

Sustainability Grant

Community Grants Program

Guidelines

2020 – 2021



Contents

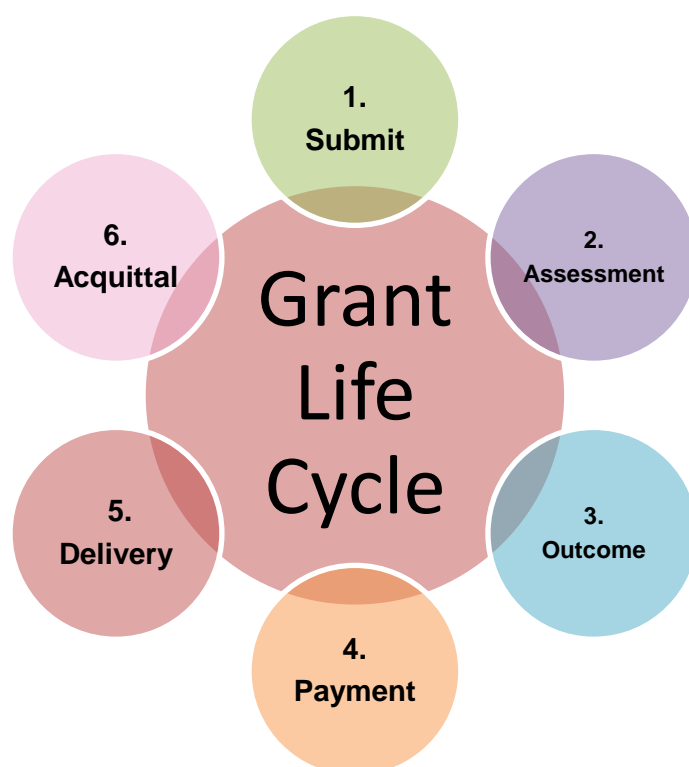
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1. About the program

The Organisation Support (Sustainability) Grant is a category of Redland City Council's Community Grants Program for 2020-2021.

The Organisation Support (Sustainability) Grant will provide up to \$5,000 (plus GST if registered) funding to assist Redlands Coast community organisations and sporting clubs impacted by COVID-19 to continue operations and improve sustainability. The grant aims to assist organisations to stabilise, recover and refocus over the following 12 month period.

2. Grants Life Cycle



1. Submit	Applicants submit an online application with supporting documentation.
2. Assessment	Council undertakes pre-eligibility assessment of applicant and project. Assessment of applications is conducted by a panel.
3. Outcome	Council advises applicants of the outcome of their application.
4. Payment	Council provides funds to successful applicants.
5. Delivery	Grant recipients deliver project within agreed specified timeframe.
6. Acquittal	Grant recipients undertake acquittal of funds required including receipts of expenditure.

3. Available Funding

The Organisation Support (Sustainability) Grant will provide grants up to \$5,000 (plus GST if registered) to support community organisations and sporting clubs experiencing financial and operational hardship.

4. How does an applicant apply?

Applicants must register and apply for funding through Council's website using the online application portal *SmartyGrants*. Before registering or applying, applicants must thoroughly read and understand these guidelines.

5. How often can an applicant apply?

An eligible applicant can submit one application in the Sustainability grant round.

6. Timing / Important Dates

The funding round will open on 15 February 2021 and close on 28 March 2021, a period of six (6) weeks. Applications can only be submitted during this period.

Grant applications will be assessed at the close of the grant round. Assessment of the round may take up to three (3) months from start to end. Applicants will be advised of the outcome of their application as soon as possible after the applications are decided.

7. 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.• Hold current public liability insurance.• Be based in the Redland City Local Government Area.• Have no overdue non-acquitted grants with Council.	<ul style="list-style-type: none">• For profit businesses.• Government or semi-government organisations i.e. hospitals and libraries.• Public and private education institutions i.e. primary, secondary and tertiary institutions.• Childcare 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.• Applicants that have outstanding debts to Council (excluding rates and regular bills).• Organisations that hold a license for more than 20 gaming machines.

8. What can be funded

Eligible items for the Organisation Support (Sustainability) Grant include:

- Payment of rates and regular bills;
- Financial and strategic planning assistance (including accounting, business consultancy, legal services, human resources services and other business advisers);
- Day to day operational costs (including staff wages, rent and insurances); and
- Activities designed to increase membership (including incentive programs, direct mail and other advertising).

9. What CANNOT be funded

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;
- Events or activities in competition or conflict with Council;
- Funding for prize money or the purchase of prizes;
- Capital works or fixed structures;
- Equipment;
- Purchase of alcohol;
- Purchase of vehicles or large capital items;
- Reimbursement of expenses already paid;
- Donations;
- Project costs already supported through other Australian Government or Queensland Government funding; 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:

- Be operating and financially viable.
- Be based in the Redland City Local Government Area.
- Demonstrate financial hardship due to COVID-19.
- Submit Financial Indicators when applying for the grant.
- Submit a 12 month Sustainability Plan upon confirmation of eligibility to apply.

