

## GUIDELINES

### Objectives

The objectives of the Flinders Shire Council's Facility Infrastructure and Equipment Stream is to provide assistance to local community groups/organisations to encourage and assist them in the development and upgrading of existing facilities and access funding for the purchase of equipment that is integral to the operations, sustainability and growth of the group/organisation.

### Facility Infrastructure and Equipment Categories

The Facility Infrastructure and Equipment Stream categories:

- Facility Infrastructure and Equipment - Up to \$10,000.
- Facility Infrastructure and Equipment Special Request - Up to \$20,000.
- Only one application will be accepted from each group/organisation on their own behalf per project per financial year.
- Applications are open all year round and must be received 8 weeks prior to the project start date.
- The decision of Council on funding applications is final.
- Financial Support may require compliance with specific conditions before payment. Should these conditions not be met by the specified date, Council reserves the right to revoke the offer of support.
- Project must be completed within a 12-month time frame or otherwise negotiated with Council.
- Flinders Shire Council expects relevant acknowledgment of financial support.
- No funds will be released until a Letter of Acceptance is returned from the applicant. The agreement outlines the terms and conditions.
- All successful grant recipients will be listed on the Flinders Shire Council website for public viewing.

### Eligibility Criteria

Groups/Organisations are required to:

- Have acquitted any previous Flinders Shire Council funding satisfactorily.
- Be properly constituted with organisational incorporation (not-for-profit organisation).
- Have a valid public liability certificate.
- Operate within the Flinders Shire boundary.
- Have the majority of members of the group/organisation residents in the Flinders Shire Council area.
- Submit a detailed budget for the project and quotes.
- Show adequate co-contribution within the detailed budget – this can be either cash or in-kind.
- Submit the organisations most current audited financial statement.

# Community Facility Infrastructure and Equipment Application Form

## Form Preview

- Must have current ABN or complete a Statement by a Supplier Form.
- Facilities and equipment (within reason) are to be provided to and be available to the general public / members.
- Organisations on Council controlled land must have an existing land tenure agreement with Council and be compliant with all relevant conditions of the agreement OR
- Own or be trustee of the land/facility.

### Ineligible Applicants

- Organisations are ineligible if previous Council grants are not satisfactorily acquitted.
- Individuals, unincorporated groups, political and for-profit groups.
- Schools, P & C Associations, Universities and TAFE colleges.
- For retrospective funding of any projects.
- Projects that are the responsibility of the State or Commonwealth Governments.
- Organisations that currently receive capital funding from Council or use a Council maintained facility (facility funding only).

### Ineligible Items

The following will not be considered for funding:

- General operating costs (e.g. electricity, rates, phone, rent, meals, hire of Council assets, accommodation, and maintenance).
- Private/commercial ventures.
- Projects under litigation.
- Relocation costs.
- Retrospective funding.
- Recurrent funding.
- Support for an individual pursuit.
- Ongoing salaries/wages for staff (a position created for the length of a project is considered eligible).
- Projects that do not involve the Flinders Shire Council community.

### Selection Criteria

Applications must demonstrate:

- The application should address a community need and reflect a clear whole community benefit.
- The capacity of the applicant to successfully complete the project.
- The applicant must show adequate co-contribution within the detailed budget – this can be either cash or in-kind.
- Facilities are on Freehold land, Crown land or land under an acceptable deed, trust or tenure for non-profit incorporated bodies.
- A balanced, realistic and complete project budget including committed financial contribution by the application, other grant agencies or sponsorships.

# Community Facility Infrastructure and Equipment Application Form

## Form Preview

- All key stakeholders must be consulted and written consent obtained where necessary.
- Proposals should be consistent with Council's Corporate Plan outcomes and strategies -
  - A strong and diverse economy
  - A cohesive and growing community
  - A high performance council
  - A protected and productive natural environment
- That the project does not duplicate an existing service or facility in the Shire.
- Priority may be given to projects that are of regional significance and will utilise funds (if successful) to seek other external funding (e.g. Gambling Community Benefit Fund).

