Central Highlands Regional Council

COMMUNITY GRANTS PROGRAM

Central Highlands
Regional Council

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GUIDELINES

GRANT AIMS

The aim of the Central Highlands Regional Council's Community Grants Program is to provide assistance to local community groups/organisations making positive contributions to the quality of life in the local government area.

Community Assistance Grants, Sport and Recreation Assistance Grants and Community Improvement Grants are available to:

- Develop the capacity and sustainability of organisations/groups or to develop innovative programs to meet the needs of members and the community.
- Support the acquisition or upgrading of facilities and equipment (excluding personal-use items).

Important: Before filling in your application form, please read all the information contained in these guidelines.

APPLICATION PROCESS

Applications may be submitted on the correct application form, in the following categories to the maximum indicated:

Category	Maximum
• Community Assistance Grant	$5,000
• Sport and Recreation Assistance Grant	$5,000
• Community Improvement Grant	$20,000

Grants are offered twice each year.

Round	Opening Date	Closing Date	Applicants notified of grant outcomes	Timeframes for completed acquittal (if successful)
1	1 August	15 September	October	6 months
2	30 January	15 March	April	6 months

Note: Please ensure programs, projects and activities fit within the timeframes mentioned above.

Definitions & Interpretations:

"Applicant"	The organisation/group who will be implementing the proposed program, project or activity.
"Council"	Central Highlands Regional Council (CHRC).
"Incorporated"	Organisation incorporated under the Queensland Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999.
"In-kind contribution"	A donation of goods or services, time or expertise, rather than cash or appreciated property
"Sponsor"	The incorporated organisation which supports the program, project or activity.

Note - if you are a sponsor for another organisation this will not impact the eligibility to sumbit a grant application for your own organisation.

ELIGIBILITY CRITERIA

Groups/organisations are required to:

- Have the majority of members of the organisation/group reside in the Central Highlands Regional Council area.
- Operate predominately within the Central Highlands Regional Council boundaries.
- Have acquitted any previous Central Highlands Regional Council grant satisfactorily.
- Be free of debt with Central Highlands Regional Council.
- Be an incorporated 'not-for-profit' organisation or company limited by guarantee that has been endorsed by the Australian Taxation Office (ATO) as a charity, tax exempt fund or deductable gift recipient. Unincorporated groups are eligible to apply, providing that their application is made through the appropriate incorporated body which supports the program, project or activity.
- Have relevant public liability insurance cover.
- Make the facility or resource available to community through membership or other means.
- Demonstrate a clear need for financial support and show that other avenues of financial support have been explored (e.g. other grant funding).
- Submit the organisation's most current financial statement (as submitted to the Office of Fair Trading) or latest treasurer's report including bank balances covering previous12 months.
- Submit a detailed budget for the program, project and/or activity and two (2) quotes from registered businesses, for all items to be funded for the grant (including where possible at least sourced in CHRC boundaries)
- Provide in principle support from the land owner or trustee of the land prior to application submission.
- Sought advice regarding building works and approval prior to application submission (if applicable).

Please note:

- The grants program aims to provide limited financial assistance in relation to development of program, project and/or activity, and is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to part fund a grant application.

- Only one application will be accepted from each group/organisation per funding round.

- Where appropriate, arts and cultural projects should apply to the Regional Arts Development Fund (RADF) program. www.centralhighlands.qld.gov.au/radf

INELIGIBLE ORGANISATIONS

The following organisations/groups are unable to apply:

- Political groups
- Government agencies
- Businesses and commercial organisations
- Community organisations operating more than 30 gaming machines
- Schools (public or independent) - unless sponsored by eligible community organisation/group
- Organisations or groups who were successful in attaining a council grant in the previous round
- Organisations whose capital and operating requirements are met directly from Federal or State Governments or their Departments or from Government owned corporations unless they demonstrate that there is a clear community need that cannot otherwise be met
- Organisations or groups that support discrimination in any form

INELIGIBLE ITEMS

The following will not be considered for funding:

- Ongoing salaries/wages for staff
- Recurrent costs associated with day-to-day operations.
- Retrospective funding – Programs, projects and/or activities that have commenced or completed prior to acknowledgement of grant outcomes.
- Items/programs that are the core business of a Government Department, tourism or economic development organisations.
- Programs, projects and/or activities that do not involve the Central Highlands Regional Council community.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets Council believe have an unacceptable risk of being damaged, lost, causing injury or quickly losing value.
- Freight, travel and accommodation related costs, merchandise, catering and hospitality, prizes and raffles (unless demonstrated essential to program, project or activity)
- Fund raising events and activities.
- Insurance costs.
- Payment of debt.

