



Bayside Blues Festival



Conservation projects



Quandamooka Dancers



Redlands Coast Fun Run

# Community Grants Program Guidelines 2019-2020



## Message from the Mayor

For the past ten years Redland City Council's Community Grants and Sponsorship Program has supported a diverse range of valuable community-based projects and events. In 2019-20 I am proud to continue this important commitment, which sees us deliver a program that builds and strengthens community partnerships and invests in tomorrow's Redlands.

Since 2009 Council has given more than 1,000 grants, totalling more than \$6 million, to successful applicants across the Redlands who have helped to serve and benefit our City. To all the individuals and not-for-profit organisations we have worked with in the past and may work with in the future, thank you for your tireless endeavours to make our City the best place to live, work and play. Your strong sense of community pride continues never ceases to amaze me.

Council has endorsed its new place brand, *Redlands Coast – Naturally Wonderful*, which sees us embark on a new journey to deliver sustainable economic development of the City, through tourism and events and industry and connectivity. We encourage applicants who can embrace the opportunities that our grants provide to help support our new identity *Redlands Coast* and help build a platform upon which we can promote all the city has to offer.

Apply for a grant or sponsorship today so we can help you invest in our community tomorrow.

A handwritten signature in blue ink that reads "K Williams". The signature is fluid and cursive.

Mayor Karen Williams  
**Redland City Council**

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## 1.0 About the program

Community Grants Program provides funding to support local community organisations and individuals to undertake projects for the benefit of the Redlands. Grants are offered across economic development, the arts, cultural heritage, environment, community development, and sport and recreation.

The program aims to meet and respond to Council's priorities and vision as outlined in the Redland City Council's Corporate Plan and provides funding in the following categories:

- Category 1: Organisation support
- Category 2: Project support
- Category 3: Conservation grants

## 2.0 Definitions

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

**Applicant** – An individual or organisation or group submitting an application for a Community Grant.

**Organisation** – An incorporated body seeking funding for a project or activity.

**Acquit** – To advise Council of the outcomes of assistance provided through a Community Grant through the on-line form provided.

**Assessment Criteria** – Criteria that have been developed for assessing applications received and to guide funding distribution.

**Council** – Redland City Council.

**Auspicing Organisation** - An incorporated body that will accept legal and financial responsibility for the project or activity on behalf of a non-incorporated group seeking funding

**Incorporated Body** - An organisation, group or other entity that is legally incorporated. This includes entities incorporated under the 'Associations Incorporation Act 1981', 'Corporations Act 2001' (Commonwealth), 'Aboriginal Councils and Associations Act 1976' (Commonwealth), 'Cooperatives Act 1997', 'Commonwealth Services (Aborigines) Act `984', 'Community Services (Torres Strait) Act 1984" and organisations with non-profit objectives by an Act of Parliament and approved by The Treasurer.

**Grants Team** - A team within Redland City Council responsible for grants administration.

### **3.0 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. Applicants are required to align their project with one or more of the program objectives to be eligible to apply for funding.

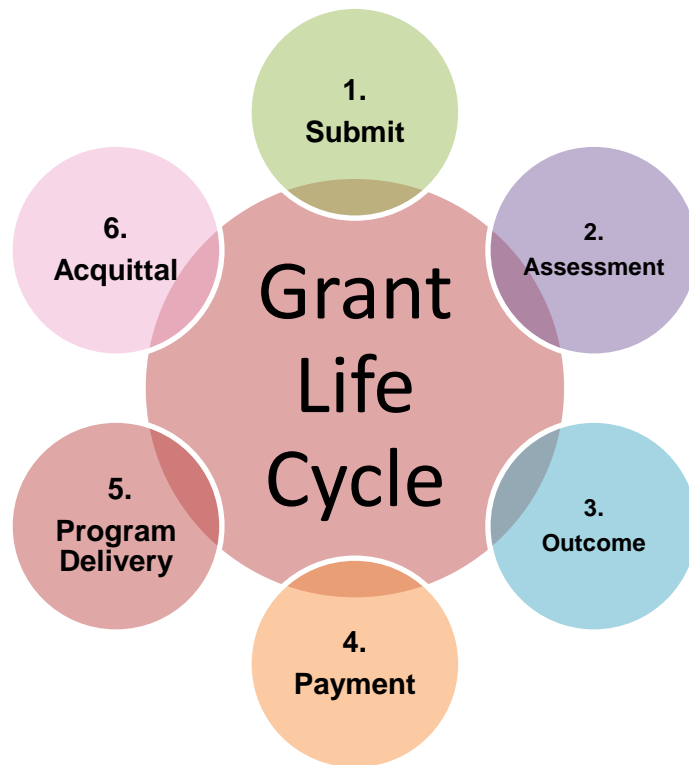
- Increasing employment and/or boosting the local economy
- Assisting community organisations to provide services
- Empowering community organisations and building capacity
- Building community infrastructure
- Assisting disadvantaged/vulnerable groups
- Providing cost-efficient initiatives
- Increasing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

