

Community Grants Information Kit

2023–2024



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1. About the Program

Redland City Council's Community Grants Program provides funding to support local community organisations and individuals to undertake projects for the benefit of Redlands Coast. Grants are offered for community development, cultural heritage, environment, and sport and recreation.

The program provides funding in the following categories:

- Organisation Support
- Project Support
- Conservation Grants
 - Conservation Support
 - Wildlife Carer Support

2. Redland City Council Strategic Goals

Applicants are required to align their project with one or more of the following strategic goals in Council's [*Our Future Redlands – A Corporate Plan to 2026 and Beyond*](#).

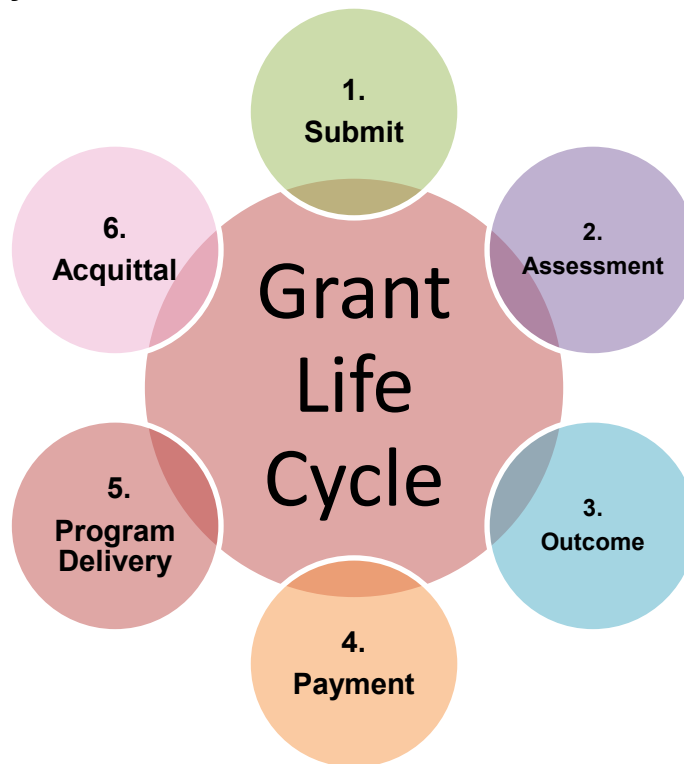
- City Leadership.
- Strong Communities.
- Quandamooka Country.
- Natural Environment.
- Liveable Neighbourhoods.
- Thriving Economy.
- Efficient and Effective Organisation.

3. Program Objectives

The program is designed to support the delivery of Council's vision and goals outlined in Council's Corporate Plan. Applicants are required to align their initiative with one or more of the program objectives, as below, to be eligible to apply for funding:

- Promotes collaboration and local partnerships.
- Improve community organisation capacity.
- Providing cost-effective initiatives.
- Increasing employment and/or boosting the local economy.
- Increased social connection between people.
- Increased mental wellbeing.
- Improved ability to deliver.
- Improved access to services for people experiencing disadvantage/vulnerability.
- Creating identity, a sense of place and celebration.
- Increase awareness of Quandamooka cultural heritage.

4. Grants Life Cycle



1. Submit	Submission of online application with supporting documentation.
2. Assessment	Pre-eligibility assessment of applicant and project. 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.

5. Available Funding

The Community Grants Program has three (3) funding categories as follows:

Category	Further information	Maximum funding (exclusive GST)
Organisation Support	Part A	\$5,000
Project Support	Part B	\$10,000
Conservation Grants	Part C	\$10,000

