitted. As a minimum, you will be required to provide the following evidence of completion of your program, project or event:

- A fully complete acquittal form through the online grants portal.
- Evidence of acknowledgement of Council's funding support.
- Financial documents such as receipts and invoices for payment of items funded under the grant.

Unsuccessful Applications

Funding decisions are endorsed by Council, CEO or delegated staff member. Decisions cannot be appealed. Applicants may write to Council to seek clarification if they believe that their application was incorrectly assessed.

Where can I get some assistance with my application?

For information and support with funding applications, the online grants platform or assistance with planning your project, event or activity, please contact Council's grants team:

Email: grants@wdrc.qld.gov.au

Phone: 1300 268 624 and ask to speak to a member of the community grants team

Office hours: 8.00am to 5.00pm Monday to Friday

Local Events Program

Outcome: Our communities are active and vibrant.

Description: Support for local social, cultural and sporting events that celebrate our unique experiences, what is great about our region, achieve regional participation, connect our community and activate our parks, open spaces and community facilities.

Priorities:

The Local Events Program supports organisations to undertake activities or programs that contribute to one or more of the following:

- Support active, vibrant communities
- Support safe, connected communities
- Encourage partnerships and collaboration between community groups
- Promote participation in sport, recreation or community volunteerism
- Contribute to the local and regional economy
- Demonstrate sound event management principles and planning

Specific Program Guidelines:

Funding is available in three categories. Your funding request must not exceed the amount available in the appropriate category. If you are unsure which category your event falls in, please contact the Grants team for assistance.

Local Event - An event attracting an attendance of up to 500 people and of interest to a local community or a small segment of the region.

Up to \$500 is available in this category.

Regional Event - An event attracting an attendance between 500 to 2000 people with the potential to attract attendees from across the Western Downs region and neighbouring regions and provide reasonable economic and social benefits to the region. This category includes funding for:

- Race Days (eg. Horse, Camel, Yabbie)

Up to \$2000 cash and \$2000 in kind is available in this category.

Significant Event - A large scale event potentially running longer than one day and typically involving in excess of 2000 people. These events have the potential to attract substantial visitors from outside the regional area and provide substantial economic and social benefits to the region. This category includes funding for:

- Town Christmas Celebrations
- Local Agricultural Shows
- Significant Community Celebrations
- Significant historical activities and milestone events eg. 150 or 100 year celebrations. Please note that School P&C's are eligible to apply under this category for historical and milestone events.

Up to \$5000 is available in this category made up of cash and/or in kind.

If you are requesting an amount over \$5000, you must provide a full event proposal outlining the significance of your event (template available).

A lower priority will be given to events that intend to gift profits to a Charity. If funds are granted, the organisation will be required to retain an amount at least equal to the Council grant amount which is to be directed towards the running of the next event. Council will not fund these events on a recurrent basis.

Related documents:

Some relevant corporate documents include:

- Western Downs Regional Council Corporate Plan
- Event Management Plan template

Community Projects Program

Outcome: Our valued spaces and places connect our active community and support volunteerism.

Description: Projects that support equipment purchases, capital infrastructure, upgrading of facilities to meet standards, regulations and community expectations, meet changing community needs and/or increase facility usage.

Priorities:

The Community Projects Program supports organisations to undertake projects that contribute to one or more of the following:

- Contribute to valued recreational spaces, sporting and community facilities
- Contribute to well utilised community facilities that connect people
- Support volunteerism
- Support active, vibrant communities
- Support safe, connected communities

Specific Program Guidelines:

- Community organisations that manage Council owned facilities must submit with their application written approval from Council's Facilities Department regarding the proposed project if it directly or indirectly relates to the facility.
- Local Showground management committees and individual representatives of those committees are required to contribute a minimum 50% financial contribution to the total project cost. Total project costs exclude in-kind contributions of the organisation.
- Applications for equipment or materials that are solely for administrative purposes are not eligible.
- Applications for uniforms for individuals or teams are not eligible.
- Applicants must attach at least two comparable quotes from local businesses for the required products.
- Applications for recurrent projects are not eligible.
- Council funds cannot be requested for the payment of consumables or for salaries and wages.

