Community Investment Program

Fundseeker Toolkit

GLADSTONE
REGIONAL COUNCIL

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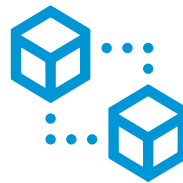
Council offers various funding streams for groups and organisations looking for funding assistance in the form of donations, sponsorships and/or grants.

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;

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

Eligible Organisations can apply for and receive funds from Council multiple times within the one financial year provided that each application is lodged under a different initiative under the same or different Fund and applications meet the guidelines of the chosen Fund applied for.

Funding opportunities available include:

Grassroots Fund

Through the Grassroots Fund applicants can request funding up to $10,000 to strengthen their community or organisations to develop and/or deliver initiatives, programs, or projects that meet one of the Grassroots Fund objectives.

- Applicants can apply up to a maximum of $10,000 (excluding GST).
- Two (2) funding rounds per year.

Elevator Fund

The Elevator Fund is intended for higher cost, higher risk proposals of over $10,000, which will involve a more detailed application and acquittal process. Applicants will need to demonstrate a higher level of competency, capacity and planning capability to deliver the stated outcomes than what is required for Grassroots proposals.

- Applicants proposals will have to align with one or more of the five Elevator Fund Objectives.
- Applicants can apply for funding over $10,000 to a maximum of $30,000 (excluding GST).
- Two (2) funding rounds per year.

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.

- Projects align to one of the funding Objectives.
- Applicants can apply up to a maximum of $100,000 (excluding GST) with co-contribution of 20%.
- Applicants must attend an information session as advertised by Council to be eligible to apply.
- Detailed application and acquittal process.
- One (1) funding round per year.
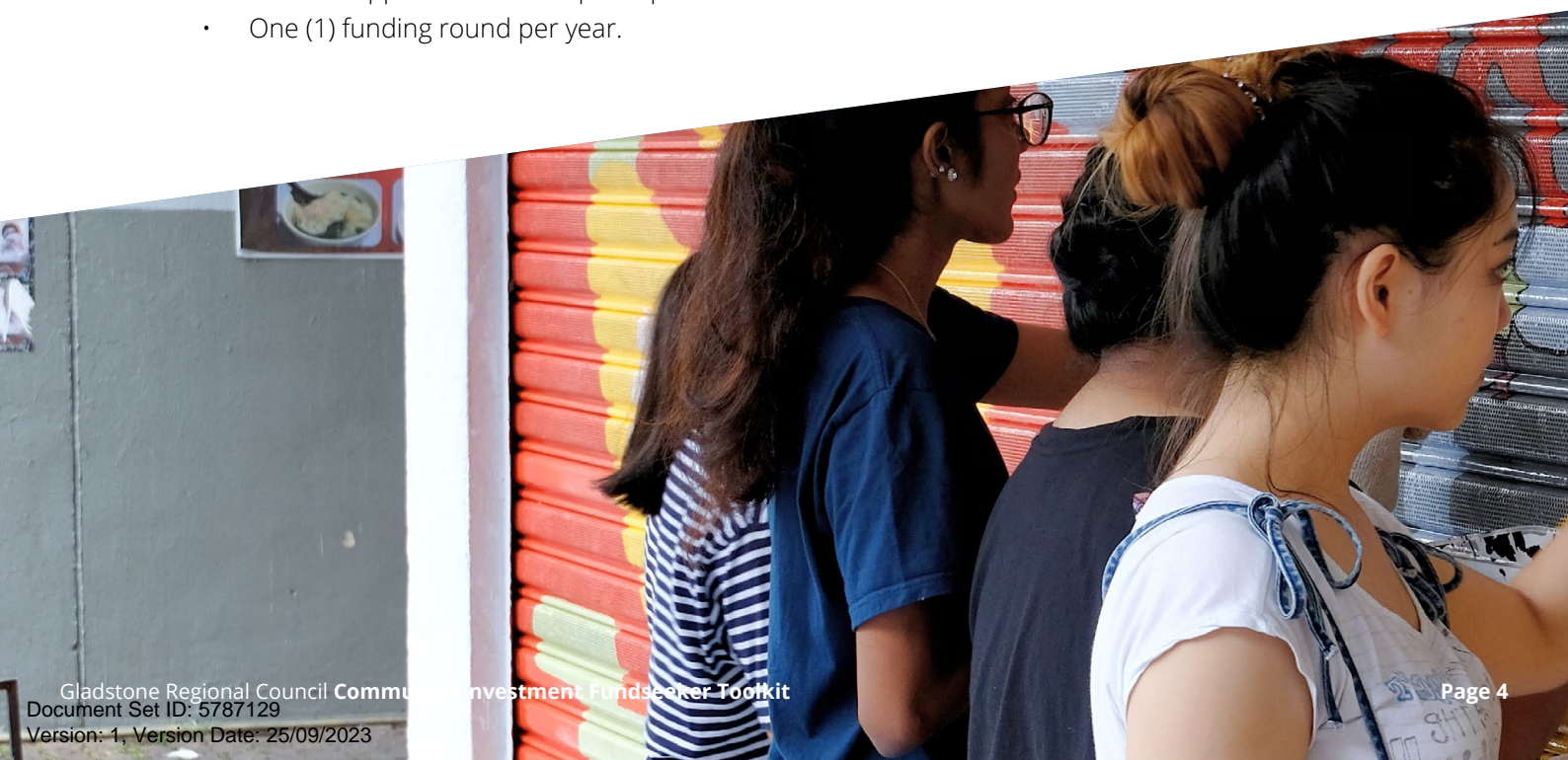
Funding Objectives for Grassroots, Elevator and Strategic Project Funds

