



# Community Grants Program

## GUIDELINES 2022/23

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## Overview

### Intent / Purpose

Fraser Coast Regional Council's Community Grants Policy supports the Goals outlined in Council's Corporate Plan 2018-2023. <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.

### Objectives of the Community Grants Program

- Provide identified and measurable social, community or economic benefits to the Fraser Coast communities;
- Align with Council's Corporate Plan 2018-2023

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 Council's strategic goals and identified key initiatives

### Grants available

The Fraser Coast Regional Council Community Grants are targeted towards projects and one-off event funding. Groups wishing to receive support for ongoing annual events should apply for multi-year sponsorship through the Community Celebration sponsorship program.

Groups can apply for funding from \$500 to \$15,000 as cash and/or in-kind services.

- Maximum 2 applications per group per annum will be funded
- Maximum grant limit of \$15,000 per annum will be funded (amount is inclusive of the value of any in-kind services provided by any Council Department)

The following funding is available in 2022-23 through the Community Grants Program:

- \$240,000 for projects and events to be spread over 4 rounds during the financial year with \$60,000 notionally allocated per round
- Each round Council will approve a limited number of grants at each funding level as shown in the table below.

### Grants on offer each round

Funding Levels	Funds Available
1 @ up to \$15,000	\$15,000
2 @ up to \$10,000	\$20,000
remainder up to \$5,000	\$25,000
<b>Total</b>	<b>\$60,000</b>

Applications will be assessed as part of a competitive process targeting maximum benefits to the wider community. Organisations that have not received Council funding in the last 12 months will be prioritised in one of the selection criteria.

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.

Co-contribution is not a requirement for this grant program, however projects where the applicant is making a financial contribution will be highly regarded.

An unsuccessful application does not mean that the project or activity is not worthy of support.

Unsuccessful applications can be re-submitted in later Rounds.

The Grants Team can offer support to applicants to strengthen resubmitted applications.

## Logistics

### Proposed grant round dates.

Round	Open	Close	Estimated Advice of Outcome
1 – 2022	26 August 2022	26 September 2022	28 October 2022
2 – 2022	1 November 2022	1 December 2022	1 February 2023
3 – 2023	1 February 2023	1 March 2023	1 May 2023
4 – 2023	11 April 2023	11 May 2023	1 July 2023

Applicants and grant projects must comply with the Fraser Coast Regional Council Community Grants Scheme Policy and the program guidelines.

The final round for the financial year will close on the 11 May 2023.

Projects and activities are to be completed within six months of the approval date (unless a variation has been sought and approved by Council). 'Request for Variation' forms are available and are to be completed online through the SmartyGrants applicant site.

Any funds remaining unallocated from a round will be rolled into the subsequent round.

### Assistance, Assessment and Approval Responsibilities

Council's Grants team is available to provide general advice and guidance to local groups when developing funding applications. It should be noted however that there is no capacity for Council Officers to write and submit applications on behalf of local groups.

Applications will be assessed for applicant and project eligibility by Council's Grants Team. Council's Community Development and Engagement Team will be consulted for advice and input on project relevance to adopted Community Plans and existing work within individual communities or groups of communities across the region. Feedback from other Council Departments will be sought as appropriate.

Applications will be assessed by an Assessment Panel appointed for each round. The Panel will comprise a Councillor, Mayor/Deputy Mayor, CEO, Executive Manager of Tourism, Economic Development and Partnerships.

The panel will assess applications shortly after the grant round closes and make recommendations prior to the opening of the subsequent round.

Recommendations of the assessment panel will go to a full Council meeting for approval.

## Eligibility

### Who can apply to Council's Community Grants Program?

Incorporated not-for-profit community organisations can apply for a Community Grant provided they meet the following criteria:

- The organisation:
  - Is based within the Fraser Coast local government area;
  - Is a legal not-for-profit entity, complying with all incorporation requirements of the State and Commonwealth as at the closing date for the grant program;
  - Has appropriate insurances;
  - Has met acquittal conditions for any previous Council grants;
  - Has no debt to Council outside standard trading terms, or has entered into scheduled payment arrangements with Council that is being adhered to.

If a community group is not incorporated and seeks to apply for a Grant, the group is able to do so provided that the application is auspiced and administered by an incorporated not-for-profit community organisation that is willing and able to accept legal and financial responsibility for the grant.

### Who cannot apply to Council's Community Grants Program?

- Government agencies or departments of local, state or federal government;
- Educational, religious, political, or medical organisations, where the application is for the organisation's core business. Benefit to the broader community outside the applicant organisation must be addressed in the application.
- Commercial businesses and enterprises – (these types of organisations are eligible to apply for events grants through this program)
- Individuals;
- Not for profit community organisations with a liquor-licensed supporters / associated club, gaming licence or that commercially trades seven days a week (these types of organisations are eligible to apply for events grants through this program);
- Organisations who have not provided an Outcome Report as required by any other Council-provided Grant.



