

# Community Grants

## Program Guidelines





# Contents

Introduction.....	3
Available grants.....	4
Important dates.....	7
Applicant eligibility.....	8
Ineligible projects and expenditure.....	9
Funding limits.....	10
Supporting documents.....	10
Assessment criteria.....	11
Definitions.....	12
Submitting an application.....	14
Contacts and Support.....	14

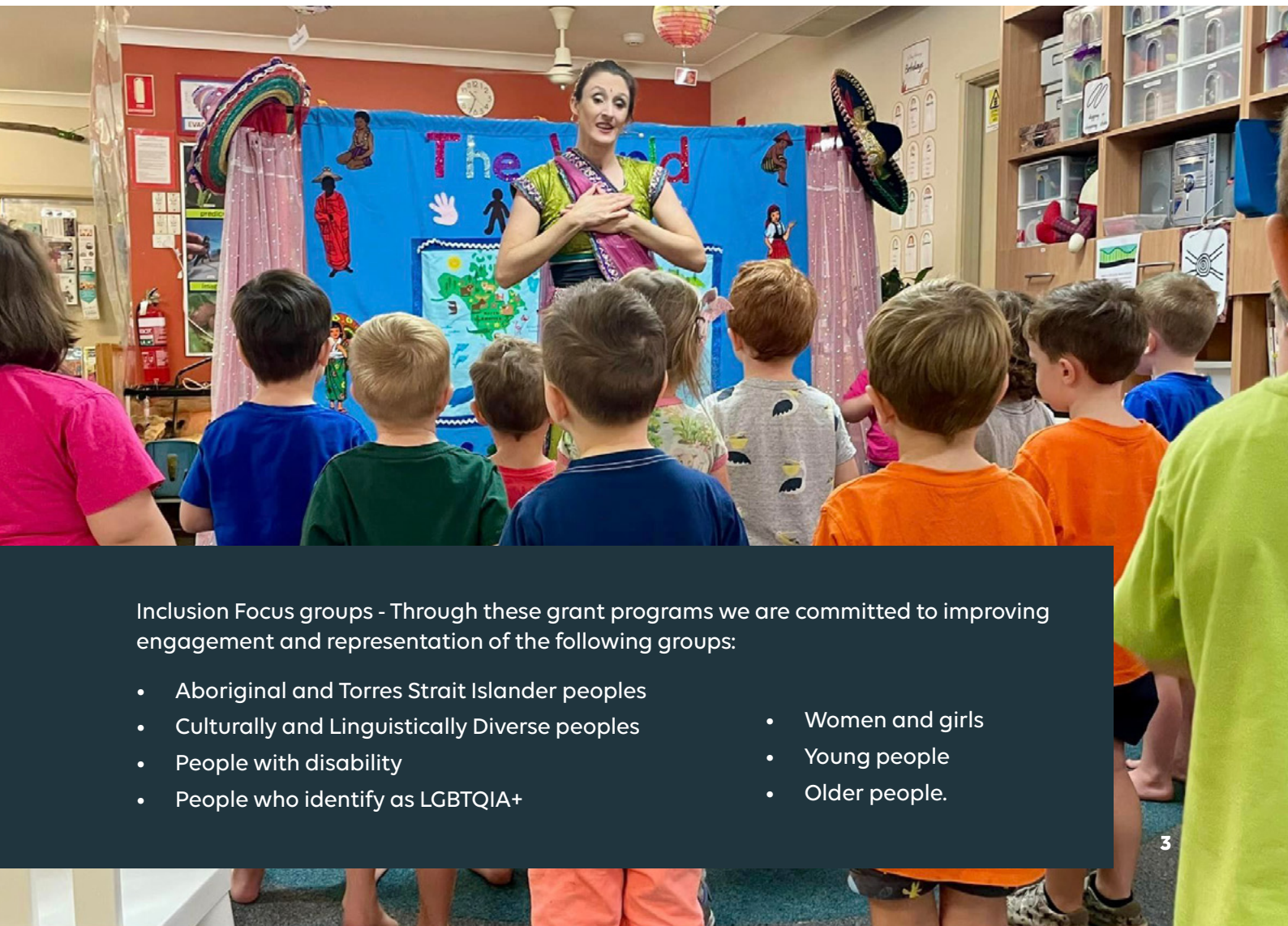


Projects funded through City of Moreton Bay Community Grants will contribute toward Council's goal to have vibrant communities that proudly come together to participate in and celebrate different cultures and life experiences, with access to the services and facilities they need.

