



Grant Writing Workshop

February 2024



Artist: Kane Brunjes

FIRST NATIONS PARTNERSHIPS

CONNECTION | LISTENING
STORY | COMMUNITY



Sunshine Coast
COUNCIL

Our region.
Healthy. Smart. Creative.

Welcome

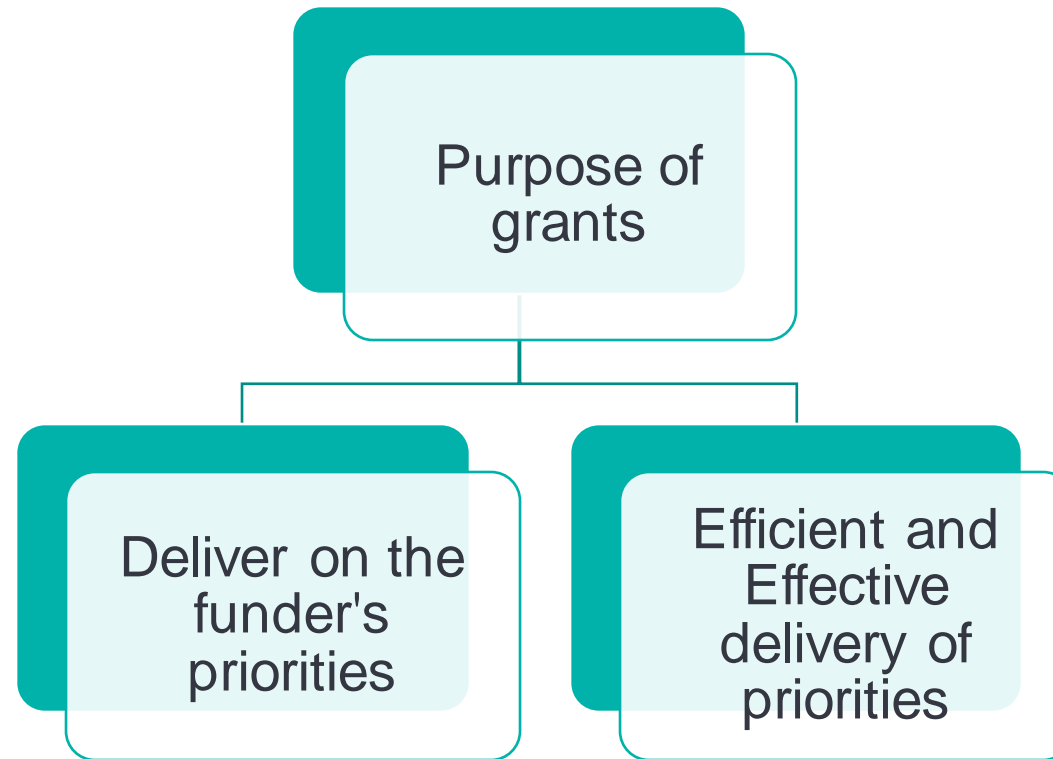


What will we cover today?

- **Understanding Grants**
- **Project Planning**
- **Other funding sources**
- **SCC Major and Minor Grants**
 - Guidelines
 - Categories
 - Assessment Criteria
 - Application Form
 - Project Budget
- **Variations, Reporting and Acquittal**
- **Questions**



Understanding Grants - Purpose



Understanding Grants – Know your funder



GUIDELINES,
GUIDELINES,
GUIDELINES!



Application form



Timing



Talk to them

Understanding Grants – The Grant Cycle



Project Idea



Project Plan



Who What Where When
Why?



