

# Community Grants Program Guidelines



The Community Grants Program provides support to community organisations for one-off projects, events and activities through the following grants:

- **Emergency Grants**
- **Major Grants**
- **Minor Grants**
- **Individual Development Grants**

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?

Community organisations which meet all of the following criteria:

- Operate within the Sunshine Coast Local Government Area or are able to demonstrate that the project or program will benefit residents of the Sunshine Coast Local Government Area
- Have appropriate insurance and adhere to sound Workplace Health and Safety practices
- Are able to demonstrate viability
- Have no debt to council, or have entered into scheduled payment arrangements with council which are being adhered to
- Have met acquittal conditions for previous council grants

If a community organisation is not a legal entity or recognised by the Australian Taxation Office as a not-for-profit type, then the application must be auspiced and administered by such a group.

Applicants may submit only one Minor or one Major grant application per round.

### Who cannot apply?

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations, where the application is for the organisation's core business
- Businesses

### Projects eligible for funding?

To be eligible to apply for funding, applications must:

- demonstrate a purpose that is in the public interest
- link to council's *Corporate Plan*, and
- adhere to the specific terms and conditions of this funding program.

### Projects not eligible for funding?

- The development of privately-owned facilities
- Projects run solely for commercial profit
- Activities that have already commenced prior to a grant application being submitted
- Payment of debt
- Political activities

- The core business of educational, religious or medical organisations
- Items included in another council grant application
- Ongoing operational or recurrent costs including salaries, rent, fuel.
- Funding for prize money, prizes or trophies
- Projects run solely for fundraising purposes, without broader community benefit.

### Lower priority is given to

- Applicants who have been funded within the previous 12 months
- Projects or events that have previously received council funding.

## Program Details

### Emergency Grants

Up to \$2,000 to fund projects that have arisen as a consequence of failure, damage or loss of essential equipment or infrastructure due to unforeseen circumstances. The failure of the equipment must be:

- deemed to be an “emergency”
- significantly impact on the organisation’s ability to continue to operate.

Projects may start prior to application, but applicants should be aware that funding is very competitive and council cannot guarantee that the application will be successful.

Projects that are covered by insurance are not eligible for Emergency Grant funding.

### Minor Grants

Up to \$2,000 to fund community projects, with application aligned to a specific grant category.

### Major Grants

Up to \$50,000 to fund community projects, with application aligned to a specific grant category.

Applications for over \$15,000 must be for infrastructure projects (e.g. building a permanent structure or creating/upgrading a sports playing surface). Applicants are required to discuss their application with a council Grants Officer prior to submission.

Co-funding is required for requests over \$7,500 (see table below).

### Individual Development Grants

Up to \$500 is available to support Sunshine Coast Local Government Area residents who are performing, competing or presenting at national or international competitions, conferences, events (eg sport, arts, cultural, community, heritage, economic and environment).

Groups or teams attending the same event can apply for a group total up to \$2,000.

Individuals must be selected by a recognised national body and provide a letter of selection.

Funding will assist with expenses incurred in attending an activity eg travel, accommodation, entry fee and registration.

### Who can apply for Individual Development Grants?

Applicants must:

- have been a permanent resident in the Sunshine Coast Local Government Area for at least the preceding 12 months
- be representing the region by performing, competing or presenting at national or international competitions, conferences or events
- have met acquittal conditions for previous council funding.

Re applications for sporting events, priority is given to competitors participating in:

- official national championships, endorsed by the relevant Australian Sports Commission or recognised national sporting organisation, or
- international competitions of an official Australian team, endorsed by the Australian Sports Commission.

## Co-funding

Council is not able to be the sole funder for every project. Depending on the amount requested, accessing funds from other sources may be required. These could include:

- applicant cash contribution
- grants from other funding bodies - see "Looking for Grants" page on council's website at [www.sunshinecoast.qld.gov.au/grants](http://www.sunshinecoast.qld.gov.au/grants)
- sponsorship
- in-kind support

Amount requested from council	Minimum co-funding requirement
Up to \$7,500	No requirement for co-funding
\$7,501 - \$15,000	50% of project costs from other source/s
\$15,001 - \$50,000	75% of project costs from other source/s

## Application

Application forms for Major, Minor, Emergency and Individual Development Grants are available at [www.sunshinecoast.qld.gov.au/grants](http://www.sunshinecoast.qld.gov.au/grants) and must be submitted online.

Quotes are required for all items over \$500.

The delivery of the Community Grants Program is subject to annual budget allocations.

## Assessment

Grants are assessed by panels, which include council staff experienced in each category.

In some instances, part-funding may be offered.

Panel recommendations for major grants are reported to council for endorsement. Panel recommendations for Minor, Individual Development and Emergency grants are reported to the CEO for endorsement.

## Assessment Criteria - Emergency Grants

Emergency grant applications will be assessed using the following criteria:

- failure, damage or loss of essential equipment or infrastructure due to unforeseen circumstances and deemed to be an emergency
- significant impact on the ability of the organisation ability to continue to operate
- significant health and safety implications for the organisations and/or service users
- evidence that the project is not covered by insurance

## Assessment Criteria - Major and Minor Grants

Major and Minor grant applications will be assessed using the following criteria:

- need for the project/activity
- alignment to the specific aims and priorities of the chosen category
- linkage to the Sunshine Coast Regional Council's Corporate Plan
- benefit to the people or environment of the Sunshine Coast Local Government Area
- evidence of consultation and community partnerships
- capacity of the applicant to successfully complete the project
- a balanced, realistic and complete project budget
- evidence that the organisation has inclusive participation policies and practices
- level of funding contributed by the applicant and/or others towards the project.

