



## Community Benefit Assistance Scheme Guidelines

The Community Benefit Assistance Scheme assists community based groups and organisations to provide programs, activities, events and projects that enrich the lives of McKinlay Shire residents. The Community Benefit Assistance Scheme is available on an annual basis, with one to two funding rounds per financial year.

**Before submitting an application form, please read all the information contained in the Community Benefit Assistance Scheme Guidelines.**

**All applicants must contact the Community Services Team for a mandatory meeting before submitting an application to discuss their application prior to submission to ensure eligibility and that all relevant attachments are presented.**

**Council staff members cannot complete application forms on behalf of an applicant but can provide direction, advice, and answer any general questions that will not give unfair advantage.**

### **Submitting an Application Form**

Applications will be accepted from each funding stream per funding round, however the group/organisation must indicate their priority of the applications, as the level of assistance available is limited by Council's annual budget. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested. Applications must be received by the close of business of the advertised closing date to be considered.

Applications can be submitted by post or email to:  
Community Services Team Leader  
McKinlay Shire Council  
PO Box 177  
Julia Creek QLD 4823  
E: [community@mckinlay.qld.gov.au](mailto:community@mckinlay.qld.gov.au)

### **Funding streams**

Applications may be submitted in the following categories to the maximum indicated:

- **Infrastructure** – Eligible groups can apply for a grant up to \$5,000 (excluding GST) for the renewal, development or upgrade of infrastructure utilised by the community organisation. Funds will be allocated on a dollar-for-dollar contribution for which the organisation can include volunteer wages, donated materials and use of equipment donated. Costs must be directly associated with the project which funding is being sought for.
- **Equipment** – Eligible not for profit organisations are able to apply for a grant up to \$3,000 (excluding GST) for the purchase of equipment relevant to the community organisations operations and activities. The funds will be allocated on a dollar for dollar basis which must be a cash contribution.
- **Support for Volunteers** – Eligible not for profit organisations are able to apply for a grant up to \$1,000 (excluding GST) for volunteer training relevant to the community organisations operations and activities. The funds will be allocated on a dollar for dollar basis which must be a cash contribution.

Funding available is capped in accordance with Council's budget allocation for each financial year. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.



### **Eligibility**

In order to be considered eligible to apply for a Community Benefit Assistance Scheme, the group or organisation must meet the following criteria:

- (a) Be a not for profit group or organisation based in the McKinlay Shire;
- (b) Have no outstanding grant acquittals or payments owed to Council and be free of debt with McKinlay Shire Council;
- (c) The infrastructure or equipment for which the group or organisation is seeking funding must not be clearly the responsibility of Local, State or Federal Governments and must be relevant to the groups core operations and activities;
- (d) Majority of the group/organisation members must reside in the McKinlay Shire Council area;
- (e) Have a valid public liability certificate;
- (f) Submit a realistic and detailed budget with quotes where applicable;
- (g) Submit the group/organisations most current financial statement (as submitted to the Office of Fair Trading) or latest treasurer's report covering previous 12 months;
- (h) Submit meeting minutes confirming the committee's decision to seek funds on the specified project.

### **Ineligibility**

The following will not be considered for funding:

- (a) Applicants applying as individuals;
- (b) Wages for staff;
- (c) Recurrent costs associated with day-to-day operations;
- (d) Items/programs that are the core business of State or Federal Government;
- (e) Business / commercial ventures;
- (f) Projects that do not involve the McKinlay Shire Council community.

### **Selection criteria**

Applications must demonstrate:

- A genuine need for the project;
- How the project enrich the lives of McKinlay Shire residents by providing a direct or indirect benefit to residents in the community;
- A complete and realistic budget with quotes with a preference of local suppliers and trades
- How the group gives back to the community;
- Has the group made attempts to raise the funds by other means i.e. fundraising or applying for external grants;
- Capacity to complete the project within 12 months;
- A link with Council's Community Plan or Sport & Recreation Plan, or Arts and Cultural Policy.

For infrastructure stream:

- Permission from land holder to construct – building and planning approvals etc.;
- How the group/organisation plans to maintain the asset.



### **Terms and conditions**

- Council can use its discretion in determining the interpretation of Equipment;
- Council may administer the grant by making payments on behalf of the applicant rather than a direct payment to the group/organisation;
- Recognition of Council's support must be acknowledged on all signage and promotional material. The group/organisation must supply photos for Council to use for promotion;
- A register of volunteer hours must be submitted with Infrastructure stream acquittals based on \$25 per hour;
- All necessary consents and approvals eg. permits must be obtained;
- To purchase on a competitive basis and where possible, goods and labour within the McKinlay Shire;
- Applicants must provide upon request, a progress report to Council;
- Seek Council approval in writing for any changes to the grant proposal;
- Applicants must provide Council with an Acquittal Form within one month of the completion of the project including final costs, copies of all paid invoices, together with details of community participation;
- Return all unspent monies to Council.

### **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 after the closing date.

All applications are assessed by the Community Benefit Assistance Scheme Assessment Panel and submitted to Council for ratification.

Successful applicants will receive the following documentation:

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

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

### **Need Assistance?**

For more information, assistance or queries please contact the Community Services Team:

Community Services Team Leader

McKinlay Shire Council

PO Box 177

Julia Creek QLD 4823

P: 07 47 467 166

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