



Longreach Regional Council
Mayoral Donation Information Pack

LONGREACH REGIONAL COUNCIL

Mayoral Donation Guidelines



This document is consistent with the local government principles as outlined in the *Local Government Act 2009* which provides for:

- a) Transparent and effective process and decision-making
- b) Sustainable development and management of assets and infrastructure and delivery of effective services
- c) Democratic representation, social inclusion and meaningful community engagement; and
- d) Good governance of, and by, local government; and
- e) Ethical and legal behaviour of councillors and local government employees.

These guidelines should be read in conjunction with Council's Mayoral Donations Policy.

MAYORAL DONATIONS PURPOSE

The purpose of this Policy is to provide a transparent, equitable and accountable framework for the Longreach Regional Council Mayoral Donations programme that:

- Supports and encourages individual community members to strive to achieve – simply to be the best that they can be;
- Enhances the community's resilience, wellbeing and sustainability;
- Contributes to vibrant and engaged communities;
- Provides community organisations with financial support to meet identified community need and provides benefit to the broader Longreach region communities; and
- Achieves Council's strategic objectives, as identified in the Corporate Plan.

ELIGIBILITY FOR GRANTS AND DONATIONS

- i. Applicants must demonstrate strong community or individual benefits, or need and support for the project or activity.
- ii. Activities or proposed events will contribute to the strategic outcomes as outlined in the Longreach Regional Council's Corporate plan
- iii. The applicant or proposed project or activity must be based within the Longreach Regional Council boundaries; or clearly demonstrate direct benefit to the Longreach regional Council communities.
- iv. Where funding is provided to an individual, the recipient should reside permanently within the boundaries of the Longreach Regional Council. If the individual does not permanently reside within the boundaries of the Longreach Regional Council, the individual must demonstrate exceptional ability and potential, and be willing to contribute this skill within the Longreach community.
- v. Council will not fund retrospective applications to cover costs already incurred.
- vi. Incorporated entities should be able to provide a copy of their most recent financial statements that are prepared in accordance to the *Associations Incorporation Act 1981* and the *Associations Incorporation Regulation 1999*.
- vii. Applicants must be able to demonstrate financial viability and/or competence to achieve the stated goals of the project or activity.
- viii. Political parties are not eligible to apply for funds under the Mayoral Donations programme.
- ix. Applicants must not have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant programme Policy and Guidelines.
- x. Activities and projects will not be funded from multiple Council funding programmes.

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DONATION LIMITS

- i. Amounts of up to \$350 will be available for individuals selected to represent the area of Longreach Regional Council at competition or event level within Queensland.
- ii. Amounts of up to \$500 will be available for individuals selected to represent Queensland in a national competition or event; or who have won at a state level and are competing in a national competition.
- iii. Amounts of up to \$1,000 will be available for individuals selected to represent Australia at an international competition or event level.
- iv. Amounts of up to \$2,000 will be available for non for profit community organisations for small amounts of assistance or emergent activities or projects to be awarded in accordance with the Policy and Guidelines.

APPLICATION

- i. All applications must be submitted using the Mayoral Donation Application Form.
- ii. Applications need to be lodged 8 weeks prior to commencement of the project/activity
- iii. All applications are submitted to Ordinary Meetings of Council for consideration

PAYMENT

Applicants are required to complete a Longreach Regional Council Banking Authorisation Form to allow for electronic transfer of awarded funds.

ACQUITTAL

- i. All grant money must be acquitted within two months of project completion using the Mayoral Donations Acquittal Form.
- ii. The grant must be fully expended within six months from the date of notification of your successful application.
- iii. Any funding not expended in accordance with the Programme Guidelines is to be returned to Longreach Regional Council.

ACKNOWLEDGEMENT

The Funding Recipient must ensure that the support from Council is acknowledged in a manner approved by Council.

APPLICANT SUPPORT

For further information or help completing applications, please contact Council on (07) 4658 4111 or via email to assist@longreach.qld.gov.au.

Note: Office hours are 8:30 am to 5:00 pm, Monday to Friday (excluding public holidays).

Council can provide assistance to develop your project and explore other funding opportunities. If you do not access to a computer, you can access a computer at any of Council's Libraries at no cost.

Funding applications should be returned to:

Chief Executive Officer
Longreach Regional Council
PO Box 144
ILFRACOMBE QLD 4727

LONGREACH REGIONAL COUNCIL
Mayoral Donation Application Form



CONTACT INFORMATION:

Name: Individual, group or organisation	
Contact Person's Name: If above is a group or organisation name	
Postal Address:	
Telephone:	
Mobile:	
Email:	

PROJECT/ACTIVITY DETAILS:

Project Name:	
Project Date:	
Brief Description of Project:	
Cash Amount Requested:	\$
In-kind Support Requested: <i>Please list (eg. use of 10 tables and 20 chairs)</i>	

LONGREACH REGIONAL COUNCIL
Mayoral Donation Application Form



ELIGIBILITY ASSESSMENT:

1. Is your project or activity based within the Longreach Regional Council area or do you reside permanently within the boundaries of the Longreach Regional Council?

