

# Maranoa Regional Council

## Grants and Non-Financial Assistance Guide

### Community Grants

- Small Grants
- Community Grants
- Major Grants

### Non-Financial Assistance

- Minor
- Major
- Ongoing

## Contents

About the program .....	2
Program Objectives.....	2
Support & Assistance .....	2
Contact Details .....	2
Funding Rounds & Notification .....	3
Critical Timeframes.....	3
Who can apply.....	3
What is ineligible.....	4
What type of grants are available? .....	5
Funding Level.....	5
Small Grants and Community Grants .....	6
Major Grants .....	6
Minor Non-Financial Assistance.....	7
Major Non-Financial Assistance.....	7
Ongoing Non-Financial Assistance.....	7
Grant Categories .....	8
Assessment Criteria.....	10
Assessment & Applicant Notification Process .....	11
Responsibility & Approval Authority .....	12
Appeal Process.....	13
Receiving & Acquitting a Grant .....	13
How to Apply .....	14
Tips for Success .....	15

## Support & Assistance

We encourage you to liaise with the Economic and Community Development Team to develop your project and grant application and to identify additional funding opportunities which may be available.

### Contact Details

**For more information or assistance contact:**

**Telephone:** 1300 007 662

**Web:** [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au)

**Email:** [grants@maranoa.qld.gov.au](mailto:grants@maranoa.qld.gov.au)

**In Person:** Council's Customer Service Centres:  
Roma - Cnr Bungil & Quintin Sts, Roma  
Injune - 32 Hutton Street, Injune  
Mitchell - 100 Cambridge Street, Mitchell  
Surat - 73 Burrowes Street, Surat  
Yuleba - 20 Stephenson Street, Yuleba

**Post:** PO Box 620 Roma Qld 4455

## About the Program

Maranoa Regional Council recognises that individuals and community groups make a valuable contribution to the enhancement, enrichment and livability of communities within the Maranoa Region.

Council is committed to supporting local and regional initiatives that provide opportunities for residents to access and participate in a wide range of recreational, cultural, environmental, community and economic development projects and activities. The Grants and Non-Financial Assistance program application and assessment process provides a framework for receiving and assessing requests for funding and in-kind support which ensures an equitable, accountable and transparent process for the distribution and acquittal of assistance to community groups and individuals.

Through these programs, Council is working in partnership with the community to support projects and activities which will enrich the life of residents within the Maranoa Region.

By partnering with Senex Energy, Council has doubled the amount of funding available to community groups for small grants. Senex's support recognises Council receives more grant applications than there are dollars available, and the passionate and hardworking volunteers who do so much to keep the Maranoa community strong.

## Program Objectives

The Community Grants and Non-Financial Assistance programs provide a mechanism for merit based support for individuals and community groups to undertake projects and activities which align to Council's Community, Corporate and Operational Plans and facilitate stronger and more resilient communities within the Maranoa Region. The underlying objectives are to:

- Provide opportunities for community members to meaningfully participate in community life;
- Achieve additional social, cultural, recreational, environmental and economic benefits within the Maranoa Region;
- Provide a diverse range of events, activities and projects through recreation, sport, cultural, community, economic and environmental opportunities;
- Establish initiatives which have innovative, learning and/or sustainable outcomes;
- Promote economic vitality and positively build the region's profile.

## Funding Rounds & Notification

### Critical Timeframes

Applications must be received by the Council by no later than 5.00pm on the funding round closing date. Confirm important dates with the Economic and Community Development Team before each round commences

Grant Types	Round Opens	Round Closes	Notification to Applicants
<b>Small Grant (\$500 - \$3,000)</b>	August	September	November
	February	March	May
<b>Community Grant (\$3,001 - \$10,000)</b>	August	September	November
	February	March	May
<b>Major Grant (\$10,001 - to \$20,000)</b>	August	September	November
	February	March	May
<b>Minor Non-Financial Assistance</b>	Accepted & processed throughout the year		Within 20 working days from receipt
<b>Major Non-Financial Assistance</b>	Accepted & processed throughout the year		Within 20 working days from receipt
<b>Ongoing Non-Financial Assistance</b>	Accepted throughout the year & Processed quarterly as below:		Within 20 working days from receipt
	March	June	
	September	December	

To avoid disappointment, applicants are advised to ensure that the project, activity or event for which funding is being sought is not scheduled to occur prior to the funding round closing date or during the subsequent assessment and approval period.

