



COMMUNITY PROJECT GRANTS

APPLICANT GUIDELINES

Purpose

Community Project Grants support local projects that help build an engaged and inclusive community. Applications are welcome from community organisations for projects that:

- Address local community priorities
- Increase participation in community life and social inclusion and/or
- Increase skills, knowledge and leadership capability within the community sector

Available funding

Type of grant	Amount	Application timeframes
Small grants	Up to \$3,000	<ul style="list-style-type: none">• Applications are open all year round• You must submit your application at least 12 weeks before your project start date
Partnership grants <i>Project that are delivered with at least one other organisation or group</i>	\$3,001 - \$10,000	

Priority areas

Our Community Development Action Plan 2019-2020 includes information about the strengths and aspirations of the local community. It also includes Council's community development priorities under the priority areas of:

Our first community - Aboriginal and Torres Strait Islander peoples

Our intercultural community - people from culturally and linguistically diverse backgrounds

Our children and families - school aged children and their families

Our active and healthy community - health, wellbeing and community gardens

Our future leaders - young people from 12 to 24 years of age

Our connected community - place-based initiatives and people experiencing hardship

Our age-friendly community - people over 60 years of age

Our growing community - communities in Logan's growth areas

Our accessible community - people living with disability

Resourcing our community - resources to support community

The Community Development Action Plan is available on our website: logan.qld.gov.au/community-support/community-development/community-development-action-plan. Hard copies can also be requested from our Community Development program (contact details below).

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.
 - Local state and high 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
 - Have an Australian Business Number (ABN)
 - Have 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.bluecard.qld.gov.au/employees/doineedabluecard.html (paid worker)
 - www.bluecard.qld.gov.au/volunteers/doineedabluecard.html (volunteer)
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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: logan.qld.gov.au/about-logan/living-in-logan/maps
 - New projects or projects that build upon or expand an existing initiative (e.g. making it more inclusive, expanding to new areas)
 - Examples of project expenses we will consider funding include:
 - Skills development
 - Materials and supplies
 - Venue hire
 - Refreshments and catering
 - Outreach and referral support
 - Communications and marketing
 - Program coordination and facilitation
 - Travel costs for participants
 - Other reasonable project costs
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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)
- Projects that have previously received funding from Council
- Projects that are the focus of other Council grants (e.g. one-off events, environmental and arts projects). For more information see: logan.qld.gov.au/community-support/grants
- Projects that are for the exclusive benefit of customers, members or students of an organisation or school
- Activities that involve alcohol or drugs
- Projects with a start date less than 12 weeks from submitting your application
- Prize money, prizes or trophies
- Projects that have a commercial purpose
- Projects that are the duty of the Federal or State Government to deliver
- Projects run solely for fundraising purposes
- Political or involve political activities
- Religious or promote religious activities
- Requests that are exclusively for equipment

Selection criteria

Your application will need to clearly demonstrate how your project will benefit the Logan community. You will increase your chances of success if you:

- Provide a clear description of your project
- Prepare clear and detailed responses to the following criteria and questions

1 Need and local relevance	What inspired this project? What to include in your response: <ul style="list-style-type: none">• How your project resonates with the Logan community. This may include information from conversations with members of your target group• Evidence of the need for the project and the priority it addresses (e.g. statistics, research, meeting minutes, etc)• How your project aligns with the purpose of these grants and the priority areas in our Community Development Action Plan
2 Project plan	What steps will you undertake to implement your project? What to include in your response: <ul style="list-style-type: none">• Clear and detailed steps for how you will deliver your project
3 Benefits and outcomes	How will your project benefit the Logan community? What to include in your response: <ul style="list-style-type: none">• How many people will be able to participate in your project• How your project will be available and accessible to the community• How your project builds on local skills and resources• Evidence of working towards sustainability beyond the funding
4 Capacity to deliver	How will you ensure your project is successful? What to include in your response: <ul style="list-style-type: none">• How you will market and promote the project to your target audience• How you will be able to report back on outcomes of the project• A detailed risk assessment and plan for your project
5 Budget and value for money	How does your project present value for money? What to include in your response: <ul style="list-style-type: none">• A detailed and realistic cost breakdown for your project. This will include in kind and other funding contributions• How your project presents value for money for Council and the community
6 Partnerships	How will you collaborate to deliver your project? <i>(this response is optional for small grant applications)</i> What to include in your response: <ul style="list-style-type: none">• Name the organisations / groups you have engaged with• The roles and responsibilities of your partner(s) in planning and delivering your project• The benefits of this partnership(s) for the community• Letters of support from your partner organisation(s)

Application process

1 Submit your application	Complete and submit your application at least 12 weeks before you plan to commence your project. You must complete your application online using the SmartyGrants application form. Visit logan.qld.gov.au/cpg and follow the link to the application form.
2 Application assessment	Your application will be assessed and we will aim to provide a response within eight (8) weeks. If we need more information from you, we will let you know during this time.
3 Outcome advised	We will advise our decision in writing. If successful, we will invite you to enter into a funding agreement. You will need to be able to commit to the terms and conditions outlined in this Guideline and your funding agreement.
4 Project delivery	You will be able to start the project. You must deliver your project in accordance with your project plan. Any requests to change your plan and budget must be made in writing. A Community Development Officer will be available to support you during your project, if required and appropriate.
5 Evaluation and acquittal	We will send you an online evaluation and acquittal form for you to complete. You must complete this form within eight (8) weeks of finishing your project. You will need to attach receipts and invoices to show how you spent the funds. We would also love to see photos of your project, so please attach these too!

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
 - Multiple applications for the same project
 - 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

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 project within the Logan local government area.
- You must deliver your project 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.

Marketing and Promotion

- You must acknowledge Logan City Council in any advertising or media relating to your project.
- Use of Council's logo must comply with the Logan City Council Logo User Guide.
- You must provide promotional materials (flyers, banners, etc) for approval before use.
- You must provide any visual media (e.g. videos, documentaries, etc) or reports resulting from your project for approval prior to distribution.
- You must agree to details of your organisation, grant amount, project description and project 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.
- You must share copies of materials produced as a result of the funded project (including visual media, documentaries, publications, research reports, etc,) with Logan City Council.

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.

Financial Management

- You must disclose if you have received funding from other sources for your project.
- You must disclose if you have any other grant applications pending for the same project.
- 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 evaluation and acquittal process

Acquittal of Grant

All grant recipients are required to acquit the funds upon completion of the project. To ensure the successful acquittal of the grant, you must:

- Keep copies of receipts for all project expenses funded by your grant. You will need to attach these to your acquittal at the end of the project.
- Complete an online grant acquittal form within eight (8) weeks of completing your project.
- Any unspent funds will need to be returned 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