

# **GUIDELINES**

## **COMMUNITY ORGANISATIONS**

# **TOWNSVILLE CITY**

## **GRANTS &**

## **PARTNERSHIPS**



Welcome to the Townsville City Grants & Partnerships. The aim of this program is to support initiatives which address a community need through the provision of community grants and partnerships.

The program consists of 3 categories. The categories are:

- Social Grants & Partnerships
- Environmental Grants & Partnerships
- Economic Grants & Partnerships.

Each category contains multiple priorities. You will need to ensure that your initiative supports at least one of these priorities. The responses in your application should highlight how your initiative meets the priority that you choose. The priorities may change and be updated – to view the current priorities please visit [Council's website](#).

To determine if you are eligible for a grant or partnership please read the below information. Please note that satisfaction of the eligibility and application criteria does not mean that your application will be approved.

<b>Who can apply:</b>	<p>Applicants <b>must</b> meet all of the below to be considered for funding:</p> <ul style="list-style-type: none"><li>• Be a properly constituted not-for-profit organisation, or be auspiced by such an organisation;</li><li>• Reside and/or primarily provide services within the Townsville Local Government Area (LGA), or be able to demonstrate that the initiative is in the public interest of residents of the Townsville LGA;</li><li>• Must be free of debt to Townsville City Council;</li><li>• Have acquitted any previous Townsville City Council grant satisfactorily;</li><li>• Hold current Public Liability Insurance, to the value of \$20,000,000 per claim.</li></ul> <p>Applicants who will not be considered for funding:</p> <ul style="list-style-type: none"><li>• Government agencies or Departments of local, state or federal government;</li><li>• Educational, religious or medical institutions; or</li><li>• Businesses, including sole traders.</li></ul>
<b>Submitting your application:</b>	<p>Applications must be completed online through SmartyGrants accessed via <a href="#">Council's website</a>. SmartyGrants is an external software program that allows applicants to create an account. Your account will then be your portal for tracking current applications and will give applicants the ability to view previous grant applications.</p> <p>When working on an application you will have the ability to “Save your Progress” and return at another time to complete your application. You will receive notifications from SmartyGrants directly (e.g. notifying you of an application in progress, the submission of an application, etc.).</p> <p>SmartyGrants allows multiple committee members to be logged in to the same account at the same time. However, only one person can work on an application at any one time as the program will not save changes from multiple users and this may result in lost information.</p>
<b>Support Available:</b>	<p>Applicants can request support from Council in the form of both cash funding and in-kind support (meaning the waiver of a Council venue hire fee). The total value of your request is determined by how much funding you ask for, including any in-kind support you ask Council to provide.</p> <p>The value of your total request will affect your assessment process, please read the appropriate section below very carefully.</p>



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<b>Council Budget:</b>	Council has the ability to part fund, or not fund, initiatives depending on Council budget allocation. The amount of funding available is limited by council's annual budget allocation.
<b>Fee Waivers:</b>	<p>Any Council fee waiver your organisation is requesting as part of your application <b>must</b> be supported by a quotation.</p> <p>To obtain your fee waiver quote, you must first contact the Venues' Team directly (<a href="mailto:venues@townsville.qld.gov.au">venues@townsville.qld.gov.au</a> or call 13 48 10) to check venue availability.</p> <p>The fee waiver amount must then be included in your total initiative cost in the budget. You will not be able to apply for a fee waiver retrospective of your initial grant application.</p>
<b>Ineligible Items:</b>	<p>Items that will not be considered for funding under this grant program include:</p> <ul style="list-style-type: none"> <li>• Ongoing or General Operating costs such as Salaries and wages, electricity, lease/rent payments, insurance, uniforms or the like;</li> <li>• Retrospective costs – including reimbursement of any costs already incurred from the initiative;</li> <li>• Capital works – including costs of repairs, extensions or renovations to buildings;</li> <li>• Capital equipment – the purchasing of any items that have a lifespan beyond the initiative, including, but not limited to: whitegoods, office equipment, portable shade structures, machinery (mowers, vehicles and trailers etc.), costumes, sheet music and furniture or the like;</li> <li>• Prize money, prizes or trophies, Competitions (awards and bursaries will be considered);</li> <li>• Payment of debts and loans;</li> <li>• Alcohol – the purchase of for any initiative;</li> <li>• Initiatives that support or oppose religious or political organisations;</li> <li>• The core business of educational, religious or medical organisations;</li> <li>• Initiatives which are considered to be a requirement under an existing agreement with another organisation; and</li> <li>• Applications where the financial budget has a positive income (income exceeds expenditure)</li> </ul>
<b>Supporting Documentation:</b>	<p>All grant applicants must supply/attach a copy of the below as part of their application:</p> <ul style="list-style-type: none"> <li>• Current Public Liability Insurance (\$20,000,000 per claim);</li> <li>• Proof of Not-for-profit status (constitution, charter or Certificate of Incorporation);</li> <li>• Quotations from suppliers for \$1,000 and over (excl. GST); and</li> <li>• Consent from Auspice Organisation (if applicable).</li> <li>• Excel Budget Expenditure (only applicable if table in the application is not suitable) (<i>only for applications \$5,001 plus in value</i>);</li> <li>• Audited financial statements approved at most recent AGM (<i>only for applications \$5,001 plus in value</i>);</li> <li>• Project Plan - either completed in the table provided or uploaded as an attachment (<i>only for applications \$25,001 plus in value</i>).</li> </ul>

