



*Apply for a grant today and help invest in your community tomorrow*

Grants and Sponsorship Program

# GUIDELINES

2011-2012



# A Message from the Mayor



**Redland City Council is pleased to have contributed over \$1.2 million to more than 110 community organisations and individuals across the Redlands.**

**Since 2009 Council has supported those groups who provide community-based programs, projects and events that enrich the Redlands community.**

**In 2011/12 we look forward to continuing to support the Redlands by supporting you.**

Whether it's supporting the development of sporting groups, providing projects for our youth and senior groups, or providing care for our environment and wildlife, local community organisations play a vital role in our lives.

That's why Redland City Council supports local community organisations working in the areas of arts and cultural heritage, environment, community development, enterprise development and sport and recreation through our annual Community Grants and Sponsorship Program.

In 2010/11, Redland City Council contributed almost \$700,000 to over 50 community groups to strengthen our community.

Council proudly sponsored 39 events in 2010/11, and looks forward to continued associations with many worthwhile events and activities in the Redlands.

Council policies guide effective expenditure to produce the best value for the community and achieve successful outcomes.

We have been proudly supporting local initiatives for many years, and our grants and sponsorship program will continue to ensure a more equitable, open and transparent process. It gives the community greater accessibility to funding and ensures a fair distribution of resources across the Redlands.

I encourage all eligible individuals and organisations to get involved with this program.

If you need further clarification, please contact our Grants team on 3829 8911.

**Apply for a grant today to invest in your community tomorrow**

A handwritten signature in black ink that reads "Melva E. Hobson". The signature is written in a cursive, flowing style.

**Melva E. Hobson PSM  
Mayor of Redland City  
Queensland's Sustainable City**

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## COMMUNITY GRANTS KEY PRIORITIES

Redland City Council provides financial assistance to support local community organisations and individuals undertake projects for the benefit of the Redlands. These grants cover arts and cultural heritage, environment, community development, enterprise development and sport and recreation.

All applications go through a competitive process and grant processes and procedures have been developed to ensure this is equitable, open and transparent for community groups and individuals in seeking financial assistance through Council.

### Program objectives

The program is designed to meet and respond to Council's priorities and vision as outlined in the Redland City Council's Corporate Plan.

This enables council to contribute to the community by:

- ***Assisting community organisations to provide services.***
- ***Empowering community organisations and building capacity.***
- ***Building community infrastructure.***
- ***Assisting disadvantaged/vulnerable groups.***
- ***Providing cost-efficient initiatives.***
- ***Increasing leverage to gain additional funds from state/federal departments.***
- ***Increasing employment and boosting the local economy.***
- ***Creating identity, a sense of place and celebration.***
- ***Contributing to a sustainable environment.***
- ***Supporting a robust living culture in the Redlands.***

Applicants are required to address how their project will align with one or more of these program objectives.

## Strategic priorities

In addition applicants are required to align their project with one or more of the following strategic priorities in Redland City Council's Corporate Plan that are listed.

<b>Corporate Plan 2010-2015 Outcome Areas</b>
<b>Healthy Natural Environment</b> <ul style="list-style-type: none"><li>▪ Maintaining unique biodiversity</li><li>▪ Protecting, restoring and enhancing the environment</li><li>▪ People supporting the environment</li></ul>
<b>Green Living</b> <ul style="list-style-type: none"><li>▪ Making green choices the norm</li><li>▪ Managing our resources sustainably</li></ul>
<b>Embracing The Bay</b> <ul style="list-style-type: none"><li>▪ Protecting the bay</li><li>▪ Making the bay accessible</li><li>▪ Living sustainably on the islands</li></ul>
<b>Quandamooka Country</b> <ul style="list-style-type: none"><li>▪ Supporting Aboriginal custodians</li><li>▪ Strengthening reconciliation through partnership</li><li>▪ Sharing and educating</li></ul>
<b>Wise Planning And Design</b> <ul style="list-style-type: none"><li>▪ Strengthening physical character and heritage</li><li>▪ Planning for a liveable city</li><li>▪ Prioritising public infrastructure</li><li>▪ Maximising green spaces</li></ul>
<b>Supportive And Vibrant Economy</b> <ul style="list-style-type: none"><li>▪ Promoting a self-sufficient economy</li><li>▪ Growing local jobs</li><li>▪ Developing skills</li><li>▪ Strengthening the tourism industry</li></ul>
<b>Strong And Connected Communities</b> <ul style="list-style-type: none"><li>▪ Building community spirit and belonging</li><li>▪ Safeguarding community well being</li><li>▪ Building on local strengths</li></ul>

## CRITICAL TIMEFRAMES FOR THE GRANTS AND SPONSORSHIP PROGRAM

Applications must be submitted **no later than 4.30pm on the round closing date**. All postal entries must be stamped by Australia Post and post marked by the closing date. Late or incomplete applications will not be accepted.

Funding type	Round open date	Round close date	Decision dates
<b>Organisation Support</b>	<b>Round 1</b> 25 July 2011	<b>Round 1</b> 2 September 2011	<b>Round 1</b> October 2011
	<b>Round 2</b> 30 January 2012	<b>Round 2</b> 2 March 2012	<b>Round 2</b> April 2012
<b>Project Support</b>	<b>Round 1</b> 25 July 2011	<b>Round 1</b> 2 September 2011	<b>Round 1</b> End November 2011
<b>Conservation Grant</b>			
<b>Regional Arts Development Fund</b>	<b>Round 2</b> 30 January 2012	<b>Round 2</b> 2 March 2012	<b>Round 2</b> End May 2012
<b>Capital Infrastructure</b> <ul style="list-style-type: none"> <li>• <b>Small Capital</b></li> <li>• <b>Major Capital</b></li> </ul>	25 July 2011 (coincides with Round 1)	2 September 2011	December 2011
<b>Mayors Small Grants</b>	<b>Open all year round</b>	<b>Open all year round</b>	<i>Within two weeks of Council's receipt of your application</i>
<b>Sponsorship</b>	<b>Open all year round</b>	<b>Open all year round</b>	<i>Timeframes will vary depending on sponsorship amount requested</i>

All applicants will receive a letter acknowledging receipt of their application within two weeks of Council receiving it. This letter will contain a unique reference number which should be quoted when making any enquiries regarding the application.

