

Top Tip: Use a generic email address

Why? It is good governance for a community group to have a single, central email address (and related password) that more than one committee member can access for a number of reasons.



Reasons why include:

- ✓ Sharing the load – more than one office bearer can respond to emails.
- ✓ From a grants perspective, all the history is attached to the one user in Council's grants system.
- ✓ Transparency – if all correspondence in and out is linked to one email it is less likely for things to be overlooked.
- ✓ Succession planning – when a key office bearer leaves the organisation, the next one simply takes over the email address.
- ✓ Your group can clearly see what funding applications have been submitted, the outcome of those applications and when acquittals are due.

How do I create a generic email address?

It is best to choose an email address that is reflective of the organisation name e.g. Town Ballroom Dancing Academy may be abbreviated to Towndance. It is suggested that a password is created that is easy enough for users to remember e.g. towndance1234.

Simply choose an online provider (commonly used providers are Outlook, Hotmail, Gmail) and go through the steps to create an account.

It is a good idea for one of the key users to keep a record of the other details provided through the process commonly referred to as security questions. For example; a date of birth is often required – you may decide to use the incorporation date of the group, or a significant date in its history. You may need this information somewhere down the track if you need to reset a password.

**Please refer to the full Program Guidelines for further information. Need assistance?
Contact the Grants Team on 1300 COUNCIL (1300 268 624) or grants@wdrc.qld.gov.au**