

Updated July 2020

These guidelines should be read in conjunction with council's [Community Grants Policy](#).

The Festive Funding Program allows for funds to be allocated for the purpose of encouraging community groups to take on the responsibility of festive lighting and decorating of business centres. This funding allocation is done in a way that benefits Sunshine Coast residents.

Eligibility

Divisional eligibility

This program is available to organisations where the division in which they belong has no more than one festive season program council-funded decorated community Christmas Tree.

Currently Divisions 1, 2, 3, 6, 7 and 9 are eligible for this funding.

Who can apply?

Not-for-profit community organisations are eligible if they meet all the following criteria:

- Operate within the Sunshine Coast Local Government Area or are able to demonstrate that the project or program will benefit residents of the Sunshine Coast Local Government Area.
- Have appropriate insurance and adhere to sound Workplace Health and Safety practices.
- Are able to demonstrate viability, as well as community / business support and consultation
- Have met acquittal conditions for previous council grants and have no debt to council, or have entered into scheduled payment arrangements with council which are being adhered to.

Who cannot apply?

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations, where the application is for the organisation's core business
- Businesses

Eligible Projects / Programs

Applications must:

- be submitted on the required application form
- demonstrate a purpose that is in the public interest and in line with the program intent
- ensure the funded activity has not already commenced
- align with the priorities of council's Corporate Plan, and
- adhere to the specific terms and conditions of this funding program. This may include requirements to obtain permits and approvals from Council before the festive season decorations can be installed.

As the program has been made available to encourage community groups to take responsibility for decorating their business centre during the festive season, all successful applicants for festive decorations must consider the cost and the group's ability to ensure the decorations are erected, dismantled, stored and maintained.

All applications for festive season decorations that require electricity, e.g lighting, must outline the power source and seek appropriate permits and insurances to ensure public safety.

Program Details

Each application may receive nil, all or part of their division's allocation to this funding program, up to a maximum amount of \$5,000.

The program is open all year, dependent on budget availability. Applications can be lodged at any time.

Application

Applicants are encouraged to liaise with an Events Officer prior to lodging an application.

Applications are to be submitted through an online application process.

There are no upper or lower limits for funding applications. Applicants should be mindful of the likely high demand for funding through this program.

Applicants are responsible for obtaining all appropriate permits, approvals, insurance etc.

Delivery of the program is subject to annual budget allocations.

Assessment

Application outcome will be determined by panel assessment.

Part funding may be offered.

Notification

Applicants will be notified in writing of the application outcome, as soon as practicable.

Project Variation

Applicants must use funds for the purpose for which the funding was awarded, unless written permission for a variation has been obtained prior to activities being undertaken.

Acquittal

Once the project has been completed, applicants are required to complete an online acquittal form to clarify that the project has been completed. Funding must be acquitted within eight weeks of project completion.

Privacy

Council will use any personal information provided for the purpose of processing your grant application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so.

By submitting an application you consent to council publishing the applicant's name, project description and amount funded on council's website and possibly in other media outlets. This information may also be used for promoting council's funding program.

Your personal information is dealt with in accordance with council's Privacy Policy.

Applicant Support

Events Officers and Grants Officers can help applicants develop their project and complete the online application, if required.

For more information, telephone an Events Officer on 5475 7272 or email events@sunshinecoast.qld.gov.au

Note: Office hours are 8.30am to 4.30pm, Monday to Friday (excluding public holidays).

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

If you have difficulty speaking English, contact council's Customer Service Centre on (07) 5475 7272 to organise an interpreter to assist you.