PART A: Organisation Support

Purpose	To support community organisations to improve organisational governance and management practices and the organisation's capacity to deliver services in Redland City.
Available Funding	<p>Grant funding available up to \$5,000.</p> <p>Requests for administration costs may be considered if:</p> <ul style="list-style-type: none"> significant costs will need to be incurred to deliver the project, and the amount is not greater than \$500 or 5% of the total project cost (whichever is lesser).
Requirements	<p>Applicants (and Auspice applicants) must:</p> <ul style="list-style-type: none"> be based in Redland City, be a not-for-profit and incorporated entity, have an active ABN or Statement by a supplier, be operating and financially viable, hold Public Liability Insurance (\$20 million), have a bank account in the name of the legal entity, not hold a licence for more than 20 gaming machines, and have no outstanding debts or grant acquittals to Council. <p>Projects must:</p> <ul style="list-style-type: none"> meet one or more of Council's Strategic Priorities and Program Objectives outlined in Redland City Council's Corporate Plan, meet one or more of the Program Objectives, and be based in Redland City.
Ineligible	<p>Applicants cannot request funding for:</p> <ul style="list-style-type: none"> equipment, daily operational costs e.g. salaries and wages, insurances and rent etc, capital works and fixed structures, projects that have same or similar outcomes that have been funded under any other Council program, projects for fundraising purposes where proceeds will be provided to a third party, projects of a political nature or those which incorporate political activities, projects operated for commercial purposes, projects which begin before grants are awarded (no grants will be awarded retrospectively), payment of debts to any entity including council, recurrent projects within the last 5 years, projects considered the core responsibility of other levels of government, project costs already supported through other levels of government, events or activities in competition or conflict with council, project costs incurred outside the funding period, purchase of vehicles or large capital items, purchase of alcohol, prize money or prizes including gift cards, and donations.

Examples	Projects can include: <ul style="list-style-type: none"> • education and training, • recruiting, maintaining or recognising volunteers, • business planning and governance (e.g. strategic plans, constitution reviews or board appraisals), and • seed funding for new organisations less than three years old (e.g. advertising, printing, office stationery, software).
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PART B: Project Support

Purpose	To support organisations providing one-off projects, events or activities that deliver short to medium term positive outcomes in Redland City.
Available funding	<p>Grant funding available is up to \$10,000.</p> <p>Requests for equipment may be considered if:</p> <ul style="list-style-type: none"> essential to the delivery of the project and there is a demonstrated need, and the amount is not greater than \$3,000 or 30% of the total project cost (whichever is lesser). <p>Requests for administration costs may be considered if:</p> <ul style="list-style-type: none"> significant costs will need to be incurred to deliver the project, and the amount is not greater than \$500 or 5% of the total project cost (whichever is lesser).
Requirements	<p>Applicants must:</p> <ul style="list-style-type: none"> be a not-for-profit and incorporated entity, have an active ABN or Statement by a supplier, be operating and financially viable, hold Public Liability Insurance (\$20 million), have a bank account in the name of the legal entity, not hold a licence for more than 20 gaming machines, and have no outstanding debts or grant acquittals to Council. <p>Projects must:</p> <ul style="list-style-type: none"> meet one or more of Council's Strategic Priorities outlined in Redland City Council's Corporate Plan, meet one or more of the Program Objectives, and be based in Redland City. <p>Festivals/events may require Temporary Entertainment Event Approval under Redland City Council's Local Law 1.12.</p>
Ineligible	<p>Applicants cannot request funding for:</p> <ul style="list-style-type: none"> daily operational costs e.g. salaries and wages, insurances and rent etc, capital works and fixed structures, projects that have same or similar outcomes that have been funded under any other council program, projects for fundraising purposes where proceeds will be provided to a third party, projects of a political nature or those which incorporate political activities, projects operated for commercial purposes, 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, project costs already supported through other levels of government, events or activities in competition or conflict with Council,

	<ul style="list-style-type: none"> • project costs incurred outside the funding period, • purchase of vehicles or large capital items, • purchase of alcohol, prize money or prizes including gift cards, and • donations.
Examples	<p>Projects can include:</p> <ul style="list-style-type: none"> • projects that support youth engagement, seniors or island communities, • community education projects, and • festivals and events.