## Payment

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

If the applicant is being auspiced, payment will be made to the auspicing organisation.

## Acquittal

All grant money must be acquitted within eight weeks of project completion.

Organisations will not be considered for further grant funding from council if previous grant acquittal conditions have not been met.

## Categories

Council provides funding for one-off projects, events, programs and activities in the following categories:

- *Community Development*
- *Cultural Development*
- *Cultural Heritage*
- *Economic Development*
- *Environment*
- *Festive Season*
- *Sport, Recreation and Healthy Living*

Applications must align to the specific aims of the selected category and meet one or more of the relevant priorities.

### Community Development

Projects and activities that respond to a local need and build stronger, more engaged, safer and inclusive communities.

This category aims to encourage and support local community organisations that make a positive contribution to the quality of life in the Sunshine Coast Local Government Area. In doing so, this category seeks to assist not-for-profit organisations to become financially self-sufficient, encourage community partnerships and long term planning in order to maximise limited resources.

Priorities (address one or more):

- reduce social isolation
- enhance community health and safety
- encourage participation in active citizenship and volunteerism
- encourage partnerships and collaboration between community groups

- projects that bring benefit to, or effectively link with, one or more of the following groups of people:
  - families
  - young people
  - seniors
  - Aboriginal and Torres Strait Islander peoples
  - people from culturally and linguistically diverse backgrounds
  - people with a disability.

### Cultural Development

Projects that enable the practical foundations for a range of creative programs, events and activities.

Priorities (address one or more):

- build community capacity through creative practice or activities
- further develop and revitalise an established program or project
- demonstrate a creative or innovative approach
- improve artistic or cultural performance.

Funding is for projects which:

- engage with the local community and involve significant community interaction, rather than being focused on the creation of a product
- support a number of emerging artists in a high quality project e.g. performance, theatrical activity.

### Cultural Heritage

Projects that document, preserve, promote and make accessible the region's heritage and social history

Applicants are required to discuss their project with a council cultural heritage officer prior to submitting their application. Contact a [grants officer](#) for more information.

Priorities (address one or more):

- feature Aboriginal culture and heritage
- provide access to, interpret and protect the unique lifestyle, places and/or landscapes within the Sunshine Coast Local Government Area

- feature contemporary heritage (post-1950s), including coastal heritage
- tell the regional stories of WW1 to commemorate the anniversary of the 1914-1918 War
- encourage collaboration with other regional heritage organisations
- incorporate innovative practices and/or procedures to preserve and promote regional heritage
- ensure project has lasting community benefit

## Economic Development

Projects that encourage and support local community organisations to contribute positively to improve the economic performance and prosperity of their local community.

Priorities (address one or more):

- collaborative projects between local businesses
- collaborative marketing and promotion
- business mentoring, i.e. the establishment of scheme/s to mentor a range of businesses.

## Environment

Projects that protect and enhance the natural assets and biodiversity of the Sunshine Coast Local Government Area, and promote ecologically sustainable management of our environmental values.

Applicants are required to discuss their project with a council Environmental Officer prior to submitting their application. Contact a Grants Officer for more information.

Priorities (address one or more):

- contribute to landscape scale protection, monitoring and rehabilitation of biodiversity, which includes native plants and animals
- build community capacity, engagement and participation
- adapt and respond to environment/sustainability challenges, e.g. building resilience to climate change and peak oil.

Private landholders, including primary producers, seeking financial assistance to

undertake environmental restoration activities on their property need to apply under council's Landholder Environment Grant program. For more information contact a Conservation Partnership Officer via council's Customer Service Centre on (07) 5475 7272.

## Festive Season

Projects that support communities to celebrate the Festive Season in their own unique way.

The Festive Season is defined as the period during which Christmas, New Year's Eve and Australia Day are celebrated.

Priorities (address one or more):

- celebrate the identity and culture of our individual local communities and/or our region as a whole
- are inclusive and accessible and encourage community participation
- encourage diversity
- encourage partnerships and collaboration between community groups.

**Note:** Organisations in receipt of funding through the Festive Season Strategy, which is separate to council's grants and partnerships programs, are not eligible to apply in this grant category.

## Sport, Recreation and Healthy Living

Projects that encourage the development of cost-effective programs, facilities and events that promote community participation in sport and recreational pursuits across the Sunshine Coast Local Government Area.

Priorities (address one or more):

- contribute to building healthy and active communities
- provide sustainable physical activity initiatives or opportunities
- improve the sustainability of sport and recreation clubs
- encourage healthy eating and the availability of fresh, healthy foods
- engage people who are not physically active

- build, extend or upgrade facilities or playing surfaces for increased participation in sport and active recreational pursuits
- address drainage or lighting issues
- provide access for people with a disability
- address issues relating to risk management or compliance with Australian standards
- provide benefit to multiple user

## Applicant Support

For further information or help completing on-line applications, please contact council's grants team:

- (07) 5441 8616
- [grants@sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au)

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

Grant Development Officers can also help you to develop your project and explore other funding opportunities.

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

If you have difficulty speaking English, contact council's Customer Service Centre on (07) 5475 7272 to organise an interpreter to assist you.

## Community Partnership Funding Program Guidelines



The Community Partnership Funding Program provides up to three-year funding towards operational expenses to community organisations whose operations or services make a significant contribution to the Sunshine Coast community, and whose activities are closely aligned to council's vision for the future as described in its 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?

