

KEP Community Benefit Program - Equipment and Infrastructure - Rd 2

Form Preview

GUIDELINES

* indicates a required field

Kennedy Energy Park (KEP) Community Benefit Fund Objectives

The Kennedy Energy Park Community Benefit Fund aims to leave a positive legacy in the region, through sustainable development initiatives that align with local needs. The objectives of the Kennedy Energy Park Community Benefit Fund Program, 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.

Terms of Grant

- The Infrastructure and Equipment Stream funding is open for two rounds per calendar year.
- Applications will only be accepted within the set rounds. No out of round applications will be accepted. An extra round may be called if budgeted funds were not expended.
- Applications must demonstrate their contributions (cash or in-kind) to the event / project.
- Only one application will be accepted from each organisation on their own behalf per funding round.
- The level of assistance available is limited by KEP's budget decision and its priorities.
- No applicant can be guaranteed sponsorship, nor can any applicant be guaranteed to receive the full amount requested.
- The decision from KEP on funding applications is final.
- Financial support from the program may require compliance with specific conditions before payment. Should these conditions not be met by the specified date, KEP reserves the right to revoke the offer of support.
- All funds must be expended in the calendar year they are granted or up to two months after event. No further funds will be considered until previous outstanding funds are acquitted.
- KEP requires relevant acknowledgement of financial support for sponsorship.
- All successful recipients will be recorded in a sponsorship register which KEP will have the right to publish as they see fit.
- If approved organisations will be required to sign a formal agreement and submit an invoice to Council for the approved amount within 60 days of offer. If not received the sponsorship may be cancelled and may be reallocated.

Eligible Applicants

- Must be a registered charity with the Australian Charities and Not-for-profits Commission, incorporated or a government organisation providing services based within the Area of Benefit;
- Must have had a local operational presence for at least one year.

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- Excludes religious organisations for purposes exclusive to one religious' faith, political organisations, businesses or individuals.

Eligible Projects

- Acceptable Projects include any project or event of an Acceptable Project Applicant that can show a demonstrable benefit to those residing within the Area of Benefit.
- Applications for community projects and events are encouraged – particularly projects with an emphasis on capacity-building within the community, including in the areas of:
 - Health and wellness
 - Liveability
 - Economic development and tourism
 - Environmental initiatives
 - Renewable energy/recycling
 - Events must be:
- Projects must be open to all community members and must contribute to the social wellbeing or development of the community.
- Exclude travel costs (such as for sporting teams), third-party fundraising, and ongoing or retrospective costs (such as salaries).

Ineligible Projects

- Are Projects that do not meet the criteria to be classified as a Project.
- Deemed by the Company to be for the furtherance of political or religious objectives.
- Deemed by the Company to be averse to the interests of KEP.
- Deemed by the Company to have an affiliation with KEP.
- Deemed by the Company to be contrary to the principles of sustainable development or sustainable energy generation.
- Deemed by the Company to support individuals who have not made applications as part of a wider group or organisation or whose project will not have the capacity to benefit the wider community.

Terms of Grant

If KEP approves a funding application, the proponent will be required to sign and execute a funding agreement prior to payment of the grant, which will include:

- Period for which grant is offered, with milestone dates.
- Specification of agreed output.
- Ensure recognition of KEP'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.
- KEP'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.

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- Any extension or request to carry over funding into the next year is to be requested in writing to KEP and will be considered. The final outcome is at KEP's discretion.
- An obligation to notify KEP 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.

Notifications

Successful applicants:

You will receive a Letter of Offer and a purchase order for the sponsorship amount within 2 weeks of approval. Your Community Organisation will be required to submit an invoice for payment and return your signed Letter of Offer.

All funds must be expended and acquittal reports completed as per your Letter of Offer.

Further funds will not be given until acquittal reports are received and approved.

Unsuccessful applicants:

Failure to receive funding is not necessarily due to a poor application but may be the result of the demand for funds. Kennedy Energy Park reserves the right to offer a smaller amount if total budget is over subscribed.

For feedback on your application, please refer to the contact phone number given in your notification letter. You may wish to consider submitting your application to another round of funding.

I have read and understand the above guidelines and confirm that the information in this application is true and correct. *

☐ Yes

Does your project occur between July to December 2025? *

☐ Yes

☐ No

Please note, if you have answered NO, your application is not eligible.

Contact Details

For further information and assistance, including advice on eligibility and application forms, please contact:

CDO - Health and Wellbeing

Phone: 07 4741 2900

Mobile: 0428 200 712

Email: sportandrec@flinders.qld.gov.au

Applicant Organisation Details

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* 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 *

Must be an email address.

Organisations Primary Website

Must be a URL.

Organisations Primary Bank Account *

Account Name

BSB Number

Account Number

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Must be a valid Australian bank account format.

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	More information
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? *

☐ Hughenden

☐ Stamford

☐ Prairie

☐ Torrens Creek

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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

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

What is the amount you are applying for?

\$

Must be a dollar amount.

Expected Commencement Date: *

Must be a date and no earlier than 1/7/2025.

Expected Completion Date: *

Must be a date and no later than 31/12/2025.

Please provide a brief description of your project *

Word count:

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.

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:

Were community meetings held about the project, etc.

Letters of Support

Attach a file:

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Letters of Support needed for applications over \$10,000.

Community Consultation or Meeting Minutes

Attach a file:

Meeting minutes showing discussions on the project.

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 three (3) things you want the project to achieve: *

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

How do you intend to acknowledge KEP'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.

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- **Your budget must balance (total expenditure must equal total income amount).**
- **You need to show evidence of your organisations contribution (cash or in-kind) to the project costs.**
- Volunteer staff can be costed at \$43.27 (according to [Funding Centre](#)) 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

The project budget must include KEP's sponsorship on its own line.

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

Budget Totals

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 Amount of Applicant Contribution *

\$

Must be a dollar amount.
Please add amount contributed - either cash or in-kind.

Evidence of Project Costs

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Please attach project quotations: *

Attach a file:

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Attach a file:

Support Documents

* indicates a required field

Current Audited Financial Report or Current Treasurer's Report *

Attach a file:

The Financial Audited Report is to be current, in the last 12 months, and the Treasurer's Report must be within the last 3 months.

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.

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:

Minutes need to 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:

Declaration

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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

Name of Organisation / Community Group *

Organisation Name

Position in Organisation / Community Group *