



Blackall-Tambo

Regional Council

Community Grants Program

Financial Assistance Guidelines

PROGRAM OVERVIEW

The Blackall-Tambo Regional Council Community Grants Program supports projects that contribute to the delivery of Council's corporate priorities as informed by our long-term strategic policy positions on community, economic development and environment. The program aims to acknowledge and strengthen the valuable contribution that community groups and their volunteers make towards achieving our corporate vision of being a progressive, liveable, sustainable region where Council and community work together to solve the challenges of living in a remote locality.

This program is guided by Council's Community Grants Policy and the BTRC Community Strategy. You can view these documents at www.btrc.qld.gov.au.

In line with Council's Community Strategy, we welcome applications that contribute towards the following strategy outcomes:

- Healthy and active communities - empower our community to live healthy and active lifestyles.
- Vibrant communities - focus on ensuring community places and spaces are vibrant, inclusive, accessible, adaptable and meet the needs of people of all ages, abilities and backgrounds.
- Inclusive communities - strengthen connection, inclusion, awareness and opportunity for all people in our communities.
- Connected and resilient communities - build capacity in our communities to be connected, resilient and to respond to local issues.
- Creative and innovative communities - nurture creative and innovative approaches to building a strong community.

The Blackall-Tambo Regional Council Community Grants Program provides \$200,000 annually to community groups and organisations.

The community grants listed below are offered twice each year under two separate funding rounds (March round & August round)

A total of \$100,000 is available at each grant round across two grant program categories:

- Major Community Grants (Major Grants)
- Community Events Grants (Minor Grants)

Community groups can apply for grants between \$500-\$15,000.

(Please note Arts & Cultural Grants are advised to continue to apply through BTRC's RADF grant rounds)

MAJOR AND MINOR GRANTS

Major and minor grants support community organisations to deliver one-off projects, events and activities that align with Council's strategic priorities and demonstrate a community purpose.

- Minor Grants < \$2000

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- Major Grants \$2001 - \$15,000

WHO CAN APPLY

Not-for-profit community organisations that meet all the following:

- Are a legal entity with not-for-profit status or are registered with the Australian Charities and Not for Profits Commission (ACNC)*
- Operate within the Blackall-Tambo Local Government Area or can demonstrate the project or program will benefit residents of the Blackall-Tambo Local Government Area.
- Have appropriate insurance and adhere to sound workplace health and safety practices
- Are able to demonstrate viability
- Have no debt to Council, or have entered into scheduled payment arrangements with Council, which are being met
- Have met acquittal conditions for previous grants

*If a community organisation is not a legal entity or registered with the ACNC, the application must be auspiced and administered by such a group.

WHO CANNOT APPLY

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

*School P & C's groups can apply for initiatives that are not normally funded by school

PROJECTS ELIGIBLE FOR FUNDING

Applications must:

- Demonstrate a purpose that is in the public interest, with significant community need and benefit
- Demonstrate strong alignment with Council's priorities as described in current Council strategies, plans or policy positions
- Adhere to terms and conditions of this funding program

To be eligible for funding for an event, events must be scheduled to take place after notification of funding outcomes.

PROJECTS AND ITEMS NOT ELIGIBLE FOR FUNDING

- Ongoing operational or recurrent costs including salaries, rent, fuel etc.
- Activities that have already begun prior to grant application being submitted
- The core business of educational, religious or medical organisations
- Donations, prizemoney, prizes or trophies
- Development of privately owned facilities
- Payment of debt
- Political activities
- Projects run solely for commercial profit

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- Catering, hospitality, food and beverages for events

CO-FUNDING REQUIREMENTS

Council cannot be the sole source of funding for every project. Depending on the amount requested, funds from other sources may be required.

