

Capital Infrastructure 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

Table of Contents

1.0	About the program.....	2
2.0	Definitions.....	2
3.0	Program objectives.....	3
4.0	Redland City Council Strategic Priorities.....	3
5.0	Grants Life cycle.....	4
6.0	Available Funding.....	5
7.0	How does an applicant apply.....	6
8.0	How often can an applicant apply.....	6
9.0	Timing / Important Dates.....	6
10.0	Is your organisation eligible.....	7
11.0	Application requirements.....	8
12.0	Grant funding for Equipment.....	8
13.0	What will NOT be funded.....	9
14.0	How is an application assessed.....	10
15.0	Approval Process.....	10
16.0	Funding conditions.....	11
17.0	Support and assistance.....	12
18.0	Additional information.....	13
19.0	Budget Sample.....	14
20.0	Part A – Small Capital Infrastructure.....	15
21.0	Part B – Major Capital Infrastructure.....	16

1.0 About the program

Capital Infrastructure grants are available to assist eligible organisations build, renovate or refurbish community facilities in the Redlands, including hard-wired technology upgrades.

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

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.

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

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 these program objectives to be eligible to apply for funding.

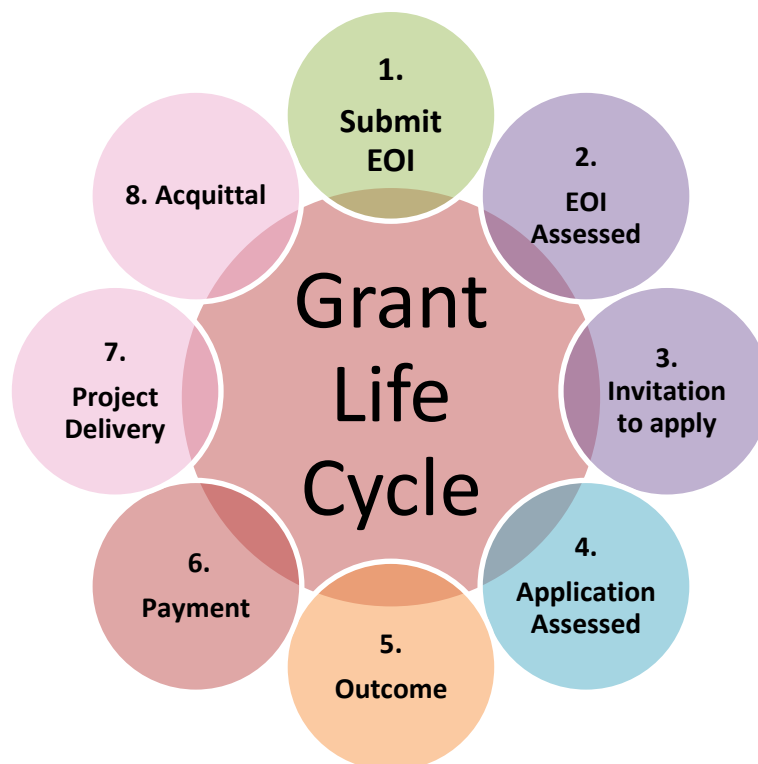
- Increasing employment and/or boosting the local economy
- Assisting community organisations to provide services
- Empowering community organisations and building capacity
- Building community infrastructure
- Assisting disadvantaged/vulnerable groups
- Providing cost-efficient initiatives
- Increasing 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 Capital Infrastructure Grant Life Cycle



1. Expression of Interest (EOI)	Submit an Expression of Interest outlining the project.
2. EOI Assessed	EOI assessed by relevant departments of Council.
3. Invitation to apply	Council will invite eligible applicants to submit an application.
4. Application Assessed	Grants assessed by a panel of Council Officers and decisions determined by a Grants Panel.
5. Outcome	Applicant advised of funding outcome.
6. Payment	Funds provided to successful applicants.
7. Program Delivery	Project delivered within a specific timeframe.
8. Acquittal	Acquittal of funds required including receipts of purchases.

6.0 Available Funding

There are two levels of funding available under the Capital Infrastructure program as follows:

Category	Further information	Available funding	Applicant cash contribution
Small Capital Infrastructure	Part A	\$10,000	20% cash contribution
Major Capital Infrastructure	Part B	\$10,000 - \$50,000	50% cash contribution

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).

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

Cash contribution

Calculate your organisations cash contributions:

Small Capital

- Applicants must make a 20% financial cash contribution
- Total project cost less 'in-kind' contribution equals total cash component. You must provide 20% of the total cash component.

For example, if a project's total project cost is \$13,500 and your 'in-kind' contribution is \$1,000 then the total cash component is \$12,500. You would then be expected to contribute \$2,500 (20% of \$12,500) and the grant sought is \$10,000 (80% of \$12,500).