Increases funding likelihood



Project management

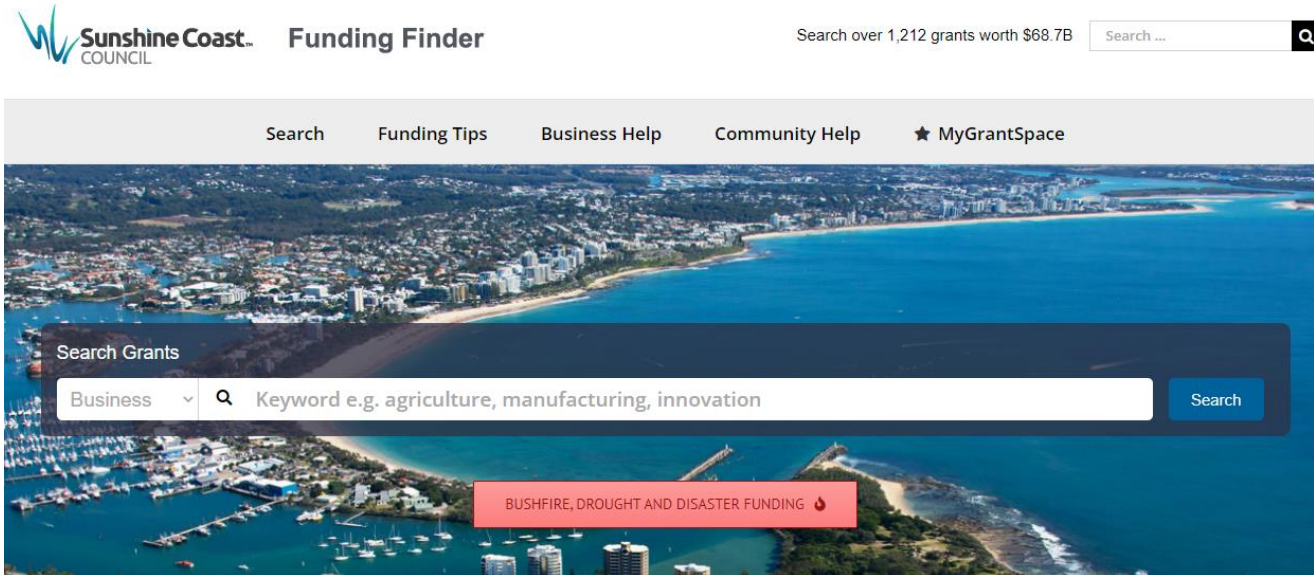


Planning in More Detail...

- Connect** with experts in the field
- Learn** from others that have completed similar projects
- Consult** with your community
- Gather** evidence
- Consider** other project impacts
- Gather** any necessary permissions, permits or approvals



Other Funding Sources



- Other grants
- Sponsorship
- Donations
- Crowdfunding
- Membership fees
- Special event
- Merchandising
- Fundraising

Grants and funding



Council offers a range of grants and funding for community projects and artistic development.

To receive information about upcoming grants and funding opportunities, [sign up](#) to our Grants and Funding eNews.



Grants programs

Summary of council's current funding opportunities



Help and resources

Information on how grants work, application writing tips, workshops and other funding opportunities



Funding outcomes

Check out council grant funded projects and organisations to see the community benefit this funding delivers

Sunshine Coast Council Funding Programs



Major and Minor Grants

GRANT	OPEN	CLOSE	REQUEST AMOUNT	NOTIFICATION
Major Grants	29 January 2024	11 March 2024	- Up to \$15,000* - Up to \$30,000* for infrastructure projects	6-8 weeks from closing date
Minor Grants	TBC	TBC	- Up to \$2000	6 weeks from closing date

**Co-funding amounts apply.*

Major & Minor Grants Guidelines Overview

- **Eligibility**
 - Who can and can't apply?
 - What is and isn't eligible for funding?
 - Auspicing
 - Co-funding
- **Categories**
- **Assessment Criteria**

Who can apply?

ONLY Not-for-profit community organisations that are...

- A legal entity with not-for-profit status
- OR**
- registered with the Australian Charities and Not for Profits Commission (ACNC)

Community organisations without this status can be auspiced by these groups.



What is auspicing?

Auspicing means that an eligible organisation **takes responsibility** for ensuring the funds are used as specified in the grant allocation.

