



Longreach Regional Council COVID-19 Relief Program

About the program

The COVID-19 Relief and Recovery Grants Program is aimed at providing targeted funding and support to Longreach Regional Council community groups and organisations in response to the impacts of the COVID-19 pandemic.

The program was a result of Council's decision to repurpose the existing grants program to meet the challenges arising from the current COVID-19 environment.

The COVID-19 Relief and Recovery Grants Program will provide grants up to \$3,000 to support eligible community organisations with operational funding that provide positive outcomes to the Longreach Regional Council community, who have been impacted by COVID-19.

ELIGIBILITY

In order to submit an application under the Relief and Recovery Grants Program, the applicant must be:

- a community organisation, group or club that is a not-for-profit incorporated organisation;
- must be able to demonstrate a loss of income that exceeds \$3,000 for the year OR have less than \$20,000 worth of cash funds available

Applications can be downloaded via Council's website. An eligible applicant can submit one application. Where organisations have submitted multiple applications, they will be requested to select one application only for consideration.



FUNDING ROUNDS

The funding will be available until the end of the 20/21 financial year or until the allocation is exhausted. Funding will be available to cover expenses incurred from a non for profit organisation from 1 March 2020 to 30 June 2021.

INELIGIBLE ORGANISATIONS AND ITEMS

The following applications are ineligible to apply under the COVID-19 Relief and Recovery Grants Program and will not be considered for funding:

- Applications from Government or semi-government organisations i.e. hospitals and libraries.
- Applications from for profit businesses.
- Applications from Political parties and political lobby groups.
- Applications from auspicing organisations
- Applicants that have outstanding rates or other debts to Council.
- Applications with NO or little supporting documentation.
- Applications which fund;
 - Wages or salaries for Staff;
 - Part of or all of Council Rates;
 - Equipment or other expenditure that are personal or of personal gain;
 - Events for fundraising purposes including individuals where proceeds will be provided to a third party;
 - Events operated for commercial purposes;
 - Projects considered the core responsibility of other levels of government.

EXAMPLES OF ELIGIBLE ITEMS

The following items are examples of “operational expenses” that would be eligible under the COVID-19 Relief and Recovery Grants Program:

- Payment of community group incurred bills and utilities i.e. insurances, electricity, etc.
- Rental or Lease payments
- Additional COVID-19 hygiene requirements or supplies i.e. hand sanitiser, installation of appropriate equipment, face masks, signage, etc.
- Professional services fees i.e. accountant fees, grant writing fees, business consultancy etc.
- Purchasing stock or supplies to generate community group income i.e. canteen supplies etc.

SUPPORTING DOCUMENTATION

The following documentation is required to be submitted with all applications. Any applications without supporting documentation will not be considered.

- Evidence of a loss of income exceeding \$3,000 OR a cash balance less than \$20,000 available.
- A copy of the organisations most recent bank statement
- A detailed budget of how the funding will be expended, including evidence of expenditure i.e. tax invoices, insurance policies, etc.

HOW ARE APPLICATIONS ASSESSED

Applications will be assessed in accordance with eligibility and supporting documentation. Only information contained in an application will be assessed, however further information may be sought for verification purposes. Council reserves the right to offer applicants a smaller grant than that requested.

ACQUITTALL

Successful applicants are required to complete and return the Longreach Regional Council acquittal form within three (3) months of the application being approved. The acquittal form must be accompanied with proof of payment of invoices and supporting documentation.



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Application Form

CONTACT INFORMATION

Name: (Group or Organisation)	
Contact Person:	
Postal Address:	
Telephone:	
Mobile:	
Email:	

APPLICATION DETAILS

Please provide a detailed description of the funding request.
How has the COVID-19 crisis directly impacted your community organisation?

ELIGIBILITY ASSESSMENT

How has the COVID-19 crisis affected your organisation's ability to earn income? Please detail plans you had for income generation that are no longer possible. Provide as much detail as possible including estimated income loss.

Please outline what costs your organisation has expended and is unable to recoup due to the COVID-19 crisis. Please be specific regarding the nature of the cancelled project/event/activity and the actual cash expenses that you have paid out for cancelled projects/events/activities. You will be required to upload proof of payment of these expenses and any correspondence you may have around the inability to recoup these expenses.

Please attach evidence of costs incurred

Financial Information

Amount requested

\$

Please outline how you would allocate Council funds.

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

Yes No

Does the Organisation/Applicant have any overdue debt with Council (excluding organisations with a payment arrangement)?

- Yes No

SUPPORTING DOCUMENTATION CHECKLIST

- Please attach the organisations two most recent bank statements
- Please attach any other documentation that supports a loss to the organisation
- Please attach a detailed budget of how the funds will be expended

DECLARATION BY RECIPIENT

- X I certify that to the best of my knowledge, information detailed in this application (and relevant attachments) is true and correct.
- X 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)	

If you require any further information regarding COVID-19 Relief and Recovery Grants Program, please contact the Longreach Regional Council, Community and Cultural Services Department (07) 4658 4111.