



PAROO SHIRE COUNCIL

# Community Grants Guidelines and Application Form

Assistance and grants made available by Council are aimed at building community capacity and/or providing supplementary funding to assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Paroo Shire.

Assistance from Council can take the form of a waiving of hire fees, in-kind assistance and/or a grant.

The Community Grants Policy outlines the grants, waiver of site/venue fees and in-kind assistance programs available to eligible community organisations and the process for applying for this assistance from Council. The Community Grants Policy is available to view at [www.paroo.qld.gov.au/policies](http://www.paroo.qld.gov.au/policies).

## **APPLICATIONS OPEN ON 1 JULY (OF THE RELEVANT FINANCIAL YEAR) AND WILL BE AN ONGOING PROCESS UNTIL COUNCIL'S COMMUNITY GRANTS BUDGET IS FULLY COMMITTED.**

All applications have to be submitted and approved by Council at the monthly Council Meeting, so **please ensure that applications are lodged at least two months prior to the event or activity**. If your event or activity is within this timeframe, please contact Council on the details above to discuss your application prior to submitting your form.

No applicant can be guaranteed funds nor can any applicant be guaranteed to receive the full amount requested, as the level of assistance available is dependent on the number of applications received in the relevant financial year.

### **How and when will I be notified?**

Successful applicants will receive an approval letter and a purchase order (if relevant) for the funding amount within two weeks of approval. Your community organisation will be required to submit an invoice for payment. If your application was for in-kind assistance and/or a waiving of site/venue fees only, a purchase order will not need to be provided to you.

Unsuccessful applicants will receive a notification letter. If your application is unsuccessful, it is not necessarily due to a poor application but may be the result of the total demand for assistance. For feedback on your application, please refer to the contact phone number given in your notification letter.

### **For more information please contact:**

Community Support Officer

**Phone:** (07) 4655 8400

**Email:** [community@paroo.qld.gov.au](mailto:community@paroo.qld.gov.au)

### **To lodge your application:**

**Email:** [council@paroo.qld.gov.au](mailto:council@paroo.qld.gov.au)

**In person:** Attn: Community Grants Program  
Paroo Shire Council Main Office,  
CCEC Building, 49 Stockyard Street, Cunnamulla

**By post:** Attn: Community Grants Program

Paroo Shire Council  
PO Box 75  
Cunnamulla Q 4490



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## SECTION 1: GUIDELINES

### INFORMATION ABOUT FINANCIAL AND IN-KIND SUPPORT

- The decision of Council on grant applications is final.
- Council expects relevant acknowledgment of financial support, including logos/branding on all printed material, online/social media and mentions in media releases (Council will provide logos and banners for use as requested).
- All successful recipients will be recorded in a grants register which Council will have the right to publish as they see fit.
- All funds are GST free.

### GRANT/FUNDING AMOUNTS

- Council includes a provision for Community Donations in its Annual Budget.
- Grants are limited to the allocation adopted in the budget and are allocated on a first-come-first-served basis.
- Funding must be available within the allocated budget in any financial year.
- Funding outside or in excess of the budgeted annual allocation may, upon consideration and assessment, be permitted by resolution of Council.

### TYPE OF GRANTS

Grants available may include:

- Direct funding to a community organisation. Direct funding is a cash amount that is donated by Council, to an organisation with the organisation being responsible for expenditure and management of the funds.
- In-kind donation including waiver of site/venue fees. A community organisation may elect to convert a cash amount to an in-kind donation which may include labour, machinery and materials assets being loaned, given or donated for use by the organisation. It should be noted that in-kind donations, while no money changes hands, still have a monetary value. This may be made up of various components including but not limited to:
  - Waiver of hire fees (but not security deposits)
  - Use, repairs and maintenance of equipment
  - Employee costs
  - Transportation costs
- In-kind donations such as labour, machinery and materials are highly dependent on availability. A Council employee/operator must accompany all machinery. If the employee does not agree to volunteer their time, then the community organisations must make a suitable arrangement with the employee for their time e.g. pay them from their own funds or subtract the value of hours required from their total approved funding.
- A waiver of site/hire fees does not waive the requirement to pay the relevant site/hire security deposit.



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## SECTION 1: GUIDELINES CONTINUED

### ELIGIBILITY CRITERIA

For an organisation to be eligible for payment of a grant, the following criteria must apply:

- be a community organisation/group within the Paroo Shire Local Government area.
- be an incorporated non-profit organisation/club or charity consisting of people having common interests. This could include sport and recreation clubs, social clubs, school P&F/P&C associations, arts and cultural groups, hospital foundations, religious orders and service organisations.
- host a “Community Event/Activity” for the whole of community within the Paroo Shire Council Local Government Area.
- host their event/activity during the period of the required funding.
- ensure the funding request directly supports a “Community Event/Activity” that promotes connectedness and social wellbeing within the community and provides access to support services, where applicable.
- have current public liability to the value of \$20m, or proof of exemption.
- have the majority of members of the organisation reside in the Paroo Shire Council area.
- meet all eligibility criteria.

