2025-2026
Funding Guidelines

Community Investment Program

Connect. Innovate. Diversify.

Your Notes:

Table of Contents

TIP:
Hover your mouse over the section above you are interested in and press CRTL + CLICK to jump directly to the relative page.

Welcome

Gladstone Regional Council is proud to support community education, events, connection, inclusion and the enhancement of the Gladstone Region via its Community Investment Program.

The Community Investment Program enables Council to:

Empower our communities to identify and respond to local areas of need;
Partner with organisations to deliver shared outcomes;
Activate community participation amongst residents;
Build capacity within community sector; and
Contribute to the development of local students.

Council offers various funding streams for groups and organisations seeking funding assistance in the form of donations, sponsorships and/or grants. This document must be read in conjunction with Council's Community Investment Policy.

What funding is available?

FUND NAME	OBJECTIVE	FUNDING
Micro Grants Fund	For low risk, low-cost proposals that contribute to the wellbeing and livability of the region.	Up to $10,000
Connect Communities Fund	For higher risk, higher cost proposals, which contribute to the wellbeing and livability of the region. Applicants will need to demonstrate a high level of competency, capacity, and planning capability to deliver the stated proposal outcomes. This category involve a more detailed application and acquittal process.	No specified
Community Events Funding Stream:		
• **Community Events**	Community events run by community organisations for broad public benefit.	Up to $1,500
• **Ignite Events**	Events that contribute social and community benefit, contribute to community pride and social outcomes.	Up to $10,000
• **Impact, Destination and Signature Events**	Support for well established, well designed and clearly demonstrated return on investment. The primary criteria for these events includes return visitation, regional profile, economic stimulus, overnight visitor expenditure.	Not specified
Community Support Funding Stream:		
• **Community Hall Fund**	Support by means of a donation to assist local organisations who own, lease, or manage a Community Hall within the Council area.	Up to $2,000
• **Charity Waste Waiver**	The fund assists charitable organisations that accept pre-loved household belongings.	Not specified

• **Waste Donation**	The fund supports not-for-profit organisations and First Nations groups that coordinate non-commercial litter clean up.	Not specified
• **Public Toilet Subsidy**	This fund assists incorporated associations in providing a public toilet facility to the community.	Not specified

Bursary and Scholarships Funding Stream:

• **Regional Schools Bursary**	To recognise and reward excellence in the areas of academic success, attitude, attendance, and community contributions.	Not specified
• **Col Brown Memorial Award**	To recognise excellence and achievement for a local apprentice or trainee engaged through Apprentices and Trainees Queensland.	Not specified
• **CQ University Gladstone Campus Scholarships**	To encourage Gladstone region students to remain in the Central Queensland region with the objective of strengthening the future regional workforce.	Not specified
Councillor Discretionary Fund	Funding to support initiatives that contribute positively to the community that may not align with funding streams above.	Not specified

Fund Descriptions & Criteria

MICRO GRANTS FUNDING STREAM

What is the Micro Grants Fund?
The Micro Grants Fund is intended for lower risk and lower cost proposals of up to $10,000 excluding GST. The Micro Grants Fund supports local projects and initiatives for a community purpose that provide a demonstrated benefit.

What are the Fund Themes?
Council will endorse themes for the Micro Grant Fund each financial year. The following themes have been endorsed for Round 1 of 2025/26:

Capacity - Aims to foster community led collaboration and partnerships, initiatives, programs and projects that help communities develop their own solutions and build the skills, knowledge, and capacity of organisation members;

Place - Aims to foster the development of accessible, fulfilling, and engaging places and spaces for community through initiatives, projects and activities that activate Council controlled or community owned and operated facilities, parks, and open spaces;

Connect – Aims to foster community led initiatives and projects that strengthen relationships, community connection, civic participation and understanding across the community;

Wellbeing - 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; and

Planning - 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. Plus, Development Application Fee Reimbursement may be supported under the planning objective (see below for further details).

Who Can Apply?

✓ A not-for-profit Community Organisation or not-for-profit sporting club based in or servicing the Gladstone Region AND may be an Australian Registered Charity
✓ Be incorporated
✓ Have an Australian Business Number (ABN) or complete a 'Statement by a Supplier' form
✓ Be financially solvent

The following will not be considered eligible for ALL themes:
✗ Organisations who have been funded under the Micro Grants Funding Stream of the Council's Community Investment Program for the current financial year
✗ Initiatives that are already funded by the government or duplicate an already funded initiative
✗ Political Organisation or Political Parties
✗ Religious or Worship Groups
✗ An Educational Institution
✗ Organisations with access to funds generated from gaming machines
✗ Local, State, Federal government agency
✗ Organisations that have failed to adequately acquit previous Council funding within the past two years
✗ Organisations that have a overdue debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council
✗ Organisations that do not have a current operational bank account.

