



## Frequently Asked Questions

### Community Grants Program 2020-2021

**Q. Can I get help completing the application form?**

**A.** Yes. Council can provide assistance through access to a Council Officer who can help with your application. To access this service, contact the Community Grants team by phone on (07) 3829 8999 or email [grants@redland.qld.gov.au](mailto:grants@redland.qld.gov.au).

**Q. Can I submit a paper based application?**

**A.** No. All applications must be submitted through [Council's online portal SmartyGrants](#). Computers and internet access are available at [Council Libraries](#). Contact the Grants Team for assistance if required.

**Q. Why are the grant categories different to last year?**

**A.** The Community Grants Program for 2020-21 has been revised to address community feedback from Council's survey on the impacts of COVID-19. The community survey identified the most urgent needs were the ability for organisations to continue to operate as well as provide support for maintenance projects. As a result, this year's grant categories are *Organisation Support (Sustainability)* and *Capital Infrastructure (Maintenance)*.

**Q. Can individuals apply?**

**A.** No. Applicants must be not-for-profit incorporated organisations based in Redland City including community organisations, sporting clubs and recreation groups. Please refer to the [relevant guideline](#) for more information on criteria and eligibility.

**Q. Can my organisation use a sponsor or auspice to apply for funding?**

**A.** No. There is no option to use a sponsor or auspice if your organisation does not hold not-for-profit incorporated status.

**Q. My organisation received a Council grant for the last three years. Can I still apply?**

**A.** Yes. Your organisation is eligible to apply even if funding was received under other grant categories for the previous three consecutive years.

**Q. How does Goods and Services Tax (GST) status affect an application?**

**A.** Eligibility to apply is not impacted by GST registration status. If your application is successful and your organisation is not registered for GST, the GST will not apply to the approved grant amount. If your organisation is registered for GST, Council will add the GST to the approved grant and the GST component is then declared to the Australian Taxation Office (ATO).

**Q. Can I apply for both grant categories?**

**A.** Yes. Applicants can apply under one or both grant categories for grants up to \$5,000 each.

**Q. Can I request multiple items within each grant category?**

**A.** Yes. Your application can combine one or more eligible items up to the amount of \$5,000 for each grant category.

**Q. Can the grant be used to pay for retrospective projects?**

**A.** No. Your project or activity must not commence before formal notification that your grant application has been successful. Recipients will be required to sign a Funding Agreement and awarded funds must be spent within six (6) months of the agreement date.

**Q. If my organisation is unsuccessful with its application will it automatically be considered for the next round?**

**A.** No. Each funding round requires a new application. Feedback can be requested from Council about why your application was unsuccessful. This can be used to improve any future application for funding. Please note this type of grant funding may not be repeated in future years.

**Q. How will my application be assessed?**

**A.** Eligible applications will be assessed on the quality of information provided and how well it meets assessment criteria. Please ensure you read the [relevant guideline](#) for important information on application and assessment requirements.

## **Organisation Support (Sustainability) Grant**

**Q. What is the aim of the Organisational Support (Sustainability) Grant?**

**A.** The Sustainability Grant will provide funding support up to \$5,000 funding (plus GST if registered) to help Redlands Coast community organisations experiencing financial and operational hardship due to the impacts of COVID-19. The grant aims to improve the current financial position and future sustainability of local community organisations.

**Q. How will the grant improve my organisation's financial position?**

**A.** Eligible items under the Sustainability Grant include rates and other bills or operational costs that are regularly incurred by the organisation (e.g. utilities, rent, insurances and staff wages). The payment of current bills and day-to-day expenses through a Council grant will assist organisations with cash flow that may be applied to outstanding debts.

**Q. How will the grant improve my organisation's sustainability?**

**A.** Eligible items under the Sustainability Grant include financial and strategic planning (e.g. accounting, legal services, human resources and other business advisory services). Activities to grow membership are also eligible under the grant (e.g. incentive programs, direct mail and advertising). Investment in these areas can help meet current needs and contribute to the future success of your community organisation.

**Q. Can my organisation apply if it has overdue Council rates?**

**A.** Yes. If your organisation has short-term overdue rates or bills with Council, you can still apply for a Sustainability Grant. Organisations with long-standing debts or disputes with Council may not be eligible to apply or can be refused grant funding.

**Q. Can my organisation apply if it has overdue acquittals for other Council grants?**

**A.** No. Any overdue acquittals must be finalised to be eligible to apply for funding under this program.

**Q. Can I submit overdue invoices to support the application?**

**A.** No. Expenses should be incurred and paid within six (6) months of the approval of funds. Evidence of previous expenditure may be used to justify upcoming expenditure (e.g. a recent rates notice, regular bill or wages advice). Expenses that have already been paid will not be reimbursed.

