



Community Investment Program

Fundseeker Toolkit

A photograph of a man wearing a dark t-shirt, light-colored jeans, and a dark fedora-style hat. He is playing a red electric guitar on a stage. Behind him is a large black amplifier with a silver grille. To his left, a water bottle sits on a surface. The stage is lit with blue and purple lights. A large, diagonal graphic element in shades of blue and grey cuts across the right side of the image.

We are proud to give back to our community by assisting with funding to deliver projects for our community.

Community Investment Program Fundseeker Toolkit

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

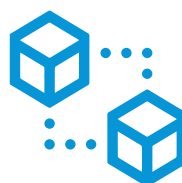
Council offers various funding streams for groups and organisations looking for funding assistance in the form of donations, sponsorships and/or grants.

The Community Investment Program enables Council to:

CREATE CONDITIONS THAT CAN



Empower our communities to identify and respond to local areas of need;



Build capacity within community sector; and



Partner with organisations to deliver shared outcomes;



Contribute to the development of local students and sportspersons.



Activate community participation amongst residents;

Funding Opportunities Available

Council offers several funding streams for groups and organisations seeking financial assistance in the form of donations, sponsorships and/or grants.

Eligible organisations may submit multiple applications across different funding streams within a financial year; however, only one application can be approved per funding stream per financial year.

To learn more and view current funding opportunities, visit: <https://www.gladstone.qld.gov.au/community-investment>

Before you apply – get organised



1. Develop a project/event plan by asking;

- Why does this project/event need to happen?
- What are you proposing to do?
- What will change because of this project?
- How are you going to achieve this?
- When are the key dates and milestones?
- Where are the main activities happening?
- Who is involved in the project? Do they have the skills to make it happen?
- What costs are involved?

If your project is simple, planning will be simple.



2. Research and evidence

- Who has done this type of project before? Talk to subject experts. Learn from their experiences.
- What are the statistics or results that support the need or benefit of your project?
- Are any permissions required – consent from owner, planning approvals or permits?



3. Identify potential funding sources

- Funding is competitive, so it is not wise to rely on a single funding source.
- Research – what organisations fund the type of project you are planning? What are their priorities?
- Consider various opportunities to generate income – fundraising, sponsorship, crowdfunding, ticket sales, membership fees, etc.
- Be brave and creative – look for mutually beneficial partnerships.
- Share the responsibility for grant seeking.



4. Know your funder

- Read the relevant guidelines. What are the assessment criteria?
- Look at types of projects they have funded in the past.
- Ensure you are eligible – both your organisation and the proposed project.

Where to apply for funding - Smarty Grants

All applications for funding are processed online through the Smartygrants system.

A help guide can be accessed here <https://gladstone.smartygrants.com.au>

Applications will only be assessed on the information provided, therefore it is extremely important to make sure you supply all the information, documentation and evidence to support your application.

Your application

Step 1

Be clear and concise

- Refer to your project plan and summarise what you are going to do.
- Use clear, concise language – direct and to the point.
- Stay relevant – avoid fancy jargon.
- Write a reader friendly application.

Step 2

Be a great communicator

- Tell your story – let your passion shine through.
- Stand out and sell yourself – why is your project important?
- Show that you can do it – provide examples of previous projects and experience.
- Don't assume the assessors already know about your organisation and the work you do (can be provided as an attachment).
- Have someone proofread your application.

Step 3

Link with funder's objectives

- Consider how you will achieve the objectives listed by the funder.
- Use headings to ensure you address all relevant objectives of the grant you are applying for.

Step 4

Prepare a detailed and accurate budget

- Identify all costs related to the project.
- Be clear on what items are eligible.
- List all sources of income including ticket sales sponsorships and your own contribution.
- Make it realistic.

Step 5

Support your application

- Attach evidence of support from community and any project partnerships.
- Include evidence of relevant permissions, permits, building approvals etc.
- Provide any design plans, business or marketing plans, drawings, photos and quotes etc.

Step 6

Don't leave it to the last minute

- Check closing date and time.
- Allow time to gather all requested information.
- Allow time to revise and ask questions.
- Submit before the deadline.

Acquittal

An acquittal is a report submitted by the applicant detailing project or event outcomes and how funds received from Council were spent. This should align to the original funding application and executed funding agreement which outlines the conditions under which the funding has been provided. All grant funding must be acquitted in accordance with the funding agreement and must be completed online through the smarty grants portal.

If required the acquittal must include:

- a) How the event/project met the objectives your organisation identified in the application.
- b) Met the entitlements requested by Council within the Sponsorship Agreement/confirmation letter.
- c) Met any additional objectives identified by Council within the Sponsorship Agreement.

Acquittals will only be assessed on the information provided, therefore it is extremely important to make sure you supply all the information that is requested by Council

It is encouraged that successful applicants document and capture their projects process throughout its delivery to ensure that all required information is available to include in the acquittal. Example screenshots of social media posts, photos of the event/project, invoices for the project, newspaper articles or radio scripts.

Instructions for completing online acquittals:

- Follow the link below to log into SmartyGrants.
www.gladstone.smartygrants.com.au
- Fill in the details under Login.
- Please use the same email address and password you used in your application. If you do not know the email address, contact a program support officer. If you have forgotten your password click on "Forgotten your password" and follow the instructions.
- After logging in, click on 'My Submissions' at the top right of the screen.
- Click on your relevant acquittal form near the top of the screen.
- Complete and submit your acquittal form ensuring all supporting documentation is attached.
- If you are unable to find your acquittal form, have questions or are experiencing issues, please call the Community Investment Program team on 07 4976 6300 or email communityinvestmentprogram@gladstone.qld.gov.au quoting your application number.