How Much Can We Apply for?

Applicants can seek up to $10,000 in financial support towards an eligible project, program, resource or initiative. The Micro Grants Fund is open for two rounds annually.

What Types of Projects Can Be Funded?

For a project or program to be eligible it must:
• align to ONE of the fund themes
• meet the key selection criteria for the fund

Please see page 17 for a list of examples.

What are the Micro Grants Fund Key Criteria?

Applications should demonstrate alignment to the chosen fund theme 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: Effectively addresses the fund aim and selected theme	30%
KSC 2: Demonstrated need for the project	20%
KSC 3: Proposal is based on evidence-based practice (skills/qualifications)	20%
KSC 4: Provides opportunity for collaboration	10%
KSC 5: Diversity of funding streams/income	10%
KSC 6: Capacity to deliver	10%

See page 20 for details on how applications are assessed.

REIMBURSEMENT OF DEVELOPMENT APPLICATION FEES

Development fees paid to Council are eligible for reimbursement under the Micro Grants Funding Stream under the Development Application theme.

To be eligible:
• Applicants must be eligible under item above "Who can apply";
• Development Application fees must have been paid within 12 months prior to the application.

Applications for Development Application Reimbursement do not exclude the applicant from applying for other funding through the Community Investment Program Micro Grants Funding Stream in the same financial year.

CONNECTED COMMUNITIES FUNDING STREAM

What is the Connected Communities Fund?
The Connected Communities Fund is intended for higher risk, higher cost proposals, which will involve a more detailed application and acquittal process. Applicants will need to demonstrate a high level of competency, capacity, and planning capability to deliver the stated proposal outcomes. The Connected Communities Fund is for new initiatives and projects. Applications must align with one of the themes endorsed by Council each financial year.

What are the themes?
Council will endorse themes for the Connected Communities Fund each financial year. The following themes have been endorsed for 2025/26:

Capacity - Aims to foster community led collaboration and partnerships, initiatives, programs and projects that help communities develop their own solutions and build the skills, knowledge, and capacity of organisation members;

Place - Aims to foster the development of accessible, fulfilling, and engaging places and spaces for community through initiatives, projects and activities that activate Council controlled or community owned and operated facilities, parks, and open spaces;

Connect – Aims to foster community led initiatives and projects that strengthen relationships, community connection, civic participation and understanding across the community;

Wellbeing - 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; and

Planning - 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.

Who Can Apply?
- ✓ A not-for-profit Community Organisation or not-for-profit sporting club based in or servicing the Gladstone Region AND may be an Australian Registered Charity
- ✓ Be incorporated
- ✓ Have an Australian Business Number (ABN) or complete a 'Statement by a Supplier' form
- ✓ Be financially solvent

The following will not be considered eligible for ALL categories:
- ✗ Organisations who have been funded under the Connected Communities Funding Steam of Council's Community Investment Program for the current **or previous** financial year (can only successfully receive funding under the Connected Communities Fund every two years)
- ✗ Applications that are for a continuation of an existing program or initiative (for clarity, this includes existing initiatives which include a new 'cohort' of participants)
- ✗ Initiatives that are already funded by the government or duplicate an already funded initiative
- ✗ Political Organisation or Political Parties
- ✗ Religious or Worship Groups
- ✗ An Educational Institution
- ✗ Organisations with access to funds generated from gaming machines
- ✗ Local, State, Federal government agency
- ✗ Organisations that have failed to adequately acquit previous Council funding within the past two years
- ✗ Organisations that have a overdue debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council

❌ Organisations that do not have a current operational bank account.

How Much Can We Apply for?

There is no specified maximum amount that can be applied for under the Connected Communities Fund. However, funding can only be approved within Council's budget constraints. A 30% co-contribution (cash and/or in kind) must be demonstrated by the applicant. The Connected Communities Fund is open for two rounds annually.

What Types of Projects Can Be Funded?

For a project or program to be eligible it must:
- Align to ONE of the fund themes
- Meet the key selection criteria for the fund.

Please see PAGE 17 for a list of examples.

