

Community Project Grant Guidelines

Community Project Grant Round 24 Guidelines



Key Dates

Round opens:	9:00am Monday 9 February 2026
Round closes:	Monday 23 March 2026
Results announced:	18 June 2026
Project delivery period:	1 July 2026 to 31 August 2027
Acquittal due:	Within 30 days of completing project

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1. Introduction

The Community Project Grant 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 the relevant Council officer prior to applying for funding (e.g. Community Development/Sports Liaison/ Cultural Development/ Environmental Officer). Please call 5329 6433 or email grants@noosa.qld.gov.au and Council's Grants Officer will arrange a time to speak with the relevant officer.

Subscribe to our [Community Connections eNews](#) to stay informed about upcoming internal and external grants, as well as other funding and training opportunities.

2. Purpose

The Community Project Grant Program aims 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 connection, 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. How much funding is available

The minimum grant request is **\$1,000 and the maximum is \$30,000 for facility development only, with community events, equipment purchases and programs capped at \$20,000**. Funding availability is contingent upon the annual Council Budget.

Applicants should note that while they may request up to the maximum amount, Council expects requests to be proportionate to the demonstrated need, supported by clear justification, and reflective of what is reasonably required to deliver the intended community outcome. Council may award partial funding where appropriate.

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4. Eligibility

4.1. 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 registered in the name of the organisation
- Have a bank account registered in the name of the organisation
- 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

4.2. Who cannot apply

- Individuals
- Commercial businesses and enterprises
- Local, State or Federal Government agencies/departments
- Foreign entities, such as charity formed or incorporated outside of Australia, even if it is registered to carry on business in Australia
- Political organisations

4.3. 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.

Ineligible entities listed in Section 4.2 cannot use an auspice arrangement to circumvent eligibility requirements.

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

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

4.4. Eligible Projects and Application Requirements

Not-for-profit organisations are required to apply through [SmartyGrants](#), Council's online grant application portal. Applicants are encouraged to create their account using a generic organisation email address and the organisation name as the username. This helps maintain continuity if there are changes in personnel, such as staff, committee members or volunteers.

Applicants must provide all required information in the application form to be considered for funding. Late or incomplete applications will not be accepted unless approved by the Community Connection Manager because of exceptional circumstances.

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

- Projects must benefit the residents who reside in the Noosa Shire
- 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 suppliers' names and a description of each item to be funded
- Co-Contributions
 - Facility Improvement Projects must have at least a 50% co-contribution to the total project cost, with Council contributing a maximum of 50% of the total project cost, up to \$30,000.
 - All other grant categories require a minimum 20% co-contribution from the applicant organisation, with Council contributing a maximum of 80% of the total project cost.
 - Co-contributions can be through cash, external sources and/or in-kind support. This may include grants from other funding bodies, sponsorships, donations of cash, materials or expertise, and volunteer labour. Volunteer labour can be valued at \$46 per hour for non-skilled labour, and relevant professional rates for skilled labour. A calculation breakdown is required.
 - Proof of in-kind support (other than volunteer hours) is required. Unconfirmed funding will be accepted.
- 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

Funding categories and conditions are as follows:

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Community Events

Events, festivals and community celebrations that activate spaces, encourage participation and foster community pride.

Amount	Maximum grant amount: \$20,000
Co-Contribution	Council contribution: Maximum 80% of program cost Applicant contribution: Minimum 20% of program cost* *Includes cash, external sources and in-kind support
Required Support Material	<ul style="list-style-type: none">• Draft Event Plan/ program• Evidence of co-contribution (excluding volunteer hours)
Council Event Permit Submission requirements (as relevant)	<ul style="list-style-type: none">• Low impact event - six (6) weeks prior to the event, and prior to any advertising or promotion.• High impact event - four (4) months prior to the event and prior to any advertising or promotions. Please note if the event requires a Traffic Management Plan it is considered a High Impact Event.
Insurance	<ul style="list-style-type: none">• Public Liability Insurance- The Certificate of Currency must be registered in the name of the Applicant with the minimum level of cover of \$20,000,000. Please note if successful with the grant application, The Certificate of Currency must cover the scope of the entire event and Noosa Council must be listed as an interested party.
Additional Information	All events must comply with the following Council requirements (as relevant): <ul style="list-style-type: none">• Noosa Council's Events Policy• Temporary Event Application• Sustainable Event Guidelines

Equipment

Equipment that supports delivery of community services, improves safety or enhances organisational capability.

Amount	Maximum grant amount: \$20,000
Co-contribution	Council contribution: Maximum 80% of program cost Applicant contribution: Minimum 20% of program cost* *Includes cash, external sources and in-kind support
Required Support Material	Evidence of co-contribution (excluding volunteer hours)

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Community Programs

One off or ongoing programs that demonstrably benefit the community, increase participation, develop skills or improve social connection. This can include training or planning initiatives to support organisational growth.

