



## GUIDELINES

### Community Project Grant Round 13

Re-opening 9am Wednesday 8 July, 2020

Closing 12noon Thursday 27 August, 2020

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# 1. Introduction

Noosa Council's Community Grants Program is governed by the Noosa Council.

- Read these guidelines, frequently asked questions and the sample application form.
- If your organisation wishes to apply contact the Grants Officer to check your eligibility.
- Discuss your project plans with Council's Community Development staff to be sure both your organisation and your project are eligible. This is compulsory and also helps to set you on the right path right at the beginning.
- The word 'project' in these guidelines, refers to a project, a program, an event, an equipment purchase or building works.

# 2. Purpose

The Community and Project Grant is available for applications from eligible not-for-profit organisations for:

- Programs/Projects/Purchases of equipment
- Building work or infrastructure projects (Community Project Grant only)
- Community based festivals or Events  
See Section 6 *Eligible Projects*.

# 3. Objectives

The Community Project Grant objectives are to:

- Provide community organisations with financial support to meet identified community needs
- Build community skills and resilience
- Develop and maintain sustainable community infrastructure
- Provide opportunities to leverage a Council grant to get further funding from other sources
- Provide opportunities for community organisations to deliver on Council's strategic goals and identified key initiatives
- Distribute funding in an equitable, transparent, sustainable manner.

# 4. Key dates

Round opens:	9am, Wednesday 8 July, 2020
Round closes:	12 noon, Thursday 27 August, 2020
Announce results:	Friday 16 October, 2020
Project delivery period:	17 October , 2020 to 31 June, 2021
Acquittal due:	Within 30 days of project completion

## 5. Eligible organisations

### Who can apply

The grant program is available to organisations who are seeking a financial contribution to a project which will benefit the residents of the Noosa Shire community and who:

- Are legal not-for-profit organisation as defined by the [Australian Taxation Office \(ATO\)](#) and [Australian Charities and Not-For-Profits Commission \(ACNC\)](#) which are:
  - An incorporated association
  - A company limited by guarantee
  - A non-trading/non-distributing co-operative
  - An Indigenous corporation
- Comply with all governance and financial requirements of the State and Commonwealth as at the closing date for the grant program
- Have an active ABN
- Have a bank account in the name of the legal entity.

If your organisation is not eligible you might be able to apply if your application is auspiced (administered) by an eligible organisation. The auspice organisation will take legal and financial responsibility for the grant and the project being delivered. See the section on auspicings below.

All applicants (including the auspice) must have:

- Appropriate insurances and adhere to sound Workplace Health and Safety practices
- No debt to Council, or have entered into scheduled payment arrangements that is being adhered to and
- Met obligations of agreement conditions for any previous Council grants.

### Who cannot apply

This grant program is not available to:

- Businesses
- Business Trusts - A trust (which by its nature is an obligation imposed on a person or other entity (the trustee) to hold property for the benefit of beneficiaries or for a particular purpose).
- Individuals
- Government agencies or Departments of local, state or federal government
- Educational institutions
- Parents and Friends Associations, or Parents & Citizens Associations
- Medical organisations or Primary Health Care Providers
- Political organisations
- Kindergartens, Pre-school and day care centres
- Religious organisations where the application is for a project that relates to the organisation's core business
- Not for profit organisations with a liquor-licenced supporters/associated club that commercially trades seven days a week

### Auspicing

If the applicant is not eligible they will need to be auspicings by an eligible organisation.

If the application is successful the auspice organisation will take full legal and financial responsibility for the delivery of this project and the grant administration. For example, the auspice organisation will sign the Funding Deed of Agreement, receive the grant payment and be responsible for the acquittal report.

It is mandatory to provide an Auspice Agreement or at least a letter from the President, Chair, Secretary or Treasurer of the Auspice Organisation which indicates they understand and are willing to take on the auspice responsibilities.

Download the [Auspice Facts and Agreement format](#). It is the responsibility of the applicant to ensure that the auspice agreement is completed, signed and uploaded with the application.

## 6. Eligible projects

Funding will be prioritised for those projects which support either the organisation or the community recover from COVID-19.

Projects may include, but are not restricted to:

- Events - Community based festivals or events that bring residents together (beyond the applicant organisation's membership base), including cultural, sports or community festivals.
- Projects/programs – Projects, purchases of equipment or programs that respond to a specific opportunity or need within the community. Ongoing projects or programs may be funded for a maximum of three times. Previous recipients of ongoing projects or programs that have been funded by Council must re-apply each year.
- Building work or infrastructure improvement projects that include new or replacement infrastructure or maintenance of existing infrastructure or reduction of greenhouse gas emissions. This may include but is not limited to energy efficient lighting, shade sails, storage facilities, new or upgraded amenities, water harvesting, fit-outs, solar systems etc.