### **4.0 Redland City Council Strategic Priorities**

Applicants are required to align their project with one or more of the following strategic priorities in Redland City Council's Corporate Plan 2018-2023.

- Healthy natural environment
- Green living
- Embracing the bay
- Quandamooka Country
- Wise planning and design
- Supportive and vibrant economy
- Strong and connected communities
- Inclusive and ethical governance

## 5.0 Grants Life Cycle



<b>1. Submit</b>	Submission of online application with supporting documentation.
<b>2. Assessment</b>	Assessment of applications conducted by a panel.
<b>3. Outcome</b>	Applicants advised of funding outcome.
<b>4. Payment</b>	Funds provided to successful applicants.
<b>5. Project Delivery</b>	Project delivered within specified timeframe.
<b>6. Acquittal</b>	Acquittal of funds required including receipts of expenditure.

## 6.0 Available Funding

The Community Grants Program has three funding categories as follows:

Category	Further information	Maximum funding
Organisation support	Part A	\$3,000
Project support	Part B	\$10,000
Conservation grants	Part C	\$10,000

## 7.0 How does an applicant apply?

Applicants must register and apply for funding online via *Smarty Grants*. Before registering or applying, individual applicants/representatives of the organisations must thoroughly read and understand these guidelines. The guidelines are updated every round, please ensure you review the guidelines each time you apply.

## 8.0 How often can an applicant apply?

An eligible applicant can submit one application per category (must be different projects). Where organisations have submitted multiple applications in any one category, they will be requested to select one application only for consideration.

Where an applicant applies in the same category consecutively (Round 1 and 2) the previous successful application must be acquitted.

Where an applicant has received a successful application for three consecutive years, it is less likely to be prioritised for funding.

An auspicating organisation is permitted to auspice multiple organisations in any one funding round, provided they do not have an approved application in its own right from a previous funding round and/or an outstanding acquittal.

## 9.0 Timing / Important Dates

There are two Community Grant funding rounds per year. Funding rounds open approximately four weeks prior to the closing date and applications can only be submitted when a round is open. Opening and closing dates for each round are published on Redland City Council's website when known.

The grant assessment process may take up to 3 months from start to end.

## 10.0 Requirements for all grant categories

- Applicants must be operating and financially viable;
- Activities must not commence before you receive written notification of grant approval;
- Evidence of support for and partnership with other organisations in your grant application activities is highly desirable;
- Written land owners consent from Council must be provided where the project is occurring on Council owned or managed land;
- The funded activity must be delivered in Redlands; however the grant recipient may be based outside the Redlands. This applies to all grant categories except for Organisation Support where applicants must be based in the Redlands;
- Two written quotes are required per expenditure item requested from Council; and
- Where funded projects are held in a Council building or facility, the building must meet all requirements of a building compliance inspection as per the lease agreement.

## 11.0 Grant funding for Equipment

Applicants are encouraged to seek funding for equipment through other funding programs outside of Council, such as the Queensland Government's Gambling Community Benefit Fund (GCBF). Further information on this program is available at [www.gamblingcommunityfund.qld.gov.au](http://www.gamblingcommunityfund.qld.gov.au)

Requests for funding towards equipment can be considered if it's:

- a) essential to delivery and have a demonstrated need; and
- b) not greater than \$3,000 or 30% of the grant (whichever is the lesser).

