

Guidelines

These guidelines should be read in conjunction with Council's *Grants to Community Organisations Policy #102*.

The Small Halls Funding Program is designed to support rural, volunteer run, small hall management committees to maintain and improve their community hall facilities for the benefit of the broader community. This funding program is a competitive program that will weigh up criteria to assess applications and distribute available funds each year. Projects will be assessed on merit, demonstrated need, community outcomes and demonstrated support for the project.

Council's support of the regions' rural small halls is a long-term project. Available funds are not likely to meet annual requests, hence all projects will not be able to be supported. Part-funding of projects may be offered.

Support Available:

- Funding of up to \$5,000 per application.

Who can apply?

- Not for profit community organisations maintaining and running eligible rural small halls for community use in the North Burnett Local Government Area (LGA), including:
 - Abercorn Hall
 - Beeron Road Country Club
 - Coalstoun Lakes & District Soldiers Memorial Hall
 - Dallarnil Hall
 - Degilbo Hall
 - Kalpowar Hall
 - Monogorilby Hall
 - Mulgildie Hall
 - Mungungo Hall
 - Woowoonga Hall

Priority Areas:

- Safety of community members utilising the hall
- Long-term sustainability of the community facility
- Accessibility of the hall by community users
- Infrastructure to support volunteers

Application Process:

- Eligible organisations will be invited to submit an application on the approved application form with all required documentation. Organisations will be restricted to one application per funding round.

Eligible Items:

- Infrastructure projects
- Maintenance projects
- Equipment that supports volunteer management committee members to maintain the hall

In-eligible Items:

- Operational or recurrent costs
- Payment of debt
- Events and programs

Assessment Process:

SMALL HALLS FUNDING PROGRAM

1. Eligibility check by Council Officer.
2. Funding panel assessment made up of 3 Councillors & 2 Council officers who make recommendations to the Chief Executive Officer.
3. Chief Executive Officer to approve recommendations for payment.

Assessment Criteria:

- Project relates to the hall and associated grounds used by the community.
- Project demonstrates benefit to the North Burnett community.
- Project demonstrates community support and community outcomes.
- Consideration of level of contribution of cash and in-kind by the community organisation.
- Higher priority will be given to projects that increase the self-sufficiency of the volunteer management committee.
- Lower priority will be given to applicants who have been funded within the previous 12 months under the program.

Applicant Responsibility:

- Must be a legal not-for-profit entity with an eligible bank account to administer the grant.
- Provide quotes for all items over \$500.
- Must undertake projects with appropriate insurance and adhere to sound workplace health and safety practices.
- Have no debt to council, or have entered into scheduled payment arrangements with council which are being met.
- Have met acquittal conditions for any previous council grants.

Budget:

- Delivery of this program is subject to annual budget allocations.

Outcome of application and payment:

- Outcomes will be provided to successful and unsuccessful applicants via email following assessment. Successful applicants will be required to submit an eligible tax invoice for the approved funding amount for payment.

Acquittal Requirements:

- Organisations will be responsible for acquitting their funding, which includes supplying invoices evidencing that the money was spent in line with the approved project.

Acknowledging Council:

- Successful applicants will be required to acknowledge Council's contribution through social media, media releases, official openings, signage and other forms as applicable to the project.

Applicant Support:

- For further information please contact Council's Community Development Team on 1300 MY NBRC (1300 696 272) or email admin@northburnett.qld.gov.au. The Community Development Team can assist your group to fill out the application form, develop your projects, advise on organisational governance matters, explore other funding opportunities and help you to apply for them.