## GRANT TYPES AVAILABLE

Council provides financial assistance in a number of ways and it is important to understand the differences between the types of programs to ensure you are applying under the correct funding category.

### Grants

A grant is money or goods provided to recipients through formally recognised programs for a specific purpose and outcome.

Grants involve a competitive process in which applications are assessed against a set of criteria and funding is determined against:

- quality of the application
- merit of the project
- available funding.

Grants should not be relied on as a continual source of income and instead are considered an aid in the development of projects or activities.

## Sponsorship

Sponsorship involves Council providing a financial contribution or value in-kind to support an event, project, service or activity, in return for agreed commercial and other benefits. It is called a business transaction because it involves an exchange that has a measurable value to each party in commercial, communication or philanthropic terms.

Sponsorship provides financial or value in-kind support to individuals and organisations providing tangible and measurable commercial benefits to Council and the community.

## Donations

Donations are no longer supported as they are discretionary with no agreed outcome or expected return. Groups that have previously sought donations are encouraged to contact the Grants Team to discuss their needs and see whether the request is suited to a grant or sponsorship instead.

## GRANT CATEGORIES AND FUNDING AVAILABLE

Funding is available for a wide range of projects under the following categories:

Funding type	Maximum funding available per application	Total available funds in 2011/12
<b>Organisation Support</b>	Up to \$3,000	\$66,000
<b>Project Support</b>	Up to \$10,000	\$170,000
<b>Conservation Grants</b>	Up to \$10,000	\$100,000
<b>Regional Arts Development Fund</b>	<i>No limit – based on need, merit of the application and funding available</i>	\$100,000
<b>Capital Infrastructure</b>		
<b>Small Capital</b>	Up to \$10,000 <i>Applicants must make a 20% financial cash contribution towards the project</i>	\$250,000
<b>Major Capital</b>	Between \$10,000 - \$50,000 <i>Applicants must make a 50% financial cash contribution towards the project</i>	
<b>Mayors Small Grants</b>	Up to \$500	\$45,000

<b>Sponsorship</b>	<p style="text-align: center;"><b>Negotiated value</b></p> <p style="text-align: center;">Applications \$10,000 and under are assessed and approved by Council Officers</p> <p style="text-align: center;">Applications over \$10,001 are assessed by Council Officers before being endorsed by Council.</p>	<p style="text-align: center;">\$126,000</p>
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Applicants are encouraged to also seek funds from other sources and to make financial and/or in-kind contributions. Contributions may be in cash, assistance from other funding agencies or “in kind” such as voluntary labour or materials.

The number of applications and the value of grants and sponsorships awarded will be at Council’s discretion and will reflect the strength of the application and particular needs of the city. Applicants may be offered a smaller grant than applied for. Council will consider the extent to which financial and non-financial support is already being provided by Council to the applicant.

Major projects identified in Council’s endorsed strategies and plans may be funded through Council’s annual capital and operational works budget.

## APPLYING FOR A GRANT UNDER THE GRANTS AND SPONSORSHIP PROGRAM

### Who can apply?

Applicants for grants **must be a not-for-profit incorporated organisation** or be **sponsored (or *auspiced*) by a not-for-profit organisation that is incorporated** and able to accept legal and financial responsibility for the project.

In addition, applicants must be financially viable and provide benefits to the residents of Redland City.

- **Parents and Citizens Associations (P&Cs) and religious groups** are eligible to apply for projects *if they are able to demonstrate wider community benefit*.
- **P&Cs** must also undertake projects in conjunction with other community based organisations with evidence of partnership and wider community benefit.

Organisations may choose to apply for funding for a number of projects but may only submit **one application under each category per round**. All projects must be conducted in the Redland City Council area.

## Who can't apply?

The following organisations are ineligible to apply for grants:

- Government or semi-government organisations i.e. hospitals and libraries;
- Public and private education institutions i.e. primary, secondary and independent schools, or tertiary institutions;
- For profit businesses;
- Political parties;
- Industry peak bodies or organisations that as part of their charter do not provide a direct community benefit;
- Organisations that hold a licence for more than 20 gaming machines;
- Applicants that have outstanding rates or other debts to Council; and
- Applicants that have not acquitted previous grants.

***Applicants who are ineligible to apply for a grant are also ineligible to sponsor an applicant. This criteria applies except for 'Organisations that hold a licence for more than 20 gaming machines'. These particular organisations are eligible to sponsor applicants if it can be demonstrated that the sponsoring organisation would not benefit from the applicant receiving the grant.***

**Only one successful application is eligible per category within a 12 month period.**

In addition, organisations who have received funding in one grant category for three consecutive years will be ineligible to apply in that category the following year. This is to ensure money is available to as many organisations as possible and that no organisation becomes dependent on Redland City Council for its continued existence.

## Ineligible activities

The following activities are ineligible for funding:

- Events for fundraising purposes where proceeds will be provided to a third party;
- Events of a political nature or incorporate political activities;
- Events operated for commercial purposes;
- Day-to-day operational funding for an organisation, including staff wages and insurances;
- Projects which begin before grants are awarded (no grants will be awarded retrospectively);
- Payment of debts;
- Recurrent or ongoing projects;
- Projects considered the core responsibility of other levels of government;
- Events or activities in competition or conflict with Council;
- Funding for prize money; and
- Events or activities that have the same or similar outcome that have been funded under other programs including sponsorship.

If any other support is sought from Council such as in-kind or other services in relation to the project you are applying for then this must be identified in your application and Council notified, as this may be taken into account in the assessment of your application.

## GRANT CATEGORIES UNDER THE GRANTS AND SPONSORSHIP PROGRAM

The grant categories available are:

### MAYOR'S SMALL GRANTS

**Grants are available to organisations and individuals for amounts up to \$500.**

*Total pool of \$45,000 available in 2011/12. Applications can be submitted at any time through the year.*

**Only one successful application is eligible within a 12 month period. To be eligible to reapply after this period, ensure the grant has been successfully acquitted.**

Funding provides **small amounts of assistance** to organisations which may include equipment, incidental items or grant writing.

Assistance is also provided to individuals in support of **excellence at a high-level**

- **International \$500** When an individual has been selected to represent Australia in an international competition.
- **National \$250** When an individual has been selected to represent Queensland in a national competition.

