



# Grant Programs

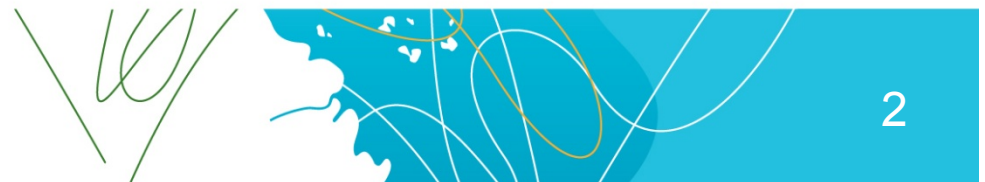
**Robert Ryan**

**Senior Coordinator Community Programs**

# Grant Programs

**Mackay Regional Council has 5 main grant programs:**

- **Junior Sport Grants;**
- **Arts and Cultural Grants;**
- **Inkind Assistance Program;**
- **Graffiti Removal Grant; and**
- **Community Grant Program.**



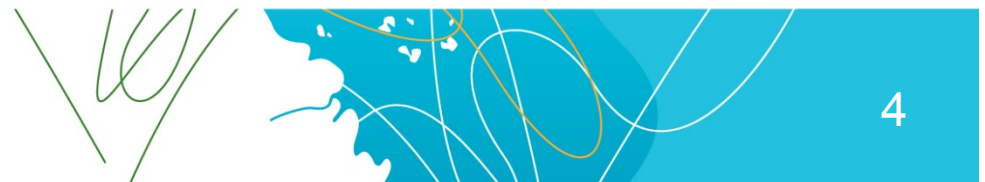
# Junior Sports Grants

- **Assistance for young people under the age of 21 who have been selected to represent:**
  - **The State at a National Level; or**
  - **The Nation at an International Level**
- **Applications are accepted from Individuals or Clubs (where there are more than 2 competitors selected).**
- **Applications must be submitted at least 1 month prior to the event.**
- **These grants are open all year.**



# Arts and Culture Grants

- **This grant is for people from the Mackay Region who have been invited to represent the State or Nation in their chosen art field.**
- **Applications must be submitted at least 1 month prior to the event.**
- **Your CV must be attached to your application.**
- **These grants are open all year.**



# Inkind Assistance Program

- **Items that can be requested through this program include:**
  - **Bins;**
  - **Traffic Cones;**
  - **Barrier Mesh;**
  - **Fountain Colouring; etc.**
- **Council Fees and Charges will not be waived under this program. This includes Outdoor Event Permits and MECC Hire.**
- **Ensure you provide precise details of what you are requesting. Don't just put bins, please list how many, etc.**
- **Applications must be submitted at least 4 weeks prior to the event.**
- **This program can be accessed all year .**



# Graffiti Removal Grant

- **Provided to business and organisations to support the removal of graffiti from non-Council owned facilities.**
- **A maximum of \$500 per graffiti event, with a maximum of \$2,000 per 12 month period.**
- **Quotes must be obtained and attached to the application.**
- **Funds may be provided to either the facility owner or the tenant.**
- **These grants can be accessed all year.**



# Community Grant Program

## Grant Categories include:

- **Community Grant** up to **\$5,000.00**
- **Natural Environment Grant** up to **\$5,000.00**
- **Small Equipment Grant** up to **\$1,000.00**

**Closing dates for applications are the first Friday in February and August.**



## Tips for Completing the Application Form

- The Community Grant Program has gone online, using SmartyGrants.
- To access available grants, log on to <https://mackay.smartygrants.com.au>.
- Click on the round you wish to apply for.

### WELCOME TO THE GRANTS HUB

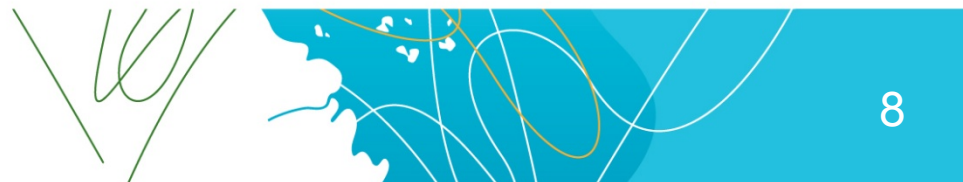
Mackay has a thriving cultural, arts and events scene, and Mackay Regional Council is very proud to be able to provide support to a wide variety of community and sporting groups.

