GUIDELINES

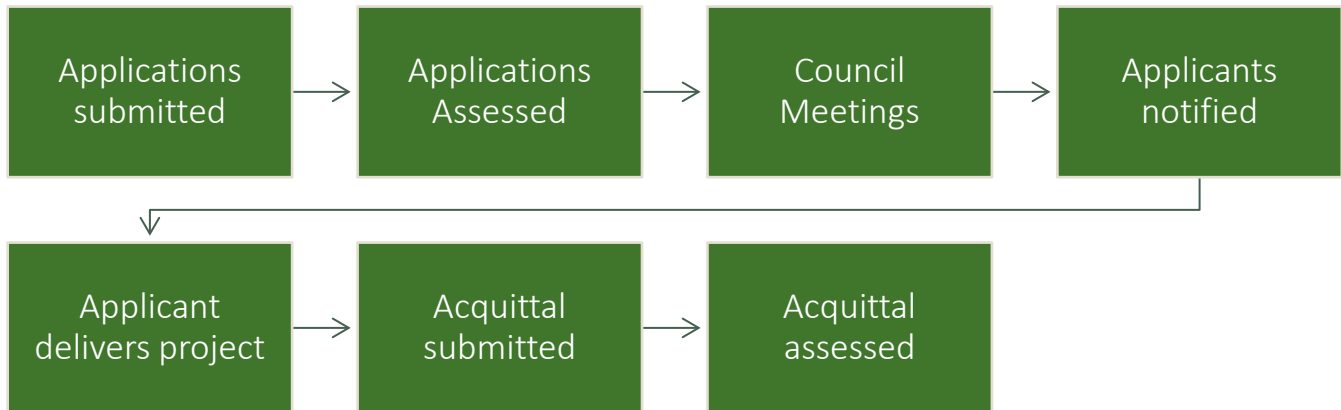## Community & Environment Project Grant Round 15

Opens 9am Wednesday 3 March 2021

Closes 12noon Wednesday 14 April, 2021

1. Grant Process

Applications submitted	→	Applications Assessed	→	Council Meetings	→	Applicants notified

Applicant delivers project	→	Acquittal submitted	→	Acquittal assessed

2. Introduction

Noosa Council's Community and Environment Grants Program is governed by Noosa Council through the Community Grants Policy and the Environment Grants Policy.

- Read these guidelines, frequently asked questions and the sample application form.
- Discuss the project with Council's Community Development or Environment Services staff to be sure the project is eligible. This is compulsory and also helps to set the applicant on the optimum path.
- The word 'project' in these guidelines, refers to an initiative, project, a program, event, equipment purchase, building works or infrastructure improvements.

3. Key dates

Round opens:	9am,Wednesday 3 March, 2021
Round closes:	12 noon, Wednesday 14 April, 2021
Announce results:	Friday 18 June, 2021
Project delivery period:	1 July, 2021 to 30 June, 2022
Acquittal due:	Within 30 days of completing project

4. 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 a 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 the applicant is not eligible they may apply under an eligible auspice (administrator). The auspice organisation will take legal and financial responsibility for the grant and the project being delivered. See the section on auspicing 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:

- Commercial businesses or business trusts
- Individuals
- Government agencies or departments of local, state or federal government
- educational, political or religious organisations, or primary health care providers, where the application is for the organisation's core business
- Parents and Friends Associations, or Parents & Citizens Associations
- Kindergartens, Pre-school and day care centres
- Not for profit organisations with a liquor-licensed supporters/associated club that commercially trades seven days a week

Auspicing

If the applicant is not eligible they may apply under the auspice of 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.

5. Eligible projects

The grant has two streams – Community or Environment.

A. Community Projects may include, but are not limited 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 for 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).

  An applicant 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
  - Bare the entire responsibility for identifying, obtaining and retaining all relevant planning and building approvals relating to the project.

B. Environment projects may include, but are not restricted to:

- Events - Community based environmental festivals or events that bring residents together (beyond the applicant organisation's membership base).