# Introduction

City of Moreton Bay Community Grants provide financial support for not-for-profit groups to deliver community, cultural, sporting and environmental initiatives. Projects funded through these grants will contribute to delivering Council's Corporate Plan and assist our communities to:

- Make healthy and active lifestyle choices and have access to the services and facilities they need.
- Be safe and resilient so that in times of adversity our people and places are supported.
- Embrace opportunities for participation in creative experiences and celebrate our stories, cultures and identities.
- Be respectful, inclusive and engaged and to value diversity and sustain connections to people and places.
- Protect and enhance our special natural areas, wildlife habitats, coasts and waterways.
- Practice sustainability in the choices they make every day.



Inclusion Focus groups - Through these grant programs we are committed to improving engagement and representation of the following groups:

- Aboriginal and Torres Strait Islander peoples
- Culturally and Linguistically Diverse peoples
- People with disability
- People who identify as LGBTQIA+
- Women and girls
- Young people
- Older people.

# Available grants

## Local Community Support Grant

**Up to \$5,000 per application.**

This grant provides funding for community organisations to resource and deliver cultural, sporting and environmental initiatives that create opportunities for residents to participate in different cultures and life experiences.

**Funding will be prioritised for projects that:**

- Contribute to; community safety, improved health and well-being, community connection or improving the environment. This may include; public events, programs addressing social issues, or skills development opportunities for volunteers.
- Increase participation, inclusion and/or accessibility through minor facility improvements.
- Celebrate or acknowledge culturally important dates or significant observances such as; Christmas and New Years Eve, Youth Week, Neighbour Day, NAIDOC Week, Pride Week, Seniors Month and Disability Action Week.

- Support community arts and cultural events and activities.
- Assist organisations to deliver their services, undertake fundraising activities, or support their volunteers through the purchase of essential resources and equipment.

**Eligible expenditure under this grant may include;**

- Event related costs such as venue and equipment hire, advertising, entertainment.
- Fees to engage a musician, guest speaker or Traditional Custodian to deliver a relevant cultural ceremony.
- Fees to engage a facilitator for skills development activities.
- Contractor fees and materials associated with facility improvements.
- White goods, appliances, tools, furniture including delivery/freight and set-up costs.
- Personal protective equipment, first aid and safety equipment.

**Purchase of equipment under this grant:**

Organisations can only receive funding for the purchase of equipment (up to \$2,000) once per financial year.





## Community Activities Grant

**Up to \$20,000 per application.**

This grant provides funding for community organisations to deliver initiatives that strengthen reconciliation, and/or improve social, cultural, sporting or environmental outcomes for the City of Moreton Bay.

**Funding will be prioritised for projects that:**

- Strengthen relationships between Aboriginal and Torres Strait Islander peoples and non-indigenous peoples.
- Strengthen and support organisational development for local community organisations.
- Promote diversity, inclusion, and accessibility.
- Address social issues, strengthen social cohesion, community resilience and wellbeing; and deliver positive outcomes for members of the community.
- Develop or grow major events in the City.
- Foster participation in arts and cultural experiences and support local creative practitioners.

- Promote physical activity and mental wellbeing.
- Protect and enhance natural areas, native fauna and wildlife habitats.

**Eligible expenditure under this grant may include;**

- Event related costs such as venue and equipment hire, advertising, entertainment, traffic management costs.
- Fees to engage a musician, guest speaker or Traditional Custodian to deliver a relevant cultural ceremony.
- Fees to engage a consultant for volunteer training, event coordination and evaluation, business and strategic planning, and governance training.

