

Community Investment Program

Grassroots Fund Guidelines

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1. What is the Grassroots Fund?

Through the Grassroots Fund applicants can request funding up to \$10,000.00 to strengthen their community or organisations to develop and/or deliver initiatives, programs, or projects that meet **ONE** of the Grassroots Fund objectives.

2. Why these objectives?

In May 2021, Gladstone Regional Council endorsed the Gladstone Regional Council Community Development Strategy 2021-2025. The strategy provides a direction for how Council will, in partnership with the Community, continue to foster engaged, involved and proud communities in the region. Click [here](#) to view the **Community Development Strategy 2020-2025**.

Through extensive research, engagement, and consideration of emerging trends, five priority action areas have been identified from which to strengthen and enhance the region. The Grassroots Fund Objectives have been developed from these priority action areas.

Objective	What are the outcomes of your initiative, program or project?
Capacity	The Capacity Objective aims to foster community led collaboration and partnerships, initiatives, programs and projects that help communities develop their own solutions to local areas of need. Initiatives and activities under this objective will generally strengthen and build the skills, knowledge, and capacity of community members and groups which can then be applied and shared. One of the key outcomes of the Capacity initiative is to advance the communities aspirations of collective action, co-operations, and shared goals.
Place	The Place Objective aims to foster the development of accessible, fulfilling, and engaging places and spaces for community. This will be achieved through supporting the delivery of community led Initiatives, projects and activities that activate Council controlled or community owned and operated facilities, parks, and open spaces to provide safe and accessible social infrastructure that meets the community's diverse needs.
Connect	The Connect Objective aims to foster community led initiatives and projects that strengthen relationships, community connection, civic participation and understanding across all sectors of the community.
Wellbeing	The Wellbeing Objective aims to foster healthy, safe, and supported communities through the delivery of community led partnerships, programs, activities, and resources that promote healthy lifestyles, positive wellbeing, and safe communities.
Planning	The Planning Objective aims to foster and support the development of programs, plans and strategies that strengthen the community's ability to deliver well planned and sustainable organisations, facilities, and activities across the region.

3. Who Can Apply?

Please note: It is important to check your organisation's eligibility to apply for funding. Some Objectives have different criteria surrounding eligibility.

To apply to the Grassroots Fund for the **Capacity, Connect, Wellbeing or Planning Objective** an organisation **MUST** be one of the following:

- ✓ A Not-For-Profit Community Organisation based in or servicing the Gladstone Regional Council area AND may be an Australian Registered Charity: - But NOT a Religious or Worship Group
- ✓ A Not-For-Profit Sporting Club based in or servicing the Gladstone Regional Council Area
- ✓ An Educational Institution in the Gladstone Regional Council Area

And must:

- Be incorporated.
- Have an Australian Business Number (ABN) or complete and attach a 'Statement by a supplier' form (insert link here); and
- Be financially solvent.

To apply to the Grassroots Fund for the **Place Objective** an organisation **MUST** be one of the following:

- ✓ A Not-For-Profit Community Organisation based in or servicing the Gladstone Regional Council area AND may be an Australian Registered Charity, but NOT a Religious or Worship Group.
- ✓ A Not-For-Profit Sporting Club based in or servicing the Gladstone Regional Council Area.
- ✓ An Educational Institution based and servicing in the Gladstone Regional Council Area.
- ✓ A Business based in or servicing the Gladstone Regional Council area.

And must:

- Be incorporated. (not applicable for businesses);
- have an Australian Business Number (ABN) or complete and attach a "Statement by a supplier" form;
(http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf);
- Be financially solvent.

However, the following will not be considered eligible for **ALL** objectives:

Political Organisation or Political Parties.	Organisations that have access to funds generated internally from permanently licensed premises or onsite gaming machines.
Local, State, Federal government agency.	Organisations that have failed to adequately acquit, manager or deliver outcomes from previous Council funding.
Organisations that have a delinquent debt to Council (excluding interest free loads) or any outstanding matters/concerns with Council.	Organisations that have already received Grassroots funding for the same program, project, or initiative in the financial year that the application is lodged.

