



# Community Grants Program Guidelines

(Updated September 2023 Version 1.3)

The Community Grants Program supports projects that contribute to the delivery of council’s corporate priorities as informed by our long-term strategic policy positions on community, economic development and environment. The Program aims to acknowledge and strengthen the valuable contribution that community groups and their volunteers make towards achieving our shared vision of being *Australia’s most sustainable region: healthy, smart, creative* and fostering a strong community.

This program is guided by council’s [Community Grants Policy](#), and [Sunshine Coast Community Strategy 2019-2041](#). You can view these documents at [www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au).

In line with council’s Sunshine Coast Community Strategy 2019-2041, we welcome applications that contribute towards the following strategy outcomes:

- *Healthy and active communities* - Empower our community to live healthy and active lifestyles.
- *Vibrant communities* - Focus on ensuring community places and spaces are vibrant, inclusive, accessible, adaptable and meet the needs of people of all ages, abilities and backgrounds.
- *Inclusive communities* - Strengthen connection, inclusion, awareness and opportunity for all people in our community.
- *Connected and resilient communities* - Build capacity in our communities to be connected, resilient and to respond to local issues.
- *Creative and innovative communities* - Nurture creative and innovative approaches to building a strong community.

## Grant Types

Grant type	Applicant Type	Outcome timeframes	Amount
<b>Major</b>	Community group	6-8 weeks from closing date	Up to \$30,000*
<b>Minor</b>	Community group	6 weeks from closing date	Up to \$2000
<b>Festive and Commemorative Events</b>	Community group	Applications assessed every two months. Notification within two weeks of assessment.	Up to \$15,000 Up to 3 years funding available
<b>Emergency</b>	Community group	2 weeks after application received	Up to \$3000
<b>Individual Development</b>	Individual	Applications assessed every two months. Notification within two weeks of assessment.	Up to \$500 per individual or \$2000 per team.

\* Co-funding requirements apply for requests over \$7500. Requests over \$15,000 must be for infrastructure projects.

## Major and Minor Grants

Major and Minor Grants support community organisations to deliver one-off projects, events and activities that align with council's strategic priorities and demonstrate a community purpose.

**Categories** Applications for Major and Minor grants can be made under one of the following categories:

- Community Development
- Community Facilities
- Creative Development
- Cultural Heritage
- Economic Development
- Sport and Recreation

Applicants can submit only one grant application per round.

---

**Who can apply** Not-for-profit community organisations that meet all of the following:

- are a legal entity with not-for-profit status or are registered with the Australian Charities and Not for Profits Commission (**ACNC**)\*
- operate within the Sunshine Coast Local Government Area or can demonstrate the project or program will benefit residents of the Sunshine Coast 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 entity or registered with the ACNC, the application must be auspiced and administered by such a group.

---

**Who cannot apply**

- Government agencies or departments of local, state or federal government\*
- educational, religious or medical organisations, where the application is for the organisation's core business
- businesses
- individuals

\* note Queensland state school Parent and Citizens' (P&C) associations are statutory bodies and therefore not eligible.

---

**Projects eligible for funding**

Applications must:

- demonstrate a purpose that is in the public interest, with significant community need and benefit
- demonstrate strong alignment with council's priorities as described in current council strategies, plans or policy positions
- adhere to the terms and conditions of this funding program.

To be eligible for funding for an event, events must be scheduled to take place after notification of funding outcomes.

**Projects & items not eligible for funding**

- Ongoing operational or recurrent costs including salaries, rent, fuel
- Activities that have already begun prior to a grant application being submitted
- The core business of educational, religious or medical organisations
- Donations, 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
- School and church fetes
- Celebration or competition activities and events where attendance is limited to individual organisations or their members
- Judging, adjudication fees or uniforms for events
- Catering, hospitality, food and beverages for events.

