

Dalby Town Council

COMMUNITY LOAN GRANTS SCHEME

INFORMATION PACKAGE AND APPLICATION FORM

(Please return form to Corporate Services Section)



INFORMATION PACKAGE COMMUNITY LOAN GRANTS PROGRAMME

INTRODUCTION

- Council's Major Grants Scheme provides financial assistance in the form of interest free loans and is available for organisations working in the community, but are not limited to facility development.
- Applicants are urged to be realistic in their requests for funds and to provide all supporting information requested on the application form.
- Applications are also invited for major 'in kind' assistance or plant hire from Council free of charge or at a subsidised cost. This is known as 'in kind' assistance – whilst no money changes hands, the services provided have a financial value/cost to Council. Successful applicants will receive services equivalent to the dollar value specified by Council and will be documented as such.
- The level of assistance available through the programme is limited by Council's budget decisions and its strategic priorities each year.
- No applicant can be guaranteed funding to the full amount requested.
- It is important that each applicant consider these limitations when preparing the request for assistance.
- Expressions of interest will be invited following the adoption of the budget each year and Major Grants will be awarded on the basis of assessment of applications.
- Funds will be allocated giving consideration to the number of applications, geographical equity, and social justice principles.
- Special consideration will be given to projects that display innovation with a continuing benefit to the community.
- A copy of the organisations, or sponsors Certificate of Incorporation must be enclosed with the application.
- Organisations must be based in Dalby.

POLICY COMMUNITY LOAN GRANTS

In recognition of the efforts of residents of the town of Dalby, Council has formulated a Community Loan Grants Programme Policy to provide financial support and other forms of assistance through which Council will develop, strengthen and enhance the capacity of organisations to provide services and activities of benefit to the community.

Council will allocate funds in each annual budget and will advertise for submissions for Major Grants each financial year which may take the form of a monetary loan which must be repaid.

APPLICATION REQUIREMENTS

Applications for consideration under Council's Community Loan Grants Programme will be accepted at any stage throughout a financial year.

Supporting documentation to be included with the completed Application Form must include:-

A copy of the applicant organisation's Certificate of Incorporation Associations Incorporation Act 1981 as amended.

A copy of the applicant organisation's rules.

A copy of the applicant organisation's Management / Development Plan.

Audited financial statements for the past two (2) years must be provided with the application. A cash flow analysis for the term of the loan sought and certification by a Certified Practising Accountant (CPA) that the organisation has the financial viability to repay same is also required to accompany the application.

Details of the applicant organisation's Public Liability Insurance Policy.

Full details of the project and the purpose for which the loan is sought should be included eg. concept plans, details of perceived benefits to members, the proposed applicant organisation's input to the project, etc.

All Town Planning and Building approval requirements will be complied with by applicant organisation.

All purchasing, tenders and quotations shall be conducted in accordance with Council's current Purchasing Policy with a minimum of two (2) written estimates for the works and materials necessary to complete the project.

ELIGIBILITY CRITERIA

Organisations wishing to participate in the Council's Community Loans Program must satisfy the following eligibility criteria:-

- (A) The applicant shall be an Incorporated Body;
- (B) The applicant shall hold an approved Council lease or usage agreement, if appropriate;
- (C) The applicant shall make available and be perceived to make available its membership to the general community;
- (D) The applicant shall provide proof by way of audited financial statements that it is not in a financial position to fund the proposed project/purchase without Council's assistance;

- (E) The applicant shall provide proof that the nature of the proposed project is necessary for the club to remain viable and/or attain its long-term goals and objectives;
- (F) The applicant shall have a current Public Liability Insurance cover of no less than \$10 million. Policy details must be provided at the time of making the application;
- (G) The applicant must demonstrate a financial capacity to meet repayments;
- (H) State and Commonwealth government agencies will not be eligible for financial assistance.
- (I) Organisations should be a registered charity, non-profit, incorporated or sponsored by an incorporated body. Organisations, which are not incorporated, may be eligible for financial assistance under this policy provided that the organisation meets all other requirements.
- (J) Applicants shall have no outstanding debt with Council and must agree to acquit loan funds in accordance with the requirements of the policy.
- (K) All organisations or individuals requesting financial / plant hire or in kind assistance will be required to make a submission each year.
- (L) Council's funding involvement and support must be appropriately acknowledged with opportunities provided for Council publicity and participation at key activities.

PURPOSE, TERM, FEES AND REPAYMENTS

It is not the intention of the Policy for Council to take over or extinguish existing mortgages. Loans are provided for capital improvement works to a facility or grounds which is the subject of a Council approved lease or usage agreement over which the applicant has a right of use, or other grounds as Council decides.

Repayments are to be made quarterly, or on such other basis as agreed.

The term of advanced funds is to be no longer than five (5) years or the balance term of the respective lease, whichever is the shorter. Organisations are able to extend the term of their lease to facilitate advancing of funds under this program.

All loans will be at an interest rate of 0%.

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Successful applicants will be required to enter into a repayment agreement with Council. This will include the signing of an indenture document and the payment by the successful applicant of duty as prescribed by the Stamp Duties Office with whom the indenture documentation is to be lodged.