Supporting documentation such as confirmation of selection, or attendance from the relevant body must be supplied e.g. selection notification from state/national sporting body, music/dance etc.

All projects must be conducted in the Redlands and Individuals must reside in the Redlands.

Please ensure you apply well in advance. Projects or activities must not commence before you receive formal notification of the outcome of your application. Applicants will be notified of funding outcomes within two weeks of receipt of your submission.

Individuals must complete a '**Statement by a supplier**' form which is included in the application documentation or from the Grants and Sponsorship website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants). If you are an individual or an organisation without an ABN, payments for successful applications cannot be made without this form being completed and submitted.

An application for a Mayor's Small Grant is available from the Grants and Sponsorship Program website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants) or you can contact the Grants Team on 3829 8911 for an application kit. You can also apply online from the website.

## ORGANISATION SUPPORT GRANTS

Grants up to \$3,000 are available for organisations to fund management and planning costs associated with becoming more sustainable and improving capacity to deliver services.

*Total pool of \$66,000 available in 2011/12. There are two rounds of funding available each financial year.*

**Only one successful application is eligible within a 12 month period. To be eligible to reapply after this period, ensure the grant has been successfully acquitted.**

Applicants are eligible to apply for funding for one or more of the following initiatives:

- **Education and training;**
- **Recruiting, maintaining or recognising volunteers;**
- **Planning and governance which may include strategic plans, constitution reviews or board appraisals;**
- **Grant writing assistance for major funding applications outside of a Council grant program;**
- **Seeding funds for new organisations less than three years old eg. advertising, printing, office stationery, software;**
- **Equipment – This is ONLY ELIGIBLE where there is evidence that the organisation has been unsuccessful from other grant funding applications.**

Examples of projects may include: education, training or accreditation of staff, supporting activities that recognise or maintain volunteers, business or facility planning.

**PLEASE NOTE ONLY community organisations that are based in the Redlands are eligible to apply under this category.**

Applicants are encouraged to seek funding for equipment through other grant or funding options such as the Gambling Community Benefit Fund or Jupiter's Casino Benefit Fund. **The Organisation Support grant can assist applicants through applying under this category for a Grants Writer.** More information regarding these grant programs is available at [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) or contact the Grants Team for additional information.

**Projects or activities must not commence before you receive formal notification on the outcome of your application. Applicants will receive written notification.**

**Where relevant, two quotes are required and evidence to support your application is encouraged.**

An application for an Organisation Support Grant is available from the Grants and Sponsorship Program website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants) or you can contact the Grants Team on 3829 8911 for an application kit. Online applications are also available from the website.

## **PROJECT SUPPORT GRANTS**

**Grants up to \$10,000 are available to support organisations provide specific one-off projects that deliver long term positive outcomes to the community.**

*Total pool of \$170,000 available in 2011/12. There are two rounds of funding available each financial year.*

**Only one successful application is eligible within a 12 month period. To be eligible to reapply after this period, ensure the grant has been successfully acquitted.**

Applications for project support grants must:

- **have a start and finish date for project delivery**
- **have a project plan in place detailing how the project will be delivered**
- **identify specific project objectives and outcomes to be achieved as a result of funding.**

***The above items are specific requirements for Project Support applications.***

Equipment purchases are eligible but applicants must demonstrate it is essential for delivery of the project. Equipment related items are capped at \$3,000 or 30% of the total amount granted (whichever is the lesser).

Examples include: arts projects with homeless young people, festivals or events, including Indigenous young people in mainstream sporting teams, revegetation projects, drug and alcohol prevention, or a neighbourhood welcome project.

### **Sub-Category – Community Garden Projects**

Part of Council's strategic priority and commitment to green living in the Redlands is to support organisations in growing or supporting access to locally grown food. Eligible organisations are able to apply for up to \$10,000 under this category.

Equipment purchases such as tools are eligible, applicants must demonstrate it is essential for delivery of the project. Equipment related items are capped at \$3,000 or 30% of the total amount granted (whichever is the lesser). Materials such as fixed garden beds, organic material and plants are not included as equipment purchases.

**Applicants must identify they have appropriate land tenure or permission from the land owner to undertake the project. Funding can be sought for leasing costs as part of the project.**

Projects or activities must not commence before you receive formal notification on the outcome of your application. Applicants will receive written notification.

**Where relevant, two quotes are required and evidence to support your application is encouraged.**

An application for a Project Support Grant is available from the Grants and Sponsorship Program website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants) or you can contact the Grants Team on 3829 8911 for an application kit. Online applications are also available from the website.

## CONSERVATION GRANTS

**Grants up to \$10,000 are available to assist organisations and individuals for specific projects that will provide positive outcomes for the local Redlands environment and wildlife.**

*Total pool of \$100,000 available in 2011/12. There are two rounds of funding available each financial year.*

**Only one successful application is eligible within a 12 month period. To be eligible to reapply after this period, ensure the grant has been successfully acquitted.**

The environment of the Redlands is incredibly diverse and also unique in having our iconic koalas in the suburbs. The Corporate Plan 2010-15 recognises three community priorities in relation to our natural environment:

- Maintaining unique biodiversity;
- Protecting, restoring and enhancing the environment; and
- People supporting the environment.

***Project outcomes should address at least one of the following:***

- **Strategies 1.1 to 1.6 under *Healthy Natural Environment* of the Redland City Council's *Corporate Plan 2010-15*:**
  - Increase biodiversity by taking informed action to protect, enhance and manage our local ecosystems.
  - Stop the decline in population of the koala and other species at risk through advocacy, protecting and restoring vital habitat and increasing community engagement and action.
  - Protect our natural environment by restoring degraded landscapes, contaminated land and managing fire, pests and other hazards.
  - Improve residents' understanding, respect and enjoyment of the local environment through stewardship and partnerships.