**Funding limits**

The following outlines the maximum amounts that can be requested for each grant type:

- Major Grants
  - up to \$30,000 for infrastructure projects only - see Community Facilities category
  - up to \$15,000 for all other projects.
- Minor Grants – up to \$2,000.

**Co-funding requirements**

Council cannot be the sole funder of every project. Depending on the amount requested, funds from other sources may be required.

The table below outlines co-funding requirements:

Amount requested from council	Minimum co-funding requirement
Up to \$7500	Co-funding is not required
\$7501 - \$15,000	50% of project costs must come from other sources
\$15,001 - \$30,000	75% of project costs must come from other sources

*Eg To be eligible for \$30,000, the total cost of the project would be at least \$120,000.*

*Up to 20% of the co-funding requirement can be volunteer hours, valued at no more than \$43.30p/h.*

Other funding sources could include:

- applicant's cash contributions
- grants from other funding bodies
- sponsorship
- in-kind support.

## Assessment criteria

Major and Minor grant applications are assessed using the intent, specific purpose and priorities of the chosen category as well as the following criteria:

- need for the project/activity/event
- benefit to the people of the Sunshine Coast Local Government Area
- evidence of consultation and community partnerships and collaboration
- strength of alignment with council's corporate priorities as described in current council strategies, plans or policies
- 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
- evidence that the organisation has inclusive participation policies and practices
- evidence the organisation is working towards or maintaining self-sufficiency.

Further consideration will be given to projects that:

- reduce environmental impact and/or provide energy, water and waste efficiencies
- build skills, capacity and governance of community groups
- activate places and spaces
- procure from local businesses, social enterprises and/or First Nations businesses
- budget to procure a Welcome to Country by the Traditional Custodians of the Sunshine Coast (the Kabi Kabi peoples or Jinibara peoples)

Lower priority is given to applicants who have been awarded a council Major or Minor grant within the previous 12 months.

### Community Development Category

**Outcomes:** Inclusive Communities; Connected, Resilient Communities; Healthy, Active Communities

This category supports community-led projects, activities and events which contribute to enhancing community wellbeing and/or strengthen the ability of community organisations to respond to community needs.

#### Category priorities

Projects/activities/events funded under this category will address one or more of the following:

- foster social inclusion, enhance cultural awareness and embrace diversity
- support and promote community health and wellbeing
- foster partnerships and collaboration and sharing of resources between community groups and other organisations
- enhance community safety
- support, recognise and encourage community volunteering
- support community-led initiatives and solutions that respond to current and emerging local needs and/or address complex community issues
- build the skills, knowledge, capability and sustainability of local community organisations to identify and deliver initiatives which respond to community needs
- increase community participation, connections and sense of belonging within local communities through free or low-cost initiatives
- enhance community resilience and recovery through disaster prevention, preparedness, or recovery activities
- engage with the community to encourage an environmentally sustainable Sunshine Coast.

In relation to applications for **animal management** grants, projects must:

- enhance community safety outcomes
- align with the key objectives of council's Management Plan for Domestic Animals (Cats and Dogs) 2021 -2030
- assist in the promotion and advancement of responsible pet ownership practices eg desexing, microchipping, registration.

## Community Facilities Category

### **Outcome:** Vibrant Communities

This category supports infrastructure projects that involve the development, maintenance or improvement of buildings or land that contribute to providing a safe, accessible and inclusive community facility.

Choose this category if your project involves planning or undertaking work on buildings or land. Examples include but are not limited to:

- Facility improvements (such as extensions, renovations, accessibility ramps, amenities)
- Facility repairs and maintenance (such as painting, guttering, window replacement)
- Permanent installations (such as solar panels, air conditioning, signage)
- New infrastructure (such as sheds, shade, fences)
- Land improvements (such as drainage, irrigation, landscaping)
- Costs associated with planning of projects for permanent works.

### **Category priorities**

Projects funded under this category must address all of the following:

- provide well maintained and accessible community facilities which enable opportunities for social interaction
- adhere to the principles of access and equity
- address issues of risk management or compliance with Australian Standards
- have a current maintenance schedule.