Applicants to Grassroots, Elevator and Strategic project grants must align to the following funding objectives. These funding objectives align to Councils Community Development Strategy which aim to strengthen and enhance the health and wellbeing of the region:

- **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.

- **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.

Community Celebration Fund

Community Celebration Fund enables the development and delivery of initiatives and projects that facilitate community connection through events. Your application should demonstrate alignment to the following objectives:

- **Social & Community** drives social and community outcomes, including community pride and cohesion;
- **Destination** enhances the profile and appeal of the Gladstone Region;
- **Financial Sustainability** demonstrates financial sustainability;
- **Environmental Sustainability** demonstrates environmental sustainability;
- **Economic Impact** generates economic activity in the Gladstone Region;
- **Overnight Visitation** attracts external visitation specifically generating overnight visitor expenditure.

Applications will be considered under the following event categories and may included a cash component and/or an in-kind contribution:

Community Event
Support for community led events run by community organisations for broad public benefit.

- Applicants can apply all year round but must submit application eight (8) weeks prior to the event.
- Funding up to $1,500 (excluding GST)

Ignite Event, Impact Event and Destination Event
Applications for the following events are invited under an Expression of Interest (EOI) process. EOIs will be called for once per year and published on Council's website.

Council will negotiate the funding level of financial or inkind support with benefits aligning with the fund objectives. This process will allow Council to achieve more of a partnership approach that achieves the most equitable outcome to the community within the fund budget.

Impact Event	Destination Event	Signature Event
Up to $25,000	Up to $50,000	Over $50,000
Events attract 2,500 to 5,000 participants, with 10% out-of-region visitor attendance.	Events attract over 5,000 participants, with 15% out-of-region visitor attendance.	Events attract visitors that invest in the region and target over 25% out-of-region visitor attendance.
Support for events that demonstrate tourism and regional economy benefits.	Support for events that are well established, well designed, and clearly demonstrate return on investment through building community pride, return visitation, increase regional profile, and generate economic stimulus.	Support for events that drive the primary criteria of destination profile, economic impact and overnight visitor expenditure.

Community Hall Fund

The Community Hall Funding provides support to assist local organisations who own, lease, or manage a Community Hall within the Council area with operating costs.

- Applicants can apply up to a maximum of $2000 (excluding GST).
- Funding applications accepted all year round.
- This is a donation; no acquittal process is required following approved applications.

Charity Waste Waiver Fund

The Charity Waste Fund aims to assist charitable organisations that accept pre-loved household belongings from the burden of having to process and dispose of general waste.

