



Etheridge Shire
Council

Etheridge Shire Council
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Economic Development Fund - Guidelines

OVERVIEW

Intent:

The Etheridge Shire Council Economic Development Fund aims to provide for eligible organisations or groups to conduct projects, activities and events that will result in a demonstrated economic benefit to the Etheridge Shire region.

Objectives:

- Enhance sustainability and planned economic development through immediate, medium and long term achievements.
- Provide opportunities for business success, economic development and economic diversity across the region.
- Expand organisations' capacity to provide ongoing services that directly influence our regional economy.
- Enhance community identity and pride and bring economic and tourism opportunities to the region
- Strengthen links with community organisations, businesses and other spheres of government, in areas of mutual interest.

Examples of projects:

- Business development or employment generating activities
- New industry feasibility studies
- Marketing or promotion of the region
- Industry events
- Projects which support investment attraction in the region
- Research or collaborative projects

LOGISTICS

OPEN TO: Groups or organisations that are either: a properly constituted not-for profit; a collaborative partnership sponsored by an incorporated organisation; or a for-profit organisation where the funded project is not projected to return a profit in the short term. Industry associations, chambers of commerce or industry clusters are welcome to apply

FUND VALUE: The maximum amount per application is \$10,000 (financial or in-kind assistance or a combination of the two). Applicants may apply for more than one project provided all projects can be completed within one year.

Funding contributions towards a project are dependent on the total eligible costs for the project. The following contributions for funding apply.

Maximum Council contribution (GST exclusive)	Minimum contribution from applicant
Up to \$10,000	20%

Applicants must provide evidence in their application that remaining contributions are secured, including contributions to cover any ineligible project costs. Contributions can include cash, in-kind support and donations.

KEY DATES: Applications can be made at any time until the fund is exhausted

ELIGIBILITY

Eligible applicants:

An organisation that:

- operates within Etheridge Shire Local Government Area (LGA);
- has a majority of its members living in the Etheridge Shire LGA;
- is a properly constituted not-for-profit organisation; or
- is a charitable organisation registered or sanctioned under the Collections Act 1966: or
- is a properly constituted organisation acting as auspice for an individual or unincorporated group.
- has acquitted any previous Etheridge Shire Council grant satisfactorily;
- is free of debt with Etheridge Shire Council;
- has a valid public liability certificate to cover any proposed program or project.

Applicants that are acting as an auspice for an individual or unincorporated group are reminded that:

- *All correspondence and funding will be directed to the auspice organisation*
- *All responsibility for any projects, activities or events funded by Council will be deemed to be that of the auspice organisation*

Ineligible applicants:

- An organisation, group or individual that has not finalised acquittal requirements for previous Council funding
- An organisation, group or individual that has overdue outstanding debts to Council for rents, rates, fees, etc
- A Government agency or department of local, State or Federal government
- A political or discriminatory group or organisations

PROJECT, ACTIVITY OR EVENT DEFINITION

Applicants are required to provide specific details of the project, activity or event in need of support. This will include the proposed start and end dates, a description of what the project is about and what economic benefits are expected, and how the grant funds will be used. A cash-flow projection will also be required.

Costs that will not be considered for funding under the EDF:

- Ongoing salaries/wages for staff however if a position is created for the length of a project, funding may be considered
- Recurrent costs associated with day-to-day operations of the organisation/group
- Retrospective funding
- Prize money or gifts
- Items/programs that are the core business of a Government Department
- Business/commercial ventures solely benefiting a single business or a narrow collective of interests
- Projects that do not involve or not for the benefit of the Etheridge Shire community

APPLICATION AND APPROVAL PROCESS

1. Before you decide to submit an application, we welcome a discussion about your project, activity or event's eligibility. Please read through the 'Assessment Criteria' section and then contact Council's Community and Economic Development Officer if you're thinking about making a submission.
2. Applications must be completed using the appropriate form and submitted to Council within the designated time frame. Application and supporting documents are to be submitted to the Community and Economic Development Officer by email to info@etheridge.qld.gov.au or alternatively, you can drop it in to 41 St George Street Georgetown or post to PO Box 12 Georgetown QLD 4871.
3. Applications will be reviewed by Council's Economic Development committee. Applicants will be notified within five working days of receipt of the application, if it is deemed ineligible or appears incomplete. The applicant has one opportunity to alter and resubmit the application.
4. All eligible and complete application will be reviewed by Council's Economic Development committee with a recommendation provided to the full Council for final approval. This process may take up to two months to complete so please factor that in to your project timeline.
5. All applicants will be informed of the outcome of their application within five working days of a decision being made.
6. Arrangements for successful applications will be made within thirty working days of approval being given.

