Community Grants Guidelines 2024/2025

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Community Grants Guidelines

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1. ABOUT THE PROGRAM

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

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

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

Council may establish grant categories and programs to respond to community need or issues. Please refer to Council's website for other grant program guidelines including the Regional Arts Development Fund (RADF) and Halls Insurance Grants Programs.

For information and assistance please contact Council's Community Development Team on 1300 307 800 or grantsadmin@gympie.qld.gov.au.

2. GRANT CATEGORIES AND ROUNDS

Categories:	Round	Open date:	Closing date:	Outcome advised by:
• Community Facilities • Community Development • Community Events - Minor • Community Events - Major • Environment Projects • Environment Programs	**ROUND 1**	5 August 2024	15 September 2024	30 October 2024*
	ROUND 2	27 January 2025	9 March 2025	30 April 2025*

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

Categories:	Round	Open date:	Closing date:	Outcome advised by:
• Get Local Community Grants • Micro Environment Projects	**ROLLING ROUND**	5 August 2024	30 June 2025 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, excluding Environment Program category and Community Events categories which can be delivered over a 3-year timeframe. 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

Projects cannot commence prior to notification date of the round to which the application has been submitted (excluding multi-year grant categories).

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 unincorporated community groups that 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 or have entered into scheduled payment arrangements with council which are being adhered to, and/or have met acquittal conditions for previous council grants
- Are based in, or provide direct benefits to, the Gympie region.

To determine the status of a community organisation, council officers reference the Australian Charities and Not-for-Profit Commission (ACNC) Charity Register and/or ABN Lookup.

The following applicants are ineligible to apply:

- Individuals, businesses and enterprises
- Educational institutions, kindergartens and pre-school/childcare centres (except Rolling Round categories)
- Parents and friends or parents and citizens associations (except Rolling Round categories)
- 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 (except Events categories)
- Organisations with a liquor licensed supporters/associated club that commercially trade seven days a week (except Events categories)
- Applicants that have not acquitted a previous Council Community Grant within the approved acquittal timeframe or any approved variations).

5. PROJECT/PROGRAM AND EXPENSE ELIGIBITY

Projects/programs eligible for funding must:

- Demonstrate a purpose that is in the public interest
- Address the purpose and priorities of the grant category
- 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/programs 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 (multi-year funding categories excluded)
- 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:

- Ongoing operational or administrative costs (e.g. ongoing salaries, rent, rates, insurance, maintenance of equipment, ongoing consumables such as fuel and stationary) (note: for Environment Program category, operational costs specifically related to the program such as fuel are eligible)
- 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 supplier/business **must** be submitted for all expense items over $1,000.*

6. COMPETITIVE GRANT CATEGORIES

Round 1: Open 5 August 2024 and close 15 September 2024
Round 2: Open 27 January 2025 and close 9 March 2025

6.1 Category - COMMUNITY FACILITIES

Amount & co-contributions	Maximum grant amount: $10,000 Council contribution: Maximum 80% of project cost Applicant contribution: Minimum 20% of project cost
Purpose	To support safe, inclusive and accessible community facilities.
Priorities (Address at least one)	1. Improve the quality and sustainability of the facility 2. Increase, maintain or enhance community participation and access 3. Encourage multi-use or shared use of community facilities 4. Address issues of risk management or compliance with Australian standards
Required Support Material	• Landowners consent • A concept and site plan for proposed buildings works • Relevant building and planning approvals if required or undertaking to acquire before commencing works.

6.2 Category - COMMUNITY DEVELOPMENT

Amount & co-contributions	Maximum grant amount: $5,000 Council contribution: Maximum 80% of project cost Applicant contribution: Minimum 20% of project cost
Purpose	To support community led projects that increase the social/community wellbeing of residents in the Gympie region.
Priorities (Address at least one)	1. Improve social outcomes for particular demographics (e.g. young people) and/or in relation to specific community issues (e.g. social isolation) 2. Increase active and healthy lifestyles 3. Support volunteering and build volunteer capacity (including equipment purchases which assist volunteers to undertake their role in a safe and rewarding environment)
Category Specific Eligible Expenses	• Project Coordinator fees related to the project • Equipment purchases which are integral to the delivery of the project (capped at $3,000 in total of the grant).