Community organisations who meet all of the following criteria:

- Operate within the Sunshine Coast Local Government Area or are able to demonstrate that the program will benefit residents of the Sunshine Coast Local Government Area.
- Are solely based in and focussed on the Sunshine Coast Local Government Area (not state or Australia wide), and do not have access to funding from other tiers of government.
- Are Incorporated, or are an Australian Public Company-Limited by Guarantee
- Have appropriate insurance and adhere to sound Workplace Health and Safety practices
- Are able to 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 for previous council grants.

#### Who cannot apply?

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations, where the application is for the organisation's core business
- Businesses
- Individuals
- Organisations eligible under the Sports Field Maintenance Funding Program
- Organisations seeking funding for Festive Season activities
- Organisations where the application is connected to political activities.

#### Activities eligible for funding?

Funding is available for a broad range of operational expenses. It is not for one-off projects.

### Application

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

The delivery of the Community Partnership Funding Program is subject to annual budget allocations.

## Assessment

Applications are assessed by panels in each of the nine partnership categories, based on the general and specific eligibility criteria. Panel members include council staff experienced in each category.

In some instances, part-funding may be offered.

Panel recommendations are reported to council for endorsement.

## 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.

## 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.

## Assessment Criteria

### General assessment criteria

#### Corporate Plan

- Achieve one or more of council's Corporate Plan priorities

#### Community Need and Support

- Demonstrate clear and identified community need for the services, facilities or programs
- Demonstrate clear evidence of community support for the services, facilities or programs

#### Planning and Delivery

- Proven engagement with the community
- A collaborative approach to the development of the service, facilities or program

- A well-planned and achievable strategic/ operational/ business plan for delivery
- A clear evaluation framework

### Organisational Capacity

- Demonstrated capacity to deliver for the duration of the partnership
- Evidence of:
  - Sound financial management
  - Sustainable budgeting
  - Effective business planning processes
  - Clear risk assessment
  - Principles of good governance

### Budget

- Realistic budget reflecting proposal scope and scale
- Appropriate budget allocation reflecting the importance of community benefit/ service provision over operational expenditure

### Category assessment criteria

- Meet specific category priorities

## Categories

Funding is offered under the following categories:

- Community Capital
- Community Facilities
- Community Pools
- Creative and Cultural Development
- Cultural Heritage
- Economic Development
- Emergency Services and Community Safety
- Environment
- Sport and Recreation

Applications must align with the specific aims and assessment criteria of the selected category.



## Community Capital

Programs/services meeting community need and providing significant benefit.

Specific category assessment criteria:

- provide programs and/or support services in line with demonstrated and specific community need
- provide of programs/ services which benefit a significant proportion of the local community
- regular review of programs and/or services to ensure relevance for the local community
- encourage involvement, interaction and partnerships between local individuals and community organisations
- contribute to the continued development of a positive sense of community
- programs and/or services that support council's strategic commitments as outlined in council's strategies and action plans, including the Positive Ageing Strategy, Youth Strategy, Reconciliation Action Plan, Access and Inclusion Plan.

## Community Facilities

Ensuring access to community halls and facilities which are safe, accessible, available and well-used.

Specific category assessment criteria:

- provide infrastructure which enable opportunities to participate in recreation or community wellbeing
- ensure hours of community access are aligned to community need
- demonstrate significant level of engagement, participation and utilisation by the local community
- adhere to the principles of access and equity
- has tenure over the facility
- have a current maintenance schedule in place.

## Community Pools

Enabling community participation and access to the facility and programs.

Specific category assessment criteria:

- ensure appropriate hours of community access throughout the year or the season
- demonstrate significant level of community engagement and participation
- review level of operating costs incurred by the applicant organisation, noting that some applicants will not have responsibility for maintenance and other operating costs of running the pool
- ensure capacity for the applicant community organisation to continue pool operations
- provide programs which encourage attendance and participation in activities relevant to the specific community e.g. squads, aqua aerobics, learn to swim classes.

## Creative and Cultural Development

Contributing to the development of the Sunshine Coast Local Government Area as a creative community and providing significant and lasting community benefit.

Specific category assessment criteria:

- build community capacity through creative practice or activities
- demonstrate a creative or innovative approach to program delivery
- improve artistic or cultural performance
- provide significant information, expertise or resources to other cultural organisations
- demonstrated experience in delivering high quality cultural and/or artistic outcomes
- build and support the diversity of cultural practice
- encourage activities that are inclusive and accessible.

Note: Festive Season activities (1 December to 31 January) are not eligible in this category, but may be applied for under the Festive Season category of council's Community Grants Program.

## Cultural Heritage

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

All applicants are required to discuss their proposal with a cultural heritage officer prior to submitting their application. Contact a grants officer for more information. Specific category assessment criteria.

Engage in activities that:

- identify, record and protect the region's cultural heritage, including Aboriginal heritage
- preserve 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 preservation of heritage items, collections, places and events.

## Economic Development

Contributing to the development of a robust regional economy.

Specific category assessment criteria:

- provide programs and/or services on a non-commercial basis that support the development and retention of local business investment
- contribute to the development of a positive image of the region as an attractive business investment location
- establish partnerships and linkages with external agencies and other spheres of government to deliver initiatives that attract investment in the region and generate employment opportunities

- encourage involvement by - and advocate on behalf of – a specific sector or sectors of the regional economy
- provide significant information, expertise or resources to an identified sector(s) of the regional business community.

## Emergency Services and Community Safety

Ensuring a significant level of community safety, including times of disaster.

Specific category assessment criteria:

- attain significant outcomes for the safety of the community, aligned to community safety initiatives and key current and emerging 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.

## Environment

Ensuring a sustainable approach to the protection of the local landscape, waterways and biodiversity.

