



# Community Grants Program Guidelines 2023/2024

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# Community Grants Program Guidelines

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## 1. ABOUT THE PROGRAM

The Community Grants Program provides financial assistance to eligible community organisations and applicants to deliver projects which:

- Respond to community need
- Align with Council's Corporate Plan 2022- 2027 and other relevant strategies and plans
- Enhance the social, environmental, economic and/or cultural wellbeing of the Gympie region.

Administration of Council's grants is in accordance with Council's Community Grants Policy.

For information, support and assistance please contact Council's Community Development Team on 1300 307 800 or [grantsadmin@gympie.qld.gov.au](mailto:grantsadmin@gympie.qld.gov.au).

## 2. GRANT CATEGORIES AND ROUNDS

<b>Categories:</b>	<b>Round</b>	<b>Open date:</b>	<b>Closing date:</b>	<b>Outcome advised by:</b>
<ul style="list-style-type: none"> <li>• Community Projects</li> <li>• Community Facilities</li> <li>• Volunteer Support</li> <li>• Major Environment Projects</li> <li>• Creative Community Projects (Regional Arts Development Fund)</li> <li>• Creative Professional Development (Regional Arts Development Fund)</li> <li>• Event – Minor Grant</li> <li>• Event – Major Grant</li> </ul>	<b>COMPETITIVE GRANT ROUND 1</b>	7 August 2023	17 September 2023	30 October 2023*
	<b>COMPETITIVE GRANT ROUND 2</b>	12 February 2024	24 March 2024	30 April 2024*

\* Notification of application outcome may change depending on Council meeting dates.

Categories:	Round	Open date:	Closing date:	Outcome advised by:
<ul style="list-style-type: none"> <li>• Get Local Community Grants</li> <li>• Micro Environment Projects</li> <li>• Community Halls Insurance</li> <li>• Council Venue Fee Waiver</li> </ul>	<b>ROLLING ROUND</b>	1 July 2023	30 June 2024 or when all funds are expended	Up to six weeks from application date**

\*\* Applications will be assessed in the first week of every month therefore timeframe of notification of outcome will vary depending on application date.

### 3. PROJECT DELIVERY TIMEFRAME

Funded projects must be delivered within 12 months of the outcome notification date of the round. Projects cannot commence prior to notification date of the round to which the application has been submitted.

### 4. APPLICANT ELIGIBILITY

Council's Community Grants Program is open to applications from community organisations that:

- Are an incorporated not-for-profit community organisation (including not-for-profit co-operatives and companies limited by guarantee), or have an auspice arrangement with an incorporated not-for-profit community organisation
- Hold \$20M public liability insurance and other forms of insurance relevant to the project (see Insurance Coverage for External Parties Policy)
- Have no outstanding debt with Council
- Are based in, or provide direct benefits to, the Gympie region.

In addition, eligible applicants to categories delivered as part of Regional Arts Development Fund (RADF) include:

- Individuals over 18 years of age (applicants under 18 years of age must nominate an auspice organisation to administer the grant on their behalf)
- Businesses that provide creative or cultural services.

The following applicants are ineligible to apply:

- Individuals, businesses and enterprises (excluding applicants to RADF categories)
- Educational institutions, kindergartens and pre-school/childcare centres (excluding Micro Environment Projects category and Get Local Community Grants category)
- Parents and friends or parents and citizens associations (excluding Micro Environment Projects category and Get Local Community Grants category)
- Medical organisations or primary health care providers
- Religious organisations where the application is for the organisation's core business
- Political organisations
- Organisations that hold a gaming machine licence (excluding Events – Minor and Major categories)
- Organisations with a liquor licensed supporters/associated club that commercially trade seven days a week (excluding Events – Minor and Major categories)
- Applicants that have not acquitted a previous Council Community Grant within the approved acquittal timeframe (i.e. a community group/applicant can still apply if they have an existing Council community grant provided the delivery and acquittal of the funded project or event is still within the timeframes set out in the Funding Agreement and any approved variations).

