

Dalby Town Council

MINOR GRANTS SCHEME

INFORMATION PACKAGE AND APPLICATION FORM

February 2008



INTRODUCTION

- Council's grants scheme provides assistance for non-profit organisations working in the Dalby community.
- Applicants are urged to be rational in their requests for funds and to provide all supporting information requested on the application form.
- In-kind assistance from Council does not fall within the criteria of this funding program. For information regarding Council's In-Kind Assistance Program, please visit www.dalby.qld.gov.au .
- The level of assistance available through the programme is limited by council's budget decisions and its strategic priorities.
- 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 grants will be awarded on the basis of assessment of applications.
- Funds will be allocated giving consideration to the number of applications and adherence to the program's Selection Criteria.
- Special consideration will be given to projects that display 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 the Dalby Town Area.

APPLICATION REQUIREMENTS

1. Copy of applicants Certificate of Incorporation;
2. Copy of applicants Financial Statement (Audited) for past year;
3. Statement of expected benefit to members and or community; and
4. Completed application form.

GRANT POLICY

In recognition of the efforts of residents of the town of Dalby, Council has formulated a grant policy to provide financial assistance through which council will develop, strengthen and enhance the capacity of individuals and organisations to provide services and activities of benefit to the Dalby community.

Council will allocate funds in each annual budget and will advertise for submissions for grants twice annually in August and January.

Grants must be of benefit to the general community of Dalby and may take the form of project funding or reimbursement of net general rates.

ELIGIBILITY CRITERIA

- (A) Organisations or individuals must be community based and provide services and activities of benefit to Dalby and surrounding community.
- (B) The objective of the organisation must be solely non - profit making.
- (C) Organisations operating a licensed premise and or gaming machines will not be eligible for financial assistance.
- (D) State and Commonwealth government agencies will not be eligible for financial assistance.
- (E) 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.
- (F) Applicants shall have no outstanding debit with Council and must agree to acquit grant funds in accordance with the requirements of the policy.
- (G) Applicants must provide a current audited financial statement with their application
- (H) Councils funding involvement and support must be appropriately acknowledged with opportunities provided for Council publicity and participation at key activities.

SELECTION CRITERIA

Applications for funding will be assessed against the following criteria:

- Proof of eligibility and viability of applicant organisation;
- Delivery of project within the Dalby Town Council boundaries;
- Evidence of positive outcomes that will be of long term benefit to the Dalby community;
- Demonstrated community need for the project; and
- Demonstrated community support and involvement in the project

ASSESSMENT PROCESS

Applications are to be submitted to Dalby Town Council Cultural and Administration Centre in Drayton Street by the closing date of applications advertised prior to the respective funding rounds.

Council's Community Services section will assess applications based on their level of community benefit and how they meet the Selection Criteria, with recommendations passed on to Council for approval. Applicants will be notified of outcome by mail.

LEVEL OF FUNDING AVAILABLE

At Council's discretion, funding may be made available to eligible organisations as per the following:

Projects

Funding may be granted towards a specific project that fits the selection criteria up to a maximum funding limit of **\$2,000**.

Annual, or recurrent projects, or funding for the payment of salaries and wages will not be considered.

Rate Relief

Rate relief to a maximum of **\$1,000** will be provided for net general rates only. No utility charges eg: water or sewerage charges will be funded. Rate relief funding is non-recurrent.

Unless a prior agreement has been met, Kindergartens and Preschools are ineligible to apply for rate relief.

GRANT ACQUITTAL

A project / financial report must 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 strategic directions and policies endorsed by Council.

