

# Community Grant Guidelines



# Community Grant

## Round 22 Guidelines



### Key Dates

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Round opens:	9:00am Tuesday 6 August 2024
Round closes:	12 noon Tuesday 17 September 2024
Results announced:	November 2024
Project delivery period:	1 January 2025 to 31 December 2025
Acquittal due:	Within 30 days of completing project

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# 1. Introduction

The Community Grants program is governed by Noosa Council's [Community Grants Policy](#). You must read these guidelines thoroughly to confirm your not-for-profit organisation's eligibility and to understand the application requirements and funding stages. Additionally, you are required to discuss your project with a Community Development Officer prior to applying for funding. Please call Council on 5329 6500 or email [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au) to arrange a time to speak with Council's Grants Officer.

## 2. Purpose

The purpose of the Community Grants Program is to:

- Provide financial support to not-for profit community organisations to deliver projects that meet identified community needs in an equitable, open and transparent manner
- Build community skills and resilience
- Develop and maintain sustainable community infrastructure
- Provide opportunities to leverage additional funding from other sources
- Provide opportunities to deliver projects that align with Council's strategic goals and key initiatives, as outlined in [Noosa Council Corporate Plan 2023-2028](#) and [Noosa Social Strategy](#) and any other relevant Council plans and strategies

## 3. Eligible Organisations

### 3.1. Who can apply

Not-for-profit community organisations can apply for a Community Grant provided they meet the following criteria:

- Is a legal not-for-profit entity:
  - An incorporated association
  - A company limited by guarantee
  - A non-trading/non-distributing co-operative
  - An Indigenous corporation
- Have an active ABN
- Have a bank account in the name of the legal entity
- Complies with all governance and financial requirements of the State and Commonwealth as at the closing date for the grant program
- Have appropriate insurances
- Have no debt to Council, or have an active payment arrangement with Council
- Have successfully acquitted any previous Council grants
- The project to be funded benefits the residents of the Noosa Shire

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### 3.2. Who cannot apply

- Businesses and individuals
- Business Trusts
- Government agencies or Departments of local, state or federal government
- Educational institutions
- Parents and Friends Associations, or Parents and 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 relate specifically to the organisation's core business

### 3.3. Auspicing

Not-for-profit organisations that do not meet the above eligibility criteria can apply for funding under an auspice arrangement. An eligible not-for-profit organisation can act as the auspice, meaning they take full legal and financial responsibility for the grant and the subsequent delivery of the project.

All applicants (including the auspice) must have:

- Appropriate insurances
- No debt to Council, or current payment arrangement for an existing debt
- Successfully acquitted any previous Council Grants

Applicants with auspice arrangements must provide an **Auspice Agreement**. Download the Auspice Agreement template and fact sheet [here](#).

## 4. Eligible Projects

Projects eligible for funding under the Community Grants Program include:

- **Community Events** including cultural, sports and community events/festivals that involve the Noosa community
- **Community Programs** one-off or ongoing programs facilitated by the not-for-profit organisation for the benefit of the community. Ongoing projects can be funded a maximum of three times e.g. educational programs, community gardens
- **Training** e.g. committee training, first-aid training, relevant training programs for members
- **Equipment** e.g. sports equipment (including machinery e.g. mowers, rollers etc.), computer and IT equipment, first aid equipment, canteen equipment, office equipment etc.
- **Planning** e.g. strategic planning, master planning, risk management planning etc.

Projects must occur within the Noosa Local Government Area

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## Facility Improvement Projects

- Improvement projects that include new or replacement infrastructure or maintenance of existing infrastructure. This may include lighting, shade sails, fit outs, fencing etc.
- Council will provide **funding up to 50% of the total project cost** as a co-contribution towards building works or infrastructure projects. The not-for-profit organisation's contribution can include organisation funds, funding from other grants and in-kind support
- Not-for-profit organisations applying for facility improvement projects with require the following:
  - Proof of tenure over the land and/or building
  - Permission from the landowner (if on Council land, owner's consent is required – see the Noosa Council [Owner's Consent and New Works Form](#);
  - Bear the entire responsibility for identifying, obtaining and retaining all relevant planning and building approvals relating to the project

Projects must occur within the Noosa Local Government Area

## 5. Ineligible Projects

- 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 demonstrate significant benefit to Noosa residents
- Items or services purchased or any project activities which happen outside the project delivery period
- Projects or events that occur outside the Noosa Local Government Area
- Any project that is currently funded by another Noosa Council grant program

The funding cannot be used for:

- Items already funded by 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
- Staff expenses including wages, events and uniforms (facilitators cost to deliver a project are eligible)
- Gifts, prize money, prizes or trophies
- Ongoing operational or recurrent costs including but not limited to 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)

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- Sponsorship or donations to other organisations

## 6. How much funding is available

The minimum grant amount is \$1,000 and maximum grant amount is \$30,000. Successful projects are funded from Council's annual grants program budget.

