



APPLICATION PACK

Community Donations



COMMUNITY DONATIONS OBJECTIVE

Council is committed to supporting local community organisations through its Community Donations Program. The aim of Program is to:

- ▶ Develop the capacity and sustainability of organisations or innovative programs to meet the needs of members and the community.
- ▶ Support the acquisition or upgrading of facilities and equipment (excluding personal- use items).
- ▶ Provide donations towards services that deliver improved community services to the Council region.
- ▶ Deliver programs and events to engage and entertain a vast variety of community members within the Longreach Regional Council Region. Enhances the community's resilience, wellbeing, sustainability and liveability;

ELIGIBILITY

In order to submit an application under the Community Donations Program, the applicant must be:

- ▶ A community organisation, group or club that is a not-for-profit incorporated organisation and is located in the Longreach Regional Council Area OR:
- ▶ A community group or club auspiced by not-for-profit incorporated organisation located within the Longreach Regional Council area, and
- ▶ Have met acquittal conditions for previous council funding.

Each Community Group is eligible to apply for a maximum of \$5,000 per financial year.

Community Donations in-kind support of \$1,000 or less may be awarded by the Chief Executive Officer or delegate in accordance with this Policy and Program Guidelines.

INELIGIBLE APPLICATIONS

The following entities and applications are ineligible under the community donations program and will not be considered for funding:

- ▶ Government agencies or departments of local, state or federal government
- ▶ Educational, Religious or Medical Organisations
- ▶ Businesses
- ▶ Applications whereby Council funds will be donated to another cause
- ▶ Applications which fund;
 - a. Wages or salaries for staff
 - b. Recurrent costs with day to day operations of a community group
 - c. Retrospective funding
 - d. Equipment or other expenditure that are personal or of personal gain
 - e. Part of or all of Council Rates
 - f. Items that would otherwise be funded by State or Government bodies

LODGEMENT OF APPLICATIONS AND CUT OFF DATE

Applications are to be made using the Community Donations Application Form and must include relevant support documentation. All applications are to be emailed to assist@longreach.qld.gov.au or delivered in person to Council Administration Office.

Community Donations (financial and in-kind support) applications must be received by COB on first Tuesday of each month to be considered in that month.

In-kind support will only be considered for Council services, which are listed in the fees and charges:

www.longreach.qld.gov.au/rates-fees-charges/rates-fees-charges-1

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

- ▶ Applicants must demonstrate strong community benefit or need and support for the project or activity. (eg will it contribute to Economic Development, Tourism, Liveability, etc).
- ▶ The applicant or proposed project or activity must be based within the Longreach Regional Council boundaries; or clearly demonstrate direct benefit to the Longreach Regional Council communities.
- ▶ The applicant must demonstrate attempts have been made to raise funds from other sources to assist with the event
- ▶ Applicants must be able to demonstrate financial viability and/or competence to achieve the stated goals of the project or activity and provide evidence with application
- ▶ Applicants must have acquitted previously awarded donations in accordance with the relevant Community Donations Policy in order to be considered for a new application.
- ▶ Applicants must not have any overdue debt with Council unless a payment arrangement is in place to reduce debt.
- ▶ Activities and Projects will not be funded from multiple Council funding programmes.

SUPPORTING DOCUMENTATION

Applicants are required to submit the following supporting documentation with an application:

- ▶ Evidence of the event or project (ie quotes, facilities bookings, etc)*
- ▶ Relevant public liability insurance (if required)
- ▶ A detailed budget of running expenses for the event – available in Application Form

*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 Community Donations section on (07) 4658 4111 or via email to assist@longreach.qld.gov.au

Note: Office hours are 8.30 am to 5.00 pm, Monday to Friday (excluding public holidays).

Completed applications may be returned in person to Councils Administration Office's or be emailed to 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.

Applications which are successful will be sent a Community Donations Agreement which will need to be signed and returned before funds are paid to the nominated bank account.

ACQUITTAL

Successful applicants are required to complete and return the Longreach Regional Council acquittal form within three (3) months of the nominated event date. The acquittal form must be accompanied with proof of payment of invoices and supporting documentation.

APPLICATION FORM



CONTACT INFORMATION

Name: (Group or Organisation)	
ABN if applicable	
Contact Person's Name:	
Postal Address:	
Telephone:	
Mobile:	
Email:	

EVENT DETAILS

Event Name:	
Event Date:	
Description of what Council funds will be used for: No more than approx 200 words.	
Financial Amount Requested:	\$
In-kind Support Requested:	\$

ELIGIBILITY ASSESSMENT

Explain how your event demonstrates strong community or individual benefit, or need of support.

Explain how your event will contribute to the Longreach Regional Council community (eg Economic Development, Tourism, Liveability, wellbeing etc.)

Is your event based within the Longreach Regional Council Area

Yes

No

How many people are expected to attend? (Please indicate)

0-50

51-100

100-200

200 and over

Provide a brief explanation of what type of attendants your event will attract (eg visitors from other towns, key community groups)

How do you intend to acknowledge Council's support (if approved) at the event or within the project or activity?

Have you sought funding through other avenues for your project/activity (grants, corporate sponsorship, fundraising, etc)?

Yes:

No:

If YES, please provide details?

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

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

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

Yes No

SUPPORTING DOCUMENTATION CHECKLIST

Evidence of the event or project (i.e quotes, facilities bookings, etc)*

Relevant public liability insurance (if required)

Booking form/s completed (facility hire and equipment hire)

A copy of the organisations most recent bank statement (for applications over \$1,000 only)

*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).

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.

I consent to Longreach Regional Council publishing the applicants name in reports and publication statements.

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

Privacy Collection Statement: Longreach Regional Council is committed to ensuring that your privacy is protected and will take all reasonable steps to ensure that all personal information is secure. Council is collecting your personal or community groups information for the purpose of assessing your application for Community Donations.

