

# GUIDELINES

*Christmas Together in the Community 2024*



## Christmas Together in the Community funding 2024 Not-for-Profit Organisations

Welcome to Townsville City Council's Christmas in the Community Together funding for not-for-profit organisations.

**Please read these guidelines carefully and refer to them during the application process. These guidelines will help you to prepare your application and, if successful, your outcomes report and financial acquittal.**

<b>Program aim</b>	<ul style="list-style-type: none"><li>• To reduce loneliness and isolation felt over the Christmas period</li><li>• To bring the community together</li><li>• To build community spirit and inclusion</li></ul>
<b>We are looking to fund</b>	Initiatives which bring the community together and help build connections between individuals and with organisations. The initiative should clearly demonstrate how the initiative will facilitate and nurture connections, with the intention that these connections provide a benefit beyond the initiative itself, reducing the sense of loneliness and isolation felt by many over the Christmas period. The initiative should provide the participants with a sense of belonging and inclusion.
<b>Applications open</b>	21 October 2024
<b>Applications close</b>	17 November 2024
<b>When the initiative is to be delivered</b>	Between 1 December and 31 December 2024
<b>Who can apply</b>	<p>Applicants must meet all of the below to be considered for funding:</p> <ul style="list-style-type: none"><li>• Be a properly constituted not-for-profit organisation, or be auspiced by such an organization.</li><li>• Reside and/or primarily provide services within the Townsville Local Government Area (LGA).</li><li>• Must be free of debt to Townsville City Council.</li><li>• Hold a current Public Liability Insurance, to the value of \$20,000,000 per claim.</li></ul> <p>Applicants who will not be considered for funding include:</p> <ul style="list-style-type: none"><li>• Government agencies or Departments of local, state, or federal government.</li><li>• Educational or health services; or</li><li>• Businesses, including sole traders.</li></ul>
<b>Eligible items</b>	<p>Items that will be considered for funding through this program include but are not limited to:</p> <ul style="list-style-type: none"><li>• Food and drinks</li><li>• Equipment hire to run the event (cooking equipment, tables, chairs etc)</li></ul>

# GUIDELINES

Christmas Together in the Community 2024



	<ul style="list-style-type: none"><li>• Table decorations</li><li>• Paper plates/cups/napkins/cutlery</li><li>• Cleaning materials such as hand sanitiser</li><li>• Materials needed for activities to encourage interaction between participants.</li></ul> <p>Please contact the community development team if you would like to confirm the eligibility of an item at <a href="mailto:communitydevelopment@townsville.qld.gov.au">communitydevelopment@townsville.qld.gov.au</a></p>
<b>Ineligible items</b>	<p>Items that will not be considered for funding under this grant program include but are not limited to:</p> <ul style="list-style-type: none"><li>• Retrospective costs – including reimbursement of any costs already incurred from the initiative.</li><li>• Prize money, prizes or trophies, competitions.</li><li>• Payment of debts and loans.</li><li>• Alcohol</li><li>• Tobacco</li></ul> <p>Please contact the community development team if you would like to confirm the eligibility of an item at <a href="mailto:communitydevelopment@townsville.qld.gov.au">communitydevelopment@townsville.qld.gov.au</a></p>
<b>How to apply</b>	<p>Application information:</p> <ul style="list-style-type: none"><li>• Applications must be completed online through SmartyGrants. SmartyGrants is an external software program that allows applicants to create an account.</li><li>• Your account will then be your portal for tracking current applications with the ability to view previous funding applications.</li><li>• When working on an application you will have the ability to “Save your Progress” and return at another time to complete your application.</li><li>• You will receive notifications from SmartyGrants directly (e.g., notifying you of an application in progress, the submission of an application, etc.).</li><li>• SmartyGrants allows multiple committee members to be logged in to the same account at the same time. However, only one person can work on an application at any one time as the program will not save changes from multiple users and this may result in lost information.</li></ul>
<b>Supporting documentation needed to complete the application</b>	<p>All funding applicants must attach a copy of the below as part of their application:</p> <ul style="list-style-type: none"><li>• Current Public Liability Insurance (\$20,000,000 per claim);</li><li>• Proof of Not-for-profit status (constitution, charter, or Certificate of Incorporation); and</li><li>• Quotations/calculations of costings from suppliers (<b>excl. GST</b>)</li></ul>