## 5. PROJECT AND EXPENSE ELIGIBILITY

Projects eligible for funding must:

- Demonstrate a purpose that is in the public interest with significant community need and/or benefit
- Address the purpose and priorities of the grant category being applied to
- Demonstrate alignment with council's priorities as described in current council strategies, plans or policy positions
- Adhere to the terms and conditions of this funding program.

Projects ineligible for funding are:

- Primarily for a commercial venture
- Have a sole religious or political purpose
- Are considered to be the core responsibility of other levels of government
- Have already commenced or occurred prior to notification of application outcome
- School and church fetes
- Regular sporting fixtures
- Proposed events that are exclusive to individual organisations or their members (i.e. funded events must be open to the public)
- Grant funding will not be provided to more than one applicant for the same project/event.

Expenses that will not be considered for funding include:

- In-kind services from Council (excluding applications to Council Venue Fee Waiver, Events – Minor and Major categories)
- Consumables (e.g. paper, pens, toilet paper)
- Ongoing operational or administrative costs (e.g. ongoing salaries, rent, rates, insurance, maintenance of equipment) (For Hall Insurance grant category, insurance is an eligible expense.)
- Debts or the costs of litigation
- Merchandise
- Prizes, awards or trophies
- Purchase of alcohol
- Capital expenditure (e.g. facilities upgrades) (excluding Community Facilities category)
- Equipment for personal use
- Grant writing and grant management fees
- Expenses which are over \$1,000 and do not have a quote submitted with the application.

One quote from a registered business must be submitted for all expense items over \$1,000.

## 6. COMPETITIVE GRANT CATEGORIES

Round 1: Open 7 August 2023 and close 17 September 2023

Round 2: Open 12 February 2024 and close 24 March 2024

6.1 Category - COMMUNITY PROJECTS	
<b>Amount &amp; co-contributions</b>	<p>Maximum grant amount: \$5,000</p> <p>Council contribution: Maximum 80% of project cost</p> <p>Applicant contribution: Minimum 20% of project cost</p>
<b>Purpose</b>	To support community led projects that increase the social wellbeing of residents in the Gympie region.
<b>Priorities</b> (Address one or more)	<ol style="list-style-type: none"> <li>1. Increase social inclusion and connection</li> <li>2. Embrace diversity</li> <li>3. Increase active and healthy lifestyles</li> <li>4. Activate community spaces and facilities</li> <li>5. Improve social outcomes for particular demographics (e.g. young people, seniors); or in relation to specific community issues (e.g. Reconciliation, mental health)</li> </ol>
<b>Category Specific Eligible Expenses</b>	<ul style="list-style-type: none"> <li>• Project Coordinator fees related to the project</li> <li>• Equipment purchases which are integral to the delivery of the project</li> </ul>

## 6.2 Category - COMMUNITY FACILITIES

<b>Amount &amp; co-contributions</b>	Maximum grant amount: \$10,000 Council contribution: Maximum 80% of project cost Applicant contribution: Minimum 20% of project cost
<b>Purpose</b>	To support safe, inclusive and accessible community facilities.
<b>Priorities</b> (Address one or more)	<ol style="list-style-type: none"> <li>1. Improve the quality and sustainability of the facility</li> <li>2. Increase, maintain or enhance community participation and access</li> <li>3. Encourage multi-use or shared use of community facilities</li> <li>4. Address issues of risk management or compliance with Australian standards</li> </ol>
<b>Required Support Material</b>	<ul style="list-style-type: none"> <li>• Land owners consent</li> <li>• A concept and site plan for proposed buildings works</li> <li>• Relevant building and planning approvals if required</li> </ul>

