

COUNCIL POLICY: COMMUNITY GRANTS

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Contact Officer:	Director Regional Services
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Related Policies/Local Laws/Legislation:	Local Government Regulation 2012
Related Documents:	Community Grants Program Guidelines Public Halls Assistance Program Guidelines Sport and Recreation Grants Program Guidelines Environmental Grants Program Guidelines

OBJECTIVES

The objectives of this policy are:

- to establish the framework within which Council will offer assistance to community organisations and individuals within the region in an open accountable and responsible manner;
- to comply with Section 195 of the Local Government Regulation 2012.

Corporate Plan

Priority Areas	Relaxed Living and Rural Lifestyle Council will manage future growth opportunities and development to preserve our natural assets and enhance our rural lifestyle.
	Healthy, Engaged and Resourceful Communities Council will build and strengthen the social fabric of our growing region which is based on friendly, active and healthy communities and our natural environment.

Strategies Assist the community to build capacity to respond to their needs and aspirations while also delivering programs and supporting events that promote active participation across all sections of our community. Identify, plan and respond to the sport, recreation and leisure needs of our region by providing appropriate facilities and open space, and supporting a range of programs that will foster a healthy and active community.

Assist in building community capacity through sport, recreation, arts and culture.

POLICY STATEMENT

Council acknowledges that many community organisations serve the public interest by delivering a range of events and facilities to the Scenic Rim community.

To facilitate these activities Council will, subject to the Guidelines contained in this policy and Budget provisions, offer assistance to community organisations and individuals under a range of programs. Guidelines of each program showing the criteria for provision of grants are listed as attachments to this policy.

SCOPE

This policy regulates the provision of all financial assistance (grants ,donations and in kind support) provided by Council to community organisations and individuals other than where operating Guidelines are determined by external bodies (eg. by the State Government under the Regional Arts Development Fund program).

DEFINITIONS

For the purpose of this policy, grants are deemed to be assistance by way of a non-repayable payment, in-kind assistance (eg. provision of a service at discounted rates) or the donation of goods.

The Local Government Regulation 2012 defines ‘**community organisation**’ as:

- (a) An entity that carries on activities for a public purpose; or
- (b) Another entity whose primary objective is not directed at making a profit.

RESPONSIBILITIES

Policy Author	Coordinator Governance and Corporate Policy
Policy Owner	Director Regional Services
Guidelines - Community Grants Program	Manager Community and Culture
Guidelines - Public Halls Assistance Program	Manager Community and Culture
Guidelines - Sport and Recreation Grants Program	Manager Community and Culture
Guidelines - Environmental Grants Program	Manager Health, Building and Environment

Approved by:

SCENIC RIM REGIONAL COUNCIL
24 November 2015

Attachment 1: Guidelines - Community Grants Program

1. The Program

The purpose of the Scenic Rim Regional Council Community Grants Program is to provide assistance to local not for profit sporting and community organisations based within the Scenic Rim Local Government area to conduct events and provide facilities or purchase equipment which helps build community capacity to achieve stated organisational and community objectives.

Grants may be provided in the form of:

- Payments to Community Groups;
- In kind assistance (eg. remission of Council fees or provision of services); or
- Donation of goods.

Generally grants will be distributed on a geographically-equitable basis across the Region.

While grants will generally be distributed through four funding rounds each year, the Program allows community groups to apply for in kind Council assistance up to \$500 on a 'quick response' basis.

Applications are limited to \$5,000, however major projects or events that have a whole of region benefit will be considered for greater funding. In this instance, community groups should contact Council's Community Development Officer before submitting an application to discuss their project.

2. Eligible Applicants

Incorporated community organisations can apply for funds up to \$5,000.

Council will only consider requests for funding from organisations meeting all of the following criteria:

- provide a service to benefit Scenic Rim Region; and
- a community based, not-for-profit organisation based within the Scenic Rim Local Government area; and
- incorporated or bona fide community support group.

Council will also consider applications from unincorporated bodies (with incorporated sponsor).

3. Ineligible Applicants

- Individuals.
- Government, semi-government organisations.

4. Eligible Projects

Applicants should clearly demonstrate how the project will achieve an objective in the organisation's strategic plan or Council's Corporate Plan (or associated documents).

