2023-2024
Funding Guidelines

Community Investment Program

Connect. Innovate. Diversify.

GLADSTONE
REGIONAL COUNCIL

Your Notes:

Table of Contents

Table of Contents 3
Welcome 4
What funding is available? 5
Fund Descriptions & Criteria 6
- Grassroots Fund 6
- Elevator Fund 8
- Strategic Projects Fund 10
- Community Events 12
- Ignite Events 13
- Impact Events 14
- Destination Events 15
- Signature Events 16
- Community Hall Fund 17
- Waste Fund – Charity Waste Waiver 18
- Waste Fund – Waste Donation 19
- Community Donations Fund 20

Examples of Events and Projects 21
Eligible & Non-Eligible Expenses 22
Your Application 23
Submitting Your Application 23
Council Assessment 25
Timeframes 26
Successful Applications 26
Unsuccessful Applications 26
Appealing Decisions 27
Funding Allocations 27
Acknowledgements 27
Acquittal Process 28
Quality Assurance 28

TIP:
Hover your mouse over the section above you are interested in and press CRTL + CLICK to jump directly to the relative page.

Welcome

Gladstone Regional Council is proud to support community education, events, connection, inclusion and the enhancement of the Gladstone Region via its Community Investment Program.

The Community Investment Program enables Council to:

Empower our communities to identify and respond to local areas of need;
Partner with organisations to deliver shared outcomes;
Activate community participation amongst residents;
Build capacity within community sector; and
Contribute to the development of local students and sportspersons.

Council offers various funding streams for groups and organisations seeking funding assistance in the form of donations, sponsorships and/or grants.

In May 2021, Gladstone Regional Council endorsed the Gladstone Regional Council Community Development Strategy 2021-2025. The strategy provides a direction for how Council will, in partnership with the Community, continue to foster engaged, involved and proud communities in the region.

Through extensive research, engagement, and consideration of emerging trends, five priority action areas have been identified from which to strengthen and enhance the region:

Capacity - The Capacity Objective aims to foster community led collaboration and partnerships, initiatives, programs and projects that help communities develop their own solutions and build the skills, knowledge, and capacity of organisation members;

Place - The Place Objective aims to foster the development of accessible, fulfilling, and engaging places and spaces for community. This will be achieved through supporting the delivery of community led Initiatives, projects and activities that activate Council controlled or community owned and operated facilities, parks, and open spaces;

Connect - The Connect Objective aims to foster community led initiatives and projects that strengthen relationships, community connection, civic participation and understanding across all sectors of the community;

Wellbeing - The Wellbeing Objective aims to foster healthy, safe, and supported communities through the delivery of community led partnerships, programs, activities, and resources that promote healthy lifestyles, positive wellbeing, and safe communities; and

Planning - The Planning Objective aims to foster and support the development of programs, plans and strategies that strengthen the community's ability to deliver well planned and sustainable organisations, facilities, and activities across the region.

What funding is available?

FUND NAME	OBJECTIVE	FUNDING
Grassroots Fund	To develop and/or deliver initiatives, programs, or projects via one of the 5 objectives: Capacity, Place, Wellbeing, Connect or Planning.	Up to $10,000
Elevator Fund	As Grassroots objectives, and must demonstrate a higher level of competency, capacity and planning to deliver outcomes via one of the 5 objectives.	Over $10,000 (max $30,000)
Strategic Projects Fund	Upgrade existing or build new facilities where the organisation has suitable Council land tenure outcomes via one of the 5 objectives.	Up to $100,000
Community Celebration Fund		
• **Community Event**	Community events run by community organisations for broad public benefit.	Up to $1,500
• **Ignite Event**	Events up to 2,500 participants and contribute to community pride, social outcomes & regional economy.	Up to $10,000
• **Impact Event**	Events that demonstrate tourism and regional economy benefits by attracting 2,500-5,000 participants, with 10% out-of-region visitors.	Up to $25,000
• **Destination Event**	Well-established events with clear return on investment, through building community pride, return visitation, region profile, economic stimulus, over 5,000 participants & 15% out-of-region visitors.	Up to $50,000
• **Signature Event**	Events that drive the primary criteria of the destination event profile. Attracting visitors that invest in the region and target over 25% out-of-region visitors.	Expressions of Interest
Community Hall Fund	Support by means of a donation to assist local organisations who own, lease, or manage a Community Hall within the Council area.	Up to $2,000
Waste Fund	The fund has two areas of focus: 1. to assist charitable organisations that accept pre-loved household belongings; and, 2. to support not-for-profit organisations and first nations groups that coordinate non-commercial litter clean up.	Funding via a Council debtor account and/or financial donation
Community Donations Fund	Funding to support initiatives that contribute positively to the community that may not align with funding streams above.	Up to $1,500

Fund Descriptions & Criteria

GRASSROOTS FUND

What is the Grassroots Fund?

To strengthen community or organisations to develop and/or deliver initiatives, programs, or projects.

What are the Objectives & Outcomes?

- Capacity - Aims to foster community led collaboration and partnerships, initiatives, programs and projects that help communities develop their own solutions and build the skills, knowledge, and capacity of organisation members;
- Place - Aims to foster the development of accessible, fulfilling, and engaging places and spaces for community through initiatives, projects and activities that activate Council controlled or community owned and operated facilities, parks, and open spaces;
- Connect – Aims to foster community led initiatives and projects that strengthen relationships, community connection, civic participation and understanding across the community;
- Wellbeing - Aims to foster healthy, safe, and supported communities through the delivery of community led partnerships, programs, activities, and resources that promote healthy lifestyles, positive wellbeing, and safe communities; and
- Planning - Aims to foster and support the development of programs, plans and strategies that strengthen the community's ability to deliver well planned and sustainable organisations, facilities, and activities across the region. Plus, Development Application Fee Reimbursement may be supported under the planning objective (see below for further details).

