

Active Organisations

Grant Writer Guidelines



About the Program

The Active Organisations - Grant Writer Program provides sport, recreation and community organisations with the services of a professional grant writer to assist in sourcing funding opportunities, writing and preparing grant submissions to an external funding source

This Operating Guidelines provide clear parameters and procedures for the administration and allocation of Council funds through this program, including:

- Funds allocation
- Eligibility criteria
- Application and approval process
- Assessment criteria

Legislative Requirements

In adopting this Operating Guideline it is recognised that there are specific legislative requirements to be met. Relevant legislative requirements is the Local Government Regulation 2012.

Strategic Context

The Operating Guideline is to be read in conjunction with key strategic documents of Council including:

Logan City Council Corporate Plan	Corporate Plan Objective: To outline priorities and service delivery commitments aimed at achieving the City Vision of building our communities, our businesses and our pride.
Grants to Community Organisations Policy	Policy Objective: To outline corporate guidelines on the provision of grants and subsidies to community organisation and individuals in accordance with Section 194 (Grants to community organisations) of the <i>Local Government Regulation 2012</i> .
Leisure, Sport and Facilities Branch Annual Business Plan	Plan Objective: To outline projects and key performance indicators that will be actioned and assessed for the Leisure, Sport and Facilities Branch.

Program Outcomes

The Active Organisations - Grant Writer Program assists the organisation in sourcing funding opportunities, writing and preparing one grant submission to an external funding source.

Program Objectives

The program aims to ensure the organisation gains the skills, knowledge and experience enabling them to develop future grant submissions.

Program Priorities

The provision of grant writing assistance through the Active Organisations - Grant Writer Program is considered a grant from Council. Council may provide grant assistance to apply for funds meeting the following consideration:

1. Building capacity in the delivery of social and recreational purposes
 - a. Organisational development and governance;
 - b. Equipment (maintenance and sporting);
 - c. Infrastructure / capital improvements (i.e. facility upgrades or new facilities);
 - d. Community participation / programs that increase peoples participation;
 - e. Programs that foster cultural diversity and education;
 - f. Programs that assist in social justice, focusing on the disempowered or disadvantaged sector of the population; and
 - g. Programs that encourage education.

Detailed information regarding timeframes for funding is published annually on the Logan City Council website.

Eligibility Criteria

Applications will be considered from:

1. Organisations that operate within the boundaries of Logan City Council or demonstrate that they provide services to residents of Logan City;
2. Sport, Recreation and Community Organisations located in the City of Logan;
3. Organisations that have completed their Organisation Planning Tool Kit (including supplying all supporting documentation) to a minimum standard as deemed by Logan City Council;
4. Organisations that have no outstanding debt with Logan City Council;
5. Organisations that have acquitted all previous funding with Logan City Council;
6. Organisations that are compliant with the Office of Fair Trading;
7. Not-for-profit organisations;
8. Incorporated organisations that hold a certificate of incorporation;
9. Non-political organisations;

Organisations are limited to one successful application per financial year. Note, unsuccessful applicants will be provided with feedback and given the opportunity to re-submit the application depending upon available funds. In addition, Organisations can submit only one application at any one time.

Applications will be ineligible if the following apply:

1. Organisations who have not acquitted any previous Council funding;
2. Organisations that have an overdue debt to Council at the time of application.

3. Organisations who hold a lease with Council and who haven't completed an Organisation Planning Tool Kit;
4. Applications for activities, events/programs or capital works occurring outside the Logan City Council area;
5. Applications for general fundraising activities;
6. Applications for individuals, State or Australian Government departments, other Councils or individual private enterprises;
7. Applications for one off events;
8. Applications from commercial organisations operating on an expected profit basis, including ticketed paid entry events, will not be accepted unless it can be demonstrated that there is significant benefit for the City;
9. Applications for funds already spent;
10. Applications that contravene an existing Logan City Council Policy or Operating Guideline;
11. Applications that denigrates or excludes any groups in the community; and
12. Applications that have safety and/or environmental hazards.

Application Process

Applicants seeking funding can apply by submitting an application form within the given timeframes. Applications can be received through online submissions only, available through the Logan City Council Website.

A written application along with the provision of the following supporting documentation must be provided to be eligible for support through the Grant Writer Program:

- Organisations' Planning Tool Kit
- Organisations' Certificate of Incorporation

For Infrastructure/Capital Improvement projects ONLY attach the following:

- Site plan identifying areas of improvement

Additional notes for Capital Works Projects:

If successful, the applicant is required to seek the following:

- Development Application (DA) approval or Building Approval (BA).

Unsuccessful applicants will be provided with feedback and given the opportunity to re-submit the application depending upon available funds.

Assessment Process

Once submitted, an application will be assessed according to:

1. The eligibility criteria (as per section 7)
2. The assessment criteria (below)

No.	Consideration	Weighting
1	Need <ul style="list-style-type: none"> The application demonstrates demand/need For Council Lease Holders Only: <ul style="list-style-type: none"> The application aligns with the Organisation Planning Tool Kit 	40%
2	Benefit <ul style="list-style-type: none"> The proposal will result in a significant outcome for the Organisation 	35%
3	Finance / Risk <ul style="list-style-type: none"> The proposal is value for money 	25%

Please note, Council reserves the right to not approve an application.

Notification Process

All successful applicants will be issued with a letter of referral, detailing the contact information of a preferred grant writer as elected by Council.

The preferred grant writer will provide assistance in developing a grant application for the approved project. It is the responsibility of the elected grant writer to make the initial contact with the successful organisation.

Note, it is the grant writer's responsibility to communicate effectively with the organisation ensuring a quality grant submission is developed.

Funding may only be sought from external sources and not from any of the Council's grant schemes.

Timeframes

Council will endeavour to adhere to the following timelines for assessment and notification:

Process	Timeframe
Application outcome and referral to the preferred grant writer	Within 6 weeks from receipt of the Application
If successful, the preferred grant writer will make contact with successful organisation	7 days of the referral being made
Development of the grant application	Minimum of 28 days

Funding Acquittals

All successful applicants will be required to provide a written report on the outcomes of the project in the form of an acquittal document.

Organisations will be required to complete and submit an acquittal to Council detailing the outcomes of the grant application and providing feedback about the Grant Writer program within six weeks of the outcome of the grant being announced.

Organisations who do not complete and return the acquittal report will be ineligible for any future applications and funding.

Organisations who receive funding as a result of support from the Active Organisations - Grant Writer Program are required to acknowledge the Council's contribution on any publications or publicity material associated with the funded activities. Logan City Council will provide electronic copies of the logos along with a Logo Use Guide with the letter of referral.

If an organisation receiving support through the Active Organisations - Grant Writer Program has not used this support for the approved purpose the organisation will be required to pay the grant writer fee in full (excluding GST) for the services of the professional grant writer.

Funding Source

Funding for the Grant Writer Program will be sourced from Council's Annual Budget. All grant funds will be allocated, administered and managed in a responsible and transparent manner and in keeping with Logan City Council's Grants to Community Organisations Policy.

Grant- Restrictions/Limitations

This Operating Guideline relates specifically to the Active Organisations - Grant Writer Program and does not refer to any requirement for other Council funding opportunities.