What are the Connected Communities Fund Key Criteria?

The application process for the Connected Communities Fund will be more intensive, and will include an Expression of Interest (EOI), shortlisting, applicant interview or project presentation, panel assessment and Council endorsement. Applications should demonstrate alignment to the chosen fund theme 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: Effectively addresses the fund aim and selected theme	30%
KSC 2: Demonstrated need for the project	20%
KSC 3: Proposal is based on evidence-based practice (skills/qualifications)	20%
KSC 4: Provides opportunity for collaboration	10%
KSC 5: Diversity of funding streams/income	10%
KSC 6: Capacity to deliver	10%

See page 20 for details on how applications are assessed.

COMMUNITY EVENTS FUNDING STREAM

The Community Events Funding Stream enables the development and delivery of events that facilitate community connection in the **below** fund categories **and may include a cash component and/or an in-kind contribution**:
- Community Events
- Ignite Events
- Impact, Destination, and Signature Events

COMMUNITY EVENT FUND

What is the Community Events Fund?

The Community Event Fund enables the development and delivery of initiatives and projects that facilitate community connection through events and commemorative ceremonies. Applications will be considered under the following categories and may include a cash component and/or an in-kind contribution. Applicants can only apply successfully apply for **one** application under the Community Events Funding Stream per financial year (for example, if successful for Ignite Event funding, no further applications under the Community Events Fund (Community or Impact, Destination & Signature) will be considered).

COMMUNITY EVENT

Support for community-led events and commemorative services that are run by community organisations for broad public benefit. Community Events enable the development and delivery of initiatives and projects that facilitate community connection through events.

Note: Australia Day events must be held on 26 January or the nominated Australia Day Public Holiday and complement Gladstone Regional Council's Australia Day celebrations.

Who Can Apply?

✓ A not-for-profit Community Organisation or not-for-profit sporting club based in or servicing the Gladstone Region AND may be an Australian Registered Charity
✓ Be incorporated
✓ Have an Australian Business Number (ABN) or complete a 'Statement by a Supplier' form
✓ Be financially solvent

The following will not be considered eligible for ALL categories

✗ Organisations who have been funded under the Community Events Funding Stream of Council's Community Investment Program for the current financial year
✗ Political Organisation or Political Parties
✗ Religious or Worship Groups
✗ An Educational Institution
✗ Organisations with access to funds generated from gaming machines
✗ Local, State, Federal government agency
✗ Organisations that have failed to adequately acquit previous Council funding within the past two years
✗ Organisations that have a overdue debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council
✗ Organisations that do not have a current operational bank account.

How Much Can We Apply for?

Applicants can seek up to $1,500 in financial or in-kind support offered in two defined rounds per year. Events but must be submitted in a round that closes at least eight (8) weeks prior to the event.

What Types of Events Can Be Funded?

For an event to be considered eligible, it must be an event run by a community organisation for broad public benefit and demonstrate alignment to all of the Key Selection Criteria. Applicants can apply for multiple smaller community events under the one Community Event application, up to a total maximum of $1,500 (for example, an applicant may apply for an Australia Day Event and Mother's Day Event totaling up to $1,500 under the same application).

What are the Community Event Fund Key Criteria?

Applications 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: Provides an opportunity for people of the Gladstone region to gather, celebrate and fosters a sense of community pride.	50%
KSC 2: Economic benefits of the event will support the local community	30%
KSC 3: Diversity of funding streams/income	10%
KSC 4: Demonstrates environmental sustainability	10%

See page 20 for details on how applications are assessed.

IGNITE EVENT

Support for events that contribute to community pride/social outcomes and regional economy.

Who Can Apply?

✓ A not-for-profit Community Organisation or not-for-profit sporting club based in or servicing the Gladstone Region AND may be an Australian Registered Charity

- ✓ Be incorporated
- ✓ Have an Australian Business Number (ABN) or complete a 'Statement by a Supplier' form
- ✓ Be financially solvent

The following will not be considered eligible for ALL categories:
- ✗ Organisations who have been funded under the Community Events Funding Stream of Council's Community Investment Program for the current financial year
- ✗ Political Organisation or Political Parties
- ✗ Religious or Worship Groups
- ✗ An Educational Institution
- ✗ Organisations with access to funds generated from gaming machines
- ✗ Local, State, Federal government agency
- ✗ Organisations that have failed to adequately acquit previous Council funding within the past two years
- ✗ Organisations that have a overdue debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council
- ✗ Organisations that do not have a current operational bank account.

