

Rolleston Open Cut Community Benefit Fund Funding Guidelines

Objectives of Rolleston Open Cut Community Benefit Fund

The Rolleston Open Cut Community Benefit Fund (CBF) is intended to add to the social wellbeing and amenity of the population of the [former Bauhinia Shire area](#) of the Central Highlands Regional Council.

The broad categories into which funding can be directed are

- enterprise and job creation
- education, environment
- health
- social/community development
- culture/art

The CBF committee is made up of representatives from the Central Highlands Regional Council, Rolleston Open Cut and nominated community members from various parts of the area.

Eligibility

Eligible Applicants

- Be located in the old Bauhinia shire council area of the Central Highlands Regional Council
- Be an incorporated 'not-for-profit' organisation or company by guarantee that has been endorsed by the ATO as a charity, tax exempt fund, or deductible gift recipient.
 - Unincorporated groups are able to apply, providing that their application is made through an eligible incorporated body which supports the program, project or activity.

Eligible Projects

- Acquisition of long-term assets
- Upgrade of existing assets
- Purchase of equipment
- Community education

Ineligible Applicants

- Individuals
- Government Bodies
- Political parties
- Single faith groups
- Organisations with outstanding acquittals from previous Rolleston Open Cut Community Benefit Funding rounds.

Ineligible Projects

- Operating expenses
- Loan redemption
- Cash sponsorship

Funding Limits

The CBF will generally have a limit **\$3,000** per applicant/project. However, the Committee and / or Rolleston Open Cut may consider an application in excess of this amount. The Committee reserves the right to allocate additional funds to projects and/or groups that it considers offer better value in line with the objectives of the Fund as outlined above.

- The funding limit is a maximum only and the Committee does not guarantee to fully fund any particular project.

Application Checklist

- Cover letter explaining your project and how it meets the eligibility and assessment criteria.
- Budget, including self-funded amounts.
- Two quotes for items or services, including one local quote if possible.
- Supporting information, where relevant.
 - This could include your strategic plan, project plan, or other evidence that demonstrates how the project benefits the community.

Failure to include supporting information will impact the assessment of your application.

Rolleston Open Cut Community Benefit Fund – Assessment Criteria

- **Application meets all eligibility criteria**
- **30%** - Explain how the nominated project is considered to maximise community benefit and is consistent with the objectives of the community benefit fund.
- **25%** - Explain how your project and/or activity aligns with the below categories
 - Increases value of existing community assets and assets remaining in the Central Highlands Regional Council (Former Bauhinia Shire area)
 - Enterprise and job creation
 - Education/environment – Provide training/learning opportunities for people
 - Health - Will facilitate an active and healthy lifestyle
 - Social/Community Development - Will contribute to positive community development and wellbeing.
 - Culture/arts - Will contribute to the enhancement of arts and cultural community.
- **25%** - A project and/or strategic plan has been supplied, explaining how this project and/or activity aligns with your organisation's strategic goals and objectives.
- **10%** - Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts.
- **10%** - Supply two quotes including at least one local quote

Application details

Rolleston Open Cut, Central Highlands Regional Council and the Committee accept no responsibility for errors or omissions contained in applications. Applicants are urged to carefully check all details provided with applications.

Lodging an application / How to apply

Council staff involved in the administration of the Community Benefit Fund are available to provide general guidance to assist with the preparation of your application. Please contact the Customer Service Centre on 1300 242 86 to speak with the Supervisor Area Support Springsure/Rolleston prior to completing your application.

Community Benefit Fund applications can be completed online <https://chrc.smartygrants.com.au/>

Alternatively, you can complete a hard copy of the application. Please contact the Supervisor Area Support Springsure/Rolleston to request a copy. Printed applications can be returned by

- Emailed to CHRC Enquiries - enquiries@chrc.qld.gov.au
- Posted to
'Rolleston Open Cut Community Benefit Fund'
Central Highlands Regional Council
Att: Springsure Area Office
PO Box 21
EMERALD QLD 4720
- In person to Springsure office, 29 Eclipse Street Springsure.

How are applications assessed?

The high demand for funding under the Rolleston Open Cut Community Benefit Fund will mean that not all applications can be approved. Although an application may meet the assessment criteria, approval will depend on available funds and the number and quality of applications.

All funding submissions will be assessed against the selection criteria by the assessment panel. In general, the assessment is a formal process, which consists of independent community members, councillors, and Glencore staff.

All applicants will receive written notification of their application's outcome. Unsuccessful applicants may request feedback on their application by contacting council.

Successful Applications

Successful applicants must sign a letter of acceptance agreeing to the following conditions

- Expend funds within ten (10) months of approval.
- Complete the 'Rolleston Open Cut Community Benefit Fund Acquittal Form' including project summary, copies of receipts and any support material required within ten (10) months of approval.
- If the organisation has funds that are not fully expended by the end of the ten (10) months and these funds are still required, the organisation must provide council with the written request for an extension, of no more than two (2) months, providing a valid reason why the project has not been completed and an overview of works currently completed, to retain the funds.
- Acknowledge council's contribution in any publications or publicity materials associated with the funded activities.
- Contact council if there is any change to the project for which funds were granted.

How are applications acquitted?

It is expected that successful applicants will:

- Complete and return their letter of acceptance
- Commence the approved program, project and/or activity utilising the funds for the purpose for which they were granted.
- Finalise the payment of invoices/expenses associated with the approved program, project and/or activity.
- Complete and return the acquittal form to council within ten (10) month timeframe. The acquittal form must be accompanied by copies of invoices, proof of payment (receipts/paid invoices/nil statements), project summary and other associated supporting material.

Upon receipt of completed acquittal forms and associated documentation council will reimburse the approved amount to the successful organisation/group. In a case of variation to the program, project or activity and/or amounts quoted additional advice from council will need to be sought.