### Notification of Grant Status

Grant recipients applying for Major Grant and Community Grant types will be announced approximately six (6) weeks after the round closing date. All applicants will be advised in writing as to the status of their grant application i.e. successful or unsuccessful.

## Who can apply?

### (a) Organisations must:

- (i) Meet one of the follow organisational status requirements:
  - (a) Be a not-for-profit legal entity; or
  - (b) Auspiced by an not-for-profit legal entity; or
  - (c) Be able to demonstrate that it is a not-for-profit organisation and has had a minimum five (5) years continuous operation.
- (ii) Operate within the Maranoa Region;
- (iii) Have appropriate insurance and adhere to sound Workplace Health and Safety practices;
- (iv) Have met all acquittal conditions of previous Maranoa Regional Council grants and have no debt to Council;
- (v) Be able to demonstrate its financial viability;
- (vi) Address specific category priorities;
- (vii) Include required supporting documents.

### (b) Applicants from outside the Region

Whilst applicants from outside the Maranoa Region are eligible to submit an application under Council's Grants Program, the project, event or activity for which funding is sought, will need to be delivered within the Maranoa Region and/or demonstrate a clear and direct benefit for the region's residents.

#### Not-For-Profit Entity

For the purpose of this program, a not-for-profit legal entity is an organisation that does not operate for profit or direct/indirect gains of its individual members, but with the primary purpose of providing services to the community.

#### Auspicing Organisations

An organisation may auspice one or more community groups. The auspicing organisation can also lodge an application on its own behalf.

## What is Ineligible?

### Grants

Ineligible applicants and activities will include, but are not restricted to:

- i) Organisations with an outstanding grant project and/or acquittal reports; (Grant funding)
- ii) Organisations which have the capacity to self fund the project, event or activity;
- iii) Events, programs or activities which are scheduled to occur prior to the funding round closing date or during the associated assessment and approval period;
- iv) Ongoing salaries (a position created for the length or part of the project may be considered) or associated day to day operational expenses
- v) Purchase of land;
- vi) Payment of debt or insurance premiums;
- vii) Reimbursement for money already expended or activities which have commenced prior to funding being approved;
- viii) Items included in another grant application or to top-up funding for a previous grant or any other council funding;
- ix) Events that are exclusive to group members and not open community events;
- x) Events, programs or services run solely for commercial profit;
- xi) Requests for the costs or waiver of fees for Council rates payments, service charges, and building and development application fees;
- xii) Requests for in-kind assistance from Council for general and routine maintenance activities for Council owned facilities and property;
- xiii) Requests for fees and charges waivers for Council owned facilities, plant and equipment;
- xiv) Organisations formed under the umbrella of a political party or that may have an affiliation with a political party;
- xv) Organisations with gaming machines;
- xvi) The core business of educational, religious and medical organisations; and
- xvii) Programs or activities where the core funding responsibility normally rests with Federal or State Government.

Other eligibility restrictions may apply to specific funding categories.

### Non-Financial Assistance

Ineligible applicants and activities will include, but are not restricted to:

- i) Events, programs or activities run solely for commercial profit
- ii) An activity, event or program that contravenes Council's existing policies or does not align with Council's strategic direction
- iii) Private event, celebratory function or party
- iv) Events or activities which do not directly benefit the residents of the Maranoa Region
- v) Activities or events promoting political parties or that may have an affiliation with a political party

### Low Priority

A low priority is given to events, projects or activities that have received support previously through either the Grants or Non-Financial Support Program for similar purposes.

## Required Support Material

- Copy of documents verifying organisational status of applicant or auspicing organisation
- Copy of letter of agreement from auspicing organisation (if applicable)
- Copy of property owner's approval (if applicable)
- Quotations for project costs exceeding \$1,000
- Copy of current certified financial statements
- Copy of Financial Positioning Statement attached (if applicable)
- Letters of Support
- Copy of minutes showing resolution to apply for Grant funding (if applicable)
- Copy of Public Liability Insurance attached (if applicable)

## WHAT TYPE OF GRANTS ARE AVAILABLE?

### Funding levels

The Grants Program includes three (3) types of funding:

- **Small Grants** (\$500 - \$3,000) Council and Senex provides 50% funding.
- **Community Grants** (\$3,001 - \$10,000) Council provides 50% funding.
- **Major Grants** (\$10,001 - \$20,000) Council provides 25% funding.