Funding is competitive and Council cannot approve all requests for financial support. In some cases, only part of the funding amount may be offered to an applicant. Applicants need to demonstrate their capacity to deliver their project if the full funding amount was not granted.

Any changes to the program will be communicated prior to the commencement of a funding round.

## 7. Application Requirements

Not-for-profit organisations are required to submit an application through [SmartyGrants](#), Council's online grant application portal. Applicants must provide all required information in the application form to be considered for funding. **Late or incomplete applications will not be considered.**

For an application to be eligible, the following must be included as part of the application:

- Project budget
  - The budget must balance – the total income relating to the project must equal the total expenditure on the project
  - The budget must include the supplier's name and a description of the items to be funded
  - All facility improvement 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
  - Applicants can contribute to their project through in-kind support. This may include grants from other funding bodies, sponsorships, donations of cash, materials or expertise, and volunteer labour
  - Proof of in-kind support (other than volunteer hours) is required
- Quotes
  - Written quotes are required for any budget item over \$1,000
  - For budget items between \$1,000 and \$7,500 one written quotation is required
  - For budget items over \$7,500 two written quotations are required

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## 7.1. Goods and Services Tax (GST)

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.

### **For an Organisation Not Registered for GST:**

The GST amount will not be itemised separately in the grant funds. The organisation will use the total amount of the grant funding to pay for the items listed in their budget, including the GST charged by suppliers. This way, the organisation has the funds necessary to cover the GST without having to pay it out of their own pocket.

### **For an Organisation Registered for GST:**

The GST amount is itemised and included in the total grant funds paid. The organisation will use the total amount of grant funding to pay for the items listed in their budget, including the GST charged by suppliers. The organisation can then claim the GST back from the Australian Taxation Office (ATO) as they are GST registered.

For more information on GST, refer to the [Australian Taxation Office website](#).

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## 8. Assessment Criteria

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

### Demonstrated need for the project:

Applications must clearly demonstrate the need for the project. This may include describing the issue/s or gaps in service delivery the funded project will help address. Where possible, include data to validate your response e.g. membership numbers, event attendance, number of people who access your facilities annually.

### Benefit to the organisation and the wider community:

Applicants must clearly demonstrate how the project will benefit their organisation and the wider community. For example, providing first aid training upskills volunteers, providing a safer and more attractive organisation for the wider community. Where a project might benefit multiple organisations, applicants should provide detail on those organisations and how they might benefit from the project.

### Alignment to Council's strategic goals and identified key initiatives:

The [Noosa Council Corporate Plan 2023-2028](#) outlines Council's mission, goals and objectives for the region over the next five years. The plan provides Council's strategic direction and informs how Council prioritises and budgets for projects within the community. It is essential therefore that the projects funded under the Community Grants program align with the Corporate Plan.

The [Noosa Social Strategy](#) provides a framework to continue to improve community wellbeing and cohesiveness while addressing the region's social opportunities and challenges. The plan outlines four strategic themes that are Council's long-term goals. Projects funded under the Community Grants program should address the one or more of the strategic themes.

The [Noosa Sport and Active Recreation Plan 2018](#) provides a clear direction for the future development of sport and recreation in the Noosa region. Sport and recreation projects to be funded under the Community Grants program should align with the plan's recommendations.

### Alignment to the organisation's strategic goals:

Where possible, applicants should demonstrate how the project addresses identified strategic goals and priorities of their organisation. Applicants can include references to projects or priorities in their own planning documents e.g. Strategic Plans, Master Plans, Development Plans

### Contributions, financial or in-kind, toward the project:

Provide detail of any in-kind support your organisation is contributing to the project. This could include organisation funds, other grant funding, volunteer time or donated materials. To determine the value of volunteer contributions, please visit The Centre for Volunteering's [Cost of Volunteering Calculator](#). Applicants are required to provide proof of in-kind contributions other than volunteer hours.

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## 9. Grant Assessment Process

The following table outlines the grant assessment process:

STAGE	ACTIVITIES
<b>Stage 1 – Grant Round Opens</b>	Access to the application form on SmartyGrants is available from 9am on the day the grant round opens.
<b>Stage 2 – Grant Round Closes</b>	Applications close at 12 noon on the day the grant round closes. Applications submitted after this time will not be accepted.
<b>Stage 3 – Pre-Assessment</b>	Council's Grant Officer assesses the eligibility of each application. Applications that are not properly completed, or do not include the required supporting evidence or attachments will be deemed ineligible and will not move to the next stage.
<b>Stage 4 – Allocation of Submissions for Review</b>	The Grants Officer allocates each eligible application to a Council staff member whose experience aligns with the requested funding project.
<b>Stage 5 – Assessment</b>	An additional assessment is then completed by a Council staff member whose experience does not align with the requested funding project.
<b>Stage 6 – Departmental Feedback</b>	Applications are then sent for feedback from relevant Council departments. For example, projects that require permits or approvals may need to be sent to Council's planning, property and/or heritage departments for further feedback.
<b>Stage 7 – Moderators Meeting</b>	Applications are presented to a panel of senior staff who consider all assessment feedback. The panel then makes recommendations on successful projects and funding amounts for consideration by Council.
<b>Stage 8 – Councillor Workshop</b>	A report is presented to Councillors for their consideration prior to the Ordinary Meeting.
<b>Stage 9 – Ordinary Meeting</b>	An Ordinary Meeting of Councillors is held to approve projects to be funded.
<b>Stage 10 – Notification</b>	Applicants are notified of the outcome of their applications via email on the day after the Council Meeting. A list of successful projects is also published on Council's website.