Specific category assessment criteria:

- contribute to the achievement of environmental outcomes which assist with the realisation of council's vision for the region
- contribute to the implementation of strategies and actions outlined in Council's environment policy and strategic documents related to biodiversity, waterways, climate change, sustainability, peak oil and energy transition

- contribute to landscape protection, monitoring and rehabilitation of biodiversity and address major ecological threatening processes (e.g. rural and urban runoff, clearing of vegetation, riparian corridors and linkages, pest management)
- promote waterways and catchments health, and reduce erosion and sediment runoff into waterways
- establish partnerships and links with external agencies and residents which improve the protection, restoration and/or management of the region's environment, (particularly on lands adjoining or lying within the immediate vicinity of existing conservation areas, Land for Wildlife properties, conservation/vegetation protection covenants and Voluntary Conservation Agreement properties) and extension activities, for example, property vegetation management planning
- facilitate investment by state government, regional bodies for natural resource management, research organizations, community groups and industry in priority environmental projects in the region
- foster the establishment of not-for-profit community-based enterprise partnerships, which include, but are not limited to, farm forestry, native plant products, nature-based recreation and ecotourism activities
- manage environmental research projects that are directly relevant to improving the protection, restoration or management of the region's environment and are guided by existing environmental strategies.

## Sport and Recreation

Providing infrastructure/services for participation in sport, recreation and community wellbeing.

Specific category assessment criteria:

- provide infrastructure/services to increase or enhance opportunities to participate in sport, recreation or community wellbeing
- ensure hours of community access are aligned to community need
- demonstrate significant level of community engagement and participation

- has tenure over the facility
- have a current maintenance schedule in place
- adhere to the principles of access and equity.

## Applicant Support

For further information or help completing on-line applications, please contact council's grants team:

- (07) 5441 8616
- grants@sunshinecoast.qld.gov.au

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

Grant Development Officers can also help you to develop your application and explore other funding opportunities.

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

If you have difficulty speaking English, contact council's Customer Service Centre on (07) 5475 7272 to organise an interpreter to assist you.

# Landholder Environment Grant Guidelines

*your environment levy  
your habitat*



The Landholder Environment Grant (LEG) provides financial assistance for private rural landholders to undertake on-ground projects on their properties, which protect and enhance the natural assets and biodiversity of the Sunshine Coast and promote ecologically sustainable management of the region's environmental values.

Sunshine Coast Council landholders are invited to submit expressions of interest for assistance to undertake environmental works on private property.

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)

## Who can apply?

Private rural landholders of the Sunshine Coast Local Government Area, who have satisfactorily met all acquittal conditions of previous council grants.

### Priority is given to projects that;

- will achieve cost effective on-ground outcomes
- have high ecological value
- have at least matching co-contribution
- will deliver benefits to the wider community

### Low priority is given to;

- projects that have previously received council funding, unless the project is clearly well planned with a staged approach

**Note:** Landholders can apply for only one grant each round



## Projects eligible for funding?

Projects must be on privately owned rural land within the Sunshine Coast Council Local Government Area.

Landholders can apply for assistance to carry out natural resource management activities such as:

- fencing to restrict stock access to significant vegetation, wetlands or waterways
- installing off-stream stock watering points and stock crossings
- revegetation of degraded areas, establish vegetation corridors and buffer zones
- reducing sediment loss on farms
- control of environmental weeds to rehabilitate native vegetation areas
- modification of existing fencing to make it more wildlife friendly

Other activities may be considered after consultation with a Conservation Partnerships Officer during the site visit.

## Projects not eligible for funding?

Works or activities that:

- are not on private land
- are a condition of a council or state government Development Approval
- are the legal responsibility of the landholder (e.g. control of Class 1 or 2 declared weeds, boundary fencing, property rates, and approval fees)
- are the normal responsibility of the landholder (e.g. upgrades, maintenance or repairs to property infrastructure such as dams, weirs, drains, fences and tracks)
- contravene any local, state or commonwealth legislation or policy
- are focussed on providing private or scenic amenity e.g. landscaping
- projects on urban properties.

Claiming funds for:

- your own, or a relative's, labour
- the purchase, servicing and/or associated costs (e.g. fuel, oil etc.) of equipment
- works or purchases that have already been undertaken prior to submitting an application.

## Funding Details

As funds are limited and it is anticipated that many worthwhile projects will be submitted, applications seeking a modest amount of funding are more likely to be successful.

The proposed funding amount should be discussed with a conservation partnerships officer during the site visit.

The following costs are eligible for funding

- purchase of materials such as herbicide, tubestock, mulch, fencing wire, posts etc
- fees for engagement of a suitably qualified and experienced contractor
- hire of specialised equipment, essential for the completion of the project

The following costs are not eligible for funding:

- weed management activities in production or domestic areas (e.g. orchards, pastures, crops, gardens, lawns or around dwellings)
- contractor fees for the purposes of planting tubestock granted from another council incentive program (e.g. Land for Wildlife).

**Note:** It is generally expected that landowners will undertake revegetation unless physically unable to do so.

## Application

The Landholder Environment Grant application is a three stage process.

1. Expression of Interest (EOI) – **applicants must submit an EOI form during the expression of interest period to be eligible to apply.**
2. Site visit – upon receipt of the EOI, a Conservation Partnerships Officer will contact the applicant to arrange an on-site visit to discuss the project
3. Online application form – following the site visit, applicants must complete an online application form.

The delivery of the Landholder Environment Grant program is subject to annual budget allocations.

### Expression of interest (EOI) form

Applicants must use the Landholder Environment Grant Expression of Interest form to initially submit their interest. The form is available to download from the website, or it can be emailed/posted to you upon request.

