

# COMMUNITY PROJECT GRANTS Guidelines



## Purpose

The purpose of this grant is to provide funding for community projects and programs in Logan.

## Objectives

Projects must achieve one or more of the following:

- Engages people in becoming active participants in the community.
- Increases community identity, connection and social inclusion.
- Increases skills and knowledge within the community sector to support local initiatives.
- Builds and strengthens partnerships between community organisations.

## Available Funding

Up to \$8,000 is available for eligible organisations and projects. Please note:

- Not every organisation will be successful.
- If you are successful you may not receive the full of amount of funding you asked for.

## Eligibility Criteria

You must be eligible to apply for grant funding.

### You must:

- Be an incorporated not-for-profit organisation, registered charitable institution or social enterprise.
- If you are an individual or group you can still apply if you organise an 'auspice' for your application. This means that you partner with an organisation or charity.
- Have current Public Liability insurance for \$20 million.
- Have an Australian Business Number (ABN).
- Have no outstanding acquittals or debts with Council.
- Anyone working with children will need to get a 'Working with Children and Young People Blue Cards'.

### The project must:

- Build the skills, knowledge and resources of the community.
- Address an existing or emerging community priority.
- Be delivered within the Logan local government area.
- Be open to the broader community (i.e. not exclusive to clients of one organisation).
- Consider how it can be sustainable after the grant.
- Be alcohol and drug free.
- Have measurable outcomes.

## The budget must:

- Catering costs cannot be more than 10% of the grant funding requested.
- Administration and salary costs cannot be more than 25% of grant funding requested.
- Equipment and asset costs cannot be more than 50% of grant funding requested.

## What we don't fund:

- Activities that are the focus of other Council grant programs (e.g. one-off events, environmental projects, arts projects). Contact us if you want more information.
- Projects that are the duty of the Federal or State Government to deliver.
- Fundraisers.
- Projects that are political or involve political activities.
- Projects that are religious or promote religious activities.
- Organisational operating expenses.
- Projects that are already running in the community.

## Assessment Criteria

A panel of Council staff will assess eligible grants against the following criteria:

### 1. Purpose and Objectives

- a. The project meets the grant purpose and objectives.
- b. The project is accessible and inclusive of the whole community.

### 2. Benefits and Opportunities

- a. The project responds to an identified community priority or opportunity.
- b. The project provides positive outcomes for the community.
- c. The project considers the long term benefits for the community.

### 3. Partnerships

- a. You have created partnerships with other organisations.
- b. You have engaged with the community.

### 4. Ability to deliver the project

- a. You must prepare a project plan to show how you will deliver the project.
- b. You must prepare a risk management plan. The plan must show how you will handle any risks associated with your project.
- c. You must provide information on how you will promote your project.
- d. You must provide information on how you will measure the outcomes from your project.

### 5. Budget

- a. You must provide a budget that shows how you will spend the grant money.
- b. You must show how your project is good value for money.

## Getting Help With Your Grant

### Grant Workshops

Council holds free grant workshops to:

- Provide an overview of the Community Project Grants.
- Talk about the eligibility criteria.
- Talk about the assessment criteria.
- Provide tips on how to complete your application.
- Provide general advice on your project ideas.

Go to Council's website for details of the next grant workshop:

[www.logan.qld.gov.au/communityprojectgrants](http://www.logan.qld.gov.au/communityprojectgrants)

### Application Tips

- Read the grant guidelines before you start your application.
- Make sure your organisation or group, and project are eligible.
- Check the timing is relevant to your project.
- Make sure people in your organisation know you are applying.
- Be realistic – only ask for what you need.
- Make sure you have engaged with relevant stakeholders.
- Attach all supporting documentation to your application.
- Make plans in case the project is only part-funded.

If you're concerned that your organisation or project is not eligible contact Council. Our contact details are on the last page on this guide.

### Grant Toolkit

A Grant Help Toolkit is available at [www.logan.qld.gov.au/ community-support/grants/grant-assistance](http://www.logan.qld.gov.au/community-support/grants/grant-assistance)

The toolkit provides more information to help you write a successful grant.

## Funding Conditions

Successful applicants must follow these conditions:

- Only use grant funding for the approved project and activities.
- Get written approval from Council for any changes to the project or activities.
- Acknowledge and send all marketing materials (e.g. flyers) to Council.
- Complete the acquittal process within eight weeks of the end of the project. This includes providing receipts for everything you have spent the grant money on.
- Return any unspent funding to Council at the end of the project.

If you do not meet these conditions you will be required to repay the funding to Council.

Council has the right to include any further conditions on the funding at any time.

## Application Process

1. **Submit** - your application with supporting documents by 5pm on the closing date. Late or incomplete applications will not be accepted.
2. **Assess** - grants are assessed by a panel of Council Officers.
3. **Outcome** - you are advised of Council's decision. If successful, Council will invite you to enter into a funding agreement.
4. **Payment** - money is provided to you through a tax invoice.
5. **Delivery** – you have 12 months to deliver your project or program.
6. **Acquittal** - complete a form showing how you spent the grant money and community outcomes. You have eight weeks to complete this form and must include receipts.

Your application must be completed online through SmartyGrants.

To apply visit: [www.logan.qld.gov.au/communityprojectgrants](http://www.logan.qld.gov.au/communityprojectgrants)

## Contact Council

- Call us on 3412 3412
- Email us via [communityprojectgrants@logan.qld.gov.au](mailto:communityprojectgrants@logan.qld.gov.au)
- If you need a translator call TIS on 131 450
- TTY/Voice calls 133 677
- Speak & Listen 1300 555 727
- SMS Relay 0423 677 767