

# Grants Information and Networking Event

February 2025

Hosted by:

Sunshine Coast Council Grants Team



## Acknowledgement of Traditional Custodians

Sunshine Coast Council acknowledges the traditional Country of the Kabi Kabi Peoples and the Jinibara Peoples of the coastal plains and the hinterlands of the Sunshine Coast and recognize that these have always been places of cultural, spiritual, social and economic significance. We wish to pay respect to their Elders – past, present and emerging – and acknowledge the important role Aboriginal and Torres Strait Islander people continue to play within the Sunshine Coast community.

# Introduction & Agenda



- CPR Group
- Gambling Community Benefit Fund
- Stockland community grants
- Queensland Gives
- The Department of Sport, Racing and Olympic and Paralympic Games
- Sunshine Council
- Networking / Light Refreshments

# WELCOME CPR GROUP





# Grant Writing

Presented by: Steve Connelly

# How to get more grants?

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Forget  
about  
grants!







# Not-for-profit?



# Grants should help you deliver

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1. Bigger
2. Better
3. Sooner



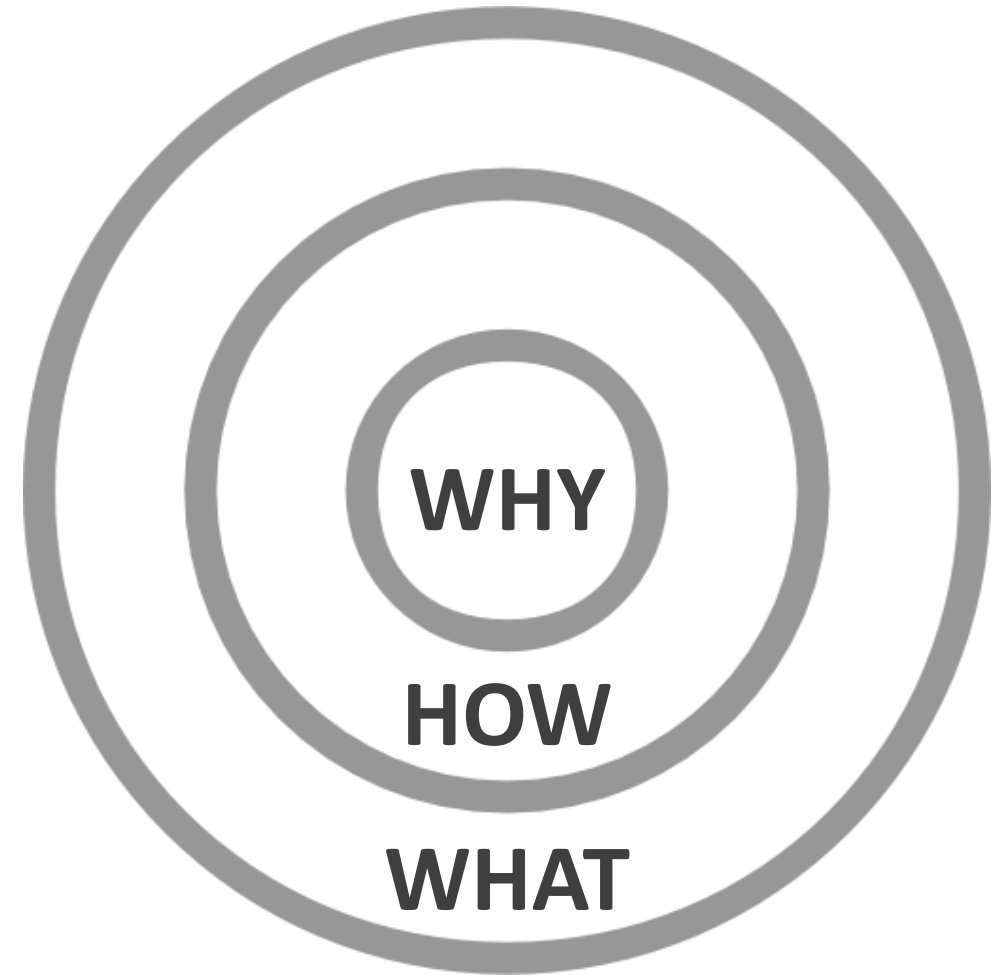




PATH OF LEAST  
RESISTANCE 

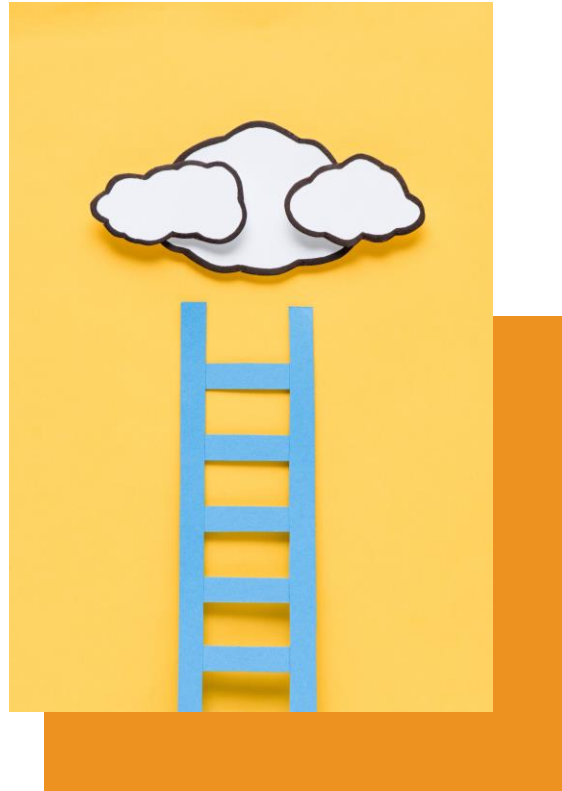
# Uncovering your Why

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# Identify and Prioritise Your Projects



Start with your project, not with  
a grant

# Matching Projects to Funding

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Plan first, **THEN** go looking for  
suitable grant programs that match





# Getting Grant Ready

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- Certificate of incorporation/registration
- Constitution
- Audited financial statements
- Lease or other tenure
- Strategic plan / business plan / risk management plan
- Governing body / government plans
- Up-to-date membership details
- Quotes, plans, designs and approvals



# Critical Criteria

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- Project need
- Expected benefits
- Ability to deliver



# Tell Your Story

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- Engage emotionally (but no sob stories)
- Assume a reading age of 13 years
- Write like a news article – first things first