How Much Can We Apply for?
Applicants can seek up to $10,000 in financial or in-kind support offered in two defined rounds per year. Events but must be submitted in a round that closes at least eight (8) weeks prior to the event.

What Types of Events Can Be Funded?
For an event to be considered eligible, it must be an event run by a community organisation for broad public benefit and demonstrate alignment to all of the Ignite Fund Key Selection Criteria. Ignite events attract up to 2,500 participants. A 30% co-contribution by the applicant towards the event must be demonstrated.

What are the Community Event Fund Key Criteria?
Applications 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: Drives social & community outcomes, inc. community pride & cohesion	35%
KSC 2: Enhance the profile and appeal of the Gladstone region	30%
KSC 3: Economic benefits of the event will support the local community	15%
KSC 4: Diversity of funding streams/income	10%
KSC 5: Demonstrated environmental sustainability	10%

See page 20 for details on how applications are assessed.

IMPACT, DESTINATION AND SIGNATURE EVENTS
Support for well established, well designed and where return on investment is clearly demonstrated. Applications must demonstrate return visitation, regional profile, economic stimulus and overnight visitor expenditure.

Who Can Apply?
- ✓ A not-for-profit Community Organisation or not-for-profit sporting club based in or servicing the Gladstone Region AND may be an Australian Registered Charity
- ✓ Be incorporated
- ✓ Have an Australian Business Number (ABN) or complete a 'Statement by a Supplier' form
- ✓ Be financially solvent

The following will not be considered eligible for ALL categories:
- ✗ Organisations who have been funded under the Community Events Funding Stream of Council's Community Investment Program for the current financial year

- ✘ Political Organisation or Political Parties
- ✘ Religious or Worship Groups
- ✘ An Educational Institution
- ✘ Organisations with access to funds generated from gaming machines.
- ✘ Local, State, Federal government agency
- ✘ Organisations that have failed to adequately acquit previous Council funding within the past two years
- ✘ Organisations that have a overdue debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council
- ✘ Organisations that do not have a current operational bank account.

How Much Can We Apply for?
Applications are via an expression of interest process, offered in one defined round per year. Events must be submitted in a round that closes at least 12 weeks prior to the event.

What Types of Events Can Be Funded?
For an event to be considered eligible, it must be an event run by a community organisation for broad public benefit and demonstrate alignment to all of the Impact, Destination and Signature Event Key Selection Criteria. Impact, Destination and Signature Events must attract a minimum attendance of 2,500 participants with a minimum of 10% out of region visitation. A 30% co-contribution by the applicant towards the event must be demonstrated.

What are the Community Event Fund Key Criteria?
Applications 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: Drives social & community outcomes, inc. community pride & cohesion	20%
KSC 2: Enhance the profile and appeal of the Gladstone region	20%
KSC 3: Economic benefits of the event will support the local community	20%
KSC 4: Diversity of funding streams/income	10%
KSC 5: Demonstrated environmental sustainability	10%
KSC 6: Demonstrates overnight visitor attraction and expenditure	20%

See page 20 for details on how applications are assessed.

COMMUNITY SUPPORT FUNDING STREAM

The Community Support Funding Stream fosters stronger, healthier, and more resilient communities. This funding stream enhances connection and builds social cohesion by providing support to community halls, charitable organisations, and organisations who coordinate environmental (litter) clean ups.

COMMUNITY HALL FUND

What is the Community Hall fund?
The Community Hall fund provides support by means of a financial annual donation to assist local organisations who own, lease, or manage a Community Hall within the Council area with operating costs.

Definition:
Community Hall means a facility owned and/or operated by a not-for-profit community organisation where the primary purpose of the facility is for general community use (via a hire or other authorised use arrangement) where members of the public gather for group activities, social support, public information, entertainment, education and other social purposes. It excludes those facilities where community use is not the primary purpose and may be only a minor ancillary use of the facility.

