



# COMMUNITY DEVELOPMENT FUNDING GUIDELINES

## **Acknowledgement of Country**

Logan City Council respectfully acknowledges the Traditional Custodians of the lands across the City of Logan. We extend that respect to Elders, past, present and emerging. They hold the memories, traditions, cultures and hopes of Australia's First Peoples.

## 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.

## Available funding

Type of grant	Amount
<b>Community Project Grants</b> Available for organisations working collaboratively, to deliver projects that respond to a community priority and support long term outcomes	Up to \$10,000
<b>Community Response Grants</b> Available for a quick response to an immediate community priority	Up to \$5,000

## Application timeframes

Type of grant	Application timeframes
<b>Community Project Grants</b>	<ul style="list-style-type: none"><li>• applications are open all year round</li><li>• it may take up to eight (8) weeks to process your application</li><li>• we assess applications monthly, please visit <a href="http://logan.qld.gov.au/cdf">logan.qld.gov.au/cdf</a> to view the current assessment periods</li></ul>
<b>Community Response Grants</b>	<ul style="list-style-type: none"><li>• applications are open all year round</li><li>• we need around four (4) weeks to process your application. Some flexibility may be possible, if required</li></ul>

## Eligibility criteria

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### Who can apply

- 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-services](http://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

- Initiatives that meet the purpose of these grants and address the criteria for funding
- Initiatives that 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](http://www.logan.qld.gov.au/maps)
- For examples of initiatives that we have supported in the past, please visit [logan.qld.gov.au/cdf](http://logan.qld.gov.au/cdf).

Community Project Grants	Community Response Grants
<ul style="list-style-type: none"><li>• New initiatives or projects that build upon or expand an existing initiative (e.g. making it more inclusive, expanding to new areas)</li><li>• Examples of project expenses we will consider funding include:<ul style="list-style-type: none"><li>○ skills development</li><li>○ venue hire</li><li>○ refreshments and catering</li><li>○ marketing and promotion</li><li>○ program coordination and facilitation</li><li>○ travel costs for participants</li><li>○ other reasonable project costs</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 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.</li><li>• Examples of project expenses we will consider funding include:<ul style="list-style-type: none"><li>○ training</li><li>○ materials, equipment, and supplies</li><li>○ facilitation and coordination</li><li>○ travel, maintenance and fuel costs</li></ul></li></ul>

## Eligibility criteria (cont.)

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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)
- Initiatives that are suitable for other Council grants (e.g. one-off events, environmental or arts projects). For more information see: [logan.qld.gov.au/grants](http://logan.qld.gov.au/grants)
- Incomplete, emailed or faxed applications
- Initiatives from organisations with overdue acquittals and / or debts to Council
- Initiatives that involve alcohol or drugs
- Donations or prizes (e.g. money, trophies, vouchers, etc for fundraising or gifts)
- Initiatives that have a commercial purpose
- Initiatives that are the duty of the Federal or State Government to deliver
- Political and / or religious activities

Community Project Grants	Community Response Grants
<ul style="list-style-type: none"><li>• Organisations working in isolation, unless there is a justified reason to not work in collaboration with another organisation(s)</li><li>• Budget requests that are exclusively for equipment</li><li>• Applications with project start dates that do not allow eight (8) weeks to process and assess the application</li></ul>	<ul style="list-style-type: none"><li>• Costs associated with business continuity</li><li>• Applications with project start dates that do not allow four (4) weeks to process and assess the application</li></ul>

## Selection criteria: Community Project Grants

Your application will need to respond to and provide evidence of the following:

<b>1</b> Need and local relevance	<b>What inspired this project?</b> Think about the following when answering this question: <ul style="list-style-type: none"><li>• Evidence of the need for the project and the priority it addresses (e.g. statistics, research, meeting minutes, etc.)</li><li>• How your project resonates with the Logan community. This may include information from conversations with members of your target group</li><li>• How your project aligns with the purpose of these grants</li></ul>
<b>2</b> Benefits and outcomes	<b>How will your project benefit the Logan community?</b> Think about the following when answering this question: <ul style="list-style-type: none"><li>• A description of the benefits and outcomes for community</li><li>• How many people will be able to participate in your project</li><li>• How your project will be available and accessible to the community</li><li>• How your project builds on local skills and resources</li><li>• Evidence of working towards sustainability beyond the funding</li></ul>
<b>3</b> Project plan	<b>What steps will you undertake to implement your project?</b> Think about the following when answering this question: <ul style="list-style-type: none"><li>• Clear and detailed steps for how you will deliver your project (e.g. the stages of planning, delivery, evaluation, etc.)</li></ul>
<b>4</b> Capacity to deliver	<b>How will you ensure your project is successful?</b> Think about the following when answering this question: <ul style="list-style-type: none"><li>• How you will market and promote the project to your target audience</li><li>• How you will be able to report back on outcomes of the project</li><li>• A detailed risk assessment and plan for your project</li></ul>
<b>5</b> Budget and value for money	<b>How does your project present value for money?</b> Think about the following when answering this question: <ul style="list-style-type: none"><li>• A detailed and realistic cost breakdown for your project. This will include in kind and other funding contributions</li><li>• How your project presents value for money for Council and the community</li><li>• You must include quotes and / or evidence for all budget items, if possible</li></ul>
<b>6</b> Partnerships	<b>How are you collaborating to deliver your project?</b> Think about the following when answering this question: <ul style="list-style-type: none"><li>• The roles and responsibilities of your partner(s) in planning and delivering your project</li><li>• The benefits of this partnership(s) for the community</li><li>• Letters of support from your partner organisation(s)</li></ul>