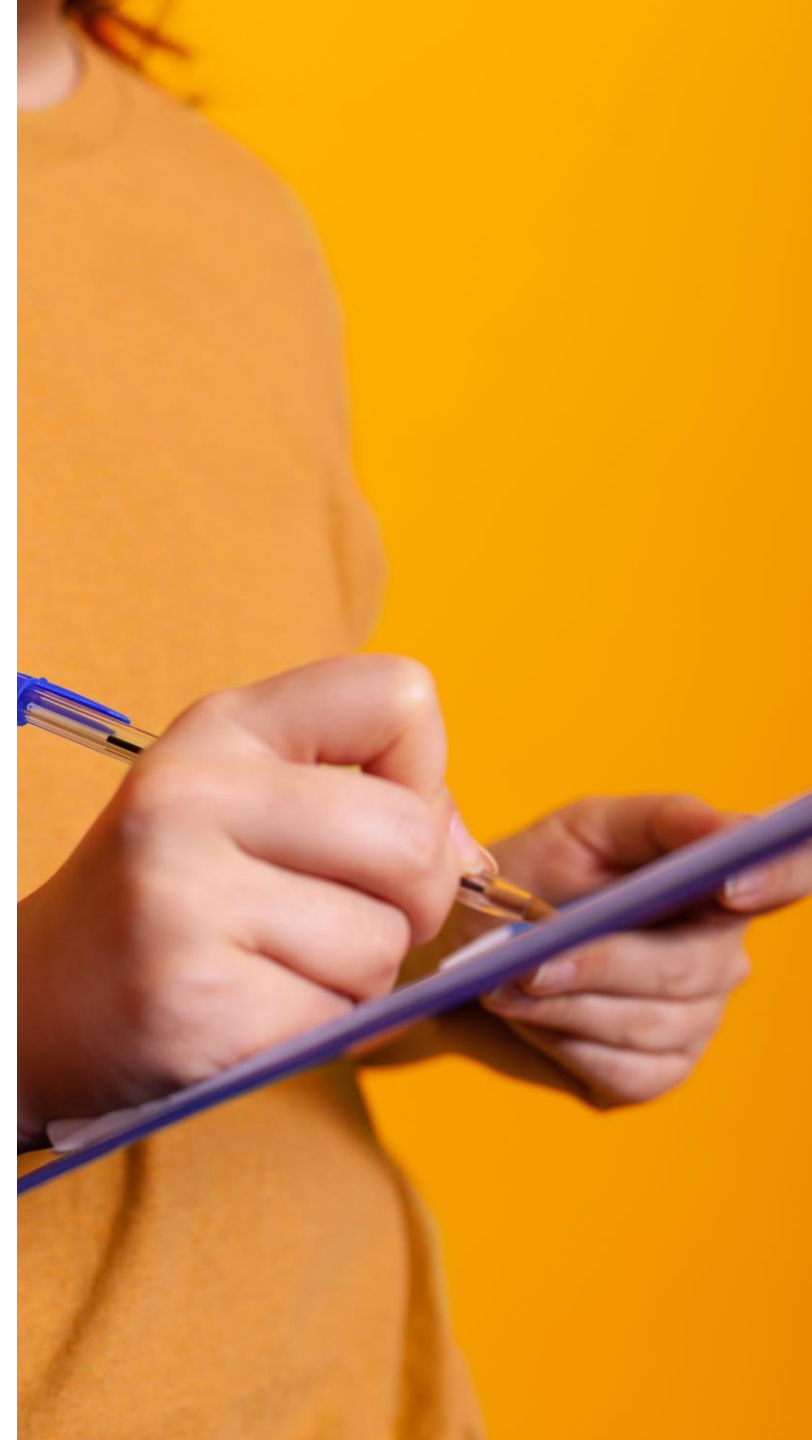




# Tips for Success

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- Stick to word limits
- Use short sentences and dot-points - be *precise*
- DNU jargon, acronyms or specific terminology
- Answer *every* question *fully* – never leave a blank
- Review and proof *read* – don't rely on spell *cheque*...
- Support answers with research / documentation
- Replicate wording from the guidelines and application questions
- Unless prohibited, include relevant appendices and clearly link to these in your answers
- Use AI to help, but ensure human oversight
- Start writing early!



# Follow and review us!

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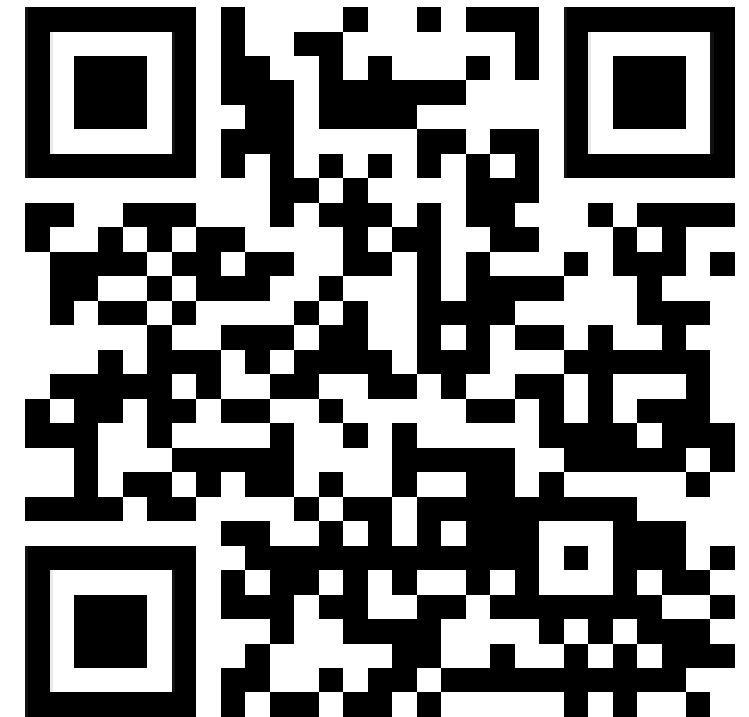
[cprgroup.com.au/contact](https://cprgroup.com.au/contact)

[facebook.com/CPRGroupAUS](https://facebook.com/CPRGroupAUS)

[instagram.com/cprgroup](https://instagram.com/cprgroup)

[cprgroup.com/podcasts](https://cprgroup.com/podcasts)

[linkedin.com/company/cpr-group-connelly-project-resources](https://linkedin.com/company/cpr-group-connelly-project-resources)



WELCOME  
**GAMBING COMMUNITY  
BENEFIT FUND**



GAMBLING

# COMMUNITY BENEFIT FUND

## Grant information session



Queensland  
Government

# Overview of the GCBF and Funding Rounds

## The Gambling Community Benefit Fund (GCBF):

- Queensland's largest one-off community grants program distributing approximately \$60 million annually to not-for-profit community groups
- Enhances capacity to provide services, leisure activities and economic opportunities for Queensland communities

## Funding Rounds for 2025:

- Round 123: \$35,000 standard grant round - closes 28 February 2025
- Round 124: \$100,000 Super Round - closes 30 June 2025
- Round 125: \$35,000 standard grant round – closes 31 October 2025

## Application Timeline:

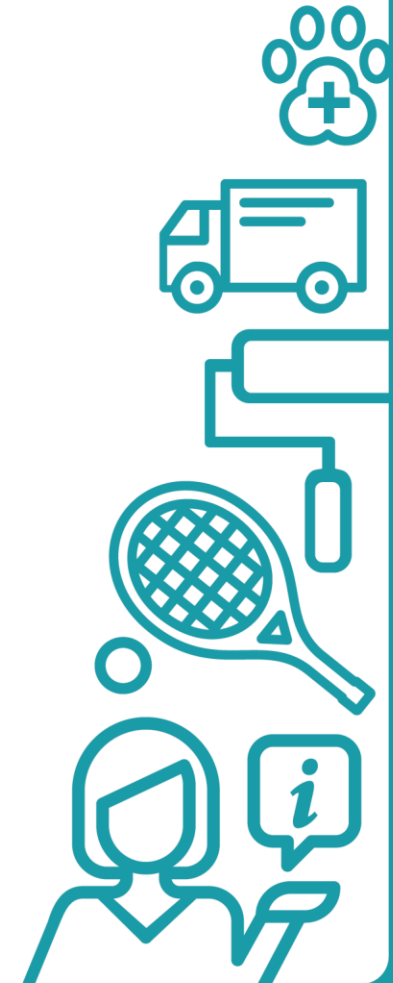
- Applications open 5-6 weeks prior to each closing date





# Committee Overview

- The Gambling Community Benefit Committee is an independent body comprising 12 representatives with diverse experience, knowledge, and skills.
- It makes recommendations to the responsible minister on the distribution of grants from the Gambling Community Benefit Fund (GCBF).



# Funding Priorities and Determining Factors

- The committee ensures funding recommendations align with the fund's objectives.
- Priorities are established to guide funding decisions:
  - Priority 1: Organisation affected by natural disaster
  - Priority 2: Facility improvements or equipment
  - Priority 3: Vehicles (bus, car, caravan, boat, etc.)
  - Priority 4: Community events, training, workshops, programs, and festivals
  - Priority 5: Organisations that have received GCBF funding of more than \$15,000 in the last 2 years



# Funding Priorities and Determining Factors

Other factors also considered by the committee include:

- Financial position and age of organisation
- Value for money of the grant
- Contributions toward project
- Ability to generate income
- Benefits to more than one organisation
- Geographic location and benefit to region
- Target group being assisted
- Government priorities identified by the Minister



# The steps to success

## Step 1: Plan

- Ensure eligibility of your organisation, application, and requested items.

## Step 2: Prepare

- Check dates, gather quotes, consider community impact, and seek approvals if needed.

## Step 3: Write and submit

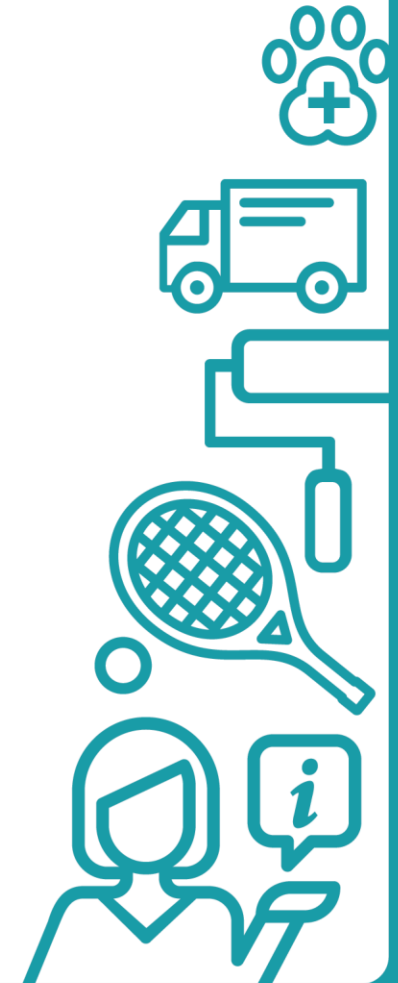
- Clearly articulate the need, objectives, benefits, and community impact of your application.

## Step 4: Assessment

- Application assessed against guidelines and presented to the Gambling Community Benefit Committee.

## Step 5: Funding decision

- Outcome communicated approximately four to five months after the closing date.



