



# GUIDELINES

## Community Grants & Sponsorship Program



## Message from the MAYOR



Community and sporting groups are the heart and soul of Mount Isa. They contribute to the identity and spirit of our community, and play a pivotal role in fostering a sense of belonging among residents. It's thanks to their exemplary efforts that we are able to attract people to live and work in our great city.

Mount Isa City Council recognises and values the tireless efforts of these groups—most of which are run by hardworking volunteers—and, via our Community Grants

and Sponsorship Program, is committed to providing the necessary support to help them thrive.

This program has been designed to provide financial assistance to community organisations and sporting clubs, enabling them to continue to launch local initiatives, hold events and undertake important activities in, and for the community.

I highly recommend that you contact Council's Community Development Officer and discuss your grant application before submitting it, to ensure all relevant information is provided and criteria are met. I look forward to seeing application for a wide range of community-minded projects and activities.

A handwritten signature in black ink that reads "Peta MacRae". The signature is written in a cursive, flowing style.

Her Worship Peta MacRae  
Mayor of Mount Isa

Front Cover photos: Mount Isa City Council, Mount Isa by E. Theiber

# COMMUNITY GRANTS & SPONSORSHIP PROGRAM GUIDELINES

Mount Isa City Council provides financial assistance to local community and sporting organisations that undertake projects and events that make positive contributions to the quality of life in the Mount Isa region. These contributions may address cultural, community, educational, sporting or recreational needs.

All applications go through a competitive process and these procedures have been developed to ensure this is fair, open and transparent for community organisations seeking financial assistance from Council.

## APPLICATION LODGEMENT

Applications should be lodged with Council by **5:00pm on the due date**.  
**Late applications may not be accepted.**

**POST:** Community Grants & Sponsorship Round (1 or 2)  
Chief Executive Officer  
Mount Isa City Council  
PO Box 815  
MOUNT ISA QLD 4825

**FAX:** (07) 4747 3209  
(Attention: CEO)

**E-MAIL:** [city@mountisa.qld.gov.au](mailto:city@mountisa.qld.gov.au)  
**Subject Heading:** Community Grants & Sponsorship Round (1 or 2)

Submissions will be collated within the Corporate Services directorate, with decisions on funding success (and amounts) made at the meetings of the Mount Isa City Council as outlined in the schedules.

Successful applications will be officially approved by Council resolution.

## INFORMATION ABOUT FINANCIAL SUPPORT

- Two funding rounds each financial year – August and February.
- The level of assistance available is limited by Council's budget decisions and its priorities and strategies outlined in the Corporate Plan. No applicant can be guaranteed funding or receiving the full amount requested.
- Funding for the Community Grants Program is available up to \$5,000.

## COUNCIL SUPPORT

- Funding requests are to be financial only, if you require Council services, you must contact Council for a quote and include the dollar amount in your application.
- Mount Isa City Council Owned Enterprises Pty Ltd (MICCOE) do not offer in-kind support or waiver of fees for use of MICCOE venues (Outback at Isa). If you wish to use those venues, please obtain a quote from MICCOE and include the dollar amount in your application.
- Any organisations wishing to apply for a waiver of fees / bills e.g. Excess Water Bills, Development Fees etc. must not apply under these programs and are to put in a separate request in writing to Council.

## LETTERS OF SUPPORT

- Applicants are requested to attach relevant letters of support to show community, business and financial support for their application for sponsorship.
- Council does not supply letters of support from the CEO, Mayor or Councillors for any application to the Mount Isa City Council Community Grants and Sponsorship Programs.

## ELIGIBILITY CRITERIA

- The applicant must be; 1) based within the Mount Isa City Council local government area, or 2) associated with a membership base within the Mount Isa City Council local government area, and / or be delivering a service / event / project that will be of direct benefit to the wider community of the Mount Isa City Council local government area.
- The applicant must be an incorporated not-for-profit organisation or have Australian Taxation Office Endorsement as a charity, tax exempt fund or deductible gift recipient. If your organisation does not have this, but feels it has an event or project that satisfies all other eligibility criteria, then a sponsor may be used. See "Other Important Notes" section for further details.
- Applicants shall have no overdue debt (including debtor accounts, rates and water bills) to the Mount Isa City Council at the time the application is assessed by the Council.
- Applicants shall have no outstanding acquittal reports from previous grant or sponsorship support, without an approved extension.
- The applicant shall show that it has the financial capacity to carry out the project or event without the support of Council. If your financial statements do not reflect this, then you must show a proactive approach to fundraising and funding.
- Applications should seek to align with Councils Corporate Plan and may address some of the following priorities:
  - Promote a prosperous and diverse local economy
  - Enhanced economic / cultural / social opportunities for residents
  - Enhanced health and safety for residents
  - Research and development projects relevant to the region
  - Capital improvements to create a community asset
  - Meet a demonstrated need within the community
  - Promote a healthy and active lifestyle
  - Enhanced environmental sustainability
  - Improve Innovation and technology

## INELIGIBLE CRITERIA

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

- General operating costs (e.g. electricity, phone, rent, meals, accommodation and hire charges. Note-: A position created for the length of a project is considered eligible)
- Private and commercial ventures;
- Political or for-profit groups;
- Projects under litigation;
- Retrospective funding;
- Purchase of land;
- Purchase of items that do not provide significant benefit to an organisation;
- Support for an individual pursuit;
- Travel and accommodation, and uniforms for individual or team representatives
- Projects that do not involve or directly benefit the Mount Isa City Council regional community

## ASSESSMENT CRITERIA

- Preference will be given to requests for financial assistance for events / projects that have the greatest potential benefit to residents and / or are new events to the area.
- Preference will be given to applications that seek funding for the total cost of the project from a variety of sources, and to applicants who demonstrate a willingness to partially self-fund.
- Each application is to be assessed on its individual merits having consideration for the total amount of funds available in the Council's budget.
- A Risk Management Plan is essential for applicants of the Sponsorship Program. Preference will be given to applicants of the Community Grants Program who submit a Risk Management Plan.
- Preference will be given to applications who have fully completed forms and have provided all the requested and relevant documents.