GRANTS

Grants may be given towards a specific project and proof of completion / commencement of the project within the financial year will be required before funds are paid.

ADVANCE OF FUNDS

One of the following procedures for drawing down of funds will be negotiated with the recipient club or organisation prior to signing of the agreement.

1. Advance amounts

- Advance amounts and timing are to be negotiated with the recipient club.

2. Invoice payments

- Council will pay approved invoices (or receipts) inclusive of GST to the value of the approved amount provided that the loan recipient provides a valid tax invoice from the supplier for work completed.
- Alternatively, the appropriate tax will be withheld. For GST purposes, a valid tax invoice is not required if the value is less than \$50.
- Regardless of the loan advancement method, approved Council Officers will undertake random inspections of works undertaken at various times throughout the course of the project.

DEFAULT

Should there be default in any one (1) loan repayment installment:-

- Council and the organisation are to negotiate and if a mutually satisfactory arrangement cannot be negotiated then the whole of the balance of monies including interest is deemed to be immediately due and payable;
- The organisation is to execute a surrender of the lease of the land it holds from Council;
- Outstanding repayments will be considered to be a charge on a whole of Town basis.

FEE RELIEF

Approval may be sought for a reimbursement of fees, however the fees must be paid and project commenced prior to payment of the loan. If not commenced the approval will lapse.
Eg: building application fees

MISCELLANEOUS ASSISTANCE

The level of financial assistance allocated to the Major Grants Budget Vote will be determined each year within Council's annual budget process.

GRANT ACQUITTAL

A project / financial report be submitted within six weeks of the completion date of the project and non-submission may affect future funding applications.

Council reserves the right from year to year to identify priority areas for funding consistent with the broad strategic directions and policies endorsed by Council.

ADMINISTRATION

Council will receive applications on an as needed basis and will determine which, if any, organisations will receive assistance with the criteria set.

All work undertaken and dollar value benefit given under this policy are to be included in the next Corporate Services Monthly Report.



DALBY TOWN COUNCIL

COMMUNITY LOANS PROGRAM

APPLICATION FORM

Council has adopted a Policy to provide guidelines for the provision of loans to Community, Sporting and Recreational Clubs/Associations based in Dalby, and which may hold a lease or usage agreement over Council owned or controlled land, if appropriate.

The objective of the Community Loans Program is to assist those organisations provide an improved standard of facility (either new or upgraded) for club members and the general public.

Assessment of submissions will be undertaken in accordance with eligibility criteria set out in the Policy.

1. NAME OF ORGANISATION (S)

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2. ADDRESS FOR CORRESPONDENCE

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3. CONTACT PERSON / RESPONSIBLE OFFICER

NAME AND ADDRESS:.....
POSITION IN ORGANISATION.....
☎ HOME..... ☎ WORK.....
☎ MOBILE..... FAX.....

4. IS THE ORGANISATION CURRENTLY INCORPORATED? (Please tick)

Yes No Pending

IF NO, SPONSORS NAME.....

5. DOES THE ORGANISATION HAVE ABN?

Yes No

6. IS THE ORGANISATION REGISTERED FOR GST?

Yes No

7. MEMBERSHIP DETAILS

(a) Please indicate the Organisation's aims and objectives:-

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(b) Date Organisation established.....

(c) Please indicate the number of current members.....

(d) What is the average number of people accessing or using the organisation's facilities or services annually.....

(e) What are the principle age groups of persons involved.....

8. PLEASE ATTACH DOCUMENTATION

(a) Incorporation Documentation

(b) A copy of the Organisation's objectives (as per constitution)

(c) Applicant Organisation's Business/Management/Development Plan

(d) A copy of audited financial statements for the past two (2) years

(e) A cash flow analysis for the term of the loan sought and certification by a Certified Practising Accountant (CPA) that the organisation has the financial viability to repay same.

(f) Details of Public Liability Insurance Policy

(g) Full details of project and the purpose for which the loan is sought including concept plans, details of perceived benefits to members, proposed applicant organisation's input to the project

(h) two (2) written estimates for the works and materials necessary to complete the project.

9. PROJECT DETAILS

- Please outline details of the project for which the funds are sought.

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- Address of Project

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- Land Tenure

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- Outline the need for the project, including results of any research or surveys and the outcomes you expect to achieve.

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- Fully describe the benefits to flow onto the community. Explain the extent of benefit, including details of the people involved and the area covered.

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- Is the project connected in any way with other State or local organisations?

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- Provide details to what extent will the facilities or opportunities offered by the project be available to other organisations and the community in general.

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- Provide the proposed commencement date and the proposed completion date of the project.

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- Provide clear evidence of the capacity of the applicant to undertake the project in a competent manner. Please describe:-

(a) How the project will be managed

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(b) How financial control will be exercised to ensure the budget will not be exceeded

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(c) How contractors/staff/employees will be supervised and timetables are met

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(d) How approvals (when required) will be obtained.

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*Please indicate how these funds are to be raised, including sources, together with projected fund raising timetable.

Applicants who require assistance with completion of the application form should contact Council's Corporate Services Department on (07) 4672 1101

Completed application forms should be forwarded to:

**Chief Executive Officer
Dalby Town Council
PO Box 551
DALBY QLD 4405**