*Well-developed projects that are ready to be undertaken and have secured co-funding (if required), are highly regarded. See co-funding section above for details.*

---

## Creative Development Category

### **Outcomes:** Inclusive Communities; Creative, Innovative Communities

This category supports projects, events and activities that strengthen the creative ecology of the Sunshine Coast by nurturing connections, promoting experimentation and inspiring collaboration.

### **Category priorities**

Projects funded under this category will address one or more of the following:

- build local creative skills and capacity
- increase local participation in arts and creative activities
- provide creative opportunities that engage with diverse segments of the community
- position creative experiences in unexpected places and spaces
- demonstrate collaboration between industry sectors or include strong partnerships
- foster opportunities for Traditional Custodians (Kabi Kabi peoples and Jinibara peoples), and local First Nations artists.



## **Cultural Heritage Category**

**Outcome:** Creative, Innovative Communities

This category supports projects, events and activities that document, conserve, promote and make accessible the region's heritage and social history.

### **Category priorities**

Projects funded under this category will address one or more of the following:

- protect, preserve and celebrate the culture and heritage of Traditional Custodians (Kabi Kabi peoples and Jinibara peoples), and local First Nations people
- protect, preserve and celebrate the culture and heritage of Descendants of Australian South Sea Islanders
- provide opportunities to identify, document and preserve the history of settlement on the Sunshine Coast
- provide access to, interpret and protect the unique lifestyle, places and landscapes within the Sunshine Coast Local Government Area
- support contemporary heritage (post-1950s), including coastal heritage
- tell stories relating to the regional contribution to the war effort, industry and innovation
- encourage collaboration with other heritage organisations, to raise awareness and knowledge of regional cultural heritage
- incorporate innovative practices to conserve, educate and promote regional heritage, including conservation of significant objects
- have lasting community benefit.

Applicants must discuss their project with a council Cultural Heritage Officer prior to submitting their application. Please contact the Grants Team on (07) 5420 8616.

---

## **Economic Development Category**

**Outcomes:** Strong economic leadership collaboration and identity; Creative, Innovative Communities

This category supports projects, events and activities that encourage and support local community organisations to contribute positively to improve the economic performance and prosperity of their local community.

### **Category priorities**

Projects funded under this category will address one or more of the following:

- foster strong economic leadership and collaboration by government, business and industry
- encourage best practice in securing investment in the region's infrastructure priorities
- facilitate development of the region's high value industries including promotion of innovation, research and digital participation
- business projects focussed specifically on developing local to global connections and investment in talent and skills in the region's high value industries.

## **Sport and Recreation Category**

**Outcome:** Healthy, Active Communities

This category supports projects, events and activities that promote community participation in sport and recreational pursuits across the Sunshine Coast Local Government Area.

### **Category priorities**

Projects funded under this category will address one or more of the following:

- contribute to building healthy and active communities
- provide physical activity initiatives or opportunities
- improve the sustainability of sport and recreation clubs
- engage a broad spectrum of the community
- provide access for all abilities
- provide benefit to multiple user groups.



## Festive and Commemorative Events Grants

Festive and Commemorative Events Grants support costs associated with delivering the following community-led event types **only**:

- Festive Season Events\* - Christmas, New Year (31 December / 1 January) and Australia Day
- Commemorative Events - Anzac Day and Remembrance Day

Applications for funding for **all** other types of events can be submitted in the Major or Minor Grant rounds under the category most relevant to the focus of the event. Please contact a Grants Officer on (07) 5420 8616 for assistance with selecting the most appropriate category for your event.

