



Community Grants

Program Guidelines

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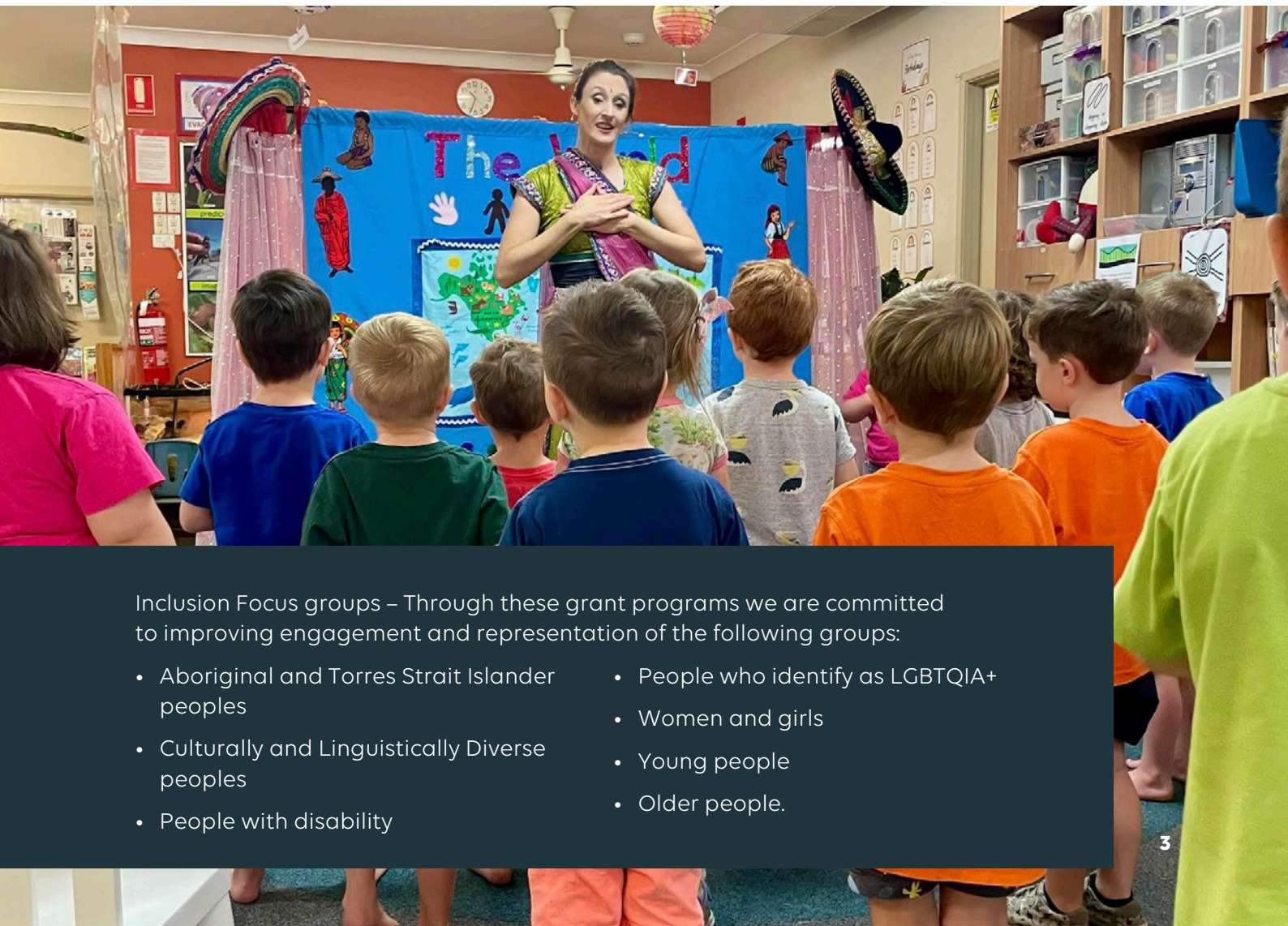


Projects funded through City of Moreton Bay Community Grants will contribute toward Council's goal to have vibrant communities that proudly come together to participate in and celebrate different cultures and life experiences, with access to the services and facilities they need.

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.
- Strengthen and support organisational development for local community organisations.
- 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, computers, audio and video equipment.
- Personal protective equipment, signage, portable shade structures, first aid and safety equipment.
- Delivery, freight and set-up costs of the eligible items.

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 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.
- 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.
- Activities exclusively for members of the applicant organisation (with the exception of organisational governance or volunteer upskilling activities).



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 to develop new or improve existing community facilities in the City of Moreton Bay.

Funding will be prioritised for projects that:

- Improve accessibility of community facilities and services.
- Increase or enhance inclusion.
- Increase participation in recreation and physical activity.
- Increase participation in local arts and cultural activities.
- Improve sustainability or waste management practices.

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, or improvements to equipment, boats, vehicles and machinery.

Important dates

All grants open from 15 July annually.

Grant	Maximum available	Closing dates	Project delivery dates
Local community support	\$5,000	Round 1 31 July Round 2 30 September Round 3 31 January Round 4 30 April	Round 1 15 September to 31 March Round 2 15 November to 31 May Round 3 15 March to 30 September Round 4 15 June to 31 December
Community activities	\$20,000	Round 1 31 August Round 2 28 February	Round 1 1 November to 31 October Round 2 1 May to 30 April
Community facilities	\$30,000	Round 1 30 September Round 2 31 March	Round 1 1 December to 30 November Round 2 1 June to 31 May

Notification: application outcomes are advised approximately 6 weeks after the round closing dates.



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 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 such as land and/or facilities in private ownership.
- Support for school achievement or recognition awards and events.
- Purchase of single use plastics.
- Accommodation costs such as hotels or Air BNB.
- Expenses related to international travel.
- Projects that may create cultural, social or political risk to Council and do not demonstrate appropriate strategies for assessment and management of that risk.
- Infrastructure improvements or installations (e.g. benches, water bubblers) on Council controlled public land such as parks and foreshores that would otherwise be the responsibility of Council.

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 auspicings 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

Information about the supporting documents for each grant can be found by previewing the relevant application form at moretonbay.smartygrants.com.au

Examples of documents that may be required include:

- Current certificate of public liability insurance.
- Most recent audited or verified financial statements.
- Written confirmation from the auspicings organisation (for auspicings applications only).
- Landowners consent for facility improvement projects. For Council lessees this must be an approved Improvement Works Application.
- Evidence of engagement with Traditional Custodians, Elders or Cultural leaders.
- Quotes for expenditure items (for all applications requesting over \$1,000). Please note the following about quotes:
 - Must be issued by the supplier/s, who have the skills and experience (and licenses where applicable) to deliver the goods/services being quoted,
 - Must clearly show the supplier's name, ABN, phone number, a list of the service/s or goods being provided and the cost of each item.
 - Screenshots of rates and prices advertised online are acceptable as quotes and must show the supplier's name.
 - Any individual involved in the preparation of the application must not quote for, or be a supplier for, grant funded items.

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 durable 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.

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**

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**

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** or email **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**

