

# Community Development Grants Program 2021/2022 Guidelines



## ABOUT THE PROGRAM

Through the Community Development Grants program, Council provides financial assistance to eligible community organisations to deliver projects which respond to community need, support council's strategic objectives and enhance the social and community development of the region.

## GRANT CATEGORIES

- Community Projects
- Organisational Development
- Facilities Development
- Hall Insurance (limited to specified Halls)

## KEY DATES

Funding Round	Applications Open	Applications Close	Outcome Advised	Project delivery timeframe
Round 1	1 August 2021	30 August 2021	30 October 2021*	1 November 2021 to 1 June 2022
Round 2	1 February 2022	4 March 2022	30 April 2022*	1 May 2022 to 1 December 2022

\*Outcome advice date may change depending on Council meeting dates.

## ELIGIBILITY CRITERIA

### Eligible Applicants

Community organisations that:

- are an incorporated not-for-profit community organisation, or have an auspice arrangement with an incorporated not-for-profit community organisation (including not-for-profit co-operatives and companies limited by guarantee)
- hold \$20M public liability insurance and other forms of insurance relevant to the project (see Insurance Coverage for External Parties Policy);
- have no outstanding debt with Council
- are based in, or provide direct benefits to, the Gympie region

### Ineligible Applicants

- individuals, businesses and enterprises
- local, state or federal government agencies and/or entities
- educational institutions, kindergartens and pre-school/childcare centres
- Parents and Friends or Parents and Citizens Associations
- medical organisations or primary health care providers
- religious organisations where the application is for the organisation's core business
- political organisations
- organisations that hold a gaming machine licence
- organisations with a liquor licensed supporters/associated club that commercially trade seven days a week

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- organisations that have an existing Council Community Assistance or Development Grant that has not been successfully acquitted at the date the grant round opens

## **Eligible Projects**

- meet the eligibility criteria in these guidelines
- are delivered in the public interest, responding to community need and contributing to community benefit
- demonstrate alignment with Council's priorities, strategies, plans or policy positions
- meet specified project delivery timeframes

## **Ineligible Projects**

- are primarily for a commercial venture
- run solely for fundraising purposes, without broader community benefit
- are conducted for the purpose of raising charitable funds for a third party
- have a sole religious or political purpose
- are considered to be the core responsibility of other levels of government
- have already commenced or occurred
- include school and church fetes

## **Ineligible Expenses**

- in-kind services from Council
- consumables (e.g. paper, pens, toilet paper, catering)
- ongoing operational or administrative costs (e.g. ongoing salaries, rent, rates, insurance maintenance of equipment) (For Grant Category Hall Insurance, insurance is an eligible expense.)
- debts or the costs of litigation
- event insurance
- prizes, awards or trophies
- merchandise
- purchase of alcohol
- retrospective funding for activities that have commenced or already occurred (For Grant Category Hall Insurance, insurance is an eligible expense.)
- equipment for personal use (e.g. mouth guards)

## **Funding Amounts and Contributions**

- Grant funding will take the form of a financial payment only
- Minimum grant amount of \$500.00, maximum amount as per the grant category
- Applicant co-contribution of 20% is required (For Grant Category Hall Insurance no co-contribution required)
- Co-funding from other grant bodies, sponsorship, donations or in-kind support is encouraged
- Volunteer labour is valued at \$43.00 per hour per volunteer, with a cap of 10% of the total application contribution
- Part funding by Council may be offered. The applicant may be required to submit a revised budget to Council to demonstrate the project can be delivered with partial grant funding.

- Part of the assessment will be to establish the financial need of the organisation to access Council funded programs.

## Number of Applications Per Round

- Only one grant application per organisation per round can be submitted.
- Auspice organisations may submit:
  - one application for its own organisation; and
  - one application on behalf of an un-incorporated group.