An auspicing organisation will be responsible for:

- the receipt, banking and administration of all moneys
- project monitoring and completion
- ensuring the applicant acquits the funding on time
- sign off on the acquittal form

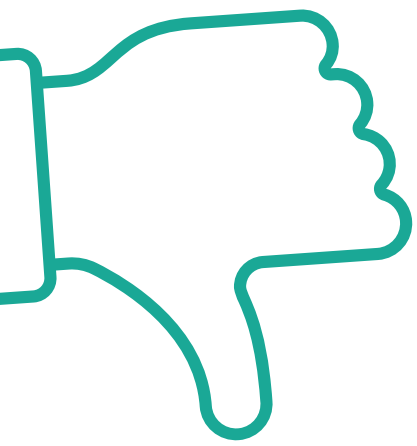


Who cannot apply?



- Government*
- Businesses
- Individuals
- Educational, religious or medical organisations, where the application is for the organisation's core business.

* *P&C associations are **not eligible**.*



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
- Donations, 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
- School and church fetes
- Celebration or competition activities and events where attendance is limited to individual organisations or their members
- Judging, adjudication fees or uniforms for events
- Catering, hospitality, food and beverages for events.

Co-funding requirement

AMOUNT REQUESTED FROM COUNCIL	MINIMUM CO-FUNDING REQUIREMENT
Up to \$7500	No requirement
\$7501 - \$15,000	50% of total project costs from other sources
\$15,001 to \$30,000	75% of total project costs from other sources

Example co-funding table

Amount requested from council	Co-funding requirement	Minimum total project cost
\$7500	\$0	\$7500
\$15,000	\$15,000	\$30,000
\$30,000	\$90,000	\$120,000

Categories



Community
Development



Community
Facilities



Creative
Development



Cultural
Heritage



Economic
Development



Sport and
Recreation

Community Development



Image: Thai Community Of Sunshine Coast Association Inc. Loy Krathong 2021. Image Supplied.

What is funded in this category?

- Event costs for free multicultural festival e.g., staging, audio visual, performers, promotion
- Website development for new group providing services for people experiencing homelessness
- First Aid training for Mens Shed members
- Workshop costs for youth engagement project
- Volunteer resources for community hall e.g, mower, fridge, AV equipment, composting bins, laptop
- Consultant fees to develop a strategic plan, marketing strategy or waste minimisation plan

Community Facilities



Image: Playgroup Queensland Ltd. Maintenance & Risk Management Community Hub Project at Mons. Image Supplied.

What is funded in this category?

- Facility repairs and maintenance, e.g., painting, guttering, window replacement
- Permanent installations, e.g., solar panels, air conditioning, signage
- New infrastructure, e.g., sheds, shade, fences
- Land improvements, e.g., drainage, irrigation, landscaping
- Costs associated with planning of projects for permanent works.



Works on land or buildings

- Focus is on supporting projects that are ready to get started and be successfully completed.
- Include evidence of all required consents, approvals and secured co-funding
- Owners Consent is required for all projects, building or construction works on Council owned or controlled land
- Written permission for the works from the property owner is required where the land is not Council owned or controlled
- The development of private land is not eligible for funding
- All works on land or buildings must be undertaken in accordance with council's development approvals.

Creative Development



*Image: Sunshine Coast Chamber Music Festival Ltd.
Sunshine Coast Chamber Music Festival. Image Supplied.*

What is funded in this category?

- Programs or events to activate a creative space
- Creative experiences that engage the broader community
- Free or low-cost arts festivals, music concerts or theatre performances
- Capacity building activities for creative groups.

Cultural Heritage



Image: Landsborough Museum. Photographer: Barry Alsop.

What is funded in this category?

- Archiving projects or artefacts significant to the region
- Preparation of new exhibit items like a map or other items
- Photo exhibitions to celebrate a club's centenary
- Restoration of items with heritage significance
- Free or low-cost cultural heritage celebrations with local relevance.

Economic Development



Image: Thriving Through Change event . Image Supplied.

What is funded in this category?

- Buy local campaigns
- Networking opportunities to support shared learnings and promote connectedness of businesses
- Industry sector development activities
- Chamber and Industry sector marketing such as a regional tourism website
- Events that activate a business precinct and / or showcase local businesses.

