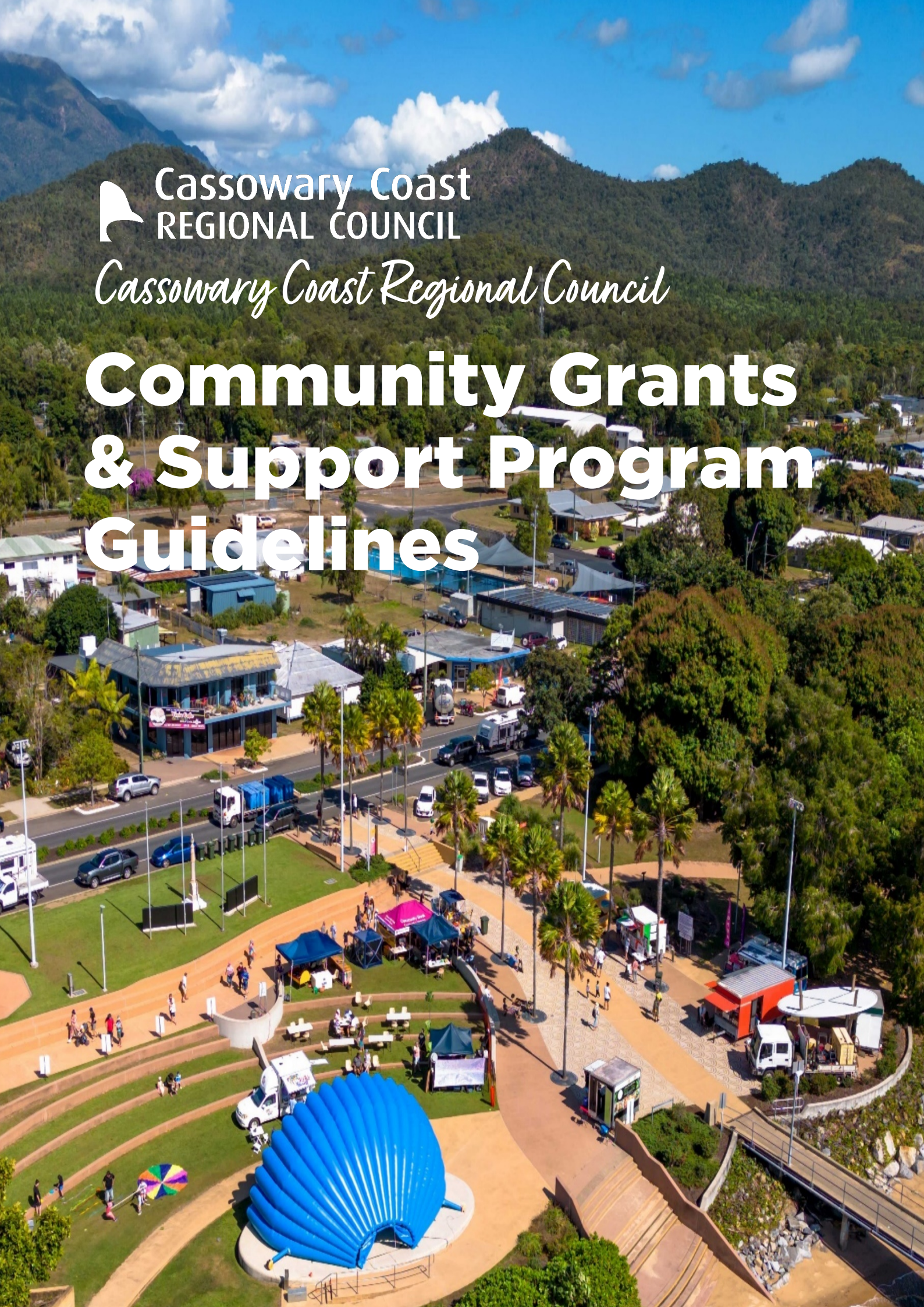




Cassowary Coast  
REGIONAL COUNCIL

*Cassowary Coast Regional Council*

# Community Grants & Support Program Guidelines



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# *Acknowledgement of Country*

Cassowary Coast Regional Council acknowledges the Traditional Custodians of the land and sea on which we operate, the Mamu, Djiru, Girramay, Gulngay, Warrgamay, Jirrbal and Bandjin Peoples. We wish to acknowledge our respect for their current and emerging leaders and those in the dreaming. We thank all First Nations people for the contributions they make in building this community.