HOW DO I KNOW WHICH CATEGORY TO APPLY UNDER?

Community Assistance Grant:

- Organisations with community focus, not providing organised sport and recreation activities.
- The organisations constitutions main objective is to provide community benefit.

Sport and Recreation Assistance Grant:

- Organisations providing organised sport and recreation activities.
- The organisations constitutions main objective is to provide organised sport and recreation activities.

Community Improvement Grant:

- Organisations with a focus to addressing aspirations of their community in accordance to the Central Highlands 2022 Community Plan Refresh. https://www.chrc.qld.gov.au/about-council/news-reports-and-advocacy/strategic-reports/
- This category is open to both community focus organisations and sport and recreation organisations.

COMMUNITY ASSISTANCE GRANT

Central Highlands Regional Council offerrs community organisations (whose main objective is not providing sport and recreation activities) the opportunity to recieve up to $5,000 to put towards projects with the main goal being community benefit.

APPLICATION PROCESS

- Ensure you are completing the correct application form.
- Ensure you have attached all items listed in the document checklist.
- Ensure you have met all eligibility requirements.
- Ensure you have completed the Project Plan template

Selection Criteria:

- What is the main reason you are applying for this funding and how does it meet a need in the community? (30%)
- What key beneifits (direct or indirect) will the program, project and/or activity bring to communities within the Central Highlands region? (30%)
- Complete and attach a Project Plan for project and/or activity, including detailed budget, timeline and risk management (15%)
- Supply two quotes including at least one local quote? (5%)
- Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g. raffles, funding raising initiatives, other grants or subsidies applied for. Describe your current and future plans for your existing funds. (10%)
- What is your organisations contribution toward this program, project and/or activity? e.g. In-kind, organisation revenue (10%)

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Ph: 1300 242 686
centralhighlands.qld.gov.au

SPORT AND RECREATION ASSISTANCE GRANT

Central Highlands Regional Council have recently embarked on a journey to complete 'The Game Plan – a plan for organised sport'. The aim of this plan is to ensure that the future of organised Sport and Recreation is viable and sustainable. A major focus is the strategic planning of our clubs and facilities, the new Sport and Recreation Grants program will ensure that the projects selected for funding will align with the vision and objectives that have been adopted through the Game Plan process

Our Vision:

'In 2028 Sport in the Central Highlands enriches the lifestyles of our active community, Sport will be accessible, inclusive and provide opportunities for all'

SUSTAINABLE

Sport in the Central Highlands is viable and has a positive impact on the community from now and into the future.

COLLABORATIVE

Council and clubs work together to capitalise on opportunities to ensure sport is inclusive and accessible to all.

PROGRESSIVE

Sport and facilities in the Central Highlands are well planned to adapt to trends and optimise on technologies.

ACTIVE CLUBS

Our clubs have the capacity to grow their respective sports and increase participation for all ages.

APPLICATION PROCESS

- Ensure you are completing the correct application form.
- Ensure you have attached all items listed in the document checklist.
- Ensure you have met all eligibility requirements.
- Ensure you have completed the Project Plan template
- Ensure you have completed Strategic Plan template

Selection Criteria:

In general, the assessment process will consider the following key selection criteria:

- What is the main reason you are applying for this funding and how does it meet a need in the community? (30%)
- What key benefits (direct or indirect) will the program, project and/or activity bring to communities within the Central Highlands region? (15%)
- Complete and attach a Project Plan for project and/or activity, including detailed budget, timeline and risk management (15%)
- Supply two quotes including at least one local quote? (5%)
- Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g. raffles, funding raising initiatives, other grants or subsidies applied for. Describe your current and future plans for your existing funds. (10%)
- What is your organisations contribution toward this program, project and/or activity? e.g. In-kind, organisation revenue (10%)
- Explain how this program, project and/or activity aligns with your organisation Strategic Plan. Attach Strategic Plan (15%)

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COMMUNITY IMPROVEMENT GRANT

Central Highlands Regional Council will invest up to $20,000 towards successful community improvement applications.

