

# Community Investment Program

## Strategic Projects Fund Guideline

# CONTENTS

1.	What is the Strategic Projects Fund?.....	3
2.	Who Can Apply? .....	3
3.	What Type of Events Can Be Funded?.....	4
4.	Your Application .....	5
5.	Council Assessment .....	6
6.	Successful Applications.....	6
7.	Unsuccessful Applications .....	6
8.	Appealing Decisions.....	6
9.	Funding.....	7
10.	Funding Agreements .....	7
11.	Acknowledgements .....	7
12.	Timeframes.....	8
13.	Acquittal Process .....	8
14.	Quality Assurance.....	8

## 1. What is the Strategic Projects Fund?

- The purpose of the Strategic Projects Fund is to strengthen not for profit organisations through the provision of financial support to upgrade existing or build new facilities where the organisation has suitable land tenure as defined in the supporting guidelines. This financial support will foster the development of accessible, fulfilling, and engaging places and spaces for wider community.

The fund aims to create conditions for community that can;

- Increase community participation, access and organisational sustainability through major upgrades or new facilities.
- Provide or build a facility that encourages a collaborative use of space.
- Create a safer, more accessible, and user-friendly facility for community.

The Strategic Projects Fund objectives are:

Objective	What are the outcomes of your initiative, program or project?
<b>Capacity</b>	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.
<b>Connect</b>	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.
<b>Wellbeing</b>	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.

## 2. Who Can Apply?

To be eligible to apply for Strategic Projects funding, the organisation must:

- be a not-for-profit community organisation based in or servicing the Gladstone Regional Council area; or
- be a not-for-profit sporting organisation/active recreation group based in the Gladstone Regional Council area.

And must:

- have land tenure with Gladstone Regional Council where the project is to be carried out (ie lease or have a written license to use land - evidence is required);
- obtain prior consent from Gladstone Regional Council for works to be undertaken (evidence is required). To request consent please email [info@gladstone.qld.gov.au](mailto:info@gladstone.qld.gov.au) to obtain necessary documentation;

- be able to make a 20% co-contribution of the total project cost;
- have attended the Strategic Projects Fund education information session;
- be incorporated;
- 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](http://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/BUS38509n3346_5_2012.pdf)); and
- be financially solvent.

However, the following will not be considered eligible:

Commercial business.	Religious or worship group.
Organisations that do not have a current operational bank account for funding to be paid into.	Organisations that have a delinquent debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.
Local, State, Federal government agency.	Political organisation or political party.
Organisations that have failed to adequately acquit, manage or deliver outcomes from previous Council funding.	Organisations that have access to funds generated from permanently licensed premises or onsite gaming machines
	Educational institution.

### 3. What Type of Projects Can Be Funded?

For a project to be considered eligible, it must meet the Strategic Projects Fund objectives (projects that meet multiple objectives will be viewed favourably) and be able to be completed within eighteen (18) months of receiving the funding. Examples of some eligible projects<sup>1</sup>:

Amenities buildings (change rooms, toilets, first aid rooms etc).	Creating or improving facilities that supports community connection and wellbeing.
New sporting fields/courts or major upgrades to existing facilities.	Increasing infrastructure to create equal opportunities
Upgrade or installation of lighting and shade structures.	Create or upgrade a facility that encourages multi-use or shared capability.
Infrastructure to encourage organisational growth (storage facilities, building extensions etc).	Kitchen or Canteen facility improvements.
	Improving disability access to facilities.

<sup>1</sup> Please note that this is not an exhaustive list of all eligible projects.

Projects<sup>2</sup> considered to be ineligible:

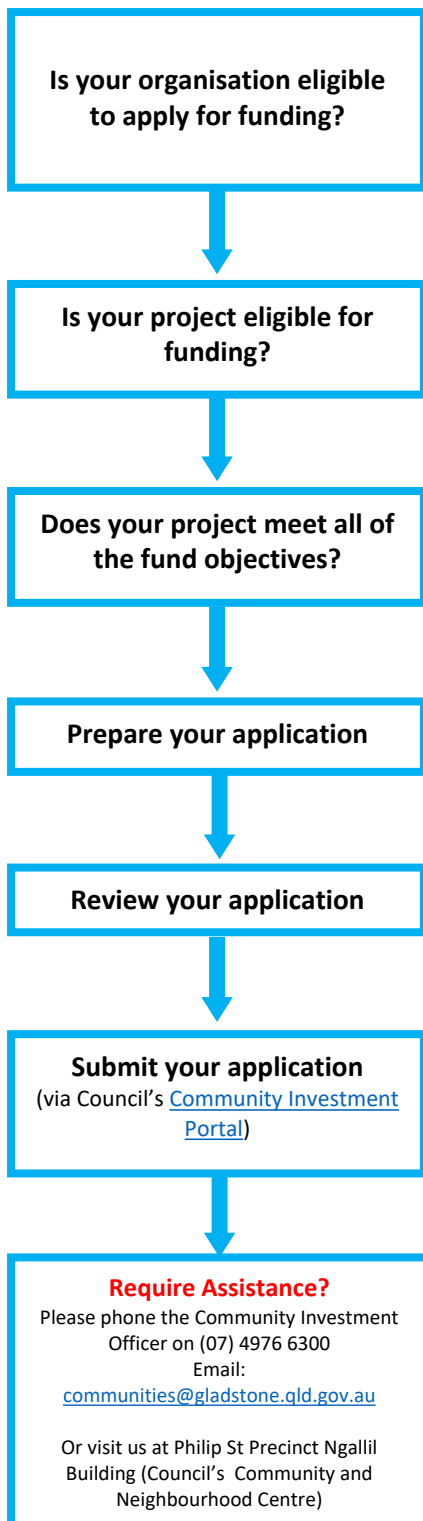
- Projects that:
  - Benefit only a small number of members/participants;
  - Exclude or disadvantage other members/participants;
  - Have already been undertaken or commenced; or
  - Could present a hazard to the community or environment.