PART C: Conservation Grant

Purpose	To support organisations or individuals for specific projects that will provide positive outcomes for the environment and wildlife in Redland City.
Subcategories	<p><u>Conservation Support</u></p> <ul style="list-style-type: none"> To assist organisations with direct conservation projects, and education and awareness of wildlife (especially koalas and their habitat). <p><u>Wildlife Carer Support</u></p> <ul style="list-style-type: none"> To assist registered wildlife carers with projects related to the rescue, care, rehabilitation and transport of injured wildlife, and training opportunities to improve the quality of wildlife care.
Available funding	<p>Grant funding available is up to \$10,000.</p> <p>Requests for equipment can be considered if:</p> <ul style="list-style-type: none"> essential to the delivery of the project and there is a demonstrated need, for Conservation Support cost for equipment is not to be greater than \$3,000 or 30% of the total project cost (whichever is lesser), or for Wildlife Carer Support, up to 100% of the total project cost if relevant to the purpose of the subcategory (e.g. equipment for the care, rehabilitation or release of orphaned wildlife). <p>Requests for administration costs may be considered if:</p> <ul style="list-style-type: none"> significant costs will need to be incurred to deliver the project, and the amount is not greater than \$500 or 5% of the total project cost (whichever is lesser). <p>Requests for vehicle mileage allowance (up to 100% of the grant) can be considered for Wildlife Carer Support if:</p> <ul style="list-style-type: none"> essential to delivery of the project and there is a demonstrated need, it is relevant to the purpose of the subcategory (e.g. transport of injured animal to/from veterinary surgery), evidence of previous year's vehicle mileage expenditure is submitted (to support projected expenditure) when applying for the grant, and a vehicle log book (including date of travel, pick up location, start and end odometer readings) is submitted on acquittal of the grant.
Requirements	<p>Not-for-Profit applicants must:</p> <ul style="list-style-type: none"> be a not-for-profit and incorporated entity, have an active ABN or Statement by a supplier, be operating and financially viable, hold Public Liability Insurance (\$20 million), not hold a licence for more than 20 gaming machines, have a bank account in the name of the legal entity, and have no outstanding debts or grant acquittals to Council. <p>Individual applicants must: Individuals are eligible to apply for funding under Wildlife Carer Support. Individuals must:</p> <ul style="list-style-type: none"> have an active ABN or Statement by a supplier, have a bank account in the name of the legal entity (e.g. the individual's name, and have no outstanding debts or grant acquittals to Council.

	<p>Projects must:</p> <ul style="list-style-type: none"> • meet one or more of Council's Strategic Priorities outlined in Redland City Council's Corporate Plan, • meet one or more of the Program Objectives, and • be based in Redland City. <p>To be eligible for Wildlife Carer Support you must:</p> <ul style="list-style-type: none"> • be a registered wildlife carer with the Department of Environment and Heritage Protection (DEHP) or equivalent, • demonstrate you have been an active carer for at least 12 months, and • comply with the 'Code of Practice: Care of sick, injured or orphaned protected animals in Queensland'. Refer to the Department of Environment and Heritage Protections website at: http://www.ehp.qld.gov.au/wildlife/caring-for-wildlife/.
Ineligible	<p>Applicants cannot request funding for:</p> <ul style="list-style-type: none"> • daily operational costs e.g. salaries and wages, insurances and rent etc, • capital works and fixed structures, • projects that have same or similar outcomes that have been funded under any other council program, • projects for fundraising purposes where proceeds will be provided to a third party, • projects of a political nature or those which incorporate political activities, • projects operated for commercial purposes, • 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, • project costs already supported through other levels of government, • events or activities in competition or conflict with Council, • project costs incurred outside the funding period, • purchase of vehicles or large capital items, • purchase of alcohol, prize money or prizes including gift cards, • donations, and • veterinary fees.
Examples	<p>Projects can include:</p> <ul style="list-style-type: none"> • projects or events for conservation purposes, • education and training, • equipment to support registered wildlife carers, • transport costs for sick and injured animals, and • weed management activities.

6. 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 this information kit. The information kit is updated every round.

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.

7. How often can an applicant apply?

An eligible applicant can submit one (1) application per category (Organisation Support, Project Support or Conservation Grant) under the Community Grants Program. These must be for different projects. Where applicants have submitted multiple applications in any one (1) category under the Community Grants Program for the same project, they will be requested to select one application only for consideration.

Where applicants have submitted multiple applications for the same project in any Council programs, they will be requested to select one (1) application only for consideration. For example, an applicant cannot apply for grant funding for the same project or event via Sponsorship, Community Grants, Village Events and Activation Grant (VEAG), Regional Arts Development Fund (RADF) and Mayor and Councillors Community Benefit Fund (MCCBF).

Projects that have the same or similar outcome that have been funded under any other Council programs including: operational funds; Sponsorship; the Regional Arts Development Fund; and the Mayor and Councillors Community Benefit Fund are not eligible to re-apply in following years.

Where an applicant applies in the same category for consecutive rounds, the previous successful application must be acquitted.

Where an applicant has received a successful application for three (3) consecutive years, it is less likely to be prioritised for funding.