Funds will be distributed for initiatives in the following categories:

- *Equipment associated with the activities of the organisation, for example*
 - Sport and play equipment; and
 - Office equipment and furnishings.
- *Special events and activities including*
 - Community arts and recreation events;
 - Conferences; and
 - Community education activities.
- *Community Development and Organisational Development*
 - Capacity Building;
 - Fundraising Activities; and
 - Projects.
- *Minor Capital Works*
 - Construction and/or maintenance of buildings and Council infrastructure;
 - Construction and/or maintenance of fixed facilities;
 - Construction and/or maintenance of landscaping, parks or other recreational areas; and
 - Health, safety and access upgrades of community facilities.

5. Ineligible Projects

The following projects are deemed ineligible for funding:

- deficit funding/funds to meet the debts of an organisation;
- recurrent administration expenses, for example;
 - wages;
 - office expenses;
 - rates, utilities, insurance or affiliation costs;
- travel costs;
- commercial activities or events; and
- projects by political organisations.

Outstanding Acquittals

Organisations can only submit a new application once previous grants have been fully acquitted. Organisations can have multiple funding requests during the year; however a request will not be approved if there are any outstanding acquittals.

6. Submitting your Application

6.1 Quarterly Funding Rounds

An application must include a completed application form and additional supporting documentation including one quote or other material that clearly demonstrates how the applicant arrived at the amount requested. Where the grant is sought to fund contract works, at least two written quotes should be provided.

Electronic or hard copy application forms are acceptable.

6.2 Quick Response Applications

Applications will be considered for in kind support of up to \$500 from eligible community organisations for costs that unexpectedly arise, and when it is not practical to seek approval through the normal quarterly funding rounds. These applications generally relate to goods or services that are supplied by Council, for example fee relief for use of Council's Cultural Centres or the provision of waste bins for community events.

The applications will be assessed by the Scenic Rim Regional Council Chief Executive Officer and will be administered under the same terms and conditions as the quarterly funding rounds.

7. Successful Applications

Successful organisations will be notified by letter.

Funds are to be expended within 12 months of receipt.

8. Reporting and Acquittal Requirements

An acquittal is a statement provided by the successful applicant after the grant funds have been expended confirming that grant expenditure was in accordance with the terms and conditions.

A signed Project Report and Acquittal Form along with copies of receipts must be returned within two months of the funds being expended.

A Project Report and Acquittal Form is not required for in-kind assistance.

Photos can be supplied if applicable.

9. Acknowledgement of Funding

An organisation must acknowledge the financial support received from the Community Grants Program. In acknowledging this support, the organisation is informing the community about how public funding is being spent.

If funding is received from a number of organisations, acknowledgement of the Council's Community Grants Program funding must be in proportion to the acknowledgement of funding received from other organisations. For instance, if the Community Grants Program provided the majority of funds, its acknowledgement should receive priority over the other organisations. The level of acknowledgement should also be commensurate with the amount of funding received from Council, as follows:

Funding under \$500

You must acknowledge the funding received from the Community Grants Program, through the use of one or more of the tools stated below.

Funding between \$500 and \$5,000

You must acknowledge the funding received from the Community Grants Program, through the use of two or more of the tools stated below.

Major Project Funding

You must acknowledge the funding received from the Community Grants Program, through the use of three or more of the tools stated below.

Tools for acknowledging funding:

- An acknowledgement statement - eg. "this event is proudly supported by Scenic Rim Regional Council's Community Grants Program";
- Scenic Rim Regional Council Logo - The logo can be obtained from Council and must be included on any promotional material;
- Acknowledgement signage;
- Launch or official event - Council representative to be invited to participate;
- Local media coverage, including Press Releases and Letters to Editor.

Acknowledgement of funding must occur prior to submission of the acquittal form and proof of acknowledgement must be supplied with the acquittal form.

