



APPLICATION PACK

# Mayoral Donation



## MAYORAL DONATIONS OBJECTIVES

The aim of this program is to support and encourage Individual Community members, Organisations and or Clubs to pursue achievements in their chosen area of expertise; this may include, but is not limited to significant sports and recreation, arts, cultural and academic endeavours.

## ELIGIBILITY

In order to submit an application under the Mayoral Donation Program, the applicant must be:

- ▶ A permanent resident of the Longreach Regional Council area, or
- ▶ A community organisation or club that is a not-for profit incorporated organisation located within the Longreach Regional Council area, or
- ▶ A group or individual representing the region by performing, competing or presenting at district, state national or international competitions, conferences or events, and
- ▶ Have met acquittal conditions for previous council funding.

## INELIGIBLE APPLICATIONS

The following entities and applications are ineligible to apply under the Mayoral Donation's program and will not be considered for funding:

- ▶ Government agencies or departments of local, state or federal government
- ▶ Educational, Religious or Medical Organisations
- ▶ Businesses
- ▶ Coaches, team managers, trainers and support crew.
- ▶ Applications which fund;
  - Wages or salaries for staff
  - Recurrent costs with day to day operations of a community group
  - Equipment or other expenditure that are personal or of personal gain
  - Part of or all of Council rates
  - Items that would otherwise be funded by State or Government bodies
  - Applications whereby Council funds will be donated to another cause (e.g charity events).

## LODGEMENT OF APPLICATIONS AND CUT OFF DATE

Applications are to be made using the Mayoral Donations Application Form and must include relevant supporting documentation. All applications are to be emailed to [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au) or delivered in person to Council Administration Office.

Applications must be received by COB on first Tuesday of each month to be considered in that month.

In cases of emergency or other extenuating circumstances, applications received after the cut off each month, may be considered at the discretion of the Chief Executive Officer.

## CRITERIA

All applications will be assessed against eligibility and assessment criteria as stated in this Policy and the Program Guidelines.

- ▶ Applicants must demonstrate benefit or need for the project or activity.
- ▶ Where funding is provided to an individual, the recipient should reside permanently within the boundaries of the Longreach Regional Council.
- ▶ Council will fund retrospective applications to cover costs already incurred, if appropriate justification and evidence can be provided.
- ▶ Applicants must not have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines.
- ▶ Activities and projects will not be funded from multiple Council funding Programs.

## DONATION LIMITS

- ▶ Amounts of up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland.
- ▶ Amounts of up to \$500 will be available for individuals selected to represent Queensland in a national competition or event; or who have won at a state level and are competing in a national competition.
- ▶ Amounts of up to \$1,000 will be available for individuals selected to represent Australia at an international competition or event level.
- ▶ Amounts of up to \$2,000 will be available for not for profit community organisations for small amounts of assistance or emergent activities or projects to be awarded in accordance with this Policy and Guidelines.

## SUPPORTING DOCUMENTATION

Individuals and Community Groups are required to submit the relevant supporting documentation with the application, for example:

- ▶ Evidence of selection or representation of sporting team or cultural arts activity.
- ▶ Receipts or bookings for travel, registration, uniforms, etc.

\*if groups are unable to provide evidence of the event or project due to the dependency of funding or extenuating circumstances, please indicate on the application form. Council may still consider the application based on supplied information (i.e. budget).

## SUBMITTING APPLICATION

For further information or help completing applications please seek assistance from the Council administration staff within the Mayoral Donations section on (07) 4658 4111 or via email to [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

Completed applications may be returned in person to Councils Administration Office's or be emailed to [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

## HOW ARE THE APPLICATIONS ASSESSED?

All applications will be assessed against the selection criteria by the assessment panel consisting of 3 representatives and passed onto Council for endorsement. All applications will receive written notification of their outcome.

## ACQUITTAL

Approved applications will be required to complete and return the Longreach Regional Council acquittal form within 60 days of the nominated event date. The acquittal form must be accompanied with proof of payment of invoices and supporting documentation.

# APPLICATION FORM



Name: (Individual/Group/Organisation)	
Contact person's name:	
Postal address:	
Telephone:	
Mobile:	
Email:	

## PROJECT/ACTIVITY DETAILS:

Project name:	
Project date:	
Brief description of project:	
Cash amount requested:	\$
Please provide a budget breakdown.	Travel: \$ Accommodation: \$ Registration fees: \$ Other expenses: \$



### ELIGIBILITY ASSESSMENT:

1. Is your project or activity based within the Longreach Regional Council Area or do you reside permanently within the boundaries of Longreach Regional Council.

Yes       No

2. Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Program Policy and Guidelines?

Yes       No

If yes, please provide details?

### DECLARATION BY RECIPIENT:

I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.

I understand I may be asked to provide the Council with additional information on the funded project.

<b>Signature:</b> Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	
Name in Full:	
Business/Community/ Organisation Group	
Position in Group or Organisation: (if applicable)	

## APPLICATION CHECKLIST

- All parts of the application are completed.
- Evidence of selection or representation of sporting team or cultural arts activity (i.e. Principal Approval Form)
- A copy of the organisations most recent bank statement is attached (if applicable)

## Privacy Collection Notice

Longreach Regional Council is collecting your name, residential address and telephone number in accordance with the Local Government Act 2009 in order to process your application. The information will only be accessed by employees and/or Councillors for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

