



SMALL EQUIPMENT GRANT GUIDELINES

The aim of the Mackay Regional Council's Small Equipment Grant program is to provide assistance to local community groups/organisations that make positive contributions to the quality of life in the local government area.

Applications may be submitted for a maximum of \$1,500.00 to assist in the purchase of equipment to support the applicant organisation or its volunteers (i.e., computers, office equipment, kitchen appliances). Successful applicants will only be eligible to apply for funding once per financial year.

Grants are offered three times each financial year.

Applications close on the 1st Friday in September, February and April.

Before completing your application form, please read all the information contained in these guidelines.

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| Submitting Your Application | <p>Only <u>one</u> successful application will be accepted from each group or organisation on their own behalf each financial year. This includes applications to the Small Equipment, or Grants Program incorporating Community Grants, Minor Asset Grants and Minor Infrastructure Grants. Incorporated organisations may submit applications in their own right as well as in the role of auspice for unincorporated groups.</p> <p>The level of assistance available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.</p> <p>Do not request letters of support from The Mayor, Councillors or council staff to support your application as this creates a conflict of interest as this is a Council grant program.</p> |
| Incomplete Applications | <p>Please ensure all sections of the application form have been completed, as you will be unable to submit an incomplete application. Your application should include sufficient detail to inform the assessment committee of your request and the expected outcomes.</p> |
| Closing Date | <p>Applications must be submitted by 11.59pm on the 1st Friday in September, February and April.</p> <p>Applicants will be notified of the success or otherwise of their application within 6 weeks of the closing date unless otherwise advised.</p> <p>Please note closing date and times as late submissions cannot be accepted.</p> |
| Quotes | <p>Please ensure you include the relevant number of quotes: one (1) quote for items under \$1,500.00. In the first instance quotes should be sourced from local suppliers.</p> |

Eligibility Criteria

Groups/organisations are required to:

- Have the majority of members of the group/organisation residing in the Mackay Regional Council area.
- Operate within the Mackay Regional Council boundaries.
- Have acquitted any previous Mackay Regional Council grant satisfactorily.
- Be free of debt with Mackay Regional Council.
- Be a properly constituted not-for-profit organisation or be sponsored by an incorporated organisation.
- Have a valid public liability certificate.
- Submit the local organisation's most current financial statement (as submitted to the Office of Fair Trading) or latest treasurer's report covering the previous 12 months. If using a sponsor, please submit **both** the sponsor's and your own local financial statements.

Ineligible Items/ Organisations

The following will **not** be considered for funding:

- Ongoing salaries/wages for staff (a position created for the length of a project may be considered).
- Recurrent costs associated with day-to-day operations.
- Retrospective funding.
- Items/programs that are the core business of a Government Department.
- Business/Commercial ventures.
- Clubs that have a Gaming Machine License.

Selection Criteria

Each application will be assessed against the following criteria:

1. The equipment provides a direct or indirect benefit, including social and economic, for residents in the community. (75%)
2. Local businesses or contractors are being used for the purchase of the equipment. (25%)

All eligibility criteria must be met (essential).

The level of assistance available is limited by Council's budget allocation and its priorities. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

What Happens Next

Applications are assessed against the selection criteria by relevant Council Officers. Applicants will be notified as to the success or otherwise of their application.

Grant recipients will be required to:

- Acknowledge Council's contribution in any publications or publicity material associated with the funded activities.
- Contact the Community Programs Department if there is any change to the purchase for which the funds were granted.
- Complete an acquittal form within four (4) weeks of the grant monies being spent. The form can be accessed via your Smarty Grants login, then clicking on 'My Submissions'.