



# Economic Development Grant Program GUIDELINES

Noosa’s Local Economic Plan describes the preferred business environment for Noosa. With the vision ‘a dynamic economy for generations to come’, the Plan identifies economic trends, the Shire’s strengths, opportunities and challenges; and key themes and priority industry sectors.

This Economic Development Grant Program is an initiative of the Local Economic Plan and supports initiatives that contribute to its delivery. You will find a copy of the Plan at [www.noosa.qld.gov.au/economy](http://www.noosa.qld.gov.au/economy)

## 1. Introduction

This Economic Development Grant Program was created to support the delivery of projects that will have a positive impact on the local business environment and the local economy, and looks to encourage collaboration and partnerships between Council, business representative groups and the business community.

The Grants Program is guided by the [Economic Development Grants Policy](#), and should be read in conjunction with these Guidelines.

### Timing

This Grant Program is open from 1 July each year and will close only when all grant funds allocated for that particular financial year are distributed

Round opens:	1 July
Project period:	Quick Response Grants - projects must be complete within 6 months of approval Project Partnership Grants – projects must be complete within 12 months of approval Multi Year Partnership Grants - as agreed
Announce results:	Quick Response Grants - within 10 days from application Project Partnership Grants - within 6 weeks of application Multi Year Partnership Grants - as agreed
Acquittal due:	Quick Response Grants – 30 days from project completion Project Partnership Grants – 30 days from project completion Multi Year Partnership Grants - as agreed

## 2. How much funding is available?

The Economic Development Grant Program has a funding pool to be shared across:

- Quick Response Grants
- Project Partnership Grants
- Multi Year Partnership Grants

A maximum of \$2,000 per application applies to Quick Response Grants and applications must be received at least 21 days prior to the commencement of the project.

No minimum or maximum amount per application applies to Project Partnership Grants nor Multi Year Partnership Grants.

All applications will be assessed on a case by case basis. The grant round will close when all grant funds allocated for that particular year are distributed.

It is expected that the applicant will make both a cash and in-kind contribution to the project. Council will not wholly fund grant projects. Contributions from your organisation could include:

- Applicant cash contributions
- Grants from other funding bodies
- Sponsorship, and
- In-kind support.

## 3. Eligibility for grants

### Who can apply?

- Not for profit incorporated business representative groups given that the benefit of the project extend beyond their membership base
- For profit businesses where the project is not run for the direct commercial profit of an individual business
- Consortiums – not for profit business representative groups, for profit businesses, governments<sup>1</sup>.

Applicants and projects must:

- Primarily service the Noosa Shire business community
- Comply with State / Federal incorporation requirements
- Have appropriate insurances and meet Workplace Health and Safety requirements
- Have met acquittal conditions for previous Council grants, and
- Are able to provide a copy of the most recent Annual Report including audited or reviewed financial statements.

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<sup>1</sup> For the purposes of this grant program a consortium is an association of two or more individuals, companies, organizations or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources to achieve a common goal.

**Eligible projects for funding:**

It is mandatory that projects align with, and help to achieve the objectives of the Noosa Local Economic Plan and demonstrate a significant benefit to the Noosa business community

Economic Development Grant Program projects could for example:

- Connect local businesses
- Encourage business innovation
- Build business capacity and skills
- Contribute to the ease of doing business
- Enable partnerships and collaboration between businesses and/or organisations in the Noosa region
- Address a local workforce gap
- Assist in growing the reputation of Noosa as a preferred business location
- Attract additional funding to the Shire
- Contribute to the growth and development of existing and new industry to Noosa.

**Grant funding cannot be used for:**

- Programs, projects and services run for the direct commercial profit of an individual business
- Activities that have already commenced or will commence outside the project period
- Retrospective funding
- Events that do not have a clearly identifiable benefit to the business community
- Projects that do not benefit the Noosa community
- Payment of debt
- Charitable fundraising
- Political activities
- Items funded by other Council grants

**Categories and Criteria****Quick Response Grants**

The Quick Response Grants is a small grants program that looks to support off projects such as workshops, meet ups and events that engage and benefit the Noosa business community. Application to this category must be received at least 21 days prior to the commencement of the project.

**Partnership Grants****A. Projects Partnership Grants**

Project Partnership Grants support innovative one-off projects of merit that have a positive impact on the local business environment and will be completed within 12 months of commencement.

