



LONGREACH REGIONAL COUNCIL
Community Donation Assessment Form

Summary of Application:

Name:	
Project Name:	
Amount Requested:	

Assessment – Grant Criteria:

Criteria	Officer Assessment & Comments	Considerations in Assessment	Scoring Assessment	Score
Applicants must be: <ul style="list-style-type: none"> • A community organisation, group or club that is a not-for-profit incorporated organisation • A community group or club auspiced by not-for-profit incorporated organisation located within the Longreach Regional Council area. 	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	As per Community Donations Policy.	Score of 0: Applicant is NOT a community organisation, group or club that is a not-for-profit organisation. Score of 10: Applicant is a community organisation, group or club that is a not-for-profit organisation OR auspiced by a not-for-profit incorporated organisation located in the Longreach Regional Council Area.	/10



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<p>Applicants must demonstrate strong community benefit or need and support for the project or activity.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>	<ul style="list-style-type: none"> • Will the activity, project or event benefit the regional economically? • How many people will the activity, project or event attract? • Will the activity, project or event only attract locals or visitors? • Will the activity, project or event encourage community group membership? • Does the activity, project or event create community awareness? • Does the activity, project or event raise funds for an important charity? 	<p>Score of 0-4: Application demonstrates little to no community benefit or need.</p> <p>Score of 5-7: Application demonstrates sound community benefit or need.</p> <p>Score of 8-10: Application demonstrates strong community benefit or need.</p>	<p>/10</p>
<p>Activities or proposed activities, projects or events will contribute to the strategic outcomes as outlined in Longreach Regional Council's Corporate Plan.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>	<ul style="list-style-type: none"> • Do the proposed activities, projects or events link to Councils Corporate Plan? • What will be the impact on the region? • What will be the impact on the community? 	<p>Score of 0-4: Strategic Outcomes not identified or broadly identified in Councils Corporate Plan.</p> <p>Score of 5-7: One – Three Strategic outcomes identified that link to Councils Corporate Plan identified.</p> <p>Score of 8-10: Four or more strategic outcomes identified that link to Councils Corporate Plan identified.</p>	<p>/10</p>



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<p>The applicant or proposed activities, projects or event must be based within the Longreach Regional Council boundaries; or clearly demonstrate direct benefit to the Longreach Regional Council communities.</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: </p>	<ul style="list-style-type: none"> • Will the proposed activities, projects or event be held within the Longreach Region? • Will the proposed activities, projects or event impact 1 or more of our communities? • What is the benefit and how many will benefit? 	<p>Score of 0-4: The project or activity is not based within the Longreach Regional Council boundaries.</p> <p>Score of 5-7: The project or activity is based in one of the communities located in Longreach Regional Council boundaries and will benefit 1 – 2 communities.</p> <p>Score of 8-10: The project or activity is based in one or more of the communities located in Longreach Regional Council boundaries and will benefit 3 or more communities.</p>	<p>/10</p>



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<p>The applicant must demonstrate attempts have been made to raise funds from other sources to assist with the event.</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: </p>	<ul style="list-style-type: none"> • Is the applicant relying only on Council funding? • Have attempts been made to source other funds in order to hold the activity, project or event? 	<p>Score of 0-4: There has been no or little attempt by the community group to fundraise or seek additional funding or sponsorship.</p> <p>Score of 5-7: The applicant has fundraised and attempted to seek additional funding from 1 – 4 other organisations or sources (excluding council).</p> <p>Score of 8-10: The applicant has fundraised and attempted to seek additional funding from 5 or more other organisations or sources (excluding council).</p>	<p>/10</p>



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<p>The applicant must provide a budget overview for proposed activities, project or event.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> • Can it be identified what the funding will be utilised for or contribute to? • Is the applicant relying only on Council funding? • Is the applicant being financially responsible? 	<p>Score of 0-4: The applicant provided no or little detail about the proposed budget for the activity or project.</p> <p>Score of 5-7: The applicant has provided a budget, however more information was required by council in order to make assessment.</p> <p>Score of 8-10: The applicant has provided a budget which provides a detailed overview of the proposed activity or project, along with clearly identifying how the application for Community Donation will be utilised.</p>	<p>/10</p>
<p>The applicant must have acquitted previously awarded donations in accordance with the relevant Community Grants Policy in order to be considered for a new application.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>	<ul style="list-style-type: none"> • Have all previously awarded donations been accounted for and acquitted accordingly? • Has Council had to constantly remind the applicant for an acquittal or more information? 	<p>Score of 0-4: The applicant has outstanding acquittals to be completed for previous Community Donation funding.</p> <p>Score of 5-7: The applicant has outstanding acquittals to be completed for previous Community Donation funding, however has communicated with Council reasoning OR The applicant acquittal is not yet due.</p> <p>Score of 8-10: The applicant has no acquittals for previous Community Donation funding outstanding.</p>	<p>/10</p>



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<p>The applicant must not have any overdue debt with Council unless a payment arrangement is in place to reduce debt.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>	<ul style="list-style-type: none"> • Does the applicant owe council money? • Has the applicant been fair to council in repaying money? 	<p>Score of 0-4: The applicant currently has overdue debt with council.</p> <p>Score of 5-7: The applicant currently has overdue debt with council; however a payment plan or arrangement is in place.</p> <p>Score of 8-10: The applicant currently has no overdue debt with council.</p>	<p>/10</p>
<p>The applicant must provide supporting documentation with an application for a Community Donation.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments:</p>	<p><input type="checkbox"/> Evidence of the event or project (ie quotes, facilities bookings, etc)</p> <p><input type="checkbox"/> Relevant public liability insurance (if required)</p> <p><input type="checkbox"/> Evidence of alternative avenues for financial support have been investigated</p> <p><input type="checkbox"/> A copy of the organisations most recent bank statement</p> <p><input type="checkbox"/> A detailed budget of running expenses for the event</p>	<p>Score of 0-4: The applicant has provided little or no supporting documentation.</p> <p>Score of 5-7: The applicant has provided 1-3 forms of supporting documentation.</p> <p>Score of 8-10: The applicant had provided 4-5 forms of supporting documentation.</p>	<p>/10</p>



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Has the applicant previously applied for Community Donations Funding in other rounds for the financial year?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:	<ul style="list-style-type: none"> • Has the applicant previously applied for funding – if so, how much? • Applicants are only able to apply for up to \$5000 per year across 4 funding rounds. 	Score of 0-4: The applicant has applied for previous rounds of Community Donations Funding to the amount of \$5000. Score of 5-7: The applicant has applied for previous rounds of Community Donations Funding to the amount of between \$2000 - \$4999. Score of 8-10: The applicant has applied for previous rounds of Community Donations Funding to the amount of between \$0 - \$1999.	/10
TOTAL SCORE				/100
TOTAL PERCENTAGE OF FUNDING ELIGIBLE				%



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Officer's Recommendation:

Name & Signature:	
Funding Round:	
Recommendation:	
Date:	