DALBY TOWN COUNCIL

MINOR GRANTS SCHEME

APPLICATION FORM

1. NAME OF ORGANISATION (S)

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2. ADDRESS FOR CORRESPONDENCE

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3. CONTACT PERSON / RESPONSIBLE OFFICER

NAME:

☎ HOME ☎ WORK

☎ MOBILE FAX

4. THIS APPLICATION IS MADE ON BEHALF OF: (Please tick)

Single Organisation Two or more Organisations

Other (please specify)

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

Yes No Pending

IF NO, SPONSORS NAME

6. IS THE ORGANISATION REGISTERED FOR GST?

Yes No

7. DOES THE ORGANISATION HAVE AN ABN?

Yes No

ABN: _____

8. PLEASE INDICATE TYPE OF ASSISTANCE THAT YOU ARE SEEKING (if more than one category, please fill out separate forms for each project)

Community Project (built structure)	<input type="checkbox"/>	Equipment Purchase	<input type="checkbox"/>
Community Program/Training	<input type="checkbox"/>	Arts/Cultural	<input type="checkbox"/>
Environment	<input type="checkbox"/>	Event	<input type="checkbox"/>

Other

9. MEMBERSHIP DETAILS

(a) Please indicate the number of current members

(b) Please indicate the number of non-members who will participate in or benefit from the project.....

(c) Date organisation established

10. PROJECT DETAILS

♦ Why do you want the grant (eg to buy equipment, hold a festival, or upgrade a hall)?

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♦ What is the purpose of your organisation?

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- ♦ What involvement does your group have with the local Community?

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- ♦ Demonstrate how you identified the need for this project?

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- ♦ What community benefit will be gained from your project?

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- ♦ Approximately how many people will benefit from your project?

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- ♦ Are other organisations involved in your project?

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- ♦ How will you publicly acknowledge the Dalby Town Council grant to your project?

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- ♦ Please describe how your group will maintain the project/equipment provided by this grant?

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- ♦ What would your organization be contributing to the project?

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12. OTHER FUNDING

Does your organisation currently receive funding from Commonwealth, State or Local Government?

No

Yes → Please specify the program name, source, and level of funding provided.

Program	Amount

Have you made, or do you intend to make, an application for a grant from any other sources (government or non-government) for this project or activity?

No

Yes → Please specify the program name, source, and level of funding sought and the date the outcome will be known.

Program	Amount

13. PLEASE ATTACH DOCUMENTATION

- (a) a copy of the organisations objectives (as per constitution);
- (b) a copy of the latest audited financial statement or last two (2) bank statements;
- (c) any other information in support of your application; and
- (d) incorporation documentation or sponsorship letter.

14. CERTIFICATION

This Application is to be signed by two executive officers of the incorporated organisation accepting legal and financial responsibility for the project.

I certify that:

- ♦ The information provided in this application is true and correct;
- ♦ All conditions of the grant will be complied with should a grant be approved;
- ♦ This application is consistent with the aims and objectives of the incorporated body as set out in its Constitution; and
- ♦ There will be appropriate insurance cover for the project.

Name: Name:

Signature: Signature:

Position: Position:

Date: Date:

CHECKLIST



Before posting your application, please use this checklist to ensure your application is accurately completed. Incomplete applications are returned to you for completion.

- Section 1** Have you provided your organisation's details?
- Section 1** Have you provided your ABN, indicated your GST or ITE status, and included evidence of your ITE status with your application?
- Section 2** If your group is not incorporated, have you provided details of your sponsor?
- Section 3** Have you provided the name of your responsible officer?
- Section 4** Have you confirmed that your organisation is eligible to apply?
- Section 5** Have you provided a copy all the required supporting documents?
- ♦ A copy of the Certification of Incorporation; and
 - ♦ A letter from your sponsor confirming that they accept responsibility for the project
- Section 6** Have you indicated your primary service type?
- Section 7** Have you provided a funding submission and letters of support?
- Section 8** Have you indicated your primary target group?
- Section 9** Have you described the purpose of the grant?
- Section 10** Have you completed the budget items list?
- ♦ Included a copy of the selected quote/s (ensure the quotes separate the GST for each item requested)
 - ♦ Accounted for the cost of conducting an audit of your project (this cost may be included in the application budget for that project)
- Section 11** Have you advised us of other sources of funding your organisation may receive?
- Section 12** Have the Responsible officer and office bearer signed the application form?
- Section 13** Have you attached copies of the documentation required?
- ♦ a copy of the organisations objectives (as per constitution);
 - ♦ a copy of the latest audited financial statement or last two (2) bank statements;
 - ♦ any other information in support of your application; and
 - ♦ incorporation documentation or sponsorship letter.

Please ensure the signatures are original, not photocopied

