



Community Grants Program Guidelines 2022/2023

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Community Grants Program Guidelines

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1. ABOUT THE PROGRAM

The Community Grants Program provides financial assistance to eligible community organisations and applicants to deliver projects which:

- Respond to community need
- Align with Council's Corporate Plan 2022- 2027 and other relevant strategies and plans
- Enhance the social, environmental, economic and/or cultural wellbeing of the Gympie region.
- Administration of Council's grants is in accordance with the Community Grants Policy.

2. GRANT PROCESS AND CATEGORIES

Process:	Categories:	Open date:	Closing date:	Outcome advised by:
COMPETITIVE GRANT ROUND	<ul style="list-style-type: none"> • Community Projects • Community Facilities • Volunteer Support • Major Environment Projects • Creative Industry Development (RADF)** • Creative Community Projects (RADF)** • Local Events • Regional/Major Events 	5 September 2022	16 October 2022	30 November 2022*
ROLLING GRANT ROUND	<ul style="list-style-type: none"> • Recovery, Wellbeing and Resilience • Get Local Community Grants • Micro Environment Projects • Creative Individual Skills Development (RADF)** • Council Venue Fee Waiver • Community Halls Insurance 	5 September 2022	31 May 2023, or when all funds allocated are expended	Four weeks from application date*

* Notification of application outcome may change depending on Council meeting dates.

** Regional Arts Development Fund

3. PROJECT DELIVERY TIMEFRAME

Funded projects must be delivered within 12 months of submission of Funding Agreement (excluding Get Local Community Grants).

4. APPLICANT ELIGIBILITY

Council's Community Grants Program is open to applications from 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.

In addition, eligible applicants to categories delivered as part of Regional Arts Development Fund (RADF) include:

- Individuals over 18 years of age (applicants under 18 years of age must nominate an auspice organisation to administer the grant on their behalf)
- Businesses that provide creative or cultural services.

The following applicants are **ineligible** to apply:

- Applicants that have an existing Council Community Grant that has not been successfully acquitted in accordance with the Funding Agreement (or any approved variation) at the date the grant application is made
- Individuals, businesses and enterprises (excluding applicants to RADF categories)
- Educational institutions, kindergartens and pre-school/childcare centres (excluding Micro Environment Projects category and Get Local Community Grants category)
- Parents and friends or parents and citizens associations (excluding Micro Environment Projects category and Get Local Community Grants category)
- 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 (excluding Local Events category and Regional/Major Event category)
- Organisations with a liquor licensed supporters/associated club that commercially trade seven days a week (excluding Local Events category and Regional/Major Event category).

5. PROJECT AND EXPENSE ELIGIBILITY

Projects eligible for funding must:

- Demonstrate a purpose that is in the public interest with significant community need and/or benefit
- Address the purpose and priorities of the grant category being applied to
- Demonstrate alignment with council's priorities as described in current council strategies, plans or policy positions
- Adhere to the terms and conditions of this funding program.

Projects ineligible for funding are:

- Primarily for a commercial venture
- Have a sole religious or political purpose
- Are considered to be the core responsibility of other levels of government
- Have already commenced or occurred prior to notification of application outcome
- School and church fetes
- Regular sporting fixtures
- Proposed events that are exclusive to individual organisations or their members (i.e. funded events must be open to the public)
- Grant funding will not be provided to more than one applicant for the same project/event.

Expenses that will not be considered for funding include:

- In-kind services from Council (excluding applications to Council Venue Fee Waiver, Local Events and Regional/Major Events categories)
- Consumables (e.g. paper, pens, toilet paper)
- 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
- Merchandise
- Prizes, awards or trophies
- Purchase of alcohol
- Capital expenditure (e.g. facilities upgrades) (excluding Community Facilities category)
- Equipment for personal use.

6. COMPETITIVE GRANT CATEGORIES

Applications to the following grant categories are open from 5 September 2022 and close 16 October 2022.

