



## Diamantina Shire Council COMMUNITY GRANTS GUIDELINES

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Diamantina Shire Council's Community Grants Program is an annual allocation of funding, made available to eligible applicants, for projects which are in the public interest, and provide local community benefit within Diamantina Shire. Support through the Community Grants Program is offered either as a grant or in-kind support.

### **How much can I ask for?**

There are no minimum or maximum funding amounts however funding is limited and the program is consistently oversubscribed. Applicants are required to contribute to the project with their own or external funding.

### **Who can apply?**

An eligible applicant must operate within the Diamantina Shire or be able to demonstrate that the project is in the public interest, and provide local community benefit within Diamantina Shire.

Applicants may be individuals, businesses or not for profit organisations. An individual, business or unincorporated not for profit organisation can only apply for a grant provided that the application is auspiced and administered by an incorporated not for profit community organisation. An incorporated not for profit organisation may auspice one or more individuals or community groups which are not incorporated. The auspicing organisation can also lodge applications on its own behalf.

All applicants must:

- demonstrate that the grant will be used for a purpose in the public interest,
- have met all acquittal conditions of previous Council grants,
- have no debt to Council, and
- be financially viable.

### **Is my project eligible?**

To be eligible for funding a project must:

- Not include retrospective funding or cost already incurred at the time of application,
- Have the approval of the landholder,
- Have necessary insurances, approvals and licences,
- Not bring the Council into disrepute,
- Include cofunding contributions or other external funding,
- Be in the public interest,
- Not have solely a religious or political purpose, and
- Not be primarily for commercial benefit.

Eligible projects may include, but is not limited to events, activities, functions, resources, equipment, workshops, and upgrading local facilities.

Unless exceptional circumstances can be demonstrated Council will not approve funding for:

- Prize money,
- Trophies,
- Any costs for which a receipt cannot be provided,
- General operating costs,
- Interstate or international travel costs,
- Vehicles and related costs,
- Alcohol,
- Any goods for resale (such as merchandise), and
- Any clothing that will become the property individuals.



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### How do I submit my application?

The opportunity to apply for grants will be available once a year, and will be promoted through Social Media, Community Newsletter and Community email groups. Funding will be advertised in February, with applicants advised of the outcome by the end of April. Consideration will also be given to grants outside of the advertised grant round. This will be on a case by case basis and there is no guarantee that there will be funds available. Applicants are strongly encouraged to apply during the advertised grant period.

Completed applications can be forwarded to [admin@diamantina.qld.gov.au](mailto:admin@diamantina.qld.gov.au) no later than 2pm on the **10<sup>th</sup> April 2019**. For any questions regarding community grants program please contact the Warrarri Information Centre on 07 4564 2000.

It is your responsibility to provide full and accurate details as required on the Application Form. No late applications will be accepted and all relevant documentation must be included with your application.

### How is my application assessed?

The Community Grants program is a competitive merit based application process. The Diamantina Shire receives more funding applications than it can support, therefore, successful applications are those that best respond to the assessment criteria. Applications are assessed against the following assessment criteria:

#### i. Project Budget

- Does the budget accurately reflect the scope and scale of the application?
- Does the project have achievable timeframes and budget?
- Have other funding sources been identified?
- Has the applicant made a contribution to the project?
- Have supporting evidence and quotes been provided?
- Have the resources that are required to deliver the project been clearly identified?
- Is the application financially viable and does it demonstrate sound financial management?

#### ii. Community Need and Support

- Is there a clearly identified and demonstrated local need for this application?
- Does the application and activities identified effectively address this need?
- Is there a clear link between the community need, the community outcomes and the activities that will be delivered?
- Has the application appropriately engaged with the local community?
- Have local people, participants, members or service users been involved in identifying this need and have input into the response?

#### iii. Organisational capacity

- Is the application well planned and achievable within the timeframe?
- Is the scope of the project appropriate for the community?
- Has the organisation completed its annual return?
- Has all supporting documentation been provided?
- Does the organisation have a track record of delivering projects of a similar nature and scale?
- Will marketing and communications activities ensure Council's support is appropriately acknowledged and publicised?

#### iv. Alignment to the Community Grants Outcomes

- Does the project benefit and provide value to the community?
- Does the project support the economic development of the shire?
- Does the project deliver long-term benefits to the wider community?



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- Does the project support other identified community grant outcomes?
- Are the application's aims and outcomes clearly identified?