If you're looking for funding or in-kind assistance for an upcoming project, please see below a list of grants currently open for application.

#### Current Rounds

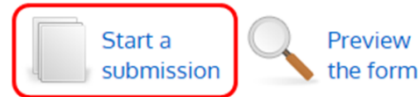
##### [Demo Round](#)

Submissions are now open.  
Submissions close 10:00PM 17 June 2016 (AEST).  
[Find out more about Demo Round...](#)

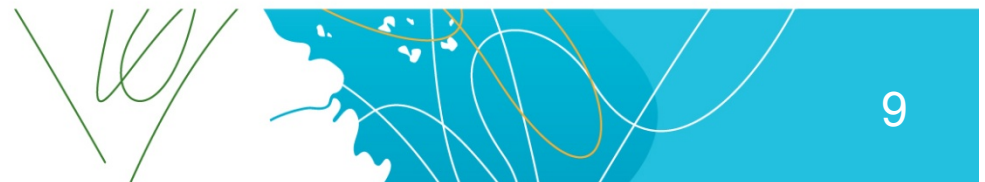




- **Click on ‘Start a Submission’.**



- **If you are new to SmartyGrants, you will be prompted to create an account. If you have used the program previously, your login details will remain the same.**
- **You will then be able to start completing the form.**
- **Remember to click save often, as the system will automatically log you out after 30 minutes of inactivity and you will lose any unsaved work.**



- **Questions marked with a red asterisk are compulsory and must be answered.**
- **Based on your previous answers, some areas may be greyed out. These sections are irrelevant to your organisation and don't need to be answered.**

Sponsoring Organisation Details **(Not Applicable)**

This section has been disabled because of your response to question: "Is your Organisation Incorporated?" on page 1

- **When answering the questions, ensure you cover all the bases. Don't assume the Assessment Committee knows who you are and what you are trying to achieve.**
- **Be clear and concise. You will note that some questions have a word limit, as well as providing you with a total of your answer.**

Detail the main location of activities, date and duration of this program/project/event \*

Grease Lightning, The After Party will be held at the Mackay Showgrounds on Saturday 29 October from 5pm til midnight.

Word count: 20 words  
Maximum 250 words

- **Instead of saying:**

**“We want to hold a lot of information sessions somewhere in town to attract more people to our club because we need more people to share the load of running the club because we sometimes struggle with everything that we have to do so it would be good for us to have more people. We will have an identity come along to the sessions.”**

- **Say this:**

**“Our club plans to host a series of come and try sessions at our club facilities, on the last weekend in January, at which Australian renowned motor sports enthusiast Rudolph Revhead will attend. Whilst Rudolph will inspire those present, club members will be on hand with membership information with the aim of increasing our profile in the community and ultimately, membership numbers.”**

- **Some questions will require you to upload files, including quotes and financial statements.**
- **Council requires 1 quote for items under \$1,000.00, and 2 quotes for items over \$1,000.00.**
- **If your financial statements don't adequately reflect your organisations current financial position, please ensure you detail the reason:**

**“Whist our financial statements indicate that the club could cover the cost of the come and try sessions, the club is saving toward the cost of upgrading the track in order to further improve safety for everyone who use our facilities. The upgrading works are scheduled to be completed in the current financial year.”**

## The Budget

- Your organisation must be contributing a minimum of 25% of the total project/program costs.
- Volunteer inkind hours should be calculated at the appropriate rate or at a minimum of \$20.00 per hour.
- Total Expenditure must equal Total Income.