# Is my organisation eligible?

## Criteria for eligibility:

### ➤ **Legal entity requirements:**

- be incorporated or registered under an Act of Parliament and have an active ABN
- have not-for-profit objectives
- have a bank account in the name of the organisation
- provide a bank verification form stamped by the organisation's financial institution

### ➤ **Sponsored entity requirements:**

- requires a legal entity to sponsor its application
- may be unincorporated and not registered under an Act of Parliament and does not require an active ABN
- has not-for-profit objectives
- may be a Local Ambulance Committee, Rural Fire Brigade or State Emergency Service group sponsored by their relevant government department



# Ineligible organisations

## Organisations that cannot receive funding include:

- State, private or independent schools (excluding P&Cs and P&Fs)
- Proprietary limited, public companies limited by shares, or trusts with individual shareholders or for-profit objectives
- Individuals operating as (sole traders)
- Organisations engaging in for-profit activities
- Entities with duplicate registrations in the online portal
- Failure to provide information required to confirm eligibility by the due date



# Is my application eligible?

## Criteria for eligibility:

- Demonstrates a benefit to Queensland communities and meets the objectives of the fund (enhances capacity to provide services, leisure activities and economic opportunities for Queensland communities)

## Reasons why your application may be ineligible:

- Pending outcome of previous applications, unacquitted grants, incomplete information, ineligible items, out of date financials, multiple applications for the same location, or have not waited the one round exclusion period.



# Are my requested items eligible?

## Eligible items:

- community events/training, equipment (including medical), facility improvements, machinery, printing/marketing, vehicles/boats, workshops/conferences.

## Ineligible items:

- Purchased before approval, grant writer/project management fees, repayment of debts, contingency costs, overseas travel, gifts, subsidies/sponsorship, items from overseas suppliers without approval (buy local).





# Steps 2 and 3: Prepare, Write and Submit

## Steps for preparation and submission:

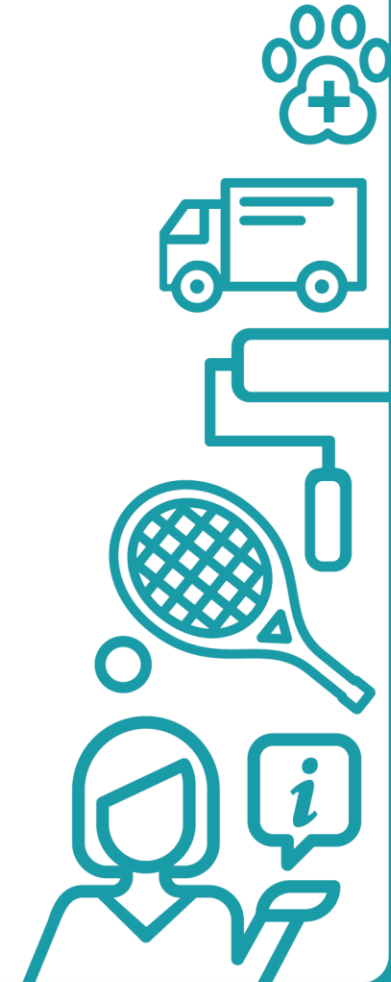
- Check socials and website for dates, gather realistic quotes, consider community impact and partnerships, contact referees, seek facility approvals, suitable event date, and ensure completeness of application.
- Clearly explain need, objectives, benefits, and community impact in application.
  - What is the specific objective your organisation aims to achieve with this grant?
  - Why does your organisation find these items essential?
  - How will your organisation directly benefit from these item/s?
  - In what ways will the broader community benefit from the acquisition of these item/s?
- Ensure application is reviewed and submitted on time and your application contact is available if we need to speak to you (e.g. school holidays).



# Steps 4 and 5: Assessment and Funding Decision

Details of the assessment and funding decision process:

- Assessment against funding guidelines, consideration by the committee and approval by the Minister.
- Outcome communication by email (4-5 months),
- Visit the online portal to confirm funding specifics (review for items not approved), make variations or acquit your grant.



# Need help? Contact us!

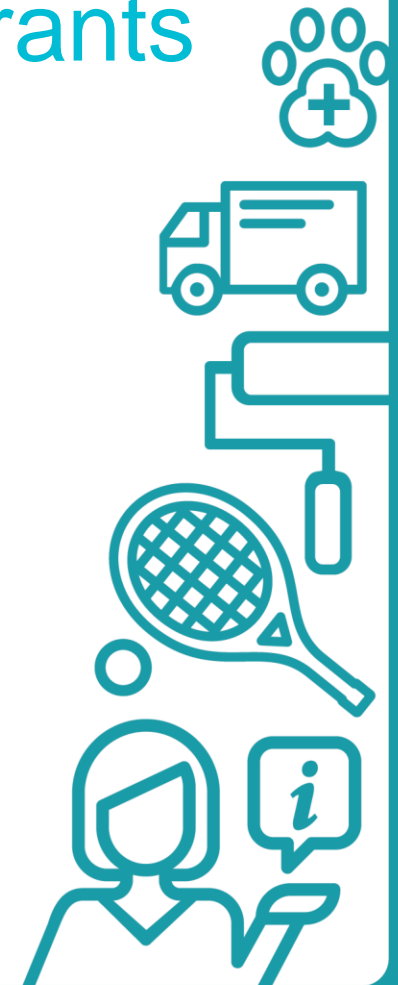
[www.justice.qld.gov.au/initiatives/community-grants](http://www.justice.qld.gov.au/initiatives/community-grants)

1800 633 619

[cbf@justice.qld.gov.au](mailto:cbf@justice.qld.gov.au)

Keep up to date – follow on Facebook

<https://www.facebook.com/gcbfqld>



**WELCOME  
STOCKLAND  
COMMUNITY GRANTS**

WELCOME  
**QUEENSLAND GIVES**

# Sunshine Coast Councils Grant Information

Helping the Sunshine Coast community thrive

Queensland  
**gives**  
By Queensland  
Community Foundation

February, 2025



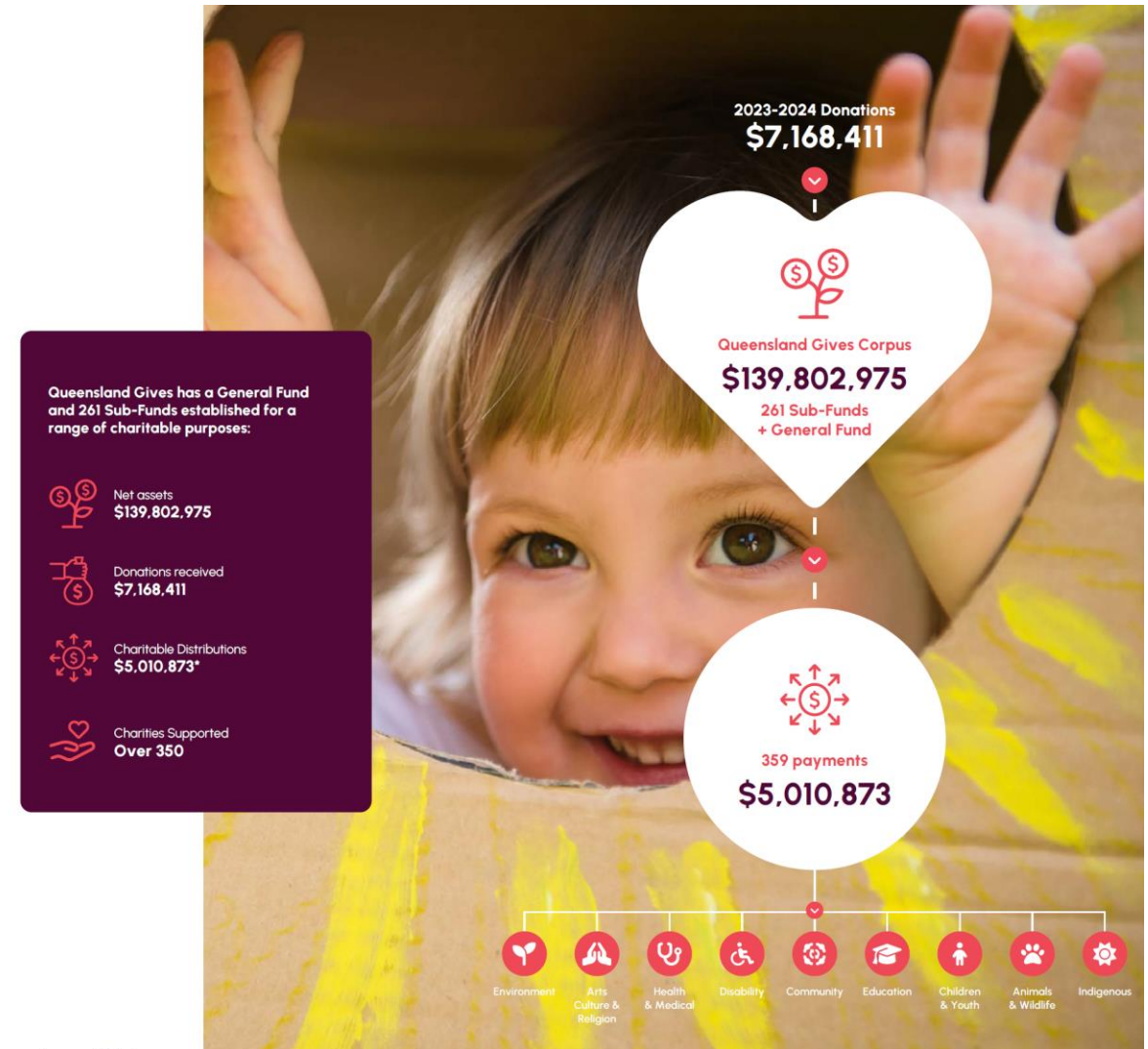
'The Hand of Kindness' - 2023 Photo Challenge entry by Jeremy Cent for youngcare



# Who we are, our history and impact

Queensland Gives is an initiative of Queensland Community Foundation

- ♥ Safe and secure tax-deductible investment strategy that ensures Queensland charities receive ongoing support for generations to come.
- ♥ We pool and invest donations and each year we distribute the interest gained to charities and causes on behalf of Queenslanders who are committed to community giving.
- ♥ QCF was established under the trusteeship of The Public Trustee in 1997 by former Queensland Premier The Honourable Mike Ahern AO with 12 sub-funds and \$300,000.
- ♥ Today we are Queensland's largest community giving fund with over **\$150M** in our trust. This year we are giving away **\$5M** to over **300** Queensland charities through our grant program and distributions.



