

Capital Infrastructure Grant Information Kit

2023–2024



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1. About the program

Capital Infrastructure grants are available to assist eligible organisations build, renovate or refurbish community facilities in the Redlands, including hard-wired technology upgrades.

The program aims to meet and respond to Council’s vision and goals as outlined in Redland City Council’s Corporate Plan.

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.

CITY LEADERSHIP

Our city is enriched through a spirit of collaboration and respect across Council and the community, which drives our shared community values and achieves outcomes for our people, place and prosperity.

STRONG COMMUNITIES

Our strong and vibrant community spirit is nurtured through services, programs, organisations, facilities and community partnerships that promote resilience, care and respect for residents of all ages, cultures, abilities and needs.

EFFICIENT AND EFFECTIVE ORGANISATION

Council employees are proud to deliver efficient, valued and sustainable services for the betterment of the community.

QUANDAMOOKA COUNTRY

Our city embraces the rich Aboriginal heritage of Redlands Coast (Quandamooka) and the Traditional Owners’ ongoing custodianship of Quandamooka land and waters. We work together for the future of Redlands Coast on Quandamooka Country.

THRIVING ECONOMY

Our thriving economy recognises the benefit of our unique geography and is underpinned by enabling infrastructure, supportive policy and successful partnerships which maximise opportunity for growth in industry, job creation, innovation and investment.



LIVEABLE NEIGHBOURHOODS

Our unique local lifestyle is enhanced by a well-planned network of island, urban, rural and bushland areas which connect and support our natural assets, communities and businesses.

NATURAL ENVIRONMENT

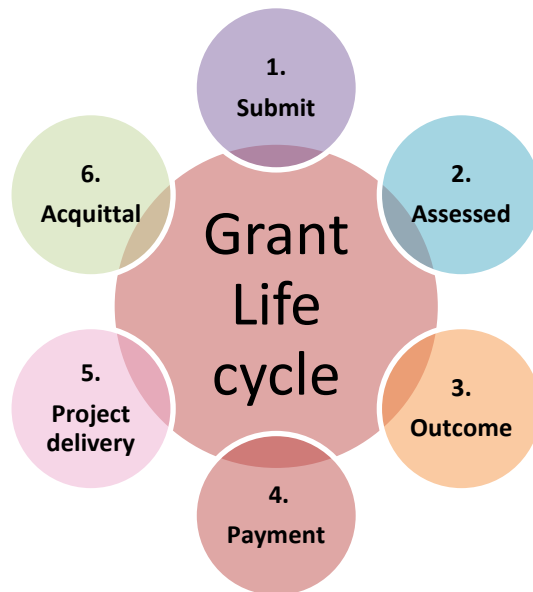
Our environment enhances our identity, lifestyle, wellbeing, economy and cultural values. Opportunities to be immersed in our naturally wonderful environment are harnessed, and drive our commitment to protect and enhance our natural assets.

3. Program objectives

Applicants are required to align their initiative with one or more of the program objectives as below, to be eligible to apply for funding:

- Improving community infrastructure.
- Promotes collaboration and local partnerships.
- Improve 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. Grant life cycle



1. Submit	Submission of online application with supporting documentation.
2. Assessed	Application assessed by a panel of Council Officers and decisions determined by a Grants Panel.
3. Outcome	Applicant advised of funding outcome.
4. Payment	Funds provided to successful applicants.
5. Project delivery	Project delivered within a specific timeframe.
6. Acquittal	Acquittal of funds required including receipts of expenditure.

5. Available funding

There are two (2) categories of funding available under the Capital Infrastructure Program as follows:

Category	Further information	Available funding	Applicant cash contribution
Small Capital Infrastructure	Part A	Up to \$10,000	No cash contribution required
Major Capital Infrastructure	Part B	\$10,001 - \$50,000	50% cash contribution

Receiving funding under the above categories doesn't guarantee that future stages of the project will also be funded. For example, if you have three stages to your project and have received funding under Small Capital Infrastructure for the first stage, this does not guarantee you will receive funding for the next two stages.

Cash contribution

Calculate your organisation's cash contributions for **Major Capital only**:

- Applicants must make a 50% financial cash contribution.
- Total project cost less 'in-kind' contribution equals total cash component. You must provide 50% of the total cash component.

For example, if a project's total project cost is \$120,000 and your 'in-kind' contribution is \$20,000 then the total cash component is \$100,000. You would then be expected to contribute \$50,000 (50% of \$100,000) and the grant sought is \$50,000 (50% of \$100,000).

