

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 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	\$2,001-\$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		
Infrastructure Grant Program	Up to \$200,000	One round only opening 1 June 2020 and closing 30 September 2020	Commencing after assessment process and to be completed by 31 December 2021
Destination Events Program	Up to \$20,000	Applications can be submitted at any time, however, will be assessed on a monthly basis	Applications must be submitted at least 4 months prior to event commencement

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 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		
Community Organisation Hardship & Assistance Grant	Up to \$10,000	Applications open 1 June 2020 and will cease 1 June 2021 unless all funds are expended prior to this date	Applicants will be notified of the outcome of their application within 10 business days from the date of Council receiving a completed application.

Related Relevant Western Downs Regional Council documents for all applications:

- Western Downs Regional Council Corporate Plan

Relevant documents for event applications:

- Western Downs Events Toolkit
- Event Management Plan template

Am I eligible for a Community Grant?

All organisations applying for funding should read the specific program guidelines to confirm eligibility under each program. Unless otherwise stated under the individual program, all organisations applying must meet the following criteria:

- Be community based, non-profit incorporated organisation based within the boundaries of Western Downs Regional Council area.
- 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. Unincorporated organisations must be auspiced by an incorporated body within the Western Downs Regional Council area. An auspicing 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.
- Must meet the specific eligibility criteria of the funding program as set out in the guidelines. 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 where the application submitted is for a request of 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?

Your organisation is not eligible* if you are a:

- Commercial organisations and/or applications for projects or events for a commercial activity (these organisations may apply for a grant via the Destination Events Program)
- 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 (e.g. a not-for-profit commercial scale nursing home).
- Body or authority established by a Government body e.g. Chaplaincy Programs, Landcare groups, Fish Restocking groups.
- Organisation who have outstanding Council grants that have not been acquitted satisfactorily.
- Organisation who has outstanding payments to Council.

- Organisation who owns or operates 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.

Please refer to specific program guidelines to determine if exemptions apply to the following criteria.

* Exemptions to organisation eligibility can be made at the discretion of Council where there is a significant public interest, the application meets the funding criteria and is consistent with the Community Grants Policy. Exemptions may also be applied where specific funding guidelines allow.

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 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.

Applications for funding must be submitted online by the closing date. Applications received after the closing date will not be accepted for assessment in that round.

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.

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.

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 (Applications for grants via the Destination Events Program must be submitted at least 4 months prior to event commencement)
- Payment will be made to successful organisations direct to the bank account details held by Council.

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 and for the Destination Events Program, the following acknowledgement is required as a minimum:

- WDRC branded signage placed in prominent position throughout event site
- Verbal (and video if available) acknowledgement from MC
- Online acknowledgement on social media platforms, event website with prominent placement of WDRC logo
- A site provided free of charge within event zone for WDRC Tourism marquee

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.

All funding received must be acquitted within six (6) weeks of the completion of the project with the exception of the Reimbursement Program and In Kind Assistance Program. Eligibility for future grants will be affected by applicants who do not acquit within the guidelines.

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 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 (e.g. 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 e.g. 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.

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.

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:

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- 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 volunteerism, recreation volunteerism or community volunteerism

Specific Program Guidelines:

- Council funds cannot be requested for the payment of salaries and wages of staff members.
- Specific Program Examples:
- Support community groups to strengthen their volunteer capacity through workshops and programs.
 - Engagement of an expert to assist with the development of strategic plans, business plans and volunteer programs.
 - Hosting community engagement activities to encourage increased membership and volunteering opportunities.

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.

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 volunteerism

Specific Program Guidelines:

- School P&Cs, hospital auxiliary groups and church groups 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.

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.

Destination Events Program:

Outcome: We optimise tourism opportunities, unique experiences and major events

Description: The aim of the Destination Events Program is to support social, cultural, industry and sporting events for the purpose of attracting overnight visitation and delivering economic benefits to the Western Downs Region through increased expenditure.

