

# Scenic Rim Regional Council **COMMUNITY GRANT GUIDELINES**



Grants, Funding  
and Awards

**SCENIC RIM**  
  
REGIONAL COUNCIL



## Acknowledgement of Country

Scenic Rim Regional Council acknowledges the traditional country of the Mununjali, Wangerriburra and Ugarapul Peoples of the Scenic Rim.

We recognise that the Scenic Rim continues to have connections to cultural, spiritual, environmental, and economic importance and respect connection to Country.

We pay our respects to Elders past, present and emerging, acknowledging the important role Aboriginal and Torres Strait Islander peoples play in shaping the future of our Region.



# CONTENTS

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## **MESSAGE FROM THE MAYOR..... 5**

## **COMMUNITY GRANTS PROGRAM.... 6**

Aim ..... 6

Preparing your application ..... 6

Key Dates ..... 6

Eligible applicants ..... 6

Ineligible applicants..... 6

Assessment ..... 7

Notification of outcome ..... 7

Goods and services tax and ABN..... 7

Change of project..... 7

Reporting and acquittal ..... 7

Acknowledgement requirements ..... 7

Lodging your application..... 7

Privacy statement..... 7

Further information ..... 7

## **COMMUNITY GRANTS - MINOR..... 8**

Eligible projects..... 8

Ineligible projects ..... 8

Level of assistance..... 8

Landowner's permission ..... 8

Supporting material..... 8

## **IN-KIND ASSISTANCE..... 9**

## **COMMUNITY GRANTS - MAJOR.....10**

Program objectives ..... 10

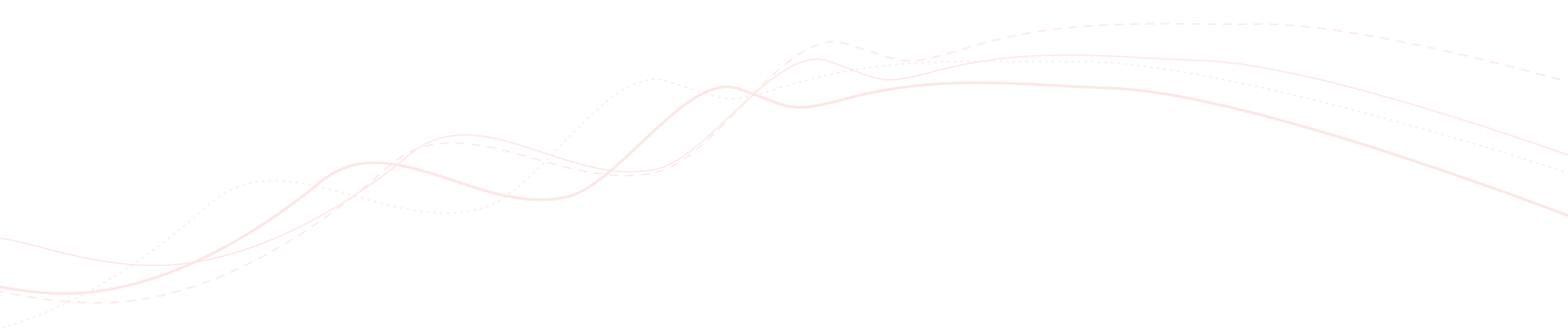
Eligible projects..... 10

Ineligible projects ..... 10

Landowner's permission ..... 10

Level of assistance.....11

Supporting material.....11









# MAYOR'S FOREWORD

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Council is pleased to support the grassroots community groups and not-for-profit sporting and recreational organisations that contribute so much to the lifestyle we enjoy in the Scenic Rim.

Council recognises the value in providing financial and in-kind assistance to local organisations, which rely heavily on volunteers, to continue to provide the wide-range of programs and activities that enrich the cultural life of our region, contribute to the health and well-being of our community and make the Scenic Rim a great place to live.

I look forward to seeing the many exciting and innovative projects that this program will support and working with you to enhance the wellbeing of our Scenic Rim communities.