## Objectives

Cassowary Coast Regional Council Community Grants and Support Program provides support for identified community members and local community organisations that endeavour to make positive change and contribute to a vibrant community. Applicants are subject to eligibility criteria and must complete the relevant application through Council's Smarty Grants portal with all supporting documentation in order for the application to be considered.

Council provides Community Grants and Support to respond to community priorities and need; to create a more sustainable and resilient community by delivering social (including health and wellbeing), cultural, environmental and economic outcomes through the funding streams.

Projects and initiatives selected will align with Council's Vision - *We aspire to provide great experiences, deliver value and create a sustainable future for our community.*

Objectives of the Cassowary Coast Regional Council Community Grants and Support Program:

- Create opportunities for diverse activities and events to meet identified community priorities that align with Council's vision and strategic objectives in accordance with [Council's 2021-2025 Corporate Plan](#).
- Build community skills, capacity and resilience.
- Develop and maintain community infrastructure.
- Strengthen our community through social inclusion and collaboration.
- Form collaborative partnerships to prioritise physical and mental wellbeing of residents.
- Prioritise the natural environment.

In accordance with Council's Community Grants and Support Policy, the local government principles prescribed in the Local Government Act 2009 (Qld) apply to Council's Community Grants and Support Program.

*s4(2) The local government principles are—*

- (a) transparent and effective processes, and decision-making in the public interest; and*
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and,*
- (c) democratic representation, social inclusion and meaningful community engagement; and*
- (d) good governance of, and by, local government; and*
- (e) ethical and legal behaviour of councillors, local government employees and councillor advisors*



below.

### Grant and Support Funds 2023-2024 Financial Year

Funding Stream	2023-2024 Budget Allocation	Timing
<b>Community Wellbeing and Lifestyle</b> (Round 1 2023 only)	\$20,000 \$20,000 per round	Round 1 – September 2023
<b>Economic Development</b> (Round 1 2023 only)	\$20,000 \$20,000 per round	Round 1 – September 2023
<b>Community &amp; Economy (from Round 2 2024)</b>	\$40,000 \$40,000 per round	Round 2 – February 2024
<b>Environmental Sustainability</b>	\$40,000 \$20,000 per round	Round 1 – October 2023 Round 2 – February – 2024
<b>Community Infrastructure</b>	\$100,000	Round 1 – October 2023
<b>Sports Clubs and Active Recreation Insurance Support Program</b>	\$6,000	Round 1 – February 2024 and ongoing until funds expended
<b>Mayor's Emergent (Rapid Response)</b>	\$10,000	Ongoing until funds expended
<b>Youth Assistance</b>	\$10,000	Ongoing until funds expended
<b>Youth Bursary</b>	\$1,200	Round 1 – November 2023
<b>ANZAC Day and Battle of the Coral Sea Commemorations</b>	\$16,000	Round 1 – October 2023

*Note – Community Wellbeing & Lifestyle and Economic Development Streams have merged for 2024 Round 2 applications*

- For Program Funding Streams with more than 1 funding round per annum, if Round 1 is under-subscribed, the remaining funds will roll-over to Round 2 within a financial year.
- Council can allocate any unexpended funds in a Program Funding Stream to another Program Funding Stream if appropriate and if other Streams are over-subscribed in the final grant rounds for the financial year.
- Program Funding Streams that have ongoing applications throughout the financial year will be open until all funds are expended with no further funds available in the 2023-2024 financial year.
- Timing of the opening and closing dates of Funding Streams may vary from time to time in response to operational requirements.
- Other Program Funding Streams may be added through the financial year.

## Eligibility

All individuals or groups applying for Community Grants and Support must comply with the specific requirements of the funding stream that they are applying for. The intention of the Community Grants and Support Program is to support small scale, community projects and individual endeavours. Those seeking funding outside of this Program should contact Council to discuss other options.

