Message from the Acting Mayor and Chairperson of Arts and Social Development Committee

Ipswich City Council is proud to support our local community organisations and recognises their commitment to creating a strong and vibrant Ipswich community.

Council’s Christmas Grants Program is a partnership between Council and community-based organisations for projects and activities that respond to local needs and provide opportunities that contribute to celebrating our liveable community.

We invite you to participate in this funding program and we look forward to strengthening the partnerships between Ipswich City Council and the community.

Acting Mayor Paul Tully
City of Ipswich

Cr Charlie Pisasale
Chairperson Arts and Social Development Committee
GRANTS PROGRAM OVERVIEW

The Christmas Grants Program provides funding to non-profit community-based organisations for projects which respond to local needs and issues.

As part of Council’s focus on liveable communities, the Community Development Christmas Grants Program will encourage projects which provide opportunities to contribute to celebrating our liveable community of Ipswich.

The Christmas Grants Program provides grant monies up to a maximum of $2,000, exclusive of GST to support eligible projects/events.

<table>
<thead>
<tr>
<th>ELIGIBILITY</th>
<th>Ineligible Applicants</th>
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<tr>
<td><strong>Eligible Applicants</strong></td>
<td><strong>Ineligible Applicants</strong></td>
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<tr>
<td>• community-based and not-for-profit organisations</td>
<td>• individuals</td>
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<td>• incorporated groups or organisations</td>
<td>• applicants who have not satisfactorily acquitted previous Council grants</td>
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<td>• an unincorporated organisation sponsored by an incorporated organisation</td>
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**Eligible Applications**

Community Christmas events and festivals

**Ineligible Applications**

• core business and operational responsibilities of the organisation
• staff wages and salaries
• retrospective funding for projects completed prior to receipt of grant funding
• support for individual pursuit without community benefit
• projects that do not involve the Ipswich City Council community
• purchase of equipment
• Christmas hampers
ASSESSMENT CRITERIA

All applications are scored against a weighted Assessment Matrix using the following criteria:

- is the organisation eligible to apply
- can the organisation effectively administer the grant within the project period
- what will the impact of the project be in their community/area
- is there identified community need for the project
- will the project strengthen and celebrate our liveable community
- benefits to the the broader community rather than just the members of the applicant organisation
- does the project demonstrate long-term benefits to the community/participants
- does the applicant include a contribution of 20% (cash or in-kind) towards the overall cost of the project

TERMS AND CONDITIONS OF FUNDING

If Council approves the grant application, it will issue an Approval Letter which constitutes an offer by Council to provide the Approved Funding.

To accept the offer, the successful funding recipient must sign the Approval Letter (in a way that legally binds them) and return the signed copy to Council. Please note, signing of the ‘Approval Letter’ signifies the organisation’s acceptance of the ‘Terms and Conditions’ of the grant. Acceptance of Council’s offer then forms a Funding Contract between the funding recipient and Council, which consists of the funding conditions and the Approval Letter.

Successful applicants will be required to prepare a risk management plan for the project (form will be provided). Assistance will be available from Council’s Risk Management Coordinator if required.

Successful applicants must abide by Council’s ‘Terms and Conditions of the Grant’ which are included with the application form and are as follows:

- All grant funds must be used for the purposes outlined in your application
- To vary the purpose for the funds, written permission must be obtained in writing from Ipswich City Council prior to spending the funds
- Grant funds must be acquitted within one (1) month of the completion of the project. A link to an online acquittal form will be provided. The grant must be fully expended within eight (8) weeks from the date of completion of your project.
- Any funding not expended for the project must be returned to Ipswich City Council
- You must acknowledge the support of Ipswich City Council
- Failure to abide by the conditions could jeopardise your organisation’s chances of receiving further funds from Ipswich City Council
GUIDELINES TO APPLICANT

Applications must be made using the online Christmas Grants Program application form. Additional information can be attached as an appendix.

Additional information supporting your application may be included such as:

• research to demonstrate identified needs/emerging issues
• letters of support which demonstrate community support for your project

PLEASE NOTE: Ipswich City Councillors participate in the assessment and decision making process for Christmas Grants, and it is not recommended that you seek letters of support from Councillors as it may be perceived as a ‘conflict of interest’.

Submissions must include:

• Copies of quotes received where goods and services form part of your proposal. Wherever possible, goods and services should be sourced from Ipswich-based providers.

Incomplete applications will not be considered for funding. This includes applications without essential documentation.

If you require assistance in preparing your application, please contact the Community Development Project Officer on (07) 3810 6648 or email: Sarah.Sheehy@ipswich.qld.gov.au

Funding applications must be submitted online via Ipswich.qld.gov.au/christmasgrants

Once submitted you will receive an electronic confirmation notice.

Applications close Sunday, 13 August 2017