## 6.3 Category - VOLUNTEER SUPPORT

<b>Amounts &amp; co-contributions</b>	Maximum grant amount: \$3,000 Council contribution: Maximum 80% of project cost Applicant contribution: Minimum 20% of project cost
<b>Purpose</b>	To increase the capacity of community organisations and their volunteers to deliver services to their members and the broader community.
<b>Priorities</b> (Address one or more)	<ol style="list-style-type: none"> <li>1. Support volunteers to undertake their role in a safe and rewarding environment, with a focus on volunteer retention</li> <li>2. Increase volunteer learning and skills development</li> <li>3. Improve the management and operation of the volunteer-based organisations</li> <li>4. Improve community leadership skills</li> </ol>
<b>Category Specific Eligible Expenses</b>	Equipment purchases that are integral to the delivery of the project

## 6.4 Category - MAJOR ENVIRONMENT PROJECTS

<b>Amount</b>	<p>Maximum grant amount: \$20,000</p> <p>Council contribution: Maximum 80% of project cost</p> <p>Applicant contribution: Minimum 20% of project cost</p>
<b>Purpose</b>	<p>To improve environmental outcomes in the Gympie region through the delivery of major projects that align with priorities in Council's Environment Strategy.</p>
<b>Priorities</b> (Address one or more)	<p>The environmental priorities set out in Council's Environment Strategy are:</p> <ol style="list-style-type: none"> <li>1. Biodiversity and habitat protection</li> <li>2. Adapting to a changing climate and natural hazard management</li> <li>3. Improving land management practices that influence water quality and waterway health</li> <li>4. Energy efficiency and the addition of renewable energy</li> </ol>
<b>Support Material</b>	<ul style="list-style-type: none"> <li>• Evidence of environmental need</li> </ul> <p><b>Please note:</b> Data gathered through environmental surveys, monitoring and research must be shared with Council</p>
<b>On Ground Component</b>	<ul style="list-style-type: none"> <li>• To assist with the protection and enhancement of the region's natural assets, Council gives high regard to projects where at least 60 per cent of the funds allocated are spent on-ground.</li> <li>• On Ground means field work including revegetation and habitat development on State or Council owned properties, maintenance including weeding and replanting on rehabilitated land sites, field surveys, bio-control field releases and like in field projects that meet the criterion. Rehabilitation of native animals intended for release into suitable wildlife habitat can be considered as an on ground outcome.</li> </ul>
<b>Category Specific Eligible Expenses</b>	<ul style="list-style-type: none"> <li>• Project Coordinator fees related to the project</li> <li>• Small capital purchases used for surveys, monitoring, research or improvement of the natural environment to the value of no more than \$2,000</li> </ul> <p>Projects are ineligible if:</p> <ul style="list-style-type: none"> <li>• conducted outside of the Gympie Regional Council area</li> <li>• conducted or undertaken on private land.</li> </ul>



## 6.5 Category - CREATIVE COMMUNITY PROJECTS

### Regional Arts Development Fund



*The Regional Arts Development Fund is a partnership between the Queensland Government and Gympie Regional Council to support local arts and culture in regional Queensland.*



<b>Amounts &amp; co-contributions</b>	<p>Maximum grant amount: \$8,000</p> <p>Council contribution: Maximum 80% of project cost</p> <p>Applicant contribution: Minimum 20% of project cost</p>
<b>Purpose</b>	To nurture creative communities by increasing participation in and/or appreciation of arts and culture within the Gympie region.
<b>Priorities</b>	<ul style="list-style-type: none"> <li>• Must address one or more of the Outcomes set out in Council's Arts and Cultural Strategy.</li> <li>• Must address all Arts Queensland assessment criteria: Quality, Reach, Impact, Viability (refer to <a href="#">Arts Queensland</a> for more information).</li> </ul>
<b>Category Specific Eligible Expenses</b>	Artist and arts worker fees calculated at <a href="#">NAVA rates for Visual Artists</a> . For musicians, performers and production staff rates refer to <a href="#">Live Performance Award</a>