6.1 Category - COMMUNITY PROJECTS

Amount & co-contributions	Maximum grant amount: \$5,000 Council contribution: Maximum 80% of project cost Applicant contribution: Minimum 20% of project cost
Purpose	To support community led projects that increase the social wellbeing of residents in the Gympie region.
Priorities (Address one or more)	<ol style="list-style-type: none"> 1. Increase social inclusion and connection 2. Embrace diversity 3. Increase active and healthy lifestyles 4. Activate community spaces and facilities 5. Improve social outcomes for particular demographics (e.g. young people, seniors); or in relation to specific community issues (e.g. Reconciliation, mental health)
Category Specific Eligible Expenses	<ul style="list-style-type: none"> • Project Coordinator fees are eligible expenses • Equipment purchases which are integral to the delivery of the project are eligible

6.2 Category - COMMUNITY FACILITIES

Amount & co-contributions	Maximum grant amount: \$10,000 Council contribution: Maximum 80% of project cost Applicant contribution: Minimum 20% of project cost
Purpose	To support safe, inclusive and accessible community facilities.
Priorities (Address one or more)	<ol style="list-style-type: none"> 1. Improve the quality and sustainability of the facility 2. Increase, maintain or enhance community participation and access 3. Encourage multi-use or shared use of community facilities 4. Address issues of risk management or compliance with Australian standards

Required Support Material	<ul style="list-style-type: none"> • Land owners consent • A concept and site plan for proposed buildings works • Relevant building and planning approvals if required
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6.3 Category - VOLUNTEER SUPPORT



Amounts & co-contributions	<p>Maximum grant amount: \$3,000</p> <p>Council contribution: Maximum 80% of project cost</p> <p>Applicant contribution: Minimum 20% of project cost</p>
Purpose	To increase the capacity of community organisations and their volunteers to deliver services to their members and the broader community.
Priorities (Address one or more)	<ol style="list-style-type: none"> 1. Support volunteers to undertake their role in a safe and rewarding environment, with a focus on volunteer retention 2. Increase volunteer learning and skills development 3. Improve the management and operation of the volunteer-based organisations 4. Improve community leadership skills
Category Specific Eligible Expenses	Equipment purchases that are integral to the delivery of the project

6.4 Category - MAJOR ENVIRONMENT PROJECTS



Amount	<p>Maximum grant amount: \$40,000</p> <p>No co-contribution from the applicant is required.</p>
Purpose	To improve environmental outcomes in the Gympie region through the delivery of major projects that align with priorities in Council's Environment Strategy.
Priorities (Address one or more)	<p>The environmental priorities set out in Council's Environment Strategy are:</p> <ol style="list-style-type: none"> 1. Biodiversity and habitat protection 2. Adapting to a changing climate and natural hazard management 3. Improving land management practices that influence water quality and waterway health 4. Energy efficiency and the addition of renewable energy <p>See the Environment Strategy 2018 - 2023 for more information</p>

Support Material	<ul style="list-style-type: none"> Evidence of environmental need <p>Please note: Data gathered through environmental surveys, monitoring and research must be shared with Council</p>
On Ground Component	<ul style="list-style-type: none"> To assist with the protection and enhancement the region's natural assets, Council gives high regard to projects where at least 60 per cent of the funds allocated are spent on-ground. On Ground means field work including revegetation and habitat development on State or Council owned properties, maintenance including weeding and replanting on rehabilitated land sites, field surveys, bio-control field releases and like in field projects that meet the criterion. Rehabilitation of native animals intended for release into suitable wildlife habitat can be considered as an on ground outcome.
Category Specific Eligible Expenses	<ul style="list-style-type: none"> Project/Event Coordinator fees Food, supplies and services for community groups who rehabilitate native fauna Small capital purchases used for surveys, monitoring, research or improvement of the natural environment to the value of no more than \$2,000 Calibration or servicing of small capital items Projects are ineligible if using more than 40 per cent of the Environment Grant for wages and administration costs (however if the applicant's project has low levels of on ground costs due to the work undertaken by volunteers and the nature of the project, a higher percentage of wages and administration to a maximum of 60 per cent may apply). <p>Projects are <i>ineligible</i> if:</p> <ul style="list-style-type: none"> conducted outside of the Gympie Regional Council area conducted or undertaken on private land.

6.5 Category - RADF CREATIVE INDUSTRY DEVELOPMENT

<div>  <p>The Regional Arts Development Fund is a partnership between the Queensland Government and Gympie Regional Council to support local arts and culture in regional Queensland.</p>  </div>	
Amount & co-contributions	<p>Maximum grant amount: \$5,000</p> <p>Council contribution: Maximum 80% of project cost</p> <p>Applicant contribution: Minimum 20% of project cost</p>
Purpose	<ul style="list-style-type: none"> To enhance cultural tourism and the promotion of local arts, culture and heritage to intrastate, interstate and international audiences; To develop enterprising arts and cultural products or services (including professional development and sector development for the creative arts sector).
Priorities	<ul style="list-style-type: none"> Must address one or more of the Strategic Themes set out in Council's Art and Cultural Plan (refer to the Arts & Cultural Plan 2015-2025 for more detailed information). Must address all Arts Queensland assessment criteria: Quality, Reach, Impact, Viability (refer to Arts Queensland for more information).
Support Material	<ul style="list-style-type: none"> Confirmation of engagement of artists Confirmation of gallery or venue if relevant
Category Specific Eligible Expenses	<p>Artist and arts worker fees calculated at NAVA rates for Visual Artists. For musicians, performers and production staff rates refer to Live Performance Award</p>