Whether you represent a community or sporting group, I encourage you to make the most of our Community Grants Program.

**Cr Tom Sharp**

MAYOR

**Scenic Rim Regional Council**

# COMMUNITY GRANTS PROGRAM

## AIM

Scenic Rim Regional Council's Community Grants Program aims to provide assistance to not-for-profit community groups and organisations which make a positive contribution to the quality of life in the Scenic Rim.

There are three community grant streams:

- Community Grant - Minor
- Community Grant - Major
- In-kind Assistance

## PREPARING YOUR APPLICATION

### Before you apply

*Applicants are encouraged to read these guidelines carefully and speak with Council's Community Development Team before submitting an application.*

Applications will be evaluated on merit against eligibility, assessment criteria, and availability of funds. Successful applicants through previous rounds of Council's Community Grant Programs must acquit their current grant before applying for further funding.

Although an application may meet the eligibility requirements and assessment criteria, grants are highly competitive. Approval will depend on available funds, the quality of applications and community need. Therefore, applicants may be fully, partially or not funded.

**Please note** the grant assessment and approval process can take up to two months from when the funding round closes, so this needs to be factored into your project planning.

### Acknowledgement of your application

All applicants will receive an automatic acknowledgement from Council upon submission of the application through the SmartyGrants online grants platform.

## KEY DATES

Key dates and a link to the online application form is available on Council's website:

[www.scenicrim.qld.gov.au/community-grants](http://www.scenicrim.qld.gov.au/community-grants)

## ELIGIBLE APPLICANTS

### (or auspice organisation)

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

- is a properly constituted and compliant (incorporated) not-for-profit or is auspiced by an incorporated organisation based in the Scenic Rim Regional Council local government area
- has successfully acquitted previous associated grants
- has no issues associated with other Council grants
- has no outstanding compliance matters with Council, for example Building and Plumbing applications, Development Approvals or leasing issues
- has current public liability insurance (a copy may be requested), and
- is based within the Scenic Rim Regional Council local government area and can demonstrate that the project will benefit residents of the Scenic Rim.

## INELIGIBLE APPLICANTS

- Individuals and businesses
- Government, semi-government, emergency services and political organisations
- Educational institutions
- Parents and Citizens Associations or Parents and Friends Associations
- Organisations that have direct access to funds generated from gaming machines



## ASSESSMENT

Applications will be scored against an Assessment Matrix. An assessment panel will review all applications and provide a formal recommendation to Council for final approval.

Applicants must neither canvass nor lobby Councillors/ Council employees about their funding applications during the application and assessment process.

## NOTIFICATION OF OUTCOME

All applicants will be notified within two weeks of Council's final decision. Payment of the grant funds will be made electronically to the nominated bank account. If the applicant is being auspiced, payment will be made to the auspicating organisation.

## GOODS AND SERVICES TAX AND ABN

Council grants are paid exclusive of GST, regardless of the tax status of the applicant organisation.

If an Australian Business Number (ABN) is not quoted, applicants will be required to complete the Australian Tax Office (ATO) Statement by a Supplier Form. This can be provided upon request. If a Statement by a Supplier Form is not supplied, Council will be required to deduct 47 per cent of the approved grant for remittance to the ATO.

## CHANGE OF PROJECT

You must submit a request to Council if you wish to change or vary your project. Council approval must be granted before proceeding.

## REPORTING AND ACQUITTAL

The funded project needs to be completed within 12 months unless approval has been sought from, and provided by, Council to extend the grant period. The final acquittal report must be submitted within two months of completing the project. All final reports are to be submitted on the Acquittal Template provided in Smartygrants. The acquittal report should include project outcomes and achievements, along with the acquittal of expenditure, and copies of relevant invoices and receipts.

The report must show that the grant was used for the purpose for which it was provided unless a change of project or variation was agreed to in writing. If the project has been completed under budget, or your organisation has spent the grant funds on ineligible items, your organisation will be requested to return the unexpended funds or repay the amount spent on ineligible items.

