

# Community Grants Program Guidelines

These guidelines should be read with council's 1004 Community Grants Policy. You can view these documents at [www.northburnett.qld.gov.au/grants](http://www.northburnett.qld.gov.au/grants)

Council will partner with, enable and build the capacity of community organisations to celebrate our diversity and culture and improve quality of life across our region.

Council recognises the vital contribution that community organisations make to the economic, environmental, social and cultural wellbeing of the North Burnett region. Through the provision of community grants (subject to budget allocations), Council is committed to supporting community initiatives that align with Council's corporate priorities and demonstrate a purpose that is in the interest of the North Burnett community.

The Community Grants Program supports projects that contribute to the delivery of council's corporate priorities. The Program aims to acknowledge and strengthen the valuable contribution that community groups and their volunteers make towards the community.

The grants program aims to provide limited financial assistance in relation to development of program, project and/or activity, and is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to part fund a grant application.

- Only one application will be accepted from each group/organisation per funding round.
- Where appropriate, arts and cultural projects should apply to the Regional Arts Development Fund (RADF) program. <https://www.northburnett.qld.gov.au/radf/> applications are to be submitted for consideration through SmartyGrants.

## Grant Types

Grant type	Applicant Type	Outcome timeframes	Amount
Emerging/Major Events	Community group	Annual Program/2 rounds per year 6 weeks from closing date	Up to \$5,000
Community Events/Projects	Community group		Up to \$1,000
School Bursary	Schools	Annual Program, no formal application process	Up to \$150 per school
Individual Development	Individual	Re-occurring Program Applications assessed every two months. Notification within two weeks of assessment.	Up to \$750 per individual

**Key priority** is given to events or projects that:

- demonstrate the ability to become self-sustainable and utilise council's grant funds as seed funding only
- increase the self-sufficiency of community organisations
- build skills, capability and governance within groups
- demonstrate collaboration and partnerships

**High priority** is also given to applications that demonstrate evidence of:

- procuring from local businesses and social enterprises
- evidence that the organisation has inclusive participation practices
- demonstrating a commitment to sound environmental practices.

### **Lessened priority**

To encourage the journey to sustainable and self-funded events, lessened priority is given to:

- applicants who have been awarded a council Community grant within the previous 12 months
- events that have previously been awarded a council Community grant.

### **Assessment Criteria**

Community grant applications will be assessed using the following criteria:

- Evidence the organisation is working towards or maintaining self-sufficiency, council looks to support a seed – funding model, in which an organisation can demonstrate how the event or project will achieve self-sustainability without the need for ongoing financial support.
- Level of funding contributed by the applicant and/or others towards the project
- Community need for the project or activity, evidence of a broad community interest and support
- Demonstrated benefit to the people of the North Burnett local government area
- Consideration of key priority projects and applications
- Demonstrated evidence of community engagement, collaboration, and the formation of partnerships
- Capacity of the applicant to:
  - provide a balanced, realistic and complete project budget
  - successfully complete the project as outlined
  - ensure alignment with the program intent
- Strength of alignment with council's corporate priorities as described in current council strategies, plans or policies

### **Categories**

Applications for Community grants must align to one of the below grant types:

- *Emerging and Major Events*
- *Community Events and Projects*
- *School Bursary*
- *Individual Development*

## Emerging and Major Events

Projects that support sustainable regional level events that significantly benefit the local economy through the attraction of visitors from outside the region whilst celebrating the regions unique culture, natural beauty and industry.

### Who can apply?

Community organisations – not-for-profit, as defined under the Community Grants Policy.

If a community organisation is not a legally defined not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspiced and administered by such a group. Applicants may submit only one grant application per round.

### Category priorities (address one or more):

- take place within the North Burnett region and promote a vibrant, diverse and fun place to live and visit
- demonstrates a high probability of the project becoming self-sufficient and sustainable into the future
- presents multiple and diverse funding streams and support, financial or in-kind, from a range of stakeholders and other partnerships
- embraces a broad range of community, including participation by diverse age, ethnicity and interest groups
- support and build capacity of local event management talent and suppliers
- demonstrate sound event management principles and planning
- contribute to local economy by planning events which attract a broad range of patrons and participants from outside and across the region

### Ineligible Items

The following items are not eligible:

- purchase of catering, hospitality, food and beverages
- purchase of merchandise, trophies and prizes.