Who Can Apply?

- ✓ A not-for-profit Community Organisation or not-for-profit sporting club based in or servicing the Gladstone Region AND may be an Australian Registered Charity
- ✓ A Business based in or servicing the Gladstone Region (only applications under the PLACE objective)
- ✓ Be incorporated
- ✓ Have an Australian Business Number (ABN) or complete a 'Statement by a Supplier' form
- ✓ Be financially solvent

The following will not be considered eligible for ALL objectives:

- × Political Organisation or Political Parties.
- × Religious or Worship Groups
- × An Educational Institution in the Gladstone Region
- × Organisations with access to funds generated from licensed premises or gaming machines.
- × Local, State, Federal government agency.
- × Organisations that have failed to adequately acquit previous Council funding.
- × Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.
- × Organisations that have already received Grassroots funding for the same program, project, or initiative in the financial year that the application is lodged.
- × Organisations that do not have a current operational bank account

How Much Can We Apply for?

Applicants can seek up to $10,000 in financial or in-kind support towards an eligible project, program, resource or initiative. There are two (2) funding rounds offered each financial year (which is published on Council's website).

What Types of Projects Can Be Funded?

For a project or program to be eligible it must:

- meet ONE of the fund objectives
- align to the fund eligibility applicable to that objective

Please see page 21 for a list of examples.

What are the Grassroots Fund Key Criteria?

Applications should demonstrate alignment to the chosen fund objective and are assessed on the below criteria. Each key selection criteria (KSC) is weighted based on its importance and relevance:

KEY SELECTION CRITERIA (KSC)	WEIGHTING
KSC 1: Demonstratable need	20%
KSC 2: Fund objective and aims	60%
KSC 3: Provides opportunity for collaboration	15%
KSC 4: Capacity to deliver	5%

See page 25 for details on how applications are assessed.

REIMBURSEMENT OF DEVELOPMENT APPLICATION FEES

Development fees paid to Council are eligible for refund under the Grassroots Fund – **Planning objective**.

To be eligible:

- Applicants must be eligible under item above “Who can apply”;
- Development Application fees must have been paid within six (6) months prior to the application; and
- The Project to which the Development Application applies must align with the intent of the Grassroots Fund objectives.

Applications to the Grassroots Fund – Development Application Reimbursement does not exclude applicants from applying for other funding through the Grassroots Fund in the same financial year under the Planning objective.

ELEVATOR FUND

What is the Elevator Fund?

To strengthen community or organisations to develop and/or deliver initiatives, programs, or projects and must demonstrate a higher level of competency, capacity and planning to deliver outcomes, which will involve a more detailed application and acquittal process that what is required for the Grassroots Fund.

What are the Objectives & Outcomes?

- Capacity - Aims to foster community led collaboration and partnerships, initiatives, programs and projects that help communities develop their own solutions and build the skills, knowledge, and capacity of organisation members;
- Place - Aims to foster the development of accessible, fulfilling, and engaging places and spaces for community through initiatives, projects and activities that activate Council controlled or community owned and operated facilities, parks, and open spaces;
- Connect – Aims to foster community led initiatives and projects that strengthen relationships, community connection, civic participation and understanding across the community;
- Wellbeing - Aims to foster healthy, safe, and supported communities through the delivery of community led partnerships, programs, activities, and resources that promote healthy lifestyles, positive wellbeing, and safe communities; and
- Planning - Aims to foster and support the development of programs, plans and strategies that strengthen the community's ability to deliver well planned and sustainable organisations, facilities, and activities across the region.

Who Can Apply?

- ✓ A not-for-profit Community Organisation or not-for-profit sporting club based in or servicing the Gladstone Region AND may be an Australian Registered Charity
- ✓ A Business based in or servicing the Gladstone Region (only applications under the PLACE objective)
- ✓ Be incorporated
- ✓ Have an Australian Business Number (ABN) or complete a 'Statement by a Supplier' form
- ✓ Be financially solvent

The following will not be considered eligible for ALL objectives:

- × Political Organisation or Political Parties.
- × Religious or Worship Groups
- × An Educational Institution in the Gladstone Region
- × Organisations with access to funds generated from licensed premises or gaming machines.
- × Local, State, Federal government agency.
- × Organisations that have failed to adequately acquit previous Council funding.
- × Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.
- × Organisations that have already received Grassroots funding for the same program, project, or initiative in the financial year that the application is lodged.
- × Organisations that do not have a current operational bank account

How Much Can We Apply for?

Applicants can seek over $10,000 (max $30,000) in financial or in-kind support towards an eligible project, program, resource or initiative. There are two (2) funding rounds offered each financial year (which is published on Council's website).

What Types of Projects Can Be Funded?

For a project or program to be eligible it must:

- meet ONE of the fund objectives
- align to the fund eligibility applicable to that objective

Please see PAGE 21 for a list of examples.

What are the Elevator Fund Key Criteria?

Applications should demonstrate alignment to the chosen fund objective and are assessed on the below criteria. Each key selection criteria (KSC) is weighted based on its importance and relevance:

KEY SELECTION CRITERIA (KSC)	WEIGHTING
KSC 1: Demonstratable need	20%
KSC 2: Fund objective and aims	60%
KSC 3: Provides opportunity for collaboration	15%
KSC 4: Capacity to deliver	5%

See page 25 for details on how applications are assessed.

STRATEGIC PROJECTS FUND

What is the Strategic Projects Fund?

The purpose of the Strategic Projects Fund is to strengthen not for profit organisations through the provision of financial support to upgrade existing or build new facilities where the organisation has suitable land tenure as defined in the supporting guidelines. This financial support will foster the development of accessible, fulfilling, and engaging places and spaces for wider community.

What are the Objectives & Outcomes?