4. What type of projects can be funded?

For a project or program to be eligible it must:

- meet ONE of the Grassroots Fund objectives;
- align to the Grassroots Fund eligibility applicable to that objective.

Examples of eligible projects or programs are detailed below. This is not an exhaustive list. You are welcome to contact Council's Community Investment Officer to seek further clarification or feedback around your ideas and how they could align to the Grassroots Fund Objectives.

CAPACITY - The Capacity Objective aims to foster community led collaboration and partnerships, initiatives, programs and projects that help communities develop their own solutions to local areas of need. Initiatives and activities under this objective will generally strengthen and build the skills, knowledge, and capacity of community members and groups which can then be applied and shared. One of the key outcomes of the Capacity initiative is to advance the communities aspirations of collective action, co-operations, and shared goals.

Examples of projects/programs or initiatives that could be funded through the CAPACITY Objective.

Mental Health First Aid	Committee & Governance Training	Volunteer Management Training
Digital Literacy Programs	Disaster Resilience Projects/Plans	LifeSkills Programs
Homework clubs	Human and social services sector wide training	Locally led Collective Change Training
Entrepreneurship Programs	Digital marketing training	Sports club development training

PLACE The Place Objective aims to foster the development of accessible, fulfilling, and engaging places and spaces for community. This will be achieved through supporting the delivery of community led initiatives, projects or activities that activate Council controlled or community owned and operated facilities, parks, and open spaces, to provide safe and accessible social infrastructure that meets the community's diverse needs.

Businesses are encouraged to apply for projects that activate PLACE and encourage/promote localised benefits*.

Examples of projects/programs or initiatives that could be funded through the PLACE Objective:

Activation of places and spaces across the region*.	Infrastructure improvements to support diversity and inclusivity ie. DDA compliance.	Initiatives and activities that activate regional centres or the Gladstone CBD ie. Jumpstart City Heart initiatives*.
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Free health and wellbeing activities hosted in parks and open spaces to increase physical activity and wellbeing*.	Localised public art projects	Initiatives or projects the showcase cultural heritage and history.
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CONNECT - The Connect Objective aims to foster community led initiatives and projects that strengthen relationships, community connection, civic participation and understanding across all sectors of the community.

Examples of projects/programs or initiatives that could be funded through the CONNECT Objective:

Programs, projects, and initiatives that encourage connection through volunteering.	Initiatives, programs and projects that foster connections, learning and truth telling of traditional and contemporary First Nations culture.	Initiatives or programs to encourage inclusion and diversity within community organisations and sporting clubs.
Development of resources that celebrate cultural diversity ie. Community cookbook.	Initiatives that foster connection between our community and the regions natural resources ie. Wildlife rescue and rehabilitation, Clean Up Australia Day or beach clean-up initiatives.	Purchase of large equipment for training or participation for sporting clubs.
Programs, projects, initiatives, that celebrate performing arts and showcase regional talent. Workshops that create opportunities for participation and inclusion in the arts.	Initiatives that encourage and foster connection between educational institutions and Council. ie. Bus travel for excursions.	

WELLBEING - The Wellbeing Objective aims to foster healthy, safe, and supported communities through the delivery of community led partnerships, programs, activities, and resources that promote healthy lifestyles, positive wellbeing and safe communities.

Examples of projects/programs or initiatives that could be funded through the WELLBEING Objective:

Initiatives, programs, and projects that provide families opportunities to thrive.	Initiative, programs, and projects that create opportunities and promotes for healthy lifestyles.	Neighbourhood Watch initiatives.
Environmental education initiatives.	Peer support programs and initiatives.	Advocacy projects, programs, or initiatives.
First Aid and Mental Health First Aid Courses	First Aid Kit purchases	Domestic and Family Violence awareness training

PLANNING - The Planning Objective aims to foster and support the development of programs, plans and strategies that strengthen the community’s ability to deliver well planned and sustainable organisations, facilities and activities across the region.

