Fraser Coast
REGIONAL COUNCIL

Building better communities together.

Australia Day Events
GUIDELINES 2024/25

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

- To embrace the Fraser Coast way of life and create connected communities through our places, spaces and people.
  - Provide inclusive cultural, sporting and recreation opportunities to encourage community participation.

Objectives of the Community Grants Program

- Provide identified and measurable social, community or economic benefits to the Fraser Coast communities;
- Align with Council's Corporate Plan 2023-2028

This Program is intended to:

- Provide eligible community organisations with support to meet identified community needs;
- Build community skills, capacity and resilience;
- Develop and maintain community infrastructure;
- Provide opportunities for community organisations to leverage Council's assistance to obtain funding from other sources;
- Provide opportunities for community organisations to assist Council to deliver on Councils strategic goals and identified key initiatives

Grant available

Sponsorship is available for community groups and organisations to plan and host an event that provides an opportunity to come together to celebrate the diversity of our community on Sunday 26 January 2025.

Groups can apply for funding from $500 to $2,000 as cash.

Applications will be assessed as part of a competitive process targeting maximum benefits to the wider community.

Co-contribution is not a requirement for this grant program, however projects where the applicant is making financial contribution will be highly regarded.

An unsuccessful application does not mean that the project or activity is not worthy of support. Council's Grants Team can offer support to applicants to strengthen applications for re-submission in future rounds.

Logistics

There will be one funding round per financial year. Events cannot start until a Funding Agreement has been signed by the applicant and Council. **Events must take place on Sunday 26 January 2025.**

Applicants and grant projects must comply with the Fraser Coast Regional Council Community Grants Scheme Policy and the program guidelines.

Any funds remaining unallocated from a round will be transferred into the Community Grants pool.

Assistance, Assessment and Approval Responsibilities

Council's Grants team is available to provide general advice and guidance to local groups when developing funding applications. It should be noted however that there is no capacity for Council Officers to write and submit applications on behalf of applicants.

Applications will be assessed for applicant and project eligibility by Council's Grants Team.
Council's Community Development and Engagement Team will be consulted for input on project relevance to adopted Community Plans and existing work within individual communities or groups of communities across the region. Feedback from other Council Departments will be sought as appropriate.

Applications will be assessed by an Assessment Panel. The Panel will comprise a Fraser Coast Regional Council Councillor, a community representative and a Council officer or other nominated delegate.

Secretariat services to the Assessment Panel are provided by Council's Grants Officer.

The panel will assess applications shortly after the grant round closes and make recommendations. Recommendations of the assessment panel will go to a full Council meeting for approval.

Eligibility

Who <u>can</u> apply to Council's Community Grants Program?

Incorporated not-for-profit community organisations are eligible to apply for a Community Grant provided they meet the following criteria:

- The organisation:

    - Is based within the Fraser Coast local government area or is fully delivering a project within the Fraser Coast local government area;
    - 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;
    - Has appropriate insurances;
    - Has met all reporting and 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;
    - Commercial entities are eligible to apply for funding for Regional Events (in accordance with the Fraser Coast Events Strategy).

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

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Please contact Council's Grants Team for advice or assistance in identifying a suitable auspice organisation.

Who <u>cannot</u> apply to Council's Community Grants Program?

- Government agencies or departments of local, state or federal government; or
- Educational, religious, political, or medical organisations, where the application is for the organisation's core business. Benefit to the broader community outside the applicant organisation must be addressed in the application; or
- Individuals; or
- Organisations who have outstanding Outcome Reports for any Council grant or sponsorship agreement.

Council will not consider applications that:

- Are incomplete or applications that do not include all the required supporting documentation;
- Are for retrospective funding for events or projects;
- Do not support Council's Corporate Plan 2023-2028 www.frasercoast.qld.gov.au/corporate-plan;
- Do not comply with the Community Grants Policy;
- Do not comply with any applicable legislative requirements;
- Are for fundraising activities where the profits are directed to one or more other local organisations
- Do not utilise local (Fraser Coast) businesses or services. Approval to use out-of-region suppliers must be sought before the time of application. Evidence to support this request must be provided.
- Have already received funding for the project through Council Sponsorship

