



# GRANT PROGRAM

## HOW TO APPLY FOR A GRANT

The aim of the Mackay Regional Council's 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 in the following categories to the maximum indicated. Successful applicants will only be eligible to apply for funding once each financial year. Applicants seeking funding toward annual events need to consider the ongoing viability of the event.

Category	Maximum
• Minor Infrastructure/Assets Grant	\$ 30,000.00
• Community Grant	\$ 7,500.00
• Small Equipment	\$ 1,500.00

**Grants are offered three times each financial year.**

**Applications close on the 1<sup>st</sup> Friday in September, February and April.**

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

<b>Submitting Your Application</b>	<p><b>Only <u>one</u> successful application will be accepted from each group or organisation on their own behalf each financial year. Incorporated organisations may submit applications in their own right as well as in the role of auspice for unincorporated groups.</b></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>
<b>Incomplete Applications</b>	<p><b>Please ensure all sections of the application form have been completed, as you will be unable to submit an incomplete application.</b></p>
<b>Closing Date</b>	<p>Applications must be submitted by <b>11.59pm</b> on the <b>1<sup>st</sup> Friday</b> in <b>September, February and April.</b></p> <p>Applicants will be notified of the success or otherwise of their application within 2 months of the closing date unless otherwise advised.</p> <p><b>Please note closing date and times as late submissions cannot be accepted.</b></p>
<b>Budget</b>	<p>Please complete a detailed budget as per the budget template for the proposed program/project/event, including <b>one (1)</b> quote for items under \$1,000.00, <b>two (2)</b> quotes for items over \$1,000.00, or <b>three (3)</b> quotes for items over \$15,000.00.</p>

## Grant Categories

### Minor Infrastructure/Asset Grants

Applications in this category should:

- Seek to purchase assets such as large equipment; **or**
- Embark on minor infrastructure projects, including concept development.

### Community Grants

Applications in this category should:

- Seek to address or improve the workplace health and safety outcomes for local groups/organisations; **or**
- Develop the capacity of community organisations; **or**
- Support innovative programs to meet the needs of local residents; **or**
- Assist with development/maintenance of community facilities; **or**
- Support sporting organisations/associations with the development of sports and recreation projects and activities for residents; **or**
- Support participation in Arts and Cultural activities; **or**
- Assist organisations with the planning and delivery of local community events that assist in building community capacity and to promote community harmony.  
**Please note:** If your event is an annual event to raise funds for charity, you are encouraged to retain sufficient funds to cover expenses for the following year.

### Small Equipment Grants

Applications in this category should:

- Seek to purchase equipment to support the development of the organisation or its volunteers. (i.e. computers, office equipment, kitchen appliances.)

## 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 a detailed budget as per the budget page for the program/project/event (including 1 quote for items under \$1,000.00, 2 quotes for items over \$1,000.00, or 3 quotes for items over \$15,000.00)).
- 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

## Ineligible Items/ Organisations Continued

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. (excluding applicants to the Minor Infrastructure/Asset Grants)
- Projects that do not involve the Mackay Regional Council community.

## Selection Criteria

Each application will be assessed against the following criteria:

1. The project/program/event provides a direct or indirect benefit, including social and economic, for residents in the community. (75%)
2. The applicant organisation is contributing a minimum of 20% of the financial cost (cash and/or inkind) of the project/program/event (excluding small equipment grants) (10%)
3. Local businesses or contractors are being used for the project/program/event. (10%)
4. The application demonstrates that attempts have been made to raise funds from other sources. (5%)

**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 the Mackay Regional Council's Grant Committee before being submitted for approval by full Council. 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.
- Advise Council of any media opportunities that promote your project/program/event and invite Council representatives to participate where appropriate.
- Where funding is provided for an event that has an admission charge, Councils' Community Events and Equitable Access Guidelines and Equitable Access Checklist must be applied. (See over page)
- Contact the Community Programs Department if there is any change to the project/program/event for which the funds were granted.

## For Further Information

Mackay Regional Council  
Gordon Street  
MACKAY QLD 4740

Telephone: 1300 622 529  
Fax: (07) 4944 2400

# Community Events and Equitable Access

ARE YOU OR YOUR ORGANISATION PLANNING A COMMUNITY EVENT?

MARCH 2011

[www.mackay.qld.gov.au](http://www.mackay.qld.gov.au)

Mackay Regional Council has committed, both through its Disability Discrimination Act (DDA) Action Plan and its Equitable Access Policy, to (1) provide equitable access to all Council provided services, facilities, information, buildings and places for all residents and visitors and (2) promote a more inclusive community.



## THINGS YOU CAN DO

### If you have chosen an indoor location for your event,

Is it on ground level and, if not, does it have a ramp?

Does it have an accessible toilet facility?

Is there disability accessible parking space/s?

### If it is an outdoor location,

Does it have disability parking and good pathway connections, an accessible toilet, and sufficient seating and shade?

These few items can make a big difference in opening up your event to people who may have liked to attend but who may not have had the opportunity because of access difficulties associated with the locations chosen. The items mentioned are by no means a guarantee that everyone with a disability or using a mobility aid could access your event if they chose to do so. They are, however, a very good start in facilitating good access.

## COMPANION CARD

Overleaf is a checklist that has been developed for Council sponsored festivals and events. It is a planning tool for staff responsible for organisation and coordination of such events. Please feel free to use it for further guidance and information if you or your organisation are interested in doing so. The Companion Card is applicable only to events, recreational locations, shows, etc for which an admission charge applies. Council has committed to participate in the Companion Card Scheme. Please Note: Council's commitment extends to any organisation that obtains a grant or other form of financial sponsorship from Council to hold a community event for which an admission charge applies.

## DID YOU KNOW?

Approximately 23% of people have a permanent disability of some kind, 13.2% have a temporary disability and our ageing population continues to increase with 10.4% of people in the Mackay region being over the age of 65 years. (ABS 2006)



### For further information

Phone 1300 MACKAY  
(1300 622 529)

Email [info@mackay.qld.gov.au](mailto:info@mackay.qld.gov.au)

# EQUITABLE ACCESS CHECKLIST

## for Mackay Regional Council Event Locations

MARCH 2011

[www.mackay.qld.gov.au](http://www.mackay.qld.gov.au)

**The items in this checklist are for consideration in event management planning to ensure equal access for people with a disability to Council sponsored community events.**

- Disability parking bays  
(as near as possible to front entrance)  Yes  No
- Drop off & pick up areas  
(clear signage)  Yes  No
- Allocated accessible viewing areas  
for people with a disability \*  
(clearly signed and close to support,  
stage, arena, etc)  Yes  No
- Entry gates  Yes  No
- Accessible toilet facilities  
(close to viewing platforms)  Yes  No
- Carers' access \*  
(Companion Card will be accepted)  Yes  No
- Map (to be available denoting the  
locations of the above)  Yes  No
- Promotion  Yes  No  
(to include information on the above  
items & to be available on the Council  
website and in hard copy)

\* People with a disability requiring specific seating, including carer's seats, are encouraged to book early to ensure requirements can be met as seating is subject to availability and can sell out.

### For further information

Phone 1300 MACKAY  
(1300 622 529)

Email [info@mackay.qld.gov.au](mailto:info@mackay.qld.gov.au)