

# POLICY



**Date adopted:** 30/05/2017  
**File no:** 285026-1  
**Minute number:** 148/2017

**Policy title:** GRANT WRITER PROGRAM

**Directorate:** COMMUNITY SERVICES

**Branch:** COMMUNITY SERVICES

**Policy objective:** The Grant Writer Program provides not-for-profit community organisations and individuals the necessary skills to produce funding applications of a quality that would attract more funding to Logan City and therefore benefit residents and visitors by providing the improved services that are available.

**Policy scope:**

The Grant Writer Program is available to all non-profit community groups and individuals that operate within the boundaries of Logan City or demonstrate that they provide services to residents of Logan City.

**Definitions:**

Not applicable.

**Policy statement:**

The following procedure is to be undertaken for this policy:

1. A written application must be made for assistance in obtaining funds through the Grant Writer Program.
2. Upon receipt of the application, the organisation will be issued with a letter of referral and one (1) original duplicate, detailing the contact information of a preferred supplier.
3. Upon completion of grant writing services, the supplier will issue the Council with an invoice, which must be submitted with the original duplicate of the letter of referral.
4. Photocopies of letters of referral may not be used.
5. Funding may only be sought from external sources and not from any of the Council's grant schemes.
6. Organisations will be limited to a maximum of two (2) applications per financial year and only one (1) application at any one time.
7. Organisations that are successful in their application for funding will be required to pay to the Council a fee (GST inclusive) in accordance with the fee stipulated in the "Register of Regulatory Fees and Schedule of Commercial and Other Charges" for the Grant Writer Program.

8. Organisations which receive funding through the Grant Writer Program are required to acknowledge the Council's contribution on any publications or publicity material associated with the funded activities.
9. Organisations participating in the Grant Writer Program will be required to complete and submit an evaluation form to the Council.

**Related policies/legislation/other documents:**

<b>DOC ID</b>	<b>DOCUMENT TYPE</b>	<b>DOCUMENT NAME</b>
-	Internal	Register of Regulatory Fees and Schedule of Commercial and Other Charges