An auspicing organisation is permitted to auspice multiple organisations in anyone funding round, provided it does not have an outstanding acquittal from an application in a previous funding round.

8. Timing / Important Dates

The Community Grants Program has two funding rounds per year. Funding rounds are open for a period of four (4) weeks. Applications can only be submitted when a funding round is open. Opening and closing dates of each round are published on Redland City Council's website when available.

The grant assessment process may take up to three (3) months from the round closing date.

9. Is your organisation eligible?

Eligible applicant	Ineligible applicant
<ul style="list-style-type: none">• Not-for-profit and incorporated entity or registered by an Act of Parliament.• Have an active ABN or Statement by a supplier.• Be operating and financially viable.• If sourcing an auspice organisation, ensure the auspice organisation is a not-for-profit and incorporated entity.• If sourcing an auspice organisation, ensure the auspice agrees to accept legal and financial responsibility for the grant.• Hold Public Liability Insurance (\$20 million).• Have a bank account in the name of the legal entity.• The funded project must be delivered in Redland City; however the applicant may be based outside the Redlands. This applies to all grant categories except Organisation Support where applicants must be based in the Redlands.	<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.• Applicants and/or auspicing organisations that have outstanding rates or other debts to Council and non-acquitted grants with Council.• Organisations that are supported through Council's Targeted funding allocations to deliver community services, if applying for the same project.

Further information can be found on Council's auspicing fact sheet at the following link:
https://www.redland.qld.gov.au/download/downloads/id/3664/what_is_sponsoring_auspice_fact_sheet.pdf

Applicants who are ineligible to apply for a grant are also ineligible to auspice an applicant. An auspice agreement is required to be obtained prior to submitting an application.

Organisations that hold a licence for more than 20 gaming machines are eligible to auspice an applicant if it can be demonstrated they would not directly benefit from the applicant receiving the grant.

Individuals are eligible to apply for funding under the Conservation Grant for subcategory Wildlife Carer Support.

Australian Business Number (ABN)

All applicants should have an ABN. Organisations that have not registered for an ABN will have the withholding tax (PAYG) of 47.0 per cent deducted from their payment if they do not complete a 'Statement by a supplier' form. To obtain a form, visit the Community 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.

10. What will NOT be funded

The Community Grants Program supports projects that demonstrate clear alignment with the program and strategic goals. Project activities that are considered to be outside of the scope of the program 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:

- Projects for fundraising purposes where proceeds will be provided to a third party.
- Projects of a political nature or those which incorporate political activities.
- Projects 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 under Project Support and Conservation Grant. Organisation Support can accept recurrent project if requested after 5 years of previous funding being awarded.
- Projects considered the core responsibility of other levels of government.
- Project costs already supported through 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 but not limited to operational funds, Capital Infrastructure Grant, Sponsorship, the Regional Arts Development Fund (RADF) and the Mayor and Councillors Community Benefit Fund (MCCBF).
- Capital works and fixed structures.
- Project costs incurred outside the funding period.
- Purchase of vehicles or large capital items.
- Purchase of alcohol, prize money or prizes including gift cards.
- Donations.
- Veterinary fees under the Conservation Grant.

Grant funding for equipment

Applicants are encouraged to seek funding for standalone 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:

- a) the equipment is essential to delivery of the project and there is demonstrated need, and
- b) the amount is not greater than \$3,000 or 30% of total project cost (whichever is lesser).

This requirement is not applicable to the subcategory Wildlife Carer Support under Conservation Grants, where equipment can constitute 100% of the total project cost.

Grant funding for administration costs

Administration costs of 5% of the total project cost or \$500 (whichever is lesser) can be included if an organisation can demonstrate that significant costs will need to be incurred to deliver the project.

11. Application Requirements

An applicant must provide:

- Last signed audited financial statement or annual treasurer's report.
- Public liability (\$20 million) certificate of currency.
- Project plan or event management plan.
- Itemised budget clearly outlining what requested funding will be used towards.
- Two written quotes are required per expenditure item requested.
- Written land owner's consent from land owner must be provided.
- Where funded projects are held in a council building or facility, the building must meet all requirements of a building compliance inspection per the terms of the lease agreement.
- Evidence of support for and partnerships with other organisations in your application is highly desirable.

