

# INDIVIDUAL EXCELLENCE AND DEVELOPMENT GRANTS GUIDELINES

## OVERVIEW

### Intent / Purpose

Fraser Coast Regional Council's Community Grants Policy supports the Goals outlined in Council's Corporate Plan 2023-2028. <https://www.frasercoast.qld.gov.au/corporate-plan>

- To be a diverse, strong and well governed region of vibrant places, with an innovative and diverse economy and connected as a whole by our community spirit and respect for our natural environment.
- To make a positive difference for the region and the lives of our community members by ensuring we provide a service that is forward looking and well managed.

Council determines the total allocation of funds to the community grants program through its annual budgetary processes. The number and types of grants approved by Council will depend on the demand for funding, the available program budget and corporate priorities. In some instances, part funding may be offered. Funding priorities for individual grant programs will be regularly reviewed to ensure their relevance and they continue to meet Council objectives.

### Objectives

- Provide identified and measurable social, community or economic benefits to the Fraser Coast communities;
- Align with Council's Corporate Plan 2023-2028.

This Program is intended to:

- Provide community organisations with support to meet identified community needs
- Build community skills, capacity and resilience
- Develop and maintain community infrastructure
- Provide opportunities for community organisations to leverage Council's assistance to obtain funding from other sources
- Provide opportunities for community organisations to assist Council to deliver on Councils strategic goals and identified key initiatives

### Grant available

This Program provides assistance to individuals in support of their participation at national or international competitions and events. Participation must fall in to Sports; or Science, Technology, Engineering, Arts and Mathematics (STEAM) category activities.

The level of assistance available through the program is limited by Council's budget decisions and priorities. No applicant can be guaranteed funding nor can an applicant be guaranteed funding of the full amount requested.

This grant program will operate on a 'first in / first served' basis until the allocated budget is fully expended.

Applicants are only eligible to receive financial assistance once in every two financial years.

Applicants are eligible for the following amounts:

- a) Participation in a national or international competition within Queensland: \$150
- b) Participation in national or international competition interstate: \$250
- c) Participation in an international competition overseas: \$350

Funds may be utilised by the individual to meet the costs associated with the competition, including clothing, travel or accommodation expenses.

Applications for competitions/events held within the Fraser Coast LGA region are ineligible.

## Assessment and Approval Responsibilities

Applications will be assessed for eligibility by Council's Grants Officer who will make a recommendation to the Director Development and Community for approval / non-approval.

## ELIGIBILITY

### Who can apply to Council's Individual Excellence and Development Grants?

This Program provides assistance to individuals in support of their participation at national or international competitions and events. Participation must fall in to either Sports or Science, Technology, Engineering, Arts and Mathematics (STEAM) category activities.

A sporting applicant must be:

- a Fraser Coast resident;
- representing Queensland or Australia in an officially recognised National or International sporting championship or competition that is endorsed by the Australian Sports Commission [https://www.sportaus.gov.au/australian\\_sports\\_directory](https://www.sportaus.gov.au/australian_sports_directory);
- amateur in status; and
- selected or qualify to participate and must provide a copy of the letter of selection.

A STEAM representative must be:

- a Fraser Coast resident;
- representing the Fraser Coast, Queensland or Australia in an officially recognised National or International event, competition or championship;
- amateur in status; and
- selected or qualify to participate and must provide a copy of the letter of selection.

### Who cannot apply to Council's Individual Excellence and Development Grants?

- Masters Games competitors as these competitions are through self-nomination.
- Applications for competition/events being held in the Fraser Coast LGA region;
- Participants in invitational tours or events, competitions or championships.

### Council will not consider applications that:

- Are incomplete or applications that do not include all the required supporting documentation as provided for in these guidelines or the application form;
- Do not comply with any applicable legislative requirements;
- Applications for competition/events being held in the Fraser Coast LGA region;
- Might be funded from other sources. Council assistance will be provided to applicants where other funding sources are identified during assessment.

### Selection Criteria

Applicant will need to:

- Complete the application form; and
- Provide supporting documentation as identified in the application form.

## APPLICATION AND APPROVAL PROCESSES

1. Council will publicise availability of its grants programs on Council's website and social media sites, in the local paper and by direct email to individuals/organisations listed on the Grants Distribution list. Council will undertake ongoing engagement and capacity building with the community, assisting applicants to identify and develop projects.
2. Council's grant programs are based on-line. The application form can be previewed prior to commencement of the application, and a pdf file can be printed from the final (review) page once an application has been commenced.

### **The online form is the only method for submitting an application.**

If an applicant does not have access to a computer, Council libraries can provide access to a computer and the internet and some initial guidance to enable access to the application form.

Once an application has been started, a number of people can work on the application using the same login and password (only one person can be logged in at a time).

Council officers are available to provide advice to applicants. They can assist applicants to identify additional and alternative sources of funding relevant to their activity. For help with the questions within the application form, assistance can be provided by Council's Development and Community Team. Contact information is contained within the application form.

3. When applications are submitted, the applicant will receive an email confirmation of lodgement and a copy of the submitted application for the organisation's records.
4. Applications will initially be assessed by the Grants Officer to confirm eligibility. If errors are identified, the Grants Officer will endeavour to work with the applicant to correct the application.
5. Once the application is deemed eligible, assessment of the application will be undertaken and a recommendation made to Council's Director Development and Community for the final decision. In assessing the application, the Director will:
  - Ensure public monies are allocated in a fair and equitable way
  - Ensure the best possible value for money
6. Once a funding decision has been reached, the applicant will be advised of the outcome. Unsuccessful applicants can seek feedback on how they can strengthen future applications. Advice on how to seek this feedback will be provided with the outcome advice.

### **GRANT ACQUITTAL REQUIREMENTS and CONDITIONS**

1. All successful applicants will be required to acquit the funds expenditure within the allocated timeframes.  
Acquittal forms will be available to successful applicants on Council's Grants website. All questions must be completed on the acquittal form and evidence supplied including:
  - Evidence of participation;
  - receipts;
  - photographs of participant (where available).
2. Successful applicants will be required to acknowledge Council's support
3. Unspent grant funds must be returned to Council within 60 days of the activity completion.

### **Examples of eligible projects and activities**

Successful applicants to the Individual Excellence and Development Grants can expend the grants on costs associated with attendance at the nominated event including:

- Travel
- Accommodation
- Uniform
- Competition fees
- Other costs directly related to competition costs as approved in the application

Further information is available:

- at <http://www.frasercoast.qld.gov.au/grants>
- from Council's Grants Officer
- from Council's Sport and Recreation Officer who can also assist with advice on eligibility.

They can be contacted through Council's phone number 1300 79 49 29.