

OVERVIEW

Intent/Purpose

To guide the delivery of Council's Industry and Economic Development Fund (IEDF) which provides assistance to organisations in support of specific industry and economic development activities and to support the Economic goals of the Cairns Regional Council Corporate Plan, specifically; Economy: A strong, diversified and resilient regional economy that supports the growth of new and existing industry, business activities and provides long term employment opportunities and to support the delivery of Council's Economic Development Strategy.

FUND VALUE: Up to \$15,000 financial or in-kind assistance or a combination of the two

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

Assessment & Approval Responsibilities

Application will be received by the Grants team and assessed based eligibility in line with the Community Grants Policy.

Council Officers will prepare a report to Council with recommendations on whether the grants should be approved or declined. The authority for approval of IEDF grant applications rests with Full Council unless delegated.

ELIGIBILITY

Eligible Applicants must:

- Be based within the boundaries of the Cairns Regional Council;
- Be a properly constituted Not-for-Profit organisation that has the majority of its members living/based in the Cairns Regional Council area;
- Have a valid Public Liability Certificate to a value considered appropriate with regard to the organisation's operations;
- Supply the organisation's previous 2 years financial statements as submitted to the Office of Fair Trading **or**, the organisation's latest treasurer's report covering the previous 24 months and evidence of the organisation's current bank balance at the time of application.

Project Eligibility

The project for which an Applicant is seeking funding must meet the following requirements in order to be eligible for funding under this policy:

- The project must have **not** already occurred or commenced (i.e. IEDF Grants are for future projects)
- The project must be a discretely identifiable project
- The project must result in clear development outcomes for a particular industry/ies and/or must result in clear positive impacts for economic growth and/or economic diversification for the Cairns region
- The breadth to which the benefits from the project will be spread will also be a consideration. Projects that deliver benefits to a small number of stakeholders/businesses are unlikely to be considered for funding under this policy
- There must be a budget for the project detailing how Council's proposed contribution to the project (and contributions from others) will be spent
- The project must be consistent with and complementary to Council's Economic Development Strategy

The following activities are **not** eligible for funding under the IEDF:

- 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
- Items/programs that are the core business of a Government Department
- Projects involving the construction of infrastructure or purchase of capital equipment
- Training

To be eligible, applicants must **not**:

- have outstanding Council grants that have not been acquitted within required timeframes, or grants that have previously not been satisfactorily acquitted
- have overdue outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments)
- be a political party or discriminatory group
- be a school, university or TAFE college
- be an individual
- be an organisation that own, lease, manage or operate premises with poker machines

Furthermore, generally eligible applications must **not** be:

- requesting funding or support for a project, event or activity that has already occurred;
- requesting funding or support for seasonal or regular bookings of Council managed facilities
- for projects, events or activities that are the subject of litigation
- for usual business operating expenses

- for projects that duplicate existing services or programs
- for projects with a sole religious or political purpose
- for projects, events or activities outside the boundaries of Cairns Regional Council

ASSESSMENT CRITERIA

The fact that a project/application may meet the above eligibility criteria is not a guarantee that IEDF funding will be approved as a decision in this regard will be subject to Council's assessment of the project's/application's performance against the relevant assessment criteria and consideration of any Council budgetary constraints.

Applications will be assessed against a range of assessment criteria. These assessment criteria will be adapted to the specific circumstances relevant to the individual application/project and may include:

- The extent to which the project itself and the anticipated outcomes from it are clearly defined and measurable;
- Potential of the project to deliver an economic benefit;
- Potential for the project to support employment and local business development;
- Potential for the project to attract investment to the region and/or support export growth;
- Potential for the project outcomes to provide a lasting legacy for the economy;
- Potential for the funded activity to grow in size over time and to become sustainable;
- Potential of the project to positively impact the diversity of the local economy;
- The extent to which the project is reliant on Council support for it to proceed including the potential for the applicant to source funding for the project from its own or other sources;
- Demonstrated feasibility in responding to an identified need or opportunity of economic benefit to the community;
- The extent to which the project is consistent with and complementary to the objectives contained within Council's Corporate Plan and Economic Development Strategy;
- An applicant's demonstrated success delivering previous projects of this type;
- Requirement for direct support form or involvement of staff from Council in delivering the project;
- Level of financial support from industry, partners, other sources and from the applicant itself (the greater the leveraging of other funds, the better the application will be viewed);
- Level of potentially negative impacts on surrounds, environment, others; and
- Letters or statements of support from relevant Government Departments and others.

GRANT ACQUITTAL REQUIREMENTS

Grant recipients will be required to complete a post event report which is called an acquittal. An acquittal template will usually be provided. The acquittal requires:

- proof that the project, activity or event took place (e.g. photograph of attendees participating);
- proof of expenditure (e.g. copy of receipts)
- proof of the acknowledgement of Council assistance (e.g. including Cairns Regional Council logo on website, event program, newsletter or plaque)
- sometime additional reporting and acquittal information is required.

ENQUIRIES

Prior to lodging an application for funding, applicants are encouraged to contact a member of Council's Economic Development team to discuss the proposed project, its alignment with the Community Grants Policy and what information should be submitted as part of any application.

Phone: (07) 4044 3284

Email: Economicdevelopment@cairns.qld.gov.au

For further information of available Council grants please visit the Grants & Sponsorship page on the Council website <https://www.cairns.qld.gov.au/online/apply/grants>