# FREQUENTLY ASKED QUESTIONS

## Noosa Council Grant Programs

## Contents

**NOOSA COUNCIL**

## 1.    SMARTYGRANTS

Q.    What is SmartyGrants?

A.    SmartyGrants is a grants management system. It helps grant recipients and granting organisations to record and track all the details around grant transactions. There are over 800 grant makers using SmartyGrants in Australia.

Q.    How do I use SmartyGrants?

A.    Link to applicant instruction booklet here.

Help Guide for Applicants

Applicant Frequently Asked Questions (FAQ's)

## 2.    APPLICATION

Q.    What do I need to do to prepare for my application?

A.    Ask yourself these key questions when developing your project or activity program

- What activity do I want to do?
- Why do I want to do it?
- Who will be involved?
- Do they have the skills to make it happen?
- Who in the community will benefit?
- How much will it cost?
- Where will I get the money from in addition to a grant?
- Where will the activity take place?
- When will the activity take place?
- Does this fit with the grant timetable?
- Your application should give a snapshot of a potentially successful activity.

    Please consult the guidelines for more information

Q.    Why do I have to do an application?

A.    Your application will clearly explain information about your project e.g. who, what, when, where, why, and how it will be delivered. The application will be assessed and compared to other applications to allow Council to decide the best use of the grant funds.

Q.   Can I complete an application on a paper form?

A.   All applications are to be completed on the SmartyGrants online form. If you do not have a computer, you can access computers at any of Council's libraries at no cost.

Q.   What happens if I submit the application after the round closes?

A.   Your application will be ineligible.

Q.   What is the link to reach the grant application?

A.   www.noosa.smartygrants.com.au.

Q.   Can I submit attachments after the grant round closes?

A.   Attachments will not be part of the assessment process if submitted after the round closes.

Q.   Can I have my application reviewed by Council prior to submitting?

A.   Yes but only if you ask Council to do so at least one week prior to the round closing. Council officers will only offer general advice. Reviewing of an application will not guarantee success.

Q.   Can we submit more than one application per round?

A.   Yes, but you will be competing with yourself. It is better to prioritise your needs and do one application. You can also talk to Council about other sources of grant funding. We provide grant lists and information on the More Grants & Guidance page of our website.

Q.   Who can help me if I get stuck?

A.   For further information or help completing online applications, invoicing, new grant account forms or other aspects of seeking grants, please contact Council's Grants Officer on (07) 5329 6437 or grants@noosa.qld.gov.au. Office hours are 8.30am to 4.30pm, Monday to Friday (excluding public holidays).

## 3.   CLAIMING YOUR GRANT

Q.   If successful how and when will the funding be paid to us?

A.   Successful applicants will be given instructions and access to a form which allows them to lodge their signed agreement and invoice within 30 days of notification. Your organisation will have to invoice Council for the grant and the payment will be made into your organisation's bank account.

Q.   How do I raise an invoice to Council?

A.   Valid Invoice Check List.

Q.   Why do we have to verify our bank account details to Council?

A.   This is a fraud prevention process that Council must do by order of the Queensland Audit Office.

Q.   Why do I need a Grant Account on Council's financial system?

A.   A Grant Account on Council's financial system is treated different from a Supplier Account. For instance grants are paid within a week of receiving a valid invoice and suppliers are paid in 30 days.

Q.   How do I apply for a Grant Account?

A.   To apply for a new Grant Account use this form Grant Account Creation-Change Form.

Q.   How do I notify Council that our bank account details are changed?

A.   To change of bank account details on an old Grant Account, use this form Grant Account Creation-Change Form.

## 4.    AGREEMENT

Q.   What is in the agreement?

A.   Successful applicants must sign the agreement before they will be paid the grant. It contains the conditions of the grant which are to be adhered to by the applicant organisation and Council. Here is a Sample Deed of Funding Agreement.

Q.   What does 'acknowledgement' mean?

A.   Acknowledgement, in this context, means acknowledging Council as a supporter of the project. You can do this through the organisation's communications about the project in your annual report, social media, letters to supporters / members, media release, newsletters, flyers or brochures, promotional videos, signage, speeches, or your website. You will be asked to provide proof of this when acquitting the grant. You can obtain the Noosa Council logos, and further details on how to acknowledge Council, on Council's Funding Acknowledgement website page.

Q.   Can I apply for a grant variation?

A.   Approval for any variation to the project must be obtained in advance of making any changes, from Noosa Council. Funding must be used in accordance with the original application and agreement. Any changes to the funded activities or project duration must be pre-approved by Council. To seek a variation send an email to grants@noosa.qld.gov.au outlining the changes you are seeking to the project. Written approval must be received before you undertake any changes.  Variations cannot be sought after the Deed of Funding Agreement end date. If a variation is not approved the grant funding will need to be returned to Council.

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## 5.    FINANCES AND ADMINISTRATION

Q.    Is GST paid?

A.    The grant amount is quoted without GST. GST will be added to the grant if your organisation is registered for GST.

Q.    What is an auspicing organisation?

A.    To find out more about auspicing go to Not For Profit Law.

Q.    What happens if I don't use all the funding provided?

A.    Your organisation will be asked to repay unused grant funding. Council will invoice your organisation.

Q.    I do not have a computer or scanner. How will I apply?

A.    You may use Noosa Council computers in the Cooroy or Noosaville Libraries at no charge. Instead of using a scanner we could suggest you use a digital camera or camera in a mobile phone or tablet to 'scan' documents which have to be submitted.

