

Guidelines

* indicates a required field

Objectives of KEP Community Grants Program - Events Stream

The objectives of the Kennedy Energy Park (KEP) Benefit Program - Events Stream, is designed to build relationships with community organisations to provide benefits to the Flinders Shire residents and visitors by ensuring Flinders Shire is a vibrant active community.

This program aims to support community organisations in Flinders Shire by:

- Providing mentoring opportunities to community organisations to strengthen their organisation and develop their future events.
- Promoting community awareness and value of cultural and community events and festivals.
- Enhancing the profile and appeal of the region and attracting new visitors to the region by a diverse events and festivals program.
- Facilitating community interaction and stakeholder relationships with KEP.
- Generating local economic activity and development.

Terms of Grant

- The Events 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.

KEP Community Benefits Program - Events - Rd 2

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Eligible Applicants

- Must be a registered charity with the Australian Charities and Not-for-profits Commission or a government organisation providing services based within the Area of Benefit;
- Must have had a local operational presence for at least one year.
- Excludes religious organisations for purposes exclusive to one religious' faith, political organisations, businesses or individuals.

Eligible Events / 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 Events / Projects

Are Events / Projects that do not meet the criteria to be classified as a Event / 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.

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- 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.
- 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 event 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

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Form Preview

Club Details

* indicates a required field

Name of Organisation *

Organisation Name

Are you a not for profit organisation? *

☐ Yes ☐ No

Other

Incorporation Number *

Is your events purpose to fundraise for a charity?

☐ Yes ☐ No

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	

Contact Name *

Who is the direct contact for this application.

Position *

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Postal Address *

Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.

Website

Must be a URL.

Project Details

* indicates a required field

Event description *

Word count:

no more than 500 words

Give us a short description of your event.

Location of Event

Address

Eg. Diggers Entertainment Centre

Start Date *

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

End Date *

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

Funding Amount Requested *

\$

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Must be a dollar amount.

What audiences and demographics will you be targeting with your event? *

How will you evaluate your event once it is complete? *

How will you measure success? For example surveys, increased participant numbers etc.

Details of other endeavors to ensure your club or organisation is presenting an event that is financially viable. *

Must be no more than 500 words.

This may include other the organisations contribution, entry fees, fundraising efforts, support or grants.

How will Windlab be acknowledged for their sponsorship? *

- ☐ Local Media (Flinders Post)
- ☐ Print media (flyers, programs, posters)
- ☐ Regional Media (North West Star, Townsville Bulletin, North Queensland Register)
- ☐ Television
- ☐ Radio
- ☐ Social Media (Facebook, Instagram)
- ☐ Other:

At least 2 choices must be selected.

Verbal acknowledgement can not be the only acknowledgement for sponsorship by Windlab. Please remember proof of your acknowledgement will be required as part of your acquittal

Have you listed your event with the Flinders Discovery Centre to advertise on the local digital board? *

☐ Yes ☐ No

Please email your event details to info@flinders.qld.gov.au to display your event on the digital board.

Budget Page

Volunteer Hours: Please note volunteer staff can be costed at \$43.27 per hour for non-skilled labour, however volunteer or in-kind skilled labour must be costed at relevant rates for professional services.

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All volunteer and in-kind items must be listed in both income and expenditure columns.

Budget

Event budget must include the KEP sponsorship on its own line.

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

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Profit / Loss

\$

This number/amount is calculated.

If your event is predicted to make a profit of more than \$10,000, please explain what the profit will be supporting.

E.g. Raising money for new amenities or purchasing new equipment for game days.

Support Documents

* indicates a required field

Current Audited Financial Report or Treasurer's Report *

Attach a file:

The current Audited Financial Report must be within the last 12 months. The current Treasurer's Report must be within the last 3 months.

KEP Community Benefits Program - Events - Rd 2

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.

Current Public Liability Certificate of Currency *

Attach a file:

Must be current at time of application, must also be in the name of the club who is applying for sponsorship.

Minutes confirming decisions to apply for funding. *

Attach a file:

Meeting Minutes must show the decision being moved and seconded.

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. *

☐ Yes

Name *

Title

First Name

Last Name

Name of Organisation / Community Group *

Organisation Name

Position in Organisation / Community Group *

