



Community Grants Guidelines 2025/2026

- Community categories
- Events categories
- Environment categories

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Community Grants Guidelines

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1. ABOUT THE PROGRAM

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

- Respond to community need
- Align with Council's Corporate Plan 2022- 2027 and other relevant Council strategies and plans
- Enhance the social, environmental and/or cultural wellbeing of the Gympie region.

Administration of Council's grants is in accordance with Council's Community Grants Policy.

Council may establish grant categories and programs to respond to community need or issues. Please refer to Council's website for other grant program guidelines including the Regional Arts Development Fund (RADF) and Halls Insurance Grants Programs.

For information and assistance please contact Council's Community Development Team on 1300 307 800 or grantsadmin@gympie.qld.gov.au.

2. GRANT CATEGORIES AND ROUNDS

Categories:	Round	Open date:	Closing date:	Outcome advised by:
<ul style="list-style-type: none"> Community Facilities Community Development Community Events - Minor Community Events - Major Environment Projects Environment Programs 	ROUND 1	4 August 2025	14 September 2025	29 October 2025
	ROUND 2	2 February 2026	15 March 2026	29 April 2026

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

Categories:	Round	Open date:	Closing date:	Outcome advised by:
<ul style="list-style-type: none"> Get Local Community Grants Micro Environment Projects Flying Fox Roost - Resident Assistance Micro Biosecurity Projects 	ROLLING ROUND	1 July 2025	30 June 2026 or when all funds are expended	Up to six weeks from application date**

** Applications will be assessed in the first week of every month therefore timeframe of notification of outcome will vary depending on application date.

3. PROJECT DELIVERY TIMEFRAME

Funded projects must be delivered within 12 months of the outcome notification date of the round, excluding Environment Program category and Community Events categories which can be delivered over a 3-year timeframe. Applicants may apply for a variation to their requested Year 2 or 3 funding amounts, prior to the 30 April each year. Where multi-year funding is allocated, subsequent years of funding will be conditional upon:

- council's budget availability
- the organisation's compliance with funding conditions
- the organisation delivering and reporting annually on agreed outcomes

Projects cannot commence prior to notification date of the round to which the application has been submitted (excluding multi-year grant categories).

4. APPLICANT ELIGIBILITY

Council's Community Grants Program is open to applications from community organisations that:

- Are an incorporated not-for-profit community organisation (including not-for-profit co-operatives and companies limited by guarantee), or unincorporated community groups that have an auspice arrangement with an incorporated not-for-profit community organisation
- 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 or have entered into scheduled payment arrangements with council which are being adhered to, and/or have met acquittal conditions for previous council grants
- Are based in, or provide direct benefits to, the Gympie region.

(To determine the status of a community organisation, council officers reference the Australian Charities and Not-for-Profit Commission (ACNC) Charity Register and/or ABN Lookup.)

Council's Community Grants Program is also open to:

- Individual and/or syndicate applicants to the Flying Fox Roost – Resident Assistance and Micro Biosecurity Projects categories who meet the *category specific* eligibility requirements.

The following applicants are ineligible to apply:

- Individuals, businesses and enterprises (Except for Flying Fox Roost – Resident Assistance and Micro Biosecurity Projects categories).
- Educational institutions, kindergartens and pre-school/childcare centres (except Get Local and Micro Environment Project categories)
- Parents and friends or parents and citizens associations (except Get Local and Micro Environment Projects categories)
- 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 (except Events categories)
- Organisations with a liquor licensed supporters/associated club that commercially trade seven days a week (except Events categories)
- Applicants that have not acquitted a previous Council Community Grant within the approved acquittal timeframe or any approved variations.

5. PROJECT/PROGRAM AND EXPENSE ELIGIBILITY

Projects/programs eligible for funding must:

- Demonstrate a purpose that is in the public interest
- Address the purpose and priorities of the grant category

- 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/programs 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 (multi-year funding categories excluded)
- 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:

- Ongoing operational or administrative costs (e.g. ongoing salaries, rent, rates, insurance, maintenance of equipment, ongoing consumables such as fuel and stationary) (note: for Environment Program category, operational costs specifically related to the program such as fuel are eligible)
- Debts or the costs of litigation
- Merchandise
- Prizes, awards or trophies
- Purchase of alcohol
- Capital expenditure (e.g. facilities upgrades) (excluding Community Facilities and Flying Fox Roost – Resident Assistance categories)
- Capital expenditure on private property (excluding Flying Fox Roost – Resident Assistance category)
- Equipment for personal use (excluding Flying Fox Roost – Resident Assistance category)
- Grant writing and grant management fees
- Expenses which are over \$1,000 and do not have a quote submitted with the application.