Priorities:

The Destination Events Program supports events that:

- Promote tourism and attracts overnight visitation to the Western Downs region
- Provide economic benefits through local spend and increased visitor expenditure
- Are aligned with the character and culture of the Western Downs Region
- Demonstrates sound organisational planning

Specific Program Guidelines:

- A large-scale event potentially running longer than one day and typically involving in excess of 2,000 people.
- Have the potential to attract substantial visitors from outside the regional area and provide substantial economic and social benefits to the region.
- The concept for the event aligns with the character and culture of the local area.
- This category includes funding for:
 - New cultural / arts / music / food festivals
 - Major sporting events / fixtures
 - Industry expos and shows
 - Boutique themed destination events
 - New destination-driven elements of existing regional major events
- There is an event management plan including the detailing of the event site and risk management.
- Demonstrated capability to deliver and market the event.
- Commercial organisations are eligible to apply for funds under this program

Applications from \$5,000.00 to \$20,000.00 are available in this category made up of cash.

All applications must provide a full event proposal outlining the significance of your event (template available).

Your funding request must not exceed the amount available in this category.

Infrastructure Grant Program:

Priorities: This program is designed to fund infrastructure or capital projects for not for profit community and sporting organisations in the Western Downs Regional Council area. Projects should be aimed at meeting the current or future needs of the organisation for:

- increased participation in sport, recreation or community involvement;
- increased facility usage;
- Improvements or upgrades to meet current health and safety requirements;
- Promoting healthy and socially inclusive activities through the development of accessible sport, recreation and community facilities;
- Encouraging sustainability in the design, development and management of facilities and spaces.

Specific Program Guidelines:

- One Round only – opening 1 June 2020 and closing 30 September 2020
- Applications will be considered for requests up to \$200,000.00 cash.
- Applicants must contribute 50% of the total project cost as a cash contribution (total project cost excludes in kind costs). Applicant's ability to contribute must be evidenced in the application.
- Projects must be completed by 31 December 2021.
- Applicants must attach quotes sourced from local businesses for the project. If components of the project cannot be delivered by local businesses, an explanation as to why the project cannot be delivered by local businesses must be provided within the application. A local business is considered a business within the Western Downs Regional Council boundaries.
- The organisation must demonstrate ownership of land or current right to occupy/lease arrangements. Where the land is not owned by the applicant organisation, landowner's permission to undertake the project must be included in the application.
- Where the project is being undertaken on a facility that is shared by more than one group, evidence of consultation with joint users must be included.
- Applications for projects commencing prior to the notification of the outcome of the funding round will not be eligible for consideration.
- Applications for recurrent projects are not eligible.
- Council funds cannot be requested for the payment of consumables or for salaries and wages.

Community Organisation Hardship & Assistance Grant Program:

Description: This grant program aims to provide ‘quick response’ financial assistance to eligible community organisations that are either experiencing financial hardship as a result of COVID-19 related service disruptions or seeking to establish alternate service delivery models for business continuity. Support is available for:

- Financial assistance to a community or sporting organisation to remain viable during the COVID-19 crisis as a result of lost income.
- Financial hardship as a result of being unable to reclaim outlaid costs for an event or project that has had to be cancelled due to the COVID-19 crisis.
- Projects that assist organisations to develop alternate service delivery models

Priorities:

The Community Organisation Hardship and Assistance Grant Program supports organisations to undertake projects that contribute to one or more of the following:

- Promote participation in volunteering
- Support active, vibrant communities
- Support safe, well-connected communities
- Encourage partnerships and collaboration between community groups
- Contribute to the local and/or regional economy

Specific Program Guidelines:

- Applications open 1 June 2020 and will cease on 1 June 2021 unless all funds are expended prior to this date.
- Eligible groups may receive a grant of up to \$10,000.
- Applicants will be notified of the outcome of their application within 10 business days from the date of Council receiving a completed application.
- Organisation financial records (audited financial statements and bank statements) must be attached to the application.
- Evidence of payment of outlaid costs being claimed in this application must be provided.
- Where applicable, applicants must attach quotes sourced from local businesses for projects that assist to develop alternate service delivery models. If components of the project cannot be delivered by local businesses, an explanation as to why the project cannot be delivered by local businesses must be provided within the application. A local business is considered a business within the Western Downs Regional Council boundaries.
- Council funds cannot be requested for the payment of salaries and wages.