Community Grants Information Session
February 2018
Community Connections Team

Margaret Cattanach
Della Minette
Jason Erbacher
Sarah Saunders

Cassandra Mackenzie
Bernie Miller
Catherine Lowe
Kelsey Gray
What will we cover today?

- Overview of council’s funding programs
- Council’s Community Grants Program
- What to do before you apply
- What to do when applying
- Case study
- Questions
Australia’s most sustainable region
Healthy, Smart, Creative
2016-17 – 12 separate programs delivering over $4.65 million in Funding Support through 1,051 Grants - to 505 community groups and 252 individuals
Regional Arts Development Fund

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Sunshine Coast Council to support local arts and culture in regional Queensland.

Goals and Priorities
• Building local creative leadership
• Celebrating our local artists
• Building engagement with our local community through arts and culture.
## Community Grants Program

<table>
<thead>
<tr>
<th>Grant</th>
<th>Open</th>
<th>Close</th>
<th>Amount</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>29 January</td>
<td>12 March</td>
<td>$2,000 - $30,000*</td>
<td>12 weeks from round close</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Co-funding over $7,500</td>
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<td></td>
<td></td>
<td></td>
<td>* &gt;$15,000 CF category</td>
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<tr>
<td>Minor - Events</td>
<td>29 January</td>
<td>12 March</td>
<td>Up to $2,000</td>
<td>8 weeks from round close</td>
</tr>
<tr>
<td>Minor – all other</td>
<td>26 March</td>
<td>14 May</td>
<td>Up to $2,000</td>
<td>8 weeks from round close</td>
</tr>
<tr>
<td>Emergency</td>
<td>Applications submitted at any time</td>
<td></td>
<td>Up to $2,000</td>
<td>2 weeks after application</td>
</tr>
<tr>
<td>Individual</td>
<td>Applications submitted at any time</td>
<td></td>
<td>Up to $500</td>
<td>4 weeks after assessment</td>
</tr>
</tbody>
</table>
Eligibility

- Not-for-profit community organisations*
- 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

*Applications can be auspiced
Community Grants Categories

- Community Development
- Community Events
- Community Facilities
- Cultural Development
- Cultural Heritage
- Economic Development
- Sport, Recreation & Healthy Living
<table>
<thead>
<tr>
<th>Community Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young people (aged 12-24)</td>
</tr>
<tr>
<td>Positive ageing</td>
</tr>
<tr>
<td>Health &amp; wellbeing</td>
</tr>
<tr>
<td>ATSI</td>
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</table>
**Community Events**

| Supporting & building capacity of local event management talent and suppliers |
| Contribute to local economy by planning events which attract a broad range of patrons |
| Promoting a vibrant, diverse & fun place to live and visit |
| Celebrate & contribute to our lifestyle, environment and culture. |
## Community Facilities

- Infrastructure projects - the development or maintenance of buildings or land
- Provide accessible community facilities which enable opportunities for social interaction
- Nature-based recreation infrastructure
Cultural Development

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage with the local community &amp; involve significant community interaction</td>
<td></td>
</tr>
<tr>
<td>Support a number of emerging artists in a high quality project e.g. performance</td>
<td></td>
</tr>
<tr>
<td>Build local creative skills and experience</td>
<td></td>
</tr>
<tr>
<td>Demonstrate a creative or innovative approach</td>
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</tbody>
</table>
## Cultural Heritage

<table>
<thead>
<tr>
<th>Feature Aboriginal culture &amp; heritage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify, document &amp; preserve the history of settlement on the Sunshine Coast</td>
</tr>
<tr>
<td>Feature contemporary heritage (post-1950's), including coastal heritage</td>
</tr>
<tr>
<td>Tell the regional stories of WWI to commemorate anniversary of 1914-18 War</td>
</tr>
</tbody>
</table>
Economic Development

- Fostering strong economic leadership & collaboration by government, business and industry
- Encouragement of best practice in securing investment in the region’s infrastructure priorities
- Facilitating development of region’s high-value industries
- Business mentoring projects that develop high-value industries, local to global connections & investment in talent/skills.
Sport, Recreation and Healthy Living

<table>
<thead>
<tr>
<th>Provide physical activity initiatives or opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve the sustainability of sport and recreation clubs</td>
</tr>
<tr>
<td>Provide access for all abilities</td>
</tr>
<tr>
<td>Provide benefit to multiple user groups.</td>
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</tbody>
</table>
Community Grants Video

Community Facilities
Finding a permanent home that connects and engages the community - Coolum Men's Shed