10. Community Grants Program Terms and Conditions

If a funding application is approved, your organisation agrees to the following terms and conditions:

- The project will commence within the agreed project time, unless a written request for an extension has been sought and agreed in writing.
- The grant will be used for the purpose for which it was given and will be spent in accordance with the letter of acknowledgment within twelve months, unless extensions of time have been sought and agreed in writing.
- The Project Report and Acquittal Form and supporting documentation will be returned to Scenic Rim Regional Council within two months of the funds being expended, unless a written request for an extension of time has been sought and agreed in writing.
- The organisation will repay as required, funds expended on projects not approved under the grant within one month.
- The project, or any component of the project forming part of the application, will not be started before formal notification of grant approval.
- It is the responsibility of the organisation to ensure adequate insurance cover (including public liability) for the project.
- The organisation will acknowledge the contribution of Scenic Rim Regional Council's Community Grants Program.
- The organisation agrees that all relevant documentation will be submitted in support of claims for payment of the grant. All documentation supporting payments made or to be made on commercial terms consistent with prices obtained from other contractors/suppliers will represent the best price available to the organisation for those services/supplies. Any contract entered into with a supplier/contractor should be on commercial terms to ensure no conflict of interest issues arise between the organisation, its members and suppliers.
- Any special conditions that are attached to the grant will be met.
- All relevant records of the grant will be kept for a period of seven years, and will be made available for audit at any time.
- Should an organisation encounter any difficulties in meeting the guidelines or, terms and conditions of the Community Grants Program throughout the Project process, please contact Council as soon as possible to discuss appropriate solutions.

11. Goods and Services Tax

If the organisation is registered (or required to be registered) for GST, then GST is payable on the grant. Successful applicants will be asked to supply Council with a tax invoice for the grant amount plus GST.

If the organisation is not registered for GST (or not required to be registered) for GST, the grant is not subject to GST. Successful applicants will be asked to supply Council with an invoice (not taxed) for the grant amount and a completed Australian Tax Office (ATO) Statement by a Supplier Form.

Funds will only be transferred electronically into a nominated bank account.

Approved by:

**SCENIC RIM REGIONAL COUNCIL
24 November 2015**

Attachment 2: Guidelines - Public Halls Assistance Program

1. Objective

The purpose of the Public Halls Assistance Program is to provide an annual financial contribution towards the operating costs for public halls in the Scenic Rim region.

2. Eligibility

Financial assistance is only available to Public Hall Committees and School of Arts Committees.

The public hall must be on the approved list of Public Halls in the Scenic Rim region (refer list below).

The public hall must not be Council owned/controlled.

The public hall must, at all times be made available to the Council and for public functions and members of the public.

The public hall must not have direct access to funds generated from licensed premises or gaming machines.

3. Approval Procedure

An agreement listing all of the above eligibility requirements must be signed by the relevant Hall Committee before funds will be released by Council.

4. Funding Limit

Council will distribute an equal amount to each public hall in the Scenic Rim region every financial year in accordance with annual budget allocation.

5. Goods and Services Tax

If the organisation is registered (or required to be registered) for GST then GST is payable on the grant. Successful applicants will be asked to supply Council with a tax invoice for the grant amount plus GST.

If the organisation is not registered for GST (or not required to be registered) for GST, the grant is not subject to GST. Successful applicants will be asked to supply Council with an invoice (not taxed) for the grant amount and a completed ATO Statement by a Supplier Form.

Funds will only be transferred electronically into a nominated bank account.

6. List of Public Halls in the Scenic Rim region

Hall on Graceleigh
Canungra School of Arts
Hillview Memorial Hall
Kalbar School of Arts
Kerry Memorial Hall
Peak Crossing Hall
Maroon School of Arts
Mt Alford School of Arts
Rathdowney Hall
Roadvale School of Arts
Tamrookum Memorial Hall
Veresdale Hall

Approved by:

**SCENIC RIM REGIONAL COUNCIL
24 November 2015**

Attachment 3: Guidelines - Sport and Recreation Grants Program

1. The Program

The purpose of the Scenic Rim Regional Council Sport and Recreation Grants Program is to provide assistance to not for profit sport and recreation organisations based in the Scenic Rim Local Government Area for capital works projects, substantial pieces of equipment and/or construction materials for the maintenance and/or improvement of facilities. This funding aims to assist the long term sustainability of community sport and recreation groups who play a vital role in providing avenues for increased participation in physical activity and improving the health and wellbeing of the Scenic Rim Community.