## 6.6 Category - CREATIVE PROFESSIONAL DEVELOPMENT

### Regional Arts Development Fund



*The Regional Arts Development Fund is a partnership between the Queensland Government and Gympie Regional Council to support local arts and culture in regional Queensland.*



<b>Amount &amp; co-contributions</b>	<p>Maximum grant amount: \$1,500</p> <p>Council contribution: Maximum 60% of project cost</p> <p>Applicant contribution: Minimum 40% of project cost</p>
<b>Purpose</b>	To support arts organisations, artists and arts workers to build on established creative and professional practise and provide opportunities to share the learnt skills and knowledge with the local arts community.
<b>Priorities</b>	<ul style="list-style-type: none"> <li>• Must address one or more of the Outcomes set out in Council's Arts and Cultural Strategy.</li> <li>• Must address all Arts Queensland assessment criteria: Quality, Reach, Impact, Viability (refer to <a href="#">Arts Queensland</a>)</li> </ul>

<b>Support Material</b>	<ul style="list-style-type: none"> <li>• Program literature</li> <li>• Evidence of confirmation of placement</li> </ul>
<b>Category Specific Eligible Expenses</b>	<ul style="list-style-type: none"> <li>• Course registration</li> <li>• Tuition fees</li> <li>• Travel (within Australia only)</li> <li>• Accommodation</li> <li>• Artist and arts worker fees calculated at <a href="#">NAVA rates for Visual Artists</a>. For musicians, performers and production staff rates refer to <a href="#">Live Performance Award</a></li> </ul>

### 6.7 Category - EVENT – MINOR GRANT

<b>Amount &amp; co-contributions</b>	<p>Maximum grant amount: \$5,000  Council contribution: Maximum 60% of project cost  Applicant contribution: Minimum 40% of project cost</p>
<b>Purpose</b>	To support community led local events and festivals that build community identity and are of high local social benefit.
<b>Priorities</b> (Address one or more)	<ol style="list-style-type: none"> <li>1. Increase social inclusion and community connection</li> <li>2. Embrace diversity</li> <li>3. Activate community spaces and facilities</li> <li>4. Improve social outcomes for particular demographics (e.g. young people, seniors); or in relation to specific community issues (e.g. Reconciliation, mental health)</li> <li>5. Celebrate community identity and/or significant community commemorations (e.g. ANZAC Day, Reconciliation Week).</li> </ol>
<b>Support Material</b>	<ul style="list-style-type: none"> <li>• Event Plan (include as relevant: site plan, risk management, traffic management, waste management, marketing, business plan, funding prospectus to provide to other entities)</li> <li>• Draft Event Program (include as relevant: event run sheet, event checklist and key personnel)</li> </ul>
<b>Category Specific Eligible Expenses</b>	<ul style="list-style-type: none"> <li>• Event Coordinator fees related to the event</li> <li>• In kind goods/services provided by Council (e.g. venue hire)</li> </ul>

### 6.8 Category - EVENT – MAJOR GRANT

<b>Amount &amp; co-contributions</b>	Maximum grant amount: \$40,000; minimum amount \$5,001 Council contribution: Maximum 60% of project cost Applicant contribution: Minimum 40% of project cost
<b>Purpose</b>	To support events and festivals that build the reputation of the Gympie region as an events destination.
<b>Priorities</b> (Address one or more)	<ol style="list-style-type: none"> <li>1. Foster positive economic outcomes to the region through tourist demand and/or use of local trades, services and businesses</li> <li>2. Deliver substantial local social benefits</li> <li>3. Attract visitation from outside the region and substantial local participation</li> <li>4. Support destination branding</li> <li>5. Encourage investment in events in the region</li> <li>6. Establish strategic partnerships with relevant industry bodies</li> </ol>
<b>Support Material</b>	<ul style="list-style-type: none"> <li>• Event Plan (include as relevant: site plan, risk management, traffic management, waste management, marketing, business plan, funding prospectus to provide to other entities, emergency services plan and any other relevant plans)</li> <li>• Draft Event Program (include as relevant: event run sheet, event checklist and key personnel)</li> <li>• Event Budget (including economic return on investment forecast)</li> </ul>
<b>Category Specific Eligible Expenses</b>	<ul style="list-style-type: none"> <li>• Event Coordinator fees related to the event</li> <li>• In kind goods/services provided by Council (e.g. venue hire)</li> </ul>