- Applications can be received all year round, applicants are encouraged to apply in May/June for the following financial year.
- This is a donation; no acquittal process is required following approved applications.
- There is no maximum amount.
- Funds credited to Charity debtor account to be used at Council Waste facilities.

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.

Applications will be accepted year-round and may include a cash component and/or an in-kind contribution.

Community Donations Fund

Through the Community Donations Fund applicants can request funding up to $1,500 to support initiatives that contribute positively to the community that may not align with other funding provided for within the Community Investment Policy.

Bursary and Scholarships Fund

The purpose of this Fund is to provide Gladstone Regional Council area educational institutions with funding to recognise and reward excellence in the areas of academic success, attitude, attendance and community contributions. Councils liaises directly with educational institutions to manage this fund.
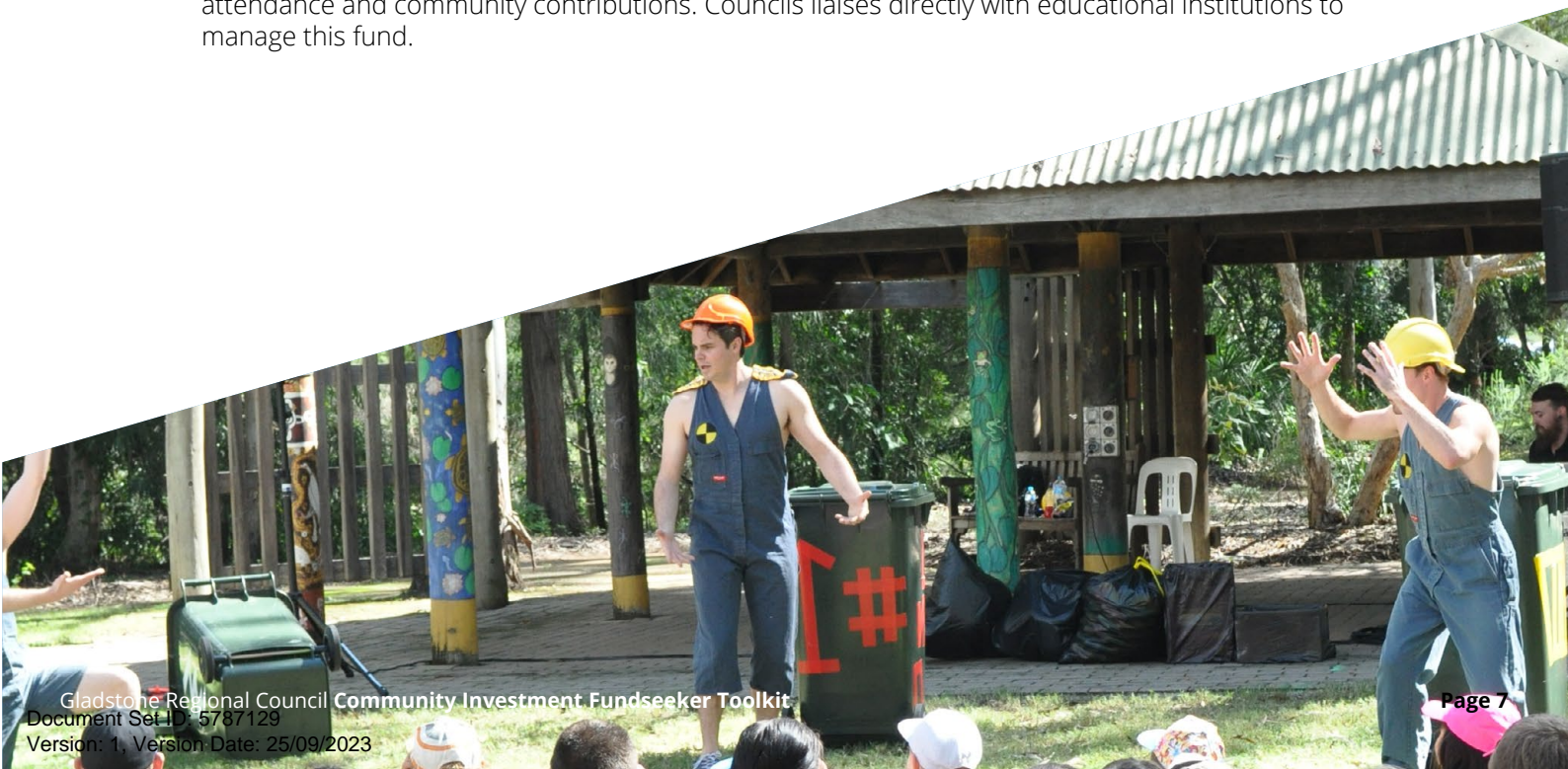
Regional Arts Development Fund (RADF)