We make it easy for individuals and organisations to create a lasting difference to Queenslanders.

# How does the Grant Program Work?

Our model of perpetual giving ensures your gift benefits your chosen cause/s for the long term.

- Sunshine Coast Community Foundation was established in February 1997 with an initial \$5,000 in seed funding. A further \$50,000 was received in April 1997.
- The amount of \$152,075.03 will be distributed this year through the Queensland Gives, Sunshine Coast Community Foundation grants.
- Sunshine Coast Community Foundation Committee meet end of February to decide the next round of Grant recipients.
- Grants Open In October each year and close 12 December.
- Successful grant recipients will be notified by April and payment made no later than June 30.
- Project must only start July 1 2025 and finish by June 30 2026
- Full acquittal is due June 30 2026

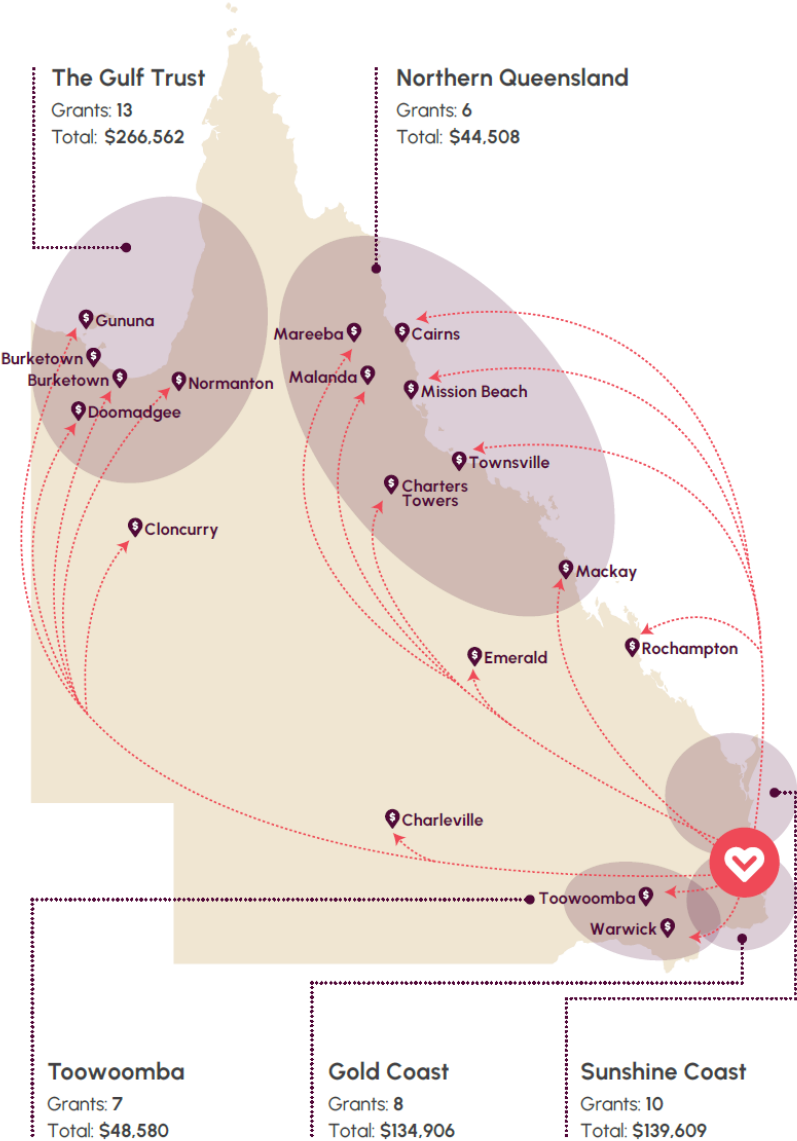


# Regional Fund Grants

Sunshine Coast Grants 2024:

Organisation name	Project title	Agreed
Altitude Scholarships	Supporting young people reach their full potential.	\$30,000.00
Autism Camp Australia LTD	Purchase of IT Equipment, System upgrades and Implementation for our growing QLD Team	\$11,688.00
Caloundra Chorale and Theatre Company, Inc.	Resurface car park and improve parking space	\$23,340.66
Katie Rose Cottage Hospice Ltd	Training & Service Equipment	\$8,080.00
Kidney Support Network	Point of sale system for new community opportunity shop	\$4,196.00
Maroochy Achievers Award	Sponsorship	\$1,000.00
OZ HARVEST LIMITED	Enhancing Food Rescue Efficiency through Refrigeration of the Toyota Hiace Van	\$23,500.00
SmartPups Assistance Dogs For Special Needs Children	SmartPups Head Office Kennel Upgrades	\$19,000.00
SunnyKids Ltd	SunnyKids Crisis Accommodation Refuge Beds	\$6,704.00
The Range Community Kindergarten	Empowered Futures: The Range Kindy Energy Independence Project	\$12,100.00
<b>Total Amount Distributed</b>		<b>\$138,608.66</b>

## Regions of impact

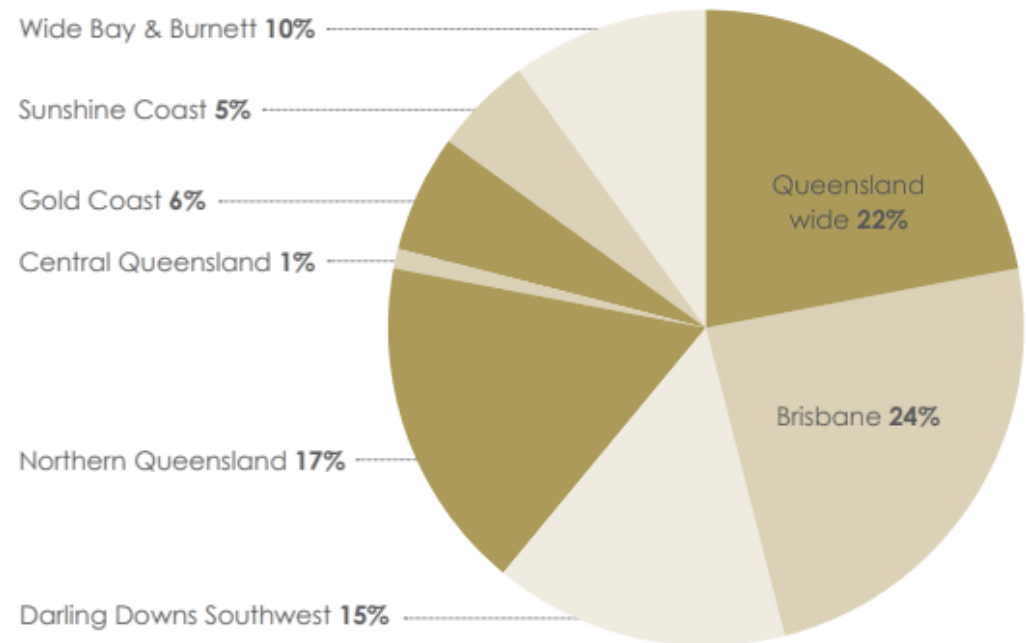


# General Fund Capacity Building Grants

- ♥ Typically, capacity building grants focus on education and training, recruiting, maintaining or recognising volunteers, information technology support systems, planning and governance which may include strategic plans, constitution reviews or board appraisals.
- ♥ Sunshine Coast Organisations can apply for a Regional Fund Grant and a General Fund Grant:
- ♥ Some examples of Sunshine Coast Organisations receiving Grants through the General Fund...

The Pyjama Foundation - Recruitment Rally  
Sunny Kids - Database Transition  
Smart Pups - Post Placement Communication Channels & Support

## Region of impact



# Queensland Philanthropy Week

Queensland Philanthropy Week is an annual celebration of philanthropy, the largest of its kind anywhere in Australia. It is an inspiring week where we celebrate kindness and honour community members and organisations (such as Clive Berghofer AC) who make outstanding philanthropic contributions.