- Co-ordinate effective management of the conservation estate on all (private and public) lands in Redlands, through a combination of incentives and various tenure and management arrangements to restore, maintain and plant new habitat.
  - Address the decline in the health of Redlands waterways and improve water quality, aquatic populations and their biodiversity.
- **The nine goals of *Healthy Natural Environment in the Redlands 2030 Community Plan*:**
    - Rich regional ecosystems;
    - Sanctuaries for wildlife;
    - Extensive wildlife linkages and corridors;
    - Thriving koala population;
    - Clean, healthy bay, waterways and catchments;
    - Land managed for conservation;
    - People and nature in harmony;
    - Getting around in nature; and
    - Environmentally active community.
  - **The policy statements in the *Redlands Koala Policy and Implementation Strategy*:**
    - Impacts of urbanisation and its future growth on the koala population;
    - Road and rail koala deaths;
    - Dog attacks on koalas;
    - Protect, enhance and increase koala habitat;
    - Improvement to koala movement in our neighbourhoods and backyards;
    - Increased commitment to the level of funding for koala research and monitoring; and
    - Creation of a 'Koala Active Community', which understands its role and takes positive action for the long term survival of koalas.

Refer to the Grants and Sponsorship Program webpage on the Redland City Council's website for these publications at [www.redland.qld.gov.au](http://www.redland.qld.gov.au).

**Grants are open to all organisations and individuals that meet the eligibility criteria. Grants can fall within the following areas;**

### **Conservation Support Grants**

To assist organisations with direct conservation projects as well as education and awareness related to Redlands wildlife, especially koalas, and their habitat. Eligible projects might include revegetation projects, awareness campaigns, and displays in public areas.

### **Environmental Arts Support Grants**

To assist professional artists, emerging professional artists or organisations to develop arts projects with an environmental theme. Projects should enrich public appreciation and understanding of the value of our local environment. Projects will be considered from any stream of the arts.

To qualify as a professional or emerging professional artist you must satisfy the eligibility checklist for professional or emerging professional artist. This checklist is available from [www.redland.qld.gov.au/CommunitySupport/Grants/Pages/RADF](http://www.redland.qld.gov.au/CommunitySupport/Grants/Pages/RADF).

## Wildlife Carer Support Grants

To assist with projects related to the care of injured wildlife in the Redlands. Projects might include;

- Equipment for caring for orphaned wildlife;
- Equipment related to rehabilitating wildlife for release into the wild; or
- Training opportunities to improve quality of wildlife care.

**Under this grant, applicants must demonstrate the equipment is essential for the delivery of the project. If purchasing equipment please ensure you provide two quotes with your application.**

To qualify for a Wildlife Carer Support grant, you must be a registered wildlife carer with the Department of Environment & Resource Management (DERM).

Conditions of care and any grant application are to comply with the '*Code of Practice Care of orphaned, sick or injured protected animals by wildlife care volunteers*'. Refer to the Department of Environment and Resource Management's website at [www.derm.qld.gov.au](http://www.derm.qld.gov.au) and search for this code in the Department's Resource Centre under '*Manuals, Codes and Guidelines*'. This publication is also available from the Grants and Sponsorship Program webpage at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants).

Project outcomes should address at least one of the following:

- Strategies 1.1 to 1.6 under *Healthy Natural Environment* of the Redland City Council's *Corporate Plan 2010-15*.
- The nine goals of *Healthy Natural Environment* in the *Redlands 2030 Community Plan*.
- The policy statements in the *Redlands Koala Policy and Implementation Strategy*.

## Eligible activities

**Eligible projects may include:**

- Revegetation;
- Habitat restoration including threat management, including weeds, introduced animals, access management and erosion control;
- Equipment and tools;
- Research;
- Heritage projects;
- Training courses;
- Education; and

- Application for miscellaneous items will be considered in context of the activity.

Equipment purchases under Conservation Support Grants and Environmental Arts Support Grants are eligible but applicants must demonstrate it is essential for delivery of the project. Equipment related items are capped at \$3,000 or 30% of the total amount granted (whichever is the lesser).

**Projects or activities must not commence before you receive formal notification on the outcome of your application. Applicants will receive written notification.**

An application for a Conservation Grant is available from the Grants and Sponsorship Program website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants) or you can contact the Grants Team on 3829 8911 for an application kit. Online applications are also available from the website.

## CAPITAL INFRASTRUCTURE GRANTS

Capital Infrastructure grants are available to assist organisations build, renovate or refurbish facilities, including hard-wired technology upgrades. This category aims to increase and improve community facilities in the Redlands.

*Total pool of \$250,000 available in 2011/12. There is one round of funding available each financial year. This round coincides with the first funding round opening in July of each year.*

**Applicants are eligible to apply for one of the following two categories:**

- **Small Capital Infrastructure up to \$10,000; or**
- **Major Capital Infrastructure between \$10,000 to \$50,000**

**Only one successful application is eligible within a 12 month period for Small Capital Infrastructure projects. To be eligible to reapply after this period, ensure the grant has been successfully acquitted.**

**Only one successful application is eligible within a 3 year period for Major Capital Infrastructure projects. To be eligible to reapply after this period, ensure the grant has been successfully acquitted.**

### Small Capital Infrastructure Grants

**For projects seeking capital infrastructure works up to \$10,000**

To apply for a Small Capital Infrastructure grant, applicants must complete a full application and submit all relevant information.

***Applicants must make a 20% financial cash contribution of the grant amount sought towards the project.***

An application for a Small Capital Infrastructure Grant is available from the Grants and Sponsorship Program website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants) or you can contact the Grants Team on 3829 8911 for an application kit. Online applications are also available from the website.

## **Major Capital Infrastructure Grants**

**For projects seeking capital works between \$10,000 and \$50,000**

To apply for a Major Capital Infrastructure grant, applicants must initially submit an Expression of Interest (EOI) application form outlining the scope of the works.

***Applicants must make a 50% financial cash contribution of the grant amount sought towards the project.***

An assessment is carried out on the EOIs to determine a shortlist of applicants in which to invite to submit a formal application. The successful EOIs from this process receive from the Grants Team, notification and a formal Major Capital Infrastructure application which is to be submitted by the recommended due date. Once the applications for Major Capital Infrastructure have been received, both Small and Major Capital Infrastructure applications will then go through the Assessment process.

An application for an Expression of Interest is available from the Grants and Sponsorship Program website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants) or you can contact the Grants Team on 3829 8911 for an application kit. Online applications are also available from the website.

Applicants are encouraged to view Redland City Council as just one of a number of contributors to the project and are required to make financial and in-kind contributions themselves.

Contributions based on barter arrangements, including assessed cost of volunteer labour, free goods or services and in-house labour costs, are eligible components of your in-kind contribution. As well as confirmed revenue, savings, grant funds and pending grant funds are eligible components of your financial contribution.