The table below outlines co-funding requirements:

Amount Requested from Council	Minimum Co-funding Requirement
Up to \$2,000	Co-funding is not required
\$2,001 - \$5,000	25% of project costs come from other sources
\$5,001 - \$15,000	50% of project costs come from other sources
	*Up to 15% of the co-funding requirement can be volunteer hours, valued at no more than \$43.30p/h

ASSESSMENT CRITERIA

Major and Minor grant applications are assessed using the intent, specific purpose and priorities detailed above, as well as the following criteria:

- Need for project/activity/event
- Benefit to the people of the Blackall-Tambo Local Government Area
- Evidence of consultation and community partnerships and collaboration
- Strength of alignment with council's corporate priorities as described in current Council strategies, plans or policies
- Capacity of applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project
- Evidence the organisation has inclusive participation practices
- Evidence the organisation is working towards or maintaining self-sufficiency

Further consideration will be given to projects that:

- Build skills, capacity and governance of community groups
- Activate places and spaces
- Procure from local businesses, social enterprises and or First Nations businesses

Lower priority is given to applicants who have been awarded a Council major or minor grant within the previous 12 months.

LOGGING AN APPLICATION

Application forms are submitted online via Council's webpage (www.btrc.qld.gov.au)

(Please note that these forms will be made available on Council's website when the relevant round is open)

Quotes are required for all items over \$500 and must be included in the application.

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The delivery of the Community Grants program is subject to annual budget allocations.

BTRC Lifestyle and Communities Community Development staff can give assistance with applications.

ASSESSMENT

Grants are assessed by a panel, which include Council staff experienced with community programs, along with Council officers.

In some instances, part-funding may be offered.

PAYMENT

Successful applicants will be notified via email and will be directed to fill in the online Funding Agreement Form before payment can be made.

Funds must be claimed within eight weeks of notification, except where an extension has been granted.

In some instances, there may be specific Conditions of Funding that need to be met before payment can be made.

If the applicant is being auspiced, payment will be made to the auspicing organisation.

ACKNOWLEDGEMENT

All successful applicants are required to acknowledge Council's support actively and publicly. The level of acknowledgement required is outlined in the funding program agreement and associated acknowledgement guidelines.

Council's logo and Acknowledgement Guidelines will be emailed to successful applicants following notification.

In addition, funding recipients must also ensure that Council's positive reputation is maintained at all times.

ACQUITTAL

Acquittals must be submitted showing where the allocated funds were spent.

All successful applicants must submit an online acquittal within eight weeks of the project completion.

Organisations will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met. (Please note that you will be required to return funds if you do not submit a satisfactory acquittal that includes proof of expenditure.)

APPLICANT SUPPORT

BTRC Lifestyle and Communities Community Development staff can help community groups develop their project and applications.

For further information regarding the Community Grants Program contact:

- Glenys Einam, BTRC Community Services Manager - glenysE@btrc.qld.gov.au

If you need assistance completing your application contact:

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- Vivienne Van Mosseveld, Lifestyle & Communities Manager –
vivienne.vanmosseveld@btrc.qld.gov.au

Note: Office hours 8.30-4.30pm, Monday - Friday (excluding public holidays). If you do not have a computer you can access a computer at the Blackall Hub or Tambo library.

POLICY

The Community Grants Program assessment process is competitive and based on merit. To be considered, applications must meet the eligibility criteria outlined in these guidelines. Applicants are also encouraged to read the BTRC Community Grants & Support Policy before completing application.

CRITICAL DATES FOR AUGUST PROGRAM

1st August 2025	Applications Open- Application forms available on Website or at Blackall Lifestyle & Community Hub or Tambo MPC
31 August 2025	Applications Close at 4.30pm. No late applications will be accepted.
September/October 2025	Council Assessment
November 2025	Earliest notification to groups
12 months from notification (2026)	Project completion deadline & Acquittal returned

CRITICAL DATES FOR MARCH PROGRAM

1st March 2026	Applications Open- Application forms available on Website or at Blackall Lifestyle & Community Hub or Tambo MPC
31 March 2026	Applications Close at 4.30pm. No late applications will be accepted.
April/May 2026	Council Assessment
June 2026	Earliest notification to groups
12 months from notification (2027)	Program completion deadline & Acquittal returned