



## Community Partnership Funding Program 2015/16 Guidelines

[These guidelines should be read with council's Community Grants Policy. You can view the policy at www.sunshinecoast.qld.gov.au/grants](http://www.sunshinecoast.qld.gov.au/grants)

**The purpose of the Community Partnership Funding Program (CPFP) provides up to three-year funding towards operational expenses to not-for-profit organisations that provide facilities or services that which support the delivery of council's corporate priorities and demonstrate broad community benefit. is for council to work in partnership with the community to achieve council's corporate priorities. The program provides funding towards operational expenses to community organisations that provide key services or facilities to the Sunshine Coast community.**

The Program will provide one year of funding for 2014/2015 to allow for a review of the program criteria to ensure alignment to council's new corporate plan.

[These guidelines should be read in conjunction with council's Community Grants Policy. You can view the policy at www.sunshinecoast.qld.gov.au/grants](http://www.sunshinecoast.qld.gov.au/grants)

### Eligibility

#### Who can apply?

[Not-for-profit](#) community organisations who [meet all of the following criteria](#):

- operate within the Sunshine Coast [Local Government Area](#) or [are able to demonstrate that the service/facility will benefit residents of the Sunshine Coast Local Government Area](#)
- are [Incorporated, or are an Australian Public Company Limited by Guarantee legal not-for-profit entity](#)
- have appropriate insurance and adhere to sound [workplace health and safety](#) practices

- are [working towards becoming self-sufficient and able to can demonstrate viability](#)
- [have no debt to council, or have entered into scheduled payment arrangements with council which are being adhered to](#)
- [and/or have met acquittal conditions from previous council grants](#)
- [are established \(this program does not support seed/startup funding\)](#)  
[have discussed their proposal with a category representative prior to submitting their application.](#)

#### Who cannot apply?

[Applications cannot be made by:](#)

[Effective 11 December 2014](#)

CPFP Guidelines 2015/16 1

- gGovernment agencies or departments of local, state or federal government
- eEducational, religious or medical organisations, where the application is for the organisation's core business
- bBusinesses
- iIndividuals
- ~~Organisations eligible under the Sports Field Maintenance Funding Program~~
- Organisations where the application is connected to political activities
- ~~Organisations eligible under the Sports Field Maintenance Funding Program~~

### What is eligible for funding?

This program offers funding for:

- ~~Operational~~ ongoing/recurrent expenses. For example to support established services or facilities (e.g., insurance, electricity and, ongoing maintenance).
- this program does not support one-off projects (one-off projects may be eligible under council's Community Grants Program).

### Assessment

Funding is offered under the following categories:

- Community Development
  - Community Facilities
  - Community Safety
- ~~Community Services~~
  - Cultural Heritage
  - Economic Development.

~~All applicants are required to consult with a category representative prior to submitting a proposal. Contact a grants officer for details.~~

~~Assessment for each category is based on both funding program and category specific assessment criteria.~~

Applications are assessed by category, in panels by panels of experienced council staff for each category panels in each of the five categories. Panel members include council staff experienced in each category.

Assessment for each category is based on budget availability and alignment with both funding program and category specific assessment criteria.

~~In some instances, part-funding may be offered.~~

Panel recommendations are reported to cCouncil for endorsement. In some instances, Ppart-funding may be offered.

Where Where multi-year funding is allocated, subsequent years of funding will be conditional on:

- bBudget availability
- cCompliance with funding conditions
- Ddelivering agreed outcomes
- continuing to work towards self-sufficiency. Continuing to work towards becoming self-sufficient.

### General Funding program assessment criteria

Applications are assessed against on the following program priorities.

#### Council Corporate Priorities

- Strong Strength of alignment with council's corporate priorities as described in current council Corporate Plan, strategies, plans or policy positions.

#### Community Need and Benefit

- Demonstrated clear and identified community need and support for services or/ facilities.
- Provide Demonstrated lasting impact and broad community benefits that are far reaching
- Provide Demonstrated equitable access and/ or participation opportunities.

#### Planning and Delivery

- Demonstrated collaborative approach to delivering the service or operating the facility.
- A well-planned and achievable strategic/ operational/ business plan for delivery.
- A clear evaluation framework process, which identifies identifies what will be

delivered, and how it will be measured and reported to council (e.g. hours of operation, volunteer hours, number of participants).

#### Organisational Capacity

- Demonstrated capacity to deliver for the duration of the partnership
- Evidence of:
  - sound financial management
  - sustainable budgeting
  - effective business planning processes
  - risk management processes/practices
  - principles of good governance
  - organisation working to be self-sufficient/working towards self-sufficiency

#### Budget

- Realistic budget reflecting proposal the scope and scale of the proposal.

#### Category specific assessment criteria

Applications must also address specific aims and criteria for their chosen category.

