

# GUIDELINES

## COUNCILLORS' DISCRETIONARY GRANTS

# TOWNSVILLE CITY

## GRANTS & PARTNERSHIPS



<b>Introduction to Councillors' Discretionary Grants</b>	<p>The Councillors' Discretionary Grants assists Councillors' to respond to requests for financial assistance from local community groups and residents to undertake an initiative that serves a community purpose.</p> <p>Applications are open throughout the year.</p> <p>Up to \$250 (excl. GST) is available per request. Please note there is a limit to the amount of funding available for these grants. Once this amount is reached no further grants will be awarded until the next financial year.</p> <p>Each applicant may receive one (1) grant per financial year, per initiative through the Councillors' Discretionary Grants.</p> <p>Applicants may contact any Townsville City Council Councillor to request support through this fund.</p>
<b>Program aims</b>	<p>To encourage Townsville residents to engage in, and provide for, the Townsville community.</p> <p>To allow Councillors' to meet urgent community needs.</p> <p>To support local fundraising causes including events, activities and initiatives.</p> <p>To provide support for Townsville based charitable institutions and not-for-profit community organisations.</p> <p>To recognise the achievements of community members through donations, prizes and awards.</p>
<b>Submitting a request</b>	<p>Applicants must contact a Townsville City Council Councillor (Councillor contact details can be found at <a href="#">Councillor contact details</a> or by calling 13 48 10) to discuss the initiative.</p> <p>If supported, the applicant will be asked to submit an application in writing to their chosen Councillor.</p>
<b>Eligibility criteria</b>	<p>A community group or resident will be eligible to apply for this grant if they meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Reside or primarily provide services in the Townsville Local Government area.</li> <li>• Any initiative for which funding is sought must be conducted within the Townsville Local Government area and/or be of benefit to the Townsville community.</li> <li>• Applicants must have successfully acquitted any previous Townsville City Council grants.</li> <li>• Applicants must be free of debt to the Townsville City Council.</li> </ul>

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<b>Ineligible items</b>	<p>The following entities are not considered eligible to apply for this grant:</p> <ul style="list-style-type: none"> <li>• Government agencies; or</li> <li>• Departments of local, state or federal government</li> </ul> <p>Retrospective costs, including reimbursement of costs already incurred and funding for initiatives which have already taken place or commenced prior to the request being approved by council, are ineligible for funding.</p> <p>Top up funds, where Townsville City Council already provides funds for this initiative, are not permitted.</p> <p>Initiatives which support or oppose political or religious organisations, including initiatives that are considered to primarily deliver a religious or political message or campaign will not be considered.</p>
<b>Assessment process</b>	<p>All requests will be checked for eligibility then assessed by a Councillor to ensure the request meets a community need.</p>
<b>What happens next</b>	<p>Applicants will be notified in writing of the outcome of their application within two (2) weeks of receipt of the written request.</p> <p>If the application is successful, applicants will need to provide an invoice/tax invoice or Statement by Supplier (if not registered for GST) to Council in order for payment to be made.</p> <p>Funds must be used for the purpose for which they were granted, as outlined in the notification letter. Any variations in the use of the funds must be approved in writing in advance by Council.</p> <p>Successful applicants are required to acknowledge Council's contribution to the initiative in any visual collateral, marketing materials, and publications and on social media posts as set out in the grant notification letter under Accountabilities.</p> <p>Successful applicants have twelve months from the date of the grant notification letter to complete their initiative.</p> <p>An acquittal will need to be completed within 28 days of completion of the initiative, including submission of receipts or other evidence of money spent. Applicants will be ineligible to apply for any council grants until the acquittal is successfully submitted and approved.</p> <p>Failure to comply with Council's accountability requirements may result in the applicant being asked to reimburse Council the full amount of the money received.</p> <p>The outcome of all successful grant applications will be published online including each applicant's name, the purpose of the funding and the amount of funding received.</p>
<b>Submission</b>	<p>Contact a Townsville City Council Councillor <a href="#">Contact details</a> or by calling 13 48 10.</p>
<b>Further information</b>	<p>Phone: 13 48 10  <a href="http://townsville.qld.gov.au">townsville.qld.gov.au</a></p>