

Mayoral and Councillor Discretionary Funding Program Guidelines

The Mayoral and Councillor Discretionary Funding program allows for funds to be allocated at the councillor's discretion to not for profit community organisations for community purposes.

Applicants are encouraged to read the guidelines before applying for funding. Guidelines should be read in conjunction with the Mayoral and Councillor Discretionary Funding Policy, available on council's website at www.sunshinecoast.qld.gov.au

Eligibility

Who can apply?

Community organisations are eligible if they meet all the following criteria:

- Operate within the Sunshine Coast Local Government Area or are able to demonstrate that the project or program will benefit residents of the Sunshine Coast Local Government Area.
- Have appropriate insurance and adhere to sound Workplace Health and Safety practices.
- Are able to demonstrate viability.
- Have met acquittal conditions for previous council grants and have no debt to council, or have entered into scheduled payment arrangements with council which are being adhered to.

Individuals are eligible to apply for funding if they meet all of the following criteria:

- Reside within the Sunshine Coast Local Government Area, or are able to demonstrate that the project or program will benefit residents of the Sunshine Coast Local Government Area.
- Have met acquittal conditions for previous council grants and have no debt to council, or have entered into scheduled payment arrangements with council which are being adhered to.

Who cannot apply?

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations, where the application is for the organisation's core business
- Businesses.

Eligible Projects / Programs

Applications must:

- Be submitted on the required application form
- Demonstrate a purpose that is in the public interest
- Link to council's Corporate Plan
- Adhere to the specific terms and conditions of this funding program.

Ineligible Projects/ Programs

- The development of privately owned facilities
- Events, programs or services run solely for commercial profit
- Activities that have already commenced prior to the funding application being submitted
- Payment of debt
- Political activities.

Program Details

Each year, individual Councillors determine whether they will allocate divisional funding to this program. This information will be available on council's website.

The program is open all year, dependent on budget availability. Applications can be lodged at any time.

Applicants will be advised of funding outcomes as soon as practical.

Application

Applications are submitted to the divisional Councillor/s for the area where the project will have most benefit.

Applications are submitted to the Mayor for projects which have broader benefits across the Sunshine Coast Local Government Area.

Applicants must liaise with the Councillor's Support Officer or Mayor's Personal Assistant prior to lodging an application.

Applications are to be submitted through an online application process.

There are no upper or lower limits for funding applications. Applicants should be mindful of the likely high demand for funding through this program.

Applicants are responsible for obtaining all appropriate permits, approvals, insurance etc. relating to the project prior to commencement.

The delivery of the Mayoral and Councillor Discretionary Funding Program is subject to annual budget allocations.

Assessment

Application outcome will be determined by the mayor or councillor/s. Regional funding decisions will be made by the Mayor.

Funding for capital works requires approval by the Mayor and CEO.

Part funding may be offered.

Notification

Applicants will be notified in writing of the application outcome, as soon as practicable. Outcomes will be published on council's website and in other media outlets.

Project Variation

Applicants must use funds for the purpose for which the funding was awarded, unless written permission for a variation has been obtained from the divisional Councillor/s prior to activities being undertaken.

Acquittal

Once the project has been completed, applicants are required to complete an online acquittal form to clarify that the project has been completed. Funding must be acquitted within eight weeks of project completion.

Privacy

Council will use any personal information provided for the purpose of processing your grant application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so.

By submitting an application you consent to council publishing the applicant's name, project description and amount funded on council's website and possibly in other media outlets. This information may also be used for promoting council's funding program.

Your personal information is dealt with in accordance with council's Privacy Policy.

Applicant Support

For further information or help completing online applications, contact your local Councillor's Support Officer on:

- (07) 5475 7272

Or council's grants team:

- (07) 5441 8616
- grants@sunshinecoast.qld.gov.au

Note: Office hours are 8.15 am – 5.00 pm, Monday – Friday (excluding public holidays).

Grant Development Officers can also help you to develop your project and explore other funding opportunities.

If you do not have your own computer, you can access a computer at any of council's libraries at no cost.

If you have difficulty speaking English, contact council's Customer Service Centre on (07) 5475 7272 to organise an interpreter to assist you.