

COVID-19 Community Response Grants

Funding Guidelines

Purpose

COVID-19 Community Response Grants have been created as a quick response grant for local organisations to:

- Address community priorities emerging as a result of COVID-19
- Provide new services to support those effected by COVID-19
- Help manage an increased demand resulting from COVID-19
- Create opportunities for community cohesion and connection and/or
- Support services to meet new approaches for service delivery

Available funding

Type of grant	Amount	Application timeframes
COVID-19 Community response grants	Up to \$5,000	Applications are open until June 2021 or until the funds are expended

Priority areas

This funding is a part of Council's commitment to the COVID-19 Local Recovery Plan. Applications must align with one of the following community priority areas and/or communities:

- Children and families (primary school aged children and their carers)
- Culturally and linguistically diverse peoples
- First Nations peoples
- Seniors
- Young people (12-24 years)
- Emergency relief (food, medication, etc.)
- Domestic and family violence
- Homelessness support
- Mental health and wellbeing
- Resources to build capacity
- Place-based initiatives focusing on a suburb or area

Eligibility criteria

Who can apply

- Not-for-profit organisations that are legally registered in Australia. Organisation structures can include incorporated organisations, companies limited by guarantee, non-trading co-operatives, Indigenous corporations, etc.
 - Community hubs within local schools. You will need to show how your project will benefit the wider community.
 - Social enterprises. You will need to show that you reinvest the majority of your profits to meet a social purpose.
 - Additionally your organisation must have:
 - current public liability insurance for \$20 million
 - an Australian Business Number (ABN)
 - no outstanding acquittals or debts with Council
 - If you do not meet these criteria you can partner with an organisation who does (i.e. an auspice). An auspice accepts legal and financial responsibility for your project.
 - Staff and volunteers must have a current Working with Children and Young People Blue Card where applicable. See: www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services
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What we can fund

- Projects that meet the purpose of these grants and address the criteria for funding
 - Projects that benefit the Logan community and are delivered within the Logan local government area (LGA). For a map of Logan see: www.logan.qld.gov.au/maps
 - Community organisations or groups directly affected by COVID-19 in their ability to provide support, services or resources to Logan residents
 - Organisations can apply for the same initiative more than once. Each request must be successfully acquitted first.
 - Examples of project expenses we will consider funding include:
 - Skills development or training
 - Materials, equipment and supplies
 - Outreach and referral support
 - Facilitation and coordination
 - Travel, maintenance and fuel costs for service delivery
 - Additional cleaning and sanitising
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What we can't fund

- Costs associated with the usual business of an organisation (e.g. salaries, insurance, electricity, rates, telephone, rent, etc.)
- Initiatives that are suitable to other Council grants (e.g. Community Project Grants, Community Event Grants). For more information see: www.logan.qld.gov.au/grants
- Activities that involve alcohol or drugs
- Applications from organisations with overdue acquittals and / or debts to Council
- Initiatives that have a commercial purpose
- Initiatives that are the duty of the Federal or State Government
- Donations e.g. towards fundraising and prize money
- Political and / or religious activities

Selection criteria

Your application will need to clearly show how this funding will benefit the Logan community. You will be required to provide evidence of the following:

1 Community response	What is the emerging need relating to COVID-19 this funding will respond to? What to include in your response: <ul style="list-style-type: none">• A short description of what the funding will be used for• Evidence of why it is needed (e.g. statistics, impact on funding, resources, expenses, etc.)• Why you need extra support to maintain or increase your services to the community
2 Benefits and community outcomes	How will the community benefit from this funding? What to include in your response: <ul style="list-style-type: none">• How will the funding benefit the community• What are the expected outcomes for your community• What community priority area(s) does your project align with• Provide estimated numbers of participants, etc. that would be involved
3 Budget	What is the funding amount you are requesting? What to include in your response: <ul style="list-style-type: none">• A detailed and realistic cost breakdown for your funding request (up to the value of \$5,000)• Please include quotes where possible• Please note: The full amount can be for a single item. There is no weighting against the cost breakdown
4 Risk management	How will your service maintain safety precautions? What to include in your response: <ul style="list-style-type: none">• A detailed risk assessment and plan for your project / initiative• Ensure your plan meets current guidelines regarding COVID-19 safety in line with the Queensland's Government's Roadmap: www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions

Application process

1. Submit your application
 - Visit <https://www.logan.qld.gov.au/covid-19-community-response-grants> and follow the link to the application form
 - Complete and submit your application form online using the SmartyGrants application form.
2. Application assessment
 - Your application will be assessed for eligibility. You may be contacted during this stage for further information regarding your application.
 - Your application will be assessed by a panel
 - We aim to provide a response within four (4) weeks. We will provide our decision in writing.
3. Outcome advice
 - We will provide our decision in writing
 - If successful, you will agree to the terms for funding.
4. Project delivery
 - You will be able to start your project
 - Our community development staff are available to support you if required.
5. End of project acquittal
 - You will complete the online acquittal form via SmartyGrants
 - You will need to include proof of expenditure and speak to your project outcomes
 - You must complete your acquittal within four (4) weeks of finishing your project.