It is recommended that applicants requesting funding discuss their application with the Economic and Community Development Team prior to submission.

## WHAT TYPE OF NON-FINANCIAL ASSISTANCE IS AVAILABLE?

### Funding scale

The Non-Financial Assistance Program offers three (3) types of In-Kind support:

- **Minor Non-Financial Assistance** - maximum a value \$500
- **Major Non-Financial Assistance** - exceeding a value \$500 or with direct financial cost implications for Council
- **Ongoing Non-Financial Assistance** - Ongoing or recurrent assistance regardless of value

## Small Grants and Community Grants

### Aim

To assist eligible organisations with community projects, events or activities which will enhance the livability of the Maranoa Region and the wellbeing of residents.

### Funding Rounds

Funding rounds will be available twice yearly in February/March and August/September. Please note that these dates may be subject to change.

Organisations may only apply for one grant per funding round. Priority will be given to applicants that have not previously received Maranoa Regional Council funding during the previous twelve (12) months.

### Small and Community Grants Funding Scale

Grant	Minimum	Maximum	Conditions
Small	\$500	\$3,000	Per organisation for a one off project – provided 50% of the total project is funded from sources other than Council and Senex
Community	\$3,001	\$10,000	Per organisation for a one off project – provided 50% of the total project is funded from sources other than Council

Applicants may include in-kind assistance as part of the 50% contribution by sources other than Council. Volunteer hours may be included in the project budget where volunteer hours are calculated at the rate specified on the Grant Program Application Form. For consideration to be given for the inclusion of the in-kind assistance and volunteer hours in the total project budget, the applicant must provide a concise and realistic breakdown of all in-kind assistance, volunteer hours and the relevant activities.

Applicants are required to meet at least one of the priority grant categories as identified in the grant categories section.

## Major Grants

### Aim

To assist eligible organisations to undertake larger scale projects, events or activities which will make a positive contribution to the Maranoa Region’s community wellbeing, cultural life, environmental sustainability and economic prosperity.

### Funding Rounds

Organisations may only apply for one grant per funding round. Priority will be given to applicants that have not previously received Maranoa Regional Council funding during the previous twelve (12) months.

### Major Grants Funding Scale

Council’s Major Grants will provide funding based on the following funding scale:

Minimum	Maximum	Conditions
\$10,001	\$20,000	Per organisation for capital or legacy projects provided 75% of the total project is funded from sources other than Council.

Applicants may include in-kind assistance as part of the 75% contribution by sources other than Council. Volunteer hours may be included in the project budget where volunteer hours are calculated at the rate specified on the Grant Program Application Form. For consideration to be given for the inclusion of the in-kind assistance and volunteer hours in the total project budget, the applicant must provide a concise and realistic breakdown of all in-kind assistance, volunteer hours and the relevant activities undertaken.

Applicants are required to meet at least one of the priority grant categories as identified in the grant categories section below.

## Minor, Major and Ongoing Non-Financial Assistance

### Aim

To encourage and assist local and regional initiatives that provide opportunities for the community through non-financial support

### Timeframes

Applications under Council’s Minor and Major Non-Financial Assistance Categories will be accepted and processed as received throughout the year

### Minor and Major Non-Financial Assistance Scale

#### Minor Non-Financial Assistance

Eligible applications for one-off fees and charges waivers as prescribed in Council’s Fees and Charges Register for support through: use of Council items or plant and facilities such as halls or facilities, chairs and small plant and equipment etc as well as the waiver of Development application and inspection fees (e.g. Planning/Building/Plumbing fees)

#### Major Non-Financial Assistance

Eligible applications for one-off fees and charges waivers as prescribed in Council’s Fees and Charges Register. Examples include fee waivers relating to Development applications and inspections (eg. Planning/Building/Plumbing fees), Council equipment, plant and operator hire rates, grounds maintenance work, road closures and assistance for community events, etc.

