

Community Benefit Fund

Guidelines for Councillor discretionary funding

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

The Community Benefit Fund (CBF) is a discretionary fund that allows Councillors to financially support community requests for activities or projects.

Funded initiatives must have a community purpose and should not be suitable for another Council grant program.

Visit logan.qld.gov.au/community-benefit-fund-allocations for examples of previously funded initiatives.

Available funding

There is a limited pool of funding allocated to each Councillor each financial year. The funding allocation for the current financial year is available on our website, logan.qld.gov.au/cbf.

The amount is prescribed under 201B and 202 of the Local Government Regulation 2012.

It is recommended that you contact your local Councillor prior to submitting your application.

Application timeframes

Applications are open from July to April each year or until divisional funds are expended.

Please allow up to 4 weeks for your application to be processed and the outcome to be advised.

Eligibility criteria

Who can apply?

Organisations that are:

- not-for-profit community organisations that are legally registered in Australia. This can include:
 - incorporated organisations
 - companies limited by guarantee
 - non-trading co-operatives
 - indigenous corporations.
- State government entities (e.g. local schools, Queensland Police Service, etc.)
- other community groups such as:
 - Parents and Citizen's Associations
 - Neighbourhood watch groups
 - community sporting clubs
 - religious institutions
 - welfare groups.
- groups with suitable proof of your organisation's not-for profit status, e.g.
 - a Certificate of Incorporation
 - a group with a not-for-profit clause in your organisation's constitution.

What can we fund

Initiatives that:

- meet the purpose of this grant and address the criteria for funding.
- benefit the Logan community.
- are delivered within the Logan local government area or are for the benefit of the Logan community.
- are upcoming initiatives and their associated costs. Retrospective funding requests may be considered.
- examples of expenses that we will consider funding include:
 - venue hire
 - refreshments and catering
 - marketing, promotion, or merchandise
 - prizes including gift cards and/or trophies
 - materials, equipment, or supplies
 - other reasonable costs.

What can't we fund

Applications that are:

- include ongoing organisation costs, e.g. salaries, insurance, electricity, telephone, rent, etc.
- from organisations with overdue acquittals and/or debts to Council.
- for a commercial purpose, sponsorship, or private event, e.g. ceremonies, functions.
- for travel expenses, e.g. overseas, charity missions, attending training.
- for the payment of charges from Council or other sources. This includes:
 - Council rates
 - payment of debt
 - addressing bankruptcy
 - insolvency

- liquidation.
- for donations to commercial or business activities, or as a donation transferred to a third party.
- for a purpose that does not provide a benefit to the wider Logan community.
- Would:
 - discriminate
 - encourage discriminating behaviour
 - demonstrate behaviour that does not align with Council's values.
- to fund the purchase of alcohol, or that involve drugs (this includes through the purchase of gift cards).
- to market and/or promote products or activities in a misleading or harmful manner to the community or to Council.
- to fund cash prizes or bidding on auction items.
- to hire from Logan City Council, e.g. bins, bollards, etc.
- to promote political parties or views, or religious activities, e.g. religious conferences, camps or sermons.
- For Councillors spending CBF funding for a community purpose. This could include a Councillor purchasing:
 - raffle tickets
 - promotional items
 - tickets for themselves or community member to attend an event.

Important notes

While the councillors are authorised to support eligible requests for funding at their discretion, applications may not be supported for the following reasons:

- The applicant has already received funding from Logan City Council.
- Other applications have demonstrated a greater community benefit.
- Further information was requested by the councillor to assist them in making their decision, but insufficient information was provided.
- Funding has already been provided for similar projects.
- Funding for the purpose is available from another source or another Council grant. For more information about other Council funding see: logan.qld.gov.au/grants
- The funding purpose does not have a wide enough community benefit.
- The councillor allocates funding proportionally throughout the financial year and has insufficient funds available at the time to support the request.
- It is not considered that at this time it is in the community's interest to support the application.
- Funding has already been provided to the applicant during this financial year.
- The funding purpose does not align with the priorities or values of Logan City Council.
- While there is a benefit to members of the Logan community, the project or activity will be held outside of the boundaries of Logan City. Preference is given to projects and activities that are delivered within the boundaries of Logan City.

Application responses

Your application will need to respond to the following:

About	<p>Consider including the following in your response:</p> <ul style="list-style-type: none">• A brief description of your activity, initiative or your plans for the funding• Why this initiative is needed in your community• How you will promote this initiative to ensure your community can access it and/or for it to be successful
Benefits	<p>Consider including the following in your response:</p> <ul style="list-style-type: none">• Who this initiative is for and how they will benefit• How your application meets the community purpose for this funding• How many people will be able to participate in your initiative or receive a benefit from it
Budget	<p>Consider including the following in your response:</p> <ul style="list-style-type: none">• A detailed and realistic cost breakdown for the initiative• In-kind contributions and other funding you or your partners are providing to the initiative• You must include quotes and/or itemised budget lines.

Application process

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

Submit your application	<ul style="list-style-type: none">• You can call or email us at any stage to ask questions about the Community Benefit Fund. Please contact us through the details on the last page of the guidelines or visit logan.qld.gov.au/cbf.• It is recommended you contact your local Councillor prior to submitting your application.• Fill out and submit your application online using the SmartyGrants portal. Please consider and follow the application time frames when submitting an application.
Application assessment	<ul style="list-style-type: none">• Your application will first be checked for eligibility.• If eligible, your application will be reviewed by the relevant Councillor(s). Community Benefit Fund outcomes are advised 4 weeks after application submission.
Outcome advised	<ul style="list-style-type: none">• All applications outcomes will be notified in writing.• If successful, you'll be sent a funding agreement.
Delivery	<ul style="list-style-type: none">• You must deliver your activity in accordance with the application. Any requests to change your delivery and/or budget must be made in writing before the changes can happen.• Our community grants officers will be available to support you during delivery, if required and appropriate.
Acquittal	<ul style="list-style-type: none">• All grant recipients are required to complete an acquittal. To ensure this is successful you must:<ul style="list-style-type: none">○ 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 Benefit Fund applications will be notified in writing of their outcome.

Successful applicants

Successful applications 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 activity or initiative in line with the contents of the approved application
- Follow any special conditions set by Council.

Unsuccessful applicants

Unsuccessful applications 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 the future.

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.

Term	Definition
Funding agreement	A document that clarifies grant recipient responsibilities during the funding period.
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
Community Benefit Fund Policy	https://www.logan.qld.gov.au/downloads/file/1937/community-benefit-fund-policy
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 Benefit Fund 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