Community Facilities Grants [🔗]

[Length: 2 minutes 34 seconds]
10 tips for success
Your project | Your grant application
1 | Develop your project plan

• **Why** does this project need to happen?
• **What** are you proposing to do?
• **How** are you going to achieve this?
• **When** are the key dates and milestones?
• **Where** are the main activities happening?
• **Who** is involved in the project?
• **What** costs are involved?
2 | Research your project

- Connect with experts in the field
- Learn from others that have completed similar projects
- Consult with your community
- Statistics, plans and docs
3 | Develop your fundraising plan

- Grants
- Donations
- Crowdfunding
- Membership
- Special Events
- Sales
- Community-Business Partnerships (Sponsorship)
Grants & funding

• Council funding
• Council’s Grants Directory – external funding
• Free grant subscriptions and resources
• Other local funders
4 | Get to know your funder

- Read guidelines & contact funding body
- Eligibility
- Priorities & assessment criteria
- Previously funded projects
5 | Project Description – Be clear & concise

Describe your project, i.e. what are you going to do? *

ie. What, where, who and how. Please limit your answer to 100 words.

Don’t forget to show that you can do it!
Example - ABC Football Club Change-room Upgrade

The project involves the refurbishment of the existing change-rooms at the Sunshine Coast Football Club.

The existing facilities are very worn and tired, and are causing a number of health and safety issues that need to be rectified.

The refurbishment will include:
- Waterproofing, retiling and grouting with anti mould additive
- Replacing all old tap ware in showers and fit privacy screens in showers
- Plastering and re-patching of walls with moisture resistant paint.
- Refitting walls around toilets with screening for privacy.
- Replace toilet basins and tap ware.

All works will be carried out by a licenced contractor. Approvals are in place, and works will commence in July 2016.
6 | Need and Benefit
– Be a great communicator!

Why do you think this project is worthwhile?
Who will benefit? *

What is the genuine community need and benefit of this project? What challenges are you facing? What research, facts or figures can you provide? Please limit your answer to 200 words.
Example - ABC Football Club Change-room Upgrade

**NEED:**
The change rooms have not been refurbished since they were originally built in the early 80's. They look tired and worn and often the subject of complaints by visiting teams. There are several holes in the walls and ceilings, mould is growing in places and the existing drainage is not sufficient. Tiles are coming off the walls the wet areas need to be waterproofed properly. The floor is existing exposed concrete floor is posing a slip hazard and an epoxy resin needs to be applied to it to make it bacteria and slip free. Tap ware is missing and there are no screens between showers to allow for privacy when showering. Our membership is steadily growing and we are hosting several regional football carnivals in the later half of 2016.

**BENEFIT:**
Completing the works will ensure that the change-rooms are safe and hazard free for members and visiting guests. The plumbing and drainage issues will be rectified, and players will feel comfortable when showering. The upgraded facilities will further encourage membership and patronage by visiting clubs, and will be well utilised both on training and game days, and during regional football carnivals.
Who is Involved?

*indicates a required field.

How many volunteers are in your organisation? *

How many volunteers will be involved in the project? *

How many volunteer hours will be involved in the project? *

Please estimate how many people will actually benefit from this project or activity *

If there are any other organisations helping you to deliver this project, please give details of who they are and their contribution

Include all groups, individuals, businesses etc that are contributing to the running of your project
7 | Link with Funders Priorities

Which of the following Community Development priorities does your project address? Select one or more) *

- Young people (aged 12 - 24)
- Positive ageing
- Health and Wellbeing
- Aboriginal and Torres Strait Islander peoples
- Multicultural communities
- Access and inclusion
- Community safety
- Animal Management

Which of the following Community Development outcomes will your project achieve? (Select one or more) *

- Promote social inclusion
- Enhance cultural awareness and 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 a sustainable Sunshine Coast
Explain how your project will achieve the Community Development priorities you ticked above? *

Refer to the specific category priorities you chose. You can use headings based on these priorities. Please limit your answer to 350 words.
Example - ABC Football Club Change-room Upgrade

**Provide well maintained and accessible community facilities which enable opportunities for social interaction**

The club maintains all facilities, including changerooms, to a high standard, and regularly perform both routine and ad-hoc maintenance. The approval of this project would allow the club to provide a healthy and well maintained facility for our members, and further encourage social interaction and participation from both players and volunteers.

**Adhere to the principles of access and equity**

Our organisation is open to players and volunteers of a variety of ages and we often hold social gatherings for members and their families. We encourage the participation of both males and females, and we are wheelchair accessible.