**Q. What evidence is required to support an application for professional services?**

**A.** Please submit supporting quotes with your application for 'one-off' services (e.g. development of a strategic plan). Submit a quote or previous bill to support recurrent expenditure (e.g. accounting fees). You will be asked to provide copies of the service provider's professional registration and indemnity insurance as part of your application.

**Q. Can I submit audited financial statements to justify upcoming operating costs?**

**A.** No. Evidence of previous expenditure for each operating cost within the six (6) month funding period must be submitted. This information will be used during the acquittal process to finalise grant projects.

**Q. Is the repayment of a loan to a member an eligible item?**

**A.** No. Grant funds cannot be used to repay loans or other debts to an organisation's members, staff or operating committee.

**Q. Is a fundraising event that promotes membership an eligible activity?**

**A.** Yes. Activities designed to increase membership are eligible under the Sustainability Grant (e.g. direct mail, incentive programs, social media campaigns and other advertising). Plan your activity and submit supporting quotes or evidence of previous expenditure with your application. Please refer to the [guidelines](#) for information about events that cannot be funded under this grant.

**Q. How are 'Financial Indicators' used to support the application?**

**A.** Financial indicators are calculated from figures typically found in an organisation's annual financial reports to the Office of Fair Trading. The data will be used to help identify and prioritise applicants with demonstrated financial need due to COVID-19, and that are usually stable and financially viable.

**Q. My organisation has funds in its bank account which are allocated to a specific purpose. How will this be assessed?**

**A.** Your organisation will not be disadvantaged if it demonstrates good financial planning. Remember to add comments to your application to explain any funds that are already committed and support the financial data provided.

**Q. What is a '12 month Sustainability Plan'?**

**A.** Applicants that meet pre-eligibility checks will be asked to complete a Sustainability Plan using a template in *SmartyGrants*. This is a simple checklist that helps to measure the ability of an organisation to continue operations now and over the coming 12 month period without causing unpayable debt to rise continuously.

## **Capital Infrastructure (Maintenance) Grant**

**Q. What is the aim of the Capital Infrastructure (Maintenance) Grant?**

**A.** The Maintenance Grant will provide funding support up to \$5,000 (plus GST if registered) to community organisations for the urgent maintenance of facilities to meet compliance standards. The grant aims to improve the safety, functionality and accessibility of community facilities on Redlands Coast.

**Q. How will the Maintenance Grant help my community organisation?**

**A.** Community facilities are central to the success of most organisations and clubs. Completing urgent maintenance will assist organisations to ensure that their facilities are adequate for community purposes and, if applicable, to meet the terms of lease agreements.

**Q. Can a sub-lessee apply?**

**A.** Yes. If the applicant is the sub-lessee, please provide written consent of the head lessee.

**Q. Is a sporting field a community 'facility'?**

**A.** Yes. A facility is a building or amenity that the applicant owns or has tenure over.

**Q. Can my organisation use its preferred supplier or contractor?**

**A.** Yes. Applicants must ensure that only contractors who are licensed to carry out the specified maintenance work are engaged for the project.

**Q. My organisation does not have a Facility Management Plan to support the maintenance project.**

**A.** Applicants can submit a variety of documentary evidence to support their application. This includes Facility Management Plans, inspection report by Council officer, and quotes from relevant licensed contractors. Photographs of the maintenance project can also be submitted.

**Q. Can the grant be used for the renewal or upgrade of fixed assets?**

**A.** An applicant can apply for funding if an urgent or critical maintenance need can only be solved by renewal or upgrade. Applicants must demonstrate that the renewal is urgent, that replacement (rather than repair) is necessary, and that the renewal is required to comply with relevant standards (e.g. corroded hot water tank, damaged solar panels or leaking cistern). Please note that the regular cyclic renewal of fixtures is ineligible under this grant category.

**Q. Is equipment an eligible item under the Maintenance Grant?**

**A.** Equipment cannot be funded with the exception of firefighting and emergency equipment required for building compliance. Refer to the [Maintenance Guideline](#) for more information on ineligible items and activities.

**Q. Can the grant be used to replace a leaking oil seal on rotary hoe, which is unsafe?**

**A.** No. The rotary hoe is not safety equipment or a fixed asset.

**Q. Can the grant be used to repay a loan to a member who purchased equipment?**

**A.** No. The payment of debts to any entity including Council is ineligible.

**Q. Can the grant be used to fund electrical infrastructure for a capital building project that is underway?**

**A.** No. Projects that begin before grants are awarded are not eligible for funding. The purpose of the grant is to fund the maintenance of existing facilities.

**Q. Can I get help with developing my application?**

**A.** Yes. Applicants are strongly encouraged to consult with one of Council's Community Sport and Recreation officers or Strengthening Communities officers for assistance to ensure their application meets the objectives and criteria of the Maintenance Grant. The Grants Team can put you in contact or help with your application.