Generally grants will be distributed on a geographically equitable basis across the region.

2. Program Objectives

The Sport and Recreation Grants Program aims to identify, plan and respond to the sport, recreation and leisure needs of our region by providing appropriate facilities and open space and supporting a range of programs that will foster a healthy and active community. Preference will be given to applications that:

- Demonstrate need and commitment to increase participation across all age groups;
- Demonstrate collaboration and partnerships between community organisations;
- Provide broader community benefit;
- Reflect sustainability in developing and managing sport and recreation facilities;
- Address identified needs within the Scenic Rim Health and Wellbeing Plan 2015 - 2020 and the Scenic Rim Regional Council Sport and Recreation Plan 2010 -2020;
- Support a healthy and active community by ensuring accessible sport and recreation facilities.

3. Eligible Applicants

Not for profit incorporated sport and recreation organisations can apply for funds between \$5,000 and \$10,000.

Funding between \$10,000 and \$20,000 may be considered for more substantial projects.

Council will only consider requests for funding from organisations meeting all of the following criteria:

- Not for profit and incorporated organisation;
- Primary purpose is to provide sport and recreational opportunities;
- Based within the Scenic Rim Local Government area;
- Demonstrated financial and project management capacity to deliver the project within budget and timeframe.

Council will also consider applications from unincorporated bodies (with an incorporated project sponsor).

4. Eligible Projects

Funds will be distributed for initiatives in the following categories:

- Projects that will achieve an objective in the organisation's strategic plan, Scenic Rim Health and Wellbeing Plan 2015 - 2020, Scenic Rim Regional Council Sport and Recreation Plan 2010 -2020 or other associated strategic documents;
- Substantial equipment or construction material purchase;
- Minor infrastructure or facility improvements;
- Minor capital field / surface upgrades (eg. topdressing, levelling and coating);
- Leverage funding in preparing for grant applications for larger facility projects (for example State or Federal Government).

5. Ineligible Applicants

- Individuals.
- Government, semi-government organisations.
- Educational institutions.
- Organisations that have direct access to funds generated from gaming machines.

6. Ineligible Projects

The following projects are deemed ineligible for funding:

- Deficit funding/funds to meet the debts of an organisation;
- Recurrent administration or running cost expenses, for example:
 - Wages;
 - Office expenses;
 - Rates, utilities, insurance or affiliation costs;
 - Travel costs;
 - Fuel costs;
 - Consumables;
 - Equipment that has a short life or needs regular replacing such as balls, transportable shade marquees, microwaves, blowers or push mowers. (Please Note: for funding opportunities for small equipment items please see Council's Community Grants Program.)
- Commercial activities or events including those of a sport and recreation nature;
- Projects by political organisations;
- Projects that are already underway or completed.

Outstanding Acquittals

Organisations can only submit a new application once previous grants have been fully acquitted.

7. Submitting your Application

An application must include a completed application form and additional supporting documentation including quotations (preferably from local suppliers) or other material costs that clearly demonstrate how the applicant arrived at the amount requested. Where the grant is sought to fund contract works, at least two written quotes should be provided.

8. Successful Applications

Successful organisations will be notified by letter.

Funds are to be expended within 12 months of receipt unless written approval has been given for variation.

9. Reporting and Acquittal Requirements

An acquittal is a statement provided by the successful applicant after the grant funds have been expended confirming that grant expenditure was in accordance with the terms and conditions.

A signed Project Report and Acquittal Form along with copies of receipts must be returned within two months of the funds being expended.

Photos of the completed project including official dedication and opening celebrations can be supplied if applicable.

10. Acknowledgement of Funding

For any launch or official event the organisation must acknowledge the financial support received from Council's Sport and Recreation Grants Program and invite the Mayor and Divisional Councillor. In acknowledging this support, the organisation is informing the community about how public funding is being spent.

If funding is received from a number of organisations, acknowledgement of the Council's Sport and Recreation Grants Program must be in proportion to the acknowledgement of funding received from other organisations. For instance, if the Sport and Recreation Grant Program provided the majority of funds, its acknowledgement should receive priority over the other organisations. The level of acknowledgement should also be commensurate with the amount of funding received from Council, as follows:

For projects up to \$10, 000

You must acknowledge the funding received from the Sport and Recreation Grants Program through the use of two or more of the tools stated below.