6.3 Category – COMMUNITY EVENTS - MINOR GRANT

Amount & co-contributions	Maximum grant amount: $5,000 Council contribution: Maximum 80% of project cost Applicant contribution: Minimum 20% of project cost
Purpose	To support community led events that enhance community connection and/or celebrate significant community commemorations.
Timeframe	Maximum 3-year delivery timeframe, with maximum $5,000 grant per year
Priorities (Address at least one)	1. Increase community connection and participation 2. Celebrate significant community commemorations (e.g. ANZAC Day, Local Festive Season events) 3. Activate community spaces and facilities
Suggested Support Material	• Event Plan (include as relevant: site plan, risk management, traffic management, waste management, marketing, business plan, funding prospectus to provide to other entities) • Draft Event Program (include as relevant: event run sheet, event checklist and key personnel)
Category Specific Eligible Expenses	Event expenses include venue hire, entertainment and performance fees, catering, decorations, marketing and promotion, traffic management, waste management.

6.4 Category – COMMUNITY EVENTS – MAJOR GRANT

Amount & co-contributions	Maximum grant amount: $25,000 Council contribution: Maximum 80% of project cost Applicant contribution: Minimum 20% of project cost
Purpose	To support community led events and festivals that attract substantial local participation and are of high social and/or cultural benefit.
Timeframe	Maximum 3-year delivery timeframe, with maximum $25,000 grant per year

Priorities (Address at least one)	1. Attract substantial local participation (more than 1,000 people) 2. Provide significant social and/or cultural benefit 3. Activate community spaces and facilities
Suggested Support Material	• Event Plan (include as relevant: site plan, risk management, traffic management, waste management, marketing, business plan, emergency services plan and any other relevant plans) • Draft Event Program (include as relevant: event run sheet, key personnel)
Category Specific Eligible Expenses	• Event Coordinator fees related to the event

6.5 Category – ENVIRONMENT PROJECTS

Amount	Maximum grant amount: $10,000 Council contribution: Maximum 80% of project cost Applicant contribution: Minimum 20% of project cost
Purpose	To improve environmental outcomes in the Gympie region through the delivery of one-off projects and educational activities.
Priorities (Address at least one)	1. Biodiversity and habitat protection 2. Adapting to a changing climate and natural hazard management 3. Improving land management practices that influence water quality and waterway health 4. Energy efficiency and the addition of renewable energy 5. Waste reduction and/or environmental educational awareness 6. Wildlife protection and rehabilitation
Required Support Material	• Project Plan that includes WHS requirements • Land Owners Consent (if relevant) ***Please note:*** Data gathered through environmental surveys, monitoring and research must be shared with Council as data sets and a report.
On Ground Component	• 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.

	• On Ground means field work including revegetation and habitat development, maintenance including weeding and replanting on rehabilitatedland sites, field surveys, bio-control field releases and like in field projects that meet the criterion.
Category Specific Eligible Expenses	• Project Coordinator fees related to the project • Equipment purchases that are integral to the delivery of the project (e.g. equipment for surveys, monitoring, research) (capped at $2,000 in total of the grant). Projects are ineligible if: • conducted outside of the Gympie Regional Council area • conducted or undertaken solely on private land where no broader environmental/ community benefit can be demonstrated. For example, riverbank rehabilitation is proposed to be undertaken by a not for profit community organisation on a mix of public and privately owned land adjacent to the Mary River, and the proposed works will improve water quality further downstream where the public access drinking water and recreational activities. This type of project undertaken on a mix of public and private land would be eligible as it would be contributing to broader environmental and community benefit.