## ACKNOWLEDGEMENT REQUIREMENTS

As a condition of funding, successful applicants are required to actively and publicly acknowledge Council's support. Prior permission is to be obtained from Council for the use of Council's logo to acknowledge the grant or mention in the media.

## LODGING YOUR APPLICATION

All applications for Community Grants must be lodged via Council's online grants platform, SmartyGrants. A link to the online application form and eligibility criteria can be found on Council's website [www.scenicrim.qld.gov.au/community-grants](http://www.scenicrim.qld.gov.au/community-grants)

If you do not have a computer or access to the internet, please visit one of the Scenic Rim Libraries to use a computer or to access free internet.

Your completed application must be lodged before the close of business on the advertised closing dates. Late applications will not be accepted.

## PRIVACY STATEMENT

Any application for grant funding to the Scenic Rim Regional Council results in Council collecting the applicant's information in order to assess the application for eligibility, to establish a digital presence of the applicant's information in Council's business operations for the purposes of providing approved grant funding and may be accessed to explore promotional activities. Your information will not be given to any other person or agency unless you have given express permission, or Council is required to by law. The applicant's information is handled in accordance with the Queensland *Information Privacy Act 2009*. For further information about Council's Privacy Statement please refer to Council's website.

## FURTHER INFORMATION

For more information contact Council's Community Development Team on 07 5540 5111 or [mail@scenicrim.qld.gov.au](mailto:mail@scenicrim.qld.gov.au).



## ELIGIBLE PROJECTS

Applications may be made for a variety of projects and must:

- clearly demonstrate community need, benefit and support for Scenic Rim residents (including evidence of consultation)
- adhere to the specific terms and conditions of the Community Grants Program Guidelines
- be delivered in the Scenic Rim Regional Council local government area, and
- address all eligibility criteria including compliance-related matters.

## INELIGIBLE PROJECTS

Funding will not be provided for:

- recurrent costs associated with day-to-day operations ie water, electricity, and insurance
- freight, travel, and accommodation-related costs
- salaries, wages, and employment costs
- retrospective funding - programs, projects, and/or activities that have commenced or completed prior to grant assessment processes
- programs, projects, and/or activities that do not involve the Scenic Rim community
- payment of debt
- merchandise, prizes, trophies, and raffles
- commercial activities or events
- projects by political organisations
- personal play equipment, for example, tennis balls, cricket balls, uniforms
- fundraisers and events run solely for members, without broader community benefit, for example, trivia nights, end of season celebrations, luncheons

## LEVEL OF ASSISTANCE

The Community Grants - Minor Program provides limited financial assistance and is not intended to be relied upon as the sole source of funding. Community groups or organisations are required to contribute at least 10 per cent of the requested grant amount which could include co-funding from other funding bodies, sponsorship, and organisational contributions or in-kind contributions.

Two grant rounds are released per financial year.

Organisations can apply for funds of between \$500 and \$5,000. The maximum amount of Minor grant funding per organisation per financial year is \$5,000. Council reserves the right to part fund a grant application and applicants may be offered a smaller amount than what was applied for.

## LANDOWNER'S PERMISSION

Applicants must provide evidence of the landowner's consent to undertake any proposed project related to the land or infrastructure.

- **For community projects on Council-owned or controlled land that involves making a change to the premises**, the applicant is required to obtain Council's consent for the proposed works. Applicants should refer to Council's Policy - Community Project Works on Council Land - and submit a Preliminary Project Proposal to Council for consideration. Adequate time should be allowed for a response prior to the closing date of the grant.
- **For Community projects that are situated on land owned by other than the community group**, the community group is to provide evidence that the landowner supports the development of the community project on its land.

Please contact Council's Property Management Team on 5540 5111 before submitting your application.