For projects between \$10,000 and \$20, 000

You must acknowledge the funding received from the Sport and Recreation Grants Program, through the use of three or more of the tools stated below.

Tools for acknowledging funding

- An acknowledgement statement – eg. “This project is proudly supported by Scenic Rim Regional Council’s Sport and Recreation Grants Program”;
- Scenic Rim Regional Council Logo – The logo can be obtained from Council and must be included on any promotional material;
- Acknowledgement plaque – To be supplied by Council;
- Launch or official event – The Mayor and Divisional Councillor to be invited to participate;
- Local media coverage, including Press Releases and Letters to Editor.

Acknowledgement of funding must occur prior to submission of the acquittal form and proof of acknowledgement must be supplied with the acquittal form.

11. Sport and Recreation Grants Program Terms and Conditions

If a funding application is approved, your organisation agrees to the following terms and conditions:

- The project will commence within the agreed project time, unless a written request for an extension has been sought and agreed in writing.
- The grant will be used for the purpose for which it was given and will be spent in accordance with the letter of acknowledgment within twelve months, unless extensions of time have been sought and agreed in writing.
- The Project Report and Acquittal Form and supporting documentation will be returned to Scenic Rim Regional Council within two months of the funds being expended, unless a written request for an extension of time has been sought and agreed in writing.
- The organisation will repay as required, funds expended on projects not approved under the grant within one month.
- The project, or any component of the project forming part of the application, will not be started before formal notification of grant approval.
- It is the responsibility of the organisation to ensure adequate insurance cover (including public liability) for the project.
- The organisation will acknowledge the contribution of Scenic Rim Regional Council’s Community Grants Program.
- The organisation agrees that all relevant documentation will be submitted in support of claims for payment of the grant. All documentation supporting payments made or to be made on commercial terms consistent with prices obtained from other contractors/suppliers will represent the best price available to the organisation for those services/supplies. Any contract entered into with a supplier/contractor should be on commercial terms to ensure no conflict of interest issues arise between the organisation, its members and suppliers.
- Any special conditions that are attached to the grant will be met.
- All relevant records of the grant will be kept for a period of seven years, and will be made available for audit at any time.

- Should an organisation encounter any difficulties in meeting the guidelines or, terms and conditions of the Community Grants Program throughout the Project process, please contact Council as soon as possible to discuss appropriate solutions.

11. Goods and Services Tax

If the organisation is registered (or required to be registered) for GST then GST is payable on the grant. Successful applicants will be asked to supply Council with a tax invoice for the grant amount plus GST.

If the organisation is not registered for GST (or not required to be registered) for GST, the grant is not subject to GST. Successful applicants will be asked to supply Council with an invoice (not taxed) for the grant amount and a completed Australian Tax Office (ATO) Statement by a Supplier Form.

Funds will only be transferred electronically into a nominated bank account.

Approved by:

**Scenic Rim Regional Council
24 November 2015**

Attachment 4: Guidelines - Environmental Grants Program

The Environmental Grants Program

Aim

The Environmental Grants Program aims to encourage and assist community involvement in the management of the Scenic Rim's environment for the benefit of the whole region.

Objectives

The objectives of the grants program are to:

- Support community groups and private property owners to enhance, protect and restore the natural environmental assets of the Scenic Rim region.
- Encourage and foster environmental ethic and behaviour change amongst the community.
- Increase community awareness and understanding of environmental assets.
- Support conservation strategies currently undertaken by Council.

Eligible Applicants

An applicant must be one of the following:

- **A community group**, these groups preferably should be incorporated or sponsored by an incorporated organisation. Projects can be on any land tenure, where a strong public benefit can be demonstrated.
- **A Non-Government Organisation, Not-for-Profit organisation** that can display a significant public benefit from the project.
- **Businesses with philanthropic programs** that can display a significant public benefit from the project and provide a minimum of dollar-for-dollar cash contribution.
- **A Pre-School, Primary School, or Secondary School** within the region. Approved applicants include the Principal, Deputy Principal, Head Teacher, or an office-bearer of the school Parents & Teachers or Parents & Friends Committee. Applications must be endorsed by the Principal or Deputy Principal of the school.
- **A private property owner** in the region involved in a conservation agreement program with Council (such as Land for Wildlife or Voluntary Conservation Covenant) and the applicant can clearly demonstrate a significant resultant community or environmental benefit.