6.6 Category – ENVIRONMENT PROGRAMS

Amount	Maximum grant amount: $30,000 Council contribution: Maximum 80% of program cost Applicant contribution: Minimum 20% of program cost
Purpose	To improve environmental outcomes in the Gympie region through the delivery of ongoing environmental programs by community organisations primarily focused on environment activities.
Timeframe	Maximum 3-year delivery timeframe, with maximum $30,000 grant per year
Priorities (Address at least one)	1. Biodiversity and habitat protection 2. Adapting to a changing climate and natural hazard management 3. Improving land management practices that influence water quality and waterway health 4. Energy efficiency and the addition of renewable energy 5. Waste reduction and/or environmental educational awareness 6. Wildlife protection and rehabilitation

Required Support Material	• Program plan that includes WHS requirements • Land Owners Consent (if relevant) ***Please note:*** Data gathered through environmental surveys, monitoring and research must be shared with Council, as data sets and a report.
On Ground Component	• To assist with the protection and enhancement of the region's natural assets, Council gives high regard to programs where at least 60 per cent of Council funds allocated are spent on-ground within the region. • On Ground means field work including revegetation and habitat development, maintenance including weeding and replanting on rehabilitated land sites, field surveys, bio-control field releases and like in field projects that meet the criterion.
Category Specific Eligible Expenses	• Program Officer/Coordinator fees related to the program • Program related operational expenses including fuel for vehicles, consumable foods for wildlife rehabilitation. • Equipment purchases that are integral to the delivery of the program (e.g. equipment for surveys, monitoring, research) (capped at $10,000 in total of the grant). Programs are ineligible if: • conducted outside of the Gympie Regional Council area • conducted or undertaken solely on private land where no broader environmental/ community benefit can be demonstrated. For example, riverbank rehabilitation is proposed to be undertaken by a not for profit community organisation on a mix of public and privately owned land adjacent to the Mary River, and the proposed works will improve water quality further downstream where the public access drinking water and recreational activities. This type of program undertaken on a mix of public and private land would be eligible as it would be contributing to broader environmental and community benefit.

7. ROLLING ROUND CATEGORIES

Applications to the following grant categories are open from 5 August 2024 and close 30 June 2025 or when all funds are expended. Applications will be assessed in the first week of every month.

7.1 Category - GET LOCAL COMMUNITY GRANTS

Amount & co-contributions	Maximum grant amount: $1,500 No applicant co-contribution required.
Purpose	To support community connection and resilience though the delivery of small-scale community events and activities.
Priorities (Address at least one)	1. Increase community connection, sense of belonging and community wellbeing 2. Activate community spaces and facilities 3. Provide free or low-cost events and activities for the community 4. Support local creatives and artists
Category Specific Eligible Expenses	• Event expenses include venue hire, entertainment and performance fees, catering, decorations, marketing and promotion, traffic management, waste management. • Equipment purchases which are integral to the delivery of the project.

7.2 Category - MICRO ENVIRONMENT PROJECTS

Amount	Maximum grant amount: $1,500 No applicant co-contribution required.
Purpose	To raise environmental awareness and improve environmental outcomes in the Gympie region through the delivery of small-scale community events and activities.
Priorities (Address at least one)	1. Biodiversity and habitat protection 2. Adapting to a changing climate and natural hazard management 3. Improving land management practices that influence water quality and waterway health 4. Energy efficiency and the addition of renewable energy 5. Waste reduction and/or environmental educational awareness 6. Wildlife protection and rehabilitation
Category Specific Eligible Expenses	Programs are ineligible if: • conducted outside of the Gympie Regional Council area

8. ASSESSMENT CRITERIA FOR ALL CATEGORIES

Criteria	Weighting
1. Project Benefit Strength of the application meeting the grant category purpose and one or more of the category priorities. Evidenced by: • reasoning behind the project, and the issue or need that will be addressed by the project • detail on the intended outcomes of the project, and how these benefit the region.	70%
2. Project management and organisation capability Evidenced by: • sound budgeting (e.g. the budget is itemised, complete, balanced and reasonable) • 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) • sound cultural, environmental and sustainability practices as relevant.	30%
Higher Priority may be given to projects that	• Propose the use of local trades, services and businesses • Increase the self-sufficiency of community organisations • Have higher proportion of funding contribution from the applicant • Demonstrate collaboration and partnerships • Demonstrate sustainability of outcomes (where possible)
Other Considerations	• Distribution of grant funding across the region • Council planning and development issues • Organisation's need for financial support from Council for the project

9. FURTHER CONSIDERATIONS FOR APPLICANTS

9.1 NUMBER OF APPLICATIONS

Competitive Rounds: 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 unincorporated groups.