Our event provides a high profile and engaging opportunity to align with hundreds of like-minded philanthropists, charities, corporations and community causes across the state during Queensland Philanthropy Week at our two major events:

## Dates to be announced

- 2025 Queensland Philanthropy Week Launch, Parliament House
- 2025 Queensland Philanthropy Awards, Brisbane City Hall



Clive Berghofer AC accepting the 2024 Community Philanthropy of the Year Award

# 2025 events and campaigns remaining

## FEBRUARY

### 2025 Photo Challenge OPENS

Enter a photo to win your favourite charity \$2000. Photographers and NFPs tell their stories using the power of photography to reflect kindness and philanthropy in **Queensland**.

## MARCH

### Queensland Philanthropy Award nominations OPENS

Nominate an inspiring Queensland philanthropist in seven categories: corporate, community, emerging, innovation, Foundations, SME and environment.

## JUNE

### Queensland Philanthropy Week Launch

### Queensland Parliament House

A VIP launch event and exclusive invite

### Queensland Philanthropy Awards Lunch

**Brisbane City Hall**  
Premium corporate event celebrating outstanding philanthropic contributions in Queensland.

## AUGUST

### 2024 Regional Grants Presentations

Localised community celebrations of 'Give where you Live' Regional Funds grant round:

Toowoomba / Darling Downs, Gold Coast, Sunshine Coast, Bayside and Northern Queensland.

## NOVEMBER

### End of Year celebration

An extension of the Queensland Philanthropy Awards, a celebration of philanthropy and philanthropists in our state.

Panel discussion with current year winners.

End of year celebration with sponsors, alum, charities, media and government

## OCTOBER TO DECEMBER

### 2025 Grant Round opens October and CLOSES 12 DEC

Our biggest distribution in our history.

General Fund and Regional Funds grant round: Toowoomba, Gold Coast, Sunshine Coast, Bayside and Northern Queensland.

# What should you do now?

- Are you DGR1 status?
- Do you meet the annual turnover limit?
- Have you written up your organisational wish list by ranking and prioritising – Plan on a page
- Visit our website <https://queenslandgives.org.au/grants/> and check your eligibility through our criteria and guidelines or call Seana at Queensland Gives to chat about your project ([Seana@queenslandgives.org.au](mailto:Seana@queenslandgives.org.au) or 3360 3854)
- Sign up to our social media to never miss a grant alert @queenslandgives

# Still have a question?

In the first instance ask for Seana Osbourne who can then connect you to any of our Sunshine Coast Committee members if required





WELCOME

**Department of Sport,  
Racing and Olympic and  
Paralympic**

# Getting Grant Ready

18 February 2025

Sunshine Coast Council Community Grants Evening



**Queensland**  
Government

# FairPlay Vouchers

## Applications are closed due to allocation exhaustion

- Round 11 vouchers must be presented to an activity provider by **6 June 2025**
- Only approved FairPlay activity providers can accept FairPlay vouchers. Clubs are encouraged to register!
- Round 11 saw 300,000 vouchers up to \$200 for Queensland children aged 5 to 17
- 50,000 vouchers were reserved for eligible health care card and concession card holders (existing criteria) to ensure vulnerable families don't miss out

# Disaster Funding

## **Southern Summer Rainfall and Flooding – 9 December 2024 to 14 January 2025 – Sunshine Coast Local Government area now activated**

- Funding of **up to \$5,000 (GST exclusive)** may be available for eligible sport and active recreation organisations located in areas declared under the Disaster Recovery Funding Arrangements (DRFA)
- Applications now open: 21 January 2025 and Applications close: **21 April 2025**
- A full list of activated areas can be found on the Queensland Reconstruction Authority (QRA) website
- Apply now through our Client Portal

# Disaster Funding

What supporting documentation is required?

- Inspection by DSROPG and/or **photographic evidence** of affected areas
- **Invoices/proof of payment** demonstrating the organisation's own funds were used to repair damage (where the facility has already returned to operation)
- A copy of the organisation's **bank statement** must be uploaded, which provides BSB, Account Number and Account Name of the organisation. *(Should not be older than 3 months old).*

# Infrastructure Development Funding Applications

- Infrastructure Development
- Funding Applications
- Application Delivery



# Importance of Infrastructure

- Building the participation
- Enhancing the participation
- Community connection



## Phases of...

Feasibility

Planning

Design

Finance

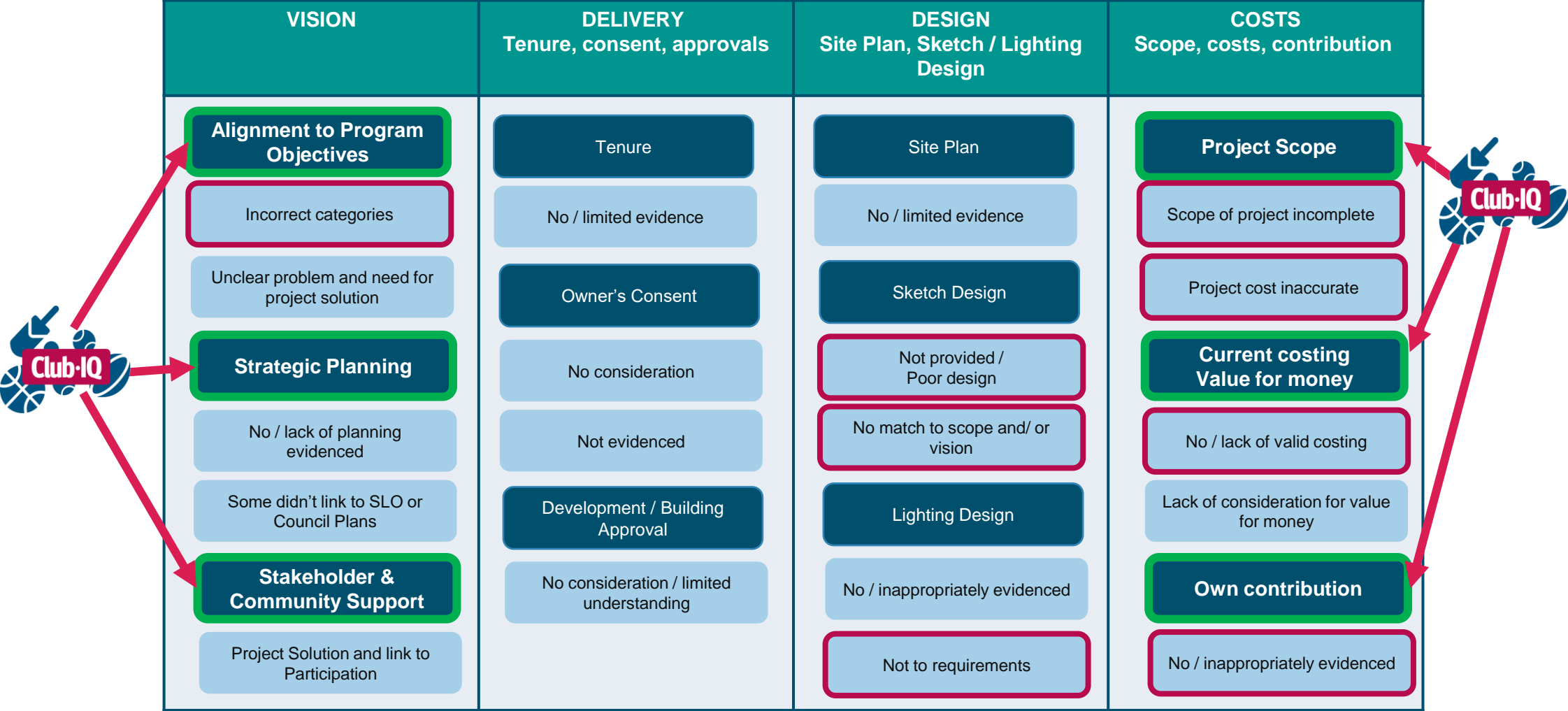
Delivery

Maintenance

# How can you best prepare?



# Infrastructure Funding Applications



# Planning and Grant Support

ClubIQ – Club Information Queensland



# Focus Areas



Governance



Financial  
Management



Volunteers



Planning

55 Downloadable Resources

8 Training Videos





## Strategic Planning



Strategic Planning



Strategic planning overview • Strategic planning flowchart • Goals worksheet • Purpose worksheet • SWOT analysis • Action plan template



## Project Planning



Project Planning



Project planning workbook • Facility planning guide • Be grant ready • Grant writing



## Disaster Resilience



Disaster review template • Disaster resilience working group charter and roles • Disaster resilience action plan template • Preparation checklists • Response information sheets • Recovery information sheets • Communications plan







## Financial Basics



Financial Basics



Financial safeguards • Financial terminology



## Budgeting



Budgeting



Guide to budgets • Making money • Setting fees • **Sponsorship guide** • Sports club fee calculator template




## Financial Reporting



Basic understanding of financial statements • Financial reporting requirements



# Example Resources – Be Grant Ready



## Be grant ready



If you have a well-planned project, grant money is a great way to get it accomplished sooner, and that's the key - grants provide money for projects. So it's best to be proactive and have a clear picture of your projects before looking for grants, so that you're ready when the right grant program comes along.

### Project planning

#### Stick to your core business

Avoid developing projects reactively, purely for the purpose of getting a grant, as these sorts of projects typically end up costing you lots of time and effort. Don't try to manipulate a grant program or your organisation to get a grant.