### Online application form

Supporting documentation should be uploaded to the online application. If you are unable to upload your documentation, it can be lodged at a council office, or posted, no later than 5.00 pm on the closing date.

Landholder Environment Grant applicants may start their project as soon as they submit their application, but need to be aware that funding is very competitive and council cannot guarantee that the application will be successful.

## Tips for a successful project

To be successful you will need a well-planned project. When planning your project you should do the following:

- discuss your project with a conservation partnerships officer during the site visit
- ensure project outcomes are clear and well-defined
- ensure project can be easily completed within a reasonable timeframe (usually 12 months)
- understand that applications for a large amount of funding may require the project area to be subject to a protective mechanism, e.g. tree preservation order or conservation covenant
- divide larger projects into smaller easily-achieved and maintainable stages
- if possible discuss your project with other landholders who have undertaken similar projects.

## Contractors

Council strongly recommends that any contractors you engage for control of environmental weeds, bush regeneration, revegetation and fencing activities are recognised providers, with proven experience in this field. A list of contractors utilised by council can be supplied if required or you may wish to seek quotes from other businesses with similar skills and experience.

If you are planning to engage contractors, please provide details of the contractor/s in the application (company, contact person, phone number etc.).

## Fencing to restrict stock access to significant vegetation, wetlands, or riparian areas

Fencing must be for the prevention or restriction of livestock access to revegetation plots, remnant vegetation, wetlands or waterways - creek or river banks.

Please include in your application the type of fencing and an estimate of the length of fencing you wish to install.

The proposed location of the fence line must be clearly shown on your project map. It is preferred that fencing be of 'wildlife-friendly' design. In most cases this can be achieved simply by using a plain wire for the top and bottom strands. There are also other techniques for minimising the impact of fencing on wildlife, which can be discussed with a conservation partnership officer during the site visit.

If engaging a contractor, fencing costs should generally be less than \$15/metre, depending on the type of fence and the terrain. Some landholders are able to erect the fence themselves, but need assistance with material costs. This is usually approximately \$3-7/metres, depending on the type of fence and terrain.

Some additional points for fencing with particular regard to fencing along waterways;

- Generally or where practical fences should be situated on the high bank to reduce the likelihood of damage by flooding
- Permanent fencing is preferable, however funding for electric fencing (except charging units) will be considered for staged projects or areas that are subjected to repeated flooding.

## Installing off-stream stock watering points and stock crossings

The project design must demonstrate the potential for mitigation or prevention of erosion on a waterway. Access to the waterway by stock must be prevented by existing fence or fencing as part of this project.

It is important to ensure that relevant permits regarding in-stream works and waterway barrier works have been obtained from the relevant State government department.

## Revegetation of degraded areas and to establish vegetation corridors and buffer zones

Plants used for revegetation must be locally native, appropriate for the area being revegetated and no larger than tubestock. Tubestock is sometimes called Native Tube or Forestry Tube and is generally 50 mm square and 125 mm deep in size. Exception will be made for certain species that are difficult to obtain in tubestock size.

A Conservation Partnerships Officer can assist you in developing an appropriate species list for your revegetation project after the site visit.

In order to be successful, a revegetation project needs to be well-planned, as each stage often depends on good timing to coincide with favourable weather conditions or other factors. It is essential to consider elements such as frost, flooding, seasonal rainfall, availability of contractors and availability of suitable tubestock for your planting.

Typically if you are purchasing large numbers of tubestock, you should expect to pay \$1.65/plant or less. If you are seeking high cost revegetation materials in addition to tubestock (eg tree guards or contract labour) the cost effectiveness of your revegetation will be taken into consideration by the assessment panel.

### Reducing sediment loss on farms

Projects to help reduce the loss of soil from farms and thereby mitigate the negative impacts on our waterways often require site specific advice from experts. Please contact a Conservation Partnerships Officer to help you design your project.

### Management of environmental weeds and bush regeneration

Control techniques should be appropriate for the area being rehabilitated. A Conservation Partnerships Officer can assist you with determining appropriate strategies and techniques for control of environmental weeds during the site visit.

If you are applying for funds to purchase herbicide for the control of environmental weeds, please undertake the necessary research to ensure that the herbicide is registered for that use and the most appropriate.

Applications should list the main types of weeds to be controlled and give an indication of the area of weed control to be undertaken.

**Weed management activities need to be directed at protecting remnant vegetation areas or rehabilitating degraded areas.**

### Modification of fencing to make it wildlife friendly

The fence must be located in or adjacent to an area of natural vegetation and have a history of or be considered likely to kill or injure wildlife.

### Your application must include;

#### Quotes

For any materials or proposed use of a contractor, where the cost will exceed \$1000, a quote must be obtained and an electronic copy provided with the on-line application, or hard copies may be posted to council. Quotes should be detailed and include hourly rates, number of hours of labour, methodology, equipment hire, materials, herbicides to be used, and any travel costs.

#### Project maps

A property map with project clearly defined must be included with your application. Clearly show the location and extent of the project activities on the map. If your grant application is for a stage in a long-term project, please mark all the stages on the map and focus your planning on the current stage.

Maps may be hand-drawn and posted in to council or created online using applications such as Google Earth or council's [My Maps](#) mapping tool, and attached to your on-line application form.

**(See Appendix 1 for Example Project Maps)**

## Budget

Budgets must be detailed and realistic, and include a breakdown of all the items in your application. A detailed, well-researched budget demonstrates that you have planned your project and are committed to achieving the desired outcomes. Include details of materials and services and price per unit, e.g.:

- 250 tubestock @ \$1.65 each
- 1 x 10L Glyphosate
- 20 hours contractor @ \$...../hr.