6.5 Category - RADF CREATIVE COMMUNITY PROJECTS

<div>  <p>The Regional Arts Development Fund is a partnership between the Queensland Government and Gympie Regional Council to support local arts and culture in regional Queensland.</p>  </div>	
Amounts & co-contributions	<p>Maximum grant amount: \$8,000</p> <p>Council contribution: Maximum 80% of project cost</p> <p>Applicant contribution: Minimum 20% of project cost</p>

Purpose	To nurture creative communities by increasing participation in and/or appreciation of arts and culture within the Gympie region.
Priorities	<ul style="list-style-type: none"> • Must address one or more of the Strategic Themes set out in Council's Art and Cultural Plan (refer to the Arts & Cultural Plan 2015-2025 for more detailed information). • Must address all Arts Queensland assessment criteria: Quality, Reach, Impact, Viability (refer to Arts Queensland for more information).
Category Specific Eligible Expenses	Artist and arts worker fees calculated at NAVA rates for Visual Artists . For musicians, performers and production staff rates refer to Live Performance Award

6.6 Category - LOCAL EVENTS

Amount & co-contributions	<p>Maximum grant amount: \$5,000</p> <p>Council contribution: Maximum 60% of project cost</p> <p>Applicant contribution: Minimum 40% of project cost</p>
Purpose	To support community led local events and festivals that attract local participation, low tourist demand, and are of high local social benefit.
Priorities (Address one or more)	<ol style="list-style-type: none"> 1. Deliver local festivals and events, with anticipated attendance of less than 1,000 people 2. Increase social inclusion and connection 3. Embrace diversity 4. Activate community spaces and facilities 5. Improve social outcomes for particular demographics (e.g. young people, seniors); or in relation to specific community issues (e.g. Reconciliation, mental health) 6. Celebrate significant community commemorations/dates including National Volunteer Week, Reconciliation Week, NAIDOC Week, Seniors Month, ANZAC Day. <p>See Event Category Classification Matrix for more information Event Category Classification Matrix</p>
Support Material	<ul style="list-style-type: none"> • Event Plan (may include risk assessment, traffic management and marketing, if relevant) • Draft Event Program

Category Specific Eligible Expenses	<ul style="list-style-type: none"> • Event insurance • Project/Event Coordinator fees are eligible expenses • In kind goods/services provided by Council (e.g. venue hire)
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6.7 Category - REGIONAL/MAJOR EVENTS			
Amount & co-contributions	Maximum grant amount: \$40,000; minimum amount \$5,001 Council contribution: Maximum 40% of project cost Applicant contribution: Minimum 60% of project cost		
Purpose	To support large-scale events and festivals that have low to medium tourist demand, economic value and substantial local social benefits that typically attract visitation from outside the region and substantial local participation.		
Priorities Must address all priorities/event features	Positioning Recognition Occurrence Duration	Visitor Nights Economic Impact Media Exposure Participants and Visitors	Social Impact Event Attendance Total event budget See Event Category Classification Matrix for more information Event Category Classification Matrix
Support Material	<ul style="list-style-type: none"> • Event Management Plan (includes Site Plan) • Marketing Plan • Draft Event Program • Risk Management Plan • Event Budget 		
Category Specific Eligible Expenses	<ul style="list-style-type: none"> • Event insurance • Project/Event Coordinator fees are eligible expenses • In kind goods/services provided by Council (e.g. venue hire) 		

7. ROLLING GRANT CATEGORIES

Applications to the following grant categories are open and assessed until all funds are expended, or until the closing date of 31 May 2023.