*Please note, this process can take up to one month so this needs to be factored into your project planning.*

## SUPPORTING MATERIAL

Applicants are encouraged to attach the following documents (where applicable) to support their application:

- Public Liability Certificate of Currency
- one quote for projects up to \$1,500 and two quotes for projects more than \$1,500
- strategic or business plan or other relevant planning documents
- event management plan, project plan or workshop program
- current bank or financial statement
- letters of support are not required except from partnering and/or auspicing organisations
- relevant minutes of meetings to demonstrate committee endorsement, and
- project or event budget.



## IN-KIND ASSISTANCE

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Council recognises that supporting community organisations through in-kind assistance is essential in helping develop and deliver programs that benefit the Scenic Rim community.

In-kind assistance is provided when Council resources, materials and/or services are available to support community projects in lieu of grant funding. The maximum amount of in-kind assistance that community groups can access in a financial year is \$1,500.

For projects and activities where the total costs exceed the eligible in-kind amount the applicant must pay the remainder of the costs. Applications must be submitted to Council a minimum of three weeks prior to the event to be considered.

While in-kind assistance may be requested at anytime during the year, in-kind assistance will only be available while funds set aside in Council's annual community grants budget remain unexpended.

Examples of in-kind related requests include use of the Council owned cultural centres, bin hire, tents and marquees for events held in the Scenic Rim region.

Eligible not-for-profit groups/organisations are required to be located within the Scenic Rim Regional Council area or auspiced by a locally based group/organisation or semi-government, emergency services, educational institution, Parent and Citizens Association or Parents and Friends Association.

All In-kind applications must be lodged via Council's online grants platform, SmartyGrants. A link to the online application form and eligibility criteria can be found on Council's website [www.scenicrim.qld.gov.au/community-grants](http://www.scenicrim.qld.gov.au/community-grants)



## PROGRAM OBJECTIVES

Community Grants - Major aims to provide assistance to not-for-profit organisations based in the Scenic Rim for capital works projects, substantial pieces of equipment, and/or construction materials for the maintenance and/or improvement of facilities that will foster a healthy, engaged, and resourceful community.

Priority will be given to applications that:

- demonstrate need for the project
- demonstrate collaboration and partnerships between community organisations
- provide broader community benefit
- reflect sustainability in developing and managing community infrastructure, and
- support a healthy, engaged and resourceful community by ensuring accessible and safe community facilities.

## ELIGIBLE PROJECTS

Funds will be distributed for initiatives in the following categories:

- substantial equipment or construction material purchase
- minor infrastructure or facility improvements
- minor capital field/surface upgrades (for example topdressing, levelling and coating)
- leverage funding in preparing for grant applications for larger facility projects (for example Queensland or Australian Government), and
- meets objectives in the organisation's strategic plan or other associated strategic documents.

## INELIGIBLE PROJECTS

The following projects are deemed ineligible for funding:

- deficit funding/funds to meet the debts of an organisation
- recurrent administration costs, 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 replacement such as balls, transportable shade marquees, microwaves, blowers or push mowers

- personal play equipment, for example, tennis balls, cricket balls, uniforms
- merchandise, prizes, trophies and raffles
- commercial activities or events
- fundraisers and events run solely for members, without broader community benefit, for example trivia nights, end-of-season celebrations, luncheons
- projects by political organisations, and
- retrospective funding projects and/or activities that have commenced or completed prior to grant approval.

## LANDOWNER'S PERMISSION

Applicants must provide evidence of the landowner's consent to undertake the proposed project.

- **For community projects on Council-owned or controlled land that involves making a change to the premises**, the applicant is required to obtain Council's consent for the proposed works. Applicants should refer to Council's Policy - Community Project Works on Council Land, and submit a Preliminary Project Proposal to Council for consideration. Adequate time should be allowed for a response prior to the closing date of the grant.
- **For Community projects that are situated on land owned by other than the community group**, the community group is to provide evidence that the landowner supports the development of the community project on its land.

Please contact Council's Property Management Team on 5540 5111 before submitting your application.

