



## Community Partnership Funding Program Guidelines

These guidelines should be read in conjunction with council's [Community Grants Policy](#).

**The Community Partnership Funding Program (CPFP) provides a contribution to the operational expenses of well-established not-for-profit organisations for up to three years. Eligible organisations provide facilities or services which support the delivery of council's corporate priorities and demonstrate broad community benefit.**

### Program Outcomes

This program delivers outcomes from Council's current strategies, plans and policy positions. In particular, CPFP delivers on the *Sunshine Coast Community Strategy 2019-41*, which articulates our shared goal: A Strong Community, and identifies five outcomes:

- Healthy, Active Communities
- Vibrant Communities
- Inclusive Communities
- Connected, Resilient Communities, and
- Creative, Innovative Communities.

Through these partnerships council acknowledges and strengthens the vital contribution volunteers and their community organisations make to community life.

### Eligibility

#### Who can apply?

Not-for-profit community organisations that:

- operate within the Sunshine Coast local government area
- are a legal entity with not-for profit status or are registered with the Australian Charities and Not For Profits Commission (ACNC)
- have appropriate insurance and adhere to sound workplace health and safety practices
- are working towards or maintaining self-sufficiency and can demonstrate viability
- have no debt to council, or have entered into scheduled payment arrangements with council which are being met
- have met acquittal conditions from previous council grants

- are well-established (this program does not support seed/start-up funding)
- provide facilities or services which support the delivery of council's corporate priorities and demonstrate broad community benefit.

#### 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
- individuals
- organisations where the application is connected to political activities
- organisations that are eligible under the Sports Field Maintenance Funding Program.

## What is eligible for funding?

This program offers funding of operational costs which are ongoing and/or recurrent expenses. Examples of eligible costs include insurances, communications, electricity, waste management, water, security, regular cleaning, rent and rates.

This program does not support one-off projects. Projects may be eligible for funding under council's Community Grants Program.

## Partnership Assessment

Community partnerships are assessed under Funding Program Assessment Criteria AND Category Specific Assessment Criteria and are offered in five categories:

- Community Development
- Community Facilities
- Community Safety
- Cultural Heritage
- Economic Development

Applicants can submit only one grant application per round.

Council officers can assist the organisation to select the most appropriate category to apply under.

Applications are assessed by panels of category representatives and experienced council staff.

Assessment for each category is based on alignment with both Funding Program and Category Specific Assessment Criteria and budget availability.

Panel recommendations are reported to council for endorsement. Part-funding may be offered.

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

- council's budget availability
- the organisation's compliance with funding conditions
- the organisation delivering agreed outcomes
- the organisation working towards or maintaining self-sufficiency

## Funding Program Assessment Criteria

### Council Priorities

Community Partnerships applications are assessed on the strength of alignment with council's priorities as described in current council strategies, plans or policy positions.

Applications are also assessed on each of the following program priorities:

### Community Need and Benefit

- Demonstrated clear and identified community need and support for services or facilities
- Demonstrated lasting impact and broad community benefit
- Demonstrated equitable access and/or participation opportunities.

### Planning and Delivery

- Demonstrated collaborative approach to delivering the service or operating the facility
- A well-planned and achievable strategic, operational or business plan for delivery
- A clear evaluation process, which identifies what will be delivered, how it will be measured and how it will be reported to council (e.g. hours of operation, volunteer hours, number of participants).

### Organisational Capacity

Demonstrated capacity to deliver for the duration of the partnership with evidence of:

- sound financial management
- sustainable budgeting
- effective business planning processes
- risk management practices
- principles of good governance
- committing to sound environmental practices
- the organisation working towards or maintaining self-sufficiency.

### Budget

- Realistic budget reflecting the scope and scale of the proposal.

Applicants will be required to provide evidence relating to each program priority listed above in their application.

## Category Specific Assessment Criteria

Applications must also address specific aims and criteria for their chosen category.

### Community Development



**Aim** - Strengthen the capability and capacity of other local community organisations to respond to community need through the provision of information sharing, training, collaboration, integrated planning, and service development.

#### Category Criteria (address one or more):

- encourage involvement, interaction and partnerships between local individuals and community and/or cultural organisations
- provide significant information, expertise or resources to support other community and/or cultural organisations
- transfer new skills and capabilities to other community and/or cultural organisations and individuals
- improve access to and knowledge of community resources and services
- benefit multiple user groups and/or one or more of the following groups:
  - families
  - young people
  - seniors
  - Aboriginal and Torres Strait Islander peoples
  - people from culturally and linguistically diverse backgrounds, or
  - people with a disability.

