Community Grants Program

COVID-19
# Community Organisation Support Grant

2019-2020

Contents

1. About the program

The COVID-19 Community Organisation Support Grant will provide up to $10,000 (plus GST if registered) funding to support local community organisations that are providing support and relief to Redlands Coast community members impacted by COVID-19.

The objective of this grant is to provide funding towards Community Organisations who:
- Provide relief to those individuals who have been financially/materially impacted by COVID-19
- Provide support to community members who have increased psycho-social needs as a result of COVID-19
- Provide support to community members who's risk factors have increase as a result of COVID-19 e.g.
  - Domestic Family Violence
  - Child Safety
  - Family Breakdown
  - Homelessness

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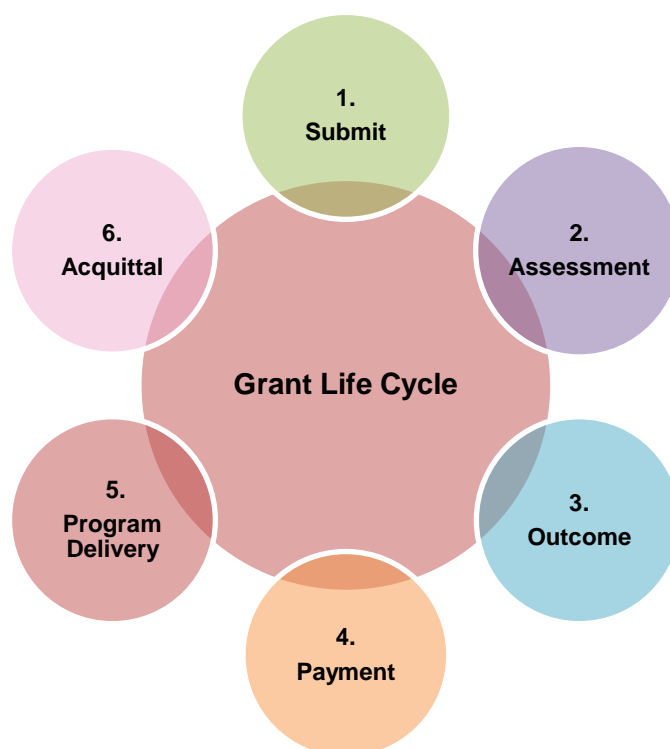
1. Submit	Submission of online application with supporting documentation.
2. Assessment	Assessment of applications conducted by a panel.
3. Outcome	Applicants advised of funding outcome.
4. Payment	Funds provided to successful applicants.
5. Project Delivery	Project delivered within specified timeframe.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

3. Available Funding

The COVID-19 Community Organisation Support Grant will provide grants up to $10,000 (plus GST if registered) to support eligible organisations who are delivering short to medium term projects that provide positive outcomes to the Redlands Coast community who have been impacted by COVID-19.

4. How does an applicant apply?

Applications are available on Councils website and applicants must register and apply through Council's online application portal *Smarty Grants*.

Before registering or applying, individual applicants/representatives of the organisations must thoroughly read and understand these guidelines.

5. How often can an applicant apply?

An eligible applicant can submit one application. Where organisations have submitted multiple applications, they will be requested to select one application only for consideration. Subsequent applications may be considered on a case-by-case basis, however the previous successful application must be acquitted.

An auspicing organisation is permitted to sponsor 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.

6. Timing / Important Dates

The funding will be available until the end of the financial year or until the allocation is exhausted. Applicants will have six (6) months to complete the approved grant project.

7. Is your organisation eligible?

Eligible organisations	Ineligible organisations
• Not-for-profit Incorporated or registered by an Act of Parliament or auspiced by one. • Have an active ABN or provide a Statement by Supplier. • Be operating and financially viable. • If sourcing an auspice organisation, ensure the auspice organisation is not-for-profit and incorporated. • If sourcing an auspice organisation, ensure the auspice agrees to accept legal and financial responsibility for the grant.	• Government or semi-government organisations i.e. hospitals and libraries. • For profit businesses. • Political parties and political lobby groups. • Auspicing organisations and/or applicants that have outstanding rates or other debts to Council.

Applicants who are ineligible to apply for a grant are also ineligible to auspice an applicant.

8. What can be funded

The purpose of the COVID-19 Community Organisation Support Grant is to assist organisations providing relief to community members who have been impacted by the COVID-19 pandemic, including those impacted by:

- Financial / Material deprivation
- Domestic and Family Violence
- Child Safety / Family Breakdown
- Homelessness
- Alcohol and other drugs

Eligible items include:

- Programs and activities that provide direct support and relief to Redlands Coast community members impacted by COVID-19
- Supplies
- Equipment
- Equipment rental
- Wages for additional staff required to deal specifically with COVID-19 relief work.

9. What will NOT be funded

The following activities are ineligible for funding under this program:

- Events for fundraising purposes including individuals 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);
- Payment of debts to any entity including council;
- Projects considered the core responsibility of other levels of government;
- Items covered by other state and federal government funding packages
- Events or activities in competition or conflict with council;
- Capital works and fixed structures;
- Project costs incurred outside the funding period;
- Large capital items;
- Purchase of alcohol, prize money or the purchase of prizes including gift cards;
- Donations; and
- Funds paid to a "Related Party" as defined by the Australian Accounting Standards Board Standard AASB 124 Related Party Disclosures.

10. Grant Requirements

Applicants must:

- Demonstrate the organisation is providing support and relief to the community.
- Be operating and financially viable.
- Demonstrate that the funded activity will be delivered in Redland

11. How is an application assessed?

Both your organisation and your project must be eligible for funding for the application to be considered. Only information contained in an application will be assessed, however further information may be sought for verification purposes.

Assessment Processes

1. Applicants will submit an application through SmartyGrants. Application Link provided by the Community Grants team.
2. The COVID-19 Grants Panel will assess and make recommendation based on eligibility and assessment criteria.
3. Group Manager – Community and Economic Development will approve and sign off on COVID-19 Grant Panel decisions

Assessment Criteria

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

- The project responds to relief and/or recovery needs of the Redlands Community members impacted by COVID-19.
- The requested items/project are relevant/essential to assist organisation in delivering support to community needs.
- The project demonstrates short to medium term benefits to the community/participants.
- The Grant Recipient has capacity to undertake all aspects of the project including evaluating and documenting the results.

Organisations that have outstanding issues with Council can be refused funding for their project. Council reserves the right to offer applicants a smaller grant than that requested.

12. 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.

Note that payment may take up to a week and is dependent on Council receiving invoice from applicant. The list of successful applicants are published on Council's website.

Unsuccessful applications will have the opportunity to seek feedback.

13. 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.

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.

All repayments must reflect any associated goods and services tax (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.

14. Support and assistance

The Community Grants Team can provide information to applicants about the COVID-19 Community Organisation Support Grant.

If you need any information about Council's COVID-19 Relief and Recovery Grants Program, visit our website www.redland.qld.gov.au or contact Council's Customer Service Centres on 07 3829 8999.

15. 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.

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.

16. Budget Sample

- Ensure you include at least one quote 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').
- Local suppliers must be used unless items cannot be sourced locally

Grant funds – list items required	Amount
Groceries for the vulnerable	$1,500
Wages for Volunteer coordinator for new volunteers	$3,000
Equipment rental	$1,500
Equipment	$1,000
Total Grant Amount Requested	**$7,000**

Grant Amount requested **$7,000**
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 **$7,700.00** (Approved Grant Amount inclusive of GST).