Organisations that receive funding that requires an acquittal but fails to submit or the Acquittal deemed unsatisfactory will NOT be considered for further funding through the Community Investment Program for a period of time to be discussed with the applicant.

The acknowledgement of Council funding

The acknowledgement statement should be used to acknowledge the funding you have received from Gladstone Regional Council. It is requested that the acknowledgement statement wording along with the applicable supplied social media tile is used at least once in the promotion of your project or event.

Please use the appropriate acknowledgement statement as outlined within the agreement for the fund your project or event has been funded through.

As a condition of funding you are required to acknowledge Council's support of your event/project. The level of acknowledgement depends on the funding amount you receive from Council.

Please acknowledge Council in the following ways:

Event/Organisation is proudly supported by Gladstone Regional Council's 'Name of Funding'

Use of "sponsored by Gladstone Regional Council" tagline in media announcements and commentary at the event.

#GRC

#GladstoneRegionalCouncil

#GRCCCommunityInvestmentProgram

#GRC'insert Name of Funding'

Use of Council's brand

Please use Council's logo and words in all promotional materials including;

- Newsletters
- Websites
- Brochures
- Posters and flyers
- Advertisements
- Event invitations
- Other digital applications and social media platforms
- Annual Reports
- Correspondence to supports, members, participants etc
- Promotional videos
- At events

Please also use Council's acknowledgement statement when acknowledging Council's investment in:

- Event announcements and messages via Master of Ceremonies
- Media statements
- Speeches

Logo appearance in promotion

Council's corporate logo must appear prominently in all promotional and publicity activity, material and publications relating to the funded project or event. All successful grant applications will receive a copy of the logo. Please forward collateral featuring the council logo to Council's Community Investment Officer who will seek approval from the Brand Manager.

Stickers

Where applicable a sticker provided by Council is to be placed on the purchased equipment funded by the grant program. Decisions about the size and placement of stickers will be made in consultation with the Community Investment Officer Team.



Use of Council's brand (continued)

Signage

Council acknowledgment is required to appear as signage displayed prominently and neatly on or near the primary site of the project or event or in the building. Standard acknowledgement signage is available from Council for this purpose. It is the responsibility of the applicant to arrange collection, return and installation of any signage.

Acquittal

As part of Council's grant conditions, it is a requirement to demonstrate how Council was acknowledged for the funding in your acquittal. Please attach evidence of promotional materials, photographs of the event or any details that can show our officers how Council's investment in your event/project was acknowledged.

Attachments

Council will provide the applicant with electronic logo files.

Gladstone Regional Council Logo in three versions

- a) Standard colour logo
- b) White horizontal (for use on dark backgrounds)
- c) Black horizontal



Useful links and resources



Council has developed a Gladstone Regional Events Strategy 2019 – 2024 to strengthen the region's profile and position as a nationally recognised event destination.

www.gladstone.qld.gov.au/gladstone-regional-events-strategy



Council has also developed the Gladstone Region Visitor Economy Strategy 2025

www.gladstone.qld.gov.au/downloads/file/2472/gladstone-region-visitor-economy-strategy-2025

All infrastructure projects impacting on Council land or buildings must receive consent prior to any works commencing. Please contact the Development Services team via email (info@gladstone.qld.gov.au) to request an application for Lessor Consent. Please allow 6 weeks processing time to receive your letter of consent from Council.

Some projects may require development or works approvals. Council's Development Services Department provides a cohesive and well-rounded team which provides Planning, Building and Plumbing advice across the region. The department deals with complex development, compliance and statutory issues and is outcome focused as opposed to process. The department is a 'one stop shop' for all development needs and can provide all advice and approvals in a timely manner.

www.gladstone.qld.gov.au/development-applications

When holding events on Council land (e.g. park, beach or road) you will need a permit from Council. You can find information and the application form on Council's website.

www.gladstone.qld.gov.au/book-park

Our Community offers advice and training, useful and relevant templates, and links to further resources for not-for-profit groups on governance, marketing and budgets.

www.ourcommunity.com.au

The Queensland Council of Social Service (QCOSS) - Community Door provides information for community-managed organisations to assist in all aspects of their operation.

www.communitydoor.org.au

Council jointly funds Not For Profit House to offer community groups and businesses within the Gladstone Region assistance through a Grant writing support service.

www.nfphouse.org.au/programs



Other funding

Gladstone Region Council Funding Finder powered by GrantGuru

For business and community-based not-for-profit, this free site provides a comprehensive list of grant and funding opportunities available to you and features advanced filtering, allowing you to narrow down your search by activity, industry, and current and future grants.

www.gladstonerc.grantguru.com.au

GrantGuru Community

Free national grants list for not for profit organisations.

www.grantguru.com.au

Gladstone and District Sports Foundation Fund

The Gladstone and District Sports Foundation supports individual sports people who reside in the Gladstone Regional Council area to compete at a national or international level.

www.gladstonesportsfoundation.com.au

Indigo Gold

Indigo Gold offers an online grant writing webinar series and free general list for grant funding more than \$10,000, or monthly listing of grants under \$10,000 – costs \$82.50 per year (this could be something that you share with another organisation).

<https://indigogold.com.au/new-grants-lists-and-workshops>

Queensland Council of Social Service

Free list of ongoing grants and information that are relevant to community and social service organisations.

www.qcross.org.au/grants

Tender Bridge

Tender Bridge contains resources on philanthropy in education, for use by schools and education centres.

<https://opac.acer.edu.au/tenderbridge>





Community Investment Officer

communityinvestmentprogram@gladstone.qld.gov.au
(07) 4976 6300



www.gladstone.qld.gov.au

