T: 1300 79 49 29
F: (07) 4197 4455
PO Box 1943
HERVEY BAY QLD 4655
E: enquiry@frasercoast.qld.gov.au
W: www.frasercoast.qld.gov.au

COUNCILLOR DISCRETIONARY FUND APPLICATION FORM

PURPOSE OF FORM: *This form will be used when applying for funding from a Councillor's Discretionary Fund. Councillors Discretionary Funds provide financial assistance to eligible community organisations across the region. Refer to the Councillor Discretionary Funds Policy and guidelines for more information.*

Section 1 – *Applicant details:*

Name of applicant/organisation:

Postal address:

Contact person:

Preferred contact number: Email:

Date of application:

Does your organisation have an ABN? No ☐ Yes ☐ - please provide: GST Registered: No ☐ Yes ☐

Is your organisation incorporated? No ☐ Yes ☐ - please provide number:

Have you attached a copy of the latest audited financial statement or general purpose financial statement: No ☐ Yes ☐
(please note:- if your organisation has an ABN or is incorporated you must provide a copy of your financial statements)

Include a copy of Bank Verification Details : No ☐ Yes ☐

Amount requested: $

Reason for funding: (additional supporting information may be attached) - please provide details of quotations for works and/or equipment if applicable.

Outline the community purpose that the requested funds will serve and how this is in the public interest for Fraser Coast?

Have you/your organisation applied for or already received, funding for the same purpose via any other Fraser Coast Regional Council grant program during this financial year? No ☐ Yes ☐ if yes, specify

Grant Program: Amount $ and outcome (Under consideration/Approved/Declined)

Have you/your organisation applied for funding with any other funding body for the same purpose? No ☐ Yes ☐ if yes, specify

Grant Program: Amount $ and outcome (Under consideration/Approved/Declined)

Privacy Notice: In using this form you are providing personal information such as name and contact details**.** This information will be used only for the purpose stated above and will only be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

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Section 2 – *Funding request details: please select the Councillor Discretionary Fund for contribution:*

☐ Mayor – Cr George Seymour	☐ Division 1 – Cr James Hansen	☐ Division 2 – Cr Phil Truscott
☐ Division 3 – Cr Paul Truscott	☐ Division 4 – Cr Daniel Sanderson	☐ Division 5 – Cr Jade Wellings
☐ Division 6– Cr David Lewis	☐ Division 7 – Cr Jan Hegge	☐ Division 8 – Cr Denis Chapman
☐ Division 9 – Cr David Lee	☐ Division 10 – Cr Zane O'Keefe	

Section 3 – *Payment details:*

Account name:	Bank name:
BSB:	Account number:

Include a copy of Bank verification details (copy of bank statement)

Section 4 – *Declaration:*

On behalf of the above organisation, I acknowledge that funding is being requested from a Councillor Discretionary Fund in accordance with the Councillor Discretionary Funds Policy. I declare that the details are correct to the best of my ability.

Name: Date:

Signature:

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Section 5– Council use only

Councillor Recommendation:	**Application Supported:**
Name of Councillor:	No ☐ Yes ☐
Does the Councillor have a Potential Conflict of Interest? No ☐ Yes ☐ If Yes to Potential Conflict of Interest please provide details:-	
Councillor signature:	Date: / /

Councillor Recommendation:	**Application Supported**:
Name of Councillor:	No ☐ Yes ☐
Does the Councillor have a Potential Conflict of Interest? No ☐ Yes ☐ If Yes to Potential Conflict of Interest please provide details:-	
Councillor signature:	Date: / /

Councillor Recommendation:	**Application Supported**:
Name of Councillor:	No ☐ Yes ☐
Does the Councillor have a Potential Conflict of Interest? No ☐ Yes ☐ If Yes to Potential Conflict of Interest please provide details:-	
Councillor signature:	Date: / /

Complies with Policy: No ☐ Yes ☐ If No, explain why:

Funds available: No ☐ Yes ☐ Balance of Funds remaining: $

Reviewer Name:	**Reviewer signature:**	Date: / /

Approval by CEO: No ☐ Yes ☐ If No, explain why:

CEO Signature:	Date: / /

Finance Officer Name:	**Signature:**	Account Number:-
Date: / /		

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Guidelines for community organisations – councillor discretionary funds

Introduction	The Fraser Coast Regional Council Councillor discretionary fund actively supports community purpose initiatives that provide services to the Fraser Coast region.
Expense Guidelines	Expense must be for a community purpose that encourages sporting, recreational and social pursuits; fosters the regions heritage and cultural diversity; promotes environmental protection and sustainability; supports and builds relationships with disadvantaged or vulnerable groups; provides economic benefits to the region; encourages educational opportunities and initiatives and contributes to community wellbeing.
Who can apply?	Applicants must be a non-profit community based organisation who meets the eligibility criteria in Council's Councillor Discretionary Funds policy. Applications must be made on the Councillor discretionary fund application form and may be forwarded any time during the financial year.
Eligibility - Expenditure	• Expenditure must be for a Community Purpose • Requests are from non-profit community based organisations or groups <u>Eligible expenditure includes items that:</u> • Improve access to and the quality of community facilities; • Support community arts and culture activities; • Respond to the needs of particular groups in the community e.g. young people, seniors etc. • Respond to special needs in the community e.g. homelessness, disadvantage; • Improve the environment and amenity of the region; • Contribute to community safety; • Contribute to improved health and well-being; • Purchase small equipment to resource community organisations; • Create opportunities for residents to be informed and involved in the community; <u>Ineligible expenditure includes:</u> • Expenditure that is not consistent with the Councillor Discretionary Funds policy; • Requests primarily for personal gain or advancement; • Events, functions or activities run for a commercial purposes; • Events, functions or activities that take place outside the Fraser Coast Regional Council region; • Funding of ongoing organisation operational or recurrent costs e.g. insurance, electricity, rates, telephones, security, administration costs, rent etc. • Purchase of Raffle tickets. • Sponsorship and/or donations to eligible not for profit entity.

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