Selection Criteria to be addressed by applicants

- Alignment with the criteria described in the Fraser Coast Events Strategy;
- The event opportunity and how it was identified and must address the expected community benefit;
- Expected outcomes of the planned event and how these will be measured;
- Willingness to work cooperatively with other organisations where appropriate;
- All proposed projects or activities must comply with applicable legislation and regulations;
- Event organisers must incorporate best practice principles for inclusiveness and accessibility. Links to resources can be found on Council's website at https://www.frasercoast.qld.gov.au/grants
- Demonstrated community benefit from the planned activity or project

Application Requirements

All applications will require the following information:

- Incorporation Number;
- ABN Number;
- Latest Audited Financial Statement or Balance Sheet that is provided to Office of Fair Trading that shows organisational solvency;
- Bank account verification (e.g. bank statement identifying bank account name and number);
- Information on the project to be undertaken. Outline of project need and the community benefit from the project, how the need was identified, expected outcomes of the project and how these will be measured;
- Completion of a Budget Table;
- In order to demonstrate value for money 2 quotes from different suppliers will be required for funding requested amounts of $1,000 or more. 1 Quote required for funded requested amounts of under $1,000.   **Note:** If local suppliers (Fraser Coast Businesses) are not used, a request to use non-local suppliers must be approved prior to application lodgement. Evidence of attempts to secure local suppliers must be included;
- Applicant to contact Council's Events Advisory Team and obtain a permit if required;
- Evidence of approval from Management Committee to lodge the Grant Application in the form of a letter from the organisation signed by 2 members of Committee.
- Details of how you will acknowledge Council support.

Examples of eligible projects and activities

Events elements that can be funded under the Community Events Grants Program include:

- Marketing Costs -including advertising
- Hire of temporary infrastructure
- Road closure costs
- Programming elements that have lasting benefit to the community (workshops etc)
- Engagement of short-term specialised personnel (Signature or Major Regional Events only)

Examples of in-eligible expenditure
(these can be included in the project and funded from the applicant's funds)

- Core operational funding costs;
- Activities undertaken or committed to purchase before the organisation is notified in writing their application is successful;
- Repayment of debts and loans;
- Overseas travel costs;
- Consumables including catering (Australia Day Event themed food such as damper is allowable under the Australia Day Event funding program only)
- Funding for a staff or member social event;
- Purchase of goods or services that benefit an individual or small, targeted group in the community;
- Purchase of Alcohol;
- Projects or activities that provide and ongoing financial or in-kind commitment for Fraser Coast Regional Council unless agreed to by Council. (e.g. **ongoing and regular** maintenance of equipment, grounds works or structures located on Council Property);

- Gifts or prizes in the form of cash, gift card or goods and services;
- 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)

Application Process

1. Council will publicise availability of its grants programs on Council's website and social media sites and by direct email to individuals/organisations listed on the Grants distribution list. To register for the Grants distribution list please email Grants@frasercoast.qld.gov.au.

   Council will undertake ongoing engagement and capacity building with the community, assisting applicants to identify and develop projects.

2. Council's grant programs are based on-line and applications must be submitted though the SmartyGrants portal.

   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 is started, any 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/or alternative 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 Grants Team and Community Development and Engagement Team.
   Contact information is contained within the application form.

3. Quotes or qualified estimates for project costs must be submitted with the application.

4. When an application is submitted, the applicant will receive an email confirming lodgement and a copy of the submitted application for the organisation's records. If this email is not received, it means that the application was not successfully lodged. Please contact the Grants Team for advice.

Approval Process and Payments

1. 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.

2. After the Grant Round closes, the Assessment Panel will undertake assessment of applications. The Assessment Panel makes recommendations for project grant funding.
   In assessing the grants, the panel will:

   - Ensure public monies are allocated in a fair and equitable way

   - Ensure the best possible value for money

   Panel recommendations will go to a Council Meeting to be approved by resolution.

3. Following the Council meeting successful applicants will be notified by email and provided with a funding agreement for signing.
   The agreement must be returned to Council with a valid invoice from the applicant Organisation for the grant amount prior to any grant funds being expended.
   Failure to return within this time could result in cancellation of the offer of funding.
   Where the application is auspiced, the invoice will need to be from the auspice organisation.

4. Unsuccessful applicants will be notified and will be provided an opportunity to seek feedback from Council's Grants Team on how they can strengthen future applications.

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.
   Project outcome reports (Acquittal) will be available to successful applicants online through the SmartyGrants portal.
   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 events must be held on the Australia Day public holiday.

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.

6. Any purchases associated with the project must be transacted with a Fraser Coast business where possible. Approval must be sought for the use of out of region contractors indicating reasons.