

# Community Activities Grant Guidelines

## Introduction

This grant provides funding to community organisations to deliver self-sustainable local community, cultural, sporting and environmental activities in the Moreton Bay Region.

Projects funded under this grant will provide opportunities for people to develop and enjoy a vibrant lifestyle as part of a strong and inclusive local community.

The Community Activities Grant and these guidelines are governed by the Moreton Bay Regional Council Community Grants Policy (No. 2150-030).

Grant applications will be invited in July and February as outlined below.

Round	Opening Date	Closing Date	Notification of Outcome	Project Start Date*
1	1 July	10 August	Approximately 7 weeks after closing date	1 October
2	1 February	10 March		1 May

\* Projects must commence on or after this date.

## Definitions

**Community organisation** means:

- an entity that carries on activities for a public purpose; or
- another entity whose primary object is not directed at making a profit.

## Who Can Apply?

Eligible applicants	<p>A community organisation that applies for funding under this grant must meet the following criteria:</p> <ul style="list-style-type: none"> <li>Be based in the Moreton Bay Region and/or can demonstrate that the proposed project will benefit residents of the region;</li> <li>Have \$20 million public liability insurance if required by Council; and</li> <li>Have no overdue Moreton Bay Regional Council grant acquittals.</li> </ul>
Ineligible applicants	<p>The following are ineligible organisation types:</p> <ul style="list-style-type: none"> <li>For-profit organisations;</li> <li>Government departments and agencies;</li> <li>Schools and affiliated parents' associations;</li> <li>Kindergartens and childcare organisations;</li> <li>Political groups; and</li> <li>Unincorporated community groups*.</li> </ul> <p>Individuals are not eligible to apply for funding under this grant.</p>

	<p>Wildlife carer organisations must hold a current wildlife rehabilitation permit (issued by the Qld Government - Department of Environment and Science).</p> <p><b>*NB - Unincorporated community groups may apply through an auspice</b> which is able to accept legal and financial responsibility for the project. The auspice organisation must meet the above criteria and not be an ineligible organisation type.</p>
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### Grant Information

Eligible projects	<p>Projects supported must deliver self-sustainable local community, cultural, sporting and environmental activities in the Moreton Bay Region and may include activities that:</p> <ul style="list-style-type: none"> <li>• Encourage residents to get to know their neighbours;</li> <li>• Increase the use of parks, open space and natural areas by the wider community;</li> <li>• Promote participation in community life;</li> <li>• Increase the use of Council's community halls and centres by the wider community;</li> <li>• Enhance the safety of local neighbourhoods;</li> <li>• Protect, enhance and showcase the region's natural environment and biodiversity;<sup>1</sup></li> <li>• Provide opportunities for residents to participate in arts and cultural activities;</li> <li>• Encourage residents to share, develop and acquire new skills and knowledge;</li> <li>• Promote volunteering for community organisations;</li> <li>• Encourage residents to participate in an active and healthy lifestyle;</li> <li>• Include fundraising primarily for the benefit of third parties; and</li> <li>• Assist residents to prepare, respond and recover from a natural disaster.</li> </ul> <p>Projects must be completed within 14 months from the round closing date.</p>
Ineligible projects	<p>Ineligible projects include:</p> <ul style="list-style-type: none"> <li>• Projects that do not meet the requirements of Council's <a href="#">Community Grants Policy</a> or these guidelines;</li> <li>• An activity that has a commercial purpose;</li> <li>• Activities with the primary objective of fundraising;</li> <li>• Christmas and New Year's Eve events;</li> <li>• Activities that are exclusively for the members of the community organisation, (with the exception of capacity building/upskilling opportunities for volunteers) or are considered its core business; and</li> <li>• Projects that have been funded twice previously under the Community Grants Policy (2150-030), irrespective of whether it is a different group delivering the project.</li> </ul>

Ineligible expenses	<p>Ineligible project expenses include:</p> <ul style="list-style-type: none"> <li>• Ongoing administrative and operational costs (salaries and wages, rates, rent, insurance, utilities);</li> <li>• Gifts, alcohol and prizes (e.g. money, trophies, gift cards, vouchers, etc.);</li> <li>• Purchase of equipment (unless directly related to the eligible project);</li> <li>• Purchase of capital items; and</li> <li>• Retrospective funding of projects is not available.</li> </ul>
Funding amount	<p>Up to \$10,000 (GST inclusive) is available per application.</p> <p>Where community organisations act as an auspice for unincorporated community groups, these funds will not form part of the auspicings organisation's maximum annual funding limit.</p>
Lodging an application	<p>Applications must be submitted online via Council's grants and funding webpage <a href="http://www.mbrc.qld.gov.au/grants/">www.mbrc.qld.gov.au/grants/</a>.</p> <p>Incomplete or late applications will not be considered.</p>
Supporting documents	<ul style="list-style-type: none"> <li>• Bank statement header (including Name of Bank, Name of Account and BSB and Account numbers);</li> <li>• Council's project approval letter (only required for projects that enhance native vegetation and wildlife habitat on Council owned and controlled land);</li> <li>• Current public liability insurance certificate;</li> <li>• Most recent audited or verified financial statements;</li> <li>• Proof of not-for-profit status (if applicable);</li> <li>• Quotes; and</li> <li>• Written confirmation from auspicings organisation (if applicable).</li> </ul>
Assessment criteria	<p>Eligible applications will be assessed against the following criteria:</p> <ul style="list-style-type: none"> <li>• Demonstrated need for the project / activity;</li> <li>• Benefit to the Moreton Bay Region community;</li> <li>• Value for money, for Council and the community; and</li> <li>• Capacity of the applicant to successfully complete the project.</li> </ul>
Terms and Conditions	<p>Successful applicants are required to comply with the <a href="#">terms and conditions</a> associated with Council's financial support.</p> <p><u>Funded projects cannot commence prior to receiving written notification from Council.</u></p>
Unsuccessful applicants	<p>Unsuccessful applicants may seek feedback on their application by contacting a Grants Officer (see contact details below).</p>
Enquiries	<p>For further information about <i>Community Activities Grants</i>, please contact a Grants Officer on (07) 3205 0555 or email <a href="mailto:grants@moretonbay.qld.gov.au">grants@moretonbay.qld.gov.au</a>.</p>

<sup>1</sup> Council approval is required for projects that enhance native vegetation and wildlife habitat on Council owned and controlled land. To obtain this approval, please email the proposed project to [esmailbox@moretonbay.qld.gov.au](mailto:esmailbox@moretonbay.qld.gov.au) prior to submitting a funding application.

**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, phone 131 450.