Who Can Apply?
- ✓ Be a not-for-profit community organisation based in and servicing the Gladstone Regional Council area
- ✓ May be an Australian Registered Charity, but not a Religious or Worship Group
- ✓ Own and/or manage a community hall within the Gladstone Regional Council area that is hired out to the community (as distinct from a room for hire within a larger building). The hall must meet the definition of Community Hall as set out in the Policy
- ✓ Be incorporated
- ✓ Have an Australian Business Number (ABN) or complete a "Statement by a supplier" form
- ✓ Be financially solvent

The following will not be considered eligible:
- ✗ Educational Institution
- ✗ Sporting Club
- ✗ Political Organisation or Political Parties
- ✗ Organisations with access to funds generated from gaming machines
- ✗ Local, State, Federal government agency
- ✗ Organisations that have failed to adequately acquit previous Council funding
- ✗ Organisations that have a overdue debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council
- ✗ Organisations that do not have a current operational bank account
- ✗ Organisation that have already received Community Hall funding in the financial year that the application is lodged.

How Much Can We Apply for?
Applicants can seek up to $2,000 in financial support, all year round. This is a donation; no acquittal process is required following approved applications.

What Types of Expenses Can Be Funded?
Community Hall funding may be used for rates, maintenance and other costs incurred managing a Community Hall.

See page 20 for details on how applications are assessed.

WASTE FUND – CHARITY WASTE WAIVER

What is the Charity Waste fund?
The fund aims to assist charitable organisations that accept pre-loved household belongings from the burden of having to process and dispose of general waste deposited at their facilities.

Who Can Apply?
- ✓ Be an Australian registered charity
- ✓ Based in or servicing the Gladstone Regional Council area
- ✓ Offer a publicly available "donations bin" or equivalent that allows public gifting of pre-loved clothing and other household items
- ✓ Undertake some form of recycling or goods donations
- ✓ Be responsible for costs associated with collection and transportation of the waste material to the waste disposal facility
- ✓ Have been issued with an exemption code from the Department of Environmental Science (www.qld.gov.au /environment / pollution /management /waste /recovery disposal levy /business /charities)
- ✓ Have an Australian Business Number (ABN) or complete and attach a "Statement by a supplier" form, and
- ✓ Be financially solvent

The following will not be considered eligible:

- ✘ Commercial business
- ✘ Educational Institution
- ✘ Sporting Club
- ✘ Political Organisation or Political Parties
- ✘ Organisations with access to funds generated from gaming machines
- ✘ Local, State, Federal government agency
- ✘ Organisations that have failed to adequately acquit previous Council funding
- ✘ Organisations that have a overdue debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.

How Much Can We Apply for?
Applications will be accepted year-round.

This is a donation; no acquittal process is required following approved applications and there will be no individual funding limit applied for each successful applicant. However, council budget constrains may apply.

Successful applicants will be issued with a waste waiver card granting access to the Charity Waste Fund Budget. This card must be presented PRIOR to dumping waste at the Waster Transfer stations. Tipping fees will be deducted from the total budgeted amount.

The annual budgeted amount allocated each financial year will be determined by Council's annual budget. Once budget allocations have been expended, no further waste waivers will be applied to accounts that financial year, unless a budget revision is endorsed via a Council resolution. Funding must only be used for the approved purpose.

Council may:
- Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council
- Not fund activities that duplicate other existing services or programs within the Gladstone Regional Council area, unless evidence of demand is provided and agreed upon.

WASTE FUND – WASTE DONATION

What is the Waste Donation fund?
The fund aims to assist organisations and First Nations groups that coordinate non-commercial litter clean up from foreshores and land owned, managed, leased, or under the control of Council, or as approved otherwise by Council.

Who Can Apply?
- ✓ Australian registered charity
- ✓ For profit and not-for-profit First Nations Groups
- ✓ Commercial business
- ✓ Educational Institution
- ✓ Sporting Club
- ✓ Must be based in or servicing the Gladstone Regional Council area
- ✓ Must be responsible for costs associated with collection and transportation of the waste material to the waste disposal facility
- ✓ Have an Australian Business Number (ABN) or complete and attach a "Statement by a supplier" form

The following will not be considered eligible:
- ✘ Political Organisation or Political Parties
- ✘ Organisations with access to funds generated from gaming machines

- ✘ Local, State, Federal government agency
- ✘ Organisations that have failed to adequately acquit previous Council funding
- ✘ Organisations that have a overdue debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council.

How Much Can We Apply for?

Applications will be accepted year-round. This is a donation; no acquittal process is required following approved applications and there will be no individual funding limit applied for each successful applicant. However, council budget constraints may apply.

Successful applicants will be issued with a waste waiver card granting access to the Waste Fund Budget. This card must be presented PRIOR to dumping waste at the Waster Transfer stations. Tipping fees will be deducted from the total budgeted amount.