- Capacity - Aims to foster community led collaboration and partnerships, initiatives, programs and projects that help communities develop their own solutions and build the skills, knowledge, and capacity of organisation members;
- Connect – Aims to foster community led initiatives and projects that strengthen relationships, community connection, civic participation and understanding across the community; and
- Wellbeing - Aims to foster healthy, safe, and supported communities through the delivery of community led partnerships, programs, activities, and resources that promote healthy lifestyles, positive wellbeing, and safe communities.

Who Can Apply?

- ✓ Be a not-for-profit community, sporting/active recreation organisation based in or servicing the Gladstone Regional area
- ✓ Have land tenure with Gladstone Regional Council where the project is to be carried out (ie lease or have a written license to use land - evidence is required)
- ✓ Be able to make a 20% co-contribution of the project cost
- ✓ Have attended the Strategic Projects Fund education information session
- ✓ Obtain prior consent from Gladstone Regional Council for works to be undertaken. To request consent letter, please email info@gladstone.qld.gov.au to obtain consent form.
- ✓ Be incorporated
- ✓ Be financially solvent
- ✓ Have an Australian Business Number (ABN) or complete a 'Statement by a Supplier' form

The following will not be considered eligible for ALL objectives:

- × Educational Institution
- × Commercial business
- × Political Organisation or Political Parties.
- × Religious or Worship Groups
- × Organisations with access to funds generated from licensed premises or gaming machines.
- × Local, State, Federal government agency.
- × Organisations that have failed to adequately acquit previous Council funding.
- × Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.
- × Organisations that do not have a current operational bank account

How Much Can We Apply for?

Applicants can seek up to $100,000 with applicants required to make at least a 20% financial contribution towards the total project cost. There is one (1) funding round offered each financial year (which is published on Council's website).

What Types of Projects Can Be Funded?

For a project or program to be eligible it must:

- meet ONE of the fund objectives
- align to the fund eligibility applicable to that objective
- Works to be completed within 18 months of receiving funding.

Please see page 21 for a list of examples.

What are the Strategic Project Fund Key Criteria?

Applications should demonstrate alignment to the chosen fund objective and are assessed on the below criteria. Each key selection criteria (KSC) is weighted based on its importance and relevance:

KEY SELECTION CRITERIA (KSC)	WEIGHTING
KSC 1: Fund objective and aims	60%
KSC 2: Demonstratable need	20%
KSC 3: Provides opportunity for collaboration and encourages multi-use	15%
KSC 4: Timeliness of delivery – shovel ready	5%

See page 25 for details on how applications are assessed.

COMMUNITY EVENTS

What is the Community Celebration Fund – Community Events?

The Community Celebration Fund enables the development and delivery of initiatives and projects that facilitate community connection through events. Applications will be considered under the Community Events category and may include a cash component and/or an in-kind contribution.

Note: Australia Day events must be held on 26 January or the nominated Australia Day Public Holiday and complement Gladstone Regional Council's Australia Day celebrations.

What are the Objectives?

1. **Social & Community outcomes**, inc. community pride and cohesion
2. **Destination** - enhances the profile & appeal of the region
3. **Economic Impact** - generates economic activity
4. **Overnight Visitation** - attracts external visitation generating overnight visitor expenditure
5. **Financial** sustainability demonstrated
6. **Environmental** sustainability demonstrated

Who Can Apply?

- ✓ Be a not-for-profit community organisation based in or servicing the Gladstone
- ✓ Be incorporated
- ✓ Be financially solvent with current operational bank account
- ✓ Have an Australian Business Number (ABN) or complete a "Statement by a supplier" form

The following will not be considered eligible:

- × Educational Institution
- × Commercial business
- × Sporting Club
- × Political Organisation or Political Parties
- × Religious or Worship Groups
- × Organisations with access to funds generated from licensed premises or gaming machines
- × Local, State, Federal government agency
- × Organisations that have failed to adequately acquit previous Council funding
- × Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council
- × Organisations that have already received Community Event funding in the financial year

How Much Can We Apply for?

Applicants can seek up to $1,500 in financial or in-kind support all year round, but must submit the application at least eight (8) weeks prior to the event. The financial year is published on Council's website.

What Types of Events Can Be Funded?

For an event to be considered eligible, it must be an event run by a community organisation for broad public benefit and demonstrate alignment to the Community Celebration fund objective number one (1) above – Social & Community pride and cohesion.

What are the Community Event Fund Key Criteria?

Applications should demonstrate alignment to the chosen fund objective and are assessed on the below criteria. Each key selection criteria (KSC) is weighted based on its importance and relevance:

KEY SELECTION CRITERIA (KSC)	WEIGHTING
KSC 1: Provides an opportunity for people of the Gladstone region to gather, celebrate and participate (broad public benefit)	50%
KSC 2: Foster a sense of community pride in our region and national identity	50%

See page 25 for details on how applications are assessed.

IGNITE EVENTS

What is the Community Celebration Fund – Ignite Events?

The Community Celebration Fund enables the development and delivery of initiatives and projects that facilitate community connection through events. Applications will be considered under the Ignite Events category and may include a cash component and/or an in-kind contribution.

What are the Objectives?

1. **Social & Community outcomes**, inc. community pride and cohesion
2. **Destination** - enhances the profile & appeal of the region
3. **Economic Impact** - generates economic activity
4. **Overnight Visitation** - attracts external visitation generating overnight visitor expenditure
5. **Financial** sustainability demonstrated
6. **Environmental** sustainability demonstrated

Who Can Apply?