Sport and Recreation



What is funded in this category?

- Extra equipment to service an expanding need within a club
- Mowers, line-markers and whipper snippers
- Activities providing opportunities for people who otherwise wouldn't participate in sport
- Special equipment for individuals with hearing or sight impairments
- Come and try events.

Activity 1: Which category?



- Community Development
- Community Facilities
- Creative Development
- Cultural Heritage
- Economic Development
- Sport and Recreation.

Assessment

- ❑ Category Intent and Priorities
- ❑ Assessment Criteria

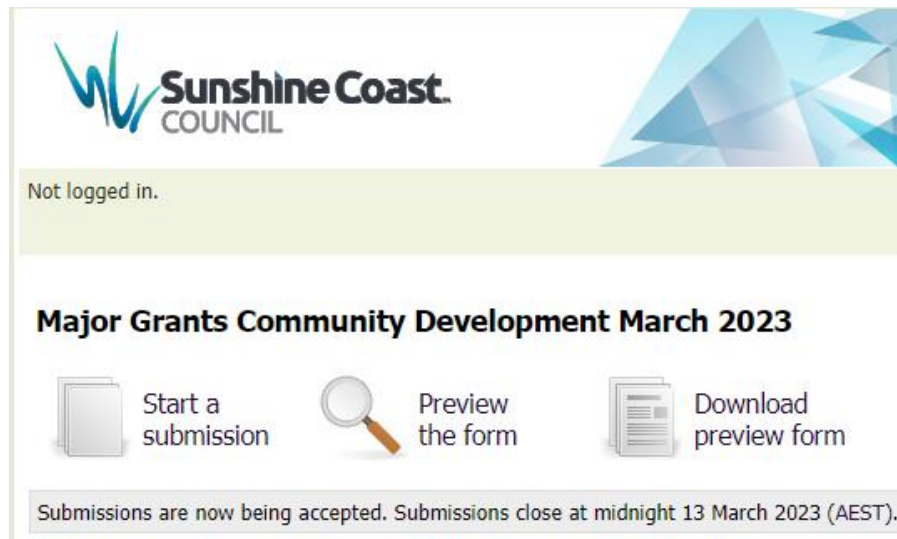


Assessment Criteria



- ✓ Need for the project/activity/event
- ✓ Benefit to the people of the SCLGA
- ✓ Evidence of consultation and community partnerships
- ✓ Strength of alignment with council's priorities
- ✓ Capacity of applicant to successfully complete project
- ✓ Balanced, realistic and complete project budget
- ✓ Level of funding contributed by the applicant and/or others towards the project.
- ✓ Evidence the organisation has inclusive participation policies and practices
- ✓ Evidence the organisation is working towards or maintaining self-sufficiency.

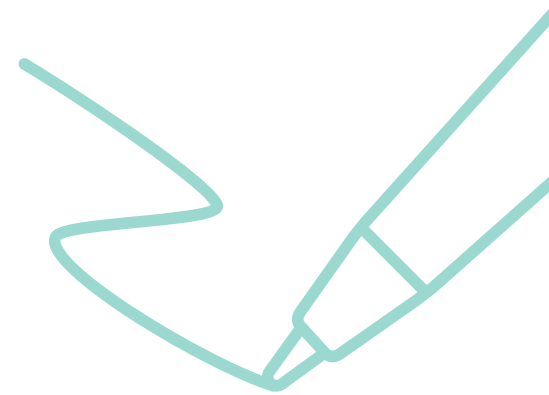
Start your application



The screenshot shows the Sunshine Coast Council website interface. At the top left is the council's logo. Below it, a green bar indicates the user is "Not logged in." The main heading is "Major Grants Community Development March 2023". Underneath, there are three interactive buttons: "Start a submission" with a document icon, "Preview the form" with a magnifying glass icon, and "Download preview form" with a document icon. At the bottom of the screenshot, a grey bar contains the text: "Submissions are now being accepted. Submissions close at midnight 13 March 2023 (AEST)."