Yes No

If NO, does your project or activity demonstrate benefit to the Longreach Regional Council communities?

Yes No

2. Please explain how your project/activity demonstrates strong community or individual benefit, or need and support?

3. Is this a 'one - off' event?

Yes No

If NO, how will you fund future projects/activities?

LONGREACH REGIONAL COUNCIL
Mayoral Donation Application Form



4. Does the applicant have any Longreach Regional Council funded projects or activities that have not been acquitted in accordance with the relevant Programme Policy and Guidelines?

Yes No

If YES, please provide details?

5. Have you sought funding through other avenues for your project/activity?

Yes: No:

If YES, please provide details?

LONGREACH REGIONAL COUNCIL
Mayoral Donation Application Form



DECLARATION BY RECIPIENT:

- I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.

Signature: Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	
Name in Full:	
Community Group/Organisation:	
Position in Group or organisation: (if applicable)	

Please attach copy of relevant meeting minutes approving the request to Council for support of the project/activity.

If you require any further information regarding community grants, please contact the Community Development Manager, on (07) 4658 4111.

LONGREACH REGIONAL COUNCIL
Mayoral Donation Acquittal Form



GRANT RECIPIENT DETAILS:

Name: <i>(Group or Organisation)</i>	
Contact Person's Name:	
Postal Address:	
Telephone:	
Mobile:	
Email:	

PROJECT SUMMARY:

Project Name:	
Project Date:	Start Date: / / End Date: / /
Project Location/s:	
Date of Funding:	
Grant Amount:	\$
Project Description: <i>(approx 20 words)</i>	



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Mayoral Donation Acquittal Form

1. Were any changes made to the project from the initial application?

Yes: No:

If YES, what were the changes?

2. Describe the main activities undertaken in this project.

3. Identify any community groups who were involved in the project.

<input type="checkbox"/> Aboriginal people	<input type="checkbox"/> Older people (over 55 years of age)
<input type="checkbox"/> Torres Strait Islanders	<input type="checkbox"/> People with a disability
<input type="checkbox"/> Australian South Sea Islanders	<input type="checkbox"/> Women
<input type="checkbox"/> Children and young people (30 years and under)	<input type="checkbox"/> People from culturally and linguistically diverse backgrounds

4. What did people think of the project/s? Include any written feedback or quotes from participants and media coverage.

LONGREACH REGIONAL COUNCIL
Mayoral Donation Acquittal Form



5. List all receipts that relate to the spending of your grant or donations:

(Individuals receiving donations of less than \$500 are not required to complete this section)

Receipt	Amount	
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
Council in-kind assistance or a copy of the letter showing the costs for Council work.		<input type="checkbox"/> Attached

DECLARATION BY RECIPIENT:

- I certify that to the best of my knowledge, information detailed in this report (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.

Signature: Note: If you are under the age of 18, your legal guardian must also sign this application	
Date:	
Name in Full:	
Community Group/Organisation:	
Position in Group or Organisation: (if applicable)	

Supplier Registration Form

Please complete the attached form and return via post, email or fax (details outlined above).

Supplier Name:	
Business Type (e.g. Printer, Builder etc):	
Address Line 1:	
Address Line 2:	
Address Line 3:	
ABN Number:	
Registered for GST (yes/ no):	
PAYMENTS	
Accounts Contact:	
Accounts Email (for remittance):	
Accounts Phone:	
Accounts Fax:	
ORDERING	
Sales Contact:	
Sales Email Address (for purchase orders):	
Sales Phone:	
Sales Fax:	
FOR ELECTRONIC FUND TRANSFER (EFT)	
Financial Institution:	
BSB:	
Account Number:	
Preferred payment Method (E=EFT or C= Cheque):	
Note: Council prefers to pay by EFT	

I _____ in my capacity as (position title) _____ being the authorised representative, state that I have read and agree to the Longreach Regional Council terms and conditions for the supply of goods and services and having the authority to give this direction for the supplier, request Longreach Regional Council to make payments for the supplies and/or services as per payment method requested above.

Signature: _____ Date: _____

Privacy Statement:

Longreach Regional Council is collecting your personal/ banking information for the purpose of streamlining our purchasing/payment activities with you/your company. The collection of this information is authorised under the Local Government Act 2009. Your information will not be given to any other person or agency unless you have given us permission or we are required by law

Please note: If you have already supplied these details to Longreach Regional Council then you are not required to complete this form.