This is not applicable to the sub category, Wildlife Carer Support Grants under Conservation Grants where equipment can constitute 100% of the grant.

Administration costs of 5% of the total project cost or \$500 whichever is the lesser can be included if an organisation can demonstrate that significant costs will need to be incurred through the delivery of the project.

## 12.0 Is your organisation eligible?

Eligible organisations	Ineligible organisations
<ul style="list-style-type: none"> <li>• Not-for-profit Incorporated or registered by an Act of Parliament.</li> <li>• Have an active ABN or Statement by Supplier.</li> <li>• Be operating and financially viable.</li> <li>• If sourcing an auspice organisation, ensure the auspice organisation is a not-for-profit.</li> <li>• If sourcing an auspice organisation, ensure the auspice agrees to accept legal and financial responsibility for the grant.</li> </ul>	<ul style="list-style-type: none"> <li>• Government or semi-government organisations i.e. hospitals and libraries.</li> <li>• Public and private education institutions i.e. primary, secondary and independent schools, or tertiary institutions.</li> <li>• For profit businesses.</li> <li>• Child care and after-school care service providers.</li> <li>• Political parties and political lobby groups;</li> <li>• Industry peak bodies or organisations that as part of their charter do not provide a direct community benefit.</li> <li>• Organisations that hold a license for more than 20 gaming machines.</li> <li>• Auspicing organisations and/or applicants that have outstanding rates or other debts to Council.</li> <li>• Organisations that are supported through Council's Targeted funding allocations to deliver community services, unless they demonstrate wide community benefit.</li> </ul>

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



### 13.0 What will NOT be funded

The program supports projects that are clearly aligned with the program objectives. Project activities that are considered to be outside of the scope of the project or are the responsibility of the applicant or their identified partners will be deemed ineligible.

The following activities are ineligible for funding under this program:

- events for fundraising purposes where proceeds will be provided to a third party;
- events of a political nature or those which incorporate political activities;
- events operated for commercial purposes;
- day-to-day operational costs for an organisation, including staff wages, rent and insurances (unless there is evidence it is an additional expense incurred by the funded project);
- projects which begin before grants are awarded (no grants will be awarded retrospectively);
- payment of debts to any entity including Council;
- recurrent projects;
- projects considered the core responsibility of other levels of government;
- events or activities in competition or conflict with Council;
- projects that have the same or similar outcome that have been funded under any other Council programs including Operational funds, Sponsorship and the Mayor and Councillors Community Benefit Fund;
- capital works or fixed structures under Organisation support, Project support and Conservation grants;
- project costs incurred outside the funding period;
- purchase of vehicles or large capital items;
- purchase of alcohol, prize money or the purchase of prizes including gift cards;
- donations; and
- project costs already supported through other Federal or Queensland Government funding.

## 14.0 How is an application assessed?

Both your organisation and your project must be eligible for funding for your application to be considered. Only information contained in an application will be assessed.

Your project will be assessed and weighted on the quality of the information and how well it meets the assessment criteria identified below:

### **Program / Strategic Priorities**

- ability to achieve one or more of Redland City Council Strategic Outcomes; and
- ability to meet one or more of Program objectives.

### **Benefits / Opportunities**

- project responds to identified needs and emerging local issues;
- project provides positive outcomes and benefits for the community; and
- project demonstrates evidence of strategies that enable the project to continue beyond the life of the funding.

### **Partnerships**

- evidence of involvement from other relevant organisations in either the planning or delivery of the project.

### **Ability to Deliver**

- project demonstrates appropriate qualifications and/or level of experience of individuals/organisations delivering activities;
- a project plan demonstrates capacity of the organisation to undertake all aspects of the project, including milestones, evaluations, marketing, deadlines and the acquittal process; and
- budget is comprehensive, realistic and represents value for money.

The number of grants awarded and the value of grants will be at Council's discretion and will reflect the merit of applications, and in particular, the needs of the city. Council reserves the right to offer applicants a smaller grant than they requested.