## Consent for Facilities Development Applications

- For projects on Council owned or controlled land: applicants proposing to undertake electrical work, construction (e.g. renovations or upgrades), land/grounds/fields improvement, plumbing or any other form of improvements must obtain Council's consent prior to progressing their application. To seek this consent, please contact Council's Property Team before you commence your application via email [property@gympie.qld.gov.au](mailto:property@gympie.qld.gov.au) (*note: requests for this consent may not be completed in the final week of the grant round if Council deems there is insufficient time to investigate the proposed project*).
- For projects on non-Council land: written consent from the land owner or trustee of the land must be submitted with the application. If the applicant organisation is the owner of the subject land, a copy of the last rates notice must be submitted with the application.

## Other Requirements

- Applicants must ensure that projects comply with all local, state and federal government legislative and policy requirements including COVID Safe requirements, working with children requirements, risk management and building standards/approvals.
- All relevant permits or approvals must be uploaded with the application.
- One quote from a registered business must be submitted for all expense items over \$1,000.
- Applicants may be required to attach further documents as specified under the grant categories.
- Applicants must submit evidence of their financial position
- Direct contact with or lobbying of elected members of Council in relation to the grants application is prohibited and will disqualify the application.
- Contact with Local Government Employee should be restricted to clarification in relation to categories, eligibility or definitions. Lobbying of Local Government Employees in relation to the grants is prohibited and will disqualify the application.

## GST

Applicants are required to submit their budget inclusive of GST. GST is included in the approved grant funding. For information and advice on GST, call the Australian Taxation Office (ATO) on 13 28 66 or visit the website [www.ato.gov.au](http://www.ato.gov.au).

If the organisation is not registered for GST Council will pay the GST exclusive amount.

## APPLICATION

### Before you apply

- Applicants must speak with a member of Council's Community Partnerships Team
- Applicants are encouraged to attend a Council grants information session (refer to Council's website for session dates).

### How to apply

- Applications must be submitted online via Council's website  
[www.gympie.qld.gov.au/grants](http://www.gympie.qld.gov.au/grants)
- No late or incomplete applications will be accepted

## ASSESSMENT

Assessment criteria	Evidenced by
1) Community need or support	<ul style="list-style-type: none"> <li>Strategic plans</li> <li>Feasibility studies</li> <li>Letters of support</li> <li>Feedback forms</li> <li>Surveys</li> </ul>
2) Community benefit	<ul style="list-style-type: none"> <li>Strength of the application meeting one or more of the grant category priorities.</li> </ul>
3) Project management capability	<ul style="list-style-type: none"> <li>Sound budgeting (e.g. the budget is itemised, complete, balanced and reasonable)</li> <li>Sound project/event planning (e.g. marketing plan; risk management; asset management; waste management; sustainability planning for recurrent projects; success of prior grant acquittals if applicable)</li> <li>Sound environmental and sustainability practices.</li> </ul>
4) Organisation's need for financial support from Council for the project	<ul style="list-style-type: none"> <li>Organisation's financial position</li> </ul>
Assessment considerations	
<b>Higher Priority</b> may be given to projects that	<ul style="list-style-type: none"> <li>Align with Council's objectives</li> <li>Propose the use of local trades, services and businesses</li> <li>Increase the self-sufficiency of community organisations</li> <li>Demonstrate collaboration and partnerships</li> </ul>
<b>Lower Priority</b> may be given to projects or applicants that	<ul style="list-style-type: none"> <li>Have had prior Council grant funding</li> <li>Receive other forms of Council support</li> <li>Are considered routine facility maintenance</li> </ul>
<b>Other Considerations</b>	<ul style="list-style-type: none"> <li>Distribution of grant funding across the region</li> <li>Council planning and development issues</li> </ul>

## ASSESSMENT PROCESS

### Eligibility check:

All applications are checked against eligibility criteria to ensure the applicant, project, amount requested and timeframes are eligible.

### Assessment:

Eligible applications are assessed against the assessment criteria by a panel comprised of Council staff who have knowledge and experience in the respective grant category. Panel members participate in a moderation meeting to review the assessments and determine grant recommendations.

### Endorsement:

Panel recommendations are provided to Council for consideration and approval.