ASSESSMENT CRITERIA

The primary criteria for assessment are:

1. How well the application aligns with Council's corporate and operational plans
2. The ability of the applicant to deliver the project, activity or event
3. The level of demonstrated need for the project, activity or event and benefits to the wider community
4. Evidence of effective consultation and partnerships undertaken during the project development

Additional criteria (however not all points may be relevant):

Immediate

- Potential of the project to deliver immediate economic benefit and/or support employment and local business development
- Potential of the project to attract investment to the region and facilitate tourism growth

Medium/long term

- Potential of the project outcome to provide a lasting legacy for the economy
- Potential for the activity or event to grow in size over time and to become self-sustainable

Strategic development

- Potential of the project to impact the diversity of the local economy
- The significance of Council's support in the applicant's decision to proceed with the project
- Capacity to generate favourable media coverage for the community or region

Supporting documentation should include:

1. Letters of support
2. A copy of a public liability insurance Certificate of Currency for any events
3. A copy of the applicant's Certificate of Incorporation (if applicable)

SECTION 1 GETTING TO KNOW YOU AND YOUR PROJECT

Please explain your concept or idea and tell us why you think there is a need for your idea, project, activity or event and your ability to successfully deliver this project (provide examples of your past successes and experience with delivering projects of this nature).

SECTION 2 UNDERSTANDING THE BENEFITS OF YOUR PROJECT

Please explain how your project, activity or event will deliver measurable economic benefit to the Etheridge Shire Council Local Government Area and how it will impact the diversity of the local economy. You can do this by telling us how your project, activity or event will:

- support employment and local business development;
- attract further investment into the region;
- support export growth; or
- provide a lasting legacy for the economy

SECTION 3 WORKING THROUGH THE DETAIL & DATA

Demonstrate the feasibility of your project, activity or event and highlight the impact of Council's support (financial and/or in-kind) to the project. You'll need to submit the organisation's most current financial statement or the latest treasurer's report (previous 12 months).

SECTION 4 YOUR PROJECT IMPLEMENTATION & MILESTONES

How do you plan to implement your project, activity or event, how you will measure success and what the potential negative impacts or risks of the project are and how you plan to mitigate these.

THINGS TO NOTE IF YOUR APPLICATION IS SUCCESSFUL

- All funded projects will be assigned a Case Manager, whom you will be required to keep in regular contact with.
- Successful applicants will be required to:
 - Publicly acknowledge Council's support in a manner acceptable to Council (to be determined taking into account the nature of the funded project).
 - Return to Council any unspent grant funds within twenty one days of the completion of the projects, activity or event
 - Notify Council in writing of any changes to the approved project, activity or event that will alter the level of community benefit that will be delivered compared to that declared in the applicants
- Funds will be paid as a 50% instalment upon commencement of the project, with two 25% instalment payments paid upon evidence of the completion of agreed milestones.

ACQUITTAL REQUIREMENTS

Grant acquittals are due eight weeks after the completion date stated on the application (this aspect may be negotiable and should be discussed at the time of making the application).

Grants acquittal requirements include

- Proof that the event or activity took place (e.g. copies of flyers, media articles, etc), including a photograph of completed works or attendees participating in the event/project; and
- Proof of project revenue (EDF monies and other contributions) and expenditure including documentation substantiating all revenue and expenditure incurred (e.g. copy of receipts); and
- Proof of the acknowledgement of Council funding (e.g Etheridge Shire Council logo on website, event program, newsletter or plaque; verbal acknowledgement at launches; or invitations for Councillors to attend functions); and
- An evaluation report to Council demonstrating the success or otherwise of the projects relative to it's initial objectives outlined in the application.
- You may also be asked to make a presentation on our project and its relevant success or otherwise for Councillors and Council Officers.



