



Community Grants Program Guidelines

(Updated August 2021, v2)

These guidelines should be read with council's [Community Grants Policy](#), and [Sunshine Coast Community Strategy 2019-2041](#) and associated [Action Plan](#). You can view these documents at www.sunshinecoast.qld.gov.au

The Community Grants Program supports projects that contribute to the delivery of council's corporate priorities as informed by our long-term strategic policy positions on community, economic development and environment. The Program aims to acknowledge and strengthen the valuable contribution that community groups and their volunteers make towards achieving our shared vision and goal of being *Australia's most sustainable region: healthy, smart, creative* and fostering a *strong community*.

In line with the endorsement of council's Sunshine Coast Community Strategy 2019-2041, we welcome applications that contribute towards the following strategy outcomes:

- *Healthy and active communities* - Empower our community to live healthy and active lifestyles.
- *Vibrant communities* - Focus on ensuring community places and spaces are vibrant, inclusive, accessible, adaptable and meet the needs of people of all ages, abilities and backgrounds.
- *Inclusive communities* - Strengthen connection, inclusion, awareness and opportunity for all people in our community.
- *Connected and resilient communities* - Build capacity in our communities to be connected, resilient and to respond to local issues.
- *Creative and innovative communities* - Nurture creative and innovative approaches to building a strong community.

Grant Types

Grant type	Applicant Type	Outcome timeframes	Amount
Major	Community group	6-8 weeks from closing date	Up to \$30,000*
Minor	Community group	6 weeks from closing date	Up to \$2000
Emergency	Community group	2 weeks after application received	Up to \$3000
Individual Development	Individual	Applications assessed every two months. Notification within two weeks of assessment.	Up to \$500 per individual or \$2000 per team.

* Co-funding requirements apply for requests over \$7500. Requests over \$15,000 must be for infrastructure projects.

Major and Minor Grants

Major and Minor Grants support community organisations to deliver one-off projects, events and activities that align with council's strategic priorities and demonstrate a community purpose.

Focus is on supporting projects which:

- respond to community need and deliver on council's priorities
- activate the community in a resilient and vibrant way
- inject money into the local economy
- are ready to get started and be successfully completed
- deliver maximum community benefit.

Eligibility Criteria

Who can apply?

Not-for-profit community organisations that meet all of the following:

- operate within the Sunshine Coast local government area or can demonstrate 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
- have no debt to council, or have entered into scheduled payment arrangements with council, which are being met
- have met acquittal conditions for previous council grants.

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

Applicants requesting over \$5000 are encouraged to discuss their application with a council Grants Officer prior to submission.

Applicants may submit only one grant application per round.

Who cannot apply?

Applications cannot be made by:

- 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
- individuals.

Projects eligible for funding

To be eligible for funding, applications must:

- demonstrate a purpose that is in the public interest, with significant community need and benefit
- demonstrate strong 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.

To be eligible for funding for an event, events must be scheduled to take place after notification of funding outcomes.

Projects not eligible for funding

- Ongoing operational or recurrent costs including salaries, rent, fuel
- Activities that have already begun prior to a grant application being submitted
- The core business of educational, religious or medical organisations
- Prize money, prizes or trophies
- Development of privately-owned facilities
- Payment of debt
- Political activities
- Projects run solely for commercial profit
- Items included in another council grant application
- Projects run solely for fundraising purposes, without broader community benefit.

In addition, the following items are not eligible for funding if applying for an **event**:

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

Higher and Lower Priority

Higher priority

Higher priority is given to projects that:

- increase the self-sufficiency of community organisations
- reduce environmental impact and/or provide energy, water and waste efficiencies
- build skills, capacity and governance of community groups
- demonstrate collaboration and partnerships
- activate places and spaces.

Higher priority is given to applications that demonstrate evidence of:

- procuring from local businesses, social enterprises and/or First Nations businesses
- budgeting to procure a Welcome to Country by the Traditional Custodians of the Sunshine Coast (the Kabi Kabi peoples or Jinibara peoples)
- committing to sound environmental practices.

If successful, you will be asked to include evidence of meeting relevant high priority areas in your acquittal.

Lower priority

Lower priority is given to applicants who have been awarded a council Major or Minor grant within the previous 12 months.



What Funding is available?

Minor Grants

Apply for up to \$2000 to fund one-off projects, events and activities – see all categories.

Major Grants

Apply for up to:

- \$15,000 to fund one-off projects, events and activities – see all categories
- \$30,000 to fund infrastructure projects only – see Community Facilities category.