## 7. ROLLING ROUND CATEGORIES

Applications to the following grant categories are open from 1 July 2023 and close 30 June 2024 or when all funds are expended. Applications will be assessed in the first week of every month.

### 7.1 Category - GET LOCAL COMMUNITY GRANTS

<b>Amount &amp; co-contributions</b>	Maximum grant amount: \$1,500 No applicant co-contribution required.
<b>Purpose</b>	To support communities to deliver activities and events that enable social connectedness and recovery.
<b>Priorities</b> (Address	<ol style="list-style-type: none"> <li>1. Increase community connection, sense of belonging and community wellbeing through the delivery of a range of small-scale community</li> </ol>

one or more)	<p>events and activities</p> <ol style="list-style-type: none"> <li>2. Activate public and community spaces</li> <li>3. Provide free or low-cost events and activities for the community</li> <li>4. Support local musicians and entertainers</li> </ol>
<b>Category Specific Eligible Expenses</b>	<ul style="list-style-type: none"> <li>• Equipment purchases which are integral to the delivery of the project</li> <li>• Event expenses include venue hire of non-Council venues, entertainment and performance fees, catering, decorations, marketing and promotion, traffic management, waste management.</li> </ul>

## 7.2 Category - MICRO ENVIRONMENT PROJECTS

<b>Amount</b>	<p>Maximum grant amount: \$1,500 No applicant co-contribution required.</p>
<b>Purpose</b>	<p>To improve environmental outcomes in the region through the delivery of small-scale community events and activities that align with Council's Environment Strategy.</p>
<b>Priorities</b> (Address one or more)	<ol style="list-style-type: none"> <li>1. Align with one or more priorities in Council's Environment Strategy</li> <li>2. Community environmental education</li> <li>3. Waste minimisation</li> </ol>
<b>Support Material</b>	<ul style="list-style-type: none"> <li>• Evidence of environmental need</li> </ul>

## 7.3 Category – COMMUNITY HALLS INSURANCE

<b>Amount &amp; co- contributions</b>	<p>Maximum grant amount for Council owned/trustee Halls: \$1,500 Maximum grant amount for independently owned* Halls: \$5,000 No co-contribution from the applicant is required.</p>	
<b>Purpose</b>	<p>To support the organisational capacity of eligible community halls to meet their insurance obligations.</p>	
<b>Priority</b>	<p>Address insurance risk management by contribution to halls insurance</p>	
<b>Required Support Material</b>	<p>Quote, invoice or receipt evidencing current or proposed insurance policy with a minimum inclusion of products and public liability insurance to the value of \$20 million.</p>	
<b>Eligible Halls</b>	<p>Amamoor Hall Booubyjan Hall &amp; Community Centre Cedar Pocket Hall Chatsworth Hall</p>	<p>Long Flat Hall Lower Wonga Hall Manumbar Hall Mothar Mountain Hall Pie Creek Community Hall</p>