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Economic Development Fund – Application Form

SECTION 1 GETTING TO KNOW YOU AND YOUR PROJECT

APPLICANT DETAILS

Organisation Name			
ABN & ACN		GST registered	Yes / No
Registered Trading Name			
Alternate Name			
Street Address			
Postal Address			
Locations			
Website			

PROJECT CONTACT (if different from above)

Salutation			
First Name			
Surname			
Position/ Title			
Email Address			
Contact Numbers			

ORGANISATION STRUCTURE

Organisation Structure			
Key Persons			
Years of trading	Total:		By current owner:
Employees	Full Time		Part Time

ABOUT YOUR ORGANISATION

Provide a brief history of your organisation	
Describe the nature of your organisation, its core products and Services	
What are the future goals and objectives for your organisation	

PROJECT TITLE

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ABOUT YOUR PROJECT

<p>Describe your project and tell us why you think there is a need for your idea or project</p>	
<p>Provide details of any planning, studies or research undertaken in preparation for this project</p>	
<p>Who are your key project stakeholders and what role will they play?</p>	
<p>Describe the relevant capabilities, skills and expertise of your key personnel and/or contractors, that will ensure the success of this project</p>	
<p>What government or external stakeholder consultations have taken place in relation to this project?</p>	
<p>Provide details of alignment with various regional plans examples:-</p> <ul style="list-style-type: none">▪ ESC Corporate Plan▪ Gulf Savannah Tourism Strategy▪ TTNQ's Strategic Plan▪ RDA Roadmap	
<p>What are the key risks associated with the project and what mitigation strategies are in place?</p>	

SECTION 2 UNDERSTANDING THE BENEFITS OF YOUR PROJECT

ECONOMIC IMPACT	
What benefit will the project generate for your organisation?	
What are the supply-chain flow-on benefits of your proposed project?	
What other benefits will the project generate for the Etheridge Shire's economy:- <ul style="list-style-type: none"> ▪ Job growth ▪ Skills development ▪ Knowledge ▪ Industry development 	
Are there any other regional benefits which this project will generate?	

PROJECT OUTCOMES				
	Current/ Actual Position	Increase after 1 year	Increase after 2 years	Increase after 3 years
Number of new based jobs created (FTE)				
Increased domestic profile/market activity				
New Investment				
Increased national and international exposure				
New up-skilling, training and development opportunities				
Increased export activity including new markets				
Additional funding leveraged				
Please provide brief assumptions describing how you calculated the estimated outcomes				

SECTION 3 WORKING THROUGH THE DETAIL & DATA

PROJECT FUNDING				
Project Cost	Total Project Cost (Excluding GST)	\$	EDF Request (Excluding GST)	\$
To what extent is your project being internally-funded?				
To what extent is your project being externally-funded (project funding sources)?				

PROJECT COST BREAKDOWN							
Project Activity/ Task	Provider	Proposed Activity Start Date	Proposed Activity Finish Date	Total Activity Cost	Applicant Cash Funding	Other Sources Funding	ESC Funding Sought
TOTAL PROJECT COST				\$	\$	\$	\$

FINANCIAL HISTORY			
Please provide accountant prepared financial statements and for the previous financial year plus year-to-date interim figures and forward budgets where applicable			
Comment on financial performance and history			
Financial History for the last two years including year-to-date	Year 1	/	Year 2 / YTD* /
Sales	\$		\$
Net Profit	\$		\$
Net Assets	\$		\$

SECTION 4 YOUR PROJECT IMPLEMENTATION & MILESTONES

PROJECT TIMEFRAME			
How long will the project take?	Commencement		Completion

PROJECT MILESTONES				
Deliverable	Estimated Due Date	Requested Amount (excl GST)	GST Amount	Total Payment
TOTAL PAYMENTS		\$	\$	\$

PREVIOUS FUNDING ASSISTANCE	
Have you in the past 3 years applied for any other Federal or State business grants?	Yes/ No If "Yes" please complete the following section.
Funding Assistance Details	Agency and Scheme

CERTIFICATION

APPLICANT CERTIFICATION

I/We have read the standard Agreement Terms and Conditions and understand that if a financial incentive is approved, a formal Agreement will be required to be signed by all parties, before any reimbursement can be made. I/We understand that additional specific conditions may also be included in the formal agreement, on case by case bases.

I/We understand that:

- Submission of a signed application does not guarantee financial incentive approval for either all or part of the incentive being sought
- Project costs incurred prior to the date the final signed application form is lodged with the Council are not eligible for reimbursement and are incurred at the applicants own risk.

I/We, as the undersigned, authorise Etheridge Shire Council to undertake any necessary due diligence and hereby certify that all details provided in this application are true and correct and understand the Council's policy on confidentiality, commercial in-confidence and privacy statement.

Signature	
Name	
Position	
Date	

DOCUMENTATION REQUIREMENTS

- Application form - completed and signed by the authorised person/s
- All relevant quotes to support project costing

Please note:

- All information provided with this application will be treated as commercial in confidence by Etheridge Shire Council.
- Etheridge Shire Council and its offices are subject to the Queensland Right to Information Act 2009.