Get That Grant!
Fund your community project
What we will cover today......

Overview of Council’s Funding Programs
Co-funding Requirements / Community Grant Categories
Presentation about the Gambling Community Benefit Fund
Funding Opportunities from Sources other than Council
Top 10 Grant Writing Tips
Case Study
Example of Community Grants Program Application Form
How Can we Help and Q & A
Sports Field Maintenance Funding
Regional Arts Development Fund (RADF)
Environment Levy and Partnership Grants
Community Partnership Funding
Major Events Sponsorship
Community Grants Program
Mayoral and Councillor Discretionary Funding
## Community Grants Program 2016

### Important Dates 2016

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Open dates</th>
<th>Closing dates (5pm)</th>
<th>Amounts</th>
<th>Notification timeframes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td><strong>Open</strong>: 1 July 2016</td>
<td><strong>Close</strong>: 1 August 2016</td>
<td>Projects from $2,000 up to $30,000*</td>
<td>12 weeks from close of round</td>
</tr>
<tr>
<td>Minor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor – Community Events category only</td>
<td><strong>Open</strong>: 5 September 2016</td>
<td><strong>Close</strong>: 17 October 2016</td>
<td>Projects up to $2,000</td>
<td>8 weeks from close of round</td>
</tr>
<tr>
<td></td>
<td><strong>Open</strong>: 1 July 2016</td>
<td><strong>Close</strong>: 1 August 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Grants</td>
<td>Applications can be submitted at any time</td>
<td>For projects that have arisen as a consequence of failure, damage or loss of essential equipment or infrastructure due to unforeseen circumstances.</td>
<td>Up to $2,000</td>
<td>2 weeks after application</td>
</tr>
</tbody>
</table>
## Co-Funding Requirements (funding/income from other sources)

<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</td>
</tr>
<tr>
<td>$15,001 - $30,000 (items over $15,000 must be for infrastructure projects)</td>
<td>75% of total project costs from other source/s</td>
<td>Up to 25% of project costs from council</td>
</tr>
</tbody>
</table>

E.g. To be eligible for the maximum $30,000, the total cost of the project would be $120,000 or more.
Categories:

- Community Development
- Community Events
- Community Facilities
- Cultural Development
- Cultural Heritage
- Economic Development
- Sport, Recreation & Healthy Living
Community Development
Projects and activities that respond to an identified local need and build more inclusive, engaged, and safer communities.

Community Events
Projects that support community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of the Coast's communities.
**Community Facilities**
Projects that involve the development or improvement of buildings or land that contribute to providing a safe, accessible and inclusive community facility.

**Cultural Development**
Funding is for cultural and/or creative projects which engage with the local community and support a number of emerging artists.

**Cultural Heritage**
Projects that enhance an understanding of, and interest in, the region’s heritage and social history.
**Economic Development**
Projects that encourage and support local community organisations to contribute positively to improve the economic performance and prosperity of their local community.

**Sport, Recreation and Healthy Living**
Projects and programs that encourage the development of initiatives that promote participation in sport and recreational pursuits.
Major and Minor Grants

Last updated: 19 May 2016

Key dates major and minor grants

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Open</th>
<th>Close</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Grants</td>
<td>1 July 2016</td>
<td>1 August 2016</td>
<td>12 weeks from round closing date</td>
</tr>
<tr>
<td>Minor Grants - Community Events category only</td>
<td>1 July 2016</td>
<td>1 August 2016</td>
<td>8 weeks from round closing date</td>
</tr>
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<td>Minor Grants</td>
<td>5 September 2016</td>
<td>17 October 2016</td>
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</tr>
</tbody>
</table>

Grants Assessment
The assessment process, funding decisions, funding conditions

Eligibility
Eligibility criteria for applicants and projects

Funding Amounts
Details of funding amounts and co-funding requirements when applying for Major and Minor grants

Application Forms
<p>Applications for this program are completed online, applications close at 5.00 pm on closing date</p>

Categories
Groups can apply for a minor or major grant through one of seven categories
Funding from Other Organisations

Many organisations offer grants, aside from council, including government departments, corporations, foundations and trusts.
Grants Directory

Last updated: 01 Jun 2016

Council's grants directory is a useful tool to obtain information about funding opportunities.

The following list includes funding programs from:

- federal, state and local government
- institutions
- philanthropic trusts
- businesses.

You can search by project type or funding organisation.