Examples of projects/programs or initiatives that could be funded through the PLANNING Objective.

Organisational Strategic Plans	Volunteer Management Plans	Disaster Management Plans
Income diversification plans	Sporting related concept design	Marketing and Communication plans

Please note this is not an exhaustive list of all eligible or ineligible projects.

Projects or expenses that are not eligible to be supported using this funding include.

- Management of day-to-day operating expenses (e.g., electricity bills, rates, insurance etc.).
- Ongoing salary costs (day to day staff costs)
- Administration expenses/sundries.
- Projects that: -
 - Benefit only a small number of members
 - Exclude or disadvantage other users
 - Have already been undertaken or commenced; or
 - Could present a hazard to the community or environment.
 - Do not align with the intent of the Grassroots Fund objectives

DEVELOPMENT APPLICATION FEE REIMBURSEMENT

Development fees paid to Council are eligible for refund under the Grassroots Fund – Planning objective. To be eligible:

- Applicants must be eligible under item 3 – Who can apply;
- Development Application fees must have been paid within six (6) months prior to the application; and
- The Project to which the Development Application applies must align with the intent of the Grassroots Fund objectives.

Applications to the Grassroots Fund – Development Application Reimbursement does not exclude applicants from applying for other funding through the Grassroots Fund in the same financial year under the Planning objective.

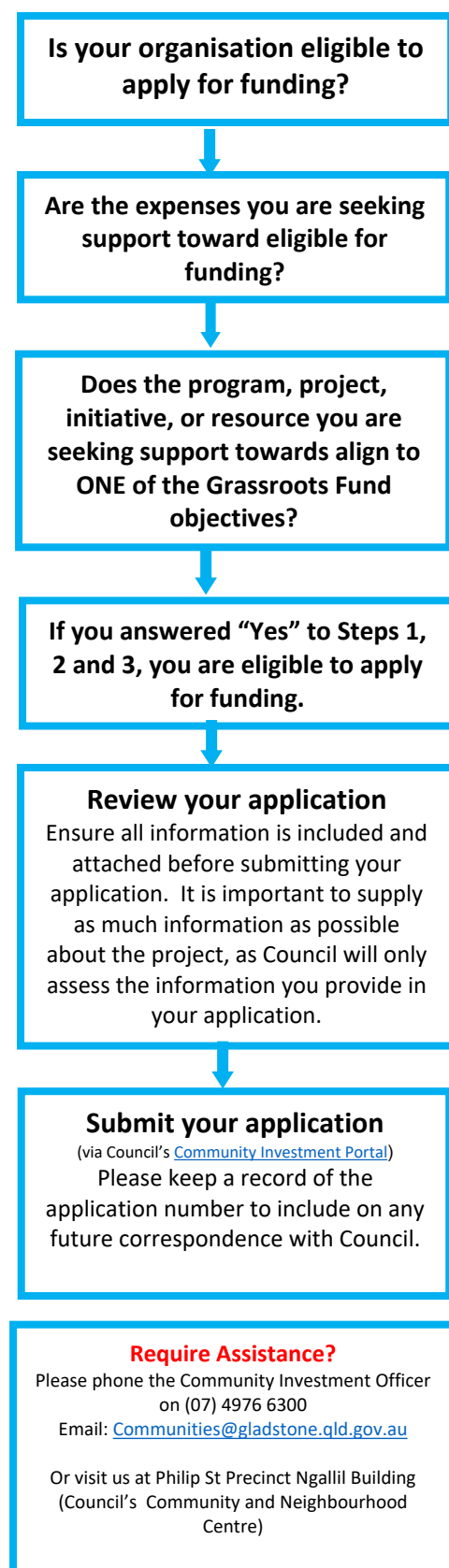
5. How much can we apply for?