(See Appendix 2 – Example Budget)

## Landholder contribution requirements

Priority is given to applicants with at least a matching co-contribution. To be eligible for assistance, a landholder will need to contribute to the project. The landholder

contribution can be cash, in-kind or a combination of both.

An in-kind contribution is where the landholder contributes their own physical labour, the use of their own machinery, or project materials (e.g. fence posts, herbicide, mulch etc). This is calculated over the life span of the project up to acquittal (usually 12 months from receipt of grant funds) and within the project area;

- in-kind contributions are valued at \$30/hour for the landholder's labour
- when calculating in-kind contributions for use of your own materials, equipment and/or running costs, you should use reasonable market prices for materials and reasonable market hire rates for machinery
- cash contributions are where the landholder pays for materials and/or labour with their own money.

The following table charts the minimum contribution you are required to make for any project for which you are seeking a council grant. Example of various co-contribution amounts:

*Jeff Weedsgone would like \$3,000 council funds for his project. He has a co-contribution of \$120 cash and \$3,200 in-kind for a total contribution of \$3,320.*

*Jenny Treegrower would like \$6,500 council funds. She has a co-contribution of \$1,800 cash (more than the 25% minimum) and \$5,000 in-kind for a total contribution of \$6800.*

*David Clearwater would like \$13,000 council funds. He has a co-contribution of \$6,500 cash (the 50% minimum) and \$8,000 in-kind for a total contribution of \$14,500.*

\$ Amount Requested from Council	Landholder Contribution
Up to \$5,000	Priority will be given to projects with at least a matching landholder co-contribution. Matching co-contribution may be any combination of in-kind or cash.
\$5,000 - \$10,000	Landholder must at least match funding amount being requested from council <u>and</u> at least 25% of that matching amount must be in the form of cash.
\$10,000 - \$15,000	Landholder must at least match funding amount being requested from council <u>and</u> at least 50% of that matching amount must be in the form of cash.



## Assessment

Landholder Environment Grants are assessed by panels, which include council staff with expertise in natural area management.

Panel recommendations for Landholder Environment Grants are reported to the CEO for endorsement.

## What are the grant conditions, if successful?

Successful applicants must:

- claim funds within three months of notification, unless written permission for an extension has been obtained from council
- use funds for the purpose for which the grant was awarded, unless written permission for a variation has been obtained from council
- allow council officers to conduct an onsite visit to inspect the progress of the project, if requested
- obtain all appropriate permits, approvals, insurance etc. relating to the project for which the grant has been awarded
- allow council to use photographs and marketing material relating to the project in the promotion of council's grants and funding programs
- provide council, upon request, information on the progress of the project
- complete the project within 12 months of receiving council funding
- submit an acquittal form (including receipts) within eight weeks of the project completion date as nominated in the application.

Successful applicants who fail to comply with any of the above conditions may have their council grant funding offer withdrawn or may not be eligible for future council funding.

## How will I find out if my grant is successful?

Grants are assessed by a panel of council officers. Part-funding may be offered. All

applicants, both successful and unsuccessful, will be notified of the outcome in writing.

## Applicant Support

For general enquiries, and help completing your online application form, please contact a grants officer on (07) 5441 8616 or email [grants@sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au).

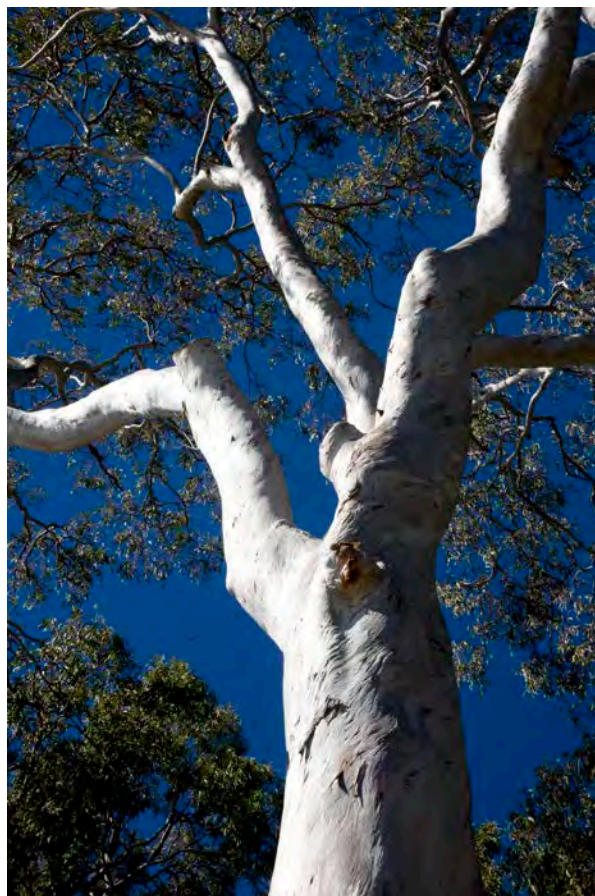
If you do not have your own computer, you can access a computer at any of council's libraries [📄](#). You can use these computers at no cost. Interpreter services are also available for people who are having difficulty communicating in English. Contact council's customer service centre to organise an interpreter to assist you.