Council will **not contribute more than 50%** of the cost of building works or infrastructure projects.

*For Example, if total project cost for the installation of a shed is \$9,000, the maximum Council contribution (grant amount) would be \$4,500 and the minimum applicant contribution would be \$4,500. This can be made up of a combination of cash, other grant funding, donations of materials (i.e. in-kind) and volunteer labour (i.e. in-kind).*

To be eligible your organisation must:

- Have formal tenure over the land and/or building and
- Have permission from the land owner (if on Council land, owner's consent is required – see the Noosa Council Owner's Consent Form and
- Bear the entire responsibility for identifying, obtaining and retaining all relevant planning and building approvals relating to the project.

## 7. Projects not eligible for funding

- Any projects conducted for commercial profit
- Any project conducted for the purpose of raising charitable funds for a third party.
- Events sponsored by Tourism Noosa except where you can show there is a significant direct benefit to residents
- The core business of educational, medical or religious organisations, or activities aimed primarily at economic development
- Items or services purchased or any project activities which happen outside the project delivery period.

## 8. The funding cannot be used for:

- Items already funded in other Council grants
- Grant writer fees or auspice fees
- Contingency costs
- Repayment of debts and loans

- Domestic or overseas travel costs
- Purchase of equipment/service that benefits an individual
- Funding for a staff or member social event or uniforms
- Gifts, prize money, prizes or trophies
- Ongoing operational or recurrent costs including but not limited to salaries or wages, rent or lease costs, fuel, bank or accounting fees
- Administration expenses such as stationery, postage and office supplies
- Consumable items, including food (including ingredients), beverages or catering
- Training not provided by a qualified third party (e.g.in-house training)
- Sponsorship or donations to other organisations.

## 9. Application

The application form collects practical information in order to facilitate fair and informed decision making and administration in line with the objectives of this funding program.

A sample application form is available on Council's website at [www.noosa.qld.gov.au/council-grants](http://www.noosa.qld.gov.au/council-grants). The actual form is completed and submitted online at [www.noosa.smartygrants.com.au](http://www.noosa.smartygrants.com.au).

Once an application form has been submitted, an email will be sent to the SmartyGrants registered user to acknowledge that Council has received the grant application submission.

## 10. How much funding is available

The minimum grant amount from Council is \$1,000 and maximum grant amount is \$30,000.

The delivery of the Community Grants Program is subject to Council's annual budget.

Funding is competitive and Council cannot approve all requests for assistance, therefore grant funding should not be automatically expected.

As the program is often oversubscribed, Council will not fund 100% of any project. In some instances, only part-funding of the amount requested may be offered.

### Applicant contribution

Applicants are expected to contribute to projects wherever possible. In doing this you may satisfy the assessment criteria of providing 'value for money'. Other funding sources may include:

- Grants from other funding bodies – refer to Council's [More Grants and Guidance](#) website page.
- Sponsorship, donations of cash, materials, or expertise
- In-kind or volunteer labour ([valued at \\$43 per hour](#), Volunteering Queensland).

## 11. Project budget

It is important to provide a realistic and complete project budget.

- The budget must balance; that is, the total income relating to this project must equal the total expenditure on this project
- The budget must include the supplier's name (if known) in the description of expenditure items
- All infrastructure / building projects must have at least 50% contribution to the project. That is, the grant amount requested cannot be more than 50% of the total project cost.
- In-kind support/volunteer hours are [valued at \\$43 per hour, \(Volunteering Queensland\)](#).

## Quotes

Written quotes are required for any budget item over \$1,000:

- For budget items between \$1,000 and \$7,500 one (1) written quotation is required
- For budget items over \$7,500 three (3) written quotations are required

## Goods and Services Tax (GST)

- The grant amount you are requesting must not include GST.
- The quotes you obtain and provide with the application may include GST but the actual figures recorded in the budget have had GST deducted.
- If your organisation (or your auspice organisation) is registered for GST then Council will add GST to the grant when it is paid.
- If your organisation (or your auspice organisation) is not registered for GST then Council will not add GST to the grant when it is paid.
- For more information on GST refer to this [GST page](#) of Australian Taxation Office's website.