**Applicants under this category must provide evidence they have secured or are able to secure the funding required to deliver the project.**

The assessment of your application will take into account the extent of co-contributions for the project. Also as part of the assessment process, applicants may be contacted by the Grants Team to conduct site visits.

Applicants must:

- **Have a legal right to conduct works on the proposed site and have a registered lease or permit to occupy for a minimum three-year period.**
- **Secure all permits and approvals required to conduct works. These approvals should be obtained or in progress, prior to submitting your application. If you do not need any approvals you will need this confirmed in writing.**
- **Have appropriate site or works plans considering impacts and accessibility to other users and residents as a result of the works.**

- **Have an established budget containing sufficient funds to cover all costs, not just building works.**
- **Ensure only licensed contractors undertake works related to the project.**
- **Have a facility management plan or an identified need for the project in a strategic plan or other document.**

You may require a Development Application Permit under the Integrated Planning Act 1997. The nature of your project will determine the type of approvals you require and it is your responsibility to ensure these approvals are in place prior to project commencement. Applicants who have these approvals at the time of application will be considered favourably.

Ineligible capital works include:

- **Maintenance of a Council facility where the responsibility of maintaining the facility lies with the lessee, including but not limited to, painting and day-to-day maintenance to ensure the general upkeep of the building or facility.**
- **Purchase of land, existing buildings or facilities.**
- **Operational costs.**
- **Building work and professional fees not incurred in relation to this project.**
- **Repair or redevelopment of facilities damaged by fire, explosion, vandalism, flood (except projects impacted by floods in areas declared by the Natural Disaster Relief and Recovery Arrangements (NDRRA)), cyclone, storm, or other natural disaster where the facility should be covered against that type of damage by insurance.**

Receiving funding under this category doesn't guarantee that future stages of your project will also be funded. For instance, if you have three stages to your project and have received funding under this category for the first stage, this does not guarantee you will receive funding for the next two stages.

**Supply of equipment such as furniture, decorations and fittings, that are related to the works are eligible up to \$3,000 or 30% of the total amount granted (whichever is the lesser amount).**

Projects or activities must not commence before you receive formal notification on the outcome of your application. Applicants will receive written notification.

**A minimum of two quotes for all works are required and evidence to support your application is encouraged.**

Successful applications may at Councils discretion be required to enter into a progress payment schedule that will be outlined in the final funding agreement. Also, funding may only be provided once certain conditions are met.

## REGIONAL ARTS DEVELOPMENT FUND

The Regional Arts Development Fund (RADF) Program is a successful state and local government partnership that supports professional artists and arts practitioners living in regional Queensland. Since its establishment in 1991, the program focuses on the development of quality art and arts practice for, and with, regional communities.

The RADF Program provides grants to support professional artists and arts workers to practise their art, for and with communities, resulting in mutual development of professional artists/arts workers and communities in regional Queensland.

*Total pool of \$100,000 available in 2011/12. There are two rounds of funding available each financial year.*

**Only one successful application is eligible within a 12 month period. To be eligible to reapply after this period, ensure the grant has been successfully acquitted.**

*The RADF is not intended to be used as the main income source for any professional artist or artswoker or for recurrent funding of projects or organisations e.g. for the same component of the same event every year.*

### RADF principles

RADF is guided by six principles that ensure arts funding is used in the best possible way. These principles are:

- Supporting professional artists and arts workers;
- Supporting locally determined arts and cultural priorities;
- Supporting regional arts development in Queensland;
- Supporting cultural activities not supported by other state government agencies;
- Supporting the participation of community members in arts development projects run by professional artists and artswokers; and
- Supporting complementary federal arts funding.

### Who can apply for a RADF grant?

The following categories of individuals and organisations can apply for a RADF grant:

- Individual professional artists, emerging professional artists, artswokers, cultural workers or project coordinators who are:
  - are based in the Redland City, or if based outside the Redland City are able to demonstrate how the project will directly benefit arts and culture in the Redlands
  - are permanent residents or Australian citizens
  - have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.

- Incorporated arts and cultural organisations based in the Redlands, or those based outside the Redlands that are able to demonstrate how the project will directly benefit arts and culture in the Redlands.
- Unincorporated organisations, auspiced by an incorporated body, that are based in the Redlands, or those based outside the Redlands that are able to demonstrate how the project will directly benefit arts and culture in the Council area.

## **RADF categories**

### **Quick response grants**

For opportunities for professional development that unexpectedly become available out of the normal local RADF rounds. Applications usually need to be submitted at least six weeks before the event/activity.

### **Developing regional skills**

For individual professional artists and artworkers living in regional Queensland to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations for intrastate and interstate activities only. Assistance is available for up to 65% of the costs of registration, accommodation and travel to a maximum of \$1,000 for activities in Queensland and \$2,000 for activities in other states.

### **Building community cultural capacity**

For community groups to engage a professional artist or artworker to work with them on developing their arts practice or to run arts development workshops or community projects. Assistance is available for up to 65 per cent of the total costs of the project or workshop.

### **Interest-free arts loan**

For arts activities that will generate an income greater than the amount of the loan, and where no other funding source is available. The total amount of the loan must be paid back at the conclusion of the activity.

### **Cultural tourism**

For projects and activities that focus on communities' locally distinct arts, culture and heritage both for members of that community and for visitors.

### **Contemporary collections/stories**

To preserve and provide access to locally held collections of significance, and collect and tell local stories from past and present that demonstrate state and/or local significance. The priorities for this category are proposals for post-1960 heritage and Indigenous stories that can demonstrate strong community participation and ownership.

### **Regional partnerships**

To encourage innovative and energising arts and cultural projects where artists, communities and Councils work together in their community, or in partnership with another community, to achieve enhanced outcomes from RADF grants.

### **Concept development**

To develop arts and cultural research ideas and project proposals to the implementation stage and identify funding sources outside RADF to implement project proposals.

## Arts policy development and implementation

This category is only open to applications from Council to support projects to develop arts and cultural policy, cross-regional arts and cultural planning, cultural tourism, community consultation, facilitation and RADF Committee training.

## How to apply for a RADF grant

For full details read the RADF Guidelines. You can also contact your RADF Liaison Officer if you need help understanding the RADF Program or grant application process.