#### Community Development

##### Outcome - Resilient and engaged communities

Aim - Strengthen the capability and capacity of local community organisations to respond to community need through the provision of information sharing, training, collaboration, integrated planning, and service development.

##### Category specific criteria (address one or more):

- encourage involvement, interaction and partnerships between local individuals and community and/or cultural organisations
- provide significant information, expertise or resources to support other community and/or cultural organisations
- transfer new skills and capabilities to other community and/or cultural organisations and individuals

- improve access to and knowledge of community resources and services
- benefit multiple user groups and/or one or more of the following groups (families, young people, seniors, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people with a disability).

##### Types of services funded in this category include:

- Peak bodies/ umbrella groups

All applicants must discuss their proposal with a council category representative before submitting an application. Contact a council Grants Officer for details.

#### Community Facilities

##### Outcome - People and places are connected

Aim - Supporting facilities that help build stronger, more engaged, healthier and more creative communities.

Outcomes - This category supports facilities that contribute to the development of one or more of the following:

- engaged, resilient and inclusive communities that embrace diversity
- a creative and artistic region
- healthy communities and active lifestyles.

##### Category specific criteria

Applications must meet all of the following:

- Provide safe facilities which offer community meeting spaces and/or enable opportunities to participate in sport, recreation or social activities.
- Demonstrate significant level of engagement, participation and utilisation by the local community.
- Ensure hours of community access are aligned to community need.
- Have formal tenure on council or Crown Land or own the facility freehold.
- Have primary responsibility for maintaining the facility on a regular basis for all or a specified part of the year.

- ~~Have a current maintenance schedule in place.~~

#### Eligible items

~~Funding is available to support costs associated with operating a community facility:~~

- ~~Administration costs (exc. wages)~~
- ~~Utility expenses~~
- ~~Insurance~~
- ~~Ongoing maintenance~~

#### Eligible items

~~Applicants requesting funding for items other than eligible items those listed above are required to consult with a category representative prior to submitting an application proposal. Contact a council Grants Officer grants officer for details.~~

~~Types of facilities funded in this category include:~~

- ~~Community halls~~
- ~~Community libraries~~
- Community centres
- Facilities for cultural activities
- Sport and recreation facilities

#### Community Safety

##### Outcome - Safe and healthy communities

**Aim** - Ensuring a significant level of community safety, including disaster management.

##### Outcomes - Safe communities

**Category specific criteria** (address one or more):

- Provide services that ensure the safety and wellbeing of residents and visitors, in line with council priorities.
- Provide significant community outcomes in the event of, or in the planning for, a disaster, aligned to council's Disaster Management Plan.
- Provide air and sea services to the Sunshine Coast Local Government Area in order to increase the overall safety of residents and visitors.

- Play a significant role in the welfare, re-homing and general care of abandoned domestic animals, both in general circumstances and in the event of a disaster. ~~Form a vital part of the community fabric in dealing with emotional issues when family pets are lost or displaced.~~

**Types of services funded in this category include:**

- Outreach public safety services
- Coast Guards
- Helicopter rescue
- Animal welfare and re-homing

**Note:** State managed/ coordinated bodies and groups that are core funded by the state are not eligible for funding in this category.

#### Eligible items

~~All applicants are required must discuss their proposal to consult with a council category representative to develop discuss their proposal prior to before submitting an application a proposal. Contact a council Grants Officer for details.~~

#### Community Facilities

##### Outcome - People and places are connected

**Aim** - Supporting facilities that help build strong communities.

This category supports facilities that contribute to the development of one or more of the following:

- engaged, resilient and inclusive communities that embrace diversity
- a creative and artistic region
- healthy communities and active lifestyles.

##### Category specific criteria

Applications must meet all of the following:

- provide safe facilities which offer community meeting spaces and/or enable opportunities to participate in sport, recreation or social activities

Formatted: Space After: 0 pt

- demonstrate a significant level of engagement, participation and use by the local community
- ensure hours of community access meet community need
- have formal tenure on council or Crown Land or own the facility freehold
- have primary responsibility for maintaining the facility on a regular basis for all or a specified part of the year
- have a current maintenance schedule in place.

#### **Eligible items**

Funding is available to support costs associated with operating a community facility:

1. Administration costs\*
2. Utility expenses
3. Insurance
4. Ongoing maintenance

\*Applicants requesting funding for items other than those listed above, for example, wages, must discuss their proposal with a category representative before submitting an application. Contact a council Grants Officer for details.

#### **Types of facilities funded in this category include:**

- Community halls
- Community libraries
- Community centres
- Facilities for cultural activities
- Sport and recreation facilities

#### **Community Services Development**

#### **Outcome - Resilient and engaged communities**

**Aim** - Supporting the delivery of services that build stronger, more engaged, healthier and more creative communities.

Strengthen the capabilities/capacity of local community organisations to respond to community needs through the provision of information sharing, training, collaboration, integrated planning, and service development.