7.1 Category - RECOVERY, WELLBEING AND RESILIENCE	
Amount & co- contributions	Maximum grant amount: \$40,000 No co-contribution from the applicant is required.
Purpose	To support communities in choosing their response to the loss, anxiety and distress they have experienced as a result of severe weather and flooding events. <i>100% of funding for this grant category is provided by Central Qld, Wide Bay, Sunshine Coast Primary Health Network through funding by the Commonwealth Department of Health and Aged Care.</i>
Priorities (Address one or more)	<ol style="list-style-type: none"> 1. Promote wellbeing and healing among community; 2. Strengthen social connectedness and assist communities with the recovery process; 3. Engage population groups less likely to seek out traditional mental health services; 4. Raise awareness of, and access to, available recovery services.
Support Material	<ul style="list-style-type: none"> • Evidence of support from or collaboration with mental health service organisation(s)
Category Specific Eligible Expenses	<ul style="list-style-type: none"> • Project/Event Coordinator fees

7.2 Category - GET LOCAL COMMUNITY GRANTS

Amount & co-contributions	Maximum grant amount: \$1,500 No applicant co-contribution required.
Purpose	To support communities impacted by the effects of COVID-19 and natural disaster to deliver activities and events that enable social connectedness and recovery. <i>100% of funding for this grant category is provided by Central Qld, Wide Bay, Sunshine Coast Primary Health Network through funding by the Commonwealth Department of Health and Aged Care, as well as the Queensland Government, Mental Health and Wellbeing Community Package under Queensland's Economic Recovery Strategy.</i>
Project delivery timeframe	Events and activities funded by the 2022/2023 Get Local Community Grants program must occur prior to 30 June 2023 or as specified in the Funding Agreement.
Priorities (Address one or more)	<ol style="list-style-type: none"> 1. Increase community connection, sense of belonging and community wellbeing through the delivery of a range of small-scale community events and activities; 2. Activate public and community spaces (e.g. halls, parks, community facilities); 3. Provide free or low cost events and activities for the community to participate in; 4. Support local musicians and entertainers; 5. Where practical, stimulate the local economy through use of local contractors and/or suppliers.
Category Specific Eligible Expenses	<ul style="list-style-type: none"> • Equipment purchases which are integral to the delivery of the project are eligible • Event expenses include venue hire of non-Council venues, entertainment and performance fees, catering, decorations, marketing and promotion, traffic management, waste management.

7.3 Category - MICRO ENVIRONMENT PROJECTS

Amount	Maximum grant amount: \$1,500 No applicant co-contribution required.
Purpose	To improve environmental outcomes in the region through the delivery of small-scale community events and activities that align with priorities in Council's Environment Strategy.
Priorities (Address one or more)	The environmental priorities set out in Council's Environment Strategy are: <ol style="list-style-type: none"> 1. Biodiversity and habitat protection 2. Adapting to a changing climate and natural hazard management 3. Improving land management practices that influence water quality and waterway health 4. Energy efficiency and the addition of renewable energy See the Environment Strategy 2018-2023 for more detailed information.
Support Material	<ul style="list-style-type: none"> • Evidence of environmental need

7.4 Category - RADF CREATIVE INDIVIDUAL SKILLS DEVELOPMENT

<div style="display: flex; align-items: center; justify-content: space-between;">  <div style="text-align: center;"> <p><i>The Regional Arts Development Fund is a partnership between the Queensland Government and Gympie Regional Council to support local arts and culture in regional Queensland.</i></p> </div>  </div>	
Amount & co- contributions	Maximum grant amount: \$1,500 Council contribution: Maximum 60% of project cost Applicant contribution: Minimum 40% of project cost
Purpose	To support artists to build on established art practise and provide opportunities to share the learnt skills and knowledge with the local arts community.
Priorities	<ul style="list-style-type: none"> • Must address one or more of the Strategic Themes set out in Council's Art and Cultural Plan (refer to the Arts & Cultural Plan 2015-2025 for more detailed information). • Must address all Arts Queensland assessment criteria: Quality, Reach, Impact, Viability (refer to Arts Queensland)

Support Material	<ul style="list-style-type: none"> • Program literature • Evidence of confirmation of placement
Category Specific Eligible Expenses	<ul style="list-style-type: none"> • Course registration • Tuition fees • Travel (within Australia only) • Accommodation • Artist and arts worker fees calculated at NAVA rates for Visual Artists. For musicians, performers and production staff rates refer to Live Performance Award