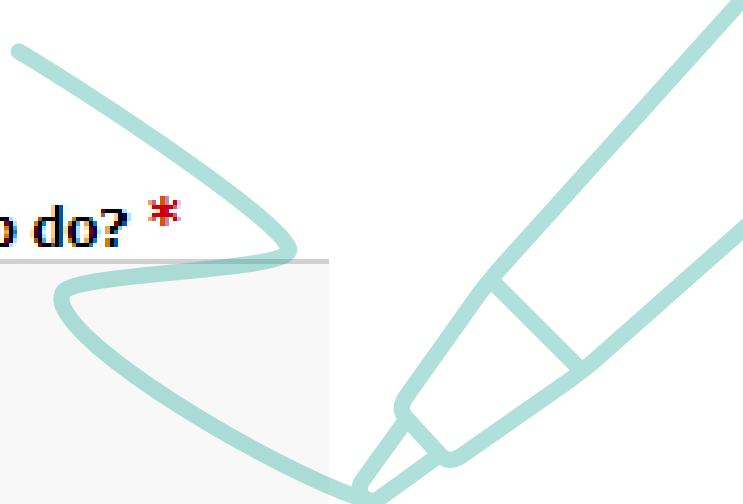
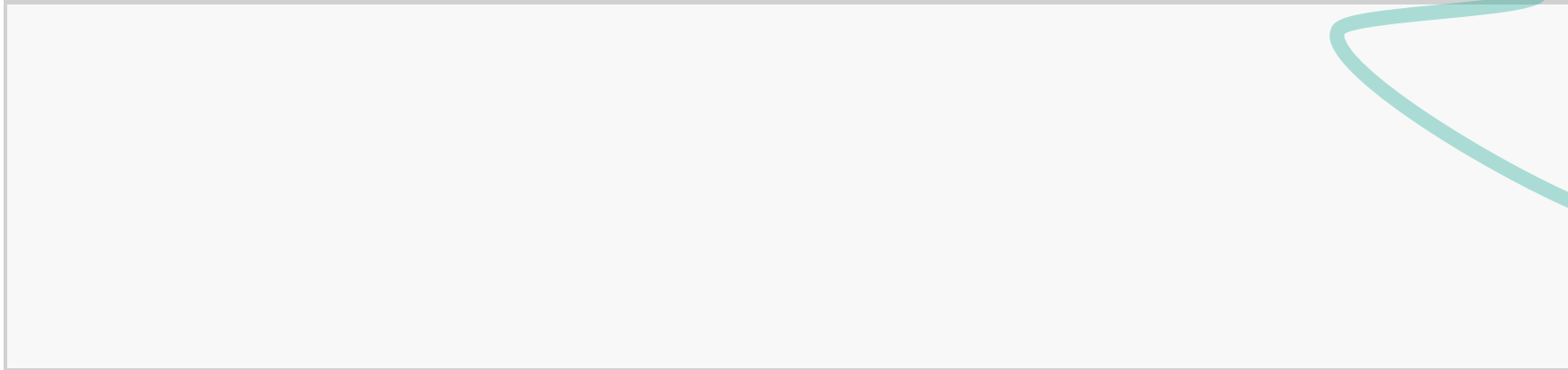
The Application Form

- Project Description
- Need and Benefit
- Supporting Evidence
- Budget



Project Description

Describe your project/event, ie what are you going to do? *



Word count:

ie. What, where, who and how. Please limit your answer to 250 words.

Activity 2: Project Description

Example 1: The project involves the refurbishment of the existing change rooms at the ABC Football Club on Caloundra Road. The existing facilities are very worn and tired, and are causing a number of health and safety issues that need to be rectified.

Stage 1 of the refurbishment will include:

- Waterproofing, re-tiling and grouting with anti-mould additive
- Replacing all old tap ware in showers and fitting privacy screens in showers
- Plastering and re-patching of walls with moisture resistant paint
- Refitting walls around toilets with screening for privacy

- Replacing toilet basins and tap ware

All works will be carried out by a licenced contractor. Approvals are in place, and works will commence in July 2024.