Eligible Projects

Habitat enhancement and extension

These projects cover natural areas of Council-owned bushland and private property. Projects may include weed control, regeneration & revegetation, stock exclusion/ controlled grazing fencing, tree planting, erosion control and environmental infrastructure (eg. interpretive trail, signage). Select areas would need to be protected from various threats such as grazing, weeds and fire. Sustainability of the project after the completion date must also be demonstrated.

Riparian restoration

Riparian areas (wetlands and creek buffers) form major habitat corridors for wildlife. They also protect water quality. Projects that enhance or expand these areas would be supported. Activities may include environmental weed removal, erosion control, tree planting, bank stabilisation, stock exclusion or water quality monitoring.

Wetlands habitat enhancement

Wetlands on flood plains are of high strategic importance. Projects that increase wetlands habitat would be considered. Projects would need to demonstrate ongoing sustainability and be located strategically in the landscape.

Species recovery activities for Rare & Threatened species

Many properties contain habitat that may contain or support listed Rare and Threatened species. Projects that target these species with specific initiatives would be considered. Activities need to align with any current Recovery Plans and comply with State Government legislation.

Environmental awareness campaigns to the community.

These projects would cover special initiatives to deliver an environmental or conservation message to the community. Campaigns might focus on specific fauna or flora species, general conservation, special climate change initiatives or ecological sustainability.

Conservation of environmental areas of cultural significance

Projects within this category may seek to restore or protect culturally significant resources in the region such as indigenous sites, historical and early settlements, man-made structures, trees or other natural features that have significant value to the local and or wider community. Projects would be restricted to the environmental aspects only.

Projects in Council Owned or Controlled Land

Applicants proposing to undertake works in a Council lands must obtain prior permission to use the land prior to submitting the application

Projects NOT Eligible for Grants

Funding **will not** be provided for:

- Purchase of land;
- Day-to-day running costs of the organisation;
- Engaging on-going permanent employees (contract labour or consultant for the project may be engaged with Council approval);
- Purchase of tools and equipment which do not remain in place for community benefit at the end of the project unless on-going community benefit can be demonstrated;
- Motorised hand tools that would require specialised training;
- Projects where the bulk of works have already been completed prior to the Grant closing date;
- Normal property management;
- Commercial enhancement of a property; or
- Compliance with legislative requirements such as removal of Class 2 declared weeds and Class 2 animal pests.

In-Kind Contribution

Applicants are expected to contribute to the project through in-kind use of labour or materials. Labour hours provided by project participants should be estimated and costed at \$30/hour (with specialist resources to be agreed in consultation with Council). As the grants program is competitive, the higher the level of in-kind contribution, the more competitive the application will be.

Other Council Programs

Council has a number of other programs such as Scenic Rim - Million Trees that may be more suitable for your project. Please check prior to preparing the application. Council may refer your grant application to one of these other programs.

Preparing Your Application

Your application should focus on the proposed project and outline how your organisation will carry out the proposed activity.

Project Plan

Points to consider when preparing your application are:

- History of the organisation, school or individual in similar projects;
- Rational for the project, demonstration of project need and who will benefit;
- Roles, responsibilities and process for decision making in project delivery;
- Specific and measurable outcomes planned from the project;
- Site description;
- Outline the project's financial, legal and other risks and proposed mitigation measures; and
- How the project compliments the character and environment of the Scenic Rim region.

Project Map

Including a map of the project area and project stages for on-ground works greatly assists assessment of your application. Maps should be approximately to scale and include:

- Proposed or existing tracks;
- Areas for revegetation;
- Remnant/existing vegetation;
- Existing structures and landscaping;
- Waterways;
- Roads;
- A scale; and
- North Point.

Include any technical drawings or survey plans of the area if available.