## Outcome Process

### Successful applicants

You will receive a Letter of Offer, a Letter of Acceptance, and an Acquittal Form will be linked to your Smarty Grants account. The Letter of Offer will include Terms and Conditions of the grant, any special conditions that may have been attached to your grant and GST information. Conditions of funding may include:

- Period for which grant is offered, with milestone dates.
- Specification of agreed output.
- Ensure recognition of Council's participation.
- Obtain all necessary consents and approvals.
- At the completion of the project provide Council with an Acquittal Report, including final costs, together with details of community participation.
- Council's financial responsibility being limited to the approved grant.
- All attempts must be made to purchase on a competitive basis, goods & labour from within the Flinders Shire.
- Any extension or request to carry over funding into the next year is to be requested in writing to Council and will be considered. The final outcome is at Council discretion.
- An obligation to notify Council of any material changes in the project.
- Upon returning of the signed Letter of Offer, the Community Group is to provide a Tax Invoice for the Grant Amount (plus GST) to Council for payment. It is a requirement that all unspent funds are to be returned to Council.

You will need to complete and sign the Letter of Acceptance before any funding will be released. You have 12 months from the date of signing the Letter of Acceptance to complete the project.

Council may offer a lower funding amount than required and may place conditions on or be specific about the items in the budget that it is offering to fund. This will require applicants to revise the original budget and proposal outcomes to show that the proposal can still be completed, and the outcomes achieved. **Unsuccessful applicants** Failure to receive funding is not necessarily due to a poor application but may be the result of the demand for funds. For feedback on your grant application, please refer to the contact phone number given in your notification letter.

## Contact Details

# Community Facility Infrastructure and Equipment Application Form

## Form Preview

Community Development Officer – Health and Wellbeing  
Flinders Shire Council  
PO Box 274, Hughenden Qld 4821  
P (07) 4741 2900  
E: sportandrec@flinders.qld.gov.au

## Applicant Organisation Details

\* indicates a required field

### Organisation Name \*

Organisation Name

### Contact Person \*

Organisation Name

Who is the person submitting this application on behalf of an organisation?

### Contact Person's Position \*

What is your role you hold in the organisation?

### Organisations Primary Address

Address

  

Any, but at least one field is required.

Where does the project take place? I.e. Hughenden Showgrounds

### Organisations Postal Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### Organisations Primary Phone Number \*

Must be an Australian phone number.

### Organisations Primary Email \*

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## Form Preview

Must be an email address.

### Organisations Primary Website

Must be a URL.

### Organisations ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Are you a not for profit organisation? \*

☐ Yes ☐ No

Other

### Incorporation Number

### Is the organisation registered for GST? \*

☐ Yes

☐ No

## Project Details

\* indicates a required field

### Name of Proposed Project: \*

### Where will your project take place? \*

# Community Facility Infrastructure and Equipment Application Form

## Form Preview

- ☐ Hughenden  
☐ Stamford

- ☐ Prairie  
☐ Torrens Creek

**Applicants may not receive the full amount of funding but rather partial funding. In this case, can the project proceed without full funding? \***

- ☐ Yes  
☐ No

**Is the organisation applying to other funding organisations for this project? \***

- ☐ Yes  
☐ No

Are you applying to other funds such as Gambling Community Benefit Fund?

**If yes, what funding programs is the organisation applying to?**

**Funding Category \***

- ☐ Facility Infrastructure and Equipment Categories - Up to \$10,000  
☐ Facility Infrastructure and Equipment Special Request - Up to \$20,000

Please make sure

**Funding Amount Requested \***

\$

Must be a dollar amount.

**Expected Commencement Date: \***

Must be a date and no earlier than 12/8/2024.

**Expected Completion Date: \***

Must be a date.

**Please indicate which of the following best describes your proposed project: \***

- ☐ Upgrade of existing infrastructure  
☐ Enhancement or extension of existing infrastructure  
☐ New infrastructure  
☐ Replacement of existing infrastructure\*  
☐ Purchase of Equipment (Cash contribution)  
☐ Other:

At least 1 choice must be selected.

**Please provide a brief description of your project \***

Word count:

# Community Facility Infrastructure and Equipment Application Form

## Form Preview

**Describe the specific issues or needs you want to address: \***

Eg. Membership has increased and facilities need to be larger, purchasing equipment due to wear and tear etc.

**Which of Council's corporate plan outcomes and strategies does this project align with? \***

- |   |   |
|---|---|
| <input type="checkbox"/> A strong and diverse economy     | <input type="checkbox"/> A high performance council                     |
| <input type="checkbox"/> A cohesive and growing community | <input type="checkbox"/> A protected and productive natural environment |

Please select all that are relevant to your project.

