

# Community Facilities Interest Free Loan Program Guidelines

## Introduction

This program provides interest free loans to community organisations to develop new or improve existing community facilities in the Moreton Bay Region. Projects funded by an interest free loan will plan and deliver community facilities where people can participate in community, cultural, sporting and environmental activities in the Moreton Bay Region.

The Community Facilities Interest Free Loan Program and these guidelines are governed by the Moreton Bay Regional Council Community Interest Free Loans Policy (No. 2150-098).

Applications will be invited in July and February as outlined below.

Round	Opening Date	Closing Date	Notification of Outcome	Project Start Date*
1	1 July	10 August	Approximately 7 weeks after closing date	1 October
2	1 February	10 March		1 May

\* Projects must commence on or after this date.

## Definitions

**Community organisation** means:

- a) an entity that carries on activities for a public purpose; or
- b) another entity whose primary object is not directed at making a profit.

## Who Can Apply?

Eligible applicants	<p>A community organisation that applies for funding under this grant must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Be based in the Moreton Bay Region and/or can demonstrate that the proposed project relates to a community facility in the Moreton Bay Region;</li> <li>• Have \$20 million public liability insurance;</li> <li>• Have acquitted all previous Moreton Bay Regional Council grants;</li> <li>• Demonstrate the financial capacity to repay the loan amount within the agreed timeframe; and</li> <li>• Either:               <ul style="list-style-type: none"> <li>- Have an existing land tenure agreement with Council; or</li> <li>- Have an existing land tenure agreement with a lessee of Council; or</li> <li>- Be the owner/trustee of the land and/or the community facility.</li> </ul> </li> </ul>
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Ineligible applicants	<p>The following are ineligible organisation types:</p> <ul style="list-style-type: none"> <li>• For-profit entities;</li> <li>• Government departments and agencies;</li> <li>• Schools and affiliated parents' associations;</li> <li>• Kindergartens and child care organisations;</li> <li>• Churches;</li> <li>• Political groups;</li> <li>• Individuals; and</li> <li>• Unincorporated community groups.</li> </ul>
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### Interest Free Loan Information

Eligible projects	<ul style="list-style-type: none"> <li>• Projects supported may include construction of new community facilities in the Moreton Bay Region e.g. men's sheds, sports field fencing and storage sheds.</li> <li>• Projects supported may also include, but not be limited to, the delivery of improvements to existing community facilities such as: <ul style="list-style-type: none"> <li>- Construction of outdoor areas;</li> <li>- Installation of solar panels;</li> <li>- Bathroom upgrades;</li> <li>- Kitchen upgrades; and</li> <li>- Power and lighting upgrades.</li> </ul> </li> </ul> <p>Projects must be completed within 14 months from the round closing date.</p>
Ineligible projects	<p>Ineligible projects include:</p> <ul style="list-style-type: none"> <li>• Projects that do not meet the requirements of Council's <a href="#">Community Facilities Interest Free Loans Policy</a> or these guidelines;</li> <li>• Projects that are on land owned by an individual or an ineligible entity with the exception of Government departments and agencies;</li> <li>• Projects that are on land owned by Government departments and agencies, and there is no official land tenure agreement between the eligible applicant and the Government department or agency; and</li> <li>• Projects that do not have the required documentation and approvals e.g. land owner's consent, construction drawings, development approval; and<sup>1</sup></li> <li>• Retrospective projects.</li> </ul>
Ineligible expenses	<p>Ineligible project expenses include:</p> <ul style="list-style-type: none"> <li>• Emergency repairs e.g. Replacing a broken door or window;</li> <li>• Maintenance activities e.g. Servicing of air conditioners, exterior and interior painting; and</li> <li>• Retrospective interest free loans for projects are not available.</li> </ul>
Land owner's consent	<ul style="list-style-type: none"> <li>• For applicants with an existing land tenure agreement with Council or a Council lessee, an approved Improvement Works Application (IWA) is required.</li> </ul>

Loan amount	<ul style="list-style-type: none"> <li>Between \$15,000 and \$50,000 (GST exclusive) is available per application.</li> </ul>
Lodging an application	<p>Applications must be submitted online via Council's grants and funding webpage <a href="http://www.mbrc.qld.gov.au/grants/">www.mbrc.qld.gov.au/grants/</a>.</p> <p>Incomplete or late applications will not be considered.</p> <p>Applicants are encouraged to discuss their project with Council's Sport and Recreation Unit on (07) 3205 0555 prior to submitting an Improvement Works Application (IWA).</p>
Supporting documents	<ul style="list-style-type: none"> <li>Current public liability insurance certificate;</li> <li>Most recent audited or reviewed financial statements for the past two years;</li> <li>Land owner's consent;</li> <li>Approval documents (e.g. development approval, construction drawings);</li> <li>Site maps / plans; and</li> <li>Quotes.</li> </ul>
Assessment criteria	<p>Eligible applications will be assessed against the following criteria:</p> <ul style="list-style-type: none"> <li>Demonstrated need for the project / activity;</li> <li>Benefit to the Moreton Bay Region community;</li> <li>Value for money, for Council and the community; and</li> <li>Capacity of the applicant to successfully complete the project.</li> </ul>
Loan agreement and repayments	<ul style="list-style-type: none"> <li>Successful applicants are required to enter into an agreement with Council that outlines the terms and conditions of the loan, as well as an agreed loan repayment schedule.</li> <li>Successful projects must not commence prior to receiving written notification from Council.</li> <li>All interest free loans must be repaid to Council within a period not exceeding 10 years.</li> </ul>
Unsuccessful applicants	<p>Unsuccessful applicants may seek feedback on their application by contacting a Grants Officer (see contact details below).</p>
Enquiries	<p>For further information about a <i>Community Facilities Interest Free Loan</i>, please contact a Grants Officer on (07) 3205 0555 or email <a href="mailto:grants@moretonbay.qld.gov.au">grants@moretonbay.qld.gov.au</a>.</p>

<sup>1</sup> For further information on project documentation and approvals, please contact Council's Community Services, Sport and Recreation Department on (07) 3205 0555 prior to submitting a funding application.

### **TTY - National Relay Service**

A 24-hour national relay service offers an over-the-phone solution for people who are deaf or have a hearing or speech impediment.

TTY and Voice: 133 677

Speak & Listen (SSR): 1300 555 727

SMS Relay: 0423 677 767

**Translating and Interpreter Service (TIS)**

Interpreter assistance is available in 160 languages and dialects. To use an interpreter, phone 131 450.