

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

**Sunshine Coast Council has a strong history of partnering with the community to achieve the goals set out in its Corporate Plan and Open Space strategies/plans, including the Recreation Trails Development Plan 2017.**

**The Recreation Trails Partnership Funding Program (RTPFP) provides up to three-year funding towards operational expenses for community organisations whose operations or services contribute to the development, maintenance, and activation of publicly accessible trails and associated nature based recreation infrastructure within the Sunshine Coast, and whose activities are closely aligned to Council's vision for the future.**

The partnership program has an Expression of Interest (EOI) period. It provides the opportunity to develop collaborative partnerships with agreed outcomes between council and the interested group to achieve nature based recreation outcomes in our region.

### Eligibility

#### Who can apply?

Community organisations who meet all of the following criteria:

- are incorporated, or are an Australian Public Company-Limited by Guarantee
- operate within the Sunshine Coast Local Government Area or are able to demonstrate that the program will benefit residents and the environment of the Sunshine Coast Local Government Area
- are willing to participate with council in defining, through the EOI period, mutually agreed partnership deliverables, measures and reporting requirements
- have appropriate insurance and adhere to sound Workplace Health and Safety practices
- are able to demonstrate viability
- are working towards becoming self-sufficient
- 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 where the application is connected to political activities

#### What is eligible for funding?

Up to \$15,000p.a funding is available as a contribution to support the organisation's contribution to nature based recreation outcomes in our region. Generally qualifying costs include:

- Materials, tooling, and, contractor costs related to trail maintenance and development on a public trail network or similar nature based recreation infrastructure.
- Administration support directly related to project management of any of the agreed outcomes (i.e. paper/printing costs, refreshments for volunteer days, etc.)
- Planning costs associated with delivering an outcome (ie. environmental & cultural surveys, site or works plans, etc.)
- Training costs related to the delivery of any of the agreed partnership outcomes
- Advertising and promotional costs related to the agreed partnership outcomes

Applications can be made for other expenses; however, this will be subject to mutually agreed deliverables negotiated during the collaborative EOI process.

Note: Priority will be given to applications where Council funding can be used to leverage funding from other tiers of government.

Outcomes funded through other council funding streams are not eligible for funding through this program.

## Application

The Recreation Trails Partnerships 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. Discussions with council – upon receipt of the EOI, council's Recreation Trails Activation Officer will contact the applicant to arrange a meeting to discuss the partnership proposal.
3. Online application form – following the discussions with council, applicants must complete an online application form.

The delivery of the Recreation Trails Partnerships program is subject to annual budget allocations.

### Expression of interest (EOI) form

Applicants must use the Recreation Trails Partnerships Expression of Interest form to initially submit their interest. The form is available to download from council's website and must be submitted online.

### Online application form

Applicants must use the online process to submit a valid application. Supporting documentation should also be uploaded to the online application.

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

## Assessment

Assessment is based on both general partnerships criteria, and proposed nature based recreation outcomes.

### General Partnerships Assessment Criteria

#### Alignment to council's corporate priorities

- Contribute to the achievement of recreational & 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 and Liveability Strategy

#### Community need and benefit

- Proven engagement with the community

#### Planning and delivery

- A collaborative approach to the development of the service, facilities or program
- A well-planned and achievable strategic/operational plan for delivery

#### Organisational capacity

- Demonstrated capacity to deliver for the duration of the partnership
- Ability to work with relevant land manager in a professional manner and to maintain professionalism in all communications
- Evidence of:
  - Sound financial management
  - Sustainable budgeting
  - Effective business planning processes
  - Clear risk assessment
  - Principles of good governance
  - Working towards becoming self-sufficient

#### Budget

- Appropriate budget for the proposed outcomes reflecting the importance outcome delivery over operational expenditure

## Recreation Trails Specific Assessment Criteria

Applications will be assessed on how their proposal meets the following criteria.

### **Must Address:**

- Have an ongoing MoU or similar agreement with relevant land manager to deliver nature based recreation & related outcomes. (termination of the agreement by either party will terminate partnership funding)
- Evidence of an ongoing organisational contribution to the maintenance or development of one or more significant naturebased recreation outcomes on the Sunshine Coast that is freely accessible to the general public
- Evidence of a working relationship with the relevant land manager to develop plans for and implementing the development Nature Based recreation infrastructure

### **Highly Desirable:**

- Proposal to promote active participation in a given outdoor recreation activity by actively seeking to engage with the sunshine coast community
- Proposal to establish/strengthen partnerships and links with land managers, external agencies and residents which improve the protection, restoration and/or management of the region's trail networks
- Facilitate investment by state & federal governments, regional bodies for the ongoing support and development of outdoor recreation outcomes in our region

## Agreement / Payment

Applicants will be notified in writing of the outcomes of their application after a panel assessment process.

Funding will be distributed once the online agreement is submitted to Council and any specific funding conditions are met.

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

- Council's annual budget allocations

- Compliance with funding conditions
- Delivering on agreed outcomes
- Satisfactory acquittal of previous year funding.

Recreation Trails Partnerships funds must be claimed within three months of notification, except where an extension has been granted.

## Acquittal

All Recreation Trails Partnerships 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.

## Applicant Support

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

(07) 5475 7272 or

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

**Note:** Office hours are 8.30am – 4.30pm, Monday to Friday (excluding public holidays).

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.

### **Sunshine Coast Council**

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

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

T 07 5475 7272 F 07 5475 7277

Locked Bag 72 Sunshine Coast Mail Centre Qld 4560