	Cooloola Coast Community Complex Cooloola Cove Hall Curra Community Hall *Glastonbury Hall Goomboorian Memorial Hall *Gunalda Community Hall Imbil RSL Hall Kandanga Creek Hall Kandanga Public Hall Kia Ora Memorial Hall Langshaw Hall	Rainbow Beach Community Hall The Scout Hall, Tin Can Bay Hall Tansey Hall *Theebine Memorial Hall Tin Can Bay RSL Hall Traveston Hall Veteran Hall Widgee Community Complex *Widgee Memorial Hall Wolvi & District War Memorial Hall Woolooga Hall
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7.4 Category - COUNCIL VENUE FEE WAIVER	
<b>Amount &amp; co-contributions</b>	Maximum fee waiver/grant amount: \$2,500  Variable venue costs such as additional equipment, cleaning and technical support are not covered by the venue fee waiver. Four hours bump-in and four hours bump out can be included in the fee waiver grant, with additional bump in and out hours to be paid by the event organiser.
<b>Purpose</b>	To support community organisations to deliver community events and programs at Council controlled and managed venues (e.g. The Pavilion, Gympie Civic Centre, Kilkivan Equestrian Centre, Goomeri Hall of Memory, Kilkivan Public Hall).
<b>Priorities</b> (Address one or more)	<ol style="list-style-type: none"> <li>1. Provide community events and programs that foster inclusive and connected communities, nurture creativity, promote healthy living and/or enhance liveability;</li> <li>2. Provide community events or programs that support industry development, tourism and/or economic resilience;</li> <li>3. Provide community events or programs that promote the enhancement of the natural environment, biodiversity and/or sustainability.</li> </ol>
<b>Category Specific Eligibility</b>	<ul style="list-style-type: none"> <li>• Events must be open to the public (not exclusive to individual organisations or their members)</li> <li>• Events can be ticketed or non-ticketed (free) events</li> <li>• Events must be one-off, annual or special by nature (not regular or routinely delivered by the organisation).</li> </ul>
<b>Required Support Material</b>	<ul style="list-style-type: none"> <li>• Confirmation of venue booking and cost estimate from Council</li> <li>• Additional documentation such as risk management, insurance, licences and approvals may need to be included as part of the venue booking process with Council.</li> </ul>

*Please note:* This grant is only for the purpose of waiving venue hire fees and does not replace Council's booking and hire process.

## 8. ASSESSMENT CRITERIA FOR ALL CATEGORIES

Criteria	Weighting
<p><b>1. Community benefit of the project</b></p> <p>Evidenced by the strength of the application meeting the grant category purpose and one or more of the category priorities.</p> <ul style="list-style-type: none"> <li>• Provide detail on the reasoning behind the project, and the issue or need that will be addressed by the project.</li> <li>• Provide detail on the intended outcomes of the project, and how these benefit the region.</li> </ul>	70%
<p><b>2. Project management and organisation capability</b></p> <p>Evidenced by:</p> <ul style="list-style-type: none"> <li>• Sound budgeting (e.g. the budget is itemised, complete, balanced and reasonable)</li> <li>• Sound project/event planning (e.g. marketing plan; risk management; asset management; waste management; contingency; sustainability planning for recurrent projects; success of prior grant acquittals if applicable)</li> <li>• Sound environmental and sustainability practices.</li> </ul>	30%
<p><b>Higher Priority</b> may be given to projects that</p>	<ul style="list-style-type: none"> <li>• Propose the use of local trades, services and businesses</li> <li>• Increase the self-sufficiency of community organisations</li> <li>• Have higher proportion of funding contribution from the applicant</li> <li>• Demonstrate collaboration and partnerships</li> <li>• Demonstrate sustainability of outcomes (where possible)</li> </ul>
<p><b>Other Considerations</b></p>	<ul style="list-style-type: none"> <li>• Distribution of grant funding across the region</li> <li>• Council planning and development issues</li> <li>• Organisation's need for financial support from Council for the project</li> </ul>

## 9. FURTHER CONSIDERATIONS FOR APPLICANTS

### 9.1 NUMBER OF APPLICATIONS PER ROUND

**Competitive Round:** One application per organisation per competitive round (i.e. it is permissible to apply in Round 1 and 2). Auspice organisations are permitted to submit one application for their own organisation and one application on behalf of an un-incorporated group; AND

**Rolling Round:** One application per organisation per category in the rolling round. Auspice organisations are permitted to submit one application for their own organisation per category and two applications on behalf of un-incorporated groups.