## 6.    SPECIFIC TO RADF

Q.    Who Can Apply?

A.    Organisations, groups, businesses or individuals with an ABN can apply (with a few exceptions). Applicants don't have to be a resident of the Noosa Region, but must be able to demonstrate how the project will directly benefit arts and culture in the Noosa Region.

Q.    Our group is not an incorporated association, or doesn't have an ABN can we still apply?

A.    If an applicant is not eligible as per the above criteria and wishes to apply for a grant, you are able to do so provided that the application is auspiced and administered by an eligible applicant that is willing and able to accept legal and financial responsibility for the grant and the project or event being delivered.

An agreement or letter of understanding between the applicant and auspice organisation is required to be lodged (uploaded) with the grant application.

What support materials will I need for my application?

You will need to prepare: resumes, support letters, a budget, quotes, and eligibility and participation letters from all arts workers involved along with any additional materials pertaining to your application.

Q.    I need help with my application, where can I get help?

A.    For project queries, contact the Community Development Officer – Arts and Culture during office hours on (07) 5329 6558 or email grants@noosa.qld.gov.au.

For any technical issues, see the SmartyGrants website. Should your issue still remain unresolved, please contact the grants officer to assist you further.

Q.    What about COPYRIGHT ISSUES?

A.    Copyright and other intellectual property rights of all materials produced as a result of RADF funding will remain with the applicant unless alternate arrangements are made in writing, prior to the project being undertaken. It is strongly recommended that all projects involving the employment of artists to develop work have a written agreement which clearly nominates who will own copyright and on what terms, and that any issues regarding ongoing maintenance and placement of work is also clarified, prior to the projects commencement. If you are unclear about copyright or other arts laws or accounting issues, free advice is available through the Arts Law Centre of Queensland on (07) 32113628.

## 7.    GRANT WRITING HINTS

Here are some hints and links:

- Start before the round opens or early in the round. Ask yourself these key questions when developing your project or activity program

- What activity do I want to do?
- Why do I want to do it?
- Who will be involved?
- Do they have the skills to make it happen?
- Who in the community will benefit?
- How much will it cost?
- Where will I get the money from in addition to a grant?
- Where will the activity take place?
- When will the activity take place?
- Does this fit with the grant timetable?
- Your application should give a snapshot of a potentially successful activity.

- Read the guidelines, frequently asked questions and the sample application form. If you have any questions just call and speak to the Grants Officer on 5329 6437.

- Discuss your project plans with Council's Community Development or Environment staffer. This is a compulsory requirement for applying for a Noosa Council grant and it is productive. There may or may not be a match between your project plans and the Council grant requirements. It is better to find out early than after doing a lot of work on your application. There are also many other sources of grant funding which Council can tell you about.

- Have all documentation (finances, insurance, plans, photographs, permissions etc., sourced and prepared well before time.

- Projects need to be planned and usually involve many stakeholders. Ensure all are on board and helping you write this application.

- Be intimately familiar with your community group's plans, and the detail around who, what, when, where, why and how project will be completed.

- Completing any grant application can take many hours. Plan your time well.

- Don't assume the assessor already knows about your community group or the project.

- Get others to read your application. This is for two reasons:

  o Proof-read for spelling and punctuation and accuracy. Choose a person familiar with your group and project for this read through,

  o Editorial opinion on the content – is it easy to understand, answer the questions and tell a (who, what, when, where, how and why) story.  Choose someone not related to the group or the project.

  o The application needs to explain the group and project to an assessor who will not be familiar with your group or the project.

- Some people find it useful to prepare answers to the questions in a word document on your computer because they are working in a familiar environment. Copy and paste your answers to the online form when you are ready. Having said this, you can complete the online form across separate sessions but there is a time-out period and if you forget to save your work it will be lost.

- Sell the idea! Don't assume the assessment panel already knows about you and the good work that you do. Let your passion for the project shine through and create a compelling grant application.

- Be clear and concise - funding will be very competitive, so clearly describe your project:

  o What do you want to do?

  o Why do you want to do it?

  o When do you want to do it?

  o Establish the significant community need and benefit of the project.

- Include evidence of capacity

  o Demonstrate that your organisation has the experience to complete the project

  o Include supporting documentation that proves they have relevant experience.

- Prepare a detailed budget

  o Include an accurate breakdown of all the items in your application.

  o Don't forget to include all contributions to the project (donations, fundraising, other grants)

  o The level of funding contributed by the applicant and others towards the project will be considered in the assessment.

- Support your application

  o Show you have support for your project from the community; this may be in the form of a 'support letter.

  o Demonstrates evidence of partnerships.

  o You could also include an extract from your organisation's Business Plan,

  o Meeting Minutes where the project and application for this grant has been discussed

  o Show how this project fits with a relevant strategy or Master Plan.

  o Show you are ready to go! Have the relevant permissions in place.

- Important questions to ask yourself about your application:
    - Does it answer all the questions properly?
    - Does it tell a story?
    - Is there justification of the need for the project?
    - Are there other funding sources that could have been applied for? Refer to: https://www.noosa.qld.gov.au/more-grants-guidance
    - Who will the project really benefit?
    - Is there proof of the need for funding? Do you also have other sources of funding to contribute?
    - Have you provided all the appropriate support documentation?
    - Imagine how you will be reporting on the project after it is completed.
    - Is there passion in the story?