**This grant will not provide funding for;**

- Christmas and New Years Eve events.
- Projects that have been funded three times in the previous five years.
- Activities with the primary objective of fundraising.
- Purchase of equipment, vehicles and machinery.
- Facility planning or construction projects.



## Community Facilities Grant

**Up to \$30,000 per application. A minimum 25% of the grant amount being requested, cash co-contribution is required for this grant.**

This grant provides funding for community organisations to develop new or improve existing community facilities in the City of Moreton Bay.

**Funding will be prioritised for projects that:**

- Improve accessibility of public spaces, community facilities and services.
- Increase or enhance inclusion.
- Increase participation in recreation and physical activity.
- Increase participation in local arts and cultural activities.
- Reduce waste through recycling or other waste minimisation initiatives.

**Eligible expenditure under this grant may include:**

- Fees for preparing concept plans, construction drawings, or lodging a development application.
- Fees to engage a building certifier, engineer or other relevant professional services.
- Contractor and construction costs.

**This grant will not provide funding for;**

- Emergency repairs e.g. replacing a broken door or window.
- Maintenance activities e.g. servicing of air conditioners, exterior and interior painting.
- Purchase of equipment, vehicles and machinery.

Community organisations undertaking larger value projects may apply for up to \$50,000 through Council's Community Facilities Interest Free Loan.



## Important dates

All grants open from 15 July annually.

Grant	Maximum available	Closing dates	Notification	Project start date*
Local Community Support	\$5,000	Round 1: 30 September	~4 weeks after round closing date	Round 1: From 1 November
		Round 2: 31 January		Round 2: From 1 March
		Round 3: 30 April		Round 3: From 1 June
Community Activities	\$20,000	Round 1: 31 August	~6 weeks after round closing date	Round 1: From 1 November
		Round 2: 28 February		Round 2: From 1 May
Community Facilities	\$30,000	Round 1: 30 September		Round 1: From 1 December
		Round 2: 31 March	Round 2: From 1 June	

\*Projects must be completed within 12 months of this date.



# Applicant eligibility

## Who can and can't apply

Not-for-profit organisation type	Local Community Support	Community Activities	Community Facilities
Incorporated associations	✓	✓	✓
Unincorporated organisations auspiced by an incorporated association	✓	✓	✗
Registered charities	✓	✓	✓
Companies limited by guarantee	✓	✓	✓
School or affiliated parent associations	✓	✗	✗
Kindergartens and childcare associations	✓	✗	✗
Churches	✓	✗	✗
Political groups	✗	✗	✗
Government departments or agencies	✗	✗	✗



## Ineligible projects and expenditure

- Projects that have already taken place or are in progress.
- Expenditure that is the responsibility of other levels of Government.
- Projects that do not provide a benefit to City of Moreton Bay residents.
- Activities exclusively for members of the applicant organisation (with the exception of organisational governance or volunteer upskilling activities).
- Activities that have a commercial purpose.
- Ongoing administrative and operational costs (e.g., wages, rates, rent, insurance, utilities, subscriptions).
- Gifts, clothing, alcohol and prizes including; money, trophies, vouchers and gift cards.
- Improvements to land and/or facilities owned and controlled by; other levels of Government where there is no official land tenure agreement between the eligible applicant and the Government department or agency, or, ineligible organisation types.
- Support for school achievement or recognition awards and events.
- Purchase of single use plastics.

# Funding limits

- Council grants are not intended to provide ongoing funding. Organisations are expected to consider other funding sources for sustainability of ongoing projects.
- Applicants can receive up to \$5,000 per financial year through the Local Community Support grant. Up to \$2,000 of this amount can be for equipment.
- Applicants can receive up to \$50,000 per financial year across the Community Activities and Community Facilities grants.
- Where community organisations act as an auspice, these funds will not form part of the auspicing organisation's maximum annual funding limit.
- Applicants that have received a grant this financial year, or have not yet finalised a grant funded project, may be a lower priority.
- Council reserves the right to part fund a grant application.