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### **Grants – up to \$5,000**

#### **Grant Cycle**

- Applicants applying for up to \$5,000 can apply anytime throughout the year.
- Your initiative start date must not be within 6 weeks of the date your application is submitted.
- Once an application is lodged and is deemed eligible and complete by Council, the assessment time period of 4 weeks<sup>1</sup> will commence (Note: If you do not supply all documentation, or your application requires alterations, the 4 weeks assessment period will not commence until council deems the application to be eligible and complete).
- Successful applicants need to allow up to 2 weeks for Grant documentation to be received and payments to be processed.

#### **Eligibility**

All applications will be checked for eligibility. Only when Council deems an application to be eligible will the 4 week assessment period commence and the application will proceed to the assessment stage.

Each applicant may receive one (1) grant per financial year, per initiative through any grant category under the Townsville City Grants Program.

#### **Assessment Process**

All applicants will need to address -

- how your initiative will support the identified grant priority;
- how your initiative will benefit the community; and
- how you will work with the community and other organisations in the development and delivery of the initiative.

Applicant responses to these questions will be assessed and scored by internal Council Subject Matter Experts. Recommendations will then be submitted for management approval.

#### **Acquittal Requirements**

All successful applicants will be required to complete an Acquittal and Outcome Report in SmartyGrants within 28 days of their initiative end date, unless otherwise agreed.

Please refer to [Council's website](#) for Acquittal Requirements.

<sup>1</sup> This may be affected by public holidays or any Council closure periods; applicants will be notified where this applies.



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### **Grants - \$5,001 to \$25,000**

#### **Grant Cycle**

- Applicants applying for up to \$5,001 to \$25,000 can apply anytime throughout the year.
- Your initiative start date must not be within 10 weeks of the date your application is submitted.
- Once an application is lodged and is deemed eligible and complete by Council, the assessment time period of 8 weeks<sup>2</sup> will commence (Note: If you do not supply all documentation, or your application requires alterations, the 8 weeks assessment period will not commence until council deems the application to be eligible and complete).
- Successful applicants need to allow up to 2 weeks for Grant documentation to be received and payments to be processed.

#### **Eligibility**

All applications will be checked for eligibility. Only when Council deems an application to be eligible will it proceed to assessment.

Each applicant may receive one (1) grant per financial year, per initiative through any grant category under the Townsville City Grants Program.

#### **Assessment Process**

All applicants will need to address -

- how your initiative will support the identified grant priority;
- how your initiative will benefit the community;
- how you will work with the community and other organisations in the development and delivery of the initiative; and
- how your organisation has the capacity to deliver this initiative.

Applicant responses to these questions will be assessed and scored by internal Council Subject Matter Experts. Recommendations will be presented to Council for approval.

**Please note:** Council meeting dates are subject to change at Council's discretion, which may impact the assessment/notification period. Applicants will be notified of this.

#### **Acquittal and Outcome Requirements:**

All successful applicants will be required to complete an Acquittal and Outcome Report in SmartyGrants within 28 days of their initiative end date, unless otherwise agreed.

