

Maintenance Grant

Community Grants Program

Guidelines

2020 – 2021



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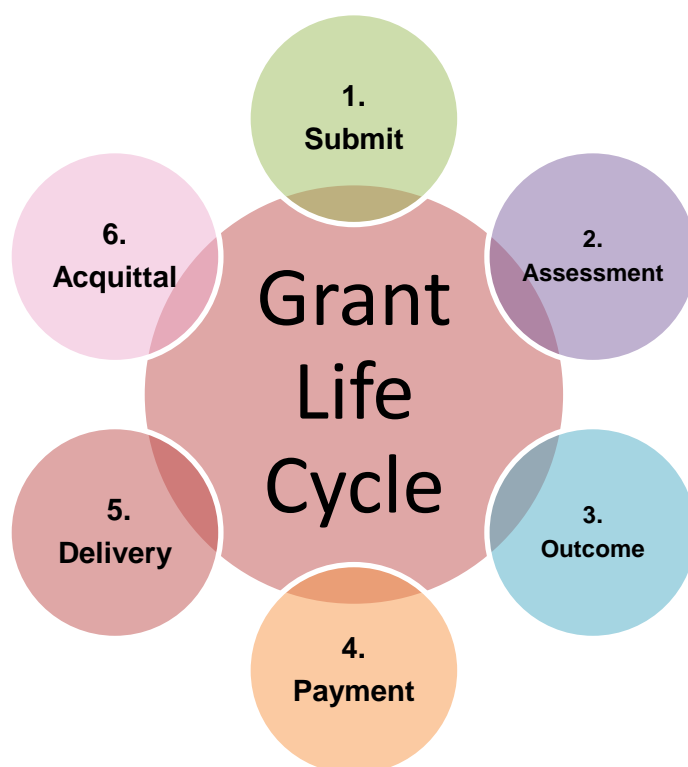
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1. About the program

The Capital Infrastructure (Maintenance) Grant is a category of Redland City Council's Community Grants Program for 2020-2021.

The Capital Infrastructure (Maintenance) Grant will provide up to \$5,000 (plus GST if registered) funding support for the maintenance of facilities used by Redlands Coast community organisations and sporting clubs. The grant aims to assist recipients to address urgent building compliance work for community facilities to meet relevant laws and codes.

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 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 Capital Infrastructure (Maintenance) Grant will provide grants up to \$5,000 (plus GST if registered) to community organisations and sporting clubs for the urgent maintenance of community facilities to meet compliance standards.

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 to the Maintenance grants 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.• Hold current public liability insurance.• Be operating and financially viable.• 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 rates or other debts to Council.• Organisations that hold a license for more than 20 gaming machines.• Organisations where facilities maintenance is the responsibility of another party.

8. What can be funded

Eligible items for the Capital Infrastructure (Maintenance) Grant include:

- Electrical infrastructure;
- Disability access and associated issues;
- Fire safety and emergency equipment;
- Replacement of residual-current devices (RCDs);
- Minor structural repairs;
- Pest management; and
- Renewal of Asbestos Management Plans (AMPs).

9. What CANNOT be funded

The following activities are ineligible for funding under this program:

- 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 which begin before grants are awarded (grants will not be awarded retrospectively);
- Recurrent projects or ongoing projects;
- Projects considered the core responsibility of other levels of government;
- Project costs incurred outside the funding period;
- Purchase of vehicles or large capital items;
- Project costs already supported through other Australian government or Queensland government funding. If a project is co-funded by other government entities, the approved funding amount and project scope must be provided to Council;
- 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;
- Equipment (except firefighting and emergency equipment that is required for building compliance); and
- Funds paid to a “Related Party” as defined by the Australian Accounting Standards Board Standard AASB 124 Related Party Disclosures.

10. Grant requirements

An applicant must:

- Be not-for-profit and incorporated entity;
- Be operating and financially viable;
- Be based in the Redland City Local Government Area;
- Have no outstanding debts to Council;
- Have no overdue non-acquitted grants with Council;
- Provide financial information (typically found in an organisation’s annual financial reports).
- Provide a Facility Management Plan or other evidence of an identified urgent need for the maintenance project;
- Own or have legal tenure over the facility;
- If the applicant is the sub-lessee, provide written consent of the head lessee;
- Provide written land owners consent;
- 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;
- Ensure only relevant licensed contractors undertake works related to the project;
- Provide written quotes for all required works and evidence to support your application;
- Have Public Liability Insurance (\$20 Million).

An applicant may require a Development Application Permit under the *Planning Act 2016* (Qld). The nature of your project will determine the type of approvals required and it is your responsibility to ensure that approvals are in place prior to project commencement. Applicants who have these approvals at the time of application will be considered favourably.

11. How is an application assessed?

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

Assessment Process

1. Applicants will submit an application through *SmartyGrants*. Application link provided by the Community Grants Team
2. The Community Grants Team will conduct pre-eligibility assessments.
3. An internal assessment team will assess and make recommendations based on eligibility and assessment criteria.
4. The Maintenance Grants Panel will review and assess the recommendations of the Internal Assessment Team and make decisions on eligible applications.
5. Group Manager – Community and Economic Development will approve and sign off on Maintenance Grants Panel decisions.

Assessment Criteria

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

- The maintenance project responds to identified urgent or critical building compliance needs;
- The grant applicant provides evidence to support the building compliance need;
- The grant applicant has capacity to undertake all aspects of the project including evaluating and documenting the results;
- The application demonstrates appropriate qualifications and/or level of experience of individuals/organisations delivering the contracted works;
- Budget is comprehensive and realistic.

Council reserves the right to conduct an inspection of the Council facility to confirm compliance requirements, as part of the application assessment.

The number of grants awarded and the value of grants will be at Council's discretion and will reflect the merit of applications. Council reserves the right to offer applicants a smaller grant than 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 debts, legal disputes or other issues with Council can be refused funding for their project.

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; and
- Provide an invoice before payment will be processed.

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 the 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 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 Capital Infrastructure (Maintenance) Grant and organise a meeting with a Council officer who can provide advice on the development of the project/application.

Applicants are encouraged to consult with one of Council's Community Sport and Recreation or Strengthening Communities officers for assistance to ensure their application meets the objectives and criteria of the Maintenance grant.

If you need information about Council's Community Grants Program, visit our website www.redland.qld.gov.au/grants or contact 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 at least one quote for each grant expenditure item.
- 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
Electrician	\$2,500
Pest Management inspection and control	\$2,500
Total Expenditure	\$5,000

Grant Amount requested is **\$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** (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.
Assessment Team	A team established to assess eligible applications and recommend the distribution of funding.
Building Compliance	Compliance with regulations ensuring a building/facility is meeting relevant laws and codes.
Community Facility	Facility available for community use.
Community Grants Program	Redland City Council's program of grants available to the Redlands Community.
Maintenance 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.
Facilities	Buildings and associated amenities (e.g. sporting grounds) that the applicant owns or has tenure over.
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 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.
Maintenance	Works required to maintain the condition of a building/facility.
Organisation	An incorporated body seeking funding for a project or activity.
Panel Chair	The Service Manager of Strengthening Communities.
Recurrent Funding	Funding provided on an on-going basis for the operational costs of a group or service.
Recipient	An "Organisation" or "Project Group" that is successful in obtaining funding under the CGP.
SmartyGrants	A grants administration system used by Council.

 redland.qld.gov.au/grants  3829 8999