Co-funding

Council cannot be the sole funder of every project. Depending on the amount requested, funds from other sources may be required. Other funding sources could include:

- applicant cash contributions
- grants from other funding bodies
- sponsorship
- in-kind support.

The table below outlines co-funding requirements:

Amount requested from council	Minimum co-funding requirement
Up to \$7500	No requirement
\$7501 - \$15,000	50% of total project costs from other sources
\$15,001 - \$30,000	75% of total project costs from other sources

*Eg To be eligible for \$30,000, the total cost of the project would be at least \$120,000.
NB Up to 20% of the co-funding requirement can be volunteer hours, valued at no more than \$43.30p/h.*

Assessment Criteria

Major and minor grant applications will be assessed using the following criteria:

- need for the project/activity
- benefit to the people of the Sunshine Coast local government area
- evidence of consultation and community partnerships and collaboration
- alignment to program intent and the specific purpose and priorities of the chosen category
- strength of alignment with council's corporate priorities as described in current council strategies, plans or policies
- consideration of higher and lower priority projects and applications
- capacity of the applicant to successfully complete the project
- balanced, realistic and complete project budget
- level of funding contributed by the applicant and/or others towards the project
- evidence that the organisation has inclusive participation policies and practices
- evidence the organisation is working towards or maintaining self-sufficiency.

Categories

Applications for major and minor grants can be made in one of seven categories. Each of these categories delivers on one or more Sunshine Coast Community Strategy 2019-41 outcome/s.

Categories are as follow:

- *Community Development*
- *Community Facilities*
- *Creative Development*
- *Cultural Heritage*
- *Economic Development*
- *Festive and Commemorative Events*
- *Sport, Recreation and Healthy Living.*

Which category should we chose?

Projects, events and activities must align to the specific category focus and meet the relevant category priorities.

Applications for infrastructure projects should be made in the Community Facilities category.

Applications for community events should be made in the category most relevant to the focus of the event. Event funding is not available in the Community Facilities category.

Please see table below for examples of **events** funded in each category:

Does your event:	Example	Category
Respond to an identified local need and build more inclusive, engaged and safer communities?	<ul style="list-style-type: none"> • Multicultural festival • Community celebration • NAIDOC Week event 	Community Development
Strengthen the creative ecology of the Sunshine Coast?	<ul style="list-style-type: none"> • Theatre performance • Music concert • Arts festival 	Creative Development
Promote and make accessible the region's heritage and social history?	<ul style="list-style-type: none"> • Celebrations of cultural heritage with local relevance 	Cultural Heritage
Contribute positively to improve the economic performance and prosperity of their local community?	<ul style="list-style-type: none"> • Events that activate the commercial shopping precinct • Events that showcase local businesses 	Economic Development
Bring the local community together in a free or low-cost community-led festive or commemorative event?	<ul style="list-style-type: none"> • Christmas • New Year • Australia Day • Anzac Day 	Festive and Commemorative Events
Promote community participation in sport and recreational pursuits?	<ul style="list-style-type: none"> • Fun run • Sports carnival • Cycle event 	Sport, Recreation and Healthy Living

Community Development

Outcomes: Healthy, Active Communities; Inclusive Communities; Connected, Resilient Communities

This category supports projects, events and activities that respond to an identified local need and build more inclusive, engaged and safer communities.

Category priorities (address one or more):

- young people (aged 12-24)
- positive ageing
- health and wellbeing
- Traditional Custodians (Kabi Kabi peoples and Jinibara peoples), and local First Nations people
- multicultural communities
- access and inclusion
- community safety
- animal management.

Projects funded under this category will:

- promote social inclusion
- enhance cultural awareness and embrace diversity
- encourage healthy eating and the availability of fresh, healthy foods
- foster partnerships and collaboration between community groups
- enhance community safety
- encourage community engagement, participation and volunteerism
- engage with the community to encourage an environmentally sustainable Sunshine Coast.

In relation to applications for animal management grants, projects must:

- enhance community safety outcomes
- align with the key objectives of council's Domestic Animal Management Strategy 2014-2020
- assist in the promotion and advancement of responsible pet ownership practices eg desexing, microchipping, registration.

Community Facilities

Outcome: Vibrant Communities

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

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

- a positive sense of community
- a creative and artistic region
- healthy communities and active lifestyles
- safe communities
- nature-based recreation infrastructure.

Category priorities (must address all):

- provide well maintained and accessible community facilities which enable opportunities for social interaction
- adhere to the principles of access and equity
- address issues of risk management or compliance with Australian Standards
- have a current maintenance schedule.