The RADF Liaison Officer is a Council officer who is your main contact for the RADF Program. They liaise with officers at Arts Queensland to ensure appropriate management of the RADF Program and RADF Committee.

The RADF Liaison Officer can give you important information, application kits and resources. If necessary, they can meet with you or arrange a meeting with an RADF Committee member.

Contact RADF Liaison Officer, Elise Parups.

**Telephone:** 07 3829 8910  
**Email:** [elise.parups@redland.qld.gov.au](mailto:elise.parups@redland.qld.gov.au)  
**Website:** [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants)  
**Arts Queensland:** [www.arts.qld.gov.au](http://www.arts.qld.gov.au)



Projects or activities must not commence before you receive formal notification on the outcome of your application. Applicants will receive written notification.

An application for funding under the Regional Arts Development Fund (RADF) and attachments are available from the Grants and Sponsorship Program website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants) or you can contact the Grants Team on 3829 8911 for an application kit.

*RADF is a Queensland Government and Redland City Council partnership to support local art and culture.*

# SPONSORSHIP

Council has been sponsoring local groups and individuals for many years. It provides support to large and small projects all over the city ranging from sports to the arts, and awards celebrations to promotion of the local economy.

The purpose of the sponsorship program is to help promote a strong and involved Redlands community by helping deliver successful local events, projects, services and other activities.

*Total pool of \$126,000 available in 2011/12.*

**APPLICATIONS CAN BE SUBMITTED AT ANY TIME THROUGHOUT THE YEAR.**

## What is sponsorship?

Sponsorship provides financial or value in-kind support to individuals and organisations providing tangible and measurable commercial benefits to Council and the community.

Sponsorship is a business transaction in which Council provides a financial contribution or value in-kind support for an event, project, service or activity, in return for agreed commercial and other benefits. It's called a business transaction because it involves an exchange that has a measurable value to each party in commercial, communication or philanthropic terms.

For example, sponsorship benefits in return for a financial or value in-kind contribution may include featuring Council's logo in project signage, promotional material or advertising, site or exhibition space, public acknowledgements in speeches and media materials, invitations to participate in the opening ceremony, or including materials in information packs.

## What will Council support under Sponsorship?

Council is committed to protecting our diverse natural environment, maintaining our quality lifestyle, and attracting and supporting businesses that complement our environmental values and lifestyle while providing sustainable jobs for the community and thoughtful planning for population growth.

Before applying for sponsorship please ensure that your sponsorship request is for a project that will help support one or more of Redland City Council's strategic priorities listed on pages 4 and 5.

If you would like more information about our strategic priorities, refer to Redland City Council's Corporate Plan at [www.redland.qld.gov.au](http://www.redland.qld.gov.au).

**Applicants should address how their event or project will align with one or more of these priority areas.**

The Sponsorship program is open to all local, regional and national groups, businesses and individuals who must meet the selection criteria and demonstrate a benefit to the Redlands community.

**Redland City Council will only engage in sponsorship where it will assist in achieving the following outcomes:**

- supports Council's goals and objectives;
- increases the effectiveness of Council's strategic programs;
- communicates key messages to target audiences; and
- enhances Council's public image and reputation.

**Council will not sponsor the following:**

- activities that compromise public confidence;
- initiatives and/or events which compete or conflict with Council activities;
- individual or political parties; and
- organisations or events where the sponsorship fee would be used to provide sponsorship or grants to third parties.

## How to apply for sponsorship

Council's preference is to receive and decide applications annually, however it will receive and consider applications throughout the year.

**All applications for sponsorship must be received at least three months prior to your project launch or event.**

While we endeavour to finalise sponsorship approvals quickly, it can take several months to process requests, particularly in the case of requests over \$10,001.

- **If the sponsorship application is \$10,000 and under, meets the selection criteria and there is sufficient budget allocation, an internal assessment panel will approve the proposal.**
- **If the sponsorship application is over \$10,001, the internal assessment panel will review and make recommendations to Council for sponsorship funding.**

You will receive a letter acknowledging that we have received your sponsorship application.

## Assessment criteria for sponsorship

All applications will be initially assessed by the Grants Team against the stage one criteria:

- Consistent with Council's corporate goals and objectives, and aligned with its strategic priorities;

- Provided in writing with sufficient detail to make a detailed assessment;
- Allowing sufficient time before a decision is required;
- Not in conflict with legal requirements or Council and community legal and ethical standards;
- Not controversial;
- Not likely to adversely affect Council's image; and
- Compliant with Council's Corporate Sponsorship Policy.

If the proposal fails to meet these criteria, a letter of refusal will be sent outlining the reasons. If additional information is required, the Grants Team will liaise with the applicant to obtain the extra information.

Once all relevant material has been received and the initial assessment completed successfully, the internal assessment panel will assess your application in detail against the stage two criteria:

- Alignment to Council's corporate priority areas;
- Value for money with regard to commercial and other benefits;
- Track record of organisers regarding financial administration, general management and budget preparation;
- Extent of financial and other support from other organisations; and
- Demonstrated ethical behaviour and fair dealing.

## Agreement on sponsorship terms

If your application is successful, you will be contacted by the Grants Team to confirm the terms of sponsorship.

A sponsorship agreement will be sent to you, setting out agreed terms and advising that you should report back to Council on how the conditions of the sponsorship were met. Once we receive your signed agreement, sponsorship payment will be made.

The Grants Team and Marketing and Communications will work closely with successful applicants to ensure sponsorship progresses smoothly.

Projects or activities must not commence before you receive formal notification on the outcome of your application. Applicants will receive written notification.

## For more information about sponsorship

For an application form, go to [www.redland.qld.gov/CommunitySupport/Grants](http://www.redland.qld.gov/CommunitySupport/Grants) or collect from Council's Customer Service Centres at Cleveland or Capalaba.

For sponsorship enquiries, contact the Grants Team on 07 3829 8911.

An application for a Sponsorship Grant is available from the Grants and Sponsorship Program website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants) or you can contact the Grants Team on 3829 8911 for an application kit.