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## 10. Outcome Notification

All applicants are notified of the outcome of their application by email. A list of successful projects is also published on Council's website.

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

Council **will not** enter into discussions with organisations regarding the outcome of their applications prior to the funding announcement being made.

## 11. Successful applicants

Successful applicants will be sent a Funding Agreement and instructions on how to claim their grant funds.

Council may impose special conditions on any successful grant applicant. These special conditions need to be met either before funding is received, or during the project/before the funding is acquitted. Applicants will be notified if their funding is subject to special conditions.

If the applicant is being auspiced, the Funding Agreement and instructions will be sent to the auspice organisation. All grant funds will be paid to the auspice organisation.

Grant funds will not be released until the Funding Agreement is completed and signed.

**Funded projects cannot commence until the completed Funding Agreement is received.**

## 12. Acknowledgement

All successful applicants are required to acknowledge Council's contribution to their funded project. Funded organisations are required to provide two examples of acknowledgement as part of the acquittal process.

Noosa Council looks to actively promote the outcomes and accomplishments of grant funded projects and may produce communications featuring the project.

Applicants are expected to acknowledge assistance from Noosa Council in media releases and promotional material, using Council's logo and the words 'Proudly supported by Noosa Council'. Examples of ways to acknowledge Council's contribution include in social media, newsletters, media releases, signage, website etc.

Further information on how to acknowledge Council and to download Council's logos can be found at [noosa.qld.gov.au/community/grants/council-grants/funding-acknowledgement](http://noosa.qld.gov.au/community/grants/council-grants/funding-acknowledgement)

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## 13. Project reporting and acquittal

All successful applicants must provide a financial acquittal within 30 days of the funded project's completion. Additional reporting and acquittal requirements, including proof of acknowledgement and any special conditions, will be outlined in each applicant's Funding Agreement.

All applicants must maintain accurate financial and progress records relating to the delivery of the project during the funding period. Acquittals may be subject to an audit by Council, therefore 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 [here](#)

## 14. Variations to Project Scope and Timing

Organisations must notify Council immediately if there are any changes to the project within the funding period. Please contact Council's Grants Officer on 07 5329 6437 if a variation is required. Council will assess the variation request and notify the applicant of the outcome.

## 15. Applicant support

For further information or assistance with your application, contact Council's Grants Officer on 07 5329 6437 or [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au)

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## 16. Resources

### 16.1. Relevant Plans and Strategies

Councils adopted strategic documents can be [found here](#).

### 16.2. Definition of terms

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<b>Audit</b>	Closer financial examination of an acquittal to ensure that grant funds are expended correctly.
<b>Auspice (arrangement)</b>	An auspice arrangement is when an eligible organisation assists an ineligible organisation to apply, deliver and acquit grant funding.
<b>Auspice (organisation)</b>	<p>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. An auspicing organisation is responsible for:</p> <ul style="list-style-type: none"><li>• sign-off on the funding agreement</li><li>• the receipt, banking and administration of all monies</li><li>• project monitoring and completion</li><li>• ensuring the applicant acquits the funding on time</li><li>• sign-off on the acquittal form</li></ul>
<b>A business</b>	A business is defined as 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).
<b>Confirmed funding</b>	Another source of grant funding already approved, or cash at bank etc.
<b>Eligible</b>	Satisfies the conditions, allowable expense
<b>Funding Agreement</b>	A legal agreement entered into by the successful applicant and Council noting the obligations of both parties.
<b>Ineligible</b>	Not allowed, legally or officially unable to be considered

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<b>In-kind</b>	Donation or provision of goods or services other than cash contributions e.g. donated materials, volunteer labour
<b>Not for profit organisation</b>	A community organisation that operates as an incorporated organisation (as defined above) with a primary purpose of providing services to the community and is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.
<b>Project</b>	The term 'project' in these guidelines refers to any initiative, program, event, equipment purchase or facility improvement project that your not-for-profit organisation is seeking funding for.
<b>Unconfirmed funding</b>	Another source of funding not yet approved or raised

### 16.3. Legislation

Information Privacy Act 2009

Local Government Act 2009

Right to Information Act 2009

Human Rights Act 2019

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