Please refer to [Council's website](#) or Acquittal Requirements.

<sup>2</sup> This may be affected by public holidays or any Council closure periods; applicants will be notified where this applies.

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### **Partnerships – \$25,001 to \$50,000**

#### **Grant Cycle**

- Applicants applying for up to \$25,001 to \$50,000 can apply anytime throughout the year.
- Your initiative start date must not be within 10 weeks of the date your application is submitted.
- Once an application is lodged and is deemed eligible and complete by Council, the assessment time period of 8 weeks<sup>3</sup> will commence (Note: If you do not supply all documentation, or your application requires alterations, the 8 weeks assessment period will not commence until council deems the application to be eligible and complete).
- Successful applicants need to allow up to 2 weeks for Grant documentation to be received and payments to be processed.

#### **Eligibility**

All applications will be checked for eligibility. Only when Council deems an application to be eligible will it proceed to assessment.

Each applicant may receive one (1) grant per financial year, per initiative through any grant category under the Townsville City Grants Program.

#### **Assessment Process**

All applicants will need to address -

- how your initiative will support the identified grant priority;
- how your initiative will benefit the community and the outcomes you expect your initiative to produce;
- how you will work with the community and other organisations in the development and delivery of the initiative;
- how your organisation has the capacity to deliver this initiative; and
- how the benefits gained from this initiative will be sustained.

Applicant responses to these questions will be assessed and scored by internal Council Subject Matter Experts. Recommended applicants will then be contacted by Council's Partnerships Officer to gain further information and to establish a partnership; this also includes negotiations around funding agreement specifics.

Recommendations will then be submitted to Council for approval.

Please note: Council meeting dates are subject to change at Council's discretion, depending on when your application is submitted, it may impact the 8 week notification period. Applicants will be notified of this.

#### **Acquittal, Outcome and Evaluation Requirements:**

All successful applicants will be required to complete an Acquittal and Outcome Report in SmartyGrants within 28 days of their initiative end date, unless otherwise agreed.

Please refer to [Council's website](#) for Acquittal Requirements.

<sup>3</sup> This may be affected by public holidays or any Council closure periods; applicants will be notified where this applies.



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<b>Incomplete Applications:</b>	Applicants must ensure that upon submitting an application, it is complete with all necessary uploads attached. If applications are deemed incomplete, contact will be made by the Grants Team to provide feedback and guidance on necessary amendments. <b>Amendments to a submitted application will be allowed once.</b> Failure to correctly complete these changes may affect the eligibility of your application. If your application is deemed ineligible, at this point, applicants are welcome to re-apply through a new application.
<b>If your Application is Successful:</b>	Useful information for successful applicants: <ul style="list-style-type: none"><li>• Awarded grant funds must be expended within 12months of the initiative start date as listed on the signed Funding Agreement</li><li>• Acquittals must be submitted to Council within 28days of the initiative end date listed on the signed Funding Agreement.</li><li>• Any changes to the approved initiative, date/s of the initiative and/or approved expenditure items must submitted in writing to <a href="mailto:communitygrants@townsville.qld.gov.au">communitygrants@townsville.qld.gov.au</a> and be approved in writing by Townsville City Council <b>prior</b> to any changes being undertaken or funds being expended.</li><li>• <b>GST</b> – Applicants who are registered for GST will automatically receive the additional 10% added to the grant amount to cover the GST component. Applicants who are <b>NOT</b> registered for GST and are purchasing items that attract GST will be required to cover the 10% GST component themselves.</li><li>• For advice on GST, contact your tax advisor or the Australian Tax Office on 13 24 78 or <a href="http://www.ato.gov.au">www.ato.gov.au</a>; and</li><li>• An authorised representative of the community organisation must sign the funding agreement and return this document in full to council, along with an invoice/Tax Invoice to council for the approved grant amount before payment can be made.</li></ul>
<b>For further Information:</b>	Applicants are encouraged to make contact with the grants team to discuss any aspect of the program or their application. This is encouraged before applying and if an application is unsuccessful to seek feedback. <b><u>Townsville City Council</u></b> Phone: 13 48 10 Email: <a href="mailto:communitygrants@townsville.qld.gov.au">communitygrants@townsville.qld.gov.au</a>