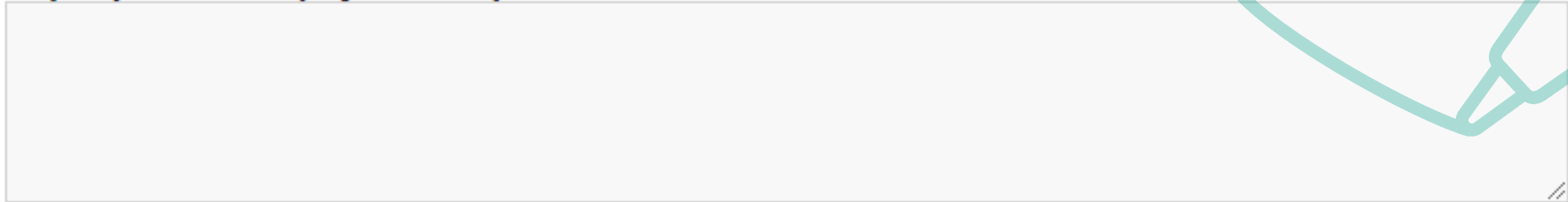
Example 2: ABC Football Club is a non-profit community organisation whose aim is to promote and encourage active participation in football at all levels through our players, coaches and referees. Starting with only 5 players in 1982 we now have over 80 members. Our goal is to keep all age groups fit and active through the promotion of a healthy lifestyle through sport and recreation. This project is imperative as it will assist us to attract more members and become more sustainable. We are a very community minded club that often donates the proceeds from fundraisers to worthwhile community causes.

Example 3: Our project is to upgrade the change rooms at our club, which are old and ugly.



Need and Benefit (the Why)

Why do you think this project, activity or event is worthwhile? Who will benefit? *



Word count: 0 words

What is the genuine **community need and benefit** of this project? What challenges are you facing? What research, facts or figures can you provide? Please limit your answer to 200 words.

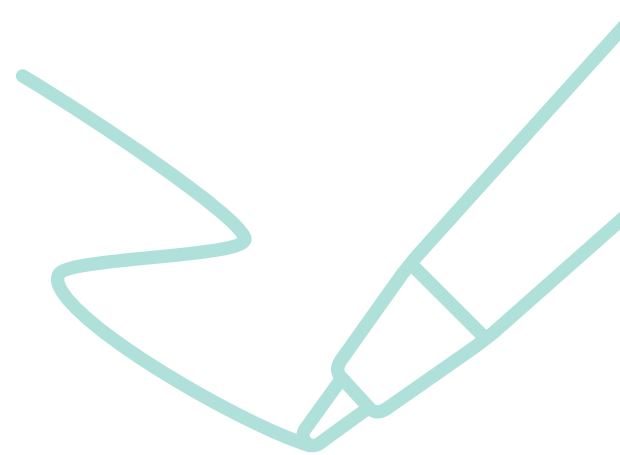
Need and Benefit

Need:

The change rooms have not been refurbished since they were built in the early 80's. They look tired and worn and often the subject of complaints by visiting teams.

There are several holes in the walls. Mould is growing in places and the existing drainage is not sufficient. Tiles are coming off and the wet areas need to be waterproofed properly. The existing concrete floor is posing a slip hazard. Tapware is missing and there are no screens between showers to allow for privacy when showering.

Our membership is steadily growing and we are hosting several regional football carnivals in the later half of 2024.