*One quote from a registered supplier/business **must** be submitted for all expense items over \$1,000.*

6. COMPETITIVE GRANT CATEGORIES

Round 1: Open 4 August 2025 and close 14 September 2025

Round 2: Open 2 February 2026 and close 15 March 2026

6.1 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 at least one)	<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"> • Landowners consent • A concept and site plan for proposed buildings works • Relevant building and planning approvals if required or undertaking to acquire before commencing works.
Category specific	<ul style="list-style-type: none"> • For Community Facilities Grants, improvements or upgrades cannot be carried out on property held by private landholders or private companies.

6.2 Category - COMMUNITY DEVELOPMENT

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/community wellbeing of residents in the Gympie region.
Priorities (Address at least one)	<ol style="list-style-type: none"> 1. Improve social outcomes for particular demographics (e.g. young people) and/or in relation to specific community issues (e.g. social isolation) 2. Increase active and healthy lifestyles 3. Support volunteering and build volunteer capacity (including equipment purchases which assist volunteers to undertake their role in a safe and rewarding environment)
Category Specific Eligible Expenses	<ul style="list-style-type: none"> • Project Coordinator fees related to the project • Equipment purchases which are integral to the delivery of the project (capped at \$3,000 in total of the grant).

6.3 Category – COMMUNITY EVENTS - MINOR GRANT

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 events that attract local and regional participation with the aim of enhancing community identity, connection and participation within the region.
Timeframe	Maximum 3-year delivery timeframe, with maximum \$5,000 grant per year
Priorities (Address at least one)	<ol style="list-style-type: none"> 1. Enhance sense of community identity, connection and belonging 2. Celebrate a significant community occasion or commemoration (e.g. 50th year milestone/opening anniversary, locality commemoration) 3. Activate community spaces and facilities
Suggested Support Material	<ul style="list-style-type: none"> • Event Plan (include as relevant: site plan, risk management, traffic management, waste management, marketing, business plan, funding prospectus to provide to other entities) • Draft Event Program (include as relevant: event run sheet, event checklist and key personnel)
Category Specific Eligible Expenses	Event expenses include venue hire, entertainment and performance fees, catering, decorations, marketing and promotion, traffic management, waste management.

6.4 Category – COMMUNITY EVENTS – MAJOR GRANT

Amount & co-contributions	Maximum grant amount: \$25,000 Council contribution: Maximum 80% of project cost Applicant contribution: Minimum 20% of project cost
Purpose	To support community led events and festivals that attract substantial regional participation and attract some audiences from outside the region and are of high social and/or cultural benefit.
Timeframe	Maximum 3-year delivery timeframe, with maximum \$25,000 grant per year

Priorities (Address at least one)	<ol style="list-style-type: none"> 1. Attract substantial regional participation (more than 1,000 people) 2. Provide significant social and/or cultural benefit to the region 3. Activate community spaces and facilities
Compulsory Support Material	<ul style="list-style-type: none"> • Event Plan (include as relevant: site plan, risk management, traffic management, waste management, marketing, business plan, emergency services plan and any other relevant plans) • Draft Event Program (include as relevant: event run sheet, key personnel) • Quotes for all expenses over \$1000 must be submitted with application
Category Specific Eligible Expenses	<ul style="list-style-type: none"> • Event Coordinator fees related to the event

6.5 Category – ENVIRONMENT PROJECTS

Amount	<p>Maximum grant amount: \$10,000</p> <p>Council contribution: Maximum 80% of project cost</p> <p>Applicant contribution: Minimum 20% of project cost</p>
Purpose	To improve environmental outcomes in the Gympie region through the delivery of one-off projects and educational activities.
Priorities (Address at least one)	<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. Waste reduction and/or environmental educational awareness 5. Wildlife protection and rehabilitation
Required Support Material	<ul style="list-style-type: none"> • Project Plan that includes WHS requirements • Land Owners Consent form if physical works will be conducted on Council Land. <p>Please note: Data gathered through environmental surveys, monitoring and research must be shared with Council as data sets and a report.</p>