Applicants are required to submit documents to demonstrate appropriate governance and management processes for the project, event or activity. A number of templates are available for reference at the following link:

<https://www.qld.gov.au/about/events-awards-honours/events/running-events>.

Applicants should consider all current State and Federal Government COVID-19 guidelines and health advice regarding their event.

Temporary Entertainment Event Permit

Provision of grant funding for events will be dependent on a Temporary Entertainment Event Approval under Redland City Council's Local Law 1.12 through Council's Environmental Health Team.

A Temporary Entertainment Event application should be in progress, prior to submitting your funding application. If your project does not require any approvals, you will need this confirmed in writing.

Contact Council's Environmental Health Team on (07) 3829 8999 for further information.

Insurance

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability up to \$20 million) 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.

12. How is an application assessed?

Both the applicant and the project, event or activity must be eligible for funding for the application to be considered. Please ensure you have read and understood the eligibility requirements and the objective of the Community Grants program and how your application will align to this.

Only information contained in an application will be assessed.

The project will be assessed and weighted 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 Goals outlined in [Our Future Redlands – A Corporate Plan to 2026 and Beyond.](#)

- Ability to achieve one or more of the program objectives.

Benefits / Opportunities

- Project responds to identified needs and emerging local issues.
- Project provides positive outcomes and benefits for the community.
- Where appropriate 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.
- Evidence of partnership contributions either in-kind or monetary.

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.
- Budget is comprehensive, realistic and represents value for money.
- An in-kind or monetary contribution towards the overall cost of the project is evident.

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 lesser amount than requested.

If an applicant has previously been approved for funding from Council, the delivery and outcomes of those projects will be taken into consideration. Applicants that have outstanding matters with Council can be refused funding for their project.

13. Budget

Applicants must provide an itemised budget for the project, event or activity including all income, expenditure and in-kind costs. The application must clearly demonstrate which expenditure items funding will be used towards, should the application be successful.

Please ensure that the application includes:

- Two (2) quotes for each grant expenditure item.
- Local suppliers must be used unless items cannot be sourced locally.

Budget Sample

Project costs – list items required (Include GST component only if not registered for GST)	Amount (\$)
Traffic Management	\$1,500
Catering	\$600
Venue Hire	\$1,500
Marketing and Communication	\$1,000
Training	\$800
Total Grant Amount Requested	\$5,400

Applicant's cash contribution (indicate cash/in-kind)	Amount (\$)
Administration Costs (in-kind)	\$1,000
Materials (cash)	\$600
Total Amount	\$1,600

Total project cost is **\$7,000**.

Grant amount requested **\$5,400**.

Paid amount **\$5,940.00** (approved grant amount inclusive of GST).

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).

14. Outcome Process

Successful Applicants

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.

Once all funding conditions have been completed and a valid tax invoice has been provided, payment of the awarded funding will be released by Council.

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 or sponsorship 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 or sponsorship 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

Unsuccessful Applicants

Unsuccessful applications will have the opportunity to seek feedback so improvements can be made prior to the next round.

15. Program Delivery

Project Monitoring and Reporting

Applicants must complete milestone reporting via *SmartyGrants* relating to progress of the funded activity. Automated milestone reports are sent to grant administrators to complete within a specified timeframe. If a project or event has not achieved a required milestone, applicants must contact the Community Grants Team to resolve this.

Variations

Funding must be used in accordance with the Funding Agreement. Any changes to the grant activities undertaken or the project duration must be approved by Council. All grant funds must be spent within the funding agreement period.

Any changes to the project activities or project duration must be approved by the Community Grants Coordinator or Group Manager Communities dependent on the type of variation. Request for variations must be submitted and approved via *SmartyGrants* before the project end date.

Approval must be sought and approved in writing by Council before you undertake any changes. Variations cannot be sought after the Funding Agreement end date. Funds expended on unapproved variations will be recalled by Council after the acquittal is submitted.

Acquittal

Applicants must acquit funds that have been provided at the completion of the project or activity within fourteen (14) days of the project end date via your *SmartyGrants* account. This includes providing adequate receipts or evidence of approved expenses that at least equal the amount of the grant. For this purpose, applicants are required to keep all receipts for items purchased.

The acquittal form requires you to provide information on the completion of the project activity. This is a report on the project activity, including objectives, outputs and impact, and includes a financial statement. Ensure all receipts are provided as evidence of the grant expenditure.

A 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 is approved by Council.

