ORDINARY MEETING AGENDA   **17 MAY 2018**

Item 8.4.2   2017/2018 Community Grants Program Major Grants Round 2
                  Recommendations
Appendix B   Community Grants Program Guidelines - Tracked Changes

COMMUNITY CONNECTIONS

Community Grants Program

Guidelines 2018

These guidelines should be read with council's Community Grants Policy. You can view the policy at **www.sunshinecoast.qld.gov.au/grants**

Grants for Community Groups

Council values engaged, resilient and inclusive communities that embrace diversity. The Community Grants Program supports community organisations for one-off projects, events and activities through the following grants:

Grant type	Amount	Outcome timeframes
Major Grants	Up to $30,000*	12 weeks from closing date
Minor Grants	Up to $2,000	8 weeks from closing date
Emergency Grants	Up to $2,000	2 weeks after application received

*Applications over $15,000 must be for infrastructure projects

Grants for Individuals

These grants support individuals who are performing, competing or representing the Sunshine Coast local government area at national or international competitions, conferences and events.

Grant type	Amount	Outcome timeframes
Individual Development Grants	Up to $500 per individual or $2,000 per team	Applications assessed every two months. Notification within two weeks of assessment.

Eligibility for Major and Minor Grants

Who can apply for a Major or Minor Grant?

Not-for-profit community organisations that:

- operate within the Sunshine Coast local government area or can demonstrate 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 met

- have met acquittal conditions for previous council grants.

www.sunshinecoast.qld.gov.au/grants

Sunshine Coast COUNCIL

ORDINARY MEETING AGENDA   **17 MAY 2018**

Item 8.4.2   2017/2018 Community Grants Program Major Grants Round 2
                Recommendations
Appendix B   Community Grants Program Guidelines - Tracked Changes

COMMUNITY CONNECTIONS

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

Applicants requesting over $5,000 must discuss their application with a council Grants Officer prior to submission.

Applicants may submit only one grant application per round.

Who cannot apply?

Applications cannot be made by:

- 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 for funding, applications must:

- demonstrate a purpose that is in the public interest, with significant community need and benefit
- demonstrate strong alignment with council's priorities as described in current council strategies, plans or policy positions
- adhere to the terms and conditions of this funding program.

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
- 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.

Lower priority

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

Applications for major and minor grants must address specific criteria in one of the following categories:

- *Community Development*
- *Community Events*
- *Community Facilities*
- *Cultural Development*
- *Cultural Heritage*
- *Economic Development*
- *Sport, Recreation and Healthy Living*

See page 3 for specific category priorities.

Major Grants

Apply for up to $30,000 to fund community projects. Applicants must align with a specific grant category.

Applications over $15,000 must be for infrastructure projects. For example, building a permanent structure or upgrading a sports playing surface. Applications for infrastructure projects must be discussed with a council Grants Officer prior to submission.

Council cannot be the sole funder for every project. Depending on the amount requested, funds from other sources may be required.

These could include:

- applicant cash contributions
- grants from other funding bodies. A list is available on council's website

www.sunshinecoast.qld.gov.au/grants

Community Grants Program Guidelines
Effective January 2018

ORDINARY MEETING AGENDA   **17 MAY 2018**

Item 8.4.2   2017/2018 Community Grants Program Major Grants Round 2
                  Recommendations
Appendix B   Community Grants Program Guidelines - Tracked Changes

COMMUNITY CONNECTIONS

- sponsorship
- in-kind support

Co-funding is required for requests over $7,500.
The table below outlines co-funding requirements.

Amount requested from council	Minimum co-funding requirement
Up to $7,500	No requirement
$7,501 - $15,000	50% of total project costs from other source/s
$15,001 - $30,000	75% of total project costs from other source/s

Eg To be eligible for the maximum $30,000, the total
cost of the project would be $120,000 or more.

Minor Grants

Apply for up to $2,000 to fund community projects.
Applications must align with a specific grant
category.