# Supporting documents

## **These documents are required for all applications**

- Current certificate of public liability insurance.
- Most recent audited or verified financial statements.
- Written confirmation from the auspicing organisation.
- Quotes, for applications over \$1,000.

Further information about the supporting documents can be found by previewing the relevant application form in [moretonbay.smartygrants.com.au](https://moretonbay.smartygrants.com.au)



# Assessment criteria

City of Moreton Bay Community Grants are competitively assessed grant programs. Even though an application may meet the eligibility criteria, success will depend on the number of applications received, the relative merit, quality and feasibility of the proposed project, how well the project aligns with Council's goals and outcomes, the grant priorities, and available funds. Eligible applications are assessed against the following criteria:

## Need

- The application identifies a need (community or organisational).
- The project addresses this need.
- The project aligns with one of the priorities of the grant (as outlined on pages 4, 5 and 6).

## Benefit

- The project demonstrates a benefit for City of Moreton Bay residents.
- The project engages with or supports one or more of Council's inclusion focus groups.
- The project demonstrates creativity, innovation, and/or best practice.

## Value for money

- The budget is realistic and expenditure items are relevant to the project.
- For ongoing projects, the applicant demonstrates how the project will be sustainable.
- The project uses local suppliers where possible.

## Capacity to deliver the project

- The organisation has the skills and resources (internal or external) to deliver the project.
- The organisation demonstrates experience of delivering similar projects.
- The project plan demonstrates an understanding of the project stages.

# Definitions

## **Accessibility**

Making information, activities, and/or environments sensible, meaningful, and usable for as many people as possible.

## **Auspice**

A third-party entity that manages the financial and legal requirements of the grant including accepting the terms and conditions. Sometimes referred to as a sponsor.

## **Community resilience**

The ability of communities to withstand, adapt to, and recover from adversity.

## **Cultural ceremony**

A formal activity conducted on an important occasion or sacred observance.

## **Diversity**

People from a range of different social and cultural backgrounds, and/or different genders, sexual orientations, ages and abilities.

## **Equipment**

Portable physical items required for an organisation to deliver its services and activities.

## **Financial statements**

Documents that show how an organisation has been operating in areas such as profitability, cash flow, assets and liabilities.

## **Inclusion**

The practice of providing equal access to opportunities and resources for people regardless of background, race, or ethnicity.

## **Incorporated association**

An organisation that is a legal entity separate from its individual members, does not have profit making objectives and is incorporated under Australian state or federal law.



**Quote**

A document issued from a business to a customer outlining the price of a sale.

**Reconciliation**

Strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples to benefit all Australians.

**Registered charity**

A legal entity that does not have profit making objectives and is endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient.

**Sustainable (for projects)**

The ability to maintain or support a project or process over time.

**Traditional custodian**

Indigenous people or nations who have responsibilities in caring for their Country.

**Unincorporated organisation**

A number of people grouped together by a common purpose with clear objectives regarding the groups purpose and rules about how the group conducts its meetings and other activities including accepting new members.



# Submitting an application

Applications must be submitted online via SmartyGrants at [moretonbay.smartygrants.com.au](https://moretonbay.smartygrants.com.au)

Applications must be received by the published round closing dates listed in these guidelines and on Council's website at [moretonbay.qld.gov.au/grants](https://moretonbay.qld.gov.au/grants)

Late or incomplete applications will not be considered.

## Contact and support

For more information about City of Moreton Bay grants and funding programs visit [moretonbay.qld.gov.au/grants](https://moretonbay.qld.gov.au/grants) or email [grants@moretonbay.qld.gov.au](mailto:grants@moretonbay.qld.gov.au)

TTY – National Relay Service. A 24-hour national relay service offers an over-the-phone solution for people who are deaf or have a hearing or speech impediment:

TTY and Voice: **133 677** | Speak & Listen (SSR): **1300 555 727** | SMS Relay: **0423 677 767**

Translating and Interpreter Service (TIS). Interpreter assistance is available in 160 languages and dialects. To use an interpreter, please phone **131 450**