Some things to keep in mind when applying

1. You must meet the eligibility requirements outlined in these guidelines
2. We won't accept:
 - Incomplete applications
 - Emailed or faxed applications
3. Due to limited funding, not every application that meets the eligibility criteria may receive a grant. In some instances part-funding may be offered
4. You will need to attach to your online application:
 - A letter of support from your organisation or enterprise. This must be signed by a person with delegated authority such as a Manager, Director, Principal, etc.
 - A copy of your Public Liability insurance policy for \$20 million
 - A letter of support from your auspice organisation, if applicable
 - Copies of blue cards, if applicable
 - Quotes and / or evidence for budget items where possible
5. As the current situation with COVID-19 is constantly evolving, it is your responsibility to be COVID safe. This is in line with the Queensland's Government's Roadmap: www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions. Please check to see if you have approved industry COVID-19 safe plan. You can refer to your industry's approved plan here: www.covid19.qld.gov.au/government-actions/approved-industry-covid-safe-plans. It is also recommended that you give the COVID-safe hotline a call on 13 42 68 to see which industry plan you fall under, if you are unsure. WorkCover QLD is also a great resource and second point of contact: 1300 362 128.

Conditions of funding

If you are successful with receiving a grant you will need to enter into a funding agreement with Council. This will include complying with the following conditions.

Project Delivery

- You must deliver your initiative within the Logan local government area.
- You must deliver your initiative within the timeframes specified in your application.
- You must only use grant funding for your approved project and budget.
- If you need to make a change to your project, you must request this in writing. You must do this before the change occurring to the expenditure of grant funds.
- You must adhere to applicable and current Queensland Government regulations in relation to COVID-19. It is your responsibility to ensure the safe operation of your initiative for your staff, volunteers and/or guests. Current advice is available at: www.covid19.qld.gov.au/government-actions/covid-safe-businesses#_covid-safe-industry-plans
- You understand it is your responsibility to adhere to the COVID safe risk management plan during your funded period.
- We also encourage you to consider the Australian Dietary Guidelines and promote healthy choices if providing catering.

Marketing and Promotion

- You will acknowledge the funding was provided by Logan City Council where appropriate.
- Use of Council's logo must comply with the Logan City Council Logo User Guide.

- You must provide any visual media (e.g. videos, documentaries, etc) or reports resulting from your initiative for approval prior to distribution.
- You must agree to details of your organisation, grant amount, response description and initiative outcomes being published on Council's website and public noticeboards.

Photo Permissions and Use of Materials Produced

- You must get permission from people who are in your photos and /or videos that you share with Council. We will provide an image approval form for this purpose.

Supporting Documentation

- You must provide a copy of your current public liability insurance for \$20 million. You must send a copy of your renewed policy prior to expiry.
- You must provide copies of current blue cards for anyone working with children and young people in accordance with the Queensland Government blue card system. You must send copies of renewed blue cards prior to expiry.
- You must provide a risk management plan for your initiative. This must include evidence of your COVID safe plan or checklist (can be a separate document) Any amendments to your risk management procedures due to Queensland Government regulation changes need to be provided to Council.

Conditions of funding continued

Financial Management

- You must disclose if you have received funding from Council or other sources for your initiative.
- You must disclose if you have any other grant applications pending for the same initiative.
- You may be required to repay funding if:
 - you do not used the funding for the approved purposes
 - you do not comply with these conditions
 - you do not acceptably complete the acquittal process.

Acquittal of Grant

- You must keep copies of all receipts from the initiative expenses funded by the grant. This includes receipts, confirmed payment of tax invoices and / or bank statements for the funded period highlighting expenditure.
- Complete the online acquittal form through SmartyGrants within four (4) weeks of your planned end date.
- You understand that by providing the wrong documentation, purchasing items or services outside of the agreed funding or not spending the full amount means you will be required to repay funding to Council.

Council reserves the right to include any further conditions of funding, as required.

Need some help with your application?

Please contact us if you have questions or would like advice about your application. We can provide copies of this document in alternative formats upon request. Please contact:

Community Development Project Officer
(07) 3412 3412
communityprojectgrants@logan.qld.gov.au

Translation

If you need a translator call Translating and interpreting service (TIS) on 131 450

National Relay Service
TTY/Voice Calls 133 677
Speak and Listen 1300 555 727
SMS Relay 0423 677 767