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 - 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
- strength of alignment with council's corporate
  priorities as described in current council
  strategies, plans or policies
- evidence the organisation is working towards
  or maintaining self-sufficiency

- benefit to the people of the Sunshine Coast
  local government area
- evidence of consultation and community
  partnerships
- capacity of the applicant to successfully
  complete the project
- 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.

Categories

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

Community Development

Outcome: Resilient and engaged communities

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

Priorities (address one or more):

- young people (aged 12-24)
- positive ageing
- health and wellbeing
- Aboriginal and Torres Strait Islander peoples
- multicultural communities
- access and inclusion
- community safety
- animal management

Projects funded under this category will:

- promote social inclusion
- enhance cultural awareness and embrace
  diversity
- encourage healthy eating and the availability
  of fresh, healthy foods
- foster partnerships and collaboration between
  community groups
- enhance community safety

Community Grants Program Guidelines
Effective January 2018

www.sunshinecoast.qld.gov.au/grants

ORDINARY MEETING AGENDA 17 MAY 2018

Item 8.4.2 2017/2018 Community Grants Program Major Grants Round 2
Recommendations
Appendix B Community Grants Program Guidelines - Tracked Changes

COMMUNITY CONNECTIONS

- encourage community engagement, participation and volunteerism
- engage with the community to encourage a sustainable Sunshine Coast.

In relation to applications for animal management grants, projects must:

- enhance community safety outcomes
- align with the key objectives of Council's *Domestic Animal Management Strategy 2014-2020*; and
- assist in the promotion and advancement of responsible pet ownership practices e.g. desexing, microchipping, registration.

Community Events

Outcome: People and places are connected

Projects that support sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our communities.

To be eligible for funding in this category, events must be scheduled to take place after notification of funding outcomes. Applicants must discuss their project with a Grants Officer prior to submitting their application.

Priorities (address one or more):

- supporting and building capacity of local event management talent and suppliers
- contribute to local economy by planning events which attract a broad range of patrons and participants
- demonstrate sound event management principles and planning
- promoting a vibrant, diverse and fun place to live and visit
- contribute to building strong communities: inclusive, connected, engaged, healthy and active
- demonstrate a commitment to the development of local creative skills and cultural pursuits
- increase access and engagement with cultural heritage, including Aboriginal culture

- demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment
- celebrate and contribute to our lifestyle, environment and culture

Ineligible Items

The following are not eligible:

- school and church fetes
- celebration or competition activities and events where attendance is limited to individual organisations or their members
- judging or adjudication fees
- uniforms
- purchase of catering, hospitality, food and beverages
- purchase of merchandise, trophies and prizes.

Community Facilities

Outcome: People and places are connected

Infrastructure projects that involve the development, maintenance or improvement of buildings or land that contribute to providing a safe, accessible and inclusive community facility.

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

- a positive sense of community
- a creative and artistic region
- healthy communities and active lifestyles
- safe communities
- nature-based recreation infrastructure.

Priorities (applicants must address all):

- provide well maintained and accessible community facilities which enable opportunities for social interaction
- adhere to the principles of access and equity
- address issues of risk management or compliance with Australian standards
- have a current maintenance schedule.

www.sunshinecoast.qld.gov.au/grants

Community Grants Program Guidelines
Effective January 2018

ORDINARY MEETING AGENDA   17 MAY 2018

Item 8.4.2   2017/2018 Community Grants Program Major Grants Round 2
               Recommendations
Appendix B   Community Grants Program Guidelines - Tracked Changes

COMMUNITY CONNECTIONS

In relation to applications for nature-based recreation infrastructure projects only, applicants must:

- discuss the project with council's Recreation Trails Activation Officer prior to submission.

Note: Organisations with formal council tenure are required to complete any works required under their leasing arrangements prior to being funded for other projects.

Cultural Development

Outcome: Culture, heritage and diversity are valued and embraced

Projects that enable the practical foundations for a range of creative programs and activities. Funding is for projects which:

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

Priorities (address one or more):

- build local creative and cultural skills and experience
- further develop and revitalise an established program or project
- demonstrate a creative or innovative approach
- engage the wider community in local creative and cultural projects.