On-going Maintenance and Monitoring

On-ground projects will involve aspects of maintenance after the project has been completed. The project plan should identify what maintenance is going to be performed and by whom.

Project progress and success needs to be monitored. Photo points are an acceptable method to chart progress. The project plan needs to address the method of monitoring and set-up of any monitoring points before commencement. Photographs of “before” and “after” would be expected to be included in the final report.

Other Considerations

If your proposal involves a waterway you may require a Riverine Permit from the Queensland Government.

To check to find out if your project site is in a declared Fire Ant Zone contact the Queensland Government.

Supporting Documents

It will be an added benefit to attach any additional supporting documentation to your application including:

- Information or research which supports your proposed project;
- Completed master plans, site plans and photographs.

Letters of Support for Community Projects

Community groups proposing to seek funding are encouraged to obtain Letters of Support for their project. Letters of Support strengthen your application because they show you have support from the broader community for your project and emphasise the benefit your project will create. Letters of support may be written by:

- Office bearers from community groups who use or know of your service;
- Those who will receive some benefit from your project;
- School teacher or principal;
- State or Federal Members of Parliament;
- Others who will support your project; or
- Universities.

Assessment of Your Application

Each application will be checked for completeness and compliance with the eligibility criteria. An information request may be issued to the applicant prior to approval.

Each application will be assessed by a panel comprising Council’s Coordinator Health & Environment, Team Leader Environmental Policy and Services and Natural Resources Officer and any other expert staff deemed necessary at the time of assessment.

Projects will be prioritised according to assessed environmental outcomes. As grant funds may be limited, applicants are advised that the program is competitive and only those projects with the highest outcomes for the environment will be funded.

Projects involving on-ground works need to deliver biodiversity outcomes or other natural resource outcomes, and be sustainable in the long-term. Greater weight will be attached to projects with outcomes for biodiversity of a Regional or State significance, such as:

- Enhancement of regional wildlife corridors ie. those currently nominated by the State Government or Council’s Planning scheme;
- Expansion of “endangered” or “of concern” Regional Ecosystems;
- Recovery of “endangered”, “vulnerable”, or “rare” species;
- Recovery of species nominated by the *EPBC Act* (Federal Government); or
- Water quality improvement in waterways within the region.

Projects in areas close to bushland or recognised wildlife corridor have higher ecological outcomes.

The assessment panel will provide a recommendation to Council for final approval. An offer will then be made to each successful applicant. The offer will detail the amount and any conditions.

Assessment Criteria

	Criteria	Score
1	<p>The extent to which the project provides a long-term benefit to the environment of the Scenic Rim region.</p> <p>The extent to which the project contributes to state or regional biodiversity outcomes. This is an estimate of the strategic value of the project.</p> <p>A. Biodiversity values:</p> <ul style="list-style-type: none"> • Conservation status, ie. rare & threatened species • Position in landscape, ie. part of a corridor • Ecological integrity (core area, shape of remnant, resilience, etc.) • Regional Ecosystem status • Fauna habitat improvement • Aquatic habitat improvement • Environmental weed reduction <p>B. Other Natural Resource values:</p> <ul style="list-style-type: none"> • Stream bank enhancement and protection • Water quality improvement • Sediment runoff reduction 	40
2	<p>Knowledge and use of environmental best practice methods i.e. is the project technically sound?</p> <ul style="list-style-type: none"> • Strategic Weed Management • Rehabilitation/flora regeneration based on natural regeneration • Corridor function and enhancement • Tree planting methods 	10

	Criteria	Score
3	Long-term sustainability of the project which includes: <ul style="list-style-type: none"> • On-going maintenance • On-going monitoring put in place • Length of time before the area becomes self sufficient 	20
4	Extent to which the project outcomes are defined and achievable - are they realistic?	15
5	Extent to which the project is planned and likely to be managed - is there a capacity to complete the project? <ul style="list-style-type: none"> • Staging sequences well thought out • Sufficient level of detail provided ie. a project plan • Costs are detailed and comprehensive • Workplace Health and Safety risks are manageable 	15
	Total	100

Please note that an application may not cover every criterion and the score will be adjusted accordingly so that applicants are not disadvantaged.