---

<b>Eligibility</b>	Eligibility criteria for Festive and Commemorative Events grants are the same as Major and Minor Grants
<b>Events Eligible for Funding</b>	<ul style="list-style-type: none"><li>• Festive Season Events* - Christmas, New Year and Australia Day Events</li><li>• Commemorative Events - Anzac Day and Remembrance Day Events</li></ul> <p><i>*The Festive Season is defined as the Christmas, New Year and Australia Day period (December – January)</i></p>
<b>Funding Limits</b>	<p>The maximum funding amounts are:</p> <ul style="list-style-type: none"><li>- Up to \$15,000 for regional events</li><li>- Up to \$3,000 for local events</li></ul> <p><i>Multi-year funding:</i> Up to three years of funding is available to well-established community organisations with a proven track record of delivering festive or commemorative community-led events.</p>
<b>Assessment Criteria</b>	<p><b>Outcome:</b> Connected, Resilient Communities</p> <p><b>Priorities</b></p> <p>Events funded will:</p> <ul style="list-style-type: none"><li>• bring the local community together in a free or low-cost community event that is accessible, inclusive and reflects local character</li><li>• contribute to a balanced network and calendar of events within the locality and region</li><li>• provide opportunities for people of all ages and abilities to participate and connect</li><li>• support the activation of our places and spaces</li><li>• support the engagement of local performers and event suppliers</li><li>• demonstrate sound event management principles and planning</li><li>• demonstrate a commitment to sound environmental practices.</li></ul>

---

---

## Multi-Year Funding

Well-established community organisations with a proven track record of delivering festive or commemorative community-led events that meet above priorities can apply for up to three years funding.

All the following criteria must be met:

- Evidence of collaboration with council regarding the event
- Evidence applicant group is well-established
- Strong history of applicant group successfully delivering the event
- Evidence of long-term planning and commitment to deliver event for funding term.

Where multi-year funding is allocated, subsequent years of funding will be conditional upon:

- delivering agreed outcomes
- compliance with funding conditions
- satisfactory acquittal of previous year's funding
- Council's budget availability.

Applicants interested in applying for multi-year funding must contact a Grants Officer on 5420 8616 before submitting an application.

---

## Emergency Grants

Emergency grants are available to support projects that have arisen as a consequence of failure, damage or loss of essential equipment or infrastructure due to unforeseen circumstances. During a declared Disaster Situation, applicants can apply for other costs (including, but not limited to, operational costs when an organisation demonstrates financial hardship).

**Eligibility** Eligibility criteria for Emergency grants are the same as Major and Minor grants.

---

**Funding Amounts** Applicants can apply for up to \$3000.

---

**Projects Eligible for Funding** Funding must be for projects or costs which are:

- deemed to be an 'emergency' (requiring rapid response)
- significantly impacting the organisation's ability to continue to operate.

Costs may be incurred prior to application, but applicants should be aware that funding is competitive, and council cannot guarantee that the application will be successful.

Costs that are covered by insurance are not eligible for Emergency Grant funding.

Only one Emergency Grant related to a declared Disaster Situation can be made by an organisation per disaster event, per financial year.

*\*A declared Disaster Situation is one where a Notice of Declaration of Disaster Situation has been published in the Queensland Government Gazette, and affects the Sunshine Coast Local Government Area.*

---

**Assessment Criteria** Emergency grant applications will be assessed using the following criteria:

- failure, damage or loss of essential equipment or infrastructure due to unforeseen circumstances and deemed to be an emergency
- significant impact on the organisation's ability to continue to operate
- significant health and safety implications for the organisation's and/or service users
- evidence that the project is not covered by insurance.

During a *Declared Disaster Situation* the following assessment criteria can apply, subject to available budget:

- significant impact on the organisation's ability to continue to operate, due to:
  - costs that have arisen due to a declared disaster event, or
  - cash flow hardship as a result of a declared disaster event.
- costs meet the significant community need created by the declared disaster.
- priority will be given to applications which evidence an organisation's financial hardship and/or a plan for sourcing more sustainable funding into the future.

## Individual Development Grants

Individual Development Grants are available to support Sunshine Coast Local Government Area residents who are performing, competing or presenting at national or international competitions, conferences or events (eg sport, arts, cultural, community, heritage, economic and environment).

