Sunshine Coast.
COUNCIL

Community Grants Program
Guidelines

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**

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

Grant ~~t~~Type	Amount	~~Approximate notification~~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

Grants for Individuals

These ~~G~~grants ~~to~~ support individuals who are performing, competing or representing the Sunshine Coast Local Government area at ~~N~~national or ~~I~~international competitions, conferences and events.

Grant ~~t~~Type	Amount	~~Approximate notification~~Outcome timeframes
Individual Development Grants	Up to $500 per individual or $2,000 per team	Application~~s~~ assessed every two months.~~,~~ ~~n~~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 ~~which whot~~hat ~~meet all of the following criteria~~:

- ~~o~~Operate within the Sunshine Coast ~~l~~Local ~~G~~government ~~A~~area or ~~are able~~can ~~to~~ demonstrate ~~that~~ the project

or program will benefit residents of the Sunshine Coast lLocal Ggovernment Aarea.

- hHave appropriate insurance and adhere to sound wWorkplace Hhealth and Safety safety practices.

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- aAre able to demonstrate viability.

- hHave no debt to council, or have entered into scheduled payment arrangements with council which are being adhered tomet.

- hHave met acquittal conditions for previous council grants.

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 are requiredmust to 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:

- gGovernment agencies or departments of local, state or federal government.

- eEducational, religious or medical organisations, where the application is for the organisation's core business.

- bBusinesses.

Projects eligible for funding

To be eligible to apply 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 corporate priorities as described in current council strategies, plans or policy positions

- link to council's *Corporate Plan, and*

- adhere to the specific terms and conditions of this funding program.

Projects not eligible for funding

Projects are not eligible if they are for:

- Funding for Pprize money, prizes or trophies

- The development of privately-owned facilities

- Projects run solely for commercial profit

- Activities that have already commenced begun prior to a submitting a grant

- 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.

- Projects run solely for fundraising purposes, without broader community benefit.

Lower priority

Lower priority is given to:

- Applicants applicants who have been funded within the previous 12 months.

- Pprojects or events that have previously received council funding.

Program Details

Applications for mMajor and Mminor gGrants must address specific category criteria in one of the following categories:

- _Community Development_

- _Community Events_

- _Community Facilities_

- _Cultural Development_

- _Cultural Heritage_

- _Economic Development_

- _Festive Season_

- _Sport, Recreation and Healthy Living_

See page 3443 for specific category priorities.

Major Grants

Apply for Uup to $30,000 to fund community projects. Applicants must, with application aligned to with a specific grant category.

Applications over $15,000 must be for infrastructure projects. For example, (e.g. building a permanent structure or creating/upgrading a sports playing surface). ApplicantsApplications requesting funding for infrastructure projects are required must beto discussed their application with a council Grants Officer prior to submission.

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

Council is not able to cannot 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 contributions

- grants from other funding bodies. A list is available on - see _"Funding From Other Organisations"_ page on council's website at www.sunshinecoast.qld.gov.au/grants

- 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 for co-funding
$7,501 - $15,000	50% of project costs from other source/s
$15,001 - $30,000	75% of project costs from other source/s

Minor Grants

Apply for Uup to $2,000 to fund community projects. A, with applications must aligned to awith 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 Mminor 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

- mentlinkage to the Sunshine Coast Regional Council's Corporate Plan

- evidence the organisation is working towards self sufficiency sustainability

- benefit to the people of the Sunshine Coast lLocal Ggovernment Aarea

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Item 8.3.2   Community Grants and Partnership Funding Review 2014
Attachment 2 Community Grants Program Guidelines - Track Changes

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- 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.

Categories

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

Community Development

Outcome: RResilient and engaged communities

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

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.

Priorities (address one or more):

- young people
- positive ageing
- Aboriginal and Torres Strait Islander peoples
- multicultural communities
- access and inclusion
- community safety

Projects funded under this category will:

- reduce social isolation
- promote social inclusion
- enhance cultural awareness and diversity

- foster partnerships and collaboration between community groups
- enhance community health and safety
- encourage community engagement, participation in active citizenship and volunteerism
- encourage partnerships and collaboration between community groups
- engage with the community to encourage a sustainable Sunshine Coast.

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.

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.

Note: Applications in this category will be assessed in line with the Community Events Classification Mattrix, available on council's website.

Priorities (address one or more):

- demonstrate a commitment to sound environmental practices and the promotion and protection of our natural environment

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- demonstrate a commitment to developing local creative skills and cultural pursuits
- promote, support and encourage local entrepreneurship and innovation
- increase access and engagement with cultural heritage, including Aboriginal culture
- contribute to building strong communities: inclusive, connected, engaged, healthy and active
- celebrate and contribute to our lifestyle, culture and sense of place
- contribute to a positive, vibrant image of the Sunshine Coast
- demonstrate sound business principles and planning.

Ineligible Items

The following are not eligible:

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

Community Facilities

Outcome: PPeople and places are connected

Projects that involve the developing, maintaining or improving of buildings or land that Projects 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.

Priorities (applicants must address all):(address one or more):

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

  *Note: Organisations with formal council tenure are required to complete any works outlined in their **lease performance inspections** 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, events and activities. Funding is for projects which:

- engage with the local community and involve significant community interaction, rather than being focused on the creating on of 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.

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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 ~~are required to~~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):

- feature Aboriginal culture and heritage
- provide access to, interpret and protect the unique lifestyle, places and/or landscapes within the Sunshine Coast ~~l~~Local ~~G~~government ~~A~~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 conserve and promote regional heritage
- 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~~ement of~~ best practice in securing investment in the region's infrastructure priorities

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- facilitating ~~the~~ 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.

~~Festive Season~~

~~Outcome: People and places are connected~~

~~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.~~

Sport, Recreation and Healthy Living

Outcome: Safe and healthy communities

Projects and ~~that encourage the development of cost-effective~~ programs ~~and events~~ that promote community participation in sport and recreational pursuits across the Sunshine Coast ~~L~~local ~~G~~government ~~A~~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

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- encourage healthy eating and the availability of fresh, healthy foods

- engage ~~people~~ a broad spectrum of the community~~who are not physically active~~

- provide access for ~~people~~ all abilities~~with a disability~~

- provide benefit to multiple user groups.

Emergency Grants

Eligibility criteria for Emergency Grants are the same as ~~m~~Major and ~~M~~minor Grants.

Apply for ~~U~~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.

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'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 ~~l~~Local ~~G~~government ~~a~~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 ~~l~~Local ~~G~~government ~~a~~Area for at least the preceding 12 months

- ~~be~~ 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.

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

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

- official ~~i~~International competitions of an official Australian team, endorsed by the Australian Sports Commission.

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

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Application

Application forms for Major, Minor, Emergency and Individual Development Grants are available on council's website at ~~www.sunshinecoast.qld.gov.au/grants~~ 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 pProgram 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~~5475 7272

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• grants@sunshinecoast.qld.gov.au

Note: Office hours are 8.30 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~~Please let us know if you have difficulty speaking English and we can organise an interpreter to assist you.