Grassroots Fund applications can seek up to \$10,000.00 in financial or in-kind support toward an eligible project, program, resource, or initiative.

For an application to be considered for assessment it must:

- Meet ONE Grassroots Fund objective (select one that your program, project or initiative has the best fit to).
- Include the following additional mandatory documents to support the application.
 - Most recent Profit and Loss Statements;
 - Most recent Audit Report;
 - Copy of Organisational Constitution (not applicable for businesses);
 - Certificate of Incorporation (if applicable).

6. Your Application



Information to Assist you in Preparing your Application

Log onto [Smarty Grants](#) (Council's online software system). *Note: If this is the first time you have used Smarty Grants, you will be asked to register before starting your application. Applications can remain in Smarty Grants as a draft as you collate the required information. Consider the following when preparing the application:*

Aim of the initiative, program or project

- ✓ How will the funding be used?
- ✓ What is likely to be achieved?
- ✓ How will the outcomes (projected benefits of the initiative) be measured to determine if it is a success?

Need of the initiative, program or project

- ✓ What is the need for this project?
- ✓ How has the need been identified?
- ✓ What will the benefits be?
- ✓ Will the project benefit other groups or wider community?

Mandatory Documents

- ✓ Most recent Profit and Loss Statements
- ✓ Most recent Audit Report.
- ✓ Copy of Organisational Constitution (not applicable for businesses)
- ✓ Certificate of Incorporation (if applicable)

Supporting Documentation (not mandatory, but strengthens application)

- ✓ Club Development Plan
- ✓ Strategic Plan
- ✓ Correspondence from governing bodies highlighting the need/benefit
- ✓ Letters of support
- ✓ Membership surveys/feedback/complaints
- ✓ Minutes of meetings

Associated Costs

- ✓ Breakdown of costs to complete the project
- ✓ Costs are to relate to financial contribution only
- ✓ All amounts are to be GST exclusive
- ✓ Obtain quotes where necessary

Quotes

- ✓ If total cost of project is:
 - Under \$4,999.00 (ex GST) – no quotes are required.
 - \$5,000 - \$10,000 (ex GST) – 2 written quotes required (from 2 different suppliers).
- ✓ Quotes are to be current, cover all components of the project and itemised.
- ✓ If there is only 1 supplier, this should be noted in the application.

Acknowledgements

- ✓ How is the organisation going to acknowledge Council's financial or in-kind support you are seeking? Consider the amount being requested and how Council's investment in this project, program, initiative or resource could be promoted by your organisation (if successful).

For further assistance in collating and preparing to lodge your application please refer to the Gladstone Regional Council Fundseeker Toolkit.

7. Council Assessment

Applications will be assessed against Council's Community Investment Policy and Corporate Standard, this Guideline, and the information provided in the application.

Council reserves the right to:

- Request further information to assist with the assessment or to substantiate any claims made.
- Contact any parties mentioned/listed within the application for verification.
- Liaise with other funding organisations to determine if other funding has been sourced and the status of this funding.
- Exclude applications from the assessment process that are incomplete, and/or, received after the closing date (advertised on Council's website).
- Offer partial funding to any application made to the Community Investment Program.

Applications should demonstrate alignment to the chosen fund objective and are assessed on the below criteria. Each key selection criteria (KSC) is weighted based on its importance and relevance:

KEY SELECTION CRITERIA (KSC)	WEIGHTING
KSC 1: Demonstrable need	20
KSC 2: Fund Objective and Aims	60
KSC 3: Provides opportunity for collaboration	15
KSC 4: Capacity to deliver	5

Each KSC is then assessed on evidence provided:

- 1 - Unacceptable or no evidence
- 2 - Marginal or some evidence
- 3 - Meets criteria
- 4 - Exceeds criteria

The total value determined by the assessment panel is calculated into a percentage (score).