**Outcomes** - This category supports the delivery of services that contribute to the development of one or more of the following:

- engaged, resilient and inclusive communities that embrace diversity
- a creative and artistic region
- healthy communities and active lifestyles.

#### **Category specific criteria (address one or more)**

- Encourage involvement, interaction and partnerships between local individuals and community and/or cultural organisations.
- Provide significant information, expertise or resources to support other community and/or cultural organisations.
- Transfer new skills and capabilities to other community and/or cultural organisations and individuals
- Improve access to and knowledge of community resources and services
- Benefit multiple user groups and/or one or more of the following groups (families, young people, seniors, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people with a disability).

#### **Types of services funded in this category include:**

- Community Centres
- Community Libraries
- Peak bodies/ umbrella groups

#### **Eligible items**

All applicants are required to consult with a council category representative to develop/discuss their proposal prior to submitting an application. proposal. Contact a council Grants Officer for details.

Cultural Heritage

**Outcome: Culture, heritage and diversity are valued and embraced**

This category is funded by council's Heritage Levy.

**Aim** - Supporting community organisations whose prime purpose is to ensure the conservation, access and promotion of regionally significant cultural heritage items, collections, places and events.

**Outcomes**

This category supports services and facilities that contribute to the development of one or more of the following:

- increased awareness of our local heritage
- increased accessibility to our [cultural heritage](#)
- the heritage of our communities is conserved and protected.

Effective 11 December 2014

CPFP Guidelines [2014/15](#) 6

**Category specific criteria** ([address one or more](#)):

Organisations engaging in activities that:

Engage in activities that:

- identify, record and protect the region's cultural heritage, including Aboriginal heritage
- conserve items, collections, places and events of significance through conservation, rehabilitation, restoration, and maintenance
- document and promote those items, collections, places and events that define the stories, history and values of the communities of the region
- establish partnerships that have the capacity to enhance the conservation of heritage items, collections, places and events.

**Types of organisations and services funded in this category include:**

- Museums
- Other organisations with a significant local heritage focus

**Eligible items**

All applicants must discuss their proposal with a council category representative before submitting an application. Contact a council Grants Officergrants officer for details.

All applicants are required to consult with a category representative to developdiscuss their proposal prior to submitting an application.a proposal. Contact a grants officer for details.

**Economic Development**

**Outcome - Strong economic leadership collaboration and identity**

**Aim** - Contributing to the development of the New Economy as outlined in the Regional Economic Development Strategy 2013.

**Outcomes**

- Strong economic leadership, collaboration and identity
- New capital investment in the region

Effective 11 December 2014

- Investment growth in high-value industries
- Strong local to global connections
- Investment growth in talent and skills

**Category specific criteria** ([address one or more](#)):

- Foster strong economic leadership and collaboration by government, business and industry.
- Facilitate the development of the region's high value industries, including promotion of innovation, research and digital participation, and secure and maximise the value of regional economic infrastructure.
- position the Sunshine Coast in key export markets and develop export ready businesses.
- atract and retain skilled workforce and develop the "New Economy" regional education and training system.

**Types of organisations funded in this category include:**

- Industry development groups
- Trade groups
- Chambers of Commerce
- Other relevant formal business groupings
- Community Visitor Information Centres

**Eligible items**

All applicants must discuss their proposal with a council category representative before submitting an application. Contact a council Grants Officergrants officer for details.

All applicants are required to consult with a category representative to developdiscuss their proposal prior to submitting an application. proposal. Contact a grants officer for details.

**Payment**

Community Partnership Funding Program funds must be claimed within three months of notification, except where an extension has been granted.

In some instances, there may be specific funding conditions that need to be met before payment can be made.

CPFP Guidelines 2014/15

7

## **Acknowledgement**

As a condition of funding, successful applicants are required to actively and publicly acknowledge council's support. The level of acknowledgement is determined by the amount funded and outlined in the funding program agreement.

In addition, funding recipients must also ensure that council's positive reputation is maintained at all times.

## **Acquittal**

All Community Partnership Funding must be acquitted annually by 31 August. Organisations will not be considered for further funding from council where previous acquittals conditions have not been met.

## **Application**

Application forms for the Community Partnership Funding Program are available at [www.sunshinecoast.qld.gov.au/grants](http://www.sunshinecoast.qld.gov.au/grants) council's website and must be submitted online.

## **Applicant Support**

For further information or help completing online applications, contact the Grants Team:

- (07) 5475 7272 or
- Email: [grants@sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au)

**Note:** Office hours are 8.15 am – 5.00 pm, Monday to Friday (excluding public holidays).

If you do not feel that you meet the requirements of this program, you may still be eligible for the Community Grants Program. See Council's website for details.

If you do not have your own computer, you can access a computer at any of Council's libraries at no cost.

Please let us know if you have difficulty speaking English and we can organise an interpreter to assist you.