On Ground Component	<ul style="list-style-type: none"> To assist with the protection and enhancement of 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, maintenance including weeding and replanting on rehabilitated land sites, field surveys, bio-control field releases and like in field projects that meet the criterion.
Category Specific Eligible Expenses	<ul style="list-style-type: none"> Project Coordinator costs related to the project Equipment purchases that are integral to the delivery of the project (e.g. equipment for surveys, monitoring, research) (capped at \$4,000 in total of the grant). <p>* Note: this category cannot be used for the installation of solar panels or related energy efficiency projects (refer to the Community facilities category)</p> <p>Projects are ineligible if:</p> <ul style="list-style-type: none"> conducted outside of the Gympie Regional Council area conducted or undertaken solely on private land where no broader environmental/ community benefit can be demonstrated.

6.6 Category – ENVIRONMENT PROGRAMS

Amount	<p>Maximum grant amount: \$30,000</p> <p>Council contribution: Maximum 80% of program cost</p> <p>Applicant contribution: Minimum 20% of program cost</p>
Purpose	To improve environmental outcomes in the Gympie region through the delivery of ongoing environmental programs by community organisations primarily focused on environment activities.
Timeframe	Maximum 3-year delivery timeframe, with maximum \$30,000 grant per year
Priorities (Address at least one)	<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. Waste reduction and/or environmental educational awareness 5. Wildlife protection and rehabilitation
Required Support	<ul style="list-style-type: none"> Program plan that includes WHS requirements

Material	<ul style="list-style-type: none"> Land Owners Consent form if physical works will be conducted on Council Land. <p>Please note: Data gathered through environmental surveys, monitoring and research must be shared with Council, as data sets and a report.</p>
On Ground Component	<ul style="list-style-type: none"> To assist with the protection and enhancement of the region's natural assets, Council gives high regard to programs where at least 60 per cent of Council funds allocated are spent on-ground within the region. On Ground means field work including revegetation and habitat development, maintenance including weeding and replanting on rehabilitated land sites, field surveys, bio-control field releases and like in field projects that meet the criterion.
Category Specific Eligible Expenses	<ul style="list-style-type: none"> Program Officer/Coordinator costs related to the program Program related operational expenses including fuel for vehicles, consumable foods for wildlife rehabilitation. Equipment purchases that are integral to the delivery of the program (e.g. equipment for surveys, monitoring, research) (capped at \$12,000 in total of the grant). *Note: this category cannot be used for the installation of solar panels or related energy efficiency projects (refer to the Community facilities category) <p>Programs are ineligible if:</p> <ul style="list-style-type: none"> conducted outside of the Gympie Regional Council area (unless demonstrated to be a joint Council run program benefiting the Gympie region). conducted or undertaken solely on private land where no broader environmental/ community benefit can be demonstrated.

7. ROLLING ROUND CATEGORIES

Applications to the following grant categories are open from 1 July 2025 until 30 June 2026, or when all funds are expended. Applications will be assessed in the first week of every month.

7.1 Category - GET LOCAL COMMUNITY GRANTS

Amount & co-contributions	Maximum grant amount: \$1,500 No applicant co-contribution required.
Purpose	To support community connection and resilience through the delivery of small-scale community events and activities.
Priorities (Address at least one)	<ol style="list-style-type: none"> 1. Increase community connection and community wellbeing 2. Celebrate community-led local Christmas, New Year, Australia Day, Anzac Day and Remembrance Day community events 3. Activate community spaces and facilities 4. Provide free or low-cost events and activities for the community 5. Support local creatives and artists
Category Specific Eligible Expenses	<ul style="list-style-type: none"> • Event expenses include venue hire, entertainment and performance fees, catering, decorations, marketing and promotion, traffic management, waste management. • Equipment purchases which are integral to the delivery of the project.