#### Ongoing Non-Financial Assistance

Eligible applications for ongoing non-financial support. Examples mirror those provided in the Major and Minor Non-Financial Assistance categories but on an ongoing basis as reviewed against needs criteria annually

Type	Costing	Conditions
Minor	Up to \$500	Must be received at least five (5) working days prior to the commencement of the activity, event or project or unless otherwise approved by the Chief Executive Officer or delegated officer
Major	\$501 +	Must be received at least twenty (20) working days prior to the commencement of the activity, event or project or unless otherwise approved by the Chief Executive Officer or delegated officer
Ongoing	Not specified	Must be received by the last day of March, June, September or December each Year. Agreements are reviewed Annually, with renewals at the beginning of each Council term within first six (6) months

## Grant Categories

The Grants and Non-Financial Assistance Programs align to Council's Community Corporate and Operational Plans. To support the achievement of the goals and objectives identified in the aforementioned plans, we provide funding for one-off projects, events and activities which align to six (6) key areas.

Funding for one-off projects, events and activities for all Grants will be available under the following categories:

- Community Development
- Community Events
- Culture & Heritage
- Sport & Recreation
- Environment
- Economic Development

## Community Development

### Aims

To provide funding to assist community organisations to make a positive contribution to the wellbeing of residents and livability of communities within the Maranoa Region. This category seeks to provide assistance which will build the capacity and financial self-sufficiency of organisations, encourage partnerships and long-term planning in order to maximise limited resources.

### Priorities

Priority will be given to projects, programs and events which include at least one of the following priorities:

- a) Enhances the lifestyle and well being of residents and/or project participants through social interaction and active community participation opportunities;
- b) Encourages participation in active citizenship and volunteering;
- c) Encourages innovative learning, skills development and/or capacity building opportunities for residents and community organisations;
- d) Promotes and develops the skills and activities of community organisations;
- e) Encourages partnerships and collaboration between community groups;
- f) Promotes a sense of community across the Maranoa Region.



## Community Events

### Aims

To encourage and support a range of community celebrations and events across the Maranoa Region that celebrate the region's character and cultural diversity.

### Priorities

Priority will be given to projects, events and activities which include at least one of the following priorities:

- a) Promotes and celebrates the diversity of the region and nurtures a sense of community identity and civic pride;
- b) Provides opportunities for residents and visitors to actively participate in community, cultural, recreational, and sporting events or activities;
- c) Promotes community partnerships;
- d) Leaves a positive social and/or skills development 'footprint' / legacy for participants, volunteers and/or the broader community;
- e) Enhancement or revitalisation of an established event;
- f) Enhancement of the professional delivery or sustainability of an event;
- g) Promotes economic vitality and builds community and regional profile.

Applicants will be asked to report on expected and actual attendance numbers for the event.

## Culture & Heritage

### Aims

To support the development of programs and projects which will provide opportunities to preserve and share the Maranoa Region's social history and cultural heritage assets with residents and visitors.

### Priorities

Priority will be given to projects, programs and events which include at least one of the following priorities:

- a) Showcase, interpret, protect or preserve the unique lifestyle, character/essence, places and/or landscapes within the Maranoa Region;
- b) Feature social history and heritage;
- c) Encourage regional collaboration in the delivery of cultural and heritage projects, programs and events

## Sport & Recreation

### Aims

To encourage the development of programs, facilities and events that promote active community participation in sport and recreational pursuits and which deliver cost effective facility development.

### Priorities

Priority will be given to projects, programs and events which include at least one of the following priorities:

- a) Encourage greater opportunities for residents to be involved in sport and recreation;
- b) Capacity building and skill development opportunities for organisations and volunteers particularly in the areas of governance, sustainability and succession planning;
- c) Encourage regional collaboration between sport and recreational groups within local communities and across the region;
- d) Encourages opportunities for shared resources, infrastructure and facilities both locally and regionally.

## Environment

### Aims

To support initiatives, programs and activities that protect and enhance the natural assets and promote the sustainable management of Maranoa Region's natural environment and assets.