### Council will not consider applications that:

- Are incomplete or applications that do not include all the required supporting documentation
- Are for retrospective funding for events or projects
- Do not support Council's Corporate Plan 2018-2023; [www.frasercoast.qld.gov.au/corporate-plan](http://www.frasercoast.qld.gov.au/corporate-plan)
- Do not comply with the community grants policy;
- Do not comply with any applicable legislative requirements;
- Are from organisations that have already received funding twice in the financial year through the Community Grants program; and/or
- Are for projects or activities that provide any ongoing financial or in-kind commitment for Fraser Coast Regional Council, unless agreed to by Council. (e.g. **ongoing and regular** maintenance of equipment, grounds works or structures located on Council Property)

### Selection Criteria to be addressed by applicants

- Demonstrated community benefit from the planned activity or project
- Clearly explained Project or Event including how the need was identified
- Explanation of how the grant funds are to be spent and proportion that is local expenditure
- Contribution of the applicant organisation to the proposed Project or Event
- Recent funding History – priority will be given to organisations that have not had recent (last 12 months) funding from the Community Grants Program

### Application Requirements

Requirements will vary depending on the amount requested – please refer to table below

	<\$1,000	\$1,001 - \$4,000	\$5,000 - \$15,000
Provide 2 quotes (wherever possible provide quote from local organisations)		✓	✓
Include project description	✓	✓	✓
Outline project need and the community benefit from the planned activity, how the need was identified and the expected outcomes of the planned activity and how these will be measured		✓	✓
Explain how funding will be publicly acknowledged	✓	✓	✓
Attach a letter from the management committee (could include meeting minutes) approving grant application, or flying minute of executive approving application	✓	✓	✓
Show evidence that the organisation is financially solvent		✓	✓
Complete a budget table		✓	✓
Provide bank account verification	✓	✓	✓
Enter into a Funding Agreement with Council for the approved project	✓	✓	✓
Provide an invoice to Council for the approved grant amount	✓	✓	✓

## Application Process

1. Council will publicise availability of its grants programs on Council's website and social media sites 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 and applications must be submitted through the SmartyGrants portal. 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. If this process presents challenges for your Organisation please contact Council's Grants Team for advice.

Once an application is started, any number of people within the organisation 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 community organisations.

They can assist organisations to identify additional and/or alternative sources of funding relevant to their project or activity.

For help with the questions within the application form, assistance can be provided by Council's Grants Team and Community Development and Engagement Team.

Contact information is contained within the application form.

3. Quotes or qualified estimates for project costs must be submitted with the application.
4. When an application is submitted, the applicant will receive an email confirming lodgement and a copy of the submitted application for the organisation's records. If this email is not received, it means that the application was not successfully lodged. Please contact the Grants Team for advice.

## Approval Process and Payments

1. Applications will initially be assessed by the Grants Officer to confirm organisational and project eligibility. If the grant round has not yet closed, and errors are identified, the Grants Officer will endeavour to work with the applicant to correct the application. Any amendments must be undertaken within the open application status of the Grant Application Round.
2. After the Grant Round closes, the Assessment Panel will undertake assessment of applications. The Assessment Panel makes recommendations for project grant funding. In assessing the grants, the panel will:
  - Ensure public monies are allocated in a fair and equitable way
  - Ensure the best possible value for moneyPanel recommendations will go to a Council Meeting to be approved by resolution.
3. Following the Council meeting successful applicants will be notified by email and provided with a funding agreement for signing. The agreement will need to be returned within 90 days of the 'advice of funding' to Council with a valid invoice from 'the applying Organisation to Council' for the grant amount. Failure to return within this time could result in cancellation

of the offer of funding. In some instance there may be specific Conditions of Funding that need to be met before payment can be made. Where the application is auspiced, the invoice will need to be from the auspice organisation.

4. Unsuccessful applicants will be notified and can seek feedback from Council's Grants Team on how they can strengthen future applications.

## Examples of eligible projects and activities

**Facilities / Improvements** – Undertaking necessary repairs / improvements to the applicant's facilities.

Applicants applying for funding to undertake facility improvements must either:

- own the building and/or land; or
- have an instrument of tenure, demonstrated custom and practice (or a combination of both); and
- have written approval of the owner (lessor) to undertake the proposed facility improvements – this includes for any land/buildings leased by the applicant group from Council; and
- provide evidence of consultation of planning / building permissions needed.

Improvements might include:

- construction of demountable buildings, amenities blocks, playgrounds, sheds, lighting or storage facilities;
- internal and external building improvements
- upgrades or refurbishments to existing facilities
- fit-out costs required for occupation and use
- removable items requiring fixed footings (e.g. goal posts or shade structures)
- permanent fixtures to buildings including air conditioners, extensions, patios or decking, solar panel and system installation, solar battery storage, awnings
- grandstands or stadium seating
- fencing
- shade structures
- landscaping

**Equipment** – Purchase equipment that will be used by the applicant organisation in delivering services to its members and the broader community. This might include:

- Kitchen equipment (fridges, stoves, canteen equipment)
- Office equipment (photocopiers / scanners)
- Grounds maintenance equipment (mowers etc.)
- Sporting equipment

**Events** – event elements including:

- Marketing Costs -including advertising
- Hire of temporary infrastructure
- Road closure costs
- Programming elements that have lasting benefit to the community (workshops etc)

## Examples of in-eligible expenditure

- Activities undertaken or committed to purchase before the organisation is notified in writing their application is successful
- Repayment of debts and loans
- Overseas travel costs
- Consumables including catering
- Funding for a staff or member social event
- Purchase of goods or services that benefit an individual or small, targeted group in the community;
- Purchase of Alcohol.
- Projects or activities that provide an ongoing financial or in-kind commitment for Fraser Coast Regional Council unless agreed to by Council. (e.g. **ongoing and regular** maintenance of equipment, grounds works or structures located on Council Property)
- Gifts or prizes in the form of cash, gift card or goods and services.
- Donations to and sponsorship of other groups
- Grant writer fees and associated costs are ineligible for funding. Associated costs include project management fees (including payment for managing the construction of facility improvements and/or the purchase of funded items)