



Micro Grants Program

Funding guidelines

The Micro Grants Program aims to provide financial assistance to community groups and associations meeting recognised community needs as identified in the Bundaberg Regional Council's Community Development Strategy, Sport and Recreation Strategy, and Vibrant Communities Strategy 2026 – 2031.

Information about program support

The decision of the Council on funding applications is final.

The maximum amount available from the Micro Grants Program per application is \$2,000.

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.

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

Financial support from the program will require compliance with specific conditions **prior** to your event taking place. This includes the condition; project/events cannot take place within the ten (10) working days after the closure of the grant round.

Who can apply?

- Bundaberg Regional Council based group/organisation with 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.
- Majority of members residing in the Bundaberg Regional Council area.
- Satisfactorily acquitted previous Council grant.
- Organisations meeting 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 directly affiliated with the auspice. 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/ organisation who have not satisfactorily acquitted a previous Council grant.
- Political and for-profit groups.
- Schools and Universities.

What cannot be funded?

- 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 sole 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.

Assessment criteria

Applications must demonstrate:

- Linkage to the specific aims and priorities for the Micro Grant. Please refer to the [Community Development Strategy](#) or the [Bundaberg Regional Sport and Recreation Strategy](#).
- Provide community benefit to the residents of the Bundaberg Regional Council
- Provide a balanced, realistic, and complete budget with value for money for the project/event.
- Submit current itemised quotes for all requested items (Screenshots are not acceptable).

Lodging your application

- All applications must be lodged online **via SmartyGrants**.
- Micro Grants have 12 rounds per financial year with each round opening on the first day of the month and closing on the **last Friday** of the month.

How and when will I be notified

Applications are weighted on applicants meeting criteria outlined in the guidelines. Final approval is provided by the delegated Council Manager.

Outcome of your application will be notified within ten (10) working days after the end of the round.

Successful applicants

Any specific conditions assigned to your grant will be included in the approval letter and Funding Agreement. Note, Micro Grants approved in Round 12 (May) MUST understand, forms need to be returned as soon as possible, as funds cannot be distributed past 30 June.

Unsuccessful applicants

Failure to receive funding is not necessarily due to a poor application and may result from demand for Council funds. For feedback, please refer to the contacts given in your notification letter. You may wish to consider submitting your application to another grants program.

Acquittal

- Applicants have 4 (four) months after completion of the event to acquit the grant.
- Recipients are required to show evidence of Council acknowledgement and expenditure upon the completion of the event. (i.e. copies of receipts, marketing/promotional material, etc.)
- Successful applicants must notify Council of any significant change to the approved project. The delegated Council Manager will review and if satisfactory, approve these changes.

Contacting Council

Requests for further information should be directed to Bundaberg Regional Council's Community Development Team at grants@bundaberg.qld.gov.au or on 07 4130 4150.

Linked Documents:

[CP-3-015 Community Grants Policy](#)

[Adopted: 30/06/2026.](#)