### Priorities

Priority will be given to projects, programs and events which include at least one of the following priorities:

- a) Build community capacity, engagement and participation;
- b) Develop and promote initiatives and projects which encourage efficient and responsible management and usage of natural resources particularly water;
- c) Provide environmental services, information sharing and support to industry groups, businesses and individuals.

## Economic Development

### Aims

To encourage and support the local business community organisations to positively contribute to improving the economic performance and prosperity of their local community. This category will not support individual businesses. It is directly targeted to meet area or industry based initiatives that meet at least one of the priorities listed below.

### Priorities

Priority will be given to projects, programs and events which include at least one of the following priorities:

- a) Sustainable development of the regional and local economy;
- b) Collaborative initiatives between local businesses and/or regional networks;
- c) Seminars, networking and business and skill development programs;
- d) Local enterprise facilitation and mentoring.

## Assessment Criteria

All grant applications will be assessed against the selection criteria relevant to the nominated grant type and category. It is anticipated there will be a high demand for funding under Council's Grants Program. Although an application may meet the assessment criteria, grants are highly competitive and approval will be subject to available funds, the number of applications and program priorities. Council will determine funding amounts for its Grants Program annually as part of its budget process and reserves the right to change these amounts as is deemed appropriate.

### Mandatory Assessment Criteria

Applicants must demonstrate:

- i) A genuine need for the project/activity;
- ii) Linkage to the specific aims and priorities of the selected grant category;
- iii) The benefit to the people, environment or economy of the Maranoa Region;
- iv) Evidence of consultation and community partnerships;
- v) Inability to self fund the project, event or activity;
- vi) The level of contribution (financial and other resources) by the applicant and/or others towards the project;
- vii) The capacity of the applicant to successfully complete the project, activity or event and its ongoing sustainability (if relevant);
- viii) A balanced, realistic and complete project budget;
- ix) Evidence of inclusive participation;
- x) Does not directly duplicate existing projects.

In addition to the mandatory assessment criteria Council must be satisfied that it can legally support the applicant and or project / activity pursuant to the Local Government Act 2009 or other statute.

### Supporting Information & Documentation

The following information must be provided as stipulated, to establish the applicant's eligibility and assess project correlation to relevant program priorities.

- i) Financial Statements, Annual Reports, Articles of Incorporation;
- ii) Quotes for goods and services over \$1,000;
- iii) Letters of support;
- iv) Other information to clarify the nature of the group or activity.

### Note

Applicants must address the specific assessment criteria for the grant category under which they are making application.

### Applicant's inability to self fund

Due to the competitive nature of the Grants Program, applicants must satisfy Council of their inability to self fund the project, event or activity. Applicants should provide current financial statements to demonstrate to Council their inability to self fund.

Where financial statements reflect that the applicant holds sufficient funds to undertake the project, event or activity, but that such funds are committed to other activities or expenditures, the applicant must provide details to demonstrate the allocations of such funds. To support their application applicants should include a financial positioning statement certified by the Treasurer or other delegated executive member, providing the details of the committed funds and reflecting the real financial capacity of the applicant to self fund the project, event or activity.

## Assessment & Applicant Notification Process - Community Grants

Maranoa Regional Council is committed to ensuring that the assessment of all grant applications is coordinated in a fair and transparent manner. The following procedures will be implemented to receive and assess applications and notify applicants:

- i) On receipt all applications are registered and an acknowledgement sent within five (5) working days;
- ii) In the week after the closing date, applications are reviewed to ensure mandatory information has been provided;
- iii) The delegated Council Officer/s will consider all applications in accordance with eligibility criteria and pre-determined assessment criteria relevant to the grant category. Eligible applications will be prioritised in order of merit and recommendations prepared based on the project’s capacity to meet pre-determined mandatory assessment criteria and identified relevant grant category priorities;
- iv) Council will make the final decision on the allocations of grants, or where appropriate, grants will be approved under Council delegation by the Chief Executive Officer (or other person authorised under the delegation);
- v) All applicants are notified within fifteen (15) working days after Council’s decision, including advice of any specific grant conditions;
- vi) Where applicable, Grant Acceptance Agreements will be provided to successful applicants. The grant will

not be considered effective until the agreement has been signed by both parties and lodged with Council. Successful grant recipients must return the signed Grant Acceptance Agreement within twenty (20) working days of receipt;

- vii) Grant monies will be dispersed upon receipt of the Grant Acceptance Agreement and provision of preferred payment options and information;
- viii) Council will advise all applicants in writing of the outcome of their grant request / application. Unsuccessful applicants will be provided with feedback if requested.