Goods and Services Tax

If the organisation is registered (or required to be registered) for GST then GST is payable on the grant. Successful applicants will be asked to supply Council with a tax invoice for the grant amount plus GST.

If the organisation is not registered for GST (or not required to be registered) for GST, the grant is not subject to GST. Successful applicants will be asked to supply Council with an invoice (not taxed) for the grant amount and a completed Australian Tax Office (ATO) Statement by a Supplier Form.

Funds will only be transferred electronically into a nominated bank account.

Grant Fund Conditions

- The total amount of funding available will be subject to Council Budget.
- Funding amount per project will be subject to Council Budget.
- Each organisation approved for funding must comply with the terms and conditions set out in this Guide.
- Further conditions may be set by Council as part of any grant offer.
- Unless otherwise specified in writing, grants are paid in advance and in full to the body with legal and financial responsibility for the project.
- Grantees will sign a Confirmation of Acceptance form, sent out with an offer, prior to receiving funds.
- Grants must be spent within 12 months of the date your cheque is issued, unless otherwise specified. All funding expenditure must be reported to Council, with copies of appropriate receipts. Any surplus funds must be returned to Council within three months of completion of the project.
- Grants must be used for the purpose stated in the submitted application.

- Written approval is required from Council to change the purpose, amount or time for expenditure of grants.
- If your organisation does not meet all the requirements, your organisation may be asked to repay the grant.
- Groups and individuals must provide details of public liability insurance cover, if projects involve public land or volunteers.
- Appropriate Risk Management must be undertaken to ensure volunteer and landowner safety.

Reporting and Acquittal

Progress reporting will depend on scope and duration of the project as detailed:

Duration	Reporting
Less than six months	One final report on completion of project
Six to 12 months	Half year progress report, then end-of-project report

The Final Report must be submitted within two months of completing the project. All final reports are to be submitted on the Final Report Template provided. The report covers project outcomes and achievements, along with acquittal of expenditure, with copies of appropriate receipts and return of any excess funds.

Educational Requirements & Grant Conditions

Successful applicants may be required to display a grant sign adjacent to the project site. Every project funded will be identified by the Council in press releases and on our web site.

It is a condition of grant that each project be available for a possible field trip by interested residents or the subject of a case study to highlight any educational aspects. It would be expected that private landowners receiving a grant would allow such educational opportunities to occur but under conditions to suit the landowner. The land remains private property and Council officers would liaise with the landowner accordingly.

How to Apply

Applications for Council's Environmental Grants Program are made by:

- Completing an application form available on Council's website;
- Answering each appropriate question (incomplete applications may result in rejection of your application);
- Ensuring that all budget information is completed and expenditure totals balance;
- Including support material (eg. videos, photographs, and letters of support) clearly labelled with your name and address. List the material enclosed and indicate what you would like returned (include a stamped self-addressed envelope for material to be returned). While Council will make every effort to ensure supporting material is returned, it does not accept responsibility for any loss or damage that may be incurred;
- Ensuring that your application is received or post marked by the advertised close date.

It is suggested that you make a copy of the completed application for your records.

Lodging Your Application

Your completed application can be lodged before 5pm on the advertised closing date by:

Mail Environmental Grants Program
Health, Building and Environment Department
Scenic Rim Regional Council
PO Box 25 Beaudesert Qld 4285

In Person Customer Service Centres at:

Council Administration Building
82 Brisbane Street Beaudesert

Tamborine Mountain Library
Cnr Main Street and Yuulong Road, North Tamborine

Boonah Customer Service Centre
70 High Street Boonah

Email mail@scenicrim.qld.gov.au

Privacy Statement

Scenic Rim Regional Council is collecting your personal information in accordance with the *Local Government Act 2009* in order to assess your application for funding. The information will only be accessed by Scenic Rim Regional Council for Council business related activities.

Your information will not be given to any other person or agency unless you have given us permission or we are required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Further Information

Further information on Council's Environmental Grants Program can be obtained by contacting the Environmental Policy and Services team on **07 5540 5444** or mail@scenicrim.qld.gov.au

Approved by:

SCENIC RIM REGIONAL COUNCIL
24 March 2015