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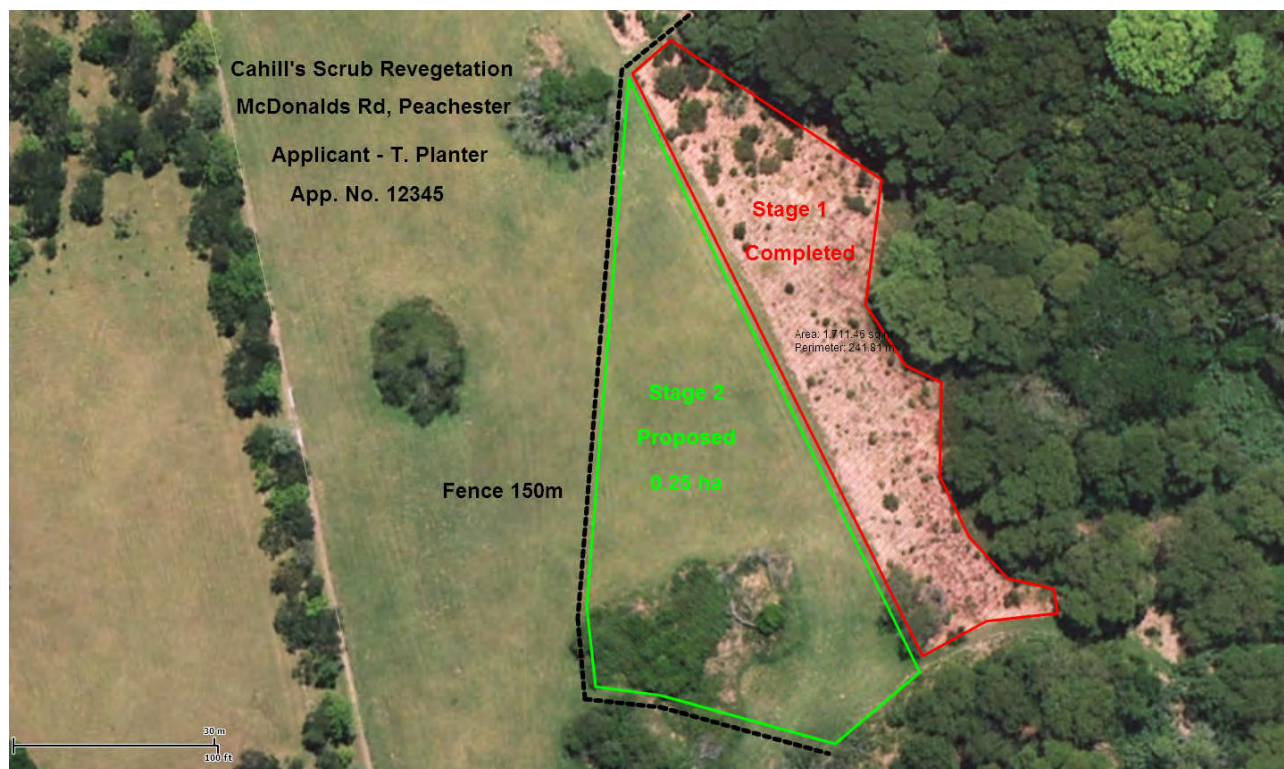
[www.sunshinecoast.qld.gov.au/grants](http://www.sunshinecoast.qld.gov.au/grants)

[grants@sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au)

T 07 5441 8616



Appendix 1 - Example Project Map



Appendix 2 - Example Budget

Cost Item	Details (e.g. description, quantity, hours, price per unit)	Your contribution (cash only)	Your contribution (in-kind)	Funds sought from council	Total cost (including in- kind)
<b>FENCING</b>					
Contractor	Ace Fencing - see attached quote for 100 metres	\$600		\$600	\$1,200
Labour (self)				N/A	\$0
<b>WEED MANAGEMENT</b>					
Herbicide	10 litres glyphosate			\$80	\$80
Labour (self)	50 hrs x \$30		\$1,500	N/A	\$1,500
<b>REVEGETATION</b>					
Plants	400 tubestock @ \$1.65			\$660	\$660
Materials	100 bales mulch @ \$5, bamboo stakes, 1 litre fish & kelp			\$600	\$600
Labour (self)	40 hrs x \$30		\$1,200	N/A	\$1,200
<b>OTHER</b>					
Machinery hire	Hire of post hole digger for 1 day			\$77	\$77
Labour (self)	8 hrs x \$30		\$240	N/A	\$240
<b>Project Totals</b>		<b>\$600</b>	<b>\$2,940</b>	<b>\$2,2017</b>	<b>\$5,557</b>

# Sports Field Maintenance Funding Program Guidelines



The Sports Field Maintenance Funding Program offers up to three-year funding as a contribution towards the cost of the maintenance of sports fields in the region.

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?

Community organisations who meet all of the following criteria:

- be a not-for profit sporting organisation
- are Incorporated, or an Australian Public Company-Limited by Guarantee
- operate within the Sunshine Coast Local Government Area, or are able to demonstrate that the project or program will benefit residents of the Sunshine Coast Local Government Area
- have appropriate insurance and adhere to sound Workplace Health and Safety practices
- are able to 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 for previous council grants
- have formal tenure on council or Crown Land or own their facility freehold
- have policies and practices that encourage active and inclusive participation
- have primary responsibility for maintaining the sports field/s on a regular basis for all or a specified part of the year

- be willing to enter into a Maintenance Assistance Agreement with council, committing to agreed performance standards relating to field maintenance and Workplace Health and Safety
- agree to regular site inspections.

### Who cannot apply?

- Organisations operating on specialised, exclusive and/or restricted access areas are not eligible for this program. Examples of these activities are lawn bowls, tennis, croquet, archery, car club fields, golf clubs

Organisations eligible for Sports Field Maintenance Funding Program are not eligible to apply under the Community Partnership Funding Program.

