

Community Facilities Interest Free Loan Program Guidelines

Introduction

This program provides interest free loans to community organisations to develop new or improve existing community facilities in the City of Moreton Bay. Projects funded by an interest free loan will plan and deliver community facilities where people can participate in community, cultural, sporting and environmental activities in the City of Moreton Bay.

The Community Facilities Interest Free Loan Program and these guidelines are governed by the City of Moreton Bay Community Interest Free Loans Policy (No. 2150-098).

Applications can be submitted at any time. Applicants will be notified about the outcome of their application within approximately six weeks from the date of Council receiving a complete application.

Successful projects must not commence prior to receiving written notification from Council.

Who Can Apply?

Eligible applicants	<p>A community organisation that applies for funding under this grant must meet the following criteria:</p> <ul style="list-style-type: none">• Be based in the City of Moreton Bay and/or can demonstrate that the proposed project relates to a community facility in the City of Moreton Bay;• Have \$20 million public liability insurance;• Have acquitted all previous City of Moreton Bay grants;• Have no outstanding debts to Council;• Demonstrate the financial capacity to repay the loan amount within the agreed timeframe; and• Either:<ul style="list-style-type: none">- Have an existing land tenure agreement with Council; or- Have an existing land tenure agreement with a lessee of Council; or- Be the owner/trustee of the land and/or the community facility. <p>Definitions Community organisation means:</p> <ol style="list-style-type: none">a) an entity that carries on activities for a public purpose; orb) another entity whose primary object is not directed at making a profit.
Ineligible applicants	<p>The following are ineligible organisation types:</p> <ul style="list-style-type: none">• For-profit entities;• Government departments and agencies;• Schools and affiliated parents' associations;• Kindergartens and childcare organisations;• Churches;• Political groups;• Individuals; and

	<ul style="list-style-type: none"> Unincorporated community groups.
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Interest Free Loan Information

Eligible projects	<ul style="list-style-type: none"> Projects supported may include construction of new community facilities in the City of Moreton Bay e.g. men's sheds, sports field fencing and storage sheds. Projects supported may also include, but not be limited to, the delivery of improvements to existing community facilities such as: <ul style="list-style-type: none"> Construction of outdoor areas; Installation of solar panels; Bathroom upgrades; Kitchen upgrades; and Power and lighting upgrades. <p>Projects must be completed within 12 months from the date of approval.</p>
Ineligible projects	<p>Ineligible projects include:</p> <ul style="list-style-type: none"> Projects that do not meet the requirements of Council's Community Facilities Interest Free Loans Policy or these guidelines; Projects that are on land owned by an individual or an ineligible entity with the exception of Government departments and agencies; Projects that are on land owned by Government departments and agencies, and there is no official land tenure agreement between the eligible applicant and the Government department or agency; and Projects that do not have the required documentation and approvals e.g. landowner's consent, construction drawings, development approval; and¹ Retrospective projects.
Ineligible expenses	<p>Ineligible project expenses include:</p> <ul style="list-style-type: none"> Emergency repairs e.g. Replacing a broken door or window; Maintenance activities e.g. Servicing of air conditioners, exterior and interior painting; Purchase of equipment; and Retrospective interest free loans for projects are not available.
Landowner's consent	<ul style="list-style-type: none"> For applicants with an existing land tenure agreement with Council or a Council lessee, an approved Improvement Works Application (IWA) is required prior to submitting an application.
Loan amount	<ul style="list-style-type: none"> Between \$15,000 and \$50,000 (GST exclusive) is available per application.
Lodging an application	<p>Applications must be submitted online via Council's Community facilities interest-free loans webpage.</p> <p>Incomplete applications will not be considered.</p> <p>Applicants are encouraged to discuss their project with Council's Sport and Recreation Unit on (07) 3205 0555 prior to submitting an Improvement Works Application (IWA).</p>

Supporting documents	<ul style="list-style-type: none"> • Current public liability insurance certificate; • Most recent audited or verified financial statements for the past two years; • Landowner's consent; • Approval documents (e.g. development approval, construction drawings); • Site maps / plans; and • Quotes.
Assessment criteria	<p>Eligible applications will be assessed against the following criteria:</p> <ul style="list-style-type: none"> • Need <ul style="list-style-type: none"> - The application identifies a need (community or organisational). - The project addresses this need. • Benefit <ul style="list-style-type: none"> - The project demonstrates a benefit for City of Moreton Bay residents. • Value for money <ul style="list-style-type: none"> - The budget is realistic and expenditure items are relevant to the project. - The project uses local suppliers where possible. • Capacity to deliver the project <ul style="list-style-type: none"> - The organisation has the skills and resources (internal or external) to deliver the project. - The project plan demonstrates an understanding of the project stages.
Loan agreement and repayments	<ul style="list-style-type: none"> • Successful applicants are required to enter into an agreement with Council that outlines the terms and conditions of the loan, as well as an agreed loan repayment schedule. • Successful projects must not commence prior to receiving written notification from Council. • All interest free loans must be repaid to Council within a period not exceeding 10 years.
Unsuccessful applicants	Unsuccessful applicants may seek feedback on their application by contacting a Grants Officer (see contact details below).
Enquiries	For further information about a <i>Community Facilities Interest Free Loan</i> , please contact a Grants Officer on (07) 3205 0555 or email grants@moretonbay.qld.gov.au .

¹ For further information on project documentation and approvals, please contact Council's Community Services, Sport and Recreation Department on (07) 3205 0555 prior to submitting a funding application.

TTY - National Relay Service

A 24-hour national relay service offers an over-the-phone solution for people who are deaf or have a hearing or speech impediment.

TTY and Voice: 133 677

Speak & Listen (SSR): 1300 555 727

SMS Relay: 0423 677 767

Translating and Interpreter Service (TIS)

Interpreter assistance is available in 160 languages and dialects. To use an interpreter, phone 131 450.