7.2 Category - MICRO ENVIRONMENT PROJECTS

Amount	Maximum grant amount: \$1,500 No applicant co-contribution required.
Purpose	To raise environmental awareness and improve environmental outcomes in the Gympie region through the delivery of small-scale community activities.
Priorities (Address at least one)	<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. Waste reduction and/or environmental educational awareness 5. Wildlife protection and rehabilitation
Category Specific Eligible Expenses	Projects are ineligible if: <ul style="list-style-type: none"> • conducted outside of the Gympie Regional Council area • conducted on land owned by private landholders or private companies

7.3 Category – FLYING FOX ROOST - RESIDENT ASSISTANCE

Amount	Maximum grant amount: \$1,500 No applicant co-contribution required.
Purpose	To mitigate and minimise impacts on directly affected residents resulting from Flying Fox Colonies on or adjacent to their property/residence.
Priorities (Address at least one)	Priority items or services must relate to one of the following: <ul style="list-style-type: none"> • Building modifications for odour/noise abatement (e.g. air-conditioning/purifying, insulation, sound barriers, window seals/covers) • Cleaning (e.g. solar panel cleaning services, clothes dryer, cleaning equipment, rainwater filters) • Protective measures (e.g. covers for outdoor areas/windows, cars or pools) • Vegetation management (removal of vegetation on property)
Category Specific Criteria/Eligibility	<ol style="list-style-type: none"> 1. Council will determine which Flying Fox Colonies/Roosts are active for the purposes of this grant category. 2. The applicant must be an eligible resident (tenant or landowner), meaning they must reside adjacent to, or within a 'reasonable distance' as determined at council discretion, an active permanent Flying Fox Roost. 3. The applicant must demonstrate direct social, health, physical or financial impact from the adjacent flying fox colony/roost. 4. Only one application per household/dwelling per year.
Further Information	Council's Regional Flying Fox Management Plan provides direction to support affected Residents/Community.

7.4 Category – MICRO BIOSECURITY PROJECTS

Amount	Maximum grant amount: \$2,500 per landholder or not for profit community organisation as part of a syndicate No applicant co-contribution required (noting that landholders/community group are required to undertake or arrange all works associated with the project).
Purpose	To support land holders to improve biosecurity outcomes in the Gympie region.
Priorities (Address at least one)	<ol style="list-style-type: none"> 1. Pest animal trapping program – must be multiple landholders (syndicate group). 2. Pest plant control program – must be multiple landholders (syndicate group).

	<ol style="list-style-type: none"> 3. Pest species monitoring project leading to management plan - must be multiple landholders (syndicate group) 4. Biocontrol release and monitoring project – must be multiple landholders (syndicate group). 5. Any invasive species monitoring or control program that involves collaboration with multiple land managers.
Required Support Material	<ul style="list-style-type: none"> • Project plan, including methodology, objectives, timeframes, and details of participating parties
Category Specific Information	<ul style="list-style-type: none"> • Applicants must be a syndicate comprised of a minimum of 2 landowners or not for profit community organisations. • Applicants can be private landholders or not for profit community organisations. • Syndicates may only apply once per year. • Equipment purchases integral to delivery of the project are eligible. • Programs designed to manage restricted invasive plants and animals listed in the <i>Biosecurity Act 2014</i> will be favoured. • Council Biosecurity Officers can make introductions between land managers. • All work must be conducted in the Gympie region. • The details of the individual managing the grant must be provided to Council, and they will be responsible for providing the acquittal of funding report to Council. • No fuel purchases are eligible.

8. ASSESSMENT CRITERIA FOR ALL CATEGORIES

Criteria		Weighting
1. Project Benefit Strength of the application meeting the grant category purpose and one or more of the category priorities. Evidenced by: <ul style="list-style-type: none"> reasoning behind the project, and the issue or need that will be addressed by the project 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) Successful acquittal of prior grants if applicable sound cultural, environmental and sustainability practices as relevant. 		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 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

Competitive Rounds: One application per organisation per competitive round (i.e. it is permissible to apply in Round 1 and 2). Organisations that auspice an organisation 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/applicant per category in the rolling round. Organisations that auspice another organisation are permitted to submit one application for their own organisation per category and auspice two applications on behalf of unincorporated groups.

Please note: The same project/event cannot be funded through both a competitive grant round and rolling grant round. Further, a project or project expense cannot be funded through Council's Community Grants Program if the same project has already secured funding through a Council Sponsorship/Partnership arrangement or Fee Waiver.

9.2 AUSPICE ARRANGEMENT

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

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 for 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

Refer to the grant categories for applicant co-contribution requirements and funding amounts.