## Program Details

The Sports Field Maintenance Funding Program aims to provide consistent, equitable and appropriate support for sports field maintenance across the region. Funding is a contribution towards field maintenance costs. The intent of the program is to partner with sporting organisations to maintain their facilities to district competition level.

The program offers up to three-year funding as a contribution towards the cost of the maintenance of sports fields. A council parks officer provides support to successful applicants in a range of ways, which include:

- Information on the level and type of maintenance required to achieve district competition level
- Development of an agreed maintenance schedule
- Information about contractors available to carry out the designated field maintenance

## Application

Online application forms are available at [www.sunshinecoast.qld.gov.au/grants](http://www.sunshinecoast.qld.gov.au/grants)

The delivery of the Sports Field Maintenance Funding Program is subject to annual budget allocations.

## Assessment

Funding allocated will be a percentage contribution to field maintenance costs, based on type of sport and the percentage of the year in which the applicant has responsibility for the maintenance of the fields.

Recommendations are reported to council for endorsement.

## Payment

Sports Field Maintenance Funding Program funds must be claimed within three months of

notification, except where an extension has been granted.

## Acquittals

All Sports Field Maintenance Funding must be acquitted by 31 August each year.

Organisations will not be considered for further grant funding from council where previous grant acquittals conditions have not been met.

## Applicant Support

For further information or help completing on-line applications, please contact council's grants team:

- (07) 5441 8616
- [grants@sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au)

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

Grant Development Officers can also help you to develop your application and explore other funding opportunities.

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

If you have difficulty speaking English, contact council's Customer Service Centre on (07) 5475 7272 to organise an interpreter to assist you.

## Water and Sewerage Funding Program 2012/13 Guidelines

The Water and Sewerage Funding Program is a one year funding assistance program designed to provide eligible not for profit community organisations with financial support for water and sewerage access charges.

The program acknowledges the valuable contribution that community organisations and volunteers make to the Sunshine Coast community.

Applicants are strongly encouraged to read the guidelines in full before applying for funding.

### Program Details

The Water and Sewerage Funding Program will contribute a percentage of annual water and sewerage access charges for billing periods within the 2012/13 financial year only. The program has a maximum funding total of \$700,000 for the 2012/2013 financial year which will be distributed in one funding round.

Once all applications to the funding program are received, council will calculate the percentage of support to be offered to community organisations through the program, with the maximum percentage of support not exceeding 70% of the fixed access charges for water and sewerage. The final percentage will depend on the demand for funding through the program.

You can view the Water and Sewerage Funding Program Policy on council's website at [www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au).

### Eligibility

#### Who can apply?

Community organisations are eligible to apply if they:

- are a not-for-profit community organisation i.e. do not operate for profit or direct or indirect gains of individual members, but have the primary purpose of providing services to the community, categorised

accordingly by the Australian Taxation Office

- are incorporated, or are an Australian Public Company-Limited by Guarantee, and have an Australian Business Number (ABN)
- provide significant benefit to residents of the Sunshine Coast and have practices that encourage active and inclusive participation
- have appropriate insurance and adhere to sound workplace health and safety practices
- have met all acquittal conditions of previous council grants and have no debt to council, or if a debt exists then an agreed debt repayment plan is in place (and being adhered to) with Council
- have formal tenure on council or crown land or own their facility freehold.

## Who cannot apply?

- Community organisations and sporting groups that operate in a commercial environment will not be considered for assistance (e.g. supporters clubs of Surf Life Saving Clubs and other clubs, combined childcare/kindergarten centres; aged care facilities; public housing organisations; apprenticeships and training organisations; and Returned and Service League Clubs).

However, an organisation operating in a commercial environment can apply for the facilities associated with the “**active**” component of that organisation. For example a football club change room facilities would be eligible, however if the club has a bar with facilities, these facilities would not. If the facilities are shared then a percentage will apply.

- Educational, religious or medical organisations are not eligible to apply where the application is for the organisation’s core business or organisations where the application is connected to political activities

## Note

- Funding is for billing periods within the 2012/2013 financial year.
- It is NOT a prerequisite for an application to have previously received a rebate or subsidy from Council for water and sewerage charges.
- Organisations can apply for, or be in receipt of funding through the Community Grants Program, Community Partnership Funding Program or Sports Field Maintenance Funding Program.

## Key dates

There is one round of Water and Sewerage funding for 2012/2013

Applications open	Applications close	Approximate notification timeframe
23 January 2013	22 March 2013	May 2013

## Application Process

Applications to this program will open on 23 January 2013, and applications must be submitted online no later than 5pm on Friday 22 March 2013. Applicants are encouraged to submit their applications early as this will assist in determining the funding amounts.

## Privacy

Council will use any personal information provided for the purpose of processing your grant application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so.

By submitting an application you consent to council publishing the applicant's name, project description and amount funded on council's

website. This information may also be used for promoting council's grant program.

Your personal information is dealt with in accordance with council's Privacy Policy.

## Assessment

Once eligibility has been established, assessment will be determined as a percentage of annual water and sewerage access charges only. This assessment will not be carried out until after the applications close on 22 March 2013, to ensure an equitable distribution of funding to eligible applicants.

## Notification

Applicants will be notified in writing of the program outcomes, as soon as practicable after round closure and assessment. Outcomes will also be published on council's website.

## Payment

Should your application be successful, the funding in some cases will be transferred directly to the organisation's bank account. If Council has paid Unitywater on your behalf, the funding will form a 'discount' on the bill owing to council. If Council has not yet paid Unitywater on your behalf, the funding may be paid directly to Unitywater.

## Applicant Support

For more information or assistance completing online applications, please contact council's grants team via:

P: (07) 5441 8616

E: [grants@sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au)

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

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