Related documents:

Some relevant corporate documents include:

- Western Downs Regional Council Corporate Plan

Community Activation Program

Outcome: Our active communities are connected through strong development and volunteerism.

Description: Assistance to community, sport and recreation organisations to make a positive contribution to active, vibrant communities in the Western Downs through capacity building, encouraging partnerships, long-term planning, good governance and self-sufficiency.

Priorities:

The Community Activation Program supports organisations to undertake activities or programs that contribute to one or more of the following:

- Support volunteerism
- Support active, vibrant communities
- Support safe, connected communities
- Promotes and develops skill building for community organisations
- Encourages partnerships and collaboration between community groups
- Encourages innovative learning and capacity building opportunities
- Promote participation in sport, recreation or community volunteerism

Specific Program Guidelines:

- Council funds cannot be requested for the payment of salaries and wages of staff members.

Related documents:

Some relevant corporate documents include:

- Western Downs Regional Council Corporate Plan

Individual Excellence Program

Outcome: People are active and proud of our region.

Description: Celebrating and supporting individuals (or teams) for excellence in their chosen field, this program will assist individuals residing in the Western Downs Regional Council area who are performing or competing at a national or international level.

Priorities:

The Individual Excellence Program supports high performing individuals to participate in cultural, academic, sporting or other recreational activities or programs that contribute to one or more of the following:

- Promote participation in sport, recreation, cultural or community volunteerism
- Show pride in our region

Specific Program Guidelines:

Criteria	Funding Amount
Individuals selected in a State team to compete at a National Level	\$300.00
Individuals selected in a National team to compete at International Level within Australia	\$300.00
Individuals selected in a National team to compete at International Level overseas	\$500.00
Teams (3 or more individuals) or groups selected in the above categories can apply for a group total	Up to a maximum value of \$1,000.00

Individuals and groups must meet the following criteria:

- Be a full-time resident of the Western Downs Regional Council area, however, consideration will be given to those individuals who reside outside of the Western Downs Regional Council boundaries where it can be demonstrated that their achievements are the direct result of their attendance of, participation in, or contribution to an event or activity within the Western Downs Region.
- include written verification from the controlling body (e.g. copy of the letter or document of the selection)
- be participating in a formal event or activity sanctioned and supported by the relevant state and/or national body of such sport or activity; and
- be formally affiliated with a sporting club or association, or school, and the representative honours must be a result of official selection arising from such affiliation; and
- deemed or proven to have full amateur status;

- Applicants are not able to apply under this program for selection in the same sport, recreation or cultural activity at the same level in the one financial year. Applications will be considered if the individual advances to the next level of competition.
- Application must be made prior to the attendance of the event. No funding will be made retrospectively.
- If the opportunity arise, applicants should acknowledge Council's support of their endeavours.

Dux Awards

Academic excellence is celebrated at the conclusion of each year with Schools selecting a Dux Award recipient. \$250.00 is available to Public and Private High Schools in the Western Downs Regional Council area to gift to the Dux Award recipient in the highest year level (Year 12 or Year 10 for P-10 Schools). Schools are required to make application online through this program.

Year 12 Dux Award recipients are eligible for a Certificate of Appreciation Australia Day Award. Schools are required to forward the name of the Year 12 Dux Award recipient to grants@wdrc.qld.gov.au immediately following their announcement.

Related documents:

Some relevant corporate documents include:

- Western Downs Regional Council Corporate Plan

In Kind Assistance Program

Outcome: Our communities are active and well connected.

Description: Provision of services or materials within Council's core business at no charge to a community organisation. These services may include labour, plant, equipment.