## SUBMITTING AN APPLICATION UNDER THE GRANTS AND SPONSORSHIP PROGRAM

### Planning your application

- Read the program guidelines to determine whether your organisation and project is eligible for funding.
- It is important to thoroughly plan your project and identify who will be responsible for the project within your organisation.
- Undertake research to check that your project is not duplicating a similar or existing program.
- Talk about your project with members of the community to obtain advice and support for your application.
- Ensure your project aligns with the program objectives and the strategic priorities for that category.
- Identify any permits, approvals and licences you may require, as your organisation will be responsible for obtaining these where necessary.

### Preparing the application

- Read the program guidelines carefully before completing your application.
- Attend a free Council run Grant Application Writing workshop to assist you in determining the correct category of funding to apply for and the eligibility of your project.
- To develop your project/application, contact the Grants Team who can organise for you to meet with a Council Officer who can provide advice in developing the project and your application. Appointments should be made in advance as no appointments can be made during the week prior to the round closing.
- Complete the application form and ensure you include all relevant information and documentation. Do not assume Council knows about your organisation or project, as only information contained in the application will be assessed. *Refer to the checklist in the relevant application for the documentation required.*
- Before submitting your application, provide a draft copy to the Council Officer for feedback. **PLEASE NOTE this assistance does not guarantee funding.**

- Ensure you submit your application before the due date. You are not required to present the application bound or in a display folder.
- Keep a copy of your application and related documents as we are unable to return submitted documents.

**PLEASE NOTE – No hand written applications will be accepted. This is to ensure that your application can be read and accurately assessed.**

## How do I submit my application?

Applications can be submitted by either:

### **Online Application Process**

Visit the Grants and Sponsorship Program website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants) to submit your application online. An instruction manual is available to assist you. You are initially required to set up a profile on Council's website before accessing the online process.

### **Hand delivering to:**

#### **Cleveland Customer Service Centre**

Cnr Bloomfield and Middle Street  
CLEVELAND

#### **Capalaba Customer Service Centre**

Capalaba Place, Noeleen Street  
CAPALABA

**Opening hours:** Monday, Tuesday, Thursday and Friday – 8.30am to 4.30pm  
Wednesday – 10am to 4.30pm

### **Posting to:**

Community Grants Program  
Attention: Community Grants Coordinator  
Redland City Council  
PO Box 21  
CLEVELAND QLD 4163

### **Emailing to:**

[grants@redland.qld.gov.au](mailto:grants@redland.qld.gov.au)

**Only applications submitted through the above avenues will be accepted.**

## ASSESSMENT UNDER THE GRANTS AND SPONSORSHIP PROGRAM

### Assessment criteria

Applications will be evaluated and rated against a set of assessment criteria as part of a competitive process. Each application will be given a score for each criterion by Redland City Council assessors. These scores will be added together to produce a total score to determine the allocation of funds. ***Please note that submitting an application is not a guarantee that your application will be funded.***

Assessment criteria for the Grants Program includes:

- **Ability to achieve one or more of the program objectives on page 5 and Redland City Council's strategic priorities on page 6 as well as on pages 17 and 18 for the Conservation Grants;**
- **The project responds to identified needs and emerging local issues;**
- **Evidence of involving the broader community in development, planning and implementation;**
- **The budget is thorough, realistic and provides value for money;**
- **The project demonstrates long term benefits to the community/participants;**
- **Extent to which alternative and complementary funding sources have been explored or secured;**
- **Applicant makes in-kind contribution towards overall cost of the project;**
- **Capacity to undertake all aspects of the project including evaluating and documenting results; and**
- **Ability to sustain the project or its outcomes after Council funding has ceased.**

Information provided in your application will be assessed against the above criteria. Only information that is contained in the application is assessed. Don't just assume that Council knows about the particulars of your project or organisation.

**Refer to the Assessment criteria on page 25 for Sponsorship Grants.**

The number of grants awarded and the value of grants will be at Council's discretion and will reflect the strength of applications, and in particular, the needs of the city. Applicants may be offered a smaller grant than they applied for.

### Application assessment

Applicants will receive a letter acknowledging receipt of their application within two weeks of the application being received. This letter will contain a unique reference number which should be quoted when making enquiries about your application.

Nominated Council officers and assessment panels will assess your application against specific criteria for the relevant grant (as mentioned above) or sponsorship.

Grants and sponsorships are a competitive process and should not be relied on as a source of continual funding. Applications will be approved depending on the funds available, the number of applications received and the program priorities.

Council reserves the right to part-fund an application, make progress payments and instigate special funding conditions.

Incomplete or unsigned applications are ineligible and will not be assessed.

A report outlining all eligible and recommended applications will be presented to Council for consideration and final approval.

## Notification

Applicants will receive written notification about the success of their grant or sponsorship application.

Funding must be used for the purposes it has been provided, unless written permission is obtained to vary the project.

Successful applicants will need to sign a funding agreement and agree to its terms and any special funding conditions and provide an invoice/tax invoice, before payment will be processed.

If you are unsuccessful, written notification will be provided with feedback on how your application can be improved in future. However you can also contact the Grants Team for feedback.

## GRANT CONDITIONS

### Insurance

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability) with a reputable insurer, in relation to activities carried out by the applicant for the project, to guard against any claims for loss or damage to property and injury or death to persons.

Applicants must provide a Certificate of Currency demonstrating appropriate insurance cover as part of their application.

The applicant is also responsible for ensuring a safe work environment in accordance with Workplace Health & Safety (WH&S) standards.

Where applicable, the applicant is to obtain and maintain workers compensation insurance in accordance with applicable legislation. For Capital Infrastructure grants and where relevant, ensure appropriate Council approvals can be obtained to complete your project.

## ABN and GST

### Australian Business Number (ABN)

All applicants must have an ABN. Organisations that have not registered for an ABN will have the withholding tax (PAYG) of 46.5 per cent deducted from their payment if they do not complete a 'Statement by a supplier' form. To obtain a form, visit the Grants website <http://www.redland.qld.gov.au/CommunitySupport/Grants/Pages/MayorsSmallGrants.aspx>.

To register for an ABN, contact your accountant or visit the Australian Business Register at [www.abr.gov.au](http://www.abr.gov.au).

### Goods and Services Tax (GST)

Applicants must advise whether they are registered for GST.

GST can affect your grant in the following ways:

- Total amount paid for goods and services purchased using the grant funding.
- Total grant funding approved.

If an application submitted by an organisation, who is registered for GST, is successful an additional 10% will be automatically added to the grant amount to cover the GST component. This will ensure no out of pocket expenses for organisations who are registered for GST.