#### Plan strategically

You won't be able to get a grant for every project, so consider which projects are more likely to attract grant funding. For example, a maintenance project like fixing your roof is less likely to be eligible for a grant compared to a capacity building project like building an additional change room. That's why facility planning is important. Make your projects clear, and prioritise and ascertain where your funding will come from. Use the *Project planning workbook* as a guide.

### Run a good business

#### Have money ready

If you try to rely on grant funding to prop up your operations, you're less likely to get a grant. You need to present as a viable business to give grant assessors the confidence that you actually have the ability to deliver your project.

You will also need to have money to put into your unfunded projects and, as some grants require financial co-contribution, for your contribution to jointly funded projects.

The best way to capitalise on grants is to have well-planned projects that are worthy of grant funding and to run a good business so that your club is attractive to grant agencies.

#### Documentation

#### Prepare your documents

Have easily-accessible copies of frequently requested documentation, including:

- Certificate of Incorporation or Registration
- Constitution
- Most recent financial statements
- Proof of tenure (such as a lease, management agreement or rates notice)
- Up-to-date membership details
- Strategic plan

#### Use the cloud

If you can collect documentation electronically and keep it in your cloud storage, it will be accessible for the application process, then during project delivery, then again for acquittal purposes and for the reference of future committees.



## Be grant ready




## Prepare your documents

Have easily-accessible copies of frequently requested documentation, including:

- Certificate of Incorporation or Registration
- Constitution
- Most recent financial statements
- Proof of tenure (such as a lease, management agreement or rates notice)
- Up-to-date membership details
- Strategic plan



# Example Resources – Grant Writing



## Grant writing

Grant writing isn't difficult, but it does take time. The better prepared you are, the easier it will be at application time. Remember, successful funding applications are based on good planning. When you get the planning right, money is usually much easier to find and the projects are much easier to deliver.

When you have a project ready, and it's time to put together your application, here are some tips.

### Don't go it alone

<b>Talk with the funding provider</b> <p>One phone call to find out if your project or even your organisation is eligible can save lots of hard work and headache if your application is pulled out before making it to the assessment phase.</p>	<b>Get help</b> <p>Make use of the experience and knowledge of those around you so the most informed answers can be given. Bringing people and ideas together can make the grant writing process fun and less stressful. And always get someone else to proof your application; ideally someone who hasn't been involved in putting the application together.</p>	<b>Liaise with reporting agencies</b> <p>If you have a black mark against your name with a reporting agency (e.g. Office of Fair Trading), even if it was from the committee forgetting to lodge an annual report 7 years ago, your grant application may not even be read. One phone call is all it takes to make sure you are up to date.</p>
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### Tell your story

<b>Focus on the outcomes</b> <p>When writing grant applications, it's essential to emphasise the outcomes that your project will achieve. Ensure you highlight how your project will have a positive impact on the community. While it's valuable to engage emotionally by telling a compelling story, make sure that your narrative is built on facts and genuine needs.</p>	<b>Keep it simple</b> <p>Your project must be easily understood by someone not familiar with your organisation. You need to tell the reader exactly what your project is and capture their attention in the first couple of sentences of the project description.</p>	<b>Back up your answers</b> <p>Where possible, support answers with research and documentation. Use data that is specific, relevant and recent. Make sure that your application doesn't get weighed down with unnecessary data that obscures the real issue you are trying to address. Instead, your supporting documents should support your argument and story with facts.</p>
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### Follow the instructions

<b>Answer every question</b> <p>This seems like a simple one, but it's been missed before - answer every question. To improve your chance of success make sure you read the question carefully and then answer that question. Then if possible, support your answer with evidence. If you believe the question is not applicable, then discuss it with the grant assessor.</p>	<b>Read the instructions carefully</b> <p>Always read the guidelines and program resources meticulously when approaching grant applications. Pay special attention to the program's aim or objectives to align your proposal effectively with its priorities.</p>
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Ensure your grant application is well-structured, clear and directly aligns with the grant's objectives. Remember, preparation and attention to detail can make all the difference!



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# Example Resources – Strategic Planning





# Example Resources – Planning Templates



## Purpose worksheet

Why does your club exist? Getting in touch with your big WHY is really important. It's more than just running a sport. How do you contribute to your community and the lives of your members?  
Writing down your big WHY at the start of the strategic planning process helps set the scene for the rest of your plan.

Your big WHY	
What are your objects, as listed in your constitution?	
How do you contribute to your community and the lives of your members?	
Who are your members, why have they joined and why do they keep coming back?	
Brainstorm emotive words that describe your club's purpose and culture.	

You can then turn your big WHY into Mission, Vision and Values statements. You can refine these later, so it doesn't distract you from the rest of the plan. Your mission statement should be easy to remember and easy to communicate to others. Avoid mixed messages or complicated language.

Mission – Why does the club exist?	
How could you summarise the key objectives and purpose from above into a single sentence that captures WHY your club exists? Remember to use words that evoke emotion and convey the club's overall tone and personality.	Example: <i>[Club name] exists to cultivate [sport] skills, sportsmanship and teamwork among athletes, providing them with opportunities to compete, grow and shine, both on and off the [court/field].</i>



## Goals worksheet

Goal setting should be an enjoyable and creative process for your club. Encourage your members to share their ideas, brainstorm solutions and imagine the future of your club together. The fun of goal setting will only add to the excitement and commitment of your members.

Dream big, embrace the fun and set ambitious goals that inspire and motivate your members. By doing so, your organisation will be well-positioned for success, growth and a bright future.

You can set long-term, challenging but achievable goals that align with your purpose. Later, in the Action plan you can break them down into smaller, achievable actions.  
Use the prompts below to help think about the goals for your club. It helps to write your goals as if you have already achieved them. If you get stuck, try drawing a picture of your ideas for the perfect club.

'Why?'	
When thinking about your goals for the club, it's important to remember your big 'WHY'	
What is your big WHY? Why does the club exist? (Refer to your purpose worksheet)	
Doable: Immediate and achievable	
You can start by focusing on what your club can realistically achieve in the near future, setting a clear path for immediate progress.	
What would your club like to achieve in the short term (this year)?	
Stretch: Over-the-horizon thinking	
'Over-the-horizon' thinking helps you set long-term goals that can keep everyone in your club engaged in trying to achieve great things.	
What would your club like to achieve in the longer term?	
Possible: Long-term and ambitious	
It's ok to dream big. Take this moment to be ambitious and visualise big goals that push the boundaries of what your club can achieve.	
What are some ambitious and big dreams for your club?	



## SWOT analysis worksheet

A SWOT analysis encourages you to spend time working out what your club is good at (Strengths), where it needs to improve (Weaknesses), what good things could happen (Opportunities) and what could cause problems in the future (Threats).

While the SWOT analysis has been acknowledged as a powerful planning tool since at least the 1960s, it is important that you know

how to use it correctly for it to add value to your club's planning activities.

Be honest when compiling your SWOT analysis and keep it simple. Don't feel that you have to write long lists under each heading. Focus on what is top-of-mind and true.

To begin, make sure that you understand what each quadrant of the SWOT matrix should include. Here are some ideas:

<p><b>STRENGTHS</b></p> <ul style="list-style-type: none"> <li>Things that the club does well</li> <li><b>STRENGTHS</b> are both <b>CURRENT</b> and, <b>IN YOUR CONTROL</b>.</li> <li>Areas where the club is hitting or exceeding its targets (e.g. if your membership numbers are growing in line with your projections)</li> <li>Your club's points of difference, that separate you from other clubs</li> <li>Availability of resources (e.g. your equipment and the skills and knowledge of volunteers)</li> </ul>	<p><b>WEAKNESSES</b></p> <ul style="list-style-type: none"> <li>Things that the club is not doing well and things that need to improve</li> <li><b>WEAKNESSES</b> are both <b>CURRENT</b> and, <b>IN YOUR CONTROL</b>.</li> <li>Areas where the club is falling short of its targets (e.g. declining event attendance)</li> <li>Areas where the club lacks resources (e.g. lack of equipment or a lack of skilled volunteers in a particular area of operation)</li> </ul>
<p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li><b>EVENS PROSPECTS</b> for improvement</li> <li><b>OPPORTUNITIES</b> are <b>FUTURE</b> focused and may be <b>NOT IN YOUR CONTROL</b>.</li> <li>Changes in your operating environment that could work in your favour</li> <li>Emerging trends</li> <li>Positive media coverage of your club or activities</li> </ul>	<p><b>THREATS</b></p> <ul style="list-style-type: none"> <li><b>THREATS</b> are <b>FUTURE</b> focused and may be <b>NOT IN YOUR CONTROL</b>.</li> <li>Changes in your operating environment that could make your operations more difficult</li> <li>Changing regulations</li> <li>Negative social media attention</li> </ul>

A SWOT analysis is only valuable if it generates action. Lists of things that you are good or bad at can't help you unless you use those lists to determine what to do next. Use this worksheet to get the most out of your SWOT analysis.

Against each item you write down, make a note of what actions you can take to build on each

strength, improve each weakness, capitalise on each opportunity and mitigate each threat.