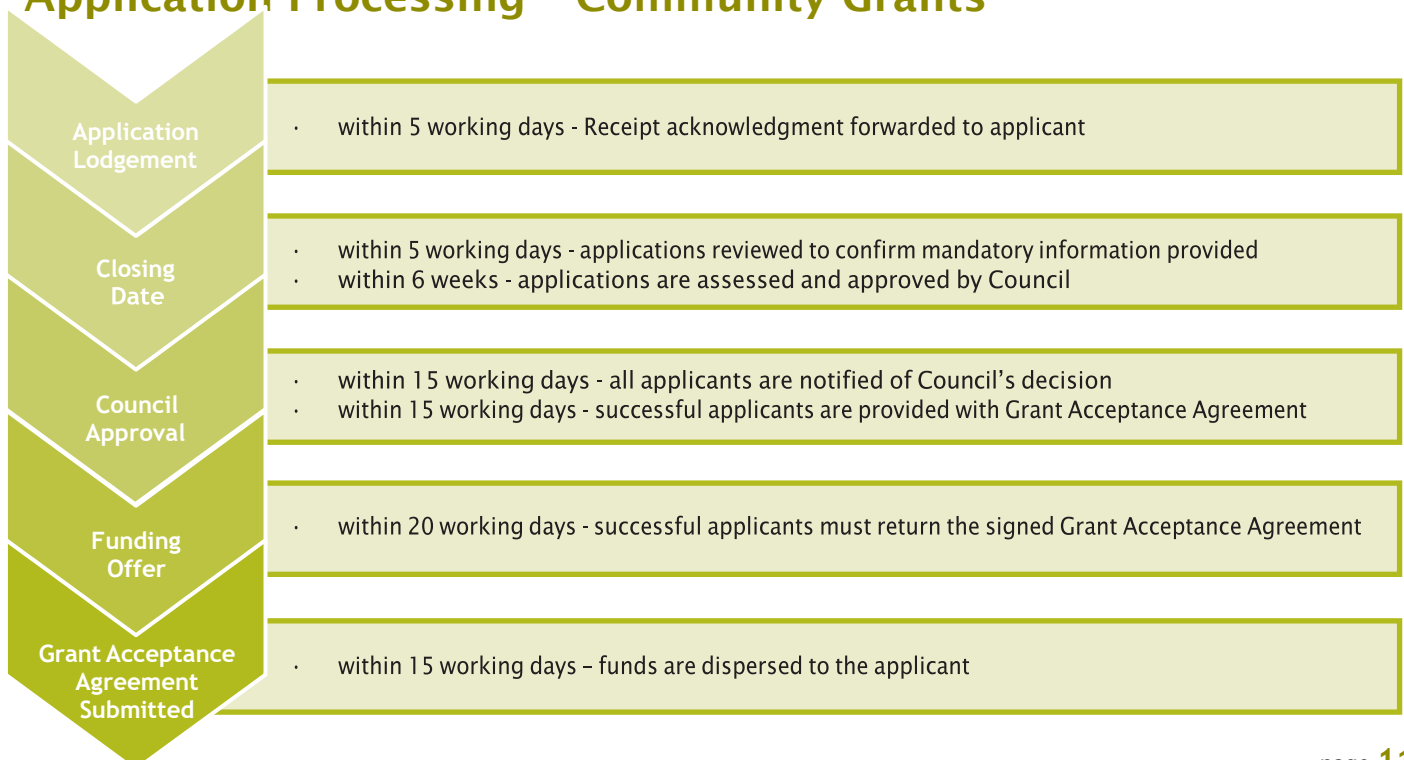
### Note

While applications for a grant will be assessed against mandatory assessment criteria and relevant grant category priorities, Council will also take into consideration the applicant’s:

