



## **Community Sponsorship Program Guidelines**

McKinlay Shire Council recognises the important contribution community organisations and individuals make to the safety, health, equity, vibrancy and inclusiveness of their communities. Council's community grant programs will foster a community wide partnership approach to address social, cultural, environmental and economic objectives.

McKinlay Shire Council's Community Sponsorship program is available for not for profit local community groups, organisations and external organisations providing for programs, activities, events and projects that enrich the lives of McKinlay Shire residents.

**Before submitting an application form, please read all the information contained in the Community Sponsorship Program Guidelines. Please contact the Community Services Team Leader to discuss your Sponsorship proposal prior to submitting an application.**

**Please note:** Council staff members cannot complete application forms on behalf of an applicant but can provide reasonable advice and answer any general questions that would not be considered to give an unfair advantage.

### **Information about Financial Support**

Sponsorship is not a donation where no return is expected. Sponsorship is provided for an event or activity of benefit to McKinlay Shire residents.

Groups/organisations are eligible for one sponsorship contribution per financial year from Council. Please note that submitting an application for a Sponsorship/Fee Waiver request does not guarantee approval. Groups/organisations are eligible for one Fee Waiver of a Council venue, tables and chairs (not including delivery) for one event per financial year from Council.

The sponsorship provided maybe either financial and/or in-kind support up to \$5,000. Sponsorship for prize money is ineligible. Groups/organisations wishing to obtain Council sponsorship for an amount greater than \$5,000.00 must submit their application for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship.

Any support provided through Community Sponsorship will require recognition of Council's contribution and two high resolution photographs must be submitted with the acquittal to be used to promote Council's programs.



**Eligibility – organisations/groups must:**

- a) Be a not for profit group or organisation based in the McKinlay Shire; or
- b) Be a not for profit group or organisation based outside the McKinlay Shire providing a particular activity or event which will have significant positive impact on Shire residents; and
- c) Have no outstanding payments owed to Council;
- d) Have acquitted any previous McKinlay Shire Council programs satisfactorily;
- e) Have a valid public liability certificate.

**Ineligible**

- a) Organisations/groups are ineligible if any previous Council grant/sponsorship are not satisfactorily acquitted;
- b) Organisations/groups that have outstanding payment owed to Council;
- c) Individuals, unincorporated groups, political, businesses and for-profit groups;
- d) Projects that are the responsibility of the State or Commonwealth Governments;
- e) Requests for prize money;
- f) Purchase of capital equipment – the purchase of office equipment such as computers, printers, machinery, vehicles or capital equipment of any kind.
- g) Retrospective costs – projects/activities which have already taken place or began prior to the application being lodged.
- h) Reimbursement of costs already incurred.

**Selection Criteria**

Applications will be evaluated on the following merits:

- The application should address a genuine community need and demonstrate a clear whole community benefit that will result from the project.
- The demonstrated level of community support for the project (e.g. letters of support, attendance statistics from previous projects).



### **Submitting an Application Form**

Application forms can be downloaded from Council's website ([www.mckinlay.qld.gov.au](http://www.mckinlay.qld.gov.au) follow the link Community > Grants & Sponsorship) or request a copy from Council's Administration Office.

Applications must be submitted at least four weeks prior to the event/project.

Groups/organisations wishing to obtain Council sponsorship for an amount greater than \$5,000.00 must submit their application for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship.

No applicant can be guaranteed sponsorship nor can any applicant be guaranteed to receive the full amount requested.

Applications can be submitted by post, email or fax to:

Community Services Team

McKinlay Shire Council

PO Box 177

Julia Creek QLD 4823

E: [community@mckinlay.qld.gov.au](mailto:community@mckinlay.qld.gov.au)

F: 07 47 467 549

### **Assessment and notifications**

Applicants will receive an email or letter acknowledging receipt of the application. Applicants may be contacted for further information to support their application.

All applications are assessed by the Community Services Team Leader and submitted to Council for consideration.

Successful applicants will receive the following documentation:

- Notification of Successful Application – an approval letter with instructions on how to receive the funding.
- Acquittal Form – a document to be submitted on project completion detailing expenditure and outcomes.

Unsuccessful applicants will be advised in writing stating the reason for the decision. For further clarification or feedback on your application please contact the staff member indicated in your letter.



### **Guide for Completing an Application Form**

Some useful tips:

- Keep responses to the questions clear and concise.
- Signed original applications must be provided.
- Keep a photocopy of the completed application for your own records.
- If you need to attach additional answers or information, ensure that they are clearly labelled.

The following contains helpful information that will assist you complete the application form.

*Organisation* – That is your organisation’s full legal name that appears on official documents and legal papers, such as your Certificate of Incorporation.

*Contact Person* - This is the person to whom correspondence and inquiries will be directed to. This is normally the person who will manage the project.

*Organisations Primary Purpose* - Your organisations aims, objectives and its role in the community.

*ABN* – If you have an Australian Business Number (ABN), you will need to provide the 11 digit number in the space provided.

*GST Registered* - You will need to indicate if your organisation is GST registered. You can check your GST status on the Australian Business Register website at [www.abr.business.gov.au](http://www.abr.business.gov.au)

*Public Liability* – You will need to attach your current public liability to demonstrate to Council that you have the appropriate insurance to cover the activities outlined in your application.

*Project Name and Description* - The project name and description should give a clear description of what your project is about. This needs to be clear and give the Council a sound understanding of what activities you want to undertake.

*Budget* – What are the costs associated with your project?

*Selection Criteria* – Applicants are required to describe how your project/program/event meets the selection criteria outlined in the guidelines.

*How did your organisation identify the need* – This should describe why your project is necessary, including specific information about the origin of the problem you wish to address. You need to identify any consultation you have undertaken in the planning of the project, addressing the project need.