*Please note, this process can take up to one month, so this needs to be factored into your project planning.*



## LEVEL OF ASSISTANCE

The Community Grants - Major provides limited financial assistance and is not intended to be relied upon as the sole source of funding. Community groups or organisations are required to contribute at least 10 per cent of the requested grant amount which could include co-funding from other funding bodies, sponsorship, and organisational contributions or in-kind contributions.

Not for profit incorporated organisations can apply for funds of between \$5,000 and \$20,000. The maximum amount of Major grant funding per organisation per financial year is \$20,000.

Council reserves the right to part fund a grant application and applicants may be offered a smaller amount than what was applied for.

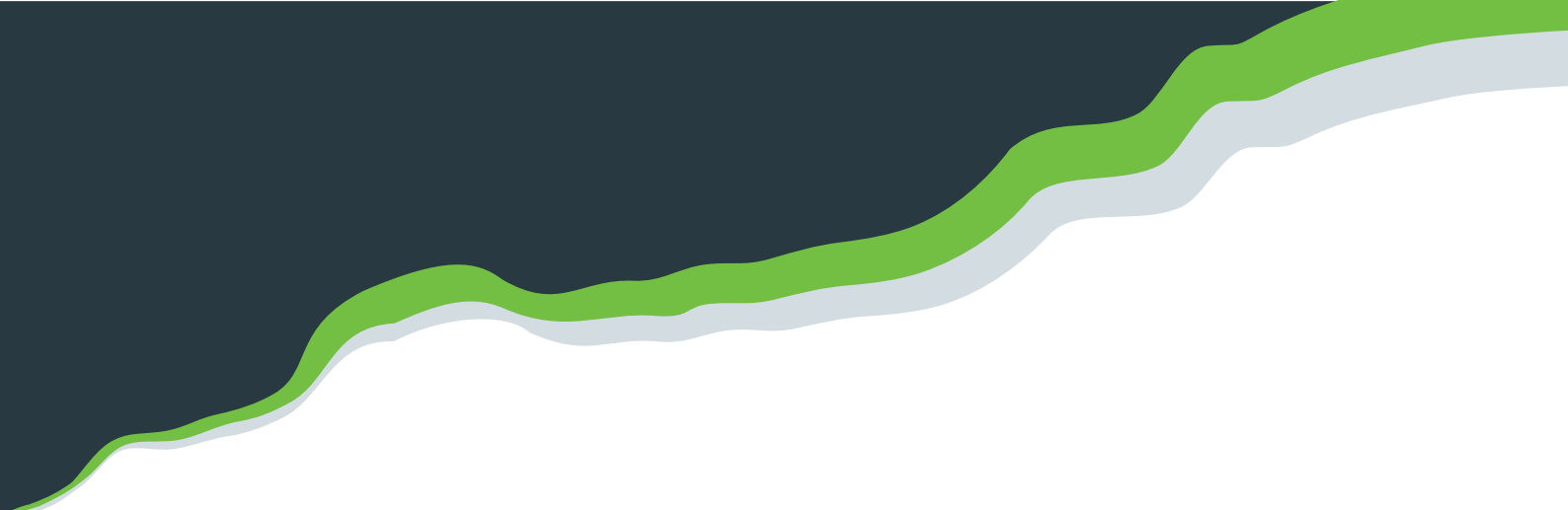
Funds are to be expended within 12 months of receipt unless approval has been given for variation.

## SUPPORTING MATERIAL

Applicants are encouraged to attach the following documents (where applicable) to support their application:

- Public Liability Certificate of Currency
- at least two quotes (local suppliers preferred) per item or project
- strategic or business plan or other relevant planning documents
- project plan or site plan
- photos showing existing condition of equipment or infrastructure
- current bank or financial statement
- project budget
- letters of support are not required except from partnering and/ or auspicing organisations, and
- relevant minutes of meetings to demonstrate committee endorsement.





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*Let's Talk*  
SCENIC RIM

[letstalk.scenicrim.qld.gov.au](http://letstalk.scenicrim.qld.gov.au)

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