- ✓ A not-for-profit community organisation based in or servicing the Gladstone area
- ✓ A not-for-profit sport organisation/active recreation group based in or servicing the Gladstone area
- ✓ A business based in or servicing the Gladstone area
- ✓ Be incorporated
- ✓ Be financially solvent with current operational bank account
- ✓ Have an Australian Business Number (ABN) or complete a "Statement by a supplier" form

The following will not be considered eligible:

- × Political Organisation or Parties, Religious or Worship Groups, Educational institutions, Local, State, and Federal government agencies.
- × Organisations with access to funds generated from licensed premises or gaming machines
- × Organisations that have failed to adequately acquit previous Council funding
- × Organisations that have a delinquent debt to Council
- × Events that:
    - Benefit only a small number of attendees/members,
    - Exclude or disadvantage other users,
    - Have already been undertaken or commenced,
    - Could present a hazard to the community or environment, or
    - Do not align with the intent of the fund objectives.

How Much Can We Apply for?

Applicants can seek up to $10,000 in financial or in-kind support, but must submit the application at least twelve (12) weeks prior to the event. There are two (2) funding rounds offered each financial year, published on Council's website.

What Types of Events Can Be Funded?

For an event to be considered eligible, it must demonstrate alignment to all six (6) of the Community Celebration fund objectives above, attract up to 2,500 participants.

What are the Ignite Event Fund Key Criteria?

Applications are scored on the ability to demonstrate alignment to the six (6) key selection objectives.

KEY SELECTION CRITERIA (KSC)	WEIGHTING
KSC 1: Drives social & community outcomes, inc. community pride & cohesion	35%
KSC 2: Enhance the profile and appeal of the Gladstone region	30%
KSC 3: Generates economic activity in the Gladstone region	10%
KSC 4: Demonstrates financial sustainability	7.5%
KSC 5: Demonstrated environmental sustainability	7.5%
KSC 6: Attracts visitation specifically generating overnight visitor expenditure	10%

IMPACT EVENTS

What is the Community Celebration Fund – Impact Events?

The Community Celebration Fund enables the development and delivery of initiatives and projects that facilitate community connection through events. Applications will be considered under the Impact Events category and may include a cash component and/or an in-kind contribution.

What are the Objectives?

1. **Social & Community outcomes**, inc. community pride and cohesion
2. **Destination** - enhances the profile & appeal of the region
3. **Economic Impact** - generates economic activity
4. **Overnight Visitation** - attracts external visitation generating overnight visitor expenditure
5. **Financial** sustainability demonstrated
6. **Environmental** sustainability demonstrated

Who Can Apply?

- ✓ A not-for-profit community organisation based in or servicing the Gladstone area
- ✓ A not-for-profit sport organisation/active recreation group based in or servicing the Gladstone area
- ✓ Be incorporated
- ✓ Be financially solvent with a current operational bank account
- ✓ Have an Australian Business Number (ABN) or complete a "Statement by a supplier" form

The following will not be considered eligible:

- × Political Organisation or Parties, Religious or Worship Groups, Educational institutions, Local, State, and Federal government agencies.
- × Organisations with access to funds generated from licensed premises or gaming machines
- × Organisations that have failed to adequately acquit previous Council funding
- × Organisations that have a delinquent debt to Council
- × Events that:
    - Exclude or disadvantage other users,
    - Have already been undertaken or commenced,
    - Could present a hazard to the community or environment, or
    - Do not align with the intent of the fund objectives.

How Much Can We Apply for?

Applicants can apply up to $25,000 under an Expression of Interest (EOI) process. EOIs will be called for once per year published on council's website. Council will negotiate the funding level of financial or inkind support with benefits aligning with the fund objectives. Council achieves more of a partnership approach with the most equitable outcome to the community and within the Impact Event fund budget.

What Types of Events Can Be Funded?

For an event to be considered eligible, it must demonstrate alignment to all six (6) of the Community Celebration fund objectives & attract between 2,500 - 5,000 participants (with 10% out-of-region visitors).

What are the Impact Event Fund Key Criteria?

Applications will be scored on their ability to demonstrate alignment to the six (6) key selection objectives.

KEY SELECTION CRITERIA (KSC)	WEIGHTING
KSC 1: Drives social & community outcomes, inc. community pride & cohesion	20%
KSC 2: Enhance the profile and appeal of the Gladstone region	20%
KSC 3: Generates economic activity in the Gladstone region	20%
KSC 4: Demonstrates financial sustainability	10%
KSC 5: Demonstrated environmental sustainability	10%
KSC 6: Attracts visitation specifically generating overnight visitor expenditure	20%

See page 25 for details on how applications are assessed.

DESTINATION EVENTS

What is the Community Celebration Fund – Destination Events?

The Community Celebration Fund enables the development and delivery of initiatives and projects that facilitate community connection through events. Applications will be considered under the Destination Events category and may include a cash component and/or an in-kind contribution.

What are the Objectives?

1. **Social & Community outcomes**, inc. community pride and cohesion
2. **Destination** - enhances the profile & appeal of the region
3. **Economic Impact** - generates economic activity
4. **Overnight Visitation** - attracts external visitation generating overnight visitor expenditure
5. **Financial** sustainability demonstrated
6. **Environmental** sustainability demonstrated

Who Can Apply?

- ✓ A not-for-profit community organisation based in or servicing the Gladstone area
- ✓ A not-for-profit sport organisation/active recreation group based in or servicing the Gladstone area
- ✓ Be incorporated
- ✓ Be financially solvent with a current operational bank account
- ✓ Have an Australian Business Number (ABN) or complete a "Statement by a supplier" form

The following will not be considered eligible:

- × Political Organisation or Parties, Religious or Worship Groups, Educational institutions, Local, State, and Federal government agencies.
- × Organisations with access to funds generated from licensed premises or gaming machines
- × Organisations that have failed to adequately acquit previous Council funding
- × Organisations that have a delinquent debt to Council
- × Events that exclude or disadvantage other users, could present a hazard to the community or environment, or do not align with the intent of the fund objectives.

How Much Can We Apply for?