**How does the project align with the selected outcomes and strategies selected above? \***

Word count:

**The application should address a community need and reflect a clear whole community benefit. Please describe how the project was identified and show community support. \***

Word count:

**Who will benefit from this project? How will the wider community of Flinders Shire benefit from this project? \***

Word count:

i.e. Letters of Support can be uploaded in the Supporting Document section. User Groups, Extent of Citizen use, community members hiring facilities etc. Are you partnering with any groups for this project?

**Expected Outcomes- identify tree (3) things you want the project to achieve: \***

# Community Facility Infrastructure and Equipment Application Form

## Form Preview

**How will you know if these outcomes have been achieved and how will your project be evaluated? \***

**How do you intend to acknowledge Council's contribution to the project should your application be successful? \***

## Financial Details

\* indicates a required field

Please provide full budget of project.

Please outline your project budget in the table below including details of expenditure and income.

### Please note:

- All figures are to be calculated on GST incl. basis.
- Your budget must balance (total expenditure must equal total income amount).
- **The applicant must show adequate co-contribution within the detailed budget - this can be either cash or in-kind.**
- Volunteer staff can be costed at \$43.27 (according to <https://www.fundingcentre.com.au/help/valuing-volunteer-labour>) per hour for non skilled labour and at relevant rates for professional services. Please note volunteer logs must be completed when using in-kind volunteer hours if successful in your application.
- All items over \$1000 require quotes to be submitted

## Budget

Income	\$	Expenditure	\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

## Budget Totals



# Community Facility Infrastructure and Equipment Application Form

## Form Preview

### Total Project Income \*

\$

This number/amount is calculated.  
What is the total cost of your project?

### Total Project Expenditure \*

\$

This number/amount is calculated.

### Costs less Income \*

\$

This number/amount is calculated.  
This number must calculate to zero as total income must equal total expenditure.

### Total funding amount applied for \*

\$

Must be a dollar amount.  
What is total amount of the Council grant that you are requesting? This figure should be displayed in the income section of your budget.

### Total Amount of Applicant Contribution \*

\$

Must be a dollar amount.

## Evidence of Project Costs

### Please attach project quotations: \*

Attach a file:

## Support Documents

\* indicates a required field

### Current Audited Financial Report or Current Treasurers Report \*

Attach a file:

Audited Financial Reports must be current, within the last 12 months. If over 12 months you may not be eligible. Treasurers Reports must be current, within the last 6 months, and verified by the organisation's President or Treasurer.

### Current Public Liability Certificate of Currency \*

Attach a file:

Please note we cannot accept invoices for insurance, we must have a copy of the certificate. Must be current at time of application, must also be in the name of the club who is applying for sponsorship.

# Community Facility Infrastructure and Equipment Application Form

## Form Preview

### **Annual General Meeting Minutes \***

Attach a file:

Must be current minutes in the last 12 months, if not you may not be eligible.

### **Minutes confirming decisions to apply for Infrastructure and Equipment Stream \***

Attach a file:

Must be current minutes in the last 12 months, if not you may not be eligible. Minutes should show a motion to apply for funding for the project, with it being moved and seconded.

### **Copy of rates notice or lease agreement**

Attach a file:

### **Letters of support to show community demand and support.**

Attach a file:

### **Financial statements or other confirmation of in-kind contribution**

Attach a file:

## Declaration

\* indicates a required field

Please read the details below to proceed with Declaration:

We declare:

- that we are authorised by the applicant organisation to prepare and submit this funding application;
- the details in this application are accurate, and sufficient control mechanisms are in place to ensure all moneys can be accounted for;
- that we agree to the Terms of the Grant as stated in the Guidelines.
- All information relating to the organisation and project including the attached material is true and correct;
- the ongoing maintenance, management and capital replacement costs will be borne by the application.

**I declare that this application on behalf of my Community group/organisation indicates that all information is accurate and that you agree to the Terms of the Grant as stated in the guidelines. \***

☐

**Name \***

Title

First Name

Last Name

# Community Facility Infrastructure and Equipment Application Form

Form Preview

**Name of Organisation/ Community Group \***  
Organisation Name

**Position \***