All projects involving **permanent** works must come under this category. Examples include but are not limited to:

- Facility improvements (such as extensions, renovations, accessibility ramps, amenities)
- Facility repairs and maintenance (such as painting, guttering, window replacement)
- Permanent installations (such as solar panels, air conditioning, signage)
- New infrastructure (such as sheds, shade, fences)
- Land improvements (such as drainage, irrigation, landscaping).

Organisations with formal council tenure are required to complete any works required under their leasing arrangements prior to being funded for other projects.

In relation to applications for nature-based recreation infrastructure projects only, applicants must discuss the project with council's Recreation Trails Activation Officer prior to submission.

Event funding is not available in the *Community Facilities* category.

Creative Development

Outcomes: Inclusive Communities; Creative, Innovative Communities

This category supports projects, events and activities that strengthen the creative ecology of the Sunshine Coast by nurturing connections, promoting experimentation and inspiring collaboration.

Category priorities (address one or more):

- build local creative skills and capacity
- increase local participation in arts and creative activities
- provide creative opportunities that engage with diverse segments of the community
- position creative experiences in unexpected places and spaces
- demonstrate collaboration between industry sectors or include strong partnerships
- foster opportunities for Traditional Custodians (Kabi Kabi peoples and Jinibara peoples), and local First Nations artists.

Cultural Heritage

Outcome: Creative, Innovative Communities

This category supports projects, events and activities that document, conserve, promote and make accessible the region's heritage and social history.

Category priorities (address one or more):

- protect, preserve and celebrate the culture and heritage of Traditional Custodians (Kabi Kabi peoples and Jinibara peoples), and local First Nations people
- protect, preserve and celebrate the culture and heritage of Descendants of Australian South Sea Islanders
- provide opportunities to identify, document and preserve the history of settlement on the Sunshine Coast
- provide access to, interpret and protect the unique lifestyle, places and landscapes within the Sunshine Coast local government area
- support contemporary heritage (post-1950s), including coastal heritage
- tell stories relating to the regional contribution to the war effort, industry and innovation
- encourage collaboration with other heritage organisations, to raise awareness and knowledge of regional cultural heritage
- incorporate innovative practices to conserve, educate and promote regional heritage, including conservation of significant objects
- have lasting community benefit.



Applicants must discuss their project with a council Cultural Heritage Officer prior to submitting their application. Please contact the Grants Team on (07) 5420 8616.

Economic Development

Outcomes: Strong economic leadership collaboration and identity; Creative, Innovative Communities

This category supports projects, events and activities that encourage and support local community organisations to contribute positively to improve the economic performance and prosperity of their local community.

Category priorities (address one or more):

- foster strong economic leadership and collaboration by government, business and industry
- encourage best practice in securing investment in the region's infrastructure priorities
- facilitate development of the region's high value industries including promotion of innovation, research and digital participation
- business projects focussed specifically on developing local to global connections and investment in talent and skills in the region's high value industries.

Festive and Commemorative Events

Outcome: Connected, Resilient Communities

This category **only** supports costs associated with delivering the following community-led event types:

- Festive Season (Christmas, New Year), and
- Commemorative (e.g. Australia Day, Anzac Day).

Community groups wanting to apply for another event type should do so in the category most relevant to the focus of the event. Please contact a Grants Officer on 5420 8616 if you would like assistance in selecting the most appropriate category for your event.

Category priorities

Events funded in this category will:

- bring the local community together in a free or low-cost community event that is accessible, inclusive and reflects local character
- contribute to a balanced network and calendar of events within the locality and region
- provide opportunities for people of all ages and abilities to participate and connect
- support the activation of our places and spaces
- support the engagement of local performers and event suppliers
- demonstrate sound event management principles and planning
- demonstrate a commitment to sound environmental practices.

Multi-year funding:

Well-established community organisations with a proven track record of delivering festive or commemorative community-led events that meet above priorities can apply for up to three years funding in this category.

Assessment Criteria (Must address all):

- Evidence applicant group is well-established
- Funding request must be for a community-led festive or commemorative event
- Strong history of applicant group successfully delivering event
- Evidence of long-term planning and commitment to deliver event for funding term
- Evidence of collaboration with council regarding the event.

Where multi-year funding is allocated, subsequent years of funding will be conditional upon:

- delivering agreed outcomes
- compliance with funding conditions
- satisfactory acquittal of previous year's funding
- Council's budget availability.

Applicants interested in applying for multi-year funding must contact a Grants Officer on 5420 8616 before submitting an application.

Sport, Recreation and Healthy Living

Outcome: Healthy, Active Communities

This category supports projects, events and activities that promote community participation in sport and recreational pursuits across the Sunshine Coast local government area.