#### Types of groups funded in this category:

- Peak bodies
- Umbrella groups

### Community Safety

**Aim** - Ensuring a significant level of community safety, including disaster management.

#### Category Criteria (address one or more):

- provide services that ensure the safety and wellbeing of residents and visitors, in line with council priorities
- provide significant community outcomes in the event of, or in the planning for, a disaster, aligned to council's Disaster Management Plan
- provide air and sea services to the Sunshine Coast Local Government Area in order to increase the overall safety of residents and visitors
- play a significant role in the welfare, re-homing and general care of abandoned domestic animals, both in general circumstances and in the event of a disaster; form a vital part of the community fabric in dealing with emotional issues when family pets are lost or displaced.

#### Types of groups funded in this category:

- Outreach public safety services
- Helicopter rescue
- Animal welfare and re-homing

Note: State managed/coordinated bodies and groups that are core funded by the state are not eligible for funding in this category.

## Community Facilities



**Aim** - Supporting facilities that help build strong communities.

This category supports facilities providing infrastructure that meets the needs of their community.

### Category Criteria

Applications in this category are required to meet **all** of the following:

- provide safe, welcoming, inclusive, adaptable, well-used and activated infrastructure
- provide facilities which offer community meeting spaces and/or enable opportunities to participate in sport, recreation or social activities for free or at low cost
- demonstrate a significant level of engagement, participation and use by the broader local community
- ensure hours of community access meet community need
- have formal tenure on council or Crown Land or own the facility freehold
- have primary responsibility for maintaining the facility on a regular basis for all or a specified part of the year
- have a current maintenance schedule in place.

### Eligible items

Funding is available to support costs associated with operating a community facility:

1. Utility expenses
2. Insurance
3. Ongoing maintenance
4. Administration costs\*

\*Applicants requesting funding for items other than those listed above, for example, wages, must discuss their proposal with a category representative before submitting an application. Contact a council Grants Officer for details.

## Cultural Heritage



This category is funded by council's Arts and Heritage Levy.

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

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

- increased awareness of our local heritage
- increased accessibility to our cultural heritage
- the heritage of our communities is conserved and protected.

### Category Criteria (address one or more):

Organisations engaging in activities that:

- identify, record and protect the region's cultural heritage, including Aboriginal heritage
- conserve items, collections, places and events of significance through conservation, rehabilitation, restoration, and maintenance
- document and promote those items, collections, places and events that define the stories, history and values of the communities of the region
- establish partnerships that have the capacity to enhance the conservation of heritage items, collections, places and events.

### Types of groups funded in this category:

- Museums
- Other organisations with a significant local heritage focus



## Economic Development

**Aim** - Supporting strong economic leadership, collaboration and capacity building.

This category supports contributions to the economic outcomes outlined in the *Regional Economic Development Strategy 2013-2033*, in particular, partnerships with the greatest potential for sustainable growth of the economy.

**Category Criteria** (address one or more):

- Facilitate the development of the region's focus economies and strategic pathways:
  - Knowledge economy
  - Digital economy
  - Production economy
  - Green economy
  - Visitor economy
  - Placed based economy
- Support leadership, sustainability & equity
- Support innovation, technological advancement and scaling up.

**Types of groups funded in this category:**

- Industry development organisations
- Business, trade and retail precinct groups
- Chambers of Commerce
- Community run Information Centres

## Application Process

New applicants must contact a Grants Officer to ensure eligibility before beginning an application.

The partnership program is open once per year and applicants can apply for one, two or three years of funding. Applications consist of a three stage process:

- 1) Complete an Expression of Interest (EOI)
- 2) Consult with a council category representative
- 3) Submit a full online application – a link to the application form will be emailed to you upon acceptance of the EOI.

## Agreement / Payment

Successful applicants will be notified via email, and will be directed to fill in the online Funding Agreement Form before payment can be made. Partnership funds must be claimed within three months of notification, except where an extension has been granted.

In some instances, there may be specific Conditions of Funding that need to be met before payment can be made.

## Acknowledgement

As a condition of funding, all successful applicants are required to actively and publicly acknowledge council's support. The level of acknowledgement required is outlined in the acknowledgement guidelines. In addition, funding recipients must also ensure that council's positive reputation is maintained at all times.

## Acquittal

All Community Partnership Funding must be acquitted annually by 31 August. Annual mid-term check ins are also required. Organisations will not be considered for further funding from council where previous acquittal conditions have not been met.

## Applicant Support

For further information please contact a Grants Development Officer on:

- **phone: (07) 5420 8616**
- **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)