



# Community Assistance

## Application Kit



**Correspondence:** Community Development Officer  
PO Box 12 GEORGETOWN QLD 4871

**Website:** [www.etheridge.qld.gov.au](http://www.etheridge.qld.gov.au)

**ABN:** 57 665 238 857

**Street Address:** ST George Street GEORGETOWN

**E-mail:** [info@etheridge.qld.gov.au](mailto:info@etheridge.qld.gov.au)

**Phone:** (07) 4062 1233  
**Fax:** (07) 4062 1285

The Etheridge Shire Council Community Assistance funding is open to eligible organisations from the Georgetown, Forsyth, Einasleigh, Mt Surprise and Oak Park communities. To be eligible, Community organisation must provide services or events within the Shire.

### **OBJECTIVES:**

The objectives of Council's Community Assistance program(s) is to:-

- Support community based groups and organisations which provide programs, activities and projects that enrich the diversity of cultural and social opportunities available to the residents located in the Etheridge Shire region.
- Improve the capacity and well-being of the Etheridge Shire community.
- Increase and encourage active community participation.
- Improve infrastructure for community events.

The Community Assistance Program aims to provide a systematic and equitable process for allocating the following requests-

- Contributions - Special occasions with no restrictions on how the funds are spent on the event/occasion
- Sponsorship - Council will need acknowledgement and Council's Logo displayed. Funds to be spent on the approved purpose.
- In-kind - Council will need acknowledgement and Council's Logo displayed. In kind funds will be provided on approved items only.
- Infrastructure - Council will need acknowledgement and Council's Logo displayed and an offer for branding rights. Funds are to be spent on approved items only.

### **HOW TO APPLY / APPLICATION PROCESS**

**Applications must be submitted within the advertised period at the start of every new financial year.**

All applicants will be notified of the outcome of their application. Successful applicants will receive a letter outlining Council's decision together with any conditions, such as what will/won't be funded and Council's requirements for acknowledgement.

### **FUND VALUE:**

The Community Assistance fund provides Financial, In-Kind, Contribution and Donation assistance.

Applicants requesting funding over \$10,000 must supply the following information with their application:-

- A full budget of the project be submitted with application.
- A project overview be presented to Council at a Community Consultation Meeting or as a deputation at a scheduled General Meeting, outlining how the project will be managed and what benefits it will bring to the Shire.
- A plan or outline on how Council's contribution will be acknowledged.

## ELIGIBILITY

It is recommended that organisations contact Etheridge Shire Council to discuss their project's eligibility before submitting an application.

To be eligible for assistance a local community organisation must provide services or arrange events held within the Shire and be a Not-For-Profit Community Organisation.

Applications must be completed using the appropriate form (attachment 1) and submitted to the Chief Executive Officer.

### **Project Eligibility**

To be eligible to apply for funding applications must:

- Demonstrate a purpose that is in the public interest.
- Align with the priorities of council's Corporate Plan.
- Improve the capacity and well-being for the Etheridge Shire Community.
- Increase and encourage active community participation.

### **Ineligible Projects**

Ineligible projects include, but are not restricted to:

- The development of privately-owned or commercial facilities
- The community organisation has a lease agreement with Etheridge Shire Council and the request from the organisation is to cover part or all of the costs that the community organisation has agreed to meet as part of the terms and conditions of their lease with Council.
- Events that are held out of Etheridge Shire



**Community Assistance – Application Form**

**Name of Organisation/Applicant**

**Organisation/Applicant Address**

Street Address		PO Box	
Suburb		Suburb	
State		State	
Postcode		Postcode	

**Contact Person**

Name		Address	
		Suburb	
Position		Postcode	
E-mail		Contact Number	

**Type of Organisation -**       Incorporated 'not for profit' organization.  
     Limited by guarantee.

**Purpose of Organisation**     Not for profit  
     Community Organisation  
     Individual

*(please attach a copy of your Incorporation Certificate)*

**Organisation/Applicant ABN Number (if applicable)**

--	--	--	--	--	--	--	--	--	--	--

Please provide a brief description of what your organisation does or if individual applicant - who you are.

**What is your project's name?**

Where is the project located?

--

Please provide a brief description of the project. Please attach any relevant supporting documentation for further information as required. eg. quotes, support letters, designs etc.

--

What are the community benefits this project will achieve?

--

**Project Details**

Total Project Budget	\$
In kind Request	\$
Infrastructure Request	\$
Sponsorship Request	\$
Contribution Request	\$
Total Community Assistance requested	\$

**Project Timeline**

Expected Commencement Date	
Expected Completion Date	

**Please Note:**

**Acquittals are mandatory and due four weeks after the completion of project.**

## This Page is for Infrastructure Requests only

The Etheridge Shire Council Community Infrastructure Request aims to provide financial assistance to community organisations that wish to pursue the purchase, improvement, renovation or development of infrastructure which respond to local community needs and to make a positive contribution to community life in the Etheridge Shire region.

### Does your project require permits? *(please attach copies)*

Building permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable
Other (please specify) _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable
Have these been obtained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable

### Does your project have written permission from the land owner?

Yes (attach copy of letter)       No       Not applicable

**How will your organisation fund recurrent expenses in future years, for example maintenance, servicing etc.**

**Please attach relevant designs, building plans or any further information regarding this project.**

### Certification by Organisation/Applicant

Organisation - The certification must be signed by an executive officer of the organisation, e.g. the president, the chairperson, another executive officer duly authorized by the organization.

Single Applicant - Must be signed by applicant

I certify that:

1. To the best of my knowledge the information given in this document is true and correct.
2. If funding is allocated to our project:
  - a. I understand all quotes and invoices relevant to the project are to be submitted to Council for payment/reimbursement.
  - b. I understand that if the conditions of funding are not complied with then future applications for funding from Council will not be considered.**

Name	<input type="text"/>
Position	<input type="text"/>
Signature	_____
Date	_____

## Check List

Please ensure the following documents, if applicable, are attached to your application

- All questions have been answered in full.
- The appropriate person/s has signed the application certification as unsigned applications will not be considered.
- Minutes of meeting confirming community group consultation and approval of requested project or event is attached. (if applicable)
- Quotes attached (if applicable)
- Site plan setting out the existing infrastructure and the potential work to be carried out is attached (if applicable).
- Permits and Landowners permission is attached (if applicable)
- You have attached any relevant information needed to assess your application.
- You have kept a copy of your application

**Applications and supporting documents are to be submitted to the Chief Executive Officer by email at [info@etheridge.qld.gov.au](mailto:info@etheridge.qld.gov.au) or post to PO BOX 12 GEORGETOWN QLD 4871**