- Projects/programs – Projects, purchases of equipment or programs that address specific outcomes of the Noosa Environment Strategy or contribute to reducing the community's greenhouse gas emissions. 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.

Environment Projects need to align to at least one of the following Environment Strategies

- Ecological linkages and connecting habitat areas are improved and rehabilitated to increase landscape connectivity and species resilience.
- Community conservation partnerships on public and private land are developed to deliver successful biodiversity conservation outcomes.
- Terrestrial and aquatic ecosystems, as well as fauna and flora species, are protected from significant human impacts.
- Invasive pest species are managed strategically to reduce impacts on native species and habitats, fisheries, recreation and tourism values.
- Water quality, riparian areas and catchment health is protected and improved by partnering with landholders and stakeholders to actively manage and rehabilitate priority stream reaches.
- Aquatic biodiversity is improved through the preservation and enhancement of diverse instream, riparian and wetland habitats.
- Point source and diffuse pollution is identified and effectively managed to reduce impacts on waterways, wetlands and coasts.
- Waterways, wetlands and coastal environments are protected, managed and maintained in their natural state and are enhanced to support healthy and diverse ecosystems.
- The quality and quantity of groundwater, surface water and wastewater discharge is optimised to minimise impacts to receiving waters, aquatic ecosystems and human health.

6. 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 the applicant 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.

7. The funding cannot be used for:

- Items already funded in other Council grants
- Grant writer fees or auspice fees
- 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.

8. Application

A sample application form is available on Council's website at www.noosa.qld.gov.au/council-grants. The actual form is completed and submitted online at 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.

9. 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 may 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 to 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 $44 per hour, Volunteering Queensland).

10. 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 requires

Goods and Services Tax (GST)

- The grant amount requested must not include GST.
- The quotes provided may include GST but the actual figures recorded in the budget must have had GST deducted.
- If the applicant (or auspice organisation) is registered for GST then Council will add GST to the grant when it is paid.
- If the applicant (or 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.

11. 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.

- Capability of the organisation to deliver the project:
  A higher assessment score will be awarded if the applicant has demonstrated their ability to plan, co-ordinate 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.

12. Funding notification

The outcome of the grant round will be announced after the final decisions are made at the Ordinary Council Meeting. See Section 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 by emailing grants@noosa.qld.gov.au.

13. 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.

14. Acknowledgement

All successful applicants are required to acknowledge Noosa Council in all published material and online communications associated with the funded project.

15. 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 funded project.

Record Keeping

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.

16. Resources and Legislation

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

Information Privacy Act 2009   Local Government Act 2009

Right to Information Act 2009   Human Rights Act 2019

Auspice Facts and Agreement Format   Support for Not-for-profit groups

Community Events Calendar   Event Toolkit

17. Definition of 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	Donated materials, donated / volunteer labour Eligible – Satisfies the conditions, allowable expense
Nor for profit organisation	A community organisation that operates as a legal entity with a primary purpose of providing services to the community. An organisation is non-profit if it is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.
Funding Agreement	A legal agreement entered into by the successful applicant and Council noting the obligations of both parties.
Auspice	Auspice means that an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation. An auspicing organisation will be responsible for: • Sign-off on the funding agreement • The receipt, banking and administration of all moneys • Project monitoring and completion • Ensuring the applicant acquits the funding on time • Sign-off on the acquittal form.
Ineligible	Not allowed, legally or officially unable to be considered
A business	An organisation or enterprising entity engaged in commercial, industrial or professional activities for profit. This may be in the form of a sole trader, company or partnership. Sole trader - An individual operating as the sole person legally responsible for all aspects of the business. Company - A legal entity separate from its shareholders. Partnership - An association of people or entities running a business together, but not as a company.
Audit	Closer financial examination of an acquittal.
Auspice	An entity other than the applicant, but which takes legal and financial responsibility for all the obligations of the application, the grant and the funded project. The word is used as a noun and a verb.

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.