Cultural Heritage

Outcome: Culture, heritage and diversity are valued and embraced

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

Applicants must 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):

- provide opportunities to identify, document and preserve the history of settlement on the Sunshine Coast
- ~~feature~~ represent and preserve Aboriginal and South Sea Islander culture and heritage
- provide access to, interpret and protect the unique lifestyle, places and~~/or~~ landscapes within the Sunshine Coast local government area
- ~~feature~~ support contemporary heritage (post-1950s), including coastal heritage
- ~~tell the regional stories of WW1 to commemorate the anniversary of the 1914-1918 War~~
- tell stories relating to the regional contribution to the war effort, industry and innovation
- encourage collaboration with other ~~regional~~ heritage organisations, to raise awareness and knowledge of regional cultural heritage
- incorporate innovative practices ~~and/or procedures~~ to conserve, educate and promote regional heritage, including conservation of significant objects
- ~~ensure~~ the project has lasting community benefit.

Economic Development

Outcome: Strong economic leadership collaboration and identity

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):

- fostering of strong economic leadership and collaboration by government, business and industry
- encouraging best practice in securing investment in the region's infrastructure priorities

www.sunshinecoast.qld.gov.au/grants

Community Grants Program Guidelines
Effective January 2018

ORDINARY MEETING AGENDA   **17 MAY 2018**

Item 8.4.2   2017/2018 Community Grants Program Major Grants Round 2
                Recommendations
Appendix B   Community Grants Program Guidelines - Tracked Changes

COMMUNITY CONNECTIONS

- facilitating development of the region's high value industries including promotion of innovation, research and digital participation
- business mentoring projects focussed specifically on developing the region's high value industries, local to global connections and investment in talent and skills.

Sport, Recreation and Healthy Living

Outcome: Safe and healthy communities

Projects and programs 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 physical activity initiatives or opportunities
- improve the sustainability of sport and recreation clubs
- engage a broad spectrum of the community
- provide access for all abilities
- provide benefit to multiple user groups.

Emergency Grants

Eligibility criteria for emergency grants are the same as major and minor grants.

Apply for 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 competitive and council cannot guarantee that the application will be successful.

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

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 organisation's ability to continue to operate
- significant health and safety implications for the organisation's and/or service users
- evidence that the project is not covered by insurance.

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 or events (e.g. sport, arts, cultural, community, heritage, economic and environment).

Groups or teams attending the same event can apply for a group total of 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 whilst attending an activity e.g. travel, accommodation, entry fee and registration.

Who can apply for Individual Development Grants?

Individuals who meet all of the following criteria:

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

www.sunshinecoast.qld.gov.au/grants

Community Grants Program Guidelines
Effective January 2018

ORDINARY MEETING AGENDA   **17 MAY 2018**

Item 8.4.2   2017/2018 Community Grants Program Major Grants Round 2
                Recommendations
Appendix B   Community Grants Program Guidelines - Tracked Changes

COMMUNITY CONNECTIONS

In addition to the above, applications for sporting events must be competing in:

- official national and international championships, recognised by a National Sporting Organisation (NSO) that is endorsed by the Australian Sports Commission

- and applicants must be selected for an official Queensland or Australian team, endorsed by the relevant National Sporting Organisation (NSO).

For non-sporting applications, the assessment panel will confirm the status of the selecting body.

Note: Activities that have already begun prior to a grant application being submitted are not eligible for Indivudal Development Grant funding.

Application

Application forms for Major, Minor, Emergency and Individual Development Grants are available on council's website and must be submitted online.

Quotes are required for all items over $500 and must be included with your application.

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

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.

Acknowledgement

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

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

Acquittal

All 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.

Applicant Support

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

- (07) 5420 8616

- grants@sunshinecoast.qld.gov.au

Note: Office hours are 8.30 am – 5.00 pm, Monday – Friday (excluding public holidays).

Council Grants 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.

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

www.sunshinecoast.qld.gov.au/grants

Community Grants Program Guidelines
Effective January 2018