7.5 Category - COUNCIL VENUE FEE WAIVER	
Amount & co-contributions	<p>Maximum fee waiver/grant amount: \$2,500.</p> <p>Variable venue costs such as additional equipment, cleaning and technical support are not covered by the venue fee waiver</p>
Purpose	To support community organisations to deliver community events and programs at Council controlled and managed venues (e.g. The Pavilion, Gympie Civic Centre, Kilkivan Equestrian Centre, Goomeri Hall of Memory, Kilkivan Public Hall).
Priorities (Address one or more)	<ol style="list-style-type: none"> 1. Provide community events and programs that foster inclusive and connected communities, nurture creativity, promote healthy living and/or enhance liveability; 2. Provide community events or programs that support industry development, tourism and/or economic resilience; 3. Provide community events or programs that promote the enhancement of the natural environment, biodiversity and/or sustainability.
Category Specific Eligibility	<ul style="list-style-type: none"> • Events must be open to the public (not exclusive to individual organisations or their members) • Events can be ticketed or non-ticketed (free) events. • Events must be one-off, annual or special by nature (not regular or routinely delivered by the organisation).
Required Support Material	<ul style="list-style-type: none"> • Confirmation of venue booking and cost estimate from Council's the Venues Team

	<ul style="list-style-type: none"> Additional documentation such as risk management, insurance, licences and approvals may need to be included as part of the venues booking process with Council. <p><i>Please note:</i> This grant is only for the purpose of waiving venue hire fees and does not replace the booking and hire process put in place by council.</p>
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7.6 Category - HALL INSURANCE

Amount & co- contributions	Maximum grant amount: \$1,500 No co-contribution from the applicant is required.
Purpose	To support the organisational capacity of eligible community halls to meet their insurance obligations.
Priority	Address insurance risk management by contribution to halls insurance
Required Support Material	Quote, invoice or receipt illustrating Certificate of Currency for insurance policy with a minimum inclusion of products and public liability insurance to the value of \$20 million.

8. ASSESSMENT CRITERIA FOR ALL CATEGORIES

Criteria		Weighting
1. Community benefit of the project. Evidenced by the strength of the application meeting the grant category purpose and one or more of the category priorities. <ul style="list-style-type: none"> • Provide detail on the reasoning behind the project, and the issue or need that will be addressed by the project. • Provide detail on the intended outcomes of the project, and how these benefit the region. 		70%
2. Project management and organisation capability Evidenced by: <ul style="list-style-type: none"> • Sound budgeting (e.g. the budget is itemised, complete, balanced and reasonable) • Sound project/event planning (e.g. marketing plan; risk management; asset management; waste management; contingency; sustainability planning for recurrent projects; success of prior grant acquittals if applicable) • Sound environmental and sustainability practices. 		30%
Higher Priority may be given to projects that	<ul style="list-style-type: none"> • Propose the use of local trades, services and businesses • Increase the self-sufficiency of community organisations • Have higher proportion of funding contribution from the applicant • Demonstrate collaboration and partnerships • Demonstrate sustainability of outcomes (where possible) 	
Lower Priority may be given to projects or applicants that	<ul style="list-style-type: none"> • Have had prior Council grant funding • Receive other forms of Council support • Are considered routine in nature 	
Other Considerations	<ul style="list-style-type: none"> • Distribution of grant funding across the region • Council planning and development issues • Organisation's need for financial support from Council for the project 	

9. FURTHER CONSIDERATIONS FOR APPLICANTS

9.1 NUMBER OF APPLICATIONS PER ROUND

Competitive Round: Only one application per organisation in the competitive round. Auspice organisations are permitted to submit one application for their own organisation and one application on behalf of an un-incorporated group; AND,

Rolling Round: One application per organisation in the rolling round. Auspice organisations are permitted to submit one application for their own organisation per category and two applications on behalf of un-incorporated groups.

Please note: A project/event cannot be funded through both a competitive grant round and rolling grant round (e.g. an applicant cannot apply for a Local Event grant and a Venue Fee Waiver grant for the same project).

9.2 AUSPICE ARRANGEMENT

An auspice is an organisation that manages grant funding on your behalf. For example, a small community group with limited resources may use a larger non-government organisation as their auspice. Applications to the Community Development Grant program can be submitted under an auspice arrangement.

Auspice organisations are responsible for:

- Counter-signing the Funding Agreement provided by Gympie Regional Council to the grant recipient
- Administration of the grant on behalf of the grant recipient
- Ensuring, to the best of their ability, that the grant is used for the purpose for which it was provided
- Providing the grant recipient with an itemised financial statement at the end of the project that clearly shows how the grant was spent.