Please note: The same project/event cannot be funded through both a competitive grant round and rolling grant round. Further, a project or project expense cannot be funded through Council's Community Grants Program if the same project has already secured funding through a Council Sponsorship/Partnership arrangement or Fee Waiver.

9.2 AUSPICE ARRANGEMENT

Applications to the Community Grants program can be submitted under an auspice arrangement. An auspice is an organisation that manages grant funding on your behalf. For example, a small unincorporated community group with limited resources may be auspiced by a larger incorporated community organisation.

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 for 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 unless stated otherwise.
- Grant funding will take the form of a financial payment only.
- Applicant co-contributions including funding from other grant bodies, third party sponsorship, donations or in-kind labour (valued at approximately $43.27 per hour per volunteer based on [Cost of Volunteering Calculator - The Centre for Volunteering Australia](#)) and materials is encouraged and required for the competitive round categories.
- Council may offer part funding. 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 must obtain Council's land owner's consent before lodging their grant application. To seek this consent, please contact Council's Property Team before you commence your application via property@gympie.qld.gov.au Note: please allow up to 21 days for land owner requests
- **For events on Council owned or controlled land:** applicants 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
- **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, regulatory and policy requirements including planning and building standards/ approvals, working with children requirements.
- 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, incomplete, or out of round applications will be accepted.

10.3 SUPPORTING DOCUMENTATION

The following supporting documentation is **compulsory** for all applications:

- Current Certificate of Public Liability Insurance
- Written quotes for each expense over $1,000
- Evidence of financial position of the organisation in the form of the financial statement endorsed or presented at last AGM (except for Rolling Round Categories)
- Category specific support materials.

Other supporting documents to strengthen an application can include, though not limited to:

- Event/project plans and workshop programs
- Business, strategic, feasibility or other planning documents
- Letters of support from stakeholders
- Confirmation of availability of key personnel, performers, facilitators referred to in the application.

10.4 ASSESSMENT PROCESS

Eligibility check: All applications are checked against eligibility criteria to ensure the applicant, project, expenditure items and timeframes are eligible for funding and all compulsory supporting documents are supplied. If your application is not eligible then you may be contacted by council's grant administrators, dependant on submission date and council resourcing, and requested to update your application. If your application is not eligible it will not progress to assessment.

Assessment: Eligible applications are assessed against the assessment criteria by a panel comprised of Council staff (and/or industry subject matter experts) 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.

Funding Decisions: 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 or less, the grants assessment panel will provide grant recommendations to Council's Delegated Officer for consideration and approval. The number and types of projects approved will depend on the demand for funding, available program budget and corporate priorities. In some instances, part-funding may be offered.

10.5 NOTIFICATION OF OUTCOME

- Applicants are advised by email of the grant outcome
- All funding decisions/council resolutions relating to the administration of grants are final
- Applicants who believe there has been an administrative error in the assessment of their application can contact council to investigate their claim
- 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
- If not already a supplier of Council, the applicant is required to be onboarded via the EFTsure system to receive payments from Council (instructions will be included with the Funding Agreement).

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 Report within four weeks of the end of the project delivery timeframe, unless an extension is provided in writing by Council
- Grant recipients of multi-year funding must complete an online Acquittal Report every 12 months for the duration of the funding, with a final Acquittal Report within four weeks of the end of the project delivery timeframe.
- In the Acquittal, the grant recipient must include evidence of:
    - grant expenditure (e.g. invoices)
    - acknowledgement of funding (e.g. files or links showing your marketing material with acknowledgements)
    - project delivery (e.g. at least 3 photos of event or project)
    - quantifiable data (e.g. number of trees planted, number of event attendees)
    - Any surveys that were completed or feedback gathered.

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

For information and assistance please contact Council's Community Development Team on 1300 307 800 or grantsadmin@gympie.qld.gov.au.