Sunshine Coast Council

Community Grants Program
Guidelines

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

- **Emergency Grants**
- **Major Grants**
- **Minor Grants**
- **Individual Development Grants**

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

Eligibility

Who can apply?

Community organisations which meet all of the following criteria:

- Operate within the Sunshine Coast Local Government Area or are able to demonstrate that 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 adhered to
- Have met acquittal conditions for previous council grants

If a community organisation is not a legal 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 required to discuss their application with a council Grants Officer prior to submission.

Applicants may submit only one Minor or one Major grant application per round.

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

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
- link to council's *Corporate Plan*, and
- adhere to the specific terms and conditions of this funding program.

Projects not eligible for funding?

- The development of privately-owned facilities
- Projects run solely for commercial profit
- Activities that have already commenced prior to a grant application being submitted

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- Payment of debt
- Political activities

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- 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.
- Funding for prize money, prizes or trophies
- Projects run solely for fundraising purposes, without broader community benefit.

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

Emergency Grants

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 unforseen 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.

Minor Grants

Up to $2,000 to fund community projects, with application aligned to a specific grant category.

Major Grants

Up to $30,000 to fund community projects, with application aligned to a specific grant category.

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

Co-funding is required for requests over $7,500 (see table below).

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, events (eg 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 eg travel, accommodation, entry fee and registration.

Who can apply for Individual Development Grants?

Applicants must:

- Have been a permanent resident in the Sunshine Coast Local Government Area for at least the preceding 12 months.
- Be representing the region by performing, competing or presenting at national or international competitions, conferences or events.
- Have met acquittal conditions for previous council funding.

- Applications for sporting events must be competing in: Official National championships, endorsed by the relevant Australian Sports Commission or recognised national sporting organisation, or
- International competitions of an official Australian team, endorsed by the Australian Sports Commission.

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Co-funding

Council is not able to 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 contribution
- grants from other funding bodies - see *"Looking for Grants"* page on council's website at www.sunshinecoast.qld.gov.au/grants
- sponsorship
- in-kind support

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

Application

Application forms for Major, Minor, Emergency and Individual Development Grants are available at www.sunshinecoast.qld.gov.au/grants and must be submitted online.

Quotes are required for all items over $500.

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

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 - Emergency Grants

Emergency grant applications will be assessed using the following criteria:

- failure, damage or loss of essential equipment or infrastructure due to unforseen circumstances and deemed to be an emergency
- significant impact on the ability of the organisation ability to continue to operate
- significant health and safety implications for the organisations and/or service users
- evidence that the project is not covered by insurance

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
- linkage to the Sunshine Coast Regional Council's Corporate Plan
- 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
- 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.

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.

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ORDINARY MEETING AGENDA
Item 8.2.3   Funding Programs for Community Partnerships 2014/2015
Attachment 3 Community Grants Program Guidelines - Track Changes

22 MAY 2014

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.

Categories

Council provides funding for one-off projects, events, programs and activities in the following categories:

- Community Development
- Community Facilities
- Cultural Development
- Cultural Heritage
- Economic Development
- Festive Season
- Sport, Recreation and Healthy Living

Applications must align to the specific aims of the selected category and meet one or more of the relevant priorities. Applicants must demonstrate the community need, demand and benefit for the project, event or activity.

Community Development

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

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. projects and activities that:

Priorities (address one or more):
- reduce social isolation
- enhance community health and safety
- encourage participation in active citizenship and volunteerism
- encourage partnerships and collaboration between community groups
  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 Facilities

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 lifesyles.

Priorities (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 relating to risk management or compliance with Australian standards
- have a current maintenance schedule in place.

Cultural Development

Projects that enable the practical foundations for a range of creative programs, events and activities.

Priorities (address one or more):
- Build local creative skills and experience
- develop an established program or project
- demonstrate a creative or innovative approach
- engage the wider community in local creative and cultural projects.

Funding is for projects which:
- engage with the local community and involve significant community interaction,

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rather than being focused on the creation of a product

- support a number of emerging artists in a high quality project e.g. performance, theatrical activity.

Cultural Heritage

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

Applicants are required to 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 Local Government 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 project has lasting community benefit

Economic Development

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
- Encouragement of best practice in securing investment in the region's infrastructure priorities
- 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

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

Projects that encourage the development of cost-effective programs and events 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 sustainable physical activity initiatives or opportunities
- improve the sustainability of sport and recreation clubs
- encourage healthy eating and the availability of fresh, healthy foods
- engage people who are not physically active

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<#>collaborative marketing and promotion ¶
<#>business mentoring, i.e. the establishment of scheme/s to men range of businesses.¶
Environment¶
Projects that protect and enhance natural assets and biodiversity of t Sunshine Coast Local Governmer Area, and promote ecologically sustainable management of our environmental values.¶
Applicants are required to discuss project with a council Environmen Officer prior to submitting their application. Contact a Grants Offi more information.¶
Priorities (address one or more):¶
<#>contribute to landscape scale protection, monitoring and rehabili of biodiversity, which includes nati plants and animals ¶
<#>build community capacity, engagement and participation ¶
<#>adapt and respond to environment/sustainability challen e.g. building resilience to climate change and peak oil.¶
Private landholders, including prin producers, seeking financial assis to undertake environmental restor activities on their property need to under council's Landholder Environment Grant program. For i information contact a Conservatio Partnership Officer via council's Customer Service Centre on (07) 7272. ¶

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- provide access for people with a disability
- provide benefit to multiple user groups.

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 8.15 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) 5420 8616 to organise an interpreter to assist you.

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