Community Development Funding

Guidelines

CITY OF
LOGAN

Acknowledgement of Country

Logan City Council acknowledges the Traditional Custodians of the land, pays respect to Elders past, present and emerging, and extends that respect to all Aboriginal and Torres Strait Islander peoples in the City of Logan.

Nunukul Yuggera Aboriginal Dancers' Welcome to Country, Logan, 2013

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Purpose

This funding provides financial support to organisations to respond to community priorities. The initiatives delivered should add to the social and community development of the city.
Grants are open for organisations to address community priorities that:

- build an engaged and inclusive community
- promote increased participation in community life
- support the community to shape or make change in their local area and / or
- increase skills, knowledge and leadership capability within the community sector.

Visit logan.qld.gov.au/community-development-funding-recipients for examples of previously funded initiatives.

Available funding

Type of grant	Amount	Grant program details
Community Response Grant	Up to $5,000	Available for a quick response to an immediate community priority. Suitable for organisations providing new or existing services or initiatives in the community.
Community Project Grant	Up to $10,000	Available for organisations working collaboratively, to deliver projects that respond to a community priority and support long term outcomes. Categories: • Projects – suitable for organisations that are starting new or expanding on programs or initiatives in the community. • Equipment – suitable for organisations that require small portable equipment. This equipment must support new or expand on programs or initiatives and/or improve organisational sustainability or governance.

Application timeframes

Community Response Grants (CRG)

- Applications are open all year round.
- Outcomes advised 4 weeks after successful submission. Some flexibility may be possible, if required please contact us.

Community Project Grants (CPG)

- Applications are provided across 4 competitive rounds per year.
- We assess applications quarterly, visit logan.qld.gov.au/cdf for upcoming assessment rounds.
- Outcomes advised up to 8 weeks after the round closes.

Eligibility criteria

Who can apply?

Organisations that are:

- not-for-profit organisations that are legally registered in Australia. This can include incorporated organisations, companies limited by guarantee, non-trading co-operatives, Indigenous corporations, etc.
- State government entities (e.g. local schools, Queensland Police Service, etc)
- social enterprises that are legally registered in Australia. 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).

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/applications/apply.

What we can fund

Initiatives that:

- meet the purpose of these grants and address the assessment criteria specific to the program and/or category
- benefit the Logan community and are delivered within the Logan local government area. For a map of Logan see: www.logan.qld.gov.au/maps.

What we can't fund

Initiatives that:

- include costs associated with the usual business of an organisation, e.g. salaries, insurance, electricity, rates, telephone, rent, and/or business continuity.
- are the focus on other Council grants. For more information see: logan.qld.gov.au/grants.
- are from organisations with overdue acquittals and / or debts to Council
- involve and/or the purchase of alcohol or drugs
- include donations or prizes (e.g. cash money, trophies, vouchers, etc. for fundraising or gifts)
- have a commercial purpose
- are the duty of the Federal or State Government to deliver
- are exclusively religious in nature and promote religious activities (e.g. religious conferences, camps or sermons).
- involve political activities that could be perceived as benefiting a political party or political party campaign
- are incomplete, emailed or faxed applications.

Community Response Grants

Available for a quick response to an immediate community priority.

Suitable for organisations providing new or existing services or initiatives in the community.

What we can fund

- you may apply for the same initiative more than once. You must prove that there continues to be a significant community need and successfully acquit your previous grant to be considered.
- examples of project expenses we will consider funding include:
    o training
    o materials, replacement equipment and/or supplies
    o facilitation and coordination
    o travel costs for participants
    o maintenance and fuel costs for the organisation.

What we can't fund

- applications with project start dates that do not allow 4 weeks to process and assess the application. Some timeframe flexibility may be possible. Contact the Community Grants team to confirm special consideration before submission.

Assessment criteria

Need and local relevance	- provide evidence of an immediate community need and how this project response addresses this priority - align project with community priorities
Benefits and outcomes	- provide the expected benefit to the community - outline the total participation and reach of the project

Capacity to deliver	• provide a full risk management plan for the project
Budget and value for money	• provide a detailed and realistic budget request • outline in-kind and other contributions from all partners

Community Project Grants (project)

Community Project Grants (project) funding is suitable for organisations that are starting new or expanding on programs or initiatives in the community.

What we can fund

- New initiatives or projects that build upon or expand an existing initiative, e.g. making it more inclusive to different demographics, expanding to new areas within Logan, etc.
- Examples of project expenses we will consider funding include:
    - skills development
    - venue hire
    - refreshments and catering
    - marketing and promotion
    - program coordination and facilitation
    - travel costs for participants
    - other reasonable project costs

What we can't fund

- organisations working in isolation, unless there is a justified reason to not work in collaboration with another organisation(s)
- budget requests that are exclusively for equipment
- applications with project start dates before the round outcomes are advised.

Assessment criteria

Need and local relevance	• provide evidence of community need and project details that address this priority • align project with community priorities
Benefits and outcomes	• provide the expected benefit to the community • outline the total participation and reach of the project
Project plan	• provide clear timeframes for the overall project including key tasks or milestones, and which partners will be leading them
Capacity to deliver	• outline marketing and promotion for the project • provide the methods used to measure project outcomes • provide a full risk management plan for the project
Budget and value for money	• provide a detailed and realistic budget request • outline in-kind and other contributions from all partners

	• outline how this project represents value for money
Partnerships	• outline your partners and how the project builds capacity and/or adds value to the project or your organisations

Community Project Grants (equipment)

Community Project Grants (equipment) funding is suitable for organisations that are starting new or expanding on programs or initiatives in the community and only require small portable equipment to deliver the project.

Applications for this funding should focus on how the equipment will build organisational capacity and governance, program sustainability, and/or other capabilities within the community sector.

