



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

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.

Submitting Your Application

Only one 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.

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.

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.

Incomplete Applications

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.

Closing Date

Applications must be submitted by 11.59pm on the 1st Friday in September, February and April.

Applicants will be notified of the success or otherwise of their application within 2 months of the closing date unless otherwise advised.

Please note closing date and times as late submissions cannot be accepted.

Budget

Please complete a detailed budget as per the budget template for the proposed program/project/event, including **one (1)** quote for items under \$1,500.00, **two (2)** quotes for items over \$1,500.00, or **three (3)** quotes for items over \$15,000.00. In the first instance quotes should be sourced from local suppliers

Grant Categories

Minor Infrastructure/Asset Grants

Applications in this category should:

- Contact the Community Programs team on 4961 9434 to discuss your application
- 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.

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

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.
- 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'.

For Further Information

Mackay Regional Council
Gordon Street Mackay

Telephone: 1300 622 529

COMMUNITY EVENTS AND EQUITABLE ACCESS



Mackay Regional Council has committed, both through its Accessible Communities Action Plan and its Accessible Communities Policy, to:



provide equitable access to all council-provided services, information, facilities, buildings and places for all residents and visitors



promote a more inclusive community.

Things you can do

If it is an indoor event:

- Is it on the ground level with no step into the building, if not, does it have a ramp?
- Does the site have an accessible toilet?
- Is there enough disability parking available?

If it is an outdoor event:

- Is there disability parking available?
- Are there good pathway connections?
- Is there an accessible toilet and plenty of shade?

By considering these few above items can make a big difference in your event being more inclusive to the broader community. Overleaf is a checklist developed for council-sponsored festivals and events and can be used as a planning resource.

Companion Card

The Companion Card applies only to events, recreational locations, shows, etc., for which an admission fee applies. Council is committed to participating in the Companion Card Scheme, which extends to any organisation that obtains a grant or other financial sponsorship from council to hold a community event for which an admission charge applies.

Did you know?



One in six people have a disability!

That is 20 per cent of the population that could be a visitor to your festival or event. This does not include people who have a temporary disability.

For further information

Phone 1300 MACKAY (622 529) or
email info@mackay.qld.gov.au

EQUITABLE ACCESS CHECKLIST

FOR MACKAY REGIONAL COUNCIL EVENT LOCATIONS



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.

	YES	NO
Disability parking bays (as near as possible to front entrance)	<input type="checkbox"/>	<input type="checkbox"/>
Drop off and pick up areas (clear signage)	<input type="checkbox"/>	<input type="checkbox"/>
Allocated accessible viewing areas for people with a disability* (clearly signed and close to support, stage, arena, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Entry gates	<input type="checkbox"/>	<input type="checkbox"/>
Accessible toilet facilities (close to viewing platforms)	<input type="checkbox"/>	<input type="checkbox"/>
Carers' access* (Companion Card will be accepted)	<input type="checkbox"/>	<input type="checkbox"/>
Map (to be available denoting the locations of the above)	<input type="checkbox"/>	<input type="checkbox"/>
Promotion (to include information on the above items and to be available on the council website and in hard copy)	<input type="checkbox"/>	<input type="checkbox"/>

* 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 (622 529) or
email info@mackay.qld.gov.au