

# Discretionary Funds Guidelines

Discretionary funds may be allocated by the Mayor and Councillors to community organisations for a community purpose. Council’s Discretionary Funds support the sustainable delivery of community, cultural, sporting and environmental projects that provide a demonstrated benefit to the City of Moreton Bay.

Discretionary Funds and these guidelines are governed by the City of Moreton Bay Discretionary Funds Policy (No. 2150-101).

## 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.

## Program Information

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| 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 City of Moreton Bay and/or can demonstrate that the proposed project will benefit residents of the City of Moreton Bay;</li> <li>• Have \$20 million public liability insurance if required by Council; and</li> <li>• Have no overdue City of Moreton Bay grant acquittals.</li> </ul>   |
| Ineligible applicants | <p>The following are ineligible organisation types:</p> <ul style="list-style-type: none"> <li>• For profit organisations;</li> <li>• Political groups; and</li> <li>• Unincorporated community groups*.</li> </ul> <p>Individuals are not eligible to apply for Discretionary Funds.</p> <p><b>*NB: Unincorporated community groups may apply through an auspice</b> which is able to accept legal and financial responsibility for the project. The auspice organisation must meet the above criteria.</p>   |
| Eligible projects     | <p>Projects supported must be for a community purpose and may include projects that:</p> <ul style="list-style-type: none"> <li>• Improve community facilities located in the City of Moreton Bay;</li> <li>• Support community arts and cultural activities;</li> <li>• Improve the environment;</li> <li>• Contribute to community safety;</li> <li>• Contribute to improved health and well-being;</li> <li>• Purchase equipment to resource community organisations; and</li> <li>• Create opportunities for residents to be involved in their community.</li> </ul> |

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| Ineligible projects / expenses | <p>Ineligible projects and expenses include:</p> <ul style="list-style-type: none"> <li>• Projects that do not meet the requirements of Council's Discretionary Funds Policy, Discretionary Funds Availability Notice or these guidelines;</li> <li>• Expenditure that provides a direct personal benefit to the Mayor, Councillors or Council employees;</li> <li>• Requests primarily for direct personal gain or advancement;</li> <li>• Requests that have a commercial purpose;</li> <li>• Improvements to land and/or facilities owned and controlled by other levels of Government or ineligible organisation types;</li> <li>• Expenditure that is the core business of other levels of Government;</li> <li>• Alcohol;</li> <li>• Ongoing operational costs: Salary/wages, insurance, utilities, rates, administration and rent; and</li> <li>• Retrospective projects or expenditure (i.e. projects or expenditure that have already taken place).</li> </ul> |
| Funding limits                 | <p>Unless otherwise approved by Council, community organisations may receive up to a total of \$2,500 per financial year through Discretionary Funds of the Mayor and Councillors combined.</p> <p>Community organisations may submit multiple applications to the Discretionary Fund each financial year for different projects.</p> <p>Where community organisations act as an auspice for unincorporated community groups, these funds will not form part of the auspicings organisation's maximum annual funding limit.</p>   |
| Lodging an application         | <p>Applications must be submitted online via Council's grants and funding webpage <a href="http://www.moretonbay.qld.gov.au/grants/">www.moretonbay.qld.gov.au/grants/</a>.</p> <p>Incomplete or late applications will not be considered.</p>  |
| Supporting documents           | <ul style="list-style-type: none"> <li>• Current public liability insurance certificate;</li> <li>• Bank statement header; and</li> <li>• Quotes are not required for expenditure up to and including \$1,000. Any portion of expenditure beyond \$1,000 will require quotes.</li> </ul>  |
| Terms and Conditions           | <p>Successful applicants are required to comply with the <a href="#">terms and conditions</a> associated with Council's financial support.</p>  |
| Notification                   | <p>Applicants will be notified about the outcome of their application within approximately 15 business days from the date of Council receiving a complete application.</p> <p>Successful projects must not commence prior to receiving written notification from Council.</p>   |
| Unsuccessful applicants        | <p>Unsuccessful applicants may seek feedback on their application by contacting a Grants Officer (see contact details below).</p>   |

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| Enquiries | For further information about Discretionary Funds, 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> . |
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**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.