

# KBSC COMMUNITY BENEFIT FUND

# GUIDELINES



## FUND DETAILS

The Keppel Bay Sailing Club (KBSC) Community Benefit Fund provides funding to individuals, community groups and sporting clubs to deliver innovative projects and programmes that respond to local community needs.

The key objectives of the KBSC Community Benefit Fund:

- To support initiatives and programs that aim to increase sports participation within the local community.
- To provide support to projects or service providers that improve the health or welfare of less advantaged community members.
- To support initiatives that increase and broaden the scope of arts, music and cultural participation and development within the local community.
- To support and encourage community groups who actively participate in the development of community activities.
- Provide support to community organisations that deliver community events.

## ELIGIBILITY CRITERIA

### GENERAL APPLICATIONS

General applications must demonstrate that they fall within the following eligibility guidelines:

- The applicant (individual or group) must reside in or primarily based in the Livingstone Shire.
- The applicant is not applying for a grant to fund activities associated with Keppel Bay Sailing Club (sailing or lawn bowls).
- The applicant is a community based not-for-profit organisation, small community-based organisation, community support group, community-based sporting organisation, charitable organisation or school.
- If the applicant is an individual and not included in the list above, the application must include a letter of support/endorsement from one of the community-based groups listed above. Such letter of endorsement should acknowledge that community-based group will accept responsibility for fulfilling the obligations of the grant and legal compliance of the applicant.

### COMMUNITY-BASED EVENT OR PROJECT

Community-based events or projects must demonstrate that they fall within the following eligibility guidelines:

- The applicant/organisation primary operation is within in the Livingstone Shire.
- The applicant is not applying for a grant to fund activities directly associated with Keppel Bay Sailing Club (sailing or lawn bowls).
- The applicant must be a non-profit community organisation that is properly constituted and incorporated (or sponsored by an incorporated body).
- The applicant must hold an ABN.
- The applicant organisation's primary objective of the funding provides a benefit to the community.
- The applicant organisation must hold appropriate public liability cover (minimum \$20 million).

### OTHER APPLICANTS

In the spirit of community benefit, if an applicant meets a majority of, but not all of the eligibility criteria, they still may submit an application requesting special consideration by the CBF Committee. Such applications must include any relevant documents or endorsements to support their application. The CBF Committee will consider these types of applications on a case-by-case basis with a focus on facilitating the key objectives of the Community Benefit Fund. Whilst feedback may be sought on any CBF application, the decisions made by the CBF Committee are final and no further discussion will be entered into.

## INELIGIBLE APPLICATIONS

Applications will be ineligible if the:

- Applicant does not meet the eligibility criteria or has not applied for special consideration based on the nature of the grant request.
- The applicant is requesting a grant for KBSC lawn bowls or sailing related activities (intent of community grant is to support other community activities)
- Applicant received funding through the KBSC CBF round immediately previous to the current round.
- Application form is not completed in full.
- The application was submitted after the current round cut-off date.
- Applicant is a government agency, a for-profit organisation, a political organisation, a TAFE, University, trade union or professional association.
- Funding is for ongoing or current maintenance, salaries, insurance or standard costs associated with the operation of an organisation.
- Funding is for a proposal that will be delivered (part or in full) outside of the Livingstone Shire.
- Funding is for a proposal that has already been completed.
- Funding supports political or discriminatory ideologies or practices.

## ASSESSMENT CRITERIA

Eligible applications will be evaluated in accordance with the following criteria:

- The objectives of the proposal / request (i.e. does it align with CBF key objectives)
- Evidence confirming the requested funding amount, including any alternate proposal amounts and (if applicable) associated quotations.
- Balanced and realistic budget.
- Evidence that identifies the need for the proposal.
- Evidence that demonstrates the proposal will address the identified need.
- Capacity of the applicant to successfully complete the project/initiative or meet the identified need within 12 months of receiving the grant.

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## OBLIGATIONS OF SUCCESSFUL APPLICANTS

### KBSC GRANT ADVERTISING

Successful applicants consent to KBSC:

- disclosing the funding amounts granted.
- incorporating successful grants and details in advertising and external communications.

### GOODS AND SERVICES TAX (GST)

Depending on the applicant's status with the Australian Tax Office (ATO), funding may attract goods and services tax (GST). Organisations requesting financial assistance are therefore required to declare whether or not they are GST registered and provide an Australian Business Number (ABN).

Organisations which do not have an ABN must supply a 'Statement by Supplier' Form indicating the reason for not quoting an ABN. Without an ABN or a Statement by a Supplier Form, KBSC will be required to withhold GST of any approved grant and forward to the ATO.

All grant amounts are GST exclusive. Where a grant applicant is registered for GST, the grant amount awarded to the applicant will be adjusted for GST (for example, a \$1,000 grant will be paid as \$1,100 GST inclusive). For further information on GST, please contact the ATO.

### ACQUITTAL REPORT

Funding recipients are expected to:

- Keep track of their activities and expenditure (e.g., photo monitoring, receipts)
- Provide a final KBSC CBF Acquittal Report which must be returned to KBSC within two (2) weeks of the project / event completion.

## ACKNOWLEDGEMENT TO KBSC

The successful applicant should acknowledge the contribution of KBSC's CBF to the project or event.

This can be achieved by providing information via:

- Social media posts.
- Website updates.
- Signage.
- Print media.

All use of the Keppel Bay Sailing Club name, images and logo must be approved by the KBSC General Manager prior to use.

## HOW TO APPLY

Application forms can be found on KBSC's website at [www.kbsc.com.au/community](http://www.kbsc.com.au/community)

Please send the fully completed application form along with any supporting documents to :

**KBSC Community Benefit Fund**

**Attn: General Manager**

**Email: [CBF@kbsc.com.au](mailto:CBF@kbsc.com.au)**

**Post: PO Box 32, YEPPOON QLD 4703**

If you have any questions on the application process or require a hard copy of the application form, please contact KBSC Administration on 07 4939 9549 or email [CBF@kbsc.com.au](mailto:CBF@kbsc.com.au).