**Please note:** The same project/event cannot be funded through both a competitive grant round and rolling grant round (e.g. an applicant cannot apply for an Event- Minor grant category and a Get Local Community grant for the same event).

Further, a project cannot be funded through Council's Community Grants Program if the same project has already secured funding through a Council Sponsorship arrangement.

### 9.2 AUSPICE ARRANGEMENT

An auspice is an organisation that manages grant funding on your behalf. For example, a small community group with limited resources may use a larger non-government organisation as their auspice. Applications to the Community Grants program can be submitted under an auspice arrangement.

Auspice organisations are responsible for:

- Counter-signing the Funding Agreement provided by Gympie Regional Council to the grant recipient
- Administration of the grant on behalf of the grant recipient
- Ensuring, to the best of their ability, that the grant is used for the purpose for which it was provided
- Providing the grant recipient with an itemised financial statement at the end of the project that clearly shows how the grant was spent.

The auspice organisation may provide insurance coverage to the applicant. Auspice Organisations are required to hold a minimum of \$20M Public Liability Insurance and demonstrate sound workplace health and safety practices.

**Please note:** A Letter of Confirmation from the auspice organisation is a requirement in your application.

### 9.3 FUNDING AMOUNTS AND CONTRIBUTIONS

Refer to the grant categories for applicant co-contribution requirements and funding amounts.

- Minimum grant amount for all categories is \$500.
- Maximum grant amount is defined in each category. For grant categories in which the grant offered can be comprised of a financial payment, in-kind services and/or waiver, the maximum grant amount is the combined financial value of the financial payment and the in-kind/waiver



components (e.g. \$40,000 maximum Event-Major Grant category may be comprised of a \$25,000 financial payment and \$15,000 venue hire waiver).

- Grant funding will take the form of a financial payment only (excluding Council Venue Fee Waiver category, Events – Major and Minor categories).
- Co-funding from other grant bodies, sponsorship, donations or in-kind support is strongly encouraged.
- Volunteer labour is valued at \$43.00 per hour per volunteer, and is capped at a maximum of half of the total contribution of the applicant.
- Co-funding, sponsorship, donations or in-kind support and volunteer labour are considered part of the contribution of the applicant (co-contribution).
- Part funding by Council may be offered. The applicant may be required to submit a revised budget to Council to demonstrate the project can be delivered with partial grant funding.

#### 9.4 GST (GOODS AND SERVICES TAX)

Applicants are required to submit their budget inclusive of GST, and GST is included in the approved grant-funding amount. If successful, applicants registered for GST must submit a tax invoice that specifies the GST component of the grant-funding amount.

#### 9.5 LAND OWNERS CONSENT

- **For projects on Council owned or controlled land:** applicants proposing to undertake projects must obtain Council's consent prior to progressing their application. To seek this consent, please contact Council's Property Team before you commence your application via [property@gympie.qld.gov.au](mailto:property@gympie.qld.gov.au) Note: please allow up to 21 days for land owner requests
- **For events or festivals on Council owned or controlled land:** applicants proposing to undertake events or festivals must make an application for use of Council's Public Spaces prior to progressing their application. For more information and to download an application form go to [www.gympie.qld.gov.au/recreation-tourism/outdoor-activities/council-parks](http://www.gympie.qld.gov.au/recreation-tourism/outdoor-activities/council-parks)
- **For projects on non-Council land:** written consent from the landowner or trustee of the land must be submitted with the application. If the applicant organisation is the owner of the subject land, a copy of the last rates notice must be submitted with the application.

#### 9.6 OTHER REQUIREMENTS

- Applicants must ensure that projects comply with all local, state and federal government legislative and policy requirements including working with children requirements, risk management and building standards/ approvals.
- As far as possible, all relevant permits or approvals must be uploaded with the application.
- Applicants may be required to attach further documents as specified under the grant categories.
- Lobbying of elected members of Council or Local Government Employees in relation to the grant application is prohibited and will disqualify the application.