### Conditions

- Council may provide up to \$5,000 of cash and/or in-kind support to approved events
- Recipients shall
  - have no outstanding debt to council
  - match the value of any contribution from council
  - acknowledge council's contribution through appropriate media coverage, banners, council logo on a website, brochures, letters or signs, public acknowledgement at an opening or launch
  - provide an outcome report acquitting the grant amount provided by council
  - variations to grants agreements can be requested for postponements

- refund all funds to council in the instance that the event is cancelled
- not utilise the major events grant to promote any political agenda

*Note: To be eligible for funding in this category, events must be scheduled to take place after notification of funding outcomes.*

## Community Events

Projects that support sustainable community and reflect cultural values, diversity and the lifestyle of our communities.

### Who can apply?

Community organisations – not-for-profit, as defined under the Community Grants Policy.

If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspiced and administered by such a group.

Applicants may submit only one grant application per round.

### **Category priorities** (address one or more):

- take place in the North Burnett region and promote a vibrant, diverse and fun place to live
- support and build capacity of local event management talent and suppliers
- demonstrate sound event management principles and planning
- contribute to local economy by planning events which attract a broad range of patrons and participants from across the region
- contribute to building strong communities - inclusive, connected, engaged, healthy and active
- encourage participation and attendance of a broad variety of community members
- celebrate and contribute to our lifestyle, environment and culture.

### **Ineligible Items**

The following are not eligible:

- celebration or competition activities and events where attendance is limited to individual organisations or their members
- judging or adjudication fees
- uniforms
- purchase of catering, hospitality, food and beverages
- purchase of merchandise, trophies and prizes.

### **Conditions**

- Council may provide up to \$1000 of cash and/or in-kind support to approved events
- Recipients shall
  - have no outstanding debt to council
  - acknowledge council's contribution through appropriate media coverage, banners, council logo on a website, brochures, letters or signs, public acknowledgement at an opening or launch
  - provide an outcome report acquitting the grant amount provided by council
  - variations to grants agreements can be requested for postponements
  - refund all funds to council in the instance that the event is cancelled
  - not utilise the community events grant to promote any political agenda

*Note: To be eligible for funding in this category, events must be scheduled to take place after notification of funding outcomes.*

## Community Projects

Infrastructure projects that involve the development, maintenance or improvement of buildings or land that contribute to providing a safe, accessible and inclusive community facility.

### Who can apply?

Community organisations – not-for-profit as defined under the Community Grants Policy.

If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspiced and administered by such a group.

Applicants may submit only one grant application per round.

This category supports facilities that contribute to the development of one or more of the following:

- a positive sense of community
- a creative and artistic region
- healthy communities and active lifestyles
- safe and inclusive communities

### **Category priorities** (must address all):

- Provide well maintained and accessible community facilities which enable opportunities for social interaction
- Adhere to the principles of access and equity
- Support volunteer groups who use the facility
- Provide benefit to multiple user groups
- Improve the sustainability of community organisations
- Address issues of risk management or compliance with Australian Standards
- Plan to meet the ongoing maintenance and upkeep costs of the finished project

### **Conditions**

- Council may provide up to \$1000 of cash or in-kind support to approved events
- Recipients shall
  - have no outstanding debt to council
  - acknowledge council's contribution through appropriate media coverage, banners, council logo on a website, brochures, letters or signs, public acknowledgement at an opening or launch
  - provide an outcome report acquitting the grant amount provided by council
  - variations to grants agreements can be requested for postponements
  - refund all funds to council in the instance that the project is cancelled
  - not utilise the community events grant to promote any political agenda

## School Bursary Grants

Up to \$150 is available to support North Burnett local government area schools at their annual awards nights.

## Who is eligible?

Educational institutions located in the North Burnett Regional Council Local Government Area that have an active enrolment as at 1 July each year.

Funding available:

- \$150 – School encompassing both primary and secondary year levels (e.g. P-10 and P-12)
- \$100 – School encompassing only secondary schooling (e.g. 7-10 and 7-12)
- \$50 – School encompassing only primary schooling (e.g. P-6)

Schools are not required to apply for this funding. Pending budget allocations, Council will contact schools after 1 July each year to organise the contribution with operating schools.

## Individual Development Grants

Individual development grants are available to support North Burnett local government area residents who are representing their communities and region at state, national and international events by participating, exhibiting or performing.

Individuals must be selected by a recognised national body and provide a letter of selection.

Funding will assist with expenses incurred whilst attending an activity e.g. travel, accommodation, entry fee and registration.

Applications are to be submitted post event as a reimbursement.

An application may be funded prior to an event in extenuating circumstances.