### INELIGIBLE APPLICANTS

- Organisations/Clubs that have an outstanding payment owed to Council.
- Organisations that are outside of the Paroo Shire Council Local Government area.
- Individuals, unincorporated groups, political, businesses and for-profit groups.

### INELIGIBLE ITEMS

- General operating costs (e.g. electricity, rates, phone, rent, meals, accommodation and maintenance).
- Purchase of equipment
- Repairs or maintenance to buildings or facilities.
- Private/commercial ventures.
- Support for an individual pursuit.
- Commercial activities.
- Ongoing salaries/wages for staff (a position created for the length of an event/project is considered eligible).
- Projects that do not involve the Paroo Shire community.

### THE APPLICATION

All applications should be typed or neatly handwritten on the application form provided below with any relevant support documentation attached. Any applications not made on this form will be returned to the applicant for the form to be completed.



# Community Grants Guidelines and Application Form

## SECTION 2: APPLICATION FORM

APPLICANT DETAILS			
Contact person:			
Position in organisation:			
Organisation name:			
Contact phone number:		Contact mobile number:	
Contact email:			
Postal address:			
Suburb:		State:	Post code:
ABN:			
Incorporation:			

ORGANISATION DETAILS	
President:	
Secretary:	
Treasurer:	
Other committee members:	

APPLICATION DETAILS <i>Please tick all that apply</i>
What assistance are you applying for?:
<input type="checkbox"/> Wavier of hire fees - <i>if yes, please complete "Waiver of Hire Fees" section</i>
<input type="checkbox"/> In-kind assistance - <i>if yes, please complete "In-Kind Assistance" section</i>
<input type="checkbox"/> A grant (i.e. funding) - <i>if yes, please complete "Grants" section</i>
Please provide a brief description of the event/activity you are applying for assistance for:



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WAIVER OF HIRE FEES	
Event location <i>i.e. which council facility</i>	
Mobile catering equipment including quantity <i>e.g. 1 x cold room, 1 x generator</i>	
Date facility and/or equipment required:	
If required more than once, please detail: <i>e.g. every Wednesday from 6-7pm from 1/7/22 for a period of 3 months.</i>	
Please provide any other relevant information (if any):	
<i>(Office use only)</i> Value of hire fees is \$	

IN-KIND ASSISTANCE			
Please provide details of the assistance requested from Council: <i>(attach additional information when submitting your application form if required.)</i>			
Description <i>e.g. water truck, mow field etc.</i>	Date required	Location	\$ Value <i>(office use only)</i>

GRANT FUNDING <i>Please detail the amount of funding you are requesting and what it is for.</i>	
Description <i>e.g. facilitator fee, BBQ food items for lunch, event signage etc.</i>	Approximate \$ total
<b>TOTAL</b>	<b>\$</b>



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<b>ORGANISATION CONTRIBUTION</b> <i>Please detail monetary and/or in-kind contributions</i>	
<b>Description</b> <i>e.g. volunteer hours to organise/run event, other event costs organisation is paying for themselves</i>	<b>Approximate \$ total</b> <i>If relevant</i>
<b>TOTAL</b>	<b>\$</b>

**PLEASE MAKE SURE ALL RELEVANT SECTIONS OF THE APPLICATION HAVE BEEN COMPLETED, AND ANY ADDITIONAL INFORMATION IS ATTACHED.**

**This declaration requires the signature of the applicant or representative of the organisation.**

I certify that I am authorised by the applicant to prepare and submit this application for the Paroo Shire Council Community Grants program. I have read the guidelines relating to the funds and certify that the information provided in this form is lawfully true and correct.

The organisation named in this application accepts all legal and financial responsibility associated with this application and any funds granted should this application be successful.

I agree to provide Council with additional information if required to assess this application.

I agree to comply with all requirements of the Community Grants program.

I will acknowledge the support of the as Paroo Shire Council in all relevant promotional and printed material.

_____	_____	_____
<b>Signature</b>	<b>Full name of person making application</b>	<b>Date</b>

**To lodge your application:**

<p><b>Email:</b> council@paroo.qld.gov.au</p> <p><b>In person:</b> Attn: Community Grants Program Paroo Shire Council Main Office, CCEC Building, 49 Stockyard Street, Cunnamulla</p>	<p><b>By post:</b> Attn: Community Grants Program Paroo Shire Council PO Box 75 Cunnamulla Q 4490</p>
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*The Information collected in this form will be used by Council for a lawful purpose directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the Right to Information ACT 2009) or as required by the Public Records Act 2002.*