The allocated budget to the Waste Fund is determined by Council's annual budget. Once budget allocations have been expended, no further waste applications will be accepted, unless a budget revision is endorsed via a Council resolution. Funding must only be used for the approved purpose.

Council may:
- Not fund organisations that have already secured funding (monetary or in-kind) from within Council or external to Council
- Not fund activities that duplicate other existing services or programs within the Gladstone Regional Council area, unless evidence of demand is provided and agreed upon.

PUBLIC TOILET SUBSIDY

The Public Toilet Subsidy provides an annual contribution to assist incorporated associations who own, lease, or manage a Community Hall within the Gladstone Regional Council area with operating costs in providing a toilet facility to the community. The toilet must be open and available to the community between 6.00am and 6.00pm, signalised appropriately, and there must be no other public toilet available within close proximity, determined at Council's discretion. Indexation will be applied annually.

BURSARY AND SCHOLARSHIPS FUNDING STREAM

REGIONAL SCHOOLS BURSARY FUND

The Regional Schools Bursary Fund provides Gladstone region educational institutions with funding to recognise and reward excellence in the areas of academic success, attitude, attendance, and community contributions. Bursaries will be provided directly to the educational institution to administer and award in the following categories:

1. Primary School;
2. Secondary School;
3. Combined (primary/secondary) School;
4. Technical College;
5. CQ University Gladstone; and
6. CQU TAFE Gladstone.

School bursaries must be provided to a **single recipient** only, with the exception of combined primary/secondary schools, whereby two bursaries can be awarded in accordance with council correspondence.

COL BROWN MEMORIAL AWARD

The Col Brown Memorial Award recognises excellence and achievement for a local apprentice or trainee engaged through Apprentices and Trainees Queensland. Annually, Council will donate directly to Apprentices and Trainees Queensland to administer and decide the award.

CQ UNIVERSITY GLADSTONE CAMPUS SCHOLARSHIPS

The purpose of these scholarships is to encourage Gladstone region students to remain in the region and further their education at a CQ University Campus within Central Queensland, with the objective of strengthening the future regional workforce. Nine (9) scholarships will be awarded annually to one (1) Year 12 student from each of the participating regional secondary schools to contribute to the cost of studying on a CQ University Campus. Scholarships will be provided directly to CQ University to administer and award.

COUNCILLOR DISCRETIONARY FUND

What is the Councillor Discretionary fund?

The Councillor Discretionary Fund builds community capacity, encourages participation, partnership and collaboration in accord with Council's strategic direction. Each financial year Council may determine a budget allocation for discretionary funds, not exceeding the 'Prescribed Amount', for use by the Mayor and Councillors. Applicants can successfully apply once per year to a single Councillor.

This fund supports the sustainable delivery of community, cultural, sporting and environmental initiatives that demonstrate direct benefit to the Gladstone Region local government area and have regard to Council's Corporate Plan, long-term asset management plan, and the annual budget.

Who Can Apply?

- ✓ Be an incorporated organisation. Unincorporated community groups/organisations may apply through a community organisation (both of which must meet the eligibility criteria and not be an ineligible organisation) which is able to accept legal and financial responsibility for the project/initiative/event
- ✓ Religious or Worship Groups
- ✓ An Educational Institution
- ✓ Based in or servicing the Gladstone Regional Council area
- ✓ Be free of debt to Gladstone Regional Council
- ✓ Be financially solvent

However, the following will not be considered eligible:

- ✗ Organisations who have already successfully received a Councillor Discretionary Fund donation from **ANY** councillor during the current financial year
- ✗ Applications for projects or initiatives that have been submitted to another category of the Community Investment Program, but scored less than 50% (did not meet key selection criteria)
- ✗ For profit organisations
- ✗ Political Organisation or Political Parties
- ✗ Organisations with access to funds generated from gaming machines
- ✗ Local, State, Federal government agency
- ✗ Organisations that have failed to adequately acquit previous Council funding
- ✗ Organisations that have a overdue debt to Council (excluding interest free loans) or any outstanding matters/concerns with Council
- ✗ Retrospective costs, including reimbursement of costs already incurred and funding for initiatives which have already taken place or commenced prior to the request being approved by Council
- ✗ Top up funds, where Gladstone Regional Council already provides funding or in-kind support.

How Much Can We Apply for?

Applications are open year-round with community organisations encouraged to apply, should they meet the eligibility criteria.