To include your organisation's funding or award opportunities in this list, please contact grants@sunshinecoast.qld.gov.au.

Keyword

Search...
Other Useful Resources

- QCOSS grant list – https://www.qcoss.org.au/grants
- Tender Bridge – https://tenderbridge.acer.edu.au/Pages/Public/Home.aspx
- Queensland Government grants -
What makes a successful application? The top ten grant writing tips to assist you with your application.

1. Be Organised
2. Identify potential funding sources
3. Research
4. Read the grant guidelines
5. Show your passion
6. Use clear and concise language
7. Show capacity to deliver the project
8. Provide a clear budget
9. Support your application
10. Meet the deadline
1- Being organised!

Before you apply, plan your project:

- What are the details and components of the project?
- What costs are involved?
- What are your critical timelines?
- Should the project be broken up into stages?
- Do you have formal plans drawn up?
- Do you have sufficient funds and resources?
- What other sources of funding do you require?
- Is it the right time to be applying for a grant?

Plan Plan Plan – Grants assessors can recognise projects that aren’t fully developed.
2- Maximising your project’s success by identifying other potential funding sources

- Look for multiple sources of funding for the project
- Match your project to the funder
- Look for options outside the square!
- Share the load with others

Donations
Membership Fees
Sponsorship
Other Grants
Crowd Funding
Sales
Fundraising
3- Research Funders

Research your grant provider:
- Organisation’s aims
- Current priorities or focus
- Previous recipients
- What’s on offer

Discuss your project with grant provider:
- Grant processes
- Priority or focus identification
- Project development
- Connect with specialists
- Seek guidance from others
4- Reading the grant guidelines

- Make sure you are eligible to apply
- Familiarise yourself with the assessment criteria
- Supply all information and documents requested
- Plan around grant timelines and don’t miss the deadlines
- Contact the grant provider for support

If in doubt always contact the grant provider before you submit!
5- Letting your passion shine through

Sell yourself

- Stand out from the masses and show your passion!
- Don’t assume the assessors already knows about your organisation.
- Clearly demonstrate to the grant provider why this project is necessary.
- Don’t leave any unanswered questions.
Funding is very competitive so clearly describe your project. Establish the significant community need and benefit of the project.
Capacity
Can your organisation complete the project- and in the timeframe?
Do you know what is required?

Example – Upgrade of a facility
- Building approvals?
- Owners consents?
- Council permits?

Example – Community Event
- Community Land Permit?
- Event Plan?
- Event Marketing Plan?
8- Provide a clear budget

Ensure your budget is detailed and accurate

Budget tables includes:

- Income: An list of ALL project income sources ie. grants, sponsorships, ticket sales, fundraising, discounts
- Expenditure: Detailed list of all costs of the project
- Include in kind contributions and co-funding, as required

IMPORTANT: Don’t forget to upload current quotes to your application
9- Support your application

- Provide all documents requested
- Copies of business or marketing plans or extracts from committee meetings to show planning
- Include current letters of support from those that will directly benefit from your project
- Demonstrate evidence of any partnerships you mention
- Include photos, design plans, drawings, screenshots from website, newsletters, posters, advertising
- Provide evidence of the necessary permissions, approvals, permits
10- Don’t leave it to the last minute

Submission

➢ Check the closing date and time
➢ Ask for assistance or a review well before the deadline
➢ Contact the grant provider before the close if you have queries or concerns.
➢ Ensure you can submitting your application well before the close

Don’t leave it to the last minute!
Case Study - Coolum Men’s Shed

**Project:** Supply and installation of an industrial shed (Stage 2)

**Budget:** Total project cost is $144,620

**Planning:** Staged the project to maximise funding opportunities
Capacity to Deliver:

Prior to Application -
- Most of the co-funding had been secured
- Detailed plans were drawn
- Approvals were in place

Community Need and Benefit:

- Demonstrated why the project needed to happen

Evidence:

- Demonstrated capacity and experience to complete project
- Provided letters of need and support from a variety of relevant sources
Grant providers will usually want to know the following in their application forms:

- Applicant Eligibility
- Title and start/end dates
- Project description
- Project need and benefit
- Partnerships
- Project alignment
- Budget
- Applicant details
About your Project

* indicates a required field.