Applicants can apply up to $50,000 under an Expression of Interest (EOI) process. EOIs will be called for once per year and published on council's website. Council will negotiate the level of financial or inkind support with benefits aligning with the fund objectives. Council achieves more of a partnership approach with the most equitable outcome to the community and within the Destination Event fund budget.

What Types of Events Can Be Funded?

For an event to be considered eligible it must demonstrate alignment to at least two (2) of the Community Celebration fund objectives, attract over 5,000 participants (with 15% out-of-region visitors).

What are the Destination Event Fund Key Criteria?

Applications will be scored on their ability to demonstrate alignment to the following six (6) key selection objectives. It is recommended that you provide a response to each objective to ensure your application is assessed on the highest score possible.

KEY SELECTION CRITERIA (KSC)	WEIGHTING
KSC 1: Drives social & community outcomes, inc. community pride & cohesion	25%
KSC 2: Enhance the profile and appeal of the Gladstone region	25%
KSC 3: Generates economic activity in the Gladstone region	20%
KSC 4: Demonstrates financial sustainability	7.5%
KSC 5: Demonstrated environmental sustainability	7.5%
KSC 6: Attracts visitation specifically generating overnight visitor expenditure	15%

See page 25 for details on how applications are assessed.

SIGNATURE EVENTS

What is the Community Celebration Fund – Signature Events?

The Community Celebration Fund enables the development and delivery of initiatives and projects that facilitate community connection through events. Applications will be considered under the Destination Events category and may include a cash component and/or an in-kind contribution.

What are the Objectives?

1. **Social & Community outcomes**, inc. community pride and cohesion
2. **Destination** - enhances the profile & appeal of the region
3. **Economic Impact** - generates economic activity
4. **Overnight Visitation** - attracts external visitation generating overnight visitor expenditure
5. **Financial** sustainability demonstrated
6. **Environmental** sustainability demonstrated

Who Can Apply?

- ✓ A not-for-profit community organisation based in or servicing the Gladstone area
- ✓ A not-for-profit sport organisation/active recreation group based in or servicing the Gladstone area
- ✓ Be incorporated
- ✓ Be financially solvent with a current operational bank account
- ✓ Have an Australian Business Number (ABN) or complete a "Statement by a supplier" form

The following will not be considered eligible:

- × Political Organisation or Parties, Religious or Worship Groups, Educational institutions, Local, State, and Federal government agencies.
- × Organisations with access to funds generated from licensed premises or gaming machines
- × Organisations that have failed to adequately acquit previous Council funding
- × Organisations that have a delinquent debt to Council
- × Events that exclude or disadvantage other users, could present a hazard to the community or environment, or do not align with the intent of the fund objectives.

How Much Can We Apply for?

Applicants are invited to apply over $50,000 under an Expression of Interest (EOI) process. EOIs will be called for once per year published on council's website. Council will negotiate the level of financial or inkind support aligning with the fund objectives. Council achieves more of a partnership approach with the most equitable outcome to the community and within the Signature Event fund budget.

What Types of Events Can Be Funded?

Support for events that drive the primary criteria of destination profile, economic impact and overnight visitor expenditure. Attracting visitors that invest in the region and target over 25% out-of-region visitor attendance.

What are the Signature Event Fund Key Criteria?

Applications will be scored on their ability to demonstrate alignment to the following six (6) key selection objectives.

KEY SELECTION CRITERIA (KSC)	WEIGHTING
KSC 1: Drives social & community outcomes, inc. community pride & cohesion	22.5%
KSC 2: Enhance the profile and appeal of the Gladstone region	22.5%
KSC 3: Generates economic activity in the Gladstone region	20%
KSC 4: Demonstrates financial sustainability	5%
KSC 5: Demonstrated environmental sustainability	5%
KSC 6: Attracts visitation specifically generating overnight visitor expenditure	25%

See page 25 for details on how applications are assessed.

COMMUNITY HALL FUND

What is the Community Hall fund?

The Community Hall fund provides support by means of a financial annual donation to assist local organisations who own, lease, or manage a Community Hall within the Council area with operating costs.

Definition:
Community Hall means a facility owned and/or operated by a not-for-profit community organisation where the primary purpose of the facility is for general community use (via a hire or other authorised use arrangement) where members of the public gather for group activities, social support, public information, entertainment, education and other social purposes. It excludes those facilities where community use is not the primary purpose and may be only a minor ancillary use of the facility.

Who Can Apply?

- ✓ Be a not-for-profit community organisation based in and servicing the Gladstone Council area
- ✓ May be an Australian Registered Charity, but not a Religious or Worship Group
- ✓ Own and/or manage a community hall within the Gladstone Regional Council area that is hired out to the community (as distinct from a room for hire within a larger building). The hall must meet the definition of Community Hall as set out in the Policy
- ✓ Be incorporated
- ✓ Have an Australian Business Number (ABN) or complete a "Statement by a supplier" form
- ✓ Be financially solvent

The following will not be considered eligible:

- × Educational Institution
- × Sporting Club
- × Political Organisation or Political Parties.
- × Organisations with access to funds generated from licensed premises or gaming machines.
- × Local, State, Federal government agency.
- × Organisations that have failed to adequately acquit previous Council funding.
- × Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.
- × Organisations that do not have a current operational bank account
- × Organisation that have already received Community Hall funding in the financial year that the application is lodged.

How Much Can We Apply for?

Applicants can seek up to $2,000 in financial support, all year round. This is a donation; no acquittal process is required following approved applications.

What Types of Expenses Can Be Funded?

Community Hall funding may be used for rates, maintenance and other costs incurred managing a Community Hall.

See page 25 for details on how applications are assessed.

WASTE FUND – CHARITY WASTE WAIVER

What is the Charity Waste fund?

The fund aims to assist charitable organisations that accept pre-loved household belongings from the burden of having to process and dispose of general waste deposited at their facilities.

Who Can Apply?