## NOTIFICATION OF OUTCOME

- Applicants are advised by email of the outcome of their application.
- Unsuccessful applicants are invited to seek feedback about their application by contacting the Council Officer listed in the email.

## FUNDING AGREEMENT, PAYMENT AND ACQUITTAL

- Successful applicants must claim the grant funds and enter into a Funding Agreement with Council within 30 days of notification of outcome.
- If the applicant has an auspice arrangement with an incorporated organisation, the Funding Agreement and payment will be made with that incorporated organisation.
- Grant recipients must complete an online acquittal within four weeks of the project completion date, unless an extension is provided in writing by Council

## VARIATIONS DUE TO COVID-19

- The development or delivery of projects may be impacted by COVID-19 public health directions, supplier capacity or impacts to organisation's financial or volunteer capacity.
- Applicants or grants recipients must contact Council as soon as practicable with any project changes so Council can assist with variations.

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## FURTHER INFORMATION AND SUPPORT

Visit Council's website at [www.gympie.qld.gov.au/grants](http://www.gympie.qld.gov.au/grants) or make an appointment by contacting the Community Partnerships Team on phone 1300 307 800 or email [grantsadmin@gympie.qld.gov.au](mailto:grantsadmin@gympie.qld.gov.au)

## RIGHT TO INFORMATION

Submitted documents may be subject to disclosure and applicants may access information under the *Right to Information Act 2009*, subject to the exemptions under that Act. For more information, see <https://www.gympie.qld.gov.au/access-to-information>

# Community Development Grants Program 2021/2022 Guidelines



## GRANT CATEGORY: Community Projects

<b>Purpose</b>	To support community led projects that increase the social wellbeing of residents in the Gympie region.
<b>Amount &amp; co-contributions</b>	Council contribution: Maximum 80% of project cost, maximum \$5,000 grant Applicant contribution: Minimum 20% of project cost
<b>Priorities</b> (Address one or more)	<ol style="list-style-type: none"> <li>1. Increase social connection and sense of belonging</li> <li>2. Increase active and healthy lifestyles</li> <li>3. Improve social outcomes for particular demographics (<i>e.g. young people, seniors</i>); or in relation to specific community issues (<i>e.g. Reconciliation, mental health</i>)</li> <li>4. Activate community spaces and facilities</li> <li>5. Promote and develop volunteering</li> <li>6. Celebrate significant community commemorations/dates including National Volunteer Week, Reconciliation Week, NAIDOC Week, Seniors Week</li> <li>7. Enhance community resilience and recovery through disaster prevention, preparedness or recovery activities</li> </ol>
<b>Support Material</b>	<ul style="list-style-type: none"> <li>• business, strategic, feasibility or other planning documents</li> <li>• evidence of community need</li> <li>• letters of support from stakeholders</li> <li>• event or workshop programs</li> </ul>
<b>Project Examples</b>	<ul style="list-style-type: none"> <li>• Delivery of a Family Fun Day in a local park or community hall</li> <li>• Delivery of a Seniors Week or NAIDOC Week community event</li> <li>• Community training for Volunteer Managers</li> <li>• Targeted program for survivors of Domestic Violence</li> <li>• Youth Week workshops or bootcamp at local parks</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• Equipment purchases which are integral to the delivery of the project are eligible</li> <li>• Event expenses include: venue hire, entertainment, traffic management, waste management</li> <li>• Proposed events must be open to the public (not exclusive to individual organisations or their members)</li> </ul>

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## GRANT CATEGORY: Organisational Development

