

Q. When can I apply for Non-Financial Assistance?

A. Eligible applications for one-off fees and charges waivers as prescribed in Council's Fees and Charges Register can be applied for throughout the year.

Assistance Types	Application Schedule	Value of Waiver - Fees & Charges	Assessment and Consideration
Minor Non-Financial Assistance	Accepted throughout the year	Maximum considered \$500	Applications are: assessed by the relevant Customer Service Officer or Delegated Officer with the approval of the Manager, Director or Chief Executive Officer
	Processed as received		
Major Non-Financial Assistance	Accepted throughout the year	Exceeding \$500 or direct financial cost implication to Council	Applications will be processed as follows: \$500-1,500 assessed by the relevant Customer Service Officer or Delegated Officer with the approval of the Manager, Director or Chief Executive Officer required \$1,501 + assessed by the Manager with approval by the Director or Chief Executive Officer required
	Processed as received		
Ongoing Non-Financial Assistance	Accepted throughout the year	Ongoing or recurrent non-financial assistance regardless of value	All applications are assessed by the Manager and approved by Council Support agreements are reviewed annually and may be revoked if conditions required are no longer being met Application renewal is required at the beginning of each Council term within the first 6 months
	Processed quarterly (end of March, June, September & December)		

Q. Who can apply for assistance?

A. Not for profit community groups or organisation can make an application under the program. Eligible community organisations are defined as:

- Registered 'Not-for-profit' organisations consisting of people having common interests; or
- An entity that carries on activities for a public purpose or another entity whose primary objective is not directed at making a profit, such as sporting clubs, social clubs, school P&C's, arts and cultural groups, Church committees and service organisations.

Q. Where do I find more information and/or get some help in developing my project and completing the application?

A. Council's Local Development team are available to provide information, assistance and advice. Please call during business hours on 1300 007 662.

Q. Are application forms available in an electronic version?

A. Yes. Electronic versions of the community grant application forms are available in pdf format and can be downloaded from Council's website www.maranoa.qld.gov.au under Community.

Q. Can organisations from outside the Maranoa Region apply?

A. Yes. Provided that you can clearly demonstrate that your project, event or activity is being delivered in the Maranoa Region and/or there is a direct benefit to communities and residents within the Maranoa Region.

Q. Do I or my organisation need to be registered for GST?

A. No. If your organisation is not required to be registered for GST, the GST will not apply to any grant allocated.

Q. Does my group / organisation need to have an ABN or be a registered charity organisation.

A. No. You will need to provide evidence that your organisation meets the eligibility criteria and provide a completed Australian Tax Office Statement by a Supplier form confirming tax exemption status. Copies of the Statement by a Supplier form are available on line at <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

Q. Do I need to provide original supporting documents with my application?

A. No. Photocopies of original supporting documents and certified copies of financial statements are acceptable, as applications are not returned.

Q. How will my organisation know if our application was successful?

A. All applicants will be notified in writing regarding the outcome of their application. Successful applicants will receive a non-financial assistance approval letter outlining terms and conditions of the non-financial assistance offered.

Q. How will my organisation receive the assistance?

A. Once a successful applicant receives their outcome letter, a Council representative will be in contact to discuss the non – financial assistance required and to arrange the assistance to take place.

Q. What if we are successful but our circumstances change?

A. It is incumbent upon the successful applicant to notify Council of any changes in circumstances that may affect their eligibility under the provisions of Community Grants and Non-Financial Assistance Policy.

Q. If my application is unsuccessful, can I apply for the same project in future funding rounds?

A. Yes. However you are encouraged to seek feedback as to why your application was unsuccessful in the first instance. It is also recommended that you contact the Economic and Community Development Team for further advice and assistance.

Q. If we are not satisfied with the outcome of our application can we appeal?

A. Yes. Any community organisation which is unsuccessful with their application may appeal the decision. The organisation must submit their appeal in writing to Council's Chief Executive Officer. Council will consider such appeals with each case being considered on its merits without precedent.