Local arts and cultural groups and individuals, can apply for funding for specific short-term projects during two rounds each year, closing each March and August.

There are six funding categories:

1. Developing Regional Skills
2. Building Community Cultural Capacity
3. Regional Partnerships
4. Cultural Tourism
5. Concept Development
6. Contemporary Collections / Stories

For assistance with your submission, grant writing workshops are hosted in conjunction with funding rounds.

Workshop announcements will be made approximately 6 weeks prior to the close of each funding round.

Out-of-Round submissions are available under the Developing Regional Skills category for professional development opportunities that unexpectedly become available out of the normal local RADF rounds. Applicants are advised processing may take up to six weeks, using an application form downloaded below.

Submissions are assessed through locally determined policy, by a local committee of dedicated arts and community representatives.

More details can be found on the website - https://gragm.qld.gov.au/radf or by contacting the Gladstone Regional Art Gallery and Museum.

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Gladstone Regional Council to support local arts and culture in regional Queensland.

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;

- Community Hall Fund
- Charity Waste Fund
- Bursary and Scholarships Fund
- Strategic Projects Fund
- Grassroots Fund
- Elevator Fund
- Community Celebration Fund
  - Ignite Event
  - Impact Event
  - Destination Event
  - Signature Event
  - Community Event

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
#GRCCommunityInvestmentProgram
#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.

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 Councils 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.qcoss.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

Definitions

Active Recreation

Means an activity engaged in for the purpose of relaxation or enjoyment with primary activity/focus requiring physical effort. These activities are not based on formal completion and generally lack prescribed rules.

Applicant

An individual or organisation or group applying for funding through the Community Investment Program.

Acquit

To advise Council of the outcomes of assistance provided through a Sponsorship grant through the on-line form provided.

Assessment Criteria

Criteria that have been developed for assessing applications received and guiding funding distribution.

Community Investment Team

A team within Gladstone Regional Council responsible for the administration of grants, donations and sponsorship.

Community Organisation

Means an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit.

Development Application Fee

Means a fee associated with the initial lodgement of a new application for building work, operational works, plumbing work, material change of use or reconfiguring a lot.

Donation

Means a contribution of goods or cash to a community organisation without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily.

Grant

Means a financial payment from Council for non-commercial projects, activities or items which meet specific criteria within a formal application, assessment and acquittal process and any financial or other assistance given is conditional upon agreed terms and conditions.

Incorporated Association

Means an organisation incorporated under the Association Incorporation Act 1981 or other relevant legislation.

In-kind contribution

Means the provision of any service, product or use of facility that would normally attract a fee and includes services procured by Council from external suppliers at its costs. This contribution may be provided in lieu of and/or in addition to a monetary contribution.

Definitions

Not-For-Profit

Means an organisation which does not operate for the profit, personal gain, or benefit of a person, people or members.

Plant and equipment

Means any machinery or tool asset with a life of more than one year. For the purpose of this policy, it does not include any stage or audio equipment.

Project

Means a service, event, activity or equipment purchase for which an organisation might seek assistance.

Public Interest

Means the extent to which the community will be enhanced through funding the delivery of perceived benefits (social, educational, economic, environmental, cultural, and sport and recreational) of proposed projects and activities, having regard to competing interests/or priorities.

Sponsorship

Means a mutually negotiated arrangement entailing the provision of funds and/or in-kind contribution associated with an event, organisation or project, and results in tangible benefits (advertising, publicity or other) to Council as the sponsoring organisation.

Sport

Means human activity capable of achieving a result requiring physical exertion and/or physical skill, which by its nature is competitive and is considered a sport.

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

www.gladstone.qld.gov.au