

# Guideline



## COMMUNITY GRANTS PROGRAM

August 2020

### Introduction

Council's Community Grants Program outlines the grants, financial assistance, available to eligible community organisations, and the process for submitting an application to Council. Grants are made available by Council are aimed at building community capacity and/or providing supplementary funding to assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices in community groups and throughout the Lockyer Valley region.

### Purpose of Grants

Non-recurrent grants of between \$500 and \$4,000 will be made available to not-for-profit community organisations to undertake projects, activities or events which benefit the wider community, depending upon availability of funds and the merit of projects, activities or events. These grants will be awarded to community-based organisations in the Lockyer Valley that focus on:

- Community Development
- Arts & Cultural Development
- Social Services
- Recreational Services
- Environmental Initiatives

Educational Support Projects will need to demonstrate that they:

- Enhance the well-being of the community
- Address a demonstrated need Encourage community activities
- Support economic development
- Build capacity for long-term sustainability and liveability
- Strengthen social cohesion and inclusion

Timetable for 2020/2021 Grants Program

	Round 1	Round 2
<b>Application Open</b>	1 September 2020	1 March 2021
<b>Application Close</b>	30 September 2020	31 March 2021
<b>Assessment of Applications</b>	October 2020	April 2021
<b>Recommendation to Council</b>	October 2020	April 2021
<b>Funds Granted</b>	November 2020	May 2021
<b>Grant Acquittal</b>	2 months after completion of project	

## Eligibility for Community Grants Program

Not-for-profit community organisations that:

- Operate within the Lockyer Valley local government area or can demonstrate the projects, activities or events will benefit residents of the Lockyer Valley local government area
- Have appropriate insurance and adhere to sound workplace health and safety practices
- Are able to demonstrate viability
- Have no debt to council, or have entered into scheduled payment arrangements with council which are being met
- Have met acquittal conditions for previous council grants

If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspice and administered by such a group.

Applicants may submit only one grant application per round.

## Projects or activities eligible for funding

To be eligible for funding, Council will assess applications based on their ability to:

- Need for the project/activity
- Evidence the organisation is working towards or maintaining self-sufficiency
- Benefit to the people of the Lockyer Valley local government area
- Evidence of consultation and community partnerships
- Capacity of the applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project.
- Be "shovel ready".

Submitting an application does not guarantee that an organisation will be successful in receiving funding.

## Projects not eligible for funding

- Ongoing operational or recurrent costs including but not limited to salaries, rent, fuel
- Activities that have already begun prior to submitting a grant application
- The core business of educational, religious or medical organisations
- Prize money, prizes or trophies
- Development of privately-owned facilities
- Payment of debt
- Political activities
- Projects run solely for commercial profit
- Items included in another council grant application
- Projects run solely for fundraising purposes, without broader community benefit.

## Community Events

If you are requiring funding to assist in running a community event please read the following:

- Projects/Events that support sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our community
- Must be scheduled to take place after notification of funding outcomes. Applicants must discuss their project with the Grants Officer prior to submitting their application

## Ineligible items for events

The following are not eligible for funding:

- Celebration or competition activities and events where attendance is limited to individual organisations or their members
- Judging or adjudication fees
- Uniforms
- Purchase of catering, hospitality, food and beverages
- Purchase of merchandise, trophies and prizes
- Insurance costs
- Costs related to your event that are incurred from Council
- Administration fees

## Lower priority

Lower priority is given to:

- Applicants who have been funded within the previous 12 months.
- Projects or events that have previously received council funding

## Full information regarding Council Grants

For further information regarding Council Community Grants Program please view Councils Community Grants Assistance Policy & Procedure on Councils website <http://www.lockyervalley.qld.gov.au/our-council/grants-and-funding/Pages/Grants-and-Assistance-.aspx>

## Related Documents

- Community Grants Assistance Policy
- Community Grants Assistance Procedure