Contributions based on barter arrangements, including assessed cost of volunteer labour, free goods or services and in-house labour costs, are eligible components of your in-kind contribution. As well as confirmed revenue, savings, grant funds and pending grant funds are eligible components of your financial contribution.



PART A: Small Capital Infrastructure

Purpose	To assist eligible organisations build, renovate or refurbish community facilities, including hard-wired technology upgrades in the Redlands.
Available Funding	<p>Grants up to \$10,000.</p> <p>No cash contribution.</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).
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 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"> • 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, e.g. salaries and wages, rent and insurances etc, • 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, • 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 Operational funds, Sponsorship and the Mayor and Councillors Community Benefit Fund. • project costs incurred outside the funding period, • purchase of vehicles,

	<ul style="list-style-type: none"> • purchase of alcohol, prize money or the purchase of prizes including gift cards, • donations, • project costs already supported through other Federal or Queensland Government funding, • maintenance of a Council facility where the responsibility of maintaining the facility lies with the lessee, including but not limited to, painting and day-to-day maintenance to ensure the general upkeep of the building or facility, • regular maintenance or replacement of floor coverings, • 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, • repair or redevelopment of facilities damaged by fire, explosion, vandalism, flood (except projects impacted by floods in areas declared by the Natural Disaster Relief and Recovery Arrangements (NDRRA)), cyclone, storm, or other natural disaster where the facility should be covered against that type of damage by insurance, and • works on privately owned land unless significant local partnerships are demonstrated and the project has wide community benefit and ongoing access is assured through an appropriate tenure agreement.
Examples	<p>Projects can include:</p> <ul style="list-style-type: none"> • Roof restorations. • Upgrade of community kitchen. • Replacement of asbestos roof.

PART B: Major Capital Infrastructure

Purpose	To assist eligible organisations build, renovate or refurbish community facilities, including hard-wired technology upgrades in the Redlands.
Available Funding	<p>Grants from \$10,001 to \$50,000.</p> <p>50% cash contribution.</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).
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 outlined in Redland City Council’s Corporate Plan, • met 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"> • 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, e.g. salaries and wages, rent and insurances etc, • 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, • 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 Operational funds, Sponsorship and the Mayor and Councillors Community Benefit Fund, • project costs incurred outside the funding period,

	<ul style="list-style-type: none"> • purchase of vehicles, • purchase of alcohol, prize money or the purchase of prizes including gift cards, • donations, • project costs already supported through other Federal or Queensland Government funding, • maintenance of a Council facility where the responsibility of maintaining the facility lies with the lessee, including but not limited to, painting and day-to-day maintenance to ensure the general upkeep of the building or facility, • regular maintenance or replacement of floor coverings, • 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, • repair or redevelopment of facilities damaged by fire, explosion, vandalism, flood (except projects impacted by floods in areas declared by the Natural Disaster Relief and Recovery Arrangements (NDRRA)), cyclone, storm, or other natural disaster where the facility should be covered against that type of damage by insurance, and • works on privately owned land unless significant local partnerships are demonstrated and the project has wide community benefit and ongoing access is assured through an appropriate tenure agreement.
Examples	<p>Projects can include:</p> <ul style="list-style-type: none"> • Roof restorations. • Upgrade of community kitchen. • Replacement of asbestos roof.

6. How does an applicant apply?

Applicants must register and apply for funding through Council's website using the online portal *Smarty Grants*.

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 application per round (applications cannot be accepted for both small capital and major capital).
- **Small Capital Infrastructure** - One application per funding round under Small Capital Infrastructure projects providing it does not have an approved application from a previous funding round that has not been acquitted.
- **Major Capital Infrastructure** - One application within a 3 year period for Major Capital Infrastructure projects providing it does not have an approved application from a previous funding round that has not been acquitted.

An auspicng organisation is permitted to auspic multiple organisations in any one funding round, provided it does not have an approved application in its own right from a previous funding round and/or an outstanding acquittal.

8. Timing / important dates

There is one Capital Infrastructure round per year which is open for a period of four (4) weeks. Applications can only be submitted when the funding round is open. Opening and closing dates 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 Incorporated 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. 	<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.