## 12. Assessment criteria

Eligible applications are assessed by a panel against the following criteria:

- **Demonstrated need for the project:**  
A higher assessment score will be awarded if the applicant has clearly demonstrated the need for the project. That is, the applicant describes the problem which needs to be fixed, outlining the degree and nature of the negative impact it is having on the community.
- **Demonstrated need for funding:**  
A higher assessment score will be awarded where the applicant shows they need the funding and cannot fund the project from their own fundraising or cash reserves.
- **Contributions, financial or in kind, toward the project:**  
A higher assessment score will be awarded if the applicant leverages Council funding with substantial contribution to the funding the project, be it cash at bank and in-kind or donated volunteer time or materials.
- **Benefit to the Community:**  
A higher assessment score will be awarded where the applicant outlines what wider community benefits will come about because of this project.
- **Alignment to Council's strategic goals and identified key initiatives:**  
A higher assessment score will be awarded if the project closely aligns with the priorities as outlined in one of Council's key strategic documents. Visit Council's [Principles, Plans & Strategies website page](#).
- **COVID-19 Recovery**  
A higher assessment score will be awarded if the project supports either the organisation or the community recover from COVID-19
- **Capability of the organisation to deliver the project:**  
A higher assessment score will be awarded if the applicant has demonstrated their ability to plan, coordinate and deliver a safe and successful project within the project delivery period, all necessary approvals and insurances are in place (or are in the process), and the budget is realistic.

## 13. Funding notification

The outcome of the grant round will be announced after the final decisions are made at the Ordinary Council Meeting. See Section 4 for key dates for this round of funding.

Each applicant will be advised the outcome of their application by email.

Applications may be part funded. If part funded, the applicant will need to fund the shortfall.

Unsuccessful applicants may request feedback on the assessment of their application by emailing [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au).

## 14. Successful applicants

Successful applicants are given instructions about the Deed of Funding Agreement obligations and invoicing Council for the grant payment. See [Valid Invoice Check List](#).

If the applicant is being auspiced, the Deed of Funding Agreement will be signed by, and payment will be made to the auspice organisation.

## 15. Acknowledgement

All successful applicants are required to [acknowledge Noosa Council](#) in all published material and online communications associated with the project. Funding recipients must also ensure that Council's positive reputation is maintained at all times. Noosa Council looks to actively promote the outcomes and accomplishments of your projects and may produce communications of our support for the project.

The Deed of Funding Agreement says the successful application must '*acknowledge assistance from Noosa Council in press releases and promotional material, using Council's logo and the words 'Proudly supported by Noosa Council'. The Council's logos and instructions on their use are on the Noosa Council website on the funding acknowledgement page. The logos are to be used in any promotional material, media advertising and signage relating to the proposal during the funding period except for infrastructure projects which should be acknowledged for the life of the funded infrastructure.'*

The acquittal will ask you to provide at least two examples of acknowledgment Noosa Council e.g. Social media, letter or newsletter to supports or members, media releases, videos, signage, speeches, website etc.

## 16. Project reporting and acquittal

Reporting and acquittal requirements will be outlined in the Deed of Funding Agreement. Projects are not to commence nor the grant paid before the applicant signs, understands and can meet all terms and conditions of the Deed of Funding Agreement including any additional Special Conditions.

The obligations of the successful applicant include, but are not limited to:

- Organisations will need to provide a financial acquittal within thirty (30) days of funded project's completion.
- Maintaining financial and progress records relating to the delivery of the project
- Notifying Council if there are any changes to the project within the allocated funding period.
- Proof of having acknowledged Noosa Council in all published material and online communications associated with the project.

## Record Keeping

Some acquittals may be subject to an **audit** by Council. All grant recipients are required to keep accurate financial records. These records are to be made available to Council should the applicant be selected for an audit.

Organisations will not be eligible to apply for future grant funding if grant acquittal conditions have not been met. A sample acquittal form can be found at [www.noosa.qld.gov.au/council-grants](http://www.noosa.qld.gov.au/council-grants).

## 17. Resources

### Relevant Plans and Strategies:

Councils adopted strategic documents can be found here: [www.noosa.qld.gov.au/principles-plans-strategies](http://www.noosa.qld.gov.au/principles-plans-strategies)

### Other useful resources

[Auspice Facts and Agreement Format](#)

Support for [Not-for-profit](#) groups

[Community Events Calendar](#)

[Event Toolkit](#)

### Definition of terms

#### **Budget Terms**

Confirmed funding

Another source of grant funding already approved, cash at bank, Unconfirmed – another source of funding not yet approved or raised

In-kind

Given freely, donated materials, donated / volunteer labour Eligible – Satisfies the conditions, allowable expense

#### **Other Terms**

Ineligible

Not allowed, legally or officially unable to be considered

Audit

Closer financial examination of an acquittal.

### Applicant support

For further information or help completing online applications, invoicing, new grant account forms or other aspects of seeking grants, contact Council's Grants Officer on (07) 5329 6437 or email [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au).

## 18. Legislation

[Information Privacy Act 2009](#)

[Right to Information Act 2009](#)

[Local Government Act 2009](#)

Human Rights Act 2019