<sup>2</sup> Please note that this is not an exhaustive list of all ineligible events and costs.

Funding cannot be sought for the following purposes<sup>2</sup>:

- Ongoing operational costs (e.g electricity bills, rates, insurance etc).
- Purchase of capital equipment to undertake capital works
- Ongoing salary costs.
- Administration expenses/sundries.

## 4. Your Application



### Information to Assist you in Preparing your Application

#### Aim of the Project

- ✓ Increase community participation, access and organisational sustainability through major upgrades or new facilities.
- ✓ Provide or build a facility that encourages a collaborative use of space.
- ✓ Create a safer, more accessible, and user-friendly facility for community.

#### Supporting Documentation (Mandatory)

- ✓ Current Audited Financial Statements and most recent Profit & Loss Statement.
- ✓ Cash Flow Forecast.
- ✓ Income & Expenditure (Event Specific).
- ✓ Statement by a supplier form (if no ABN).
- ✓ Certificate of Incorporation (not applicable for businesses).
- ✓ Certificate of Currency (Public Liability).
- ✓ Sponsorship Proposal.
- ✓ Organisation Strategic Plan.
- ✓ Risk Assessment Strategy.

#### Association Costs

- ✓ Breakdown of costs to complete the event.
- ✓ Costs are to relate to financial contribution only.
- ✓ All amounts are to be GST exclusive.
- ✓ Obtain quotes where necessary (see below).

#### Quotes

- ✓ If total funding requested is:
  - Under \$3,000 (ex GST)** - no quotes are required.
  - \$3,000 - \$8,000 (ex GST)** - 2 quotes required (from 2 different suppliers).
  - Over \$8,000 (ex GST)** - 3 quotes required (from 3 different suppliers).
- ✓ Quotes are to be current (no older than 2 months), cover all components of the project and itemised.
- ✓ In the event that there is only 1 supplier, this should be noted in the application.

#### Acknowledgements

How is the organisation going to acknowledge Council's financial contribution (if successful).

## 6. 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: Fund objective and aims	60%
KSC 2: Demonstrable need	20%
KSC 3: Provides opportunity for collaboration and encourages multi-use	15%
KSC 4: Timeliness of delivery - shovel ready	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

## 7. Successful Applications

Successful applicants will be notified in writing and may be required to enter into a Funding Agreement as a precondition for receipt of the funding.

The following will be the responsibility of the applicant:

- 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. *(In the event that Council does not have the applicant details on Council's vendor data base, the applicant will receive an emailed invitation from EFTsure (Council's contracted onboarding supplier) requesting vendor information).*
- Submit a tax invoice.
- Expend funds within the timeframes given.
- Submit an acquittal.
- Obtain all appropriate permits, approvals, licences, insurances etc to undertake the project.
- Comply with the terms and conditions applying to the funding.

By submitting an application, the Applicant consents to Council:

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

## 8. Unsuccessful Applications

Unsuccessful applicants will be notified in writing.

## 9. Appealing Decisions

All decisions made by Council resolution are final and cannot be appealed internally.

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

## 10. Funding

There is one (1) funding round offered each financial year (which is advertised on Council's website) and Council will only choose one (1) successful applicant/project<sup>3</sup>. Applicants can apply up to a maximum of \$100,000<sup>4</sup> (excl GST) with applicants required to make at least a 20% financial contribution towards the total project cost.

For example, to request funding of \$80,000 (excl GST), the total project cost must be at least \$100,000 (excl GST) with the applicant contributing \$20,000 (excl GST) from their own funds. Applicant in-kind support cannot be included in the total project cost.

<sup>3</sup> Council may at its discretion opt to choose to allocate the funds between applications/projects upon review of the applications received.

<sup>4</sup>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 only be used for the approved purpose.

Council may:

- 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 event.
- Not fund events that duplicate other events, 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 this reason.

## 11. Funding Agreements

Successful applicants may be required to enter into a Funding Agreement with Council.

The Funding Agreement will include (but not limited to) the benefits agreed to, payment terms, performance required, acknowledgements of funding and evaluation methods.

Each party will bear their own costs of the Funding Agreement which will be drafted by Council at Council's expense.

## 12. 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.

## 13. Timeframes

All Applications received will initially be assessed at an officer level (with appropriate delegation) within:

1. four (4) weeks after the closing date; or
2. where no closing date is advertised, four (4) weeks from the date the application was received.

Where a Council decision is required, it is noted the process may take up to twelve (12) weeks for a decision.



## 14. Acquittal Process

Funding recipients may be required to submit an acquittal within eight (8) weeks after the project is completed. Acquittal forms will be made available via Council's [Community Investment Portal](#) to the SmartyGrants acquittal process.

Failure to submit an acquittal and any information/documentation requested, will impact future funding eligibility through Council, or result in Council requesting some, or all of the funding to be paid back to Council.

## 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.