

INFRASTRUCTURE ASSETS GRANT GUIDELINES

MACKAY REGIONAL COUNCIL



GRANT PROGRAM OVERVIEW

The Mackay Regional Council's Infrastructure/Assets Grant program aims to support local community groups and organisations that enhance the quality of life in the local government area. This program is designed to aid in developing new or upgrading existing infrastructure and/or assets, contributing to the social, economic, environmental or health outcomes for residents.

GRANT DETAILS

- ▶ **Maximum Grant Amount:** \$30,000 (excluding GST)
- ▶ **Application Deadlines:** First Sunday of October and April each financial year.

HOW TO APPLY

- 1. Pre-Application Consultation:** Contact the Community Programs team at 4961 9434 to discuss your application and ensure it is complete before submission.
- 2. Required Documents:**
 - ☑ Completed application form.
 - ☑ Detailed budget using the provided template.
 - ☑ One quote for items under \$1500, two quotes for items between \$1501 and \$14,999, and three quotes for items over \$15,000.
 - ☑ Consent letter from the property owner/lessor for any building improvements.
 - ☑ Current financial statements (both for your organization and your sponsor if applicable).
 - ☑ Hold a valid public liability certificate.
- 3. Assistance Limitation:** Council's budget and priorities limit the level of assistance. No guarantees on funding or the full amount requested.

INCOMPLETE APPLICATIONS

Ensure all sections of the application form are completed. Incomplete applications cannot be submitted.

CLOSING DATES

Applications must be submitted by 11:59 PM on the first Sunday of October and April. Notifications will be sent within two months of the closing date.





ELIGIBILITY CRITERIA

Groups/organisations must:

- Be located within and servicing the Mackay Regional Council community.
- Be an incorporated association with not-for-profit status or auspiced by an eligible organisation.
- Be free of debt with Mackay Regional Council.
- Have acquitted any previous Mackay Regional Council grant satisfactorily.
- Not have received grant funding from council for the same project in successive years.
- Submit a detailed budget as per the budget page of the application.
- Submit the organisations (or sponsoring organisations) most current financial statement or latest treasurer's report.

INELIGIBLE ITEMS/ORGANISATIONS

Funding will not be provided for:

- Clubs and organisations with a Gaming Machine Licence.
- Ongoing salaries/wages for staff.
- Recurrent costs associated with day-to-day operations of the organisation.
- Retrospective funding.
- Items/programs that are the core business of a Government Department.
- Business/commercial ventures.
- Projects not benefiting the Mackay Regional Council community.

ASSESSMENT CRITERIA

- **Impact (40%):** Contribution to social, economic, environmental, or health outcomes for residents.
- **Priority (20%):** Importance of the project for the organization or community.
- **Capability (20%):** Organisation's ability to plan, manage, and deliver the project.
- **Contribution (20%):** Organisation's financial contribution to the project.



WHAT HAPPENS NEXT

Applications are assessed against the assessment criteria by the Mackay Regional Council's grant panel before being submitted for approval by the Director Community Services. 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 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 team if there is any change to the project 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'.

CONTACT INFORMATION

For further assistance and to discuss your application, please contact the Community Programs team.

Phone: 4961 9434

Note: Always ensure your application aligns with the latest guidelines and requirements. Contact the Community Programs team for any clarifications or assistance.

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