What we can fund

- equipment that supports projects and will build upon or expand an existing initiative, e.g. making it more inclusive to different demographics, expanding to new areas within Logan, etc.
- equipment that will increase the deliverables, services, or governance for your organisation
- examples of small portable equipment we will consider funding include:
  - o laptop or electronics
  - o whitegoods or appliances
  - o marquees or other outdoor items to increase mobile outreach
  - o trailers that provide mobile outreach and services.

What we can't fund

- applications requesting funding solely for equipment storage, e.g. sheds and/or trailers
- registration, insurance, and maintenance of equipment
- budget requests that are for items or services not considered as equipment, e.g. catering, promotional materials, facilitation, etc.
- applications with project start dates before the round outcomes are advised.

Assessment criteria

Need and local relevance	• outline how the equipment will support community priorities • align project with community priorities
Benefits and outcomes	• provide the expected benefit to the community • outline the total participation and reach of the project
Capacity to deliver	• outline how the equipment will increase organisational capacity • provide the lifespan of equipment (sustainability) • provide a full risk management plan for the project
Budget and value for money	• provide a detailed and realistic budget request • outline in-kind and other contributions • provide all equipment quotes

Important notes

- Any funded equipment:
    - Once equipment is purchased by the funded organisation, it is the sole responsibility of the funded organisation who becomes the 'owner' at the point of purchase.
    - The 'owner' of the asset is responsible for the maintenance, repairs, renewal, registration or insurance, and is at the 'owners' expense.
    - The 'owner' is responsible for the risk and asset management and is responsible for the disposal at end of asset life.
- Whilst the assessment panel review eligible requests for funding at their discretion, applications may <u>not</u> be supported for the following reasons:
    - Insufficient information was provided to assist them in making their decision
    - The panel has insufficient funds available at the time to support the application
    - The panel consider it is not in the community's interest to support the application at the time of assessment
    - The event purpose does not align with the priorities or values of Logan City Council.

Application process

To apply for Community Development Funding, visit logan.qld.gov.au/cdf and follow the link to the SmartyGrants application form. Below is an overview of the process:

Submit your application	• You can call or email us at any stage to ask questions about Community Development Funding. Contact details are on the last page of the guidelines or visit logan.qld.gov.au/cdf. • Fill out and submit your application online using the SmartyGrants portal. • Please consider and follow the application timeframes for each program when submitting an application.

Application assessment	• Your application will first be checked for eligibility.
	• If eligible, your application will be reviewed by an assessment panel:
	    ○ Community Response Grant outcomes are advised up to 4 weeks after application submission
	    ○ Community Project Grants are assessed quarterly with outcomes advised up to 8 weeks after the round closes.

Outcome advised	• All application outcomes will be notified in writing. • If successful, you'll be sent a funding agreement.
Delivery	• You must deliver your activity in accordance with the application. Any requests to change your delivery and/or budget must made in writing as a project variation before the changes can happen. • Our community grants officers will be available to support you during delivery, if required and appropriate.

Acquittal	• All grant recipients are required to complete an acquittal. To ensure this is successful you must:
	    ○ Keep copies of receipts for all expenses related to your grant funding. You'll need to attach these to your acquittal.
	    ○ Complete the acquittal within 8 weeks of your planned end date.
	    ○ Any unspent funds will need to be returned to Council.

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

Notification of outcome

All Community Development Funding applicants will be notified in writing of their outcome.

Successful applicants

Successful applicants will receive a funding agreement through SmartyGrants outlining the full terms and conditions of the grant. The funding agreement will need to be read, acknowledged, and agreed to before funding will be made available. All successful applicants must:

- Confirm continued agreement with these guidelines.
- Adhere to the terms and conditions outlined in their funding agreement.
- Deliver the project in line with the contents of the approved application.
- Follow any special conditions set by Council.

Unsuccessful applicants

Unsuccessful applicants will be notified in writing. For feedback on your application, please see the contact details provided in your notification email.

Unsuccessful applications are welcome to reapply in future rounds.

Additional information and resources

Other Logan City Council grants

Council offers a range of grants to strengthen the social, environmental, cultural and economic development of the city. These include:

- Community Development Funding
- Community Events Funding
- EnviroGrants
- Investment Attraction Incentives Fund
- Regional Arts Development Fund (RADF)
- Sport and Recreation Funding
- Community Benefit Fund
- Grant Writer Program

For more information about our grant programs visit: logan.qld.gov.au/grants.

Definitions

The following key terms are used throughout these guidelines.

Term	Definition
Acquittal	An end of activity report used to identify how the grant funding has been spent and identify key event outcomes.
Application	A document that is completed by an applicant and includes key information about your event.
Funding agreement	A document that clarifies grant recipient responsibilities during the funding period.
Owner	The organisation that has been funded to purchase the equipment. They are responsible for the day to day management, risk and asset life of the item.
Variation	A formal request for any significant changes to your activity purpose and/or budget.

Supporting documents

Document Name	Hyperlink
Local Government Act 2009	statedevelopment.qld.gov.au/local-government/for-councils/governance/local-government-assistance-to-community-organisations
Corporate Plan (2021 to 2026)	logan.qld.gov.au/downloads/file/512/corporate-plan
Grants to Community Organisations Policy	logan.qld.gov.au/downloads/file/1943/grants-to-community-organisations-policy
Guide to grants and funding	logan.qld.gov.au/downloads/file/3795/grants-and-funding-overview

Enquiries

Contact us for more information about the Community Development Funding or for help with your application. You can contact the Community Grants team on 07 3412 4033 or email grants@logan.qld.gov.au.

Translation   If you need a translator call TIS on 131 450
National Relay Service   TTY / Voice Calls   133 677
Speak and Listen   1300 555 727
SMS Relay   0423 677 767