



Financial Assistance Program

Funding guidelines

Overview

Bundaberg Regional Councils Financial Assistance Program supports initiatives which embrace the vision and goals of Council and reflect a commitment to improve the vibrancy of our region. These initiatives play a vital role in the lifestyle and wellbeing of the region and generate benefits for our community and businesses.

About the Program

Council's Financial Assistance Program provides financial support to eligible applications that provide significant contributions and commercial benefit to Council and the community. Supported applications will enhance the regions livability and demonstrate a strong alignment to the outcomes outlined in Council's Corporate Plan. The Programs priority is to increase provide regional community benefit and deliver economic outcomes.

Bundaberg Regional Councils Strategic Goals/Direction/Focus Areas

These initiatives must enhance the profile of the region and align with Council's vision & focus areas within the Bundaberg Regional Council Corporate Plan 2025-2030

Vision

- *A livable, vibrant & connected community*

Focus Areas

- Connected Community
- Focused Council
- Robust Economy
- Natural Assets

Available Funds and Important Timeframes

Over \$15,000 in financial assistance is available per application. Applicants cannot make more than one application per financial year or more than two applications for the same initiative to the Financial Assistance Program. Applicants cannot additionally be funded through any other Council financial assistance program for the same initiative, including fee waiver requests.

Applications are open all year round until the allocated budget is exhausted. As the level of assistance available is limited by Council's budget and its priorities, no applicant can be guaranteed funding, nor can the applicant be guaranteed to receive the full amount requested. We recommend applying early.

Applications must be made a minimum of **four** months prior to the start of the project or initiative, as the assessment process may take up to **eight** weeks to complete.

Supporting documentation will be required, depending upon the level of funding being applied for.

Who Can Apply

Eligible applications

- Registered organisations with an ABN (or ACN) or a Not-for-profit organisation. Council will not fund individuals
- Initiatives delivered within the local government area and benefit Bundaberg region residents
- Have appropriate insurance and adhere to WPHS practices
- Have no debt to Council and are not contravening any regulation
- Initiatives that are open and accessible to the general public
- Initiatives that demonstrate a significant benefit to the region's economy and attract visitors to our region/or will attract a significant number of visitors from within the region
- Be financially viable and where applicable demonstrate evidence of strategies that enable the initiative to continue after the funding has ceased
- The applicant must demonstrate the ability to deliver financial administration and the appropriate level of qualification and/or experience to deliver the initiative

Ineligible applications

- Government, Schools & Universities
- Political organisations
- Individuals
- Initiatives that present health, safety or environmental hazards
- Initiatives that contravene Council Policy/Local Laws
- Initiatives that are in competition or conflict with Council
- Initiatives that do not align with Councils Corporate Plan
- Initiatives that do not provide significant community and/or economic benefit to the region's economy
- Retrospective funding or applications from bodies that have not satisfactorily acquitted previous grants from Council

Funding is not available for;

- Fundraising initiatives or initiatives where the funding/donations are in turn provided to third parties
- Donations, gifts, prize money and/or prizes
- Personal payments to individuals
- Ongoing operational expenses including administration expenses/sundries, staff wages, rent, insurances and legal costs
- Capital items
- Development of privately owned facilities and/or assets
- Political activities
- Payment of Council venue hire, permits and/or licensing fees

How to Apply

The register your interest in Bundaberg Regional Councils Financial Assistance Program, please complete an enquiry form. An Officer will be in touch with you to discuss your initiative and further progression.

The following documents will be required to be submitted with your application;

- Evidence of 20mil Public Liability Insurance
- Business/Project/Program Management Plan- including economic benefit, participation reach and demographic - general public and business
- Audited Financial Statements and/or profit & loss statements
- Risk Assessment
- Marketing plan where applicable
- Detailed budget
- Quotations

Applicants seeking significant funding may be required to provide more comprehensive documentation that demonstrates the capacity of the organisation to undertake all aspects of the project.

Assessment

The application will be assessed on the quality of information provided and how well it meets the assessment criteria identified below;

Regional Benefit (30%)

- The aims and expected outcomes of the initiative demonstrate the potential to deliver clear community and/or economic benefit to the region
- Alignment with Councils vision
- Ability to achieve one or more of the focus areas of Councils Corporate Plan
- Initiative represents a unique regional experience that reflects community interests and meets community expectations

Capacity (30%)

- Proven track record in delivering successful event/s and/or the experience to deliver planned activities
- Demonstrated evidence that the initiative is well planned and achievable within planned timeframes

Return on Investment (30%)

- The amount applied for represents value for money for the community
- The budget is detailed and accurately reflects the scope and scale of the initiative
- There is demonstrated potential for the initiative to become financially self-sufficient and sustainable in the future
- Evidence of financial or in-kind support from other streams including revenue generation, contributions from organisations, local businesses and/or levels of Government.
- 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

Genuine Financial Need (10%)

- Intended benevolent outcomes for the initiative outweigh potential commercial profit gains

Applicants will be responsible for obtaining all appropriate permits & approvals relevant to the initiative being delivered.

Applications are assessed by a panel who will make recommendations to be considered by Councillors at an Ordinary Meeting of Council.

Notification

Applicants will be notified of the application outcome via email as soon as practicable, but no later than 8 weeks post application date.

Successful Applicants

Will receive an approval letter and agreement stipulating any specific conditions that may be required. For applicants registered for GST, a tax invoice must be submitted to Council before payment will be processed.

Unsuccessful Applicants

Failure to receive assistance is not necessarily a reflection of poor application or initiative but may be the result of demand for Council funds. Feedback can be provided upon request. You may wish to consider applying to another grants program.

Acknowledgment Requirements

As a condition of funding, all recipients are required to publicly acknowledge Councils support in line with the level of funding received.

The following standard acknowledgment is required at minimum;

- Prominent placement of Bundaberg Regional Councils logos on the applicant's website, social media platforms and on marketing collateral and advertising
- Verbal acknowledgement if appropriate
- Any other offering in line with return on financial investment granted

Acquittal

Applicants have four months from completion of the initiative to acquit the funds. This includes a full outcome report, including objectives, output & impacts, participation data, economic benefit realised and includes a finalised budget including evidence of expenses. Evidence of public acknowledgement, in line with the level of funding received – refer to [Acknowledging Funding Support](#).

Should an applicant not acquit their initiative, they will be ineligible to apply for future funding from Council.

Variations

Funding must be used in accordance with the agreement details. Any changes to the initiative must be requested and approved by Council prior to the project's end date. Approval must be sought and provided in writing before you make any change. Further variations cannot be sought post changes. Funds expended on unapproved variations may void any agreement and funds be requested to be returned to Council.

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.