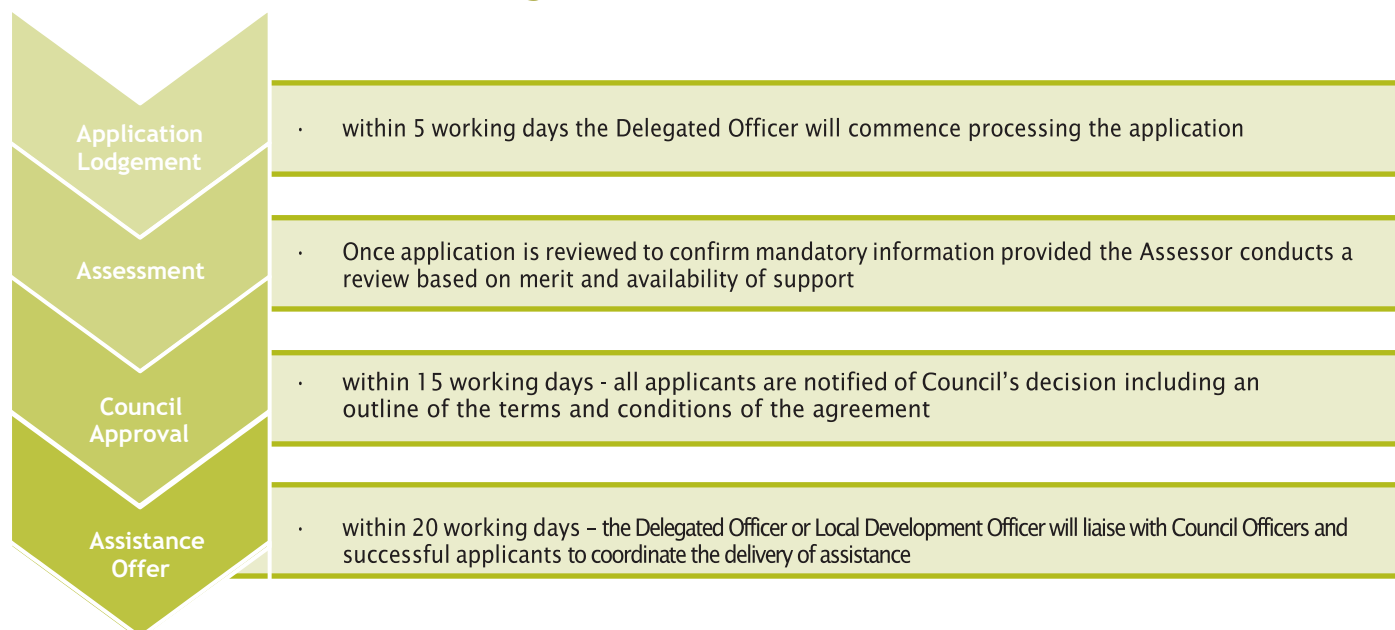
- i) Level of contribution to the project, activity or event;
- ii) The ability of the organisation to self-fund the project, activity or event; and/or
- iii) Level of assistance previously provided by Maranoa Regional Council.

Council may offer a lower funding amount than requested and may place conditions on or be specific about the items in the budget that it is offering to fund.

## Application Processing – Community Grants



## Application Processing – Non-Financial Assistance



## Responsibility & Approval Authority

Applications will be assessed and approved by the assessor with the delegated level of responsibility and authority as specified in the operational guidelines for each grant and assistance category and detailed in Figure 1 – Grant Assessment Responsibility & Approval Authority.

Figure 1 – Assessment Responsibility & Approval Authority

Category	Assessment Responsibility	Approval Authority
Small Grants	Grants Advisory Panel including Senex representatives	Council
Community Grants	Grants Advisory Panel	Council
Major Grants	Grants Advisory Panel	Council
Minor Non-Financial Assistance	relevant Customer Service Officer or Delegated Officer	Manager, Director or Chief Executive Officer
Major Non-Financial Assistance	Under \$1,500 by the relevant Customer Service Officer or Delegated Officer  \$1,501+ assessed by the Manager	Director or Chief Executive Officer
Ongoing Non-Financial Assistance	Manager	Council

### Appeal Process

An unsuccessful applicant may appeal Council's decision. Applicant appeals are required to be submitted in writing and detail basis for the appeal. Appeals are to be forward to:

Chief Executive Officer  
Maranoa Regional Council  
PO Box 620  
Roma Qld 4455

Council will consider such appeals with each case being considered on its merits without precedent.