Repayment of Grant

When acquittal cannot be satisfied or the awarded funding was underspent, the grant recipient must repay Council:

- (a) Within 30 days of our request or as otherwise agreed, any part of the grant spent on purposes not approved by the 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 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.

16. Support and Assistance

The Community Grants Team can provide information to applicants about the Community Grants Program and are available to assist with identifying the most suitable category for your project. Applicants can organise a time to meet with a Council officer who can provide advice in the development of your project/application.

Applicants are strongly encouraged to seek assistance 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.

For information about Council's Community Grants Program, visit Council's website, or contact the Community Grants Team or Council's Customer Service Centre.

Community Grants Team

Phone: (07) 3829 8999
Email: grants@redland.qld.gov.au
Website: www.redland.qld.gov.au/grants

17. Definitions

Term	Definition
ABN	The same meaning as it has in the A New Tax System (Australian Business Number) Act 1999.
Acquit	To advise Council of the outcomes of assistance provided through the Community Grants Program (CGP) via an online acquittal form.
Applicant	The organisation or individual submitting an application for a Community Grant.
Assessment Criteria	Criteria defined in this guideline for assessing applications received in order to guide funding distribution.
Auspice	An incorporated body that will accept legal and financial responsibility for a project on behalf of a non-incorporated applicant seeking funding.
Capital works	Building and engineering works that create an asset, including the construction and installation of facilities and fixtures that are a part of that asset.
Category	Funding categories within Council's Grants and Sponsorship Programs including (but not limited to): Organisation Support, Project Support, Conservation Grants, Minor Sponsorship, Major Sponsorship, Small Capital Infrastructure and Major Capital Infrastructure.
Commercial purposes	The carriage of persons or property for any fare, fee, rate, charge or other consideration, or directly or indirectly in connection with any business, or other undertaking intended for profit.
Community Grants Panel	A panel established for a 3 year term consisting of Council and community representatives to make a determination on the recommendations made by an assessment team.
Community Grants Program	Redland City Council's program of grants available to the Redlands Community.
Council	Redland City Council.
Directly benefit	To obtain a financial gain.
Eligibility Criteria	Criteria that must be met for an application to be assessed for funding.
End Date	The end date of your project as specified in your application.
Exceptional circumstances	The conditions required to grant additional powers to a government or government leader so as to alleviate, or mitigate, unforeseen or unconventional hardship.
Fixed structure	Constructed or erected with a fixed location on the ground i.e. buildings, mobile homes, walls, fences and signage billboards.
Funding conditions	Conditions that apply to the allocation and use of funds.
Grant	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.
GST	Goods and Services Tax payable under the GST Act.

Incorporated Body	An organisation, group or other entity that is legally incorporated. This includes entities incorporated under the 'Associations Incorporation Act 1981', 'Co-operatives National Law Act 2020 (Qld)'; 'Aboriginal Councils and Associations Act 1976' (Commonwealth), 'Cooperatives Act 1997', 'Commonwealth Services (Aborigines) Act 1984', 'Community Services (Torres Strait) Act 1984' and organisations with non-profit objectives by an Act of Parliament and approved by The Treasurer.
Individual	A person seeking funding for a project lead and controlled directly by them.
Medium term	Timeframe of 6 to 12 months.
Operational costs	The cost associated with the ongoing activities and services of an organisation e.g. rent, insurance, wages and venue hire.
Organisation	An incorporated body seeking funding for a project or activity.
Programs	Redland City Council Grants and Sponsorship programs include (but not limited) to Sponsorship, Community Grants, Mayor and Councillors Community Benefit Fund Program, Village Events and Activation Grant, Local Heritage Grant and Regional Arts Development Fund.
Project	A temporary undertaking with a defined beginning and end to create a unique product, service, activity or result.
Recipient	Organisation or individual that is successful in their grant application.
Recurrent projects	Repeated or continued projects in the same location, occurring on a regular or semi-regular cycle (for example annually).
Short term	A timeframe of 3 to 6 months.
Subcategory	Funding categories within the Community Grant Program Category under Conservation Grant including Conservation Support and Wildlife Carer Support.
Value In-kind contribution	Support, other than money, provided by Council towards an event, project, service or activity. This can include, but is not limited to fees and waivers, traffic management, event promotion or donated goods and services.
Variation	Any changes to the project activity or duration.