Income (ex GST)		Expenditure (ex GST)	
Your Organisation's Financial Contribution	1,363.64	Promotion (as per quote)	2,272.73
Your Organisation's Inkind Contribution		Catering (as per quote)	1,363.64
10 volunteers 5hrs x 2 days	2,000.00	Rudolph Appearance (confirmation provided)	1,500.00
		Increase in Insurance (as per quote)	1,636.36
Grant Amounts Requested From Other Sources		Labour Costs (Promotion, Administration)	2,000.00
Sport and Rec Queensland (Successful)	1,500.00		
Gambling Community Benefit Fund (Pending)	(2,500.00)		
Funds Requested from Council	3,909.09		
<b>Total Income</b>	<b>8,772.73</b>	<b>Total Expenditure</b>	<b>8,772.73</b>

## The Dreaded Tax Forms

- All applications must include the relevant tax form. The forms need to be downloaded through the link in the form, the relevant form completed, and then uploaded to your application.
- The forms relate to you as the applicant – not the supplier you are using.
- Which form you use depends on your organisation's status in relation to ABN and GST registration. If you are unsure, you can check your ABN details in the relevant question on the grant form.

ABN Number (if applicable)

56 240 712 069

Lookup

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

### Information from the Australian Business Register

ABN	56 240 712 069
Entity name	Mackay Regional Council
ABN status	Active
Entity type	Local Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes
DGR Fund	ARTSPACE MACKAY (Items 1 & 4)
ATO Charity Type	Not endorsed <a href="#">More information</a>
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	4740 QLD

Information current as at 12:00am yesterday

## Statement by A Supplier

- To be completed if you have **no ABN** and are **not registered for GST**.
- Please tick one category only.
- There are penalties for making a false declaration on this form.
- If you do not qualify for one of the categories, **48.5% of the payment is required to be withheld and forwarded to the Australian Tax Office. You will then need to claim this amount in your next tax return.**

## Statement By A Supplier

Reason for not quoting an Australian Business Number (ABN) to an enterprise



Name of Supplier	<input type="text"/>
Address of Supplier	<input type="text"/>

Under the Pay As You Go legislation and guidelines produced by the Australian Taxation Office I provide you with a written statement that, for the supply I am making and further supplies of this type, that I make to you:

 Tick the appropriate box

The supply is made to you in my capacity as an individual, and the supply is made in the course of an activity that is a **private recreational pursuit or hobby**.

The supply is made to you in my capacity as an individual, and the supply is wholly of a **private or domestic nature for me**.

I (or the supplier that I represent) am/is a **non-resident who is not carrying on an enterprise in Australia**.

The whole of the payment that I (or the supplier that I represent) will receive for the supply is **exempt from income tax**.

I (or the partnership that I represent) have **no reasonable expectation of profit or gain** from the activity undertaken and consider that I (or the partnership that I represent) do not meet the definition of enterprise for tax purposes.

Therefore, I am not quoting you an ABN. You should not withhold an amount from the payment you make to me for the supply. I agree to advise you in writing if circumstances change to the extent that this statement becomes invalid.

Name of Authorised Person (if not the supplier)	<input type="text"/>
Signature of Supplier or Authorised Person	<input type="text"/>
Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Daytime Contact Phone Number	<input type="text"/>
It is an offence to make a false or misleading statement	

The person/entity to whom this statement is made should retain the statement for 5 years





## Agreement for Creation of a Tax Invoice on Behalf of a Payee

- To be completed if you *have an ABN and are registered for GST*. This will allow Council to generate a Tax Invoice on behalf of the supplier and therefore conform to ATO procedure.

### Agreement For Creation Of A Tax Invoice On Behalf Of A Payee

ABN Number	
Name of Payee	
Address of Payee	
Telephone Details	
Purpose of Payment	

**Note:** Where the ABN is not supplied, Mackay Regional Council is obliged to deduct 48.5% of any payments for the above purpose and remit it to the Australian Taxation Office. You will be then required to claim this amount in your annual taxation return.

