



Community Services Program

Funding guidelines

The aim of Bundaberg Regional Council's Community Grant Program is to assist local community groups/organisations, who make positive contributions to the quality of life of people in the Bundaberg Region.

Information about program support

The decision of the Council on funding applications is final.

The maximum amount available from the Community Services Grant Program per application is \$5,000.

A project/event that encourages sustainable outcomes (where Council will not be expected to contribute ongoing funding) will be weighted higher for funding allocation

A project/event that has not received funding or a fee waiver from Council in the current or last financial year will be given a higher priority.

Financial support will require compliance with specific conditions prior to your project/event taking place. Once the conditions have been met, the funds will be released. Should these conditions not be met by the specified date, Council reserves the right to revoke the offer of support.

All applicants successful in obtaining a grant must acknowledge Council's contribution in all publicity relating to projects/events to which the grant applies. Please refer to Community Grants Program – Acknowledging Funding Support [here](#)

Any financial support agreed to, which is not spent in the current financial year, will **not** be carried over to the next year unless requested by the applicant in writing and approved by Council.

Who can apply?

- Bundaberg Regional Council based group/organisation that can provide proof of not-for-profit status (e.g., Certificate of Incorporation, Australian Charities and Not-for-profits Commission Certificate, Constitution or Model Rules).
- Groups/organisations who have a current Public Liability Certificate.
- Groups/organisations who have majority of members residing in the Bundaberg Regional Council area.
- Groups who acquitted previous Bundaberg Regional Council Grants.
- Organisations who meet eligibility criteria may auspice (accept legal and financial responsibility) one other application in each funding round of each grant type.
- An organisation who auspices another organisation and meets all other eligibility criteria remains eligible to lodge its own funding application.
- Auspice exemption – this exemption allows a peak body from outside the Bundaberg LGA to be recognised as an auspice when supporting their Bundaberg based group/branch/lodge that is directly affiliated with the auspice organisation. For example, scouting branches are members of the state body Scouts Queensland, therefore, Scouts Queensland could auspice the local Bundaberg LGA based branch.

Who can't apply?

- Groups/organisations that have not satisfactorily acquitted previous Council grants.
- Political or discriminatory and for-profit groups,
- Schools and Universities.

What can't we fund?

- General operating costs (electricity, rates, phone, rent, meals, accommodation, maintenance, insurances etc)
- Council fees and charges (facilities/assets/licenses etc)
- Individual, private and commercial ventures
- Cash and/or prize money
- Items purchased for the purpose of fundraising
- Insurance (public or general liability etc)
- Projects to repair design faults
- Drawings and schematic designs that do not have committed capital funding
- Projects under litigation
- Relocation costs
- Retrospective funding
- Purchase of land/buildings/facilities
- Item-based recurrent funding
- Clothing/uniforms (e.g. sports shirts)
- Ongoing salaries/wages for staff (a position created for the length of a project is considered eligible)
- Projects that do not involve the community within the Bundaberg Local Government Area.

Lodging your application

- All applications must be lodged online through **SmartyGrants**.
- Applications for Community Services grants may be submitted in the following categories:
 - Community Development
 - Community Events
 - Community Sports and Recreation

Rounds

Community Grants are offered four times per financial year:

- Round 1 - Opening 1 March – closing on the last Friday in June (for events/projects held after end August)

- Round 2 – Opening 1 June– closing on the last Friday in August (for events/projects held after end October)
- Round 3 – Opening 1 September– closing on the last Friday in November
- Round 4 – Opening 1 December– closing on the last Friday in February (for events/projects held after end April).

Assessment Criteria

Your application will need to clearly demonstrate how your project will make positive contributions to life in the Bundaberg Region. Each application will be assessed and weighted on applicant meeting criteria and providing supporting documentation.

Criteria	Hint
1. Project Description	Who for? What is being delivered? Intended outcomes?
2. Grant Alignments (Weighting – 15%)	Explain how your project/event aligns with your chosen category strategy.
Community Development applicants	Choose one or more from the following: <u>Community Development Strategy</u> • Focus on Diversity and Inclusion • Providing safe and accessible spaces/ events • Capacity building and resilience • Building connection and belonging • Encouraging participation and leadership
Community Events applicants	<u>Corporate Plan,</u> Delivery of arts and cultural programs and events promoting creative innovation and social, cultural and economic development • Delivery of community awareness and educational projects • Improve awareness and perception of the region as a place of choice to live, work, invest and visit • Promote social connectedness and active and healthy community life • Heritage and cultural projects creating positive identity for the region
Sports and Recreation applicants	<u>Bundaberg Region Sport and Recreation Strategy</u> • Contribute to Building Healthy and Active Communities • Physical activity initiatives (including disadvantage groups) • Upgrade of existing facilities/Modifications to improve disability access
3. Need for Project (Weighting - 30%)	What inspired the need for this project/event and how your activity addresses this need. Attached evidence to support need (Letters, data, or research)

4. Community Outcomes and Benefits (Weighting – 20%)	How will your project/event benefit the Bundaberg Region, be inclusive and accessible to the community? How your activity uses local services/materials, promotes the local region, attracts out of region visitors, contributes to shoulder season events calendar and collaboration.
5. Organisational Capacity (Weighting – 20%)	Provide a detailed project plan outlining how you will successfully deliver your activity. Provide details of required plans, approvals and permissions (if applicable).
6. Budget and Value for Money (Weighting – 15%)	How does your project/event provide 'value for money'? Detailed and balanced budget (e.g., in-kind, sponsorship, ticket sales, etc). Application must include quotes for items being funded.

How and when will I be notified?

You will receive an automated response upon submission.

You will receive a further letter addressing whether your application is successful or not within six weeks of the closing date of the round.

Successful applicants

You will receive:

- Approval Letter
- Funding Agreement
- Electronic Transfer Funds (EFT) Form
- Community Grants Program – *Acknowledging Funding Support*
- Acquittal Form

The Funding Agreement will include the Terms and Conditions of the grant, specific conditions attached to your grant and GST information.

Completed and signed Funding Agreement, EFT Form and Invoice if registered for GST must be uploaded to SmartyGrants before any funding is released, and prior to your project/event taking place.

Successful applicants must notify Council of any significant change to the project. A Council Manager will review, and if satisfactory, approve these changes.

Council may offer a lower funding amount than required and may place conditions on or be specific about the items in the budget that it is offering to fund. This will require applicants to revise the original budget and proposal outcomes to show that the proposal can still be completed, and the outcomes achieved.

Unsuccessful applicants

Failure to receive funding is not necessarily due to a poor application but may be the result of the demand for Council funds. For feedback on your grant application, please refer to the contact phone number given in your notification letter. You may wish to consider submitting your application to another grants program.

Acquittal

All successful applicants are required to acquit the funding received.

Acquittal documentation must be received within four (4) months of the completion of your project/event; and must include:

- Completed Acquittal form
- Evidence of acknowledging Council
- Payment receipts

Successful acquittal allows you to apply for further grants.

Level of acknowledgement depends on the funding amount received. Please refer to

Community Grants Program – [Acknowledging Funding Support](#)

Contacting Council

Councils Community Development team are happy to make themselves available for further information, or to arrange a face-to-face meeting prior to submitting your application. Please direct your enquiries to grants@bundaberg.qld.gov.au or phone 07 4130 4150.