Priorities:

The In Kind Assistance Program supports organisations to undertake projects, programs and events that contribute to one or more of the following:

- Support active, vibrant communities
- Encourages partnerships and collaboration between community groups
- Supports participation in sport, recreation or community volunteerism

Specific Program Guidelines:

- School P&Cs are eligible to apply under this program for provision of equipment only.
- Applications should be received at least six (6) weeks prior to the in-kind assistance project date in order for Council to process the application and to schedule the works. No guarantee is given that Council will be able to program or carry out the works in the time frame allotted.
- Organisations are entitled to make application for in kind assistance for multiple events, however the maximum level of assistance is limited to \$2,000.00 per group in any financial year.

Related documents:

Some relevant corporate documents include:

- Western Downs Regional Council Corporate Plan

Reimbursement Program

Outcome: Our valued spaces and places connects our community.

Description: The aim of the Reimbursement Program is to provide financial support to the volunteer management committees responsible for managing Council owned facilities or those facilities Council is trustee of and the approved user groups or support groups of such facilities.

Priorities

The Reimbursement Program supports organisations to undertake projects that contribute to one or more of the following:

- Valued recreational spaces, sporting and community facilities
- Well utilised community facilities that connect people
- Support volunteerism
- Active, vibrant communities
- Safe communities

Specific Program Guidelines:

- Organisations that are responsible for the volunteer management of Council owned facilities or facilities that Council is trustee of or the approved user groups or support groups of such facilities are eligible to apply.
- Applicants must provide evidence of the payment e.g. receipt for public liability insurance or Council planning and building fees.

Assistance Type

Public Liability Insurance Reimbursement

- Assistance will be of a purely financial nature and be provided as a cash contribution. The maximum amount per annum is \$1,000.00 and will be paid on a current policy only.
- Payment will be made for the public liability insurance premium, stamp duty and associated GST components only.

Council Planning and Building Fee Reimbursement

- Assistance will be of a purely financial nature and be provided as a cash contribution. The maximum amount per annum is \$1,000.00 and will be paid on presentation of a valid Council receipt which must be attached to the Reimbursement Program application.
- Reimbursement for planning and building fees will be for Council owned/controlled facilities including those facilities managed by volunteers.

Related documents:

Some relevant corporate documents include:
Western Downs Regional Council Corporate Plan

Regional Arts Development Fund Program

Are you or your Organisation planning an arts-based project or event and need some funding to help out? The Regional Arts Development Fund (RADF) Program is just what you need. RADF is a longstanding and highly successful state and local government partnership that promotes the role and value of arts, culture and heritage as key drivers of sustainable, diverse and prosperous local Queensland communities.

Funding is available in the following categories:

Local Delivery and Participation in the Arts

Objective - To support local creatives to deliver cultural activities for peers in the local area, engaging audiences from the broader community.

Technical & Professional Skills Development - incoming group tutor

Objective - To facilitate access to affordable development workshops and training, by subsidising the costs of bringing professional tutors (professional artists or artswriters) to the Western Downs to teach creative groups valuable skills, for ongoing benefit of community.

Technical & Professional Skills Development - outgoing individual

Objective - To facilitate access to one-off professional or technical skills development workshops and conferences for individual local creatives, to develop their careers and for ongoing benefit of community.

Cultural Entrepreneurs

Objective - To cultivate the creative industries and support local creatives to become financially viable independent producers.

Cultural Volunteers

Objective - To build community cultural capacity and ensure sound succession planning by supporting cultural volunteers to undertake relevant training.

Local Cultural Organisations

Objective - To support local cultural organisations to develop and implement strategic plans to increase quality arts and cultural offerings for community and grow audiences.

Collections and Local History

Objective - to celebrate, document, interpret and preserve cultural heritage, historic and natural assets through oral history and digital storytelling with a view to actively encourage cultural tourism to the region. To support significance and preservation assessments and ongoing work documenting, protecting, conserving, interpreting and digitizing local collections to make them more understood and accessible.

Guidelines can be found on Council's website under www.wdrc.qld.gov.au/grants-and-funding

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