

# Community Facilities Grant Guidelines

## Introduction

This grant provides funding to community organisations to develop new or improve existing community facilities in the Moreton Bay Region. Projects funded under this grant will plan and deliver community facilities where people can participate in community, cultural, sporting and environmental activities in the Moreton Bay Region.

The Community Facilities 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:

- a) an entity that carries on activities for a public purpose; or
- b) 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 substantially 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 child care organisations;</li> <li>• Churches;</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>

## Grant Information

Eligible projects	<p><u>Facility planning projects</u></p> <ul style="list-style-type: none"> <li>Projects supported may include the following planning activities associated with the delivery of new or improved community facilities in the Moreton Bay Region: <ul style="list-style-type: none"> <li>Preparing concept plans and/or construction drawings;</li> <li>Preparing and lodging a development application; and</li> <li>Engaging a building certifier.</li> </ul> </li> </ul> <p><u>Facility construction and improvement projects</u></p> <ul style="list-style-type: none"> <li>Projects supported may include construction of new community facilities in the Moreton Bay Region e.g. men’s sheds, sports field fencing and storage sheds.</li> <li>Projects supported may also include, but not be limited to, the delivery of improvements to existing community facilities such as: <ul style="list-style-type: none"> <li>Construction of outdoor areas;</li> <li>Air conditioning upgrades;</li> <li>Installation of security systems;</li> <li>Upgrades to fixed audio/visual systems;</li> <li>Installation of solar panels;</li> <li>Bathroom upgrades;</li> <li>Kitchen upgrades; and</li> <li>Power upgrades.</li> </ul> </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>Projects that are on land owned by an individual or an ineligible entity with the exception of Government departments and agencies;</li> <li>Projects that are on land owned by Government departments and agencies, and there is no official land tenure agreement between the eligible applicant and the Government department or agency; and</li> <li>Projects that do not have the required documentation and approvals e.g. land owners consent, construction drawings, development approval.<sup>1</sup></li> </ul>
Ineligible expenses	<p>Ineligible project expenses include:</p> <ul style="list-style-type: none"> <li>Emergency repairs e.g. replacing a broken door or window;</li> <li>Maintenance activities e.g. servicing of air conditioners, exterior and interior painting; and</li> <li>Purchase of equipment (unless directly related to the eligible project).</li> </ul>
Land owner’s consent	<ul style="list-style-type: none"> <li>For applicants with an existing land tenure agreement with Council or a Council lessee, an approved Improvement Works Application (IWA) is required.</li> </ul>

Funding amount	<ul style="list-style-type: none"> <li>• Up to \$30,000 (GST inclusive) is available per application;</li> <li>• A 25% financial co-contribution from the community organisation is required under this grant.</li> </ul> <p>Retrospective funding of projects is not available.</p> <p>For community facility projects with a budget greater than \$30,000, applicants may consider contacting a Grants Officer (see contact details below) to enquire about Council's Community Facilities Interest Free Loan Program.</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>Applicants are encouraged to discuss their project with Council's Sport and Recreation Section on (07) 3205 0555 prior to submitting an Improvement Works Application (IWA).</p> <p>Incomplete or late applications will not be considered.</p>
Supporting documents	<ul style="list-style-type: none"> <li>• Current public liability insurance certificate;</li> <li>• Most recent audited or reviewed financial statements;</li> <li>• Land owner's consent;</li> <li>• Site maps / plans;</li> <li>• Quotes;</li> <li>• Approval documents (e.g. development approval, construction drawings); and</li> <li>• Proof of not-for-profit status (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>Successful projects must not commence prior to receiving written notification from Council.</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 Facilities 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> For further information on project documentation and approvals, please contact Council's Community Services, Sport and Recreation Department on (07) 3205 0555 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.