Amount	Maximum grant amount: \$20,000
Co-contribution	Council contribution: Maximum 80% of program cost Applicant contribution: Minimum 20% of program cost* *Includes cash, external sources and in-kind support
Required Support Material	<ul style="list-style-type: none">• Program outline• Evidence of co-contribution (excluding volunteer hours)• (If applicable) Fixed Term Contract that specifies the funding will be allocated for wages associated with the specific program only.
Insurance	You may need one or more of the following, depending on your program: <ul style="list-style-type: none">• Public Liability Insurance• Professional Indemnity Insurance• Building Insurance• Contents Insurance Please note: Successful applicants must ensure contractors hold their own insurances
Additional Information	<ul style="list-style-type: none">• Internal wages may be funded where they relate directly to the delivery of the program and are not part of ongoing operational costs. Outcomes must be clearly evidenced in both the application and acquittal.• Ongoing programs can be funded a maximum of three times

Facility Development

Upgrades, new works or essential improvements to community facilities.

Amount	Maximum grant amount: \$30,000
Co-contribution	Council contribution: Maximum 50% of project cost Applicant contribution: Minimum 50% of project cost* *Includes cash, external sources and in-kind support
Required Support Material and conditions	<ul style="list-style-type: none">• Project plan/scope• Risk management plan• Proof of tenure over the land and/or building

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	<ul style="list-style-type: none"> • Permission from the landowner (Council, State or Freehold/Private Owned) • Applicants bear the entire responsibility for identifying, obtaining and retaining all relevant planning and building approvals relating to the project • Applicants must liaise with Council prior to applying and remain in touch during the process
Insurance	<p>Please provide copies of the following:</p> <ul style="list-style-type: none"> • Public Liability Insurance • Building Insurance (when not located on Council land) <p>Please note: Successful applicants must ensure contractors hold their own insurances</p>
Additional Information	<p>All facility development on Council land must comply with the following requirements:</p> <ul style="list-style-type: none"> • Owner's Consent Form • Community Infrastructure Process

4.5. Ineligible Projects

- Religious or political activities
- Medical or primary health care
- Core educational curriculum activities
- Payment of debt
- Commercial ventures or activities generating private profit
- Projects which intend to gift, sponsor or grant the money to another person or entity
- Items or services purchased, or any project activities delivered prior to notification of the grant outcome
- Any project conducted for the purpose of raising charitable funds for a third party
- Projects or events that don't benefit residents of the Noosa Shire
- Any project that is currently funded by another Noosa Council grant or sponsorship program

The funding cannot be used for:

- Grant writer fees or auspice fees
- Contingency costs
- Domestic or overseas travel costs
- Purchase of equipment/service that benefits an individual
- Staff expenses including ongoing wages.
- Ongoing operational or recurrent costs including but not limited to rent or lease costs, fuel, bank or accounting fees

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- Administration expenses such as stationery, postage and office supplies
- General catering or hospitality costs for events, functions, or meetings. Note: Consumables (including food ingredients) may be funded only when they are an essential component of a program or activity that delivers direct community benefit

5. Goods and Services Tax (GST)

For an Organisation Not Registered for GST:

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 organisation will use the total amount of grant funding to pay for the items listed in their budget, excluding the GST charged by suppliers. The organisation can then claim the GST back from the Australian Taxation Office (ATO) as they are GST registered. **If successful, applicants must then submit a tax invoice for the awarded grant funding plus 10% GST.**

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

6. Assessment Criteria

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

1. Demonstrated need for the project:

This must be addressed by:

- Clearly explaining the issue/s or gaps in service delivery the funded project will help address
- Including data to validate the response e.g. membership numbers, event attendance, number of people who access your facilities annually.

2. Benefit to the organisation:

This can be demonstrated by providing specific examples that explain how the project:

- Strengthens the organisation's capacity, sustainability, or ability to deliver services, with benefits that continue beyond the life of the grant (e.g., lasting resources, skills, partnerships).
- Aligns with the organisation's strategic goals and priorities, referencing relevant planning documents such as Strategic Plans, Master Plans, or Development Plans.

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3. Benefit to the community:

This can be demonstrated by providing specific examples that explain how:

- the project creates opportunities, services, or outcomes that extend beyond the organisation to benefit the Noosa Community and/or other organisations
- the project will engage diverse groups, improve accessibility, or foster community.

4. Alignment to Council's strategic goals:

Describe how the project aligns with two of the most relevant themes listed below. Please click on each document to read more about each theme.