Category priorities (address one or more):

- contribute to building healthy and active communities
- provide physical activity initiatives or opportunities
- improve the sustainability of sport and recreation clubs
- engage a broad spectrum of the community
- provide access for all abilities
- provide benefit to multiple user groups.

Emergency Grants

Eligibility criteria for emergency grants are the same as major and minor grants, except during a declared Disaster Situation*, where operational costs may be eligible for funding in this program.

Applicants can apply for up to \$3000 to fund projects that have arisen as a consequence of failure, damage or loss of essential equipment or infrastructure due to unforeseen circumstances. During a declared Disaster Situation, applicants can apply for up to \$3000 for other costs (including, but not limited to, operational costs when an organisation demonstrates financial hardship).

Funding must be for projects or costs which are:

- deemed to be an 'emergency' (requiring rapid response)
- significantly impacting the organisation's ability to continue to operate.

Costs may be incurred prior to application, but applicants should be aware that funding is competitive, and council cannot guarantee that the application will be successful.

Costs that are covered by insurance are not eligible for Emergency Grant funding.

Only one Emergency Grant related to a declared Disaster Situation can be made by an organisation per disaster event, per financial year.

**A declared Disaster Situation, is one where a Notice of Declaration of Disaster Situation has been published in the Queensland Government Gazette, and affects the Sunshine Coast Local Government Area.*

Assessment Criteria

Emergency grant applications will be assessed using the following criteria:

- failure, damage or loss of essential equipment or infrastructure due to unforeseen circumstances and deemed to be an emergency
- significant impact on the organisation's ability to continue to operate
- significant health and safety implications for the organisation's and/or service users
- evidence that the project is not covered by insurance.

During a declared Disaster Situation the following assessment criteria can apply, subject to available budget:

- significant impact on the organisation's ability to continue to operate, due to:
 - costs that have arisen due to a declared disaster event, or
 - cash flow hardship as a result of a declared disaster event.
- costs meet the significant community need created by the declared disaster.
- priority will be given to applications which evidence an organisation's financial hardship and/or a plan for sourcing more sustainable funding into the future.

Individual Development Grants

Up to \$500 is available to support Sunshine Coast local government area residents who are performing, competing or presenting at national or international competitions, conferences or events (eg sport, arts, cultural, community, heritage, economic and environment).

Groups or teams attending the same event can apply for a group total of up to \$2000.

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

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

Who can apply?

Individuals who meet all of the following criteria:

- have been a permanent resident in the Sunshine Coast local government area for at least the preceding 12 months
- are representing the region by performing, competing or presenting at national or international competitions, conferences or events
- have met acquittal conditions for previous council funding.

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

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

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

Activities that have already begun prior to a grant application being submitted are not eligible for Individual Development Grant funding.



Information for Grant Applicants

Application

Application forms for Major, Minor, Emergency and Individual Development Grants must be submitted online. These forms will be made available on council's website when the relevant round is open.

Quotes are required for all items over \$500 and must be included with your application.

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

Assessment

Grants are assessed by panels, which include council staff experienced in each category.

In some instances, part-funding may be offered.

Panel recommendations for Major, Minor, Individual Development and Emergency grants are reported to the CEO or delegate for endorsement. Panel recommendations for Major grants are provided to the Mayor and all Councillors for information only.

Payment

Successful applicants will be notified via email and will be directed to fill in the online Funding Agreement Form before payment can be made.

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

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

In some instances, there may be specific Conditions of Funding that need to be met before payment can be made.

Where multi-year funding is allocated, subsequent years of funding will be conditional upon delivering agreed outcomes, compliance with funding conditions, satisfactory acquittal of previous year's funding, and council's budget availability.

Acknowledgement

As a condition of funding, all successful applicants are required to acknowledge council's support actively and publicly. The level of acknowledgement required is outlined in the funding program agreement and associated acknowledgement guidelines. Council's logo and Acknowledgement Guidelines will be emailed to successful applicants following notification.

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

Acquittal

Acquittal is the process where you show how you spent allocated funds. All successful applicants must submit an online acquittal within eight weeks of project completion. Organisations will not be considered for further grant funding from council if previous grant acquittal conditions have not been met. Please note that you will be required to return funds if you do not submit a satisfactory acquittal that includes proof of expenditure.

Applicant Support

Grants Officers can help community groups develop their project and applications, if required.

For further information and assistance, visit council's website at www.sunshinecoast.qld.gov.au/grants or contact us on:

- (07) 5420 8616
- grants@sunshinecoast.qld.gov.au

Note: Office hours are 8.30am – 4.30pm, Monday – 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.

Please let us know if you have difficulty speaking English and we can organise an interpreter to assist you.