## Who can apply?

Individuals who meet all of the following criteria:

- reside within or demonstrates a strong link to the North Burnett Regional Council Local Government Area, or can demonstrate that the project or program will benefit residents of the North Burnett Regional Council Area
- are representing the region by performing, competing or presenting at national or international competitions, conferences or events
- can show evidence around selection/qualification for the event
- have no debt to Council, or have entered into scheduled payment arrangements with Council which are being adhered to and/or have met acquittal conditions of previous Council funding

In addition to the above, applicants for sporting events must be:

- competing in official national and international championships, recognised by a National Sporting Organisation (NSO) that is endorsed by the Australian Sports Commission
- selected for an official Regional, Queensland or Australian team, endorsed by the relevant National Sporting Organisation (NSO).

*Note: Individuals must be invited/selected or have qualified for an event.*

## Fund amounts:

- Attending a state event as part of a regional level team - \$250

- Attending a national event as part of a state level team - \$500
- Attending an international event as part of a national team - \$750

*Note: Should a team of individuals apply, the level of support would be considered depending upon budgetary restrictions and the selection of that team.*

For non-sporting applications, the assessment panel will confirm the status of the selecting body.

In the event of injury or non-participation in the event for which the funds were granted, the funded amount must be returned to council.

## A Note: In Kind Support

Council's assistance to Community organisations forms a fundamental element to the existence of many culturally and socially beneficial activities. The North Burnett region benefits from an abundance of such organisations, which rely greatly on volunteer capability to deliver programs.

Council's fee and charges schedule provides reduced hire fees for community organisations to assist with the reduction of costs.

Council needs to receive applications in one of the 2 rounds advertised each year. Community organisations need to plan ahead to ensure these applications are lodged and funding notification is received prior to your event.

Support that may be provided:

- Provision of bins and waiver of collection fees, if collection of bins is in line with council's waste collection schedule (these bins will be delivered and collected by Council staff)
- Use of tables and chairs
- Signage, traffic control equipment, safety bunting (where possible and available. The community group is responsible for traffic management company, etc)

Support that will not be provided:

- General labour provided by council staff (including delivery of equipment, set up and cleaning)
- Use of large plant and plant operator/s (including graders, mowers and water trucks)
- Marquees
- Waiver of building development fees
- Photocopying (not for profit rates are available as per Council's Fees and Charges)
- Portable toilets
- Waiver of facility hire fees (not for profit rates are available as per Council's Fees and Charges)

These items are required in Council's day to day operations and are unable to be taken away from their core work duties.

It is the responsibility of the applicant to arrange for collection and return of all items at their own cost.

Waiver of fees does not include bond fees/deposit. A refundable bond/deposit will apply for any items

on loan/hire as per the adopted fees and charges. The bond/deposit will be refunded following the return of the equipment in good order.

Fees for other forms of support may be waived or provided at cost with the submission of an application only in exceptional circumstances.

## **Information for Grant Applicants**

### **Application**

Application forms are available on council's website and must be submitted online.

The delivery of the Community Grants Program is subject to annual budget allocations.

### **Assessment**

Grants are assessed by panels.

In some instances, part-funding may be offered.

Panel recommendations for Major Events, Community Events and Community Projects are reported to council for endorsement.

Panel recommendations for School Bursary and Individual Development grants are reported to the CEO or delegate for endorsement.

### **Funding decisions**

Funding decisions under this policy are endorsed by Council, CEO or delegate, dependant on the funding program, as set out in the supporting guidelines. Decisions cannot be appealed.

### **Payment**

Grants program funds must be claimed within three months of notification, except where an extension has been granted.

If the applicant is being auspiced, payment will be made to the auspicing organisation.

### **Acknowledgement**

As a condition of funding, successful applicants are required to actively and publicly acknowledge council's support. The level of acknowledgement is determined by the amount funded and outlined in the funding program agreement.

In addition, funding recipients must also ensure that council's positive reputation is maintained at all times.

### **Acquittal**

All community grants approved funding of more than \$1,000 must be acquitted

Organisations will not be considered for further grant funding from council if previous grant acquittal conditions have not been met.



## Conflict of interest

All Council officers, delegates and Councillors are responsible for recognising and declaring any actual, potential or perceived conflicts of interest with respect to any grant's application. This may include, but is not limited to, personal connections with the applicant.

Anyone having a determined conflict of interest is not to debate or be involved in any discussions on any matter relating to the specific applicant or application.

## Applicant Support

Community Development Officers can assist community groups in the online submission of their applications if required.

For further information and assistance, visit council's website, [www.northburnett.qld.gov.au/grants](http://www.northburnett.qld.gov.au/grants) or contact us on:

- 1300 696 272
- [admin@northburnett.qld.gov.au](mailto:admin@northburnett.qld.gov.au)

*If you do not have your own computer, you can access a computer at any of council's libraries at no cost.*