Please link your application to a priority, strategy or action in one of council's strategic documents.

DOCUMENTS INCLUDE:

2016–2026

CORPORATE PLAN 2022 –2027

THE GAME PLAN

CREATIVE CULTURAL FUTURES STRATEGY

HERITAGE MANAGEMENT FRAMEWORK

RECONCILIATION ACTION PLAN

CENTRAL HIGHLANDS YOUTH STRATEGY

APPLICATION PROCESS

- Ensure you are completing the correct application form.
- Ensure you have attached all items listed in the document checklist.
- Ensure you have met all eligibility requirements.
- Ensure you have completed a Project Plan
- Ensure you have completed a Strategic Plan

Selection Criteria:

In general, the assessment process will consider the following key selection criteria:

- What is the main reason you are applying for this funding and how does it meet a need in the community? (15%)
- What key benefits (direct or indirect) will the program, project and/or activity bring to communities within the Central Highlands region? (15%)
- Complete and attach a Project Plan for project and/or activity, including detailed budget, timeline and risk management (15%)
- Supply two quotes including at least one local quote? (5%)
- Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g. raffles, funding raising initiatives, other grants or subsidies applied for. Describe your current and future plans for your existing funds. (10%)
- What is your organisations contribution toward this program, project and/or activity? e.g. In-kind, organisation revenue (10%)
- Explain how this program, project and/or activity aligns with your organisation Strategic Plan. Attach Strategic Plan (15%)
- The project has links to a priority, strategy or action in one of council's strategic documents. List of documents can be found https://www.chrc.qld.gov.au/about-council/news-reports-and-advocacy/strategic-reports/ (15%)

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HOW TO APPLY

Council staff involved in the administration of the Community Grants Program are available to provide general guidance to assist with the preparation of your application. Please contact the Customer Service Centre on 1300 242 686 to speak with a Community Grants Officer prior to completing your application.

Community Grant Program Applications can be completed online https://chrc.smartygrants.com.au/

Alternatively you can complete a hard copy of the grant, please contact a Grants Officer for this option.

Applications close 5.00pm, 28th February and 31st August each year.

Further information:
Central Highlands Regional Council
1300 242 68

www.centralhighlands.ql.d.gov.au

HOW ARE APPLICATIONS ASSESSED?

The high demand for funding under the Central Highlands Regional Council's Community Grants Program will mean that not all grant applications can be approved. Although an application may meet the assessment criteria, approval will depend on available funds and the number and quality of applications. Please see each category (Community Assistance Grant or Sport and Recreation Assistance Grant or Community Improvement Grant) for individual selection criteria.

All funding submissions will be assessed against the selection criteria by the assessment panel. In general, the assessment is a formal process, which consists of independent community members, councillors and specialist council staff with recommendations endorsed by council at a council meeting.

All applicants will receive written notification of their applications outcome. Successful applications will also be acknowledged on council's website for public viewing.

HOW ARE APPLICATIONS ACQUITTED?

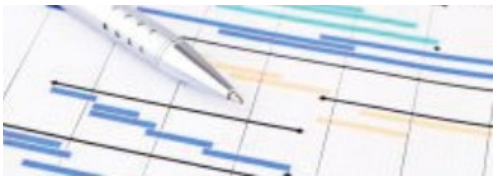
It is expected that successful applicants will:

- Complete and return their letter of acceptance;
- Commence the approved program, project and/or activity utilising the funds for the purpose for which they were granted;
- Finalise the payment of invoices/expenses associated with the approved program, project and/or activity;
- Complete and return the Acquittal Form to Council within the six (6) month timeframe. The Acquittal form must be accompanied by copies of invoices, proof of payment (receipts/paid invoices/nil statements), project summary and other associated supporting material.
- If an application is successful but the club is not in the financial position to pay for the project in full upfront, please contact a Community Grants Officer to discuss alternative arragements.

If the grant remains unacquitted, the grant recipient will be made ineligible to apply for future council sponsorship for a period of at least three years.

Upon receipt of completed acquittal forms and associated documentation Council will reimburse the approved amount to the successful organisation/group. In a case of variation to the program, project or activity and/or amounts quoted additional advice from Council will need to be sought.

RELEVANT STRATEGIES AND TEMPLATES



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