- ✓ Be an Australian registered charity
- ✓ Based in or servicing the Gladstone Regional Council area
- ✓ Offer a publicly available "donations bin" or equivalent that allows public gifting of pre-loved clothing and other household items
- ✓ Undertake some form of recycling or goods donations
- ✓ Be responsible for costs associated with collection and transportation of the waste material to the waste disposal facility
- ✓ Have been issued with an exemption code from the Department of Environmental Science (www.qld.gov.au /environment / pollution /management /waste /recovery disposallevy /business /charities)
- ✓ Have an Australian Business Number (ABN) or complete and attach a "Statement by a supplier" form, and
- ✓ Be financially solvent

The following will not be considered eligible:

- × Commercial business
- × Educational Institution
- × Sporting Club
- × Political Organisation or Political Parties.
- × Organisations with access to funds generated from licensed premises or gaming machines.
- × Local, State, Federal government agency.
- × Organisations that have failed to adequately acquit previous Council funding.
- × Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.

How Much Can We Apply for?

Applications will be accepted year-round.
This is a donation; no acquittal process is required following approved applications and there will be no individual funding limit applied for each successful applicant

Successful applicants will be issued with a waste waiver card granting access to the Charity Waste Fund Budget. This card must be presented PRIOR to dumping waste at the Waster Transfer stations. Tipping fees will be deducted from the total budgeted amount.

The annual budgeted amount allocated each financial year will be determined by Council's annual budget. Once budget allocations have been expended, no further waste waivers will be applied to accounts that financial year, unless a budget revision is endorsed via a Council resolution. Funding must only be used for the approved purpose.

Council may:

- Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council.
- Not fund activities that duplicate other existing services or programs within the Gladstone Regional Council area, unless evidence of demand is provided and agreed upon.

WASTE FUND – WASTE DONATION

What is the Waste Donation fund?

The fund aims to assist organisations and first nations groups that coordinate non-commercial litter clean up from foreshores and land owned, managed, leased, or under the control of Council, or as approved otherwise by Council.

Who Can Apply?

- ✓ Australian registered charity
- ✓ For profit and not-for-profit First Nations Groups
- ✓ Commercial business
- ✓ Educational Institution
- ✓ Sporting Club
- ✓ Must be based in or servicing the Gladstone Regional Council area
- ✓ Must be responsible for costs associated with collection and transportation of the waste material to the waste disposal facility
- ✓ Have an Australian Business Number (ABN) or complete and attach a "Statement by a supplier" form,

The following will not be considered eligible:

- × Political Organisation or Political Parties.
- × Organisations with access to funds generated from licensed premises or gaming machines.
- × Local, State, Federal government agency.
- × Organisations that have failed to adequately acquit previous Council funding.
- × Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.

How Much Can We Apply for?

Applications will be accepted year-round and may include a cash component and/or an in-kind contribution.

This is a donation; no acquittal process is required following approved applications and there will be no individual funding limit applied for each successful applicant.

Successful applicants will be issued with a waste waiver card granting access to the Waste Fund Budget. This card must be presented PRIOR to dumping waste at the Waster Transfer stations. Tipping fees will be deducted from the total budgeted amount.

The allocated budget to the Waste Fund is determined by Council's annual budget. Once budget allocations have been expended, no further waste applications will be accepted, unless a budget revision is endorsed via a Council resolution. Funding must only be used for the approved purpose.

Council may:

- Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council.
- Not fund activities that duplicate other existing services or programs within the Gladstone Regional Council area, unless evidence of demand is provided and agreed upon.

COMMUNITY DONATIONS FUND

What is the Community Donations fund?

Through the Community Donations Fund applicants can request a donation towards initiatives that contribute positively to the community that may not align with other funding streams within the Community Investment Policy.

This fund supports the sustainable delivery of community, cultural, sporting and environmental initiatives that demonstrate direct benefit to the Gladstone Region local government area.

Who Can Apply?

- ✓ Be an incorporated organisation. Unincorporated community groups/organisations may apply through a community organisation (both of which must meet the eligibility criteria and not be an ineligible organisation) which is able to accept legal and financial responsibility for the project/initiative/event.
- ✓ Based in or servicing the Gladstone Regional Council area:
- ✓ Be free of debt to Gladstone Regional Council
- ✓ Be financially solvent

However, the following will not be considered eligible:

- × For profit organisations.
- × Political Organisation or Political Parties.
- × Organisations with access to funds generated from licensed premises or gaming machines.
- × Local, State, Federal government agency.
- × Organisations that have failed to adequately acquit previous Council funding.
- × Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.
- × Top up funds, where Gladstone Regional Council already provides funding or in-kind support.

How Much Can We Apply for?

Applicants can seek up to $1,500. This is a donation; no acquittal process is required following approved applications.

Applications are open year-round with community organisations encouraged to apply, should they meet the eligibility criteria.

Each applicant may receive one (1) community donation per financial year, per initiative through the Community Donations Fund. This will enable the grant monies to be spread between eligible community organisations. There are limited funds available and once this amount is reached, no further donations will be awarded until the following financial year.

What Types of Expenses Can Be Funded?

The Community Donation Fund recognises that vibrant, engaged and resilient communities are developed through capacity building and partnerships with the fund aiming to:

- Support local causes including events, activities and initiatives through donations, sponsorships and purchase of goods or services.
- Provide support to the region's charitable institutions and not-for-profit community organisations.
- Recognise the achievements of community organisations and volunteers for the contribution they make to the local community and council's vision for the future through donations, prizes and awards.

See page 25 for details on how applications are assessed.

