

Community Grants

Applicant Guide — How to Apply for Council Assistance

Policy Reference: FIN-012 | Review Date: November 2026

This guide explains everything you need to know about applying for community grants assistance from Murweh Shire Council. Read it before you start your application. If you need help, contact Council's office on (07) 4656 8355

1 ELIGIBILITY — WHO CAN AND CANNOT APPLY

- ✓ Charities operating in the Murweh Shire
- ✓ Not-for-profit organisations
- ✓ Religious organisations
- ✓ Sporting clubs and bodies
- ✓ Hobby groups and community clubs
- ✓ No overdue debt with Council
- ✓ Previous grants properly acquitted

- X Commercial or for-profit businesses
- X Individuals applying in a personal capacity
- X Organisations outside the Murweh Shire
- X Government agencies or departments
- X Activities funded by another Council program
- X Applications for wages, operating costs or rate payments
- X Organisations with unresolved prior grant acquittals

2 WHAT ASSISTANCE IS AVAILABLE

IN-KIND ASSISTANCE STANDARD

Use of Council equipment, facilities, or services. Valued against Council's Fees & Charges Schedule. This is the default form of assistance provided under this policy.

CASH GRANT EXCEPTIONAL CIRCUMSTANCES ONLY


A monetary payment may be made only in exceptional circumstances, at Council's sole discretion. Not guaranteed. Council determines whether in-kind or cash assistance is more appropriate.

3 STEP-BY-STEP APPLICATION PROCESS

Watch for the Expression of Interest (EOI) Advertisement

 May–June and December–January each year

- 1 Council publishes an EOI notice twice yearly — in the local newspaper, at murweh.qld.gov.au, and on Council noticeboards. The advertisement includes the closing date for that round.

 *Applications outside the advertised period will only be considered if you can demonstrate strong mitigating circumstances.*

- 2 **Check Your Eligibility**

 Before you start your application

	Confirm your organisation is a charity, not-for-profit, religious organisation, sporting or hobby group; is based in the Murweh Shire; has no overdue debt with Council; and has acquitted any previous grants. See Section 1 of this guide.
3	<p>Obtain the Application Form</p> <p><i>🕒 Available from Council's office or website</i></p> <p>Collect the prescribed Community Grants Application Form from Council's office at 95–101 Alfred Street, Charleville, or download it from murweh.qld.gov.au. A financial statement pro-forma is also available from the Council office.</p>
4	<p>Prepare Your Complete Application</p> <p><i>🕒 Allow sufficient time before the closing date</i></p> <p>Complete all required fields and attach all supporting documents. See the Application Checklist in Section 4. Incomplete applications may not be assessed.</p>
5	<p>Lodge Your Application with Council</p> <p><i>🕒 Before the advertised closing date — by 5:00 pm</i></p> <p>Submit in person, by post (95–101 Alfred Street, Charleville QLD 4470), or by email to info@murweh.qld.gov.au. Keep a copy for your records.</p> <p><i>⚠ Late applications will not be considered unless exceptional circumstances apply.</i></p>
6	<p>Council Assesses Applications</p> <p><i>🕒 During budget deliberations — July / Half-yearly review</i></p> <p>Council officers assess all eligible applications. Recommendations go to Council for decision by resolution. The CEO may approve grants of \$1,000 or less without a full Council resolution. Council apportions the available budget across all eligible applications.</p>
7	<p>You Are Notified of the Outcome</p> <p><i>🕒 As soon as practicable after the budget meeting or half-yearly review</i></p> <p>Council will write to all applicants with the outcome. Funding is not guaranteed — all eligible applications compete for the available budget allocation. Council does not prioritise one eligible applicant over another.</p>
8	<p>Acknowledge Council's Support and Complete Acquittal</p> <p><i>🕒 Acquittal due within 3 months of project completion</i></p> <p>If approved, feature Council's logo in all materials and acknowledge Council's support publicly. Within three months of completing your project, lodge an Acquittal Form confirming how the grant was spent.</p> <p><i>⚠ Failure to acquit may affect your eligibility for future grants.</i></p>

4 APPLICATION CHECKLIST — INCLUDE ALL OF THESE

Every application must include ALL of the following. Incomplete applications may not be assessed.

- | | |
|--|--|
| <input type="checkbox"/> Name of your organisation | <input type="checkbox"/> Contact details (phone, email, address) |
| <input type="checkbox"/> Signed declaration by authorised representative | <input type="checkbox"/> Type of assistance requested |
| <input type="checkbox"/> Aims and benefits of the assistance | <input type="checkbox"/> Funding amount sought and detailed budget |
| <input type="checkbox"/> Evidence of other funding sources explored | <input type="checkbox"/> Copy of last audited financial statement |

5 HOW APPLICATIONS ARE ASSESSED — GRANT CRITERIA

Council assesses all eligible applications against the following five criteria. Your application should specifically address each one.

1

Community benefit — Does the project contribute to the liveability or wellbeing of the Murweh community?

2

Eligibility — Does your organisation meet all eligibility criteria?

3

Local activity — Is the project based within and for the benefit of the Murweh Shire?

4

Other funding — Have you shown how other sources will also support this project?

5

Financial viability — Have you provided a detailed, realistic budget?

NEED HELP? CONTACT COUNCIL

 (07) 4656 8355  mail@murweh.qld.gov.au  murweh.qld.gov.au  95–101 Alfred Street, Charleville QLD 4470

Office Hours: Monday–Friday 8:00am - 4.30pm | FIN-012-G v1.0 | This guide summarises FIN-012. In any inconsistency, the full policy prevails.