**Project Title**

**Project Start Date**
Activities that have already begun prior to submitting a grant are not eligible for funding.

**Project End Date**
When will your project be completed? Date by which you will have spent the grant funds.

**Project Alignment with the Community Facilities Grant Category**

**Describe your project and what it will achieve**

Must be no more than 300 words. Clearly and briefly describe what your project is. Outline what you are planning to do? What elements of your project are you requesting funding for? Is it a staged approach?

**What is the genuine community need and benefit of this project?**

Must be no more than 300 words. How did you identify the need for the project? Why is it necessary? What challenges are you facing? What is the current situation? Show how this project is vital. You can use research, facts, figures or extracts from your business plan. How will this project benefit the community? You can use headings i.e. need/benefit.

**Attach documents that support the need and benefit of your project (optional)**

Attach a file: [Browser]...
Q. Project title:
ABC Football Club Changeroom Upgrade

Q. Describe your project and what it will achieve:
The project involves the refurbishment of the existing changerooms 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 tapware 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 tapware.

All works will be carried out by a licenced contractor. Approvals are in place, and works will commence in July 2016.
Q: What is the genuine community need and benefit of this project?

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. Tapware 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 changerooms 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.
Project Alignment with the Community Facilities Grant Category

Priority will be given to projects that best achieve the specific aims and priorities relating to each category. This form is to be used for Community Facilities Category applications only.

Outcome: People and places are connected.

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.

Confirm that your project addresses ALL of the Community Facilities category priorities (applicants 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 relating to risk management or compliance with Australian standards
☑ have a current maintenance schedule in place

[Clear]

IMPORTANT: If you are having difficulty aligning your project with the above priorities you may be in the wrong category. Please contact a grants officer on 5420 8616.

Explain how your project will achieve all of the Community Facilities priorities above? *

Refer to the answers you nominated above. You can use headings, based on these priorities.
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.
Project Budget

Please complete the budget table. Do not use commas, fullstops or the "$" sign in your amounts. There is also no need to add a total - the system will do this for you.

The total income (including the amount you are seeking from council) should equal the total expenditure - ie there is no profit for the project.

Please specify which expenditure item/s you would like council to fund by placing an asterisk (*) beside the item/s in your project budget.

<table>
<thead>
<tr>
<th>Income</th>
<th>$</th>
<th>Expenditure</th>
<th>$</th>
</tr>
</thead>
</table>
| Council grant | * | * | Please enter first item in this box | *
|          |     |             |      |
|          |     |             |      |
|          |     |             |      |
|          |     |             |      |
|          |     |             |      |
|          |     |             |      |
|          |     |             |      |
|          |     |             |      |
|          |     |             |      |

Must be a whole dollar amount

Total: |

Funding Amounts

What is the total cost of your project?* *

Must be a whole dollar amount

What is the amount you are seeking from council?* *

Must be a whole dollar amount
# Clear budget example:

<table>
<thead>
<tr>
<th>Income</th>
<th>$</th>
<th>Expenditure</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Grant</td>
<td>$3,500</td>
<td>Building materials</td>
<td>$4,700</td>
</tr>
<tr>
<td>State Government Grant</td>
<td>$4,800</td>
<td>Fittings*</td>
<td>$3,000</td>
</tr>
<tr>
<td>Own funds</td>
<td>$5,000</td>
<td>Builder’s labour</td>
<td>$4,100</td>
</tr>
<tr>
<td>Discount from builder</td>
<td>$1,000</td>
<td>Tiles*</td>
<td>$2,000</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>$2,000</td>
<td>Tiler’s labour</td>
<td>$2,500</td>
</tr>
<tr>
<td>In Kind Hours-20hrs at $30p/h</td>
<td>$600</td>
<td>Labour for demolition works</td>
<td>$600</td>
</tr>
</tbody>
</table>

| Total                         | $16,900| Total                         | $16,900|

The asterisk * indicates which items you like Council to pay for.

Don’t forget to include quotes for these items over $500 with an asterisk *.

The total income and total expenditure must match.

---

The total income and total expenditure must match.
How can the (council’s grants team) help?

Council’s grants team can help you with the following:

• Understanding guidelines
• Checking applications
• Application feedback
• Technical difficulties
• Project development
• Identifying opportunities
• Project budget
• Identifying other sources of funding
Q & A

You have Questions
We have Answers
THANK YOU
HORIZON
SUNSHINE COAST | 2-11 SEPT 2016
festival of arts and culture

Like us on Facebook | @horizonartfest
horizonfestival.com.au | #horizonartfest