If you have previously been approved for funding from Council, the delivery and outcomes of those projects will be taken into consideration. Organisations that have outstanding issues with Council can be refused funding for their project.

## 15.0 Approval Process

Applicants will receive an email acknowledging receipt of their application. This email will contain a unique reference number which should be quoted when making enquiries about your application.

Applicants that are successful in obtaining funding will be advised in writing and required to:

- enter into a Funding Agreement and agree to its terms and any special conditions;
- provide an invoice, before payment will be processed.

Unsuccessful applications will have the opportunity to seek feedback so improvements can be made prior to the next round.

## 16.0 Funding conditions

### **Project monitoring and reporting**

Applicants must acquit funds that have been provided at the completion of the project or activity. This includes providing adequate receipts or evidence of approved expenses that at least equal the amount of the grant. For this purpose you are required to keep all receipts for items purchased.

Statutory declaration or certification from external auditors in lieu of receipts or invoices will not be accepted.

Should an applicant not acquit grant funding, they will remain ineligible under future funding rounds until such time as the acquittal is provided and meets Council's satisfaction.

### **Repayment of grant**

You must repay to us:

- (a) Within 30 days of our request or as otherwise agreed, any part of the grant spent on purposes not approved by the Grant Funding Agreement;
- (b) Any and all unexpended grant unless otherwise agreed, within 30 days or the earlier of:
  - i) the end date
  - ii) termination of the Grant Funding Agreement;
- (c) Any difference between the actual project costs and the budget costs which are greater than \$100 (where the budget costs exceed the project costs).

All repayments must reflect any associated GST component relating to the original payments.

### **Variations**

Funding must be used in accordance with the Grant Funding Agreement. Any changes to the grant activities undertaken or the project duration must be approved by Council.

Please send an email or letter to the Community Grants Team with your request outlining the changes you are seeking to the funding agreement before the project end date, for example: changes to the nature/purpose of the project, the way in which the project is to be carried out and completed, the budget and/or any extension to the funding period.

Approval must be sought and approved in writing before you undertake any changes. Variations cannot be sought after the Funding Agreement end date.

## 17.0 Support and assistance

The Community Grants Team can provide information to applicants about the Community Grants Program. The Grants Team are available to assist with identifying the most suitable category for your project 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 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.

If you need any information about Council's Community Grants, visit our website [www.redland.qld.gov.au/grants](http://www.redland.qld.gov.au/grants) or contact either of the Community Grants Team or Council's Customer Service Centres.

### **COMMUNITY GRANTS TEAM**

Phone: (07) 3829 8999

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

## 18.0 Additional Information

### 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.

The applicant is also responsible for ensuring a safe work environment in accordance with Workplace Health & Safety (WH&S) Act 2011 and its associated Regulation and Codes of Practice.

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

### Temporary Entertainment Event Permit

Provision of grant funding for events will be dependent on approval of a Temporary Entertainment Event Approval under Redland City Council's Local Law through Council's Environmental Health Team.

A Temporary Entertainment Event Approval should have been sought or in progress, prior to submitting your funding application. If you do not need any approvals you will need this confirmed in writing.

Contact Council's Environmental Health Team on (07) 3829 8999 for further information.

### 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% deducted from their payment if they do not complete a 'Statement by a supplier' form. To obtain a form, visit the Grants website [www.redland.qld.gov.au/Grants](http://www.redland.qld.gov.au/Grants).

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, which 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 that 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).

## 19.0 Budget Sample

- Ensure you include two written quotes for each grant expenditure item.
- Ensure you include the GST component (if applicable) in the total cost of each grant expenditure item (this forms the 'Total Grant Amount Requested').