The auspice organisation may provide insurance coverage to the applicant. Auspice Organisations are required to hold a minimum of \$20M Public Liability Insurance and demonstrate sound workplace health and safety practices.

Please note: A Letter of Confirmation from the auspice organisation is a requirement in your application.

9.3 FUNDING AMOUNTS AND CONTRIBUTIONS

- See the grant categories for applicant co-contribution requirements and funding amounts
- Minimum grant amount for all categories is \$500 unless otherwise stated
- Maximum grant amount is defined in each category. For grant categories in which the grant offered can be comprised of a financial payment, in-kind services and/or waiver, the maximum grant amount is the combined financial value of the financial payment and the in-kind/waiver components (e.g. \$40,000 maximum Regional/Major Event category may be comprised of a \$25,000 financial payment and \$15,000 venue hire waiver)
- Grant funding will take the form of a financial payment only (excluding Council Venue Fee Waiver category, Local Events category and Regional/Major Events category)
- 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, and is capped at a maximum of half of the total contribution of the applicant
- 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.

9.4 GST (GOODS AND SERVICES TAX)

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 amount.

9.5 LAND OWNERS CONSENT

- **For projects on Council owned or controlled land:** applicants proposing to undertake projects 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 property@gympie.qld.gov.au
Note: please allow up to 21 days for land owner requests
- **For events or festivals on Council owned or controlled land:** applicants proposing to undertake events or festivals must make an application for use of Council's Public Spaces prior to progressing their application. For more information and to download an application form go to www.gympie.qld.gov.au/recreation-tourism/outdoor-activities/council-parks
- **For projects on non-Council land:** written consent from the landowner 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.

9.6 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
- As far as possible, 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 (e.g. financial statements provided at last Annual General Meeting)
- Direct contact with or lobbying of elected members of Council in relation to the grant application is prohibited and will disqualify the application.

Lobbying of Local Government Employees in relation to the grants is prohibited and will disqualify the application.

10. APPLICATION, ASSESSMENT AND DELIVERY PROCESS

10.1 BEFORE YOU APPLY

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

10.2 SUBMITTING AN APPLICATION

- Applications must be submitted via Council's online grant portal at <https://gympie.smartygrants.com.au/>
- No late or incomplete grants will be accepted.

10.3 SUPPORTING DOCUMENTATION

- Current Certificate of Public Liability (compulsory for all applications)
- Written quotes for expenses over \$1,000 must be supplied
- See grant categories for specific required support material.

Other supporting documents can include and not limited to:

- Evidence of financial position of the organisation in the form of the financial statement endorsed or presented at last AGM
- Business, strategic, feasibility or other planning documents
- Evidence of community need
- Letters of support from stakeholders

- Evidence of confirmation of availability of key personnel, performers, facilitators referred to in the application
- Event or workshop programs.

10.4 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 or Council's Delegated Officer for consideration and approval.

10.5 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.

10.6 FUNDING AGREEMENT AND PAYMENT

- Successful applicants must claim the grant funds within 30 days of notification by entering into a Funding Agreement
- If the applicant has an auspice arrangement with an incorporated organisation, the Funding Agreement and payment will be made with that incorporated organisation.

10.7 ACKNOWLEDGMENT OF FUNDING

The grant recipient shall acknowledge the funding support from Gympie Regional Council by placing Council's logo on all promotional material, equipment or infrastructure accompanied by an acknowledgement statement (provided in Funding Agreement).

10.8 VARIATIONS

- The development or delivery of projects may be impacted by a variety of factors both within and outside of the grant recipient's control
- Applicants or grants recipients must contact Council as soon as practicable with any project changes so Council can consider a project variation/grant extension.

10.9 ACQUITTAL OF FUNDING

- Grant recipients must complete an online Acquittal within four weeks of the end of the project delivery timeframe for the funding round, unless an extension is provided in writing by Council
- The grant recipient must include evidence in the Acquittal of:
 - grant expenditure (e.g. tax invoices)
 - acknowledgement of funding
 - project delivery (e.g. photos or event or construction)
 - quantifiable data (e.g. number of trees planted, event attendees).

11. FURTHER INFORMATION AND SUPPORT

Visit Council's website at www.gympie.qld.gov.au/residents/your-community/grants-and-funding or phone 1300 307 800 or email grantsadmin@gympie.qld.gov.au to make an appointment with the Community Development Team.

12. 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 www.gympie.qld.gov.au/access-infomation