For advice on GST, contact your tax advisor, or the Australian Taxation Office on 13 24 78 or [www.ato.gov.au](http://www.ato.gov.au).

## Acquittals and reporting

Applicants must acquit funds that have been provided at the completion of the project or activity. This will include providing receipts, invoices and evidence of project expenditure, along with a report outlining activities that were conducted. For this purpose you are required to keep all receipts for items purchased. Any unexpended funds must be returned to Council.

**Applicants are ineligible to apply for grants under the Grants and Sponsorship Program if there is any outstanding acquittals.**

**If you need to change or vary the project for which funds have already been approved, you must contact the Grants Team to approve a variation to your agreement.**

For more information, contact the Grants Team.

**Phone:** (07) 3829 8911

**Email:** [grants@redland.qld.gov.au](mailto:grants@redland.qld.gov.au)

**Postal address:** Grants Team, Redland City Council, PO Box 21, Cleveland QLD 4163.

## SUPPORT AND ASSISTANCE

Free Council run Grant Application Writing workshops are conducted to provide information to applicants about the Grants and Sponsorship Program. The Grants Team staff is available to identify the most relevant category(s) for you and can organise for you to meet with a Council Officer who can provide advice in the development of your project/application.

**APPLICANTS ARE STRONGLY ENCOURAGED** to register for a free workshop and to seek assistance with their applications to ensure their application meets the objectives of the category they are applying under and to increase the chances of being successful in receiving funding.

### Contacts

If you need any information about Council's grants and sponsorships, please contact either of the Grants Team or Council's Customer Service Centres.

#### **GRANTS TEAM**

**Phone:** (07) 3829 8911

**Email:** [grants@redland.qld.gov.au](mailto:grants@redland.qld.gov.au)

**Postal address:** Grants Team  
Redland City Council  
PO Box 21  
CLEVELAND QLD 4163

#### **CUSTOMER SERVICE CENTRES**

**Phone:** (07) 3829 8999

**Postal address:** Redland City Council  
PO Box 21  
CLEVELAND QLD 4163

**Street address:** **Cleveland Customer Service Centre**  
Corner Middle and Bloomfield Streets  
Cleveland

**Capalaba Customer Service Centre**  
Capalaba Place  
Noeleen Street  
Capalaba

**Opening hours:** Monday, Tuesday, Thursday and Friday – 8.30am to 4.30pm  
Wednesday – 10am to 4.30pm

## COMMON QUESTIONS AND TERMS

### QUESTIONS AND ANSWERS

#### **Q. Can I get help with my project and completing the application form?**

**A.** Yes, the Grants Team are happy to assist and to put you in contact with a Community Development Officer who can help with your application. In addition, you can attend one of the free workshops that are held around the opening of a funding round.

Go to Grants and Sponsorship Program website for more details at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants).

#### **Q. Can I submit my application online?**

**A.** Yes, there is a new online application process where you can submit your application online through the grants and sponsorship program website at [www.redland.qld.gov.au/CommunitySupport/Grants](http://www.redland.qld.gov.au/CommunitySupport/Grants). The application forms are also available in Word and PDF format on this website. You can submit the application form and all relevant supporting documentation by hand delivering to the Council's Customer Service Centres, posting to the Council or emailing to [grants@redland.qld.gov.au](mailto:grants@redland.qld.gov.au).

#### **Q. Can I apply if my group is not registered for GST?**

**A.** Yes, if your organisation is not required to be registered for GST it will not apply to any grant allocated.

#### **Q. Can I get funding for an annual event for longer than one year?**

**A.** No, grants are provided for a funding period of 12 months. In relation to an annual event, you can apply under the Sponsorship Program each year for the same event however under the other categories, the event is required to be different as funding the same project is ineligible.

#### **Q. If I am unsuccessful with my application will it automatically be considered for the next round?**

**A.** No. We strongly advise you consider the feedback provided to why your application was unsuccessful and attend one of the workshops to enhance your application for future funding.

#### **Q. Can schools apply?**

**A.** Yes, however the application needs to be submitted by the school's P&C Association in partnership with another community organisation, and to demonstrate a wider community benefit.

#### **Q. Can individuals apply?**

**A.** Yes, individuals can apply under the Mayor's Small Grants, specific categories under the Conservation Grants and RADF program. Please refer to specific criteria and eligibility for these programs.

#### **Q. Can I apply for equipment?**

**A.** Yes, but please ensure you read the eligibility criteria for equipment under the relevant category. The Grants Team can advise of other programs for which equipment is most likely to be successful.

**Q. Will the grant or sponsorship pay for retrospective projects or activities?**

**A.** No, your project or activity must not commence prior to receipt of formal written notification.

**Q. Can I apply for more than one grant or sponsorship?**

**A.** Yes, you can submit one application per category per round but please ensure you read the guidelines for your organisation's eligibility and the funding rounds available for that category.

**Q. I've received a grant under the same category for the last three years. Can I still apply next round?**

**A.** No, any organisation who has received funding in one grant category for three consecutive years will be ineligible to apply in that category the following year. This is to ensure money is available to as many organisations as possible and that no organisation becomes dependent on Redland City Council for its continued existence.

## **GLOSSARY OF TERMS**

### **Acquittal**

A certified report of financial and outcome transactions relating to a grant.

### **Sponsoring organisation**

An incorporated body that will accept legal and financial responsibility on behalf of a non-incorporated group that is seeking funding for a project or activity that is not represented by a parent organisation.

### **Capital Infrastructure**

The capital works that are separate or ancillary of a fixed building.

### **Funding agreement**

Contractual terms and conditions in which funding has been approved, which may include special conditions specific to the project or activity.

### **Grant**

Funding that is provided to a recipient on merit against a set of program-specific criteria.

### **In-kind**

Contributions based on barter arrangements, including assessed cost of volunteer labour, free goods or services and in-house labour costs, are eligible components of your in-kind contribution.

### **Parent organisation**

An incorporated organisation that overarches subsidiary groups which may include: sub committees, steering groups or other groups that have an association with the Parent Organisation.

### **RCTI (Recipient Generated Tax Invoice)**

The applicant agrees that Council will generate an RCTI on your behalf in line with Australian Taxation Office guidelines.