# GUIDELINES

Christmas Together in the Community 2024



<b>Incomplete applications</b>	<ul style="list-style-type: none"><li>• Applicants must ensure that upon submitting an application, it is complete with all necessary uploads attached.</li><li>• If applications are deemed incomplete, contact will be made by the Community Development Team to provide feedback and guidance on necessary amendments. Amendments to a submitted application will be allowed <b>if time permits</b>.</li><li>• Failure to correctly complete these changes may affect the eligibility of your application.</li></ul>
<b>Assessment of applications and allocation of funding</b>	<ul style="list-style-type: none"><li>• This is competitive funding, meeting the assessment criteria does not automatically guarantee funding.</li><li>• All eligible applicants will be assessed by a panel and scored based on the responses to the three questions.</li><li>• Funding being awarded to the applications with the highest scores until the funding pool is exhausted.</li><li>• There is a limited funding pool. 25 Successful applicants with full amount of \$1000.00 excluding GST.</li></ul>
<b>If your application is successful</b>	<p>Useful information for successful applicants:</p> <ul style="list-style-type: none"><li>• Any variations to approved funding initiative must be submitted in writing to <a href="mailto:communitydevelopment@townsville.qld.gov.au">communitydevelopment@townsville.qld.gov.au</a>. Once submitted, the variation will be assessed and the applicant will be notified of the outcome.</li><li>• Variations include, but are not limited to:<ul style="list-style-type: none"><li>• a change to the items you intend to purchase with the funding,</li><li>• the type of initiative you plan to deliver.</li></ul></li><li>• <b>GST</b> – Applicants who are registered for GST will automatically receive the additional 10% added to the grant amount to cover the GST component. Applicants who are <b>NOT</b> registered for GST and are purchasing items that attract GST will be required to cover the 10% GST component themselves.</li><li>• An authorised representative of the not-for-profit organisation must sign the funding agreement and return this document in full to Council, along with an Invoice for the approved funding amount before payment can be made.</li><li>• Council reserves the right to terminate the funding agreement upon discovery of misuse of the funds, any discriminatory practices or other undesirable use of the funds.</li><li>• The risk of the initiative remains with the applicant, Council is indemnified/released from any claims.</li><li>• An outcomes report and financial acquittal will be due by 31 January 2024.</li></ul>

# GUIDELINES

Christmas Together in the Community 2024



## Acquittal requirements for successful applicants

All successful applicants will be required to complete an outcomes report and financial acquittal in SmartyGrants by 31 January 2024, which will include the following:

- Evidence of how the initiative brought the community together.
- Evidence of how the initiative reduced loneliness and isolation.
- Evidence of how the initiative-built community spirit and inclusion
- Photographs of the event set up (these do not need to include participants):
  - Written consent must be provided by any person included in photographs submitted in the outcomes report and financial acquittal process.
  - Photographs included in the outcomes report.
- Number of participants who attended the initiative.
- Acknowledgement of Council's contribution.
  - For the acknowledgement guide click [here](#)
  - For the full colour Council logo click [here](#)
  - For the mono black logo click [here](#)
  - For the full colour and mono EPS and PNG logos click [here](#)
- Financial acquittal including provision of receipts for all eligible items **(EXCL GST)**
- Any unspent funding to be returned to council

### Tips

- It is highly recommended that the person completing the outcomes report be present at the initiative or informs those who will be present at the initiative about the data that will be required to successfully complete the outcomes report.
- The outcomes report will relate directly to the outcomes you identified in the application form.
- Look through the acquittal form before the commencement of the initiative to familiarise yourself with the reporting requirements in more detail.

## For further information

Applicants are encouraged to contact the Community Development team to discuss any aspect of the program or their application.

Phone: 13 48 10

Email: [communitydevelopment@townsville.qld.gov.au](mailto:communitydevelopment@townsville.qld.gov.au)