## Selection criteria: Community Response Grants

Your application will need to respond to and provide evidence of the following:

<b>1</b> Need and local relevance	<b>What is the immediate community priority this funding will respond to?</b> Think about the following when answering this question: <ul style="list-style-type: none"><li>• A short description of what the funding will be used for</li><li>• Evidence of why it is needed (e.g. statistics, impact on funding, resources, expenses, etc.)</li><li>• The community priority area(s) the funding will address</li><li>• Why there is a need for an immediate or short term response</li></ul>
<b>2</b> Benefits and outcomes	<b>How will the community benefit from this funding?</b> Think about the following when answering this question: <ul style="list-style-type: none"><li>• What are the expected outcomes for the community</li><li>• An indication of the number of people the funding will benefit</li></ul>
<b>3</b> Budget	<b>What is the funding amount you are requesting?</b> Think about the following when answering this question: <ul style="list-style-type: none"><li>• A detailed and realistic cost breakdown for your funding request</li><li>• You must include quotes and / or evidence for all budget items, if possible</li></ul>
<b>4</b> Risk management	<b>How will ensure your initiative is safe?</b> Think about the following when answering this question: <ul style="list-style-type: none"><li>• A detailed risk assessment and plan for your initiative</li><li>• Any additional safety plans / requirements (e.g. COVID-safe plan)</li></ul>

## Application process

To apply for community development funding, please follow the below application process:

<b>We can help</b>	You can call or email us at any stage to ask questions about our community development funding. Please contact us through the details on the last page of the guidelines or visit <a href="http://logan.qld.gov.au/cdf">logan.qld.gov.au/cdf</a> .
<b>Submit your application</b>	You must complete your application online using the SmartyGrants application form. Visit <a href="http://logan.qld.gov.au/cdf">logan.qld.gov.au/cdf</a> and follow the link to the application form.
<b>Application assessment</b>	<b>Community Project Grants</b> We assess applications monthly. It may take up to eight (8) weeks to process your application. If we need more information from you, we will let you know during this time.
	<b>Community Response Grants</b> We need around four (4) weeks to process your application. Some flexibility may be possible, if required.
<b>Outcome advised</b>	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.
<b>Project delivery</b>	You will be able to start the project. You must deliver your project in accordance with your application. Any requests to change your delivery and budget must be made in writing before the changes can happen. A Community Development Officer will be available to support you during your project, if required and appropriate.
<b>Evaluation and acquittal</b>	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.



## Conditions of funding

Due to limited funding, not every application that meets the eligibility criteria may receive a grant. In some instances part-funding may be offered.

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 Queensland Government regulations in relation to public safety. It is your responsibility to:
  - ensure the safe operation of your initiative for staff, volunteers and guests
  - adhere to any additional Queensland Government guidelines or directives required for your initiative

### Marketing and Promotion

- You must acknowledge Logan City Council in 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 (e.g. visual media, documentaries, publications, etc).

### 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
- If working with young people, Blue Cards or exemptions must be recorded and monitored by the organisation during the initiative. It is your responsibility to ensure all contractors, volunteers and / or staff involved have a current Blue Card or exemption card for the duration of the initiative.

### Financial Management

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

## Conditions of funding (cont.)

### 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?

We want to assist you to apply and be successful in receiving funding for projects that support the Logan community. You can visit [logan.qld.gov.au/cdf](http://logan.qld.gov.au/cdf) to find out about upcoming information sessions. Or for those who have not written a grant application before, request additional resources including tips and tricks for writing a great application.

You can contact us at any time during the process if you have questions about which grant may suit your idea the best, queries about the applying or would like advice on your application.

Community Development Project Officer  
(07) 3412 3412  
[communityprojectgrants@logan.qld.gov.au](mailto: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