



ETHERIDGE SHIRE COUNCIL

...The Golden Heart of the Gulf

Etheridge Shire Council

Community Assistance Application Kit

ABN 57 665 238 857

Address all correspondence to:
The Chief Executive Officer
PO Box 12
GEORGETOWN QLD 4871

FRM-005 v1

Phone: (07) 4079 9090
Fax: (07) 4062 1285
Email: info@etheridge.qld.gov.au
41 St George Street, GEORGETOWN QLD 4871



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The Etheridge Shire Council Community Assistance funding is open to eligible organisations from the Georgetown, Forsayth, Einasleigh, Mt Surprise and Oak Park communities. To be eligible, Community organisations 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.



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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

Organisation/Applicant Details

Name of Organisation/Applicant: _____

Street Address: _____

Town/Suburb: _____ State: _____ Postcode: _____

Postal Address: _____

Town/Suburb: _____ State: _____ Postcode: _____

Name of Contact Person: _____

Position: _____

Telephone Number: _____

Email Address: _____

Type of Organisation: Incorporated 'not for profit; organisation Limited by guarantee

Purpose of Organisation: Not for profit Community Organisation Individual

(Please attach a copy of your incorporation certificate)

Organisation/Application ABN Number (if applicable):

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Project Information

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

What is your projects name?



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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?

Have you applied for funding from another source for the project? If yes, please provide details and the status of your application.



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Project Details

Total Project Budget:	\$
Funding Received/Approved from Another Entity:	\$
In Kind Request:	\$
Infrastructure Request:	\$
Sponsorship Request:	\$
Contribution Request:	\$
Total Community Assistance Requested:	\$
Expected Project Commencement Date:	
Expected Project Completion Date:	

Please note:

Acquittals are mandatory and due four (4) weeks after completion of project.



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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.

Project Details

Does your project require permits? (please attach copies) eg. building permits.

Does your project have written permission from the land owner? (if applicable)

How will your organisation fund recurrent expenses in future years? Eg. maintenance, servicing etc.

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



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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: _____

Position: _____

Applicant's 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 or post to PO BOX 12, GEORGETOWN QLD 4871

To be completed by Community Development & Events Officer

Date received:

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