Each applicant may receive one (1) Councillor Discretionary Fund donation per financial year – applications to multiple Councillors is not permitted. This will enable the grant monies to be spread equitably between eligible community organisations. There are limited funds available to each Councillor and once this amount is reached, no further donations will be awarded until the following financial year.

What Types of Expenses Can Be Funded?

The Councillor Discretionary Fund recognises that vibrant, engaged and resilient communities are developed through capacity building and partnerships with the fund aiming to:

- Support local causes including events, activities and initiatives through donations, sponsorships and purchase of goods or services
- Provide support to the region's charitable institutions and not-for-profit community organisations
- Recognise the achievements of community organisations and volunteers for the contribution they make to the local community and council's vision for the future through donations, prizes and awards.

Submitting a request

Applications for discretionary funds must first be discussed with the individual councillor the funding is being requested from. Applications should then be submitted using SmartyGrants, the online application form – a direct link to the portal will be provided by the councillor being applied to.

Assessment process

All applications will be assessed for eligibility to ensure they meet a community need. Once eligibility is confirmed, each application is then assessed on its own merits with final outcomes determined by the relevant councillor. Councillor donations will be approved by the Mayor and Chief Executive Officer; Mayoral donations will be approved by the Deputy Mayor and Chief Executive Officer.

What happens next

Applicants will be notified in writing of the application outcome, as soon as practical. Funds must be claimed within three months of notification, except where an extension has been granted; with funds expended within twelve months from the date of the successful funding notification letter.

Part funding may be offered. The outcome of all successful applications will be published online including each applicant's name, the purpose of the funding and the amount of funding received. This information will also be included in Council's Annual Report.

Where discretionary funds are in support of an event or purchase of goods or services, acknowledgement of the contribution may be requested at the time of funding approval, with expectations detailed in Council's successful funding notification letter.

Acquittal

Due to the varied nature of applications received for this fund, acquittal requirements will be set on a case by case basis and outlined in Council's successful funding notification letter. Where required, an online acquittal is to be completed within 28 days of the completion of the initiative/event, including submission of receipts or other evidence of monies expended.

Applicants may be ineligible to apply for any future council grants until the acquittal is successfully submitted and approved. Failure to comply with Council's accountability requirements may result in the applicant being asked to reimburse the full amount of the monies received.

See page 20 for details on how applications are assessed.

Eligible & Non-eligible Expenses

ELIGIBLE EXPENSES

The following are examples of previously funded items:

EVENTS	PROJECTS/INITIATIVES/INFRASTRUCTURE
✓ Entertainment, cold room and catering	✓ Electrical works in kitchen fit out
✓ Performer fees, referee fees or ambulance fees	✓ A physical/social wellbeing program for seniors
✓ Equipment and venue hire	✓ Procuring and installing a shade sail
✓ Hire of marquees, furniture or portable toilets	✓ Purchase of ramps and a transportation trolley
✓ Event photography, advertising, radio or media	✓ Engineer's Design of a disabled pathway
✓ Judge fees, accommodation and travel	✓ Column speaker and PA system
✓ Purchase of uniforms or carnival shirts	✓ Reimbursement of GRC Development Fees
✓ Sensory tent or jumping castle	✓ Organisation Strategic Plan – consultants fee

INELIGIBLE EXPENSES

The following expenses are not eligible within the Community Investment Program:

✘ Items purchased prior to funding approval
✘ Management of day-to-day operating expenses (e.g., electricity bills, rates, insurance, lawn maintenance etc.)
✘ Trophies/prizes/prize money
✘ Sanctioning fees
✘ Alcohol
✘ Ongoing salary costs (day to day staff costs)
✘ Administration expenses/sundries
✘ Projects or events that:
  • Benefit only a small number of members
  • Exclude or disadvantage other users
  • Have already been undertaken or commenced
  • Could present a hazard to the community or environment or
  • Do not align with the intent of the fund objectives.
  •

Contact Council's Community Investment Officer to seek further clarification or feedback around your ideas and how they could align to the Fund Objectives.

IN-KIND REQUESTS

Applications for in-kind support MUST attach a quote.

Your Application

Is your organisation eligible to apply for funding?

Are the expenses you are seeking to fund eligible items?

Does the program, project, initiative or resource align to the fund objectives/themes?

If you answered yes to the above, you are eligible to apply for funding.

Submitting Your Application

LOGIN TO SMARTYGRANTS

Log onto Council's online software system, SmartyGrants.   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 will 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 data is available to demonstrate the need?
- ✓ What will the benefits be?
- ✓ Will the project benefit other groups or wider community?