- Minimum grant amount for all categories is \$500 unless stated otherwise.
- Grant funding will take the form of a financial payment only.
- Applicant co-contributions including funding from other grant bodies, third party sponsorship, donations or in-kind labour (valued at approximately \$44.45 per hour per volunteer based on [Cost of Volunteering Calculator - The Centre for Volunteering Australia](#)) and materials is encouraged and required for the competitive round categories.
- Council may offer part funding. The applicant may be required to submit a revised budget to Council to demonstrate the project can be delivered with partial grant funding.

9.4 GST (GOODS AND SERVICES TAX)

Applicants are required to submit their budget items inclusive of GST where the supplier is registered for GST.

Successful applicants that are registered for GST are required to submit an invoice with the GST amount added to the recommended funding total. Successful applicants that are not registered for GST must submit an invoice for the recommended funding amount only. 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 must obtain Council's land owner's consent before lodging their grant 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 on Council owned or controlled land:** applicants 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, regulatory and policy requirements including planning and building standards/ approvals, working with children requirements.
- As far as possible, all relevant permits or approvals must be uploaded with the application.
- Applicants may be required to attach further documents as specified under the grant categories.
- Lobbying of elected members of Council or Local Government Employees in relation to the grant application 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, incomplete, or out of round applications will be accepted.

10.3 SUPPORTING DOCUMENTATION

The following supporting documentation is **compulsory**:

- Current Certificate of Public Liability Insurance (excluding Flying Fox Roost and Micro Biosecurity categories)
- Written quotes for each expense over \$1,000
- Evidence of financial position of the organisation in the form of the financial statement endorsed or presented at last AGM (except for Rolling Round Categories)
- Category specific support materials.

Other supporting documents to strengthen an application can include, though not limited to:

- Event/project plans and workshop programs
- Business, strategic, feasibility or other planning documents
- Letters of support from stakeholders
- Confirmation of availability of key personnel, performers, facilitators referred to in the application.

10.4 ASSESSMENT PROCESS

Eligibility check: All applications are checked against eligibility criteria to ensure the applicant, project, expenditure items and timeframes are eligible for funding and all compulsory supporting documents are supplied.

Assessment: Applications are assessed against the assessment criteria by a panel comprised of Council staff (and/or industry subject matter experts) 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.

Funding Decisions: For grant categories with a maximum value over \$2,500, the grants assessment panel will provide grant recommendations to Council for consideration and approval by resolution. For grant categories with a maximum value of \$2,500 or less, the grants assessment panel will provide grant recommendations to Council's Delegated Officer for consideration and approval. The number and types of projects approved will depend on the demand for funding, available program budget and corporate priorities. In some instances, part-funding may be offered.

10.5 NOTIFICATION OF OUTCOME

- Applicants are advised by email of the grant outcome
- All funding decisions/council resolutions relating to the administration of grants are final
- Unsuccessful applicants are invited to seek feedback about their application by contacting Council or replying to their notification email from grantsadmin@gympie.qld.gov.au.

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
- If not already a supplier of Council, the applicant is required to be onboarded via the EFTsure system to receive payments from Council (instructions will be included with the Funding Agreement).

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 and/or use a funding acknowledgement statement in all media (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 grant recipients must contact Council as soon as practicable with any project changes so Council can consider a project variation/grant extension.
- Multi-Year funded applicants may apply for a variation to their requested Year 2 or 3 funding amounts, prior to the 30 April each year

10.9 ACQUITTAL OF FUNDING

- Grant recipients must complete an online Acquittal Report within four weeks of the end of the project delivery timeframe, unless an extension is provided in writing by Council
- Grant recipients of multi-year funding must complete an online Acquittal Report every 12 months for the duration of the funding, with a final Acquittal Report within four weeks of the end of the project delivery timeframe.
- In the Acquittal, the grant recipient must include evidence of:
 - grant expenditure (e.g. invoices)
 - acknowledgement of funding (e.g. files or links showing your marketing material with acknowledgements)
 - project delivery (e.g. at least 3 photos of event or project)
 - quantifiable data (e.g. number of trees planted, number of event attendees)
 - Any surveys that were completed or feedback gathered.

11. PRIVACY STATEMENT AND RIGHT TO INFORMATION

Council's Privacy Statement regarding the information you provide can be found at <https://www.gympie.qld.gov.au/council/about-council/privacy-statement>.

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

For information and assistance please contact Council's Community Development Team on 1300 307 800 or grantsadmin@gympie.qld.gov.au.