11. How is an application assessed?

Your organisation must be eligible for funding for the application to be considered. Only information contained in an application will be assessed.

Assessment Processes

1. Applicants will submit an application including Financial Indicators through *SmartyGrants*. Application link provided by the Community Grants Team.
2. The Community Grants Team will conduct pre-eligibility assessments.
3. Eligible applicants will be requested to submit a 12 month Sustainability Plan through *SmartyGrants*.
4. The Sustainability Grants Panel will assess and make recommendations based on eligibility and assessment criteria.
5. Group Manager – Community and Economic Development will approve and sign off on Sustainability Grants Panel decisions.

Assessment Criteria

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

- Demonstrated hardship including both stated need and financial data;
- The requested items/project are relevant/essential to assist the organisation to stabilise and/or continue to operate;
- Demonstrated financial, strategic or other business advisory services have the necessary registration and professional indemnity insurances required under relevant legislation;
- Sustainability Plan that is relevant and feasible;
- The grant recipient has capacity to undertake all aspects of the project including evaluation and acquittal.

Financial data is required as part of a grant application. The information requested is typically found in an organisation's annual financial reports. The data will be used to support the identification and prioritisation of applicants with demonstrated COVID-19 related financial need.

Eligible applicants are required to submit a 12 month Sustainability Plan. This is a brief outline of measures which support an organisation's sustainability for the following 12 month period. The information will be captured via a Sustainability Plan template in *SmartyGrants*. The number of grants awarded and the value of grants will be at Council's discretion. 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 Grant 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 an invoice from the applicant. The list of successful applicants is published on Council's website.

Unsuccessful applications will have the opportunity to seek feedback.

13. Funding conditions

Project monitoring and reporting

Applicants must expend grant funds and complete their project within six (6) months of the approval of funds. Applicants must acquit funds that have been provided at the completion of the Funding Agreement. 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 expenditure. 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 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 Organisation Support (Sustainability) Grant and organise a meeting with a Council officer who can provide advice on the development of the application.

If you need any information about Council's Community Grants Program, visit our website www.redland.qld.gov.au/grants or contact either of the Community Grants Team or Council's Customer Service Centres on 07 3829 8999 or grants@redland.qld.gov.au.

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 one written quote or invoice for each grant expenditure item.
- Evidence of previous expenditure may be used to justify proposed expenditure within the six (6) month grant period (e.g. recent bill/receipt or wages advice).
- If your organisation is registered for GST you will need to list the amount excluding GST (if applicable) for each requested item.
- If your organisation is not registered for GST you will need to list the amount including GST (if applicable) for each requested item
- Local suppliers must be used unless items cannot be sourced locally.

Grant funds – list items required <i>(Include GST component only if not registered for GST)</i>	\$ Amount
Strategic Planning Advice	\$3,000
Quarterly Rates Bill #XXX	\$1,000
Quarterly Electricity Bill #XXX	\$400
Marketing for membership and volunteers	\$600
Total Grant Amount Requested	\$5,000

Grant Amount requested **\$5,000**

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 **\$5,500.00** (Approved Grant Amount inclusive of GST).

[Refer next page for Definitions.]

17. Definitions

Term	Definition
Acquit	To advise Council of the outcomes of assistance provided through Community Grants Program through the online acquittal form provided.
Applicant	The organisation or group submitting an application for a Community Grant.
Application	Completed and signed 'Community Grants Program Application For Funding' form, for the applicable grant program round, lodged with Council within the application period.
Assessment Criteria	Criteria that have been developed for assessing applications received and to guide funding distribution.
Community Grants Program	Redland City Council's program of grants available to the Redlands Community
Sustainability Grants Panel	A panel established and consisting of Senior Council officers to assess and recommend decisions based on criteria before final approval.
Council	Redland City Council.
Eligibility Criteria	Criteria that must be met for an application to be assessed for funding.
Financial Indicator	Statistics used to monitor the financial soundness, stability and performance of an organisation.
Grant	A grant is money or goods provided to recipients through formally recognised programs for a specific purpose and outcome.
Grant Conditions	Conditions that apply to the allocation and use of funds.
Grants Team	A team within Redland City Council's Community and Customer Services Department responsible for grants administration.
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" (c'wealth), "Aboriginal Councils and Associations Act 1976"(c'wealth), "Cooperatives Act 1997", "Community Services (Aborigines) Act 1984", "Community Services (Torres Strait) Act 1984", and organisations with non-profit objectives incorporated by an Act of Parliament and approved by The Treasurer
Organisation	An incorporated body seeking funding for a project or activity run directly by them.
Panel Chair	The Service Manager Strengthening Communities.
Recipient	An Organisation or Project Group that is successful in obtaining funding under the CGP.
SmartyGrants	A grants administration system used by Council.
Sustainability	The ability of an organisation to continue operations now and in the future covering all of its expenses without causing unpayable debt to rise continuously.
Sustainability Plan	An outline of measures to ensure an organisation's sustainability for the following 12 month period.

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