## WHAT YOU MUST INCLUDE IN YOUR APPLICATION

- Applications must be made via the official application form available from Mount Isa City Council, and must include the following documentation:
  - ✓ A copy of the applicant organisation's Certificate of Incorporation or Certificate of Registration or charity status;
  - ✓ A realistic and itemised budget including committed financial and / or in-kind support by the applicant, other grant funding or sponsorships, quotations should be included where possible and must be included for equipment purchases under the grants program;
  - ✓ A copy of the applicant organisation's Certificate of Currency (Public Liability Insurance Min \$20m);
  - ✓ A copy of the organisation's audited financial statements for the past financial year including all relevant documents such as an Auditor's / Accountant's Report, Profit and Loss Statement and Balance Sheet. If the latest audited financial

statements are not available (i.e. they are currently being audited) a letter from the accountable officer is required stating this, and if successful for funding, the documents supplied before funding is issued;

- ✓ Landowner's written permission or booking for the event or project. This includes for Council owned venues like Parks, Civic Centre and Buchanan Park;
- ✓ The organisation must complete a "Statement by Supplier" form if the organisation does not have an Australian Business Number (ABN).
- ✓ Other supporting documentation where applicable (ie, 2 Quotes, Site Plans, Letters of support etc)

## ACQUITTAL DETAILS

Applications are assessed against the selection criteria before being submitted to Council for approval.

Recipients of support from the Mount Isa City Council must submit an Acquittal Report within six (6) weeks of the completion of the event or project. Failure to complete and lodge the report may result in a demand for the return of the granted funds and may also have a detrimental effect on any future funding applications.

Any organisation that cannot demonstrate that funds have been expended in accordance with the purpose for which the funds were granted, will be required to return the funds to the Mount Isa City Council within three (3) months of the proposed event or project.

## NOTIFICATION

All applicants will receive a confirmation email to state their application has been received by Council, including details of an application reference number.

**Successful Applicants** will receive an approval letter, a Funding Agreement, and a link to the Acquittal Report. The Funding Agreement will include the Terms and Conditions of the funding and any special conditions that may have been attached. Successful applicants will need to return the original completed and signed Funding Agreement before any funds are transferred. Failure to accept funding within 3 months of receipt of the agreement, will result in funding being withdrawn and applicants will have to reapply.

**Unsuccessful Applicants** will be advised in writing stating the reason for the decision. For further clarification or feedback on your application please contact Council.

## FUNDING PROCESS (AFTER NOTIFICATION OF OUTCOME)

For the funding process timeline, see the table below.

This is the process after notification of outcome from Council:

- Receive successful / unsuccessful outcome via email and mail
- If successful you will also receive a Funding Agreement, Acquittal Report and invitation to a presentation (subject to availability)
- You **MUST** return a signed Funding Agreement and complete any special conditions before any distribution of funds
- Once your event/project is completed you **MUST** send an Acquittal Report to Council within six (6) weeks of the completion of the event.

**APPROXIMATE FUNDING TIMELINES (subject to change at Council’s discretion)**

	<b>Round One</b>	<b>Round Two</b>
<b>Applications Open</b>	1 August each year	1 February each year
<b>Applications Close</b>	31 August each year (minimum 4 weeks)	1 March each year (minimum 4 weeks)
<b>Submitted to Ordinary Meeting</b>	First scheduled meeting in October	First Scheduled meeting in April
<b>Official Advice of Funding</b>	Within 1 week of release of minutes from October Ordinary Meeting	Within 1 week of release of minutes of April Ordinary Meeting
<b>Final Acquittal must be received by Mount Isa City Council</b>	Within six (6) weeks of the event occurring.	Within six (6) weeks of the event occurring.

**OTHER IMPORTANT NOTES**

- Only **ONE** application may be submitted per organisation per funding round.
- ALL applications must be typed.
- Grant applicants who have received funding within the last 12 months will only be considered if sufficient budget is available.
- ALL applications must be signed by two authorised executive representatives to be accepted. Type written signatures will not be accepted.
- Please do not submit applications in a binder or have it bound (applicable to hard copy applications only).
- Sponsor details – a sponsor may be used when an organisation is not incorporated. The sponsor organisation must be incorporated and satisfy all other eligibility criteria. The sponsor organisation then becomes legally liable for the event/project and therefore must provide all the required documents and have an authorised officer of the sponsor sign the application.
- If an organisation is successful with a community grant or sponsorship, but the project or event must be altered from the original application, a request for a Change of Scope must be made in writing to Council and furthermore be approved by Council resolution prior to commencing or continuing the project/event.
- Failure to accept the funding within 3 months of being issued will result in the organisations funding being withdrawn and a new application will be required.

**FAILURE TO COMPLY**

If an organisation that has received funding fails to comply with any requirement of this policy, Mount Isa City Council has the right to refuse future applications for grants or sponsorship and/or request the return of the approved funds.

**FOR FURTHER INFORMATION**

**Contact:**  
 Mount Isa City Council  
 PO Box 815  
 MOUNT ISA QLD 4825  
 P: 07 4747 3200 E: city@mountisa.qld.gov.au