

# Annual Celebrations Grant Guidelines

## Introduction

This grant provides funding for eligible community groups to deliver activities within the Moreton Bay Region local government area that acknowledge any of the observances listed below. Activities must be delivered during the designated observance period dates and funding may be used to assist with events, activities, and celebrations which engage the community in the spirit of the observance.

The Annual Celebrations Grant and these guidelines are governed by the Moreton Bay Regional Council Community Grants Policy (No. 2150-030).

Applications can be submitted at any time.

Annual Observance	2023/24 Closing Dates	Notification of Outcome
Seniors Month	14 August 2023	Approximately 10 business days after closing date
Disability Action Week	9 October 2023	
Harmony Week	5 February 2024	
Queensland Youth Week	26 February 2024	
NAIDOC Week	20 May 2024	

Note: observance dates vary from year to year. Please check [Council's website](#) for the annual dates of each observance and the corresponding application assessment dates.

## 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>An eligible applicant is a community organisation that applies for funding under this grant and meets 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 will substantially benefit residents of the region;</li> <li>• Have \$20 million public liability insurance if required by Council; and</li> <li>• Have no overdue Moreton Bay Regional Council grant acquittals.</li> </ul>
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<p>Ineligible applicants</p>	<p>The following are ineligible organisation types:</p> <ul style="list-style-type: none"> <li>• For-profit organisations;</li> <li>• Government departments and agencies;</li> <li>• Schools and affiliated parents' associations, unless the proposed initiative will involve the wider community;</li> <li>• Churches, unless the project is in addition to the core business of the church;</li> <li>• Political groups; and</li> <li>• Unincorporated community groups*.</li> </ul> <p>Individuals are not eligible to apply for funding under this grant.</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 and not be an ineligible organisation type.</p>
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### Grant Information

<p>Eligible projects</p>	<p>Supported projects must deliver self-sustainable local community, cultural, sporting or environmental activities in the Moreton Bay Region and may include activities that:</p> <ul style="list-style-type: none"> <li>• Raise public awareness of the observance;</li> <li>• Involve community members in the planning and / or delivery;</li> <li>• Celebrate the culture and contributions of diverse communities to the social; cultural and economic life of the Moreton Bay Region;</li> <li>• Bring people together to learn, develop or share skills;</li> <li>• Enhance community connections and</li> <li>• Are open to the public to attend.</li> </ul>
<p>Ineligible projects / expenses</p>	<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 Grants Policy</a> or these guidelines;</li> <li>• Projects and events already receiving support from Council;</li> <li>• Project elements/costs that are already receiving support from another funder.</li> <li>• Requests primarily for direct personal gain or advancement;</li> <li>• Requests that have a commercial purpose;</li> <li>• Projects and events that are part of the organisation's core business;</li> <li>• Projects held outside of the designated observance dates;</li> <li>• Ongoing administrative and operational costs (salaries and wages, rates, rent, insurance, utilities);</li> <li>• Gifts, alcohol and prizes (e.g. money, trophies, vouchers, etc.); and</li> <li>• Purchase of equipment, unless directly related to the eligible project.</li> </ul>
<p>Funding amount</p>	<p>Up to \$1,000 (GST inclusive) is available per application. Larger amounts may be considered where broad community benefit can be demonstrated. Council reserves the right to part-fund an application.</p>

	<p>Where community organisations act as an auspice for unincorporated community groups, these funds will not form part of the auspicing organisation's maximum annual funding limit.</p> <p>Retrospective funding of projects is not available.</p>
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>
Supporting documents	<ul style="list-style-type: none"> <li>• Current public liability insurance certificate; and</li> <li>• Quotes for items \$500 or over. Quotes must be provided by a registered supplier (with an ABN) that can issue a receipt for their goods and services.</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>
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>
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 <i>Annual Celebrations Grants</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>

#### **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.