Examples of Events and Projects

CAPACITY OBJECTIVE		
• Volunteer Management training	• Sports club development training	• Increasing infrastructure to create equal opportunities
• Committee & Governance Training	• Life Skills Programs	• Infrastructure to encourage organisational growth
PLACE OBJECTIVE		
• Activation of places and spaces across the region.	• Health and wellbeing activities hosted in parks and open spaces	• Create a facility that encourages multiuse or shared capability
• Infrastructure improvements to support diversity and inclusivity	• Initiatives and activities that activate regional centres or the Gladstone CBD	• Upgrades to existing building facilities, sporting fields, lighting, shade, etc.
CONNECT OBJECTIVE		
• Purchase of equipment for training or participation for sporting clubs	• Programs, projects, initiatives, that celebrate performing arts and showcase regional talent	• Creating or improving facilities that supports community connection and wellbeing
• Programs, projects, and initiatives that encourage connection through volunteering	• Initiatives or programs to encourage inclusion and diversity within organisations and sporting clubs	• Initiatives that foster a connection between educational institutions and Council. (travel for excursions to Council facilities)
WELLBEING OBJECTIVE		
• Programs and projects that create opportunities and promote healthy lifestyles	• Initiatives, programs, and projects that provide families opportunities to thrive	• Creating or improving facilities that supports community wellbeing
• Peer support programs and initiatives.	• Environmental education Initiatives	• First Aid Kit purchases
PLANNING OBJECTIVE		
• Marketing, Advertising & Communications plans	• Organisational Strategic Plans	• Volunteer Management Plans
• Sporting concept Design (shovel ready planning)	• Disaster Management Plans	• Income diversification plans

Eligible & Non-eligible Expenses

ELIGIBLE EXPENSES

The following are examples of previously funded items:

EVENTS

- ✓ Entertainment, cold room and catering
- ✓ Performer fees, referee fees or ambulance fees
- ✓ Equipment and venue hire
- ✓ Hire of marquees, furniture or portable toilets
- ✓ Event photography, advertising, radio or media
- ✓ Judge fees, accommodation and travel
- ✓ Purchase of uniforms or carnival shirts
- ✓ Sensory tent or jumping castle

PROJECTS

- ✓ Electrical works in kitchen fit out
- ✓ Brochures, banners & A-frames with corflutes
- ✓ Procuring and installing a shade sail
- ✓ Purchase of ramps and a transportation trolley
- ✓ Engineer's Design of a disabled pathway
- ✓ Column speaker and PA system
- ✓ Reimbursement of GRC Development Fees
- ✓ Organisation Strategic Plan – consultants fee

INELIGIBLE EXPENSES

The following expenses are not eligible within the Community Investment Program:

- × Items purchased prior to funding approval
- × Management of day-to-day operating expenses (e.g., electricity bills, rates, insurance etc.)
- × Trophies/prizes/prize money
- × Sanctioning fees
- × Alcohol
- × Ongoing salary costs (day to day staff costs)
- × Administration expenses/sundries
- × Capital or equipment costs for event applications (with exception of hiring temporary equipment)
- × Projects or events that:
    - Benefit only a small number of members,
    - Exclude or disadvantage other users,
    - Have already been undertaken or commenced,
    - Could present a hazard to the community or environment, or
    - Do not align with the intent of the fund objectives.

Contact Council's Community Investment Officer to seek further clarification or feedback around your ideas and how they could align to the Fund Objectives.

EVENT EQUIPMENT – INKIND REQUESTS

Applications for inkind support towards the use of event space or equipment MUST attach an estimate and/or tentative reservation from GECC.

Send requirements to GECC at venuehire@gladstone.qld.gov.au

Your Application

Submitting Your Application

LOGIN TO SMARTYGRANTS

Log onto Council's online software system, SmartyGrants. Note: If this is the first time you have used Smarty Grants, you will be asked to register before starting your application. Applications can remain in Smarty Grants as a draft as you collate the required information.

Consider the following when preparing the application:

Aim of the initiative, program or project

- ✓ How will the funding be used?
- ✓ What is likely to be achieved?
- ✓ How will the outcomes (projected benefits of the initiative) be measured to determine if it is a success?

Need of the initiative, program or project

- ✓ What is the need for this project?
- ✓ How has the need been identified?
- ✓ What will the benefits be?
- ✓ Will the project benefit other groups or wider community?

Mandatory Documents

- ✓ Most recent Profit and Loss Statements
- ✓ Most recent Audit Report.
- ✓ Copy of Organisational Constitution (not applicable for businesses)
- ✓ Certificate of Incorporation (if applicable)

Supporting Documentation (not mandatory, but strengthens application)

- ✓ Club Development Plan
- ✓ Strategic Plan
- ✓ Correspondence from governing bodies highlighting the need/benefit
- ✓ Letters of support
- ✓ Membership surveys/feedback/complaints
- ✓ Minutes of meetings

Associated Costs

- ✓ Breakdown of costs to complete the project
- ✓ Costs are to relate to financial contribution only
- ✓ All amounts are to be GST exclusive
- ✓ Obtain quotes where necessary

Quotes

- ✓ Under $4,999.00 (ex GST) – no quotes are required
- ✓ $5,000 - $10,000 (ex GST) – 2 written quotes required (from 2 different suppliers)
- ✓ Quotes are to be current, cover all components of the project and itemised.
- ✓ If there is only 1 supplier, this should be noted in the application.

Acknowledgements

How is the organisation going to acknowledge Council's financial or in-kind support you are seeking? Consider the amount being requested and how Council's investment in this project, program, initiative or resource could be promoted by your organisation (if successful).

For further assistance in collating and preparing to lodge your application please refer to the Gladstone Regional Council Fundseeker Toolkit.

REVIEW YOUR APPLICATION

Ensure all information is included and attached before submitting your application. It is important to supply as much information as possible about the project, as Council will only assess the information you provide in your application.

SUBMIT YOUR APPLICATION

Select submit once your application is fully completed within Smarty Grants.

Please keep a record of the application number to include on any future correspondence with Council.

Require Assistance?

