Fraser Coast
REGIONAL COUNCIL

Building better communities together.

Desktop Computer Donations
GUIDELINES 2023/24

Overview

Intent / Purpose

Fraser Coast Regional Council's Community Grants Policy supports the Goals outlined in Council's Corporate Plan 2023-2028. *https://www.frasercoast.qld.gov.au/corporate-plan*

- Provide inclusive cultural, sporting and recreation opportunities to encourage community participation.

This Program is intended to:

- Provide community organisations with Desktop Computers to meet identified community needs

- Build community skills, capacity and resilience

At the end of each financial year Council retires a number of Desktop Computers and makes them available on application to eligible Community Not-for-profit Organisations.

Desktop Computer Information

Item	Model	Notes
Dell Desktop PC	OptiPlex 7050	- Processor – Intel Core i5 8GB RAM (Memory) 256GB SSD - Dell Factory image Windows 10 - DVD Drive
Dell Mouse	Dell Optical Mouse - MS116 (Black)	• 2 buttons & Scroll Wheel
Dell Keyboard	Dell Wired Multimedia Keyboard KB216 (Black)	
Power Cable	2.5 metre (Black)	• 1 power cable per PC.

Logistics

The grant round to run on the following dates.

Round	Open	Close
1	10 July 2023	Open until fully subscribed

Eligible applicant Organisations can lodge an application for a maximum of one Desktop Computer during the 2023-24 financial year. Preference will be given to applicant Organisations that have not received any previous desktop computer allocations.

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Application Requirements, Assistance, Assessment and Approval Responsibilities

Applicants will need to provide a letter from the Organisation signed by 2 committee members supporting the application. Council's Grants team will assess the submitted applications for eligibility and are available to provide general advice and guidance to local groups when developing applications. It should be noted however that there is no capacity for Council Officers to write and submit applications on behalf of local groups. Preference will be given to applicant Organisations that have not received any previous computer allocations.

Eligibility

Who can apply to Council's Community Grants – Desktop Computer Donation Program?

Not-for-profit community organisations can apply for a Computer Desktop Donation provided they meet the following criteria:

- The organisation:
    - o   Is based within the Fraser Coast local government area;
    - o   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 program;
    - o   Has appropriate insurances;
    - o   Has met acquittal conditions for any previous Council grants;
    - o   Has no debt to Council outside standard trading terms or has entered into scheduled payment arrangements with Council that is being adhered to.

Who cannot apply to Council's Desktop Computer Donation 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;
- Commercial businesses and enterprises;
- Individuals; and
- Not-for-profit community organisations with a Gaming or Liquor Licence.

Council will not consider applications that:

- Are incomplete or applications that do not include all the required supporting documentation
- Do not support *https://www.frasercoast.qld.gov.au/corporate-plan*
- Do not comply with the community grants policy.
- Do not comply with any applicable legislative requirements.

APPLICATION AND APPROVAL PROCESSES

1. Council will publicise the availability of its Desktop Computer Donation programs on Council's website and social media sites and by direct email to individuals and organisations listed on the Grants Distribution list.

2. Council's grant programs 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. If this process presents challenges for your Organisation please contact Council's Grants Team for advice. Once an application has been started, several 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).

   For help with the questions within the application form, assistance can be provided by Council's Grants Officers who can be contacted via email at Grants@frasercoast.qld.gov.au or by phone 1300 79 49 29.

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. **If you do not receive email confirmation of the application being submitted, then it has not been successfully submitted.**

4. Applications will initially be assessed by the Grants Officer to confirm Organisation 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. Applications will then be approved by the appropriate Council delegate.

6. Once Council has decided Desktop Computer allocations, applicants will be advised of the outcomes and successful applicants can arrange a suitable time for collection of the Computer.