Community Partnership Funding Program
Guidelines

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

The Community Partnership Funding Program (CPFP) provides up to three-year funding towards operational expenses to not-for-profit organisations that provide facilities or services which support the delivery of council's corporate priorities and demonstrate broad community benefit.

Eligibility

Who can apply?

Not-for-profit community organisations that:

- operate within the Sunshine Coast local government area
- are a legal not-for-profit entity
- have appropriate insurance and adhere to sound workplace health and safety practices
- are working towards becoming self-sufficient 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 established (this program does not support seed/startup funding).

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 eligible under the Sports Field Maintenance Funding Program

What is eligible for funding?

This program offers funding for ongoing/recurrent expenses, for example, insurance, electricity and maintenance. This program does not support one-off projects. One-off projects may be eligible under council's Community Grants Program.

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Assessment

Funding is offered under the following categories:

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

Applications are assessed by category, by panels of experienced council staff.

Assessment for each category is based on budget availability and alignment with both funding program and category specific assessment criteria.

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 on:

- council's budget availability
- compliance with funding conditions
- delivering agreed outcomes
- organisation's continuing to work towards self-sufficiency.

Funding program assessment criteria

Applications are assessed on the following program priorities.

Council Priorities

- Strength of alignment with council's priorities as described in current council strategies, plans or policy positions.

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/ business plan for delivery.
- A clear evaluation process, which identifies what will be delivered, and how it will be measured and 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
- Evidence of:
  - sound financial management
  - sustainable budgeting
  - effective business planning processes
  - risk management practices
  - principles of good governance
  - working towards self-sufficiency

Budget

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

Category specific assessment criteria

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

Community Development

Outcome - Resilient and engaged communities

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

Category specific 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

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- 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, people with a disability).

Types of services funded in this category include:

- Peak bodies/ umbrella groups

All applicants must discuss their proposal with a council category representative before submitting an application. Contact a council Grants Officer for details.

Community Safety

Outcome - Safe and healthy communities

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

Category specific 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 services funded in this category include:

- Outreach public safety services

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- Coast Guards

- 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.

All applicants must discuss their proposal with a council category representative before submitting an application. Contact a council Grants Officer for details.

Community Facilities

Outcome - People and places are connected

Aim - Supporting facilities that help build strong communities.

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

- engaged, resilient and inclusive communities that embrace diversity

- a creative and artistic region

- healthy communities and active lifestyles.

Category specific criteria

Applications must meet all of the following:

- provide safe facilities which offer community meeting spaces and/or enable opportunities to participate in sport, recreation or social activities

- demonstrate a significant level of engagement, participation and use by the 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:

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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

Outcome: Culture, heritage and diversity are valued and embraced

This category is funded by council's 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 specific 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 organisations and services funded in this category include:

- Museums
- Other organisations with a significant local heritage focus

All applicants must discuss their proposal with a council category representative before submitting an application. Contact a council Grants Officer for details.

Economic Development

Outcome - Strong economic leadership collaboration and identity

Aim - Contributing to the development of the New Economy as outlined in the Regional Economic Development Strategy 2013.

- Strong economic leadership, collaboration and identity
- New capital investment in the region
- Investment growth in high-value industries
- Strong local to global connections
- Investment growth in talent and skills

Category specific criteria (address one or more):

- foster strong economic leadership and collaboration by government, business and industry
- facilitate the development of the region's high value industries, including promotion of innovation, research and digital participation, and secure and maximise the value of regional economic infrastructure
- position the Sunshine Coast in key export markets and develop export ready businesses
- attract and retain skilled workforce and develop the "New Economy" regional education and training system.

Types of organisations funded in this category include:

- Industry development groups
- Trade groups
- Chambers of Commerce
- Other relevant formal business groupings
- Community Visitor Information Centres

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All applicants must discuss their proposal with a council category representative before submitting an application. Contact a council Grants Officer for details.

Payment

Community Partnership Funding Program funds must be claimed within three months of notification, except where an extension has been granted.

In some instances, there may be specific funding conditions that need to be met before payment can be made.

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 Community Partnership 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.

Application

Application forms for the Community Partnership Funding Program are available at council's website and must be submitted online.

Applicant Support

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

- (07) 5475 7272 or
- Email: grants@sunshinecoast.qld.gov.au

Note: Office hours are 8.15 am – 5.00 pm, Monday to Friday (excluding public holidays).

If you do not feel that you meet the requirements of this program, you may still be eligible for the Community Grants Program. See Council's website for details.

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.

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