You can seek input from members through:

- Surveys
- Workshops
- Face-to-face discussions



## Action plan

Determine the actions required to achieve the goals you listed in your goals worksheet. Add timeframes and assign leaders for accountability. Assess your club's current financial situation and the amount of money available for implementing your plans. Be realistic about your budget and consider the priorities of your actions. Focus on the actions that will have the most significant impact on your club and are feasible within your budget and resource capacity. Prioritising in this way helps ensure your club is making the best use of its resources. Incorporate your strategic plan discussions as a consistent topic in your committee meetings, ensuring progress and alignment remain at the forefront.

Goal – what we want to ACHIEVE:	Year	Lead Role	Cost (\$)	Proposed Source of Funds
<b>Actions – what we are going to DO</b>				
Initiate regular reviews of the strategic plan during committee meetings to monitor progress, address challenges and ensure continued alignment with club objectives.				
Goal – what we want to ACHIEVE:	Year	Lead Role	Cost (\$)	Proposed Source of Funds
<b>Actions – what we are going to DO</b>				



# Example Resources – Facility Planning



# Website



- ✓ Review ClubIQ Resources
- ✓ Subscribe – Sport and Recreation newsletter
- ✓ Keep an eye on future funding opportunities

WELCOME  
**SUNSHINE COAST COUNCIL**  
**GRANTS TEAM**

# Sunshine Coast Council Grants





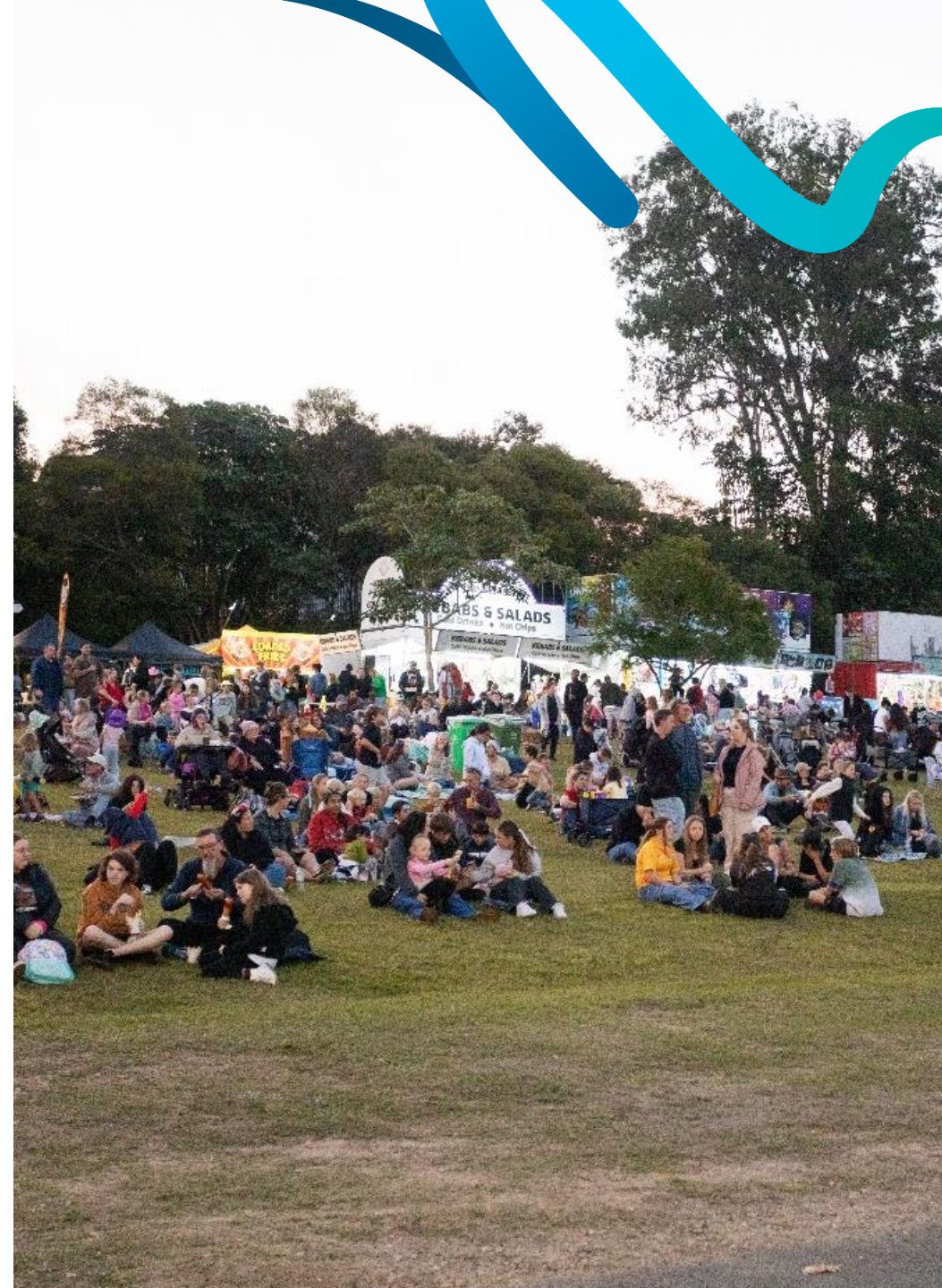
# Community Grants Program

## Purpose:

- Meet an identified community need
- Alignment with Council's strategic goals
- Acknowledge volunteers

## Grant Types:

- Major
- Minor
- Festive and Commemorative Events
- Emergency Grants
- Individual Development



# Community Grants Program

## Eligibility :

- **Who can apply:** Not-for-profit community organisations that are a legal entity with not-for-profit status or are registered with the Australian Charities and Not for Profits Commission (ACNC).
- **Who cannot apply:**
  - Government Agencies
  - Businesses,
  - Individuals
  - Educational, religious or medical organisations, where the application is for the organisation's core business
  - State Parent and Citizen Associations (P&C's).
- **Auspicing available!**





# MAJOR AND MINOR GRANTS

## Overview:

- Supports one-off projects, events, and activities that address community need and benefit
- Share the same categories, priorities, and assessment criteria
- Differences lie in funding amounts and application timelines
- Minor Grants: Up to \$2,000
- Major Grants: Up to \$15,000 or \$30,000 for infrastructure projects.

AMOUNT REQUESTED FROM COUNCIL	MINIMUM CO-FUNDING REQUIREMENT
Up to \$7500	No requirement
\$7501 - \$15,000	50% of total project costs from other sources
\$15,001 to \$30,000	75% of total project costs from other sources

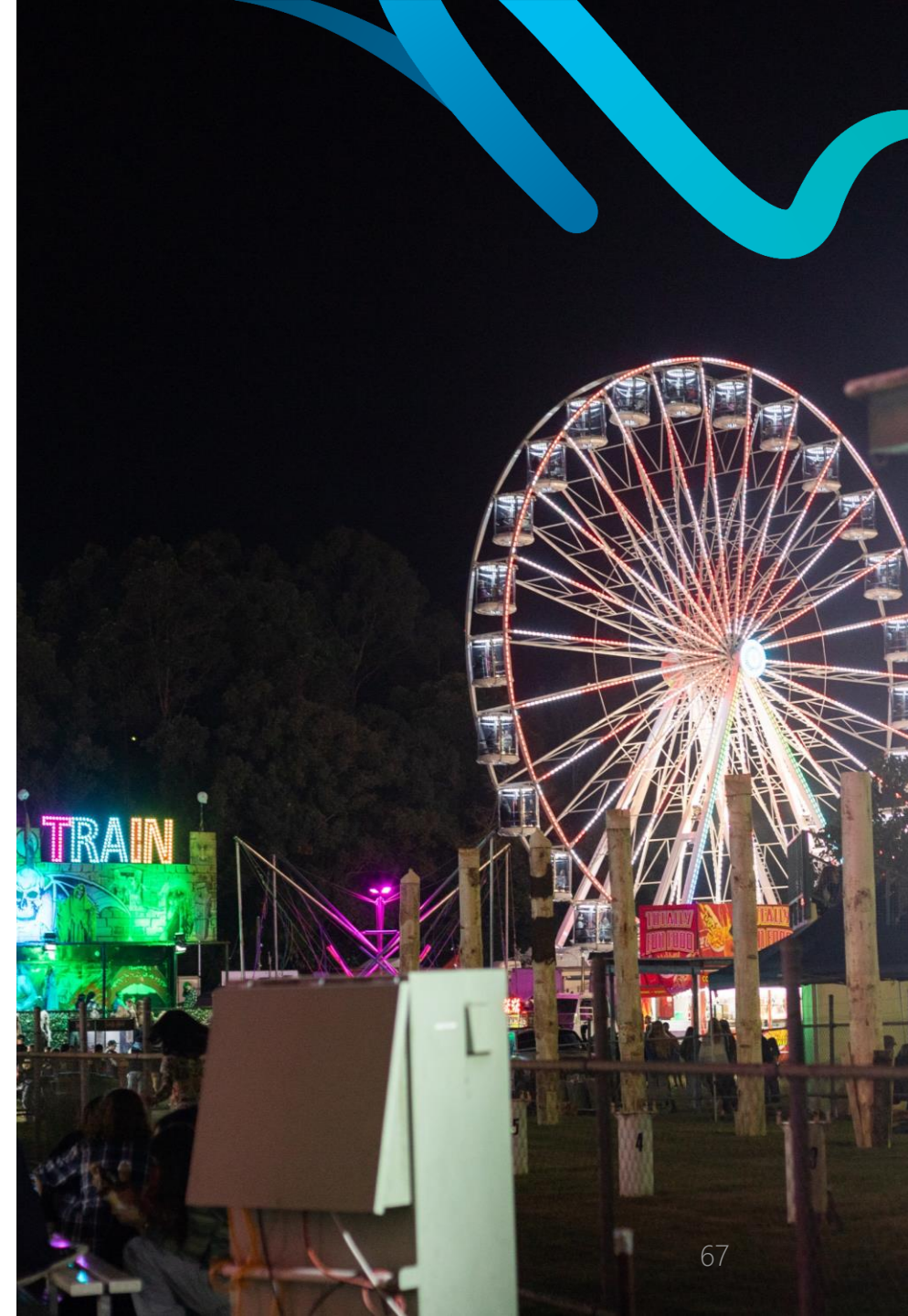
**Major Grants round is open NOW and closes at midnight on Monday 10 March 2025**