In order for Mackay Regional Council to create a tax invoice on your behalf ("RCTI") for the above supply, Mackay Regional Council and the Payee/s agree that Mackay Regional Council can issue tax invoices in respect of the supplies on the following conditions:-

- The Payee/s will not issue tax invoices in respect of the supplies;
- The Payee/s acknowledges that it is registered for GST and that it will notify Mackay Regional Council if it ceases to be registered;
- Mackay Regional Council acknowledges that it is registered for GST and that it will notify the Payee/s if it ceases to be registered or if it ceases to satisfy any of the requirements of the RCTI Ruling issued by the Australian Taxation Office; and
- This authority remains in place unless it is amended **in writing** by the Payee/s.

I hereby certify the information in this authority is correct and the ABN quoted is the ABN of the Payee/s identified in this authority.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Payee/s

\_\_\_\_\_  
Signature of Payee/s

## Declaration by a Supplier – ABN (Not Registered for GST)

- To be completed if you *have an ABN but are not registered for GST.*

### Declaration By A Supplier – ABN (Not Registered For GST)

Name of Supplier	
Address of Supplier	
ABN	

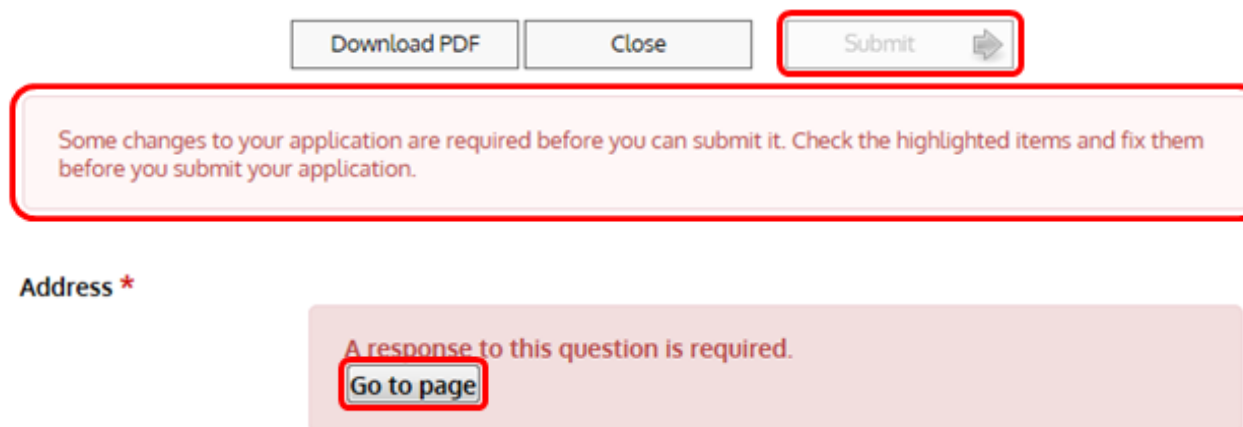
I hereby certify that the information and ABN quoted above is correct and that the above named supplier is not registered for GST.

Therefore GST is not required to be paid for a supply.

Name of Authorised Person (if not the supplier)	
Signature of Supplier or Authorised Person	
Date	

## Submitting Your Application

- You will be unable to submit your application if you haven't completed all the relevant sections.



The screenshot shows a web interface for submitting an application. At the top, there are three buttons: "Download PDF", "Close", and "Submit" (with a right-pointing arrow). The "Submit" button is highlighted with a red border. Below these buttons is a red-bordered box containing the text: "Some changes to your application are required before you can submit it. Check the highlighted items and fix them before you submit your application." Below this is a label "Address \*" followed by a text input field. A red-bordered box highlights the input field with the text: "A response to this question is required." Below the input field is a button labeled "Go to page".

- Once you have completed the application wholly, press the submit button. It is important to note that once you have submitted your application, it is unable to be changed.
- You will receive a system generated email with your submission number and a PDF copy of your application form.

## Need Help?

- For assistance with any of Council's grant programs, please contact us on 1300 622 529.
- All forms and links are available on Council's website: [www.mackay.qld.gov.au](http://www.mackay.qld.gov.au).

