

# FRASER COAST SMALL TOWNSHIP FESTIVE DECORATIONS GRANT PROGRAM GUIDELINES

## OVERVIEW

### Intent / Purpose

Fraser Coast Regional Council's Community Grants Policy supports the Goals outlined in Council's Corporate Plan 2018-2023. [www.frasercoast.qld.gov.au/corporate-plan](http://www.frasercoast.qld.gov.au/corporate-plan)

- To be a diverse, strong and well governed region of vibrant places, with an innovative and diverse economy and connected as a whole by our community spirit and respect for our natural environment.
- To make a positive difference for the region and the lives of our community members by ensuring we provide a service that is forward looking and well managed.

Council determines the total allocation of funds to the community grants program through its annual budgetary processes. The number and types of grants approved by Council will depend on the demand for funding, the available program budget and corporate priorities. In some instances, part funding may be offered. Funding priorities for individual grant program will be regularly reviewed to ensure their relevance and they continue to meet Council objectives.

### Objectives

- Provide identified and measurable social, community or economic benefits to the Fraser Coast communities;
- Align with Council's Corporate Plan 2018-2023.

This Program is intended to:

- Provide small townships and their community organisations with the support and opportunity to decorate their main street and/or public space to celebrate the festive season
- Build community skills, capacity and resilience
- Provide opportunities for community organisations to assist Council to deliver on Councils strategic goals and identified key initiatives

### Grant available

Assistance is available for community groups and organisations to purchase and install festive decorations such as lighting, Christmas trees, feature decorations signage and banners in outdoor locations.

**The maximum grant available per application is \$2,000** (total grant value awarded).

The level of assistance available through the program is limited by Council's budget decisions and priorities.

No applicant can be guaranteed funding nor can an applicant be guaranteed funding of the full amount requested. Previous grant success does not guarantee future grant applications will be approved.

Applicants should consider these limitations when preparing their request for assistance.

An unsuccessful application does not mean that the project or activity is not worthy of support.

### Logistics

There will be one funding round per financial year. Projects cannot start until a Funding Agreement has been signed by the applicant and Council.

Projects and activities are to be completed within six months of the approval date (unless a variation has been approved).

### Assistance, Assessment and Approval Responsibilities

Council's Community Engagement and Development Unit is available to assist local groups develop and submit project applications.

Applications will be assessed by an appointed Assessment Panel. The Panel will comprise a Fraser Coast Regional Council Councillor, a community representative and specialist Council staff.

Secretariat services to the Assessment Panel are provided by Council's Grants Officer and Executive Manager Tourism, Economic Development and Partnerships or other nominated delegates.

## ELIGIBILITY

### Who can apply to Council's Festive Fraser Coast Events Grants Program?

Not-for-profit incorporated community organisations can apply for a Community Grant provided they meet the following criteria:

- The organisation:
  - Is based within the Fraser Coast local government area in a township/population centre with less than 10,000 people (includes Bauple, Boonooroo, Brooweena, Burrum Heads, Glenwood, Gundiah, Howard, Maaroom, Poona, River Heads, Tiaro, Toogoom, Torbanlea);
  - Is a legal not-for-profit entity, complying with all incorporation requirements of the State and Commonwealth as at the closing date for the grant programme;
  - Has appropriate insurances and adheres to sound Workplace Health and Safety practices;
  - Has not received other Council funding for the same activity except from Councillor Discretionary Funds from which top-up funding is acceptable;
  - Has met acquittal conditions for any previous Council grants;
  - Has no debt to Council outside standard trading terms, or has entered into scheduled payment arrangements with Council that is being adhered to.
- The project or activity is aligned with Council's strategic goals and priorities and benefits the residents of the Fraser Coast Regional Council Local Government area.

If a community group is not incorporated and seeks to apply for a Grant, the group is able to do so provided that the application is auspiced and administered by an incorporated not-for-profit community organisation that is willing and able to accept legal and financial responsibility for the grant.

### Who cannot apply to Council's Festive Fraser Coast Events Grants Program?

- Government agencies or Departments of local, state or federal government;
- Educational, religious, political or medical organisations, where the application is for the organisation's core business – significant broader community benefit must be demonstrated in the application;
- Commercial businesses and enterprises;
- Individuals;
- Not-for-profit community organisations with a liquor licensed supporters / associated club that commercially trades seven days a week (may apply for Events Grants only).

### Council will not consider applications that:

- Are retrospective and are for projects/activities that have already commenced;
- Request funding for general operating costs;
- Do not comply with any applicable legislative requirements;
- Are incomplete or applications that do not include all the required supporting documentation as provided for in these guidelines or the application form;
- Cause offence to disadvantaged or minority groups;
- Promote gambling, smoking and/or consumption of other addictive substances;
- Are for activities or services run solely for fundraising or charitable purposes;
- Do not support Council's Corporate Plan 2018-2023.