# MAJOR AND MINOR GRANTS

Applications must fit into one of six categories:

- Community Development
  - Community Facilities
  - Creative Development
  - Cultural Heritage
  - Economic Development
  - Sport and Recreation.
- 
- One application per organisation per round.
  - Project must align with the selected category's priorities.





# Projects Not Eligible for Funding

- Ongoing operational or recurrent costs including salaries, rent, fuel
- Activities that have already begun prior to a grant application being submitted
- The core business of educational, religious or medical organisations
- Donations, prize money, prizes or trophies
- Development of privately-owned facilities
- Payment of debt
- Political activities
- Projects run solely for commercial profit
- Items included in another council grant application
- Projects run solely for fundraising purposes, without broader community benefit
- School and church fetes
- Celebration or competition activities and events where attendance is limited to individual organisations or their members
- Judging, adjudication fees or uniforms for events
- Catering, hospitality, food and beverages for events.



# Festive and Commemorative Events

Support costs associated with delivering the following community-led event types only:

- Festive Season Events - Christmas, New Year and Australia Day
- Commemorative Events - Anzac Day and Remembrance Day

## Overview:

- Available to Community Groups
- Open all year - Assessed every 3 months
- Notified within 3 weeks of assessment
- Up to \$15,000
- Up to 3-year funding available



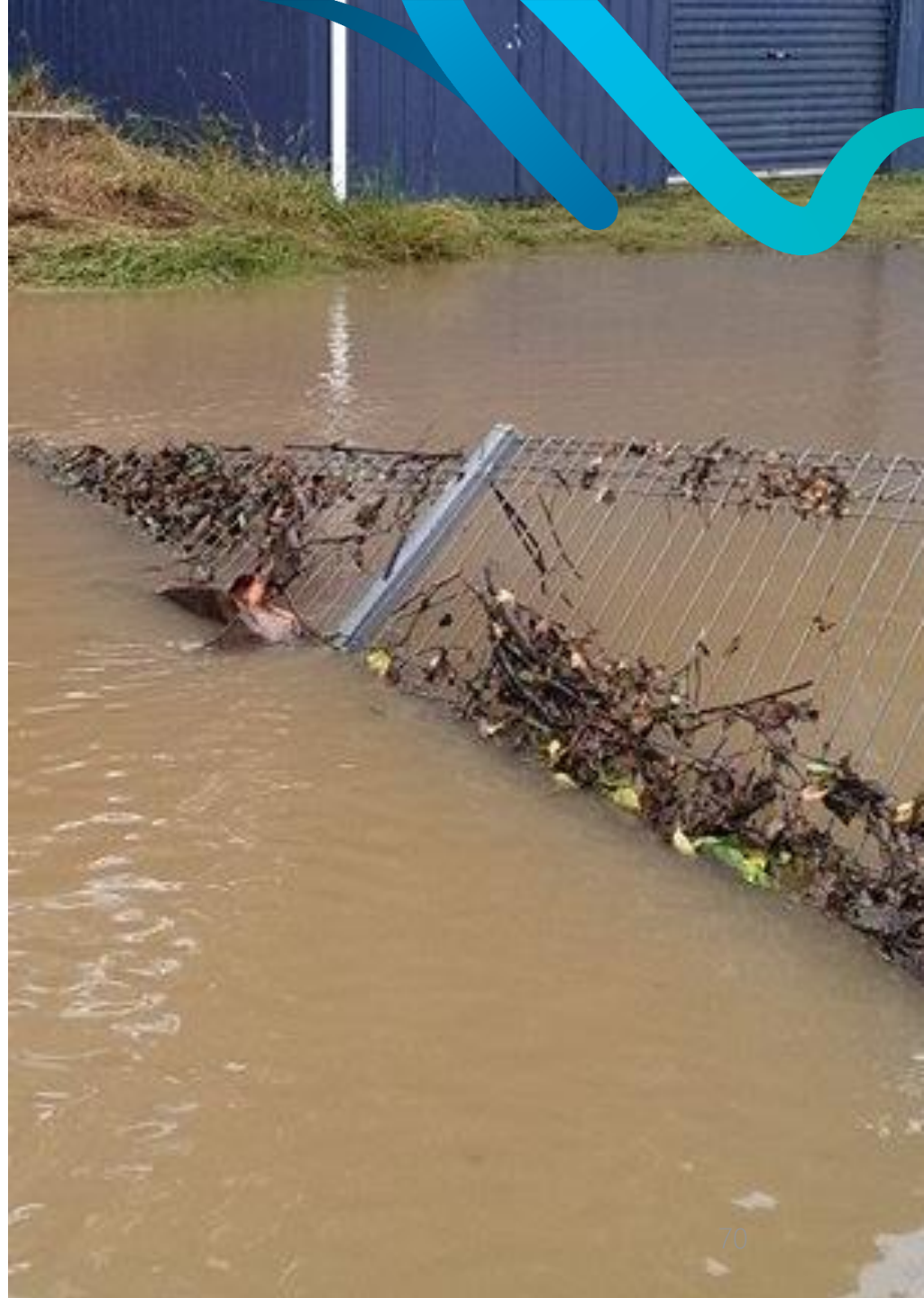
# Emergency Grants

## Overview:

- Damage or loss of essential equipment or infrastructure due to unforeseen circumstances.
- Available to Community Groups
- Open all year
- Notified 2 weeks after application received
- Up to \$3,000

## Individual Development Grants

- Only grant type in the Community Grants Program which is available to individuals
- Supports local residents competing or presenting at national and international events.





# Councillor Discretionary Funding

This program allows funds to be allocated at the Councillor's discretion to not-for-profit organisations for community purposes.

## Applications are;

- Subject to available funding
- Submitted to the Councillor in the division where the project will have most benefit.
- Submitted to the Major if the project has broader benefit across the sunshine coast.





# Environment Levy Funding

## Environment Levy Grants

- Funding for biodiversity and waterway projects
- Up to \$5,000 available
- Round open, closes 10 March 2025.

## Environment Levy Partnerships

- Operational funding for not-for-profits dedicated to environmental protection.

## Landholder Environment Grants

- Funding for rural landholders to protect and enhance Sunshine Coast's natural assets and biodiversity.





# Heritage Funding

- **Collection Care Program**
- **Exhibition and Public Programs**

## Overview of both programs:

- The next rounds opens on Monday 15 July 2024 and closes on 26 August 2024
- Up to \$7,500
- Applicants must first discuss their projects with Council's Cultural Heritage Services team on 07 5420 8600 or [culturalheritage@sunshinecoast.qld.gov.au](mailto:culturalheritage@sunshinecoast.qld.gov.au).





# Arts Funding

## Regional Arts Development Funding

- Available for arts and cultural projects
- RADF supports regional arts through small grants (rolling) and major projects (closing 31 March)

## Creative Industries Investment Program

- Multi-year funding for established arts and cultural initiatives.





# Other SC Council Funding Programs

## Community Partnership Funding Program

- Operational Funding for not-for-profits providing essential community facilities and services.

## Recreation Trails Partnership Program

- Funding for community groups supporting trails and nature-based recreation infrastructure.

## Sports Field Maintenance Funding

- Funding towards the costs of maintaining sports fields in the region.



# Key Tips for a Successful Grant Application

- Understand the criteria
- Strong applications stand out
- Budget matters
- Supporting documentation





# Key dates to remember:

- Major Grant round closes **Midnight on Monday 10 March 2025**
- Grant writing workshops available – upcoming sessions at:
  - Yaroomba (Thursday 20 February)
  - Online (Tuesday 25 February lunch)
- Environmental Levy Grants closes **Midnight Monday 10 March 2025**
- RADF closes on **Monday 31 March 2025**

[Discuss your project with a Community Grants Officer](#)



Thanks for your time



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