## 10. APPLICATION, ASSESSMENT AND DELIVERY PROCESS

### 10.1 BEFORE YOU APPLY

- Applicants are encouraged to speak with a member of Council's Community Development Team
- Applicants are encouraged to attend a Council grants information session (refer to Council's website for session dates).

### 10.2 SUBMITTING AN APPLICATION

- Applications must be submitted via Council's online grant portal at <https://gympie.smartygrants.com.au/>
- No late or incomplete grants will be accepted. No out of round applications will be accepted without Council approval.

### 10.3 SUPPORTING DOCUMENTATION

- Current Certificate of Public Liability (compulsory for all applications)
- Written quotes for expenses over \$1,000 must be supplied
- See grant categories for specific required support material.

Other supporting documents can include and not limited to:

- Evidence of financial position of the organisation in the form of the financial statement endorsed or presented at last AGM
- Business, strategic, feasibility or other planning documents
- Evidence of community need
- Letters of support from stakeholders
- Evidence of confirmation of availability of key personnel, performers, facilitators referred to in the application
- Event or workshop programs.

### 10.4 ASSESSMENT PROCESS

**Eligibility check:** All applications are checked against eligibility criteria to ensure the applicant, project, amount requested and timeframes are eligible.

**Assessment:** Eligible applications are assessed against the assessment criteria by a panel comprised of Council staff who have knowledge and experience in the respective grant category. Panel members participate in a moderation meeting to review the assessments and determine grant recommendations.

**Approval:** For grant categories with a maximum value over \$2,500, the grants assessment panel will provide grant recommendations to Council for consideration and approval by resolution. For grant categories with a maximum value of \$2,500, the grants assessment panel will provide grant recommendations to Council's Delegated Officer for consideration and approval.

### 10.5 NOTIFICATION OF OUTCOME

- Applicants are advised by email of the outcome of their application
- Unsuccessful applicants are invited to seek feedback about their application by contacting the Council Officer listed in the email.

## 10.6 FUNDING AGREEMENT AND PAYMENT

- Successful applicants must claim the grant funds within 30 days of notification by entering into a Funding Agreement
- If the applicant has an auspice arrangement with an incorporated organisation, the Funding Agreement and payment will be made with that incorporated organisation.

## 10.7 ACKNOWLEDGMENT OF FUNDING

The grant recipient shall acknowledge the funding support from Gympie Regional Council by placing Council's logo on all promotional material, equipment or infrastructure and/or use a funding acknowledgement statement in all media (provided in Funding Agreement).

## 10.8 VARIATIONS

- The development or delivery of projects may be impacted by a variety of factors both within and outside of the grant recipient's control
- Applicants or grant recipients must contact Council as soon as practicable with any project changes so Council can consider a project variation/grant extension.

## 10.9 ACQUITTAL OF FUNDING

- Grant recipients must complete an online Acquittal within four weeks of the end of the project delivery timeframe, unless an extension is provided in writing by Council
- The grant recipient must include evidence in the Acquittal of:
  - grant expenditure (e.g. invoices)
  - acknowledgement of funding
  - project delivery (e.g. photos of event or construction)
  - quantifiable data (e.g. number of trees planted, event attendees).

## 11. PRIVACY STATEMENT AND RIGHT TO INFORMATION

Council's Privacy Statement regarding the information you provide can be found at <https://www.gympie.qld.gov.au/council/about-council/privacy-statement>.

Submitted documents may be subject to disclosure and applicants may access information under the *Right to Information Act 2009*, subject to the exemptions under that Act. For more information, see [www.gympie.qld.gov.au/access-infomation](http://www.gympie.qld.gov.au/access-infomation)

For information, support and assistance please contact Council's Community Development Team on 1300 307 800 or [grantsadmin@gympie.qld.gov.au](mailto:grantsadmin@gympie.qld.gov.au).