**Address issues relating to risk management or compliance with Australian standards**

Our organisation has a current risk management plan in place and further minimise this risk by employing qualified contractors that ensure compliance with Australian standards.

**Have a current maintenance schedule in place**

Our organisation has a current maintenance schedule in place and issues relating to risk or compliance are a high priority and dealt with as a matter of urgency.
8 | Supporting Evidence

- Evidence of need and benefit
- Project planning docs
- Evidence of capacity to deliver
- Approvals, permits, permissions
- Requested documents
## 9 | Budget

<table>
<thead>
<tr>
<th>Income</th>
<th>$</th>
<th>Expenditure</th>
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<tbody>
<tr>
<td>Council grant</td>
<td></td>
<td>Please enter first item in</td>
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**Total Income Amount:** $\quad \text{This number/amount is calculated.}

**Total Expenditure Amount:** $\quad \text{This number/amount is calculated.}
Sample Project Details and Budget

Project: Six week healthy eating awareness program
Total project cost: $6,540
Council grant request: $5,300

<table>
<thead>
<tr>
<th>Income (Sample only)</th>
<th>$</th>
<th>Expenditure (Sample only)</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council grant</td>
<td>5300</td>
<td>Workshop facilitator</td>
<td>3500</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>560</td>
<td>Room hire $300 x 6 weeks</td>
<td>1800</td>
</tr>
<tr>
<td>Own funds</td>
<td>380</td>
<td>Workbook printing</td>
<td>560</td>
</tr>
<tr>
<td>Volunteer program coordinator (10 hours @ $30)</td>
<td>300</td>
<td>Promotion</td>
<td>380</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In kind program coordinator</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total</strong> <em>(No need to enter the totals, the system will do this automatically)</em></td>
<td><strong>6540</strong></td>
<td></td>
<td><strong>6540</strong></td>
</tr>
</tbody>
</table>
## Community Grants Co-funding

<table>
<thead>
<tr>
<th>AMOUNT REQUESTED FROM COUNCIL</th>
<th>CO-FUNDING REQUIREMENT</th>
<th>COUNCIL CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $7,500</td>
<td>No requirement for co-funding</td>
<td>Up to 100% of project costs from Council</td>
</tr>
<tr>
<td>$7,501 - $15,000</td>
<td>50% of total project costs from other source/s</td>
<td>Up to 50% of project costs from Council (up to 20% in-kind)</td>
</tr>
<tr>
<td>$15,001 - $30,000 (for infrastructure projects only)</td>
<td>75% of total project costs from other source/s</td>
<td>Up to 25% of project costs from Council (up to 20% in-kind)</td>
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</tbody>
</table>
10. Don’t leave it to the last minute

- Check closing date and time
- Ask questions early
- Contact funder to clarify queries
- Allow time to gather information
- Deal with technology issues
- SUBMIT before the deadline!
If at first you don’t succeed … get feedback.

• Get feedback
• Ring up and talk to someone about your application – most funders are happy to provide feedback if asked.
• Take on feedback
Acquittal & Reporting Outcomes

- Notification Letters
- Acknowledge the funder
- Keep your receipts
- Measures of success
  - What happened?
  - What changed because of your project?
Case Study: “Tackers” Children Sailing Program

Purpose
Purchase boats
Establish junior national sailing program
Increase participation in sailing

Need and Benefit
• Not enough junior members
• National program established in response
• Provides a safe, affordable opportunity to learn skills

Capacity to deliver
• Well-established organisation
• Detailed planning and consultation
• Considerable financial contribution

Evidence
Membership Numbers, Report on consultation with stakeholders, partners, National Body
Case Study: “Tackers” Children Sailing Program

Project Funding

Multiple Sources / Co-Funding

- Council Grant $14,370
- Applicant Funds
- Total Project $30,457
- In-kind Donations
- Enrolments
Top Ten Tips for success

1. Get organised and develop a project plan
2. Research your project
3. Identify potential funding sources
4. Know your funder
5. Be clear and concise
6. Tell your story
7. Align to relevant strategies
8. Support your application
9. Prepare a detailed budget
10. Don’t leave it to the last minute

And if this doesn’t work … Get feedback!
Community Connections Team

We can help you with…

• Understanding guidelines
• Check your application and provide feedback
• Technical difficulties with applications
• Project development
• Linking to council staff and relevant departments
• Identify opportunities to partner with other organisations
• Help you plan your project budget
• Identifying other sources of funding
You have Questions
We have Answers
Thank you