Major Capital

- Applicants must make a 50% financial cash contribution towards the project.
- Total project cost less 'in-kind' contribution equals total cash component. You must provide 50% of the total cash component.

For example, if a project's total project cost is \$120,000 and your 'in-kind' contribution is \$20,000 then the total cash component is \$100,000. You would then be expected to contribute \$50,000 (50% of \$100,000) and the grant sought is \$50,000 (50% of \$100,000).

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.

7.0 How does an applicant apply?

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

Applicants must submit an Expression of Interest including project details by 31 July 2019 for Council's consideration.

Council will consider the Expressions of Interest and then invite successful applicants to apply.

8.0 How often can an applicant apply?

An eligible applicant can submit:

- one application per funding round under Small Capital Infrastructure projects provided it does not have an approved application from a previous funding round that has not been acquitted.
- one application within a 3 year period for Major Capital Infrastructure projects provided it does not have an approved application from a previous funding round that has not been acquitted.

An auspicing 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 is only one Capital Infrastructure round per year.

Expressions of Interest open on 15 July 2019 and close on 31 July 2019. Successful applicants will be invited to submit an application.

10.0 Is your organisation eligible?

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

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.

11.0 Application requirements

An applicant must:

- be operating and financially viable;
- not commence the project before you receive written notification of grant approval;
- evidence of support and partnerships with other organisations in your application activities is highly desirable;
- the funded activity must be delivered in Redlands; however the grant recipient may be based outside the Redlands;
- provide written land owners consent from Council where the project is occurring on Council owned or managed land;
- 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;
- 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 the application;
- 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; and
- provide two written quotes for all works required and evidence to support your application is essential.

An applicant may require a Development Application Permit under the Sustainable Planning Act 2009. 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.

12.0 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

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).

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;
- project costs already supported through other Federal or Queensland Government funding;
- 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;
- regular maintenance or replacement of floor coverings;
- purchase of land, existing buildings or facilities;
- turf, landscaping and laying of turf;
- building work and professional fees that are not related to the 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; and
- works on privately owned land unless significant local partnerships are demonstrated and the project has wide community benefit and ongoing access is assured through an appropriate tenure agreement.

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 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; and
- provide an invoice, before payment will be processed.

Successful applications may at Councils discretion be required to enter into a progress payment schedule that will be outlined in the final funding agreement. All Capital Infrastructure grants greater than \$20,000 will be paid in instalments. These instalments will be negotiated with the grant recipient based on the schedule of works. Also, funding may only be provided once certain conditions are met.

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 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 Capital Infrastructure 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 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

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.

To register for an ABN, contact your accountant or visit the Australian Business Register at 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.

19.0 Budget Sample

Income	Itemised description	\$ Amount
Your financial contribution	From savings	\$5,000
Sponsorship from other organisation	State Government grant	\$5,000
Other grant funding towards this project	Fundraising	\$1,500
Revenue/income generated from this project		\$0
Redland City Council Capital Infrastructure Grant	Tradesmen costs and installation	\$23,000
Other income		\$0
Volunteer/in-kind support	Staff labour	\$1,500
Total Income		\$36,000

Grant Expenditure	Itemised description	\$ Amount
Redland City Council Grant expenditure	Electrician	\$5,000
	Plumber	\$5,000
	Louver installation	\$5,000
	Mesh and bird proofing	\$5,000
	Floor removal and replacement	\$3,000
Other expenses		\$0
Total Expenditure		\$23,000

PART A: SMALL CAPITAL INFRASTRUCTURE

Purpose

To assist eligible organisations build, renovate or refurbish community facilities, including hard-wired technology upgrades in the Redlands.

Available Funding

Grants up to \$10,000 are available for eligible organisations to build, renovate or refurbish facilities, including hard-wired technology upgrades.

Requirements

Applicants must:

- be a not-for-profit and incorporated entity;
- be operating and financially viable;
- have no outstanding debts to Council; and
- provide a cash contribution of 20% towards the project.

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

- Roof restorations
- Upgrade of community kitchen
- Replacement of asbestos roof

PART B: MAJOR CAPITAL INFRASTRUCTURE

Purpose

To assist eligible organisations build, renovate or refurbish community facilities, including hard-wired technology upgrades in the Redlands.

Available Funding

Grants between \$10,000 to \$50,000 are available for eligible organisations to build, renovate or refurbish facilities, including hard-wired technology upgrades.

Requirements

Applicants must:

- be a not-for-profit and incorporated entity;
- be operating and financially viable;
- have no outstanding debts to Council; and
- provide a cash contribution of 50% towards the project.

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

- Roof restorations
- Upgrade of community kitchen
- Replacement of asbestos roof