[Noosa Council Corporate Plan 2023-2028](#)

- Environment
- Liveability
- Prosperity
- Future
- Excellence

[Noosa Sport and Active Recreation Plan 2018](#)

- Participation
- Quality Outcomes
- Choice
- Efficiency
- Environmentally Responsible

[Noosa Social Strategy](#)

- Cohesive and resilient communities
- Active and healthy communities
- Accessible, diverse and affordable communities
- Creative and informed communities.

[Noosa Cultural Plan 2025-2030](#)

- Valuing our history and heritage
- Enabling inclusion and access
- Championing our creative community
- Activating our places and spaces
- Engaging our community and visitors

5. Justification for external funding requirement:

Applicants must demonstrate:

- that the proposed project represents an effective use of public funds. This includes showing that the expenditure is realistic and can be completed within the funding delivery period.
- why the funding is needed at this time and why the cost cannot be covered through the organisation's existing resources.
- (If applicable), how Council funding can help leverage additional funding from other sources.

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7. Grant Assessment Process

The following table outlines the grant assessment process:

STAGE	ACTIVITIES
Stage 0 - Planning	Discuss your proposed application with a Community Development, Cultural Development or Sport Liaison Officer to be investment ready.
Stage 1 - Round Opens	Access to the application form on SmartyGrants is available from 9am on the day the grant round opens.
Stage 2 - Round Closes	Applications close at 12 noon on the day the grant round closes. Applications submitted after this time will not be accepted.
Stage 3 - Pre-Assessment	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.
Stage 4 - Assessment	The Grants Officer allocates each eligible application to 1 Council staff member whose experience aligns with the requested funding project, and 1 whose experience does not align.
Stage 5 - Departmental Feedback	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.
Stage 6 - Moderators Meeting	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.
Stage 7 - Councillor Workshop	A report is presented to Councillors for their consideration prior to the Ordinary Meeting.
Stage 8 - Ordinary Meeting	An Ordinary Meeting of Councillors is held to approve projects to be funded.
Stage 9 - Notification	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.
Stage 10 - Funding Agreement	Funding agreements are sent out via SmartyGrants. These must be submitted, addressing all special conditions within 2 weeks of receiving it.
Stage 11 - Acquittal	Applicants must provide an acquittal within thirty (30) days of the funded project's completion. Please see Section 11 for more information.

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8. 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 further feedback on their application by emailing 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.

9. 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 by Council.

10. Acknowledgement

All successful applicants are required to acknowledge Council's contribution to their funded project. Funded organisations are required to provide ***at least three high-resolution photos (where possible) of their project and two examples of acknowledging Council as part of the acquittal process.***

Noosa Council looks to actively promote the outcomes and accomplishments of grant funded projects and may use these photos to 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 [Funding Acknowledgement | Noosa Shire Council](#).

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11. 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.

12. Variations to Project Scope and Timing

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

13. Applicant support

For further information or assistance with your application, contact Council's Grants Officer on 07 5329 6433 or grants@noosa.qld.gov.au.

14. Resources

14.1. Relevant Plans and Strategies

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

14.2. Definition of terms

Acquittal	The process by which a recipient provides written proof that grant funds were used according to the funding agreement, ensuring efficient and effective use or demonstrating community value.
Audit	Closer financial examination of an acquittal to ensure that grant funds are expended correctly.
Auspice	An organisation that takes responsibility for ensuring grant funds are used as specified, including signing the funding agreement, managing funds, overseeing the project, and ensuring timely acquittal.
A business	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).
Confirmed funding	Another source of grant funding already approved, or cash at bank etc.
Eligible	Satisfies the conditions, allowable expense
Funding Agreement	A legal agreement entered into by the successful applicant and Council noting the obligations of both parties.
High Resolution photo	An image with a higher concentration of pixels, resulting in better quality and clarity. Typically, 300 PPI (pixels per inch) or more, with dimensions ranging from 2,000 x 2,000 pixels to 5,000 x 5,000 pixels.
Ineligible	Not allowed, legally or officially unable to be considered
In-kind	Donation or provision of goods or services other than cash contributions e.g. donated materials, volunteer labour
Not for profit community organisation	An incorporated organisation focused on providing community services, operating without direct or indirect profit for its members, both during operations and upon winding up.
Project	The term 'project' in these guidelines refers to projects, programs, events, equipment purchases and building/ground works that your not-for-profit organisation is seeking funding for.
Unconfirmed funding	Another source of funding not yet approved or raised

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14.3. Legislation

The guidelines are governed by the following legislative Acts relevant to privacy, transparency, governance, and human rights in Queensland:

- Local Government Regulation 2012
- Local Government Act 2009
- Statutory Bodies Financial Arrangements Act 1982
- Integrity Act 2009
- Public Sector Ethics Act 1994
- Public Records Act 2023
- Right to Information Act 2009

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