### Selection Criteria

Organisations will need to demonstrate:

- Project need and how it was identified;
- The community benefit from the planned activity or project;
- Expected outcomes of the planned event and how these will be measured;
- Willingness to work cooperatively with other organisations where appropriate;
- Only one application per area/township will be accepted.

## APPLICATION AND APPROVAL PROCESSES

1. Council will publicise the availability of its grants programmes on Council's website and social media sites, in the local paper and by direct email to individuals and organisations listed on the Grants Distribution list.  
Council will undertake ongoing engagement and capacity building with the community, assisting applicants to identify and develop projects.
2. Council's grant programmes are based on-line.  
The application form can be previewed prior to commencement of the application, and a pdf file can be printed from the final (review) page once an application has been commenced.  
**The online form is the only method for submitting an application.**  
If an applicant does not have access to a computer, Council libraries can provide access to a computer and the internet and some initial guidance to enable access to the application form.  
Once an application has been started, a number of people within the organisation can work on the application using the same login and password (only one person can be logged in at a time).  
Council officers are available to provide advice to community organisations. They can assist organisations to identify additional and alternate sources of funding relevant to their project or activity. For help with the questions within the application form, assistance can be provided by Council's Community Development and Engagement Team. Contact information is contained within the application form.
3. When an application is submitted, the applicant will receive an email confirmation of lodgement and a copy of the submitted application for the organisation's records.
4. Applications will initially be assessed by the Grants Officer to confirm organisational and project eligibility. If the grant round has not yet closed, and errors are identified, the Grants Officer will endeavour to work with the applicant to correct the application. Any amendments must be undertaken within the open application status of the Grant Application Round.
5. After the Grant Round closes, the Assessment Panel will be convened and assessment of applications will be undertaken. The Assessment Panel makes recommendations for project funding to Council for the final decision. In assessing the grants, Council will:
  - Ensure public monies are allocated in a fair and equitable way
  - Ensure best possible value for moneyFinal decisions in the Community Projects Grants Program are made by Council, and in special circumstances, the Chief Executive Officer or delegate.
6. Once Council has decided grant funds allocations, applicants will be advised of the outcomes. Unsuccessful applicants can seek feedback on how they can strengthen future applications. Directions on how to seek this feedback will be provided with the outcome advice.

## GRANT ACQUITTAL REQUIREMENTS and CONDITIONS

1. All successful applicants will be required to enter into a funding agreement with Council and acquit funds within the allocated timeframes.  
Acquittal forms will be available to successful applicants on Council's Grants website.  
All questions must be completed on the acquittal form and evidence supplied including:
  - receipts;
  - photographs of activities;
  - proof of Council acknowledgement (logo placement on flyers, advertisements, social media etc)
2. Successful applicants will be required to actively and publicly acknowledge Council's support. The level of acknowledgement will be determined by the amount funded and will be outlined in the funding agreement.
3. All projects must be completed within six (6) months of the Funding Agreement being executed unless a variation has been approved.
4. Unspent grant funds must be returned to Council within 60 days of the project completion.
5. Changes must not be made to the approved project or activity without the prior agreement of Council. Council will endeavour to approve changes where the level of community benefit is maintained as per the application and the changes are within the scope of the initial application.

## Examples of eligible projects and activities

- Purchase and installation of outdoor festive decorations such as lighting, Christmas trees, feature decorations, signage and banners
- Installations must be located in public areas, such as main streets, an/or iconic, high visibility areas in each township
- Installation costs

Priority will be given to the purchase of decorations that can be used for multiple years.

## Examples of in-eligible projects and activities

***(these can be included in the project and funded from the applicant's funds)***

- Items purchased or committed to purchase before the organisation is notified in writing their application is successful
- Installations that will be installed inside a community building
- Installation at privately owned buildings / locations
- Signage or promotional materials for a specific event
- Individuals
- Fundraising activities
- Organisation's operational costs – rent/lease costs, administration expenses, insurances
- Auspice fees / project management fees
- Contingency costs
- Repayment of debts and loans
- Overseas travel costs
- Purchase of equipment / services that benefit an individual
- Consumables including catering
- Funding for a staff or member social event
- Alcohol
- Gifts or prizes
- Donations to and sponsorship of other groups
- Grant writer fees and associated costs are ineligible for funding.  
Associated costs include project management fees (including payment for managing the construction of facility improvements and/or the purchase of funded items) by a grant writer, and invoices/receipts provided by a grant writer (and any of their associated companies).