APPLICATION SCORE	DESCRIPTION	FUNDING RECOMMENDATION
75% and above	A score of 75% and above demonstrates that the application has met or exceeded all assessment criteria.	100% of amount requested offered to applicant.
65-74%	A score between 65% and 74% demonstrates that the application has met most assessment criteria and has alignment with Council's Standard or objectives.	Partial funding - 85% of amount requested offered to applicant.
55-64%	A score between 55% and 64% demonstrates that the application meets some assessment criteria and has alignment with Council's Standard or objectives.	Partial funding - 75% of amount requested offered to applicant.
Below 55%	Scores 55% and below demonstrate that the application does not meet any assessment criteria.	Application Unsuccessful

8. Timeframes

The assessment process for Grassroots Grants can take up to eight (8) weeks to finalise after the closing date (advertised on Council's website).

9. Successful applications

Successful applicants will be:

- Notified in writing. This notification may take the form of a formal letter or, at the discretion of the Manager of Community Partnerships, successful applicants may be requested to enter into a formal Sponsorship Agreement that detailing the entitlements and conditions.
- Responsible for ensuring bank account details in Council's vendor data base are kept up to date. Approved funding amounts will be deposited directly into the nominated bank account, as currently held on Council's vendor data base. If Council does not have the applicant details on Council's vendor data base, the applicant will be required to complete an onboarding request through EFTSure. This will be emailed to the successful applicant if required. **EFTSure is a system Council uses for supplier onboarding. Completing this process ensures you are paid quickly and accurately.*
- Required to:-
 - Comply with the terms and conditions of receiving the funding
 - Submit a tax invoice within the requested timeframe
 - Expend funds within the timeframes given (unless an extension is granted by Council); and
 - Submit an acquittal.
- Responsible for obtaining all appropriate permits, approvals, licences, insurances etc to undertake the project.

Council reserves the right to:-

- Advertise projects that have been successfully funded by Council (i.e media release, social media); and
- Advertise successful applicant details on Council's website (including but not limited to, project description, name of applicant, amount funded).

10. Unsuccessful applicants

Unsuccessful applicants will be notified in writing.

11. Appealing decisions

Grassroots Fund decisions are made by Council officers under delegation. Where a decision is made by delegation, a request for review of the decision can be made to the Chief Executive Officer for consideration.

12. Funding

Funding rounds scheduled to be offered each financial year will be advertised on Council's website and within Council's Community Investment Portal.

Applicants to the Grassroots Fund can apply up to a maximum of \$10,000.00 (excluding GST). The amounts allocated each financial year will be determined by Council's annual budget. Once budget

allocations have been expended, no further applications will be considered that financial year, unless a budget revision is endorsed via a Council resolution.

Funding must not be used for any purpose other than what is has been approved for unless written consent has been obtained from Council.

Council reserves the right to: -

- Approve funding amounts less than what has been requested.
- Pay approved funding amounts in instalments and apply conditions where necessary.
- Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council for the same project.
- Not fund projects that duplicate other existing services or programs within the Gladstone Regional Council area, unless evidence of demand is provided and agreed upon.

Recurrent funding is not guaranteed, and applicants are encouraged not to rely on Council's funding for the successful delivery of their initiative for this reason.

13. Acknowledgements

All applicants will be required to acknowledge Council's support. The way Council is acknowledged will be clarified in writing to successful applicants.

Any additional Promotional Material referencing Council or containing the Council logo must be submitted for approval prior to printing, production, publication, and distribution. Approved logo will be provided by Council.

14. Acquittal Process

Funding recipients will be required to submit an acquittal within eight (8) weeks after the project, program or initiative is completed.

Failure to submit an acquittal and any information/documentation requested, may impact future funding eligibility through Council, or result in Council requesting some or all the funding to be paid back to Council and could affect the organisation's eligibility to apply for future funding.

15. Quality Assurance

Council representatives may from time to time undertake quality assurance checks (including site audits) to ensure funding allocations have been spent according to the information provided.