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 Capital Infrastructure Grant 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 program supports projects that are clearly aligned with the program strategic goals. Project activities that are considered to be outside of the scope of the project 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.
- Projects considered the core responsibility of 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 operational funds, Sponsorship and the Mayor and Councillors Community Benefit Fund.
- Project costs incurred outside the funding period.
- Purchase of vehicles.
- Purchase of alcohol, prize money or the purchase of prizes including gift cards.
- Donations.
- Project costs already supported through other federal or Queensland Government funding.
- Maintenance of a Council facility where the responsibility of maintaining the facility lies with the lessee, including but not limited to, painting and day-to-day maintenance to ensure the general upkeep of the building or facility.
- Regular maintenance or replacement of floor coverings.
- 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.
- Repair or redevelopment of facilities damaged by fire, explosion, vandalism, flood (except projects impacted by floods in areas declared by the natural disaster relief and recovery arrangements (NDRRA)), cyclone, storm, or other natural disaster where the facility should be covered against that type of damage by insurance.
- Works on privately owned land unless significant local partnerships are demonstrated and the project has wide community benefit and ongoing access is assured through an appropriate tenure agreement.

Grant funding for equipment

Applicants are encouraged to seek funding for 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

Funding towards equipment such as furniture, decorations and fittings can be considered eligible if it's:

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

11. Application requirements

An applicant must provide:

- Last signed audited financial statement or annual treasurer's report.
- Copy of Public Liability Insurance (\$20 million) certificate of currency.
- Evidence of support and partnerships with other organisations for application activities is highly desirable.
- Written land owners 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 as per the lease agreement.
- Have a legal right to conduct works on the proposed site and have a registered lease or permit to occupy for a minimum three-year period.
- Secure all permits and approvals required to conduct works, which should be obtained or in progress, prior to submitting the application; where works are on Council land approvals must be provided by RCC before lodging a grant application.
- Have appropriate site or works plans considering impacts and accessibility to other users and residents as a result of the works.
- Have an established budget containing sufficient funds to cover all costs, not just building works.
- Ensure only licensed contractors undertake works related to the project.
- Have a facility management plan or an identified need for the project in a strategic plan or other document.
- Provide two (2) written quotes for all works required and evidence to support your application is essential.

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

Insurance

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability minimum \$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 your organisation and your project must be eligible for funding for your application to be considered. Please ensure you have read and understood the eligibility requirements and the objective of the Capital Infrastructure Grant program and how your application will align to this.

Only information contained in an application will be assessed.

Your project will be assessed 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 smaller grant than they 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 issues 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 quotes for each grant expenditure item.
- Local suppliers must be used unless items cannot be sourced locally.

Budget sample

Income	Itemised description	\$ Amount
Your financial contribution	From savings	\$5,000
Sponsorship from other organisation	State Government grant	\$5,000
Other grant funding towards this project	Fundraising	\$1,500
Revenue/income generated from this project		\$0
Redland City Council Capital Infrastructure Grant	Tradesmen costs and installation	\$23,000
Other income		\$0
Volunteer/in-kind support	Staff labour	\$1,500
Total Income		\$36,000

Grant Expenditure	Itemised description	\$ Amount
Redland City Council Grant expenditure	Electrician	\$5,000
	Plumber	\$5,000
	Louver installation	\$5,000
	Mesh and bird proofing	\$5,000
Other expenses		\$0
Total Expenditure		\$20,000

Grant Amount requested **\$20,000**.

Paid Amount **\$22,000** (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 applicants 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.

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 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 Capital Infrastructure Program. The Grants Team are available to assist with identifying the most suitable category for your project and can organise for you to meet with a Council Officer who can provide advice in the development of your project/application.

Applicants are strongly encouraged to seek assistance with their applications 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 Capital Infrastructure Program, visit Council's website or contact the Community Grants Team or Council's Customer Service Centres.

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 a Community Grant Program (CGP) via an online acquittal form.
Applicant	An individual or organisation or group submitting an application for a Community Grant.
Assessment Criteria	Criteria that have been developed for assessing applications received and to guide funding distribution.
Auspice	An incorporated body that will accept legal and financial responsibility for a project or activity on behalf of a non-incorporated group seeking funding.
Capital Infrastructure	The capital works that are separate or ancillary of a fixed building.
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.
Community Grants Program	Redland City Council's program of grants available to the Redlands Community.
Community Grants Team	A team within Redland City Council responsible for grants administration.
Council	Redland City Council.
Eligibility Criteria	Criteria that must be met for an application to be assessed for funding.
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.
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.
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.
In-kind support	Where labour and/or materials are contributed to the project as opposed to funds. Sources could include the applicant, businesses, organisations or individuals.
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.

Recurrent projects	Repeated or continued projects in the same location, occurring on a regular or semi-regular cycle (for example annually).
Recipient	Organisation or individual that is successful in their grant application.
Programs	Redland City Council Grant programs include (but not limited to) Sponsorship, Community Grants, Mayor and Councillors Community Benefit Fund Program, Village Events and Activation Grant and Regional Arts Development Fund.
Variation	Any changes to the project activity or duration.