<b>Grant funds – list items required (x2 quotes per expenditure item)</b>	<b>Amount</b>
Traffic Management	\$1,500
Catering	\$600
Venue Hire	\$1,500
Marketing and Communication	\$1,000
Training	\$800
<b>Total Grant Amount Requested</b>	<b>\$5,400</b>

<b>Your organisation's cash contribution (indicate cash/in-kind)</b>	<b>Amount</b>
Administration Costs (in-kind)	\$1,000
Materials (cash)	\$600
<b>Total Amount</b>	<b>\$1,600</b>

<b>Funding from other organisations that will support the project</b>	<b>Amount</b>
State Government	\$1,000
Federal Government	\$1,000
Sponsorship from a third party	\$1,000
<b>Total Amount</b>	<b>\$3,000</b>

Total project cost is **\$10,000**

Grant Amount requested **\$5,400**

If your application is successful and your organisation is registered for GST, Council will add the GST on top of the approved grant amount - this GST component is declared to the Australian taxation Office (ATO).

Paid Amount **\$5,940.00** (Approved Grant Amount inclusive of GST).

## PART A: ORGANISATION SUPPORT

### Purpose

Grants to support community organisations improve planning, governance and management practices in Redlands City.

### Available Funding

Grants up to \$3,000 are available for eligible organisations to fund management and planning costs and improve the organisation's capacity to deliver services.

### Requirements

Applicants must:

- be based in Redland City;
- be a not-for-profit and incorporated entity;
- be operating and financially viable; and
- have no outstanding debts to Council.

Projects must:

- meet one or more of the Program Objectives; and
- meet one or more of Council's Strategic Priorities outlined in the Redland City Council Corporate Plan 2018-2023.

### Examples include

- Education and training
- Accreditation
- Volunteers management and recruitment
- Business planning/governance (strategic plan, constitution reviews or board appraisals)
- Seed funding for new organisations (less than three years old) including advertising, printing, office stationery, software.

## **PART B: PROJECT SUPPORT**

### **Purpose**

To support organisations providing specific one-off projects that deliver positive outcomes in Redlands City.

### **Available Funding**

Grants up to \$10,000 are available for eligible organisations for specific one-off projects that deliver short to medium term positive outcomes to the community.

Requests for equipment can be considered if it's:

- essential to the delivery of the project, and
- not be greater than \$3,000 or 30% of the grant (whichever is the lesser).

### **Target groups**

- Youth
- Seniors
- Islands

### **Requirements**

Applicants must:

- be a not-for-profit and incorporated entity;
- be operating and financially viable; and
- have no outstanding debts to Council.

Projects must:

- meet one or more of the Program Objectives; and
- meet one or more of Council's Strategic Priorities outlined in the Redland City Council Corporate Plan 2018-2023.



## PART C: CONSERVATION GRANT

### **Purpose**

To assist eligible individuals / organisations for specific projects that will provide positive outcomes for the local Redlands environment and wildlife in Redlands City.

### **Categories**

- Conservation projects
- Environmental Arts projects
- Wildlife Carer support grants

### **Available Funding**

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

Requests for equipment can be considered if its:

- essential to the delivery of the project, and
- not be greater than \$3,000 or 30% of the grant (whichever is the lesser).

This is not applicable to the sub category Wildlife Carer Support where equipment can constitute 100% of the grant if includes a demonstrated need.

### *Environmental Arts*

- Arts projects (any stream of the Arts) with an environmental theme – delivered by professional or emerging artists; or
- Enriching public appreciation and understanding of the value of our local environment.

### *Wildlife Carer Support*

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

### **Requirements**

Applicants must:

- be a not-for-profit and incorporated entity;
- be operating and financially viable; and
- have no outstanding debts to Council.

Projects must:

- meet one or more of the Program Objectives; and
- meet one or more of Council's Strategic Priorities outlined in the Redland City Council Corporate Plan 2018-2023.

To be eligible for an Environmental Arts Support Grant you must:

- provide a detailed resume/CV for each professional or emerging professional artist or arts worker involved in the project.

To be eligible for a Wildlife Carer support grant you must:

- be a registered wildlife carer with the Department of Environment & Heritage Protection (DEHP)
- Conditions of care and any grant application are to comply with the 'Code of Practice: Care of sick, injured or orphaned protected animals in Queensland. Refer to the Department of Environment and Heritage Protections website at: <http://www.ehp.qld.gov.au/wildlife/caring-for-wildlife/>.