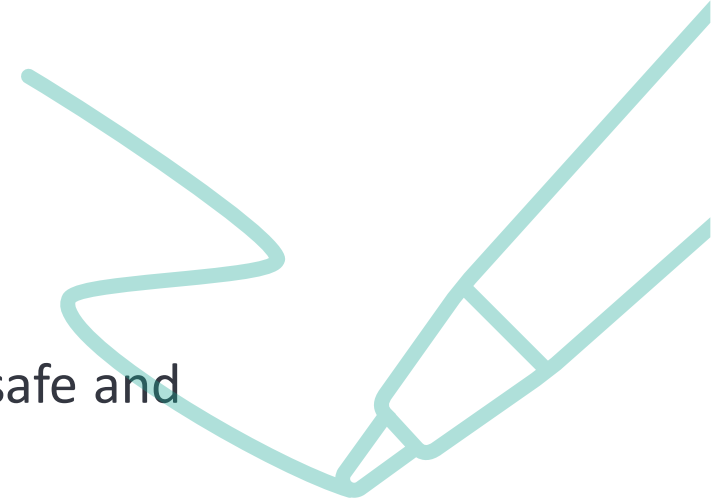
Need and Benefit

Benefit:

Completing the works will ensure that the changerooms are safe and hazard free for members and visiting guests.

The plumbing and drainage issues will be rectified, and players will feel comfortable when showering.

The upgraded facilities will further encourage membership and patronage by visiting clubs, and will be well utilised both on training and game days, and during regional football carnivals.



Activity 3: Supporting Documentation

Provide Evidence

- Evidence of need and benefit
- Project planning documents
- Evidence of capacity to deliver
- Approvals, permits or permissions
- Requested documents



Attach documents that support the need and benefit of your project (optional)

Attach a file:

This may include survey results, needs analysis or photographs of the current situation.

Project Budget

Sample Project Details and Budget

Project: Facility Upgrade

Total program cost **\$73,600**

Council grant request **\$18,000**

Income (Sample only)	\$	Expenditure (Sample only)	\$
Council grant	18,000	Electrical services	6,000
State government Grant	36,000	Building contractor	35,000
Own funds	9,000	Plumbing	8,000
Sponsorship	5,000	Building materials	12,200
Donation	2,000	Carpentry labour	5,000
Discount from suppliers	1,200	Plastering	5,000
Volunteer labour (55.5 hrs @ \$43.30 per hr)	2,400	In-kind Labour	2,400
Total	\$73,600	Total	\$73,600

Project Budget

Income	\$	Expenditure	\$
<input type="text" value="Council grant"/>	<input type="text" value="\$"/>	<input type="text" value="Please enter first item in t"/>	<input type="text" value="\$"/>
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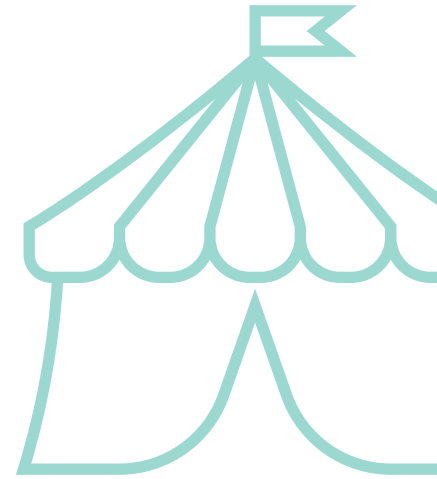
[Add More](#)

Total Income Amount:
 This number/amount is calculated.

Total Expenditure Amount:
 This number/amount is calculated.

Events

- Notification Date
- Eligible Items
- Permits
- Events in Queensland Best Practice Guidelines



Assessment Process



Eligibility
Assessment



Panel assessment



CEO endorsement

Project Delivery



Accept the Funding Agreement



Remember the funding agreement conditions



Acknowledge the funder



Collaborate to maximise impact



Collect information/receipts to acquit and report

Variations

If your project is not going to plan, contact us to seek an approved variation before proceeding.



Financial Acquittal and Reporting Outcomes

Acquittal Includes:

- All receipts to accurately account for spending
- Your stories
- Outputs, outcomes, lessons learned



If you do not acquit?

- If you apply for another grant, you will not receive the funding until you have met all your acquittals.



Feedback is an opportunity to understand.

- Assessment process
- Alignment of your project
- Strengthen future applications
- Contact details



The Grants Team

07 5420 8616

grants@sunshinecoast.qld.gov.au

Questions...



Thank you.



See council's website for further details
www.sunshinecoast.qld.gov.au