<b>Purpose</b>	To increase the capacity of community organisations to deliver services to their members and the broader community.
<b>Amounts &amp; co-contributions</b>	Council contribution: Maximum 80% of project cost, maximum \$3,000 grant Applicant contribution: Minimum 20% of project cost
<b>Priorities</b> (Address one or more)	<ol style="list-style-type: none"> <li>1. Increase learning and skills development</li> <li>2. Improve the management and operation of the organisation</li> <li>3. Improve community leadership skills</li> <li>4. Support volunteers to undertake their role in a safe and rewarding environment</li> </ol>
<b>Support Material</b>	<ul style="list-style-type: none"> <li>• business, strategic, feasibility or other planning documents</li> <li>• evidence of community need</li> <li>• letters of support from stakeholders</li> <li>• workshop programs</li> </ul>
<b>Project Examples</b>	<ul style="list-style-type: none"> <li>• Development of strategic plan</li> <li>• Committee training and mentoring</li> <li>• Governance review</li> <li>• Projector and screen for delivery of volunteer training</li> <li>• Volunteer recruitment and retention initiatives</li> <li>• Enhancements to the digital capacity of the organisation (e.g. Website development)</li> <li>• Cooking equipment for service delivery</li> </ul> <p>Note: equipment purchases which are integral to the delivery of the project are eligible</p>



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## GRANT CATEGORY: Facilities Development

<b>Purpose</b>	To support safe, inclusive and accessible community facilities.
<b>Amount &amp; co-contributions</b>	Council contribution: Maximum 80% of project cost, maximum \$10,000 grant Applicant contribution: Minimum 20% of project cost
<b>Priorities</b> (Address one or more)	<ol style="list-style-type: none"> <li>1. Improve the quality and sustainability of the facility</li> <li>2. Increase, maintain or enhance community participation and access</li> <li>3. Encourage multi-use or shared use of community facilities</li> <li>4. Address issues of risk management or compliance with Australian standards</li> </ol>
<b>Land Owner Consent Required with application</b>	<ul style="list-style-type: none"> <li>• <u>For projects on Council owned or controlled land:</u> applicants proposing to undertake electrical work, construction (e.g. renovations/upgrades), land/grounds/fields improvement, plumbing or any other form of improvement must obtain Council's consent prior to progressing their application. To seek this consent, please contact Council's Property Team before you commence your application via email <a href="mailto:property@gympie.qld.gov.au">property@gympie.qld.gov.au</a> (<i>note: requests for this consent may not be completed in the final week of the grant round if Council deems there is insufficient time to investigate the proposed project</i>)</li> <li>• <u>For projects on non-Council land:</u> written consent from the land owner or trustee of the land must be submitted with the application. If the applicant organisation is the owner of the subject land, a copy of the last rates notice must be submitted with the application.</li> </ul>
<b>Support Material</b>	<ul style="list-style-type: none"> <li>• a concept and site plan for proposed buildings works must be submitted with the application</li> <li>• business, strategic, feasibility or other planning documents</li> <li>• evidence of community need</li> <li>• letters of support from stakeholders</li> <li>• relevant building and planning approvals if required</li> </ul>
<b>Project Examples</b>	<p><u>Planning and Design:</u> Material Change of Use Applications, soil tests, concept plans.</p> <p><u>Capital works:</u> Installation of accessibility infrastructure (e.g. ramps), development of facilities to Australian Standards, new plumbing and sewerage</p>

## GRANT CATEGORY: Hall Insurance (Available round 1 only)

<b>Purpose</b>	<p>To support the organisational capacity of four non-Council owned/trustee community halls to meet their insurance obligations. The eligible halls are not currently supported by the products and public liability, associations liability and personal accident pool scheme coordinated by Council. The category is limited to applications from the following hall committees:</p> <ul style="list-style-type: none"> <li>• Glastonbury Hall</li> <li>• Gunalda Hall</li> <li>• Theebine Memorial Recreation Hall</li> <li>• Widgee Memorial Hall</li> </ul>
<b>Amount &amp; co-contributions</b>	\$1000.00 plus GST per hall per annum. No co-contribution to be evidenced in the application.
<b>Priorities</b> (Address one or more)	Address insurance risk management by contribution to halls insurance
<b>Support Material</b>	<ul style="list-style-type: none"> <li>• Evidence of Certificate of Currency for insurance policy or quote to be provided in the application. The insurance must have a minimum inclusion of products and public liability insurance. A copy of the certificate of currency of insurance must be provided to Council with the Outcome Report.</li> </ul>
<b>Project Examples</b>	N/A