Evidence Based Practice (Micro Grant and Connected Communities Fund)
- ✓ What evidence is available to support the approach as 'best practice'?
- ✓ What qualifications do the facilitators of the initiative have?

Mandatory Documents
- ✓ Most recent Profit and Loss Statements
- ✓ Most recent Audit Report

- ✓ Copy of Organisational Constitution
- ✓ 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, or alignment to Queensland or National Strategy
- ✓ 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
- ✓ Under $14,999 (ex GST) – 1 quote required
- ✓ $15,000 and over (ex GST) – 3 written quotes required (from 3 different suppliers)
- ✓ Quotes are to be no older than 3 months, cover all components of the project.
- ✓ If there is genuinely only 1 supplier, this should be demonstrated/justified 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).

REVIEW YOUR APPLICATION

Ensure all information is included and attached before submitting your application. It is important to supply as much information as possible about the project, as Council will only assess the information you provide in your application.

SUBMIT YOUR APPLICATION

Select submit once your application is fully completed within Smarty Grants.

Please keep a record of the application number to include on any future correspondence with Council.

Require Assistance?

Please phone the Community Investment Officer on (07) 4976 6300 or email communityinvestmentprogram@gladstone.qld.gov.au.

Alternatively, visit us at the Philip Street Communities and Families Precinct - Ngallil Building (the green building).

Assessment of Applications

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

Applications are assessed by three (3) different delegation levels depending on the funding program being assessed in accordance with the Community Investment Policy.

DELEGATED OFFICER DECISION	PANEL ASSESSMENT / COUNCIL RESOLUTION	MAYOR/DEPUTY MAYOR AND CEO
Micro Grants Fund	Connected Community Fund	Councillor Discretionary Funds
Community Events Fund	Impact, Destination and Signature Events Fund	
Ignite Events Fund		
Community Hall Fund		
Charity Waste Waiver		
Waste Donation		
Public Toilet Subsidy		

Applications should demonstrate alignment to the chosen fund objective/theme and are assessed on key selection criteria.

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 decision maker 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 and Council's objectives.	Up to 100% of amount requested offered to applicant.
50-74%	A score between 50%-74% demonstrates that the application has met assessment criteria and has alignment with Council's objectives.	Partial funding – up to 75% of amount requested offered to applicant.
Below 50%	Scores 49% and below demonstrates that the application does not meet any assessment criteria.	Application Unsuccessful

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 (published on Council's website).

- Offer partial funding to any application made to the Community Investment Program
- Seek advice from a competent Council employee having regard to the nature of the advice being sought (i.e. a qualified accountant may provide advice on financial matters).

Timeframes

The assessment process for funds varies and may take longer than anticipated depending upon the number of applications submitted.

All Applications received will initially be assessed at a delegated officer level within:
1. four weeks after the closing date; or
2. where no closing date is published, four weeks from the date the application was received.

Where a decision is required via resolution of Council (at General Meeting), it is noted the process may take up to 12-14 weeks for decision.

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. The Funding Agreement will include (but not limited to) the conditions agreed to, payment terms, performance required, acknowledgements of funding, and evaluation methods. The Funding Agreement will be drafted at Council's expense, although any costs incidental to the Funding Agreement will be at the successful applicant's cost.
- 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 cyber security check system Council uses for supplier onboarding.*
- Required to:
    - Comply with the terms and conditions of receiving the funding
    - When requested, submit a tax invoice within the timeframe required
    - Expend funds within the timeframes given (unless otherwise 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).

Unsuccessful Applications

Unsuccessful applicants will be notified in writing.

Review of Decisions

There is no review available for decisions made by resolution of Council.

In circumstances where a decision has been made by an officer, the applicant may lodge an Administrative Action Complaint in accordance with Council's Complaint Management Policy.

Funding Allocations

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

The amounts allocated each financial year will be determined by Council's annual budget and announced on Council's website. 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.

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.

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

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. the approved logo will be provided by Council.

Applicants are required to seek a Welcome to Country or perform an Acknowledgement to Country in accordance with Council's First Nations People Cultural Protocol – Events Policy. Applicants can receive guidance on this requirement from Council's Community Investment Officer.

Acquittal Process

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

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

Important: Failure to submit a satisfactory acquittal and any information/documentation requested, will impact applicants' ability to apply for funding **for a period of two (2) years** and may result in Council requesting some or all the funding to be paid back to Council.

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.