### Eligibility and Assessment Criteria

Individuals must be selected by a recognised national body and provide a letter of selection.

Individuals who meet all of the following criteria:

- have been a permanent resident in the Sunshine Coast Local Government Area for at least the preceding 12 months
- are representing the region by performing, competing or presenting at national or international competitions, conferences or events
- have met acquittal conditions for previous council funding.

In addition to the above, applicants for sporting events must be:

- competing in official national and international championships, recognised by a National Sporting Organisation (NSO) that is endorsed by the Australian Sports Commission
- selected for an official Queensland or Australian team, endorsed by the relevant National Sporting Organisation (NSO).

For non-sporting applications, the assessment panel will confirm the status of the selecting body.

*Activities that have already begun prior to a grant application being submitted are not eligible for Individual Development Grant funding.*

### Funding Limits

While this program offers a maximum of \$500 per individual, there is a sliding scale of funding amounts relating to the nature of the activity, its location, and (where relevant) the number of individuals from a team applying. (see table below)

**Groups or teams attending the same event:** The total amount of funding to members of a group or team attending the same event cannot exceed \$2,000. Any team member who wishes to apply, must submit their own application. Team applications will not be accepted.

Nature of Activity	Location	Funding Limit
International activity	Overseas – beyond Australasia/Oceania	\$500
International activity	Overseas – within Australasia/Oceania	\$450
International activity	Within Australia, excluding Queensland	\$400
International activity	Within Queensland	\$350
National activity	Interstate – beyond NSW and ACT	\$300
National activity	Interstate – NSW and ACT	\$250
National activity	Within Qld – beyond South East Qld	\$250
National activity	Within South East Qld (including Bundaberg)	\$200

### Items Funded

Funding will assist with expenses incurred whilst attending an activity eg travel, accommodation, entry fee and registration.

## Information for Grant Applicants

### Lodging an Application

Application forms are submitted online via Council's grants and funding webpage [www.sunshinecoast.qld.gov.au/grants](http://www.sunshinecoast.qld.gov.au/grants). These forms will be made available on council's website when the relevant round is open.

Quotes are required for all items over \$500 and must be included with your application.

The delivery of the Community Grants Program is subject to annual budget allocations.

---

### Assessment

Grants are assessed by panels, which include council staff experienced in each category.

In some instances, part-funding may be offered.

---

### Payment

Successful applicants will be notified via email and will be directed to fill in the online Funding Agreement Form before payment can be made.

Funds must be claimed within eight weeks of notification, except where an extension has been granted.

In some instances, there may be specific Conditions of Funding that need to be met before payment can be made.

If the applicant is being auspiced, payment will be made to the auspicating organisation.

---

### Acknowledgement

All successful applicants are required to acknowledge council's support actively and publicly. The level of acknowledgement required is outlined in the funding program agreement and associated acknowledgement guidelines. Council's logo and Acknowledgement Guidelines will be emailed to successful applicants following notification.

In addition, funding recipients must also ensure that council's positive reputation is maintained at all times.

---

### Acquittal

Acquittal is the process where you show how you spent allocated funds. All successful applicants must submit an online acquittal within eight weeks of project completion. Organisations will not be considered for further grant funding from council if previous grant acquittal conditions have not been met. Please note that you will be required to return funds if you do not submit a satisfactory acquittal that includes proof of expenditure.

---

### Applicant Support

Grants Officers can help community groups develop their project and applications.

For further information and assistance, visit council's website at [www.sunshinecoast.qld.gov.au/grants](http://www.sunshinecoast.qld.gov.au/grants) or contact us on:

- (07) 5420 8616
- [grants@sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au)

Note: Office hours are 8.30am – 4.30pm, Monday – Friday (excluding public holidays). If you do not have your own computer, you can access a computer at any of council's libraries at no cost.

Please let us know if you have difficulty speaking English and we can organise an interpreter to assist you.