**B. Multi Year Partnership Grants**

Multi Year Partnership Grants assist stakeholders to deliver longer term programs agreed by Council that extend beyond 12 months. These grants will facilitate not for profit business representative associations taking on additional projects and funding agreements will consider funding both on going operational costs and project specific costs.

Grant applications will be assessed using the following criteria:

- The extent to which the project aligns with and addresses key findings, weaknesses and/or threats, or targets the opportunities identified in the Local Economic Plan
- The extent to which the project can demonstrate community benefit
- The scale of the economic impact likely to be achieved (e.g. creating the conditions for business success, industry or business development, investment attraction)
- The level of innovation, insight or creative thinking that makes the project unique
- The quality of the application (e.g. a well-developed, clear and realistic action plan, supported by research where appropriate and including an accurate financial plan/budget)
- The ability of the organisation and/or stakeholder group to deliver the project
- The potential for the project to create business/industry networks and partnerships that can drive future economic development activities.

In assessing the grants, Council will:

- Ensure public monies are allocated in a fair and equitable way
- Ensure best possible value for money and
- Check each application against the above-mentioned criteria

#### 4. Application

The Economic Development Grants Program opens for application on a nominated date and remain open until the end of the financial in which it opened or until all funds are expended.

After reading these guidelines, organisations intending to apply must speak with a member of Council's economic development unit prior to making an application to ensure their organisation is eligible and that their project is a good fit. You can make contact by calling 5329 6500 or emailing [economicdevelopment@noosa.qld.gov.au](mailto:economicdevelopment@noosa.qld.gov.au)

Quick Response, Project Partnership and Multi Year Partnership Grant application forms are completed and submitted online. Step by step advice, sample forms and the link to the online application are found at [www.noosa.smartygrants.com.au](http://www.noosa.smartygrants.com.au)

#### 5. Assessment

Quick Response Grant applications will be approved by the Economic Development Manager.

Project Partnership Grants with a value of less than 30% of the original Grants Program budget amount will be approved by the Chief Executive Officer based on recommendations from the Director Environment and Sustainable Planning. Grants valued at over 30% of the original Grants Program budget amount will be approved by Council.

Multi Year Partnership Grants will be approved by Council.

#### 6. Project Budget

It is important to provide a balanced, realistic and complete project budget with your application. Here are the budgeting requirements:

- Written Quotes are required for any budget items over \$1,000 as follows:
  - Between \$1,000 and \$7,499 one (1) written quotation is required
  - Over \$7,500 three (3) written quotations are required
- All amounts recorded in your budget and application are to be GST exclusive

- The budget must balance; that is total income relating to this project must equal total expenditure on this project
- Include the Supplier's name in the description of expenditure items
- In-kind support/volunteer hours are valued at no more than \$30 per hour.

## 7. Payment

Grants program funds must be claimed within 30 days of notification, except where an extension has been granted. If the applicant is being auspiced, payment will be made to the auspicing organisation.

## 8. Acknowledgement

All successful applicants will need to [acknowledge Noosa Council](#) in all published material and online communications associated with the project. Noosa Council reserves the right to publish the impacts and accomplishments of your projects. Council may also ask for photos to use in its communications.

## 9. Acquittal

All grant money must be acquitted through the Smarty Grants on-line portal within thirty days (30) of the project's completion. Organisations will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.

## 10. Applicant Support

For further information or help completing online applications, please contact Council's Grants Officer on (07) 5329 6437 or [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au). Office hours are 8.30 am to 4.30 pm, Monday to Friday (excluding public holidays). If you do not have your own computer, you can use those at any of Council's libraries at no cost.

## 11. Successful Applicants

Within thirty (30) days of being advised of the success of your grant application, your organisation will be:

- Required to enter into a Funding Agreement which may include specific conditions. The agreement will contain the details on how the funding is to be spent, how Council is to be acknowledged and how the funds are to be acquitted.
- Asked to open a Creditor Account with Noosa Council. The Creditor Account application form will be provided.
- Have to invoice Council for the grant amount. The grant amount excludes GST. Invoices to Council are to conform to Australia Taxation Office instructions.
- Provide evidence that all relevant permits, licences and insurances are in place to undertake the project.