Please phone the Community Investment Officer on (07) 4976 6300 or email communityinvestmentprogram@gladstone.qld.gov.au

Alternatively, visit us at the Philip St Precinct Ngallil Building (the green building) at Council's Community and Neighbourhood Centre.

Council Assessment

Applications will be assessed against Council's Community Investment Policy and this Guideline, and the information provided in the application.

Applications are assessed by two (2) different delegation levels depending on the funding program being assessed in accordance with the Community Investment Policy.

DELEGATED OFFICER DECISION	PANEL ASSESSMENT / COUNCIL RESOLUTION
Community Events	Elevator Fund
Grassroots Fund	Impact Events
Ignite Events	Destination Events
Community Donations	Signature Events
Community Hall Fund	Strategic Project Fund
Charity Waste Waiver	

Applications should demonstrate alignment to the chosen fund objective and are assessed on key selection criteria.

Each KSC is then assessed on evidence provided:

1 - Unacceptable or no evidence
2 - Marginal or some evidence
3 - Meets criteria
4 - Exceeds criteria

The total value determined by the assessment panel is calculated into a percentage (score).

Application Score	Description	Funding Recommendation
75% and above	A score of 75% and above demonstrates that the application has met or **exceeded** all assessment criteria and Council's objectives.	100% of amount requested offered to applicant.
65-74%	A score between 65%-74% demonstrates that the application has met **most** assessment criteria and has alignment with Council's objectives.	Partial funding - 85% of amount requested offered to applicant.
55-64%	A score between 55%-64% demonstrates that the application meets **some** assessment criteria and has alignment with Council's objectives.	Partial funding - 75% of amount requested offered to applicant.
Below 54%	Scores 54% and below demonstrate that the application **does not meet** any assessment criteria.	Application Unsuccessful

Council reserves the right to:

- Request further information to assist with the assessment or to substantiate any claims made.
- Contact any parties mentioned/listed within the application for verification.
- Liaise with other funding organisations to determine if other funding has been sourced and the status of this funding.

- Exclude applications from the assessment process that are incomplete, and/or, received after the closing date (published on Council's website).
- Offer partial funding to any application made to the Community Investment Program.

Timeframes

The assessment process for funds varies and may take longer than anticipated depending upon the number of applications submitted.

All Applications received will initially be assessed at a delegated officer level within:
1. four weeks after the closing date; or
2. where no closing date is published, four weeks from the date the application was received.

Where a decision is required at a Council general meeting, it is noted the process may take up to twelve to fourteen (12-14) weeks for decision.

Successful Applications

Successful applicants will be:

- Notified in writing. This notification may take the form of a formal letter or, at the discretion of the Manager of Community Partnerships, successful applicants may be requested to enter into a formal Sponsorship Agreement that detailing the entitlements and conditions.
- Responsible for ensuring bank account details in Council's vendor data base are kept up to date. Approved funding amounts will be deposited directly into the nominated bank account as currently held on Council's vendor data base. If Council does not have the applicant details on Council's vendor data base, the applicant will be required to complete an onboarding request through EFTSure. This will be emailed to the successful applicant if required. **EFTSure is a cyber security check system Council uses for supplier onboarding.*
- Required to:-
    - Comply with the terms and conditions of receiving the funding
    - When requested, submit a tax invoice within the timeframe required
    - Expend funds within the timeframes given (unless otherwise granted by Council); and
    - Submit an acquittal.
- Responsible for obtaining all appropriate permits, approvals, licences, insurances etc to undertake the project.

Council reserves the right to:-

- Advertise projects that have been successfully funded by Council (i.e media release, social media); and
- Advertise successful applicant details on Council's website (including but not limited to, project description, name of applicant, amount funded).

Unsuccessful Applications

Unsuccessful applicants will be notified in writing.

Appealing Decisions

All decisions made by Council resolution are final and cannot be appealed internally.

Where a decision is made by a Council Officer under delegation, a request for review of the decision can be made to the Chief Executive Officer for consideration.

Funding Allocations

Funding rounds scheduled to be offered each financial year will be published on Council's website and within Council's Community Investment Portal.

The amounts allocated each financial year will be determined by Council's annual budge and announced on Council's website. Once budget allocations have been expended, no further applications will be considered that financial year, unless a budget revision is endorsed via a Council resolution.

Funding must not be used for any purpose other than what is has been approved for unless written consent has been obtained from Council.

Council reserves the right to:

- Approve funding amounts less than what has been requested.
- Pay approved funding amounts in instalments and apply conditions where necessary.
- Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council for the same project.
- Not fund projects that duplicate other existing services or programs within the Gladstone Regional Council area unless evidence of demand is provided and agreed upon.

The Funding Agreement will include (but not limited to) the benefits agreed to, payment terms, performance required, acknowledgements of funding and evaluation methods. Each party will bear their own costs of the Funding Agreement which will be drafted by Council at Council's expense.

Recurrent funding is not guaranteed, and applicants are encouraged not to rely on Council's funding for the successful delivery of their initiative for this reason.

Acknowledgements

All applicants will be required to acknowledge Council's support. The way Council is acknowledged will be clarified in writing to successful applicants.

Any additional Promotional Material referencing Council or containing the Council logo must be submitted for approval prior to printing, production, publication, and distribution. Approved logo will be provided by Council.

Applicants are required to seek an Acknowledgement to Country and/or Welcome to Country in accordance with Council's First Nations People Cultural Protocol – Events Policy.

Acquittal Process

Funding recipients will be required to submit an acquittal within eight (8) weeks after the project, program or initiative is completed.

Important: Failure to submit a satisfactory acquittal and any information/documentation requested, will impact applicants' ability to apply for funding **for a period of two (2) years**, or result in Council requesting some or all the funding to be paid back to Council.

Quality Assurance

Council representatives may from time to time undertake quality assurance checks (including site audits) to ensure funding allocations have been spent according to the information provided.