### Receiving & Acquitting a Grant

Grant recipients will be subject to a number of terms and conditions:

- Signing and submission of the Grants Acceptance Agreement if applicable;
- Funding must only be used for the purposes outlined in the offer of the grant by Council, unless prior approval for project amendment is sought and provided by Council;
- Obtain all appropriate permits, approvals, insurance etc. relating to the project, event or activity;
- Upon request from Council, provide information on the progress of the project;
- Acknowledge assistance from Council in all press releases and promotional material;\*
- Invite Councillors to events or functions celebrating the launch of the project, event or activity;\*
- Allow Council to use photographs and promotional materials relating to the project, event or activity in promotion of the Community Grants Program;\*
- Permanent signage must be displayed for infrastructure projects;

- Complete the relevant Acquittal Report within two (2) months of the completion of the project or by the due date specified in the Grant Acceptance Agreement (whichever is earlier);
- Any unspent funds with a value which exceeds \$100.00 must be returned to Council in full.

\*Where the recipient has received a small grant, this condition must also be extended to Senex.

#### Note

Grant recipients who fail to comply with these basic accountability requirements will be required to reimburse Council in full for the grant received, and may become ineligible for future Council funding.

## How to Apply

Applications must be submitted on the approved application form relevant to the funding type.

Small Grants	Applications from \$500 to \$3,000 (Council and Senex will provide up to 50% of the total project cost)
Community Grants	Applications from \$3,001 to \$10,000 (Council will provide up to 50% of the total project cost)
Major Grants	Applications from \$10,001 to \$20,000 (Council will provide up to 25% of the total project cost)
Minor Non-Financial Assistance	Application for in kind support up to a maximum value of \$1000
Major Non-Financial Assistance	Application for in kind support with a value at or above \$1001
Ongoing Non-Financial Assistance	Application for ongoing or recurrent in kind support from Council

Application forms are available electronically at [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au) under the Community section or by calling Council's customer service centre on 1300 007 662.

The Economic and Community Development Team is available to assist you with any enquiries regarding Council's Grants Program.

### Lodging your application

**Post your application to:**

Grants Program  
Maranoa Regional Council  
PO Box 620  
Roma Q 4455

**Email to:**

[grants@maranoa.qld.gov.au](mailto:grants@maranoa.qld.gov.au)

**Or deliver to:**

Any of Council's Customer Service Centres:  
**Roma:** Cnr Bungil & Quintin Streets, Roma Q 4455  
**Mitchell:** 100 Cambridge Street, Mitchell Q 4465  
**Injune:** 32 Hutton Street, Injune Q 4454  
**Surat:** 73 Burrowes Street, Surat Q 4417  
**Yuleba:** 20 Stephenson Street, Yuleba Q 4427

Applications must be received by the Council by no later than 5.00pm on the funding round closing date.

### Tips for success

- The budget is one of the most important aspects of the application and must be detailed and accurate. It must include a breakdown of all the items proposed for funding. It must also demonstrate the applicant's contribution including in-kind assistance and any other sponsorship that applies to the proposal. The request for funds should include GST.
- Ensure the project, event or activity does not commence before notification of funding.
- Every effort will be made to assess and process applications quickly. However it is recommended that applicants allow a minimum of six (6) weeks from the closure of the grant round.
- Answer all the questions and provide supporting documentation and evidence as stipulated.
- Give a clear description of the grant proposal.
- Provide clear information about the organisation.
- Ensure that the application is signed by an authorised person or executive member.
- Retain a copy of your application.
- Lodge the application with Council by the due date on the appropriate application form. **No late applications will be considered.**
- Applications can be emailed, posted or hand delivered prior to the closing date.
- Applications should be submitted with all pages including supporting documentation securely fastened. Applications must NOT be bound, stapled or in display folders.

### Support for your application

The support you provide for your application can make a difference, particularly given the high demand and competitiveness for funding under the Grants Program.

The most highly regarded letters of support are from organisations and individuals directly associated with or benefiting from the project for which funding is being sought.