### Eligible organisations:

- Be a legal not for profit organisation or registered charity (including Parents and Citizens and Parents and Friends Associations) or be auspiced by an incorporated not for profit organisation, complying with all legislative requirements at the time of making application to the Program. Auspice organisations accept legal and financial responsibility for the project/initiative the organisation is making application for.
- Operating within Cassowary Coast Local Government Area or delivering a project/initiative within the Cassowary Coast Local Government Area.
- The majority of members residing in the Cassowary Coast Local Government Area.
- Have no outstanding debts with the Cassowary Coast Regional Council and be financially viable.
- Have no outstanding grant acquittals for any previous Grants or Program Support from Council unless through an Auspice arrangement.
- Have a bank account in the name of the legal entity making application to the Program.
- Have the necessary insurances including public liability.
- Ability to obtain appropriate permits for the project/initiative the organisation is making application for.
- Meet the eligibility criteria of the Program Funding Stream.

### Ineligible Organisations:

- Local, state or federal government departments, organisations and agencies
- Private and public educational organisations (excluding Parents and Citizens and Parents and Friends Associations)
- Religious, political or discriminatory organisations
- Unions and student guilds
- Research foundations and trusts
- Professional associations
- For profit entities
- Organisations that have not satisfactorily acquitted previous Council grants or funding support
- Do not meet the eligibility criteria of the Program Funding Stream

### Eligible Individuals:

- Must reside within the Cassowary Coast Local Government Area
- Must meet the eligibility criteria of the Program Funding Stream

### Ineligible Individuals:

- Reside outside of the Cassowary Coast Local Government Area
- Do not meet the eligibility criteria of the Program Funding Stream

### Ineligible Items (unless otherwise specified in the Program Funding Stream):

- Items or projects that are the core business or responsibility of a government department
- Retrospective funding, that is, projects or initiatives that have already started or are completed
- Recurrent and operational expenses such as wages, rent, insurance, telephone, clothing,

uniforms (except for the Get Active Program Stream), relocation costs etc.

- Promotional items or merchandise
- Prize money, raffle prizes or fundraising activities
- Debt or loan repayments
- Grant writer fees and associated costs
- Alcohol
- Contingency costs
- Auspice or project management fees
- Projects or initiatives that have a commercial purpose
- Projects or initiatives that do not meet applicable legislative requirements
- Projects or initiatives that have received funding through Council sponsorship or other support arrangements
- Projects or initiatives that do not involve the Cassowary Coast Community

### **Ineligible applications:**

- Applications that are incomplete including not providing all requested supporting documentation in accordance with Program Funding Stream Guidelines.
- Applications that do not comply with the Community Grants and Support Policy and/or the Eligibility Criteria and Guidelines of the Program Funding Stream.
- Applications that are made by an ineligible organisation or individual.
- Applications that do not prioritise local suppliers unless the goods or services are not able to be sourced within the Cassowary Coast Local Government Area.
- Applications that are from an organisation that has already received funding in the current financial year through the Community Grants and Support Program, unless the application is through Auspicing arrangements, or the applicant has received funding through the Community Infrastructure Program Stream.
- Applications that are not lodged through Council's Smarty Grants platform.



## **COMMUNITY AND ECONOMY PROGRAM STREAM**

### **Aspirations**

- Our community is enjoying enhanced liveability with a strong sense of pride, belonging and connection, with improved access to quality health and wellbeing and community services.
- We have a resilient economy leveraging opportunities through strategic partnerships and collaboration between all levels of government, community and industry.
- We meet the social, economic and environmental challenges of our region to provide long-term inclusive and sustainable socio-economic outcomes using a place-based, community-first approach.

### **Program Stream Criteria**

- Provide inclusive and diverse events or activities for the region and engage marginalised or other priority groups.
- Increase participation in activities which increase physical activity and/or that target priority groups.
- Activities which support social or emotional well-being.
- Create strong, resilient communities and social networks.
- Support activation, events or place making.
- Increase and diversify employment opportunities and increase economic diversification.
- Support new or existing tourism events.
- Increase visitor spending and exposure for the region.
- Promote collaboration between businesses.
- Grow local supply chains, local food production and/or processing capacity.
- Fill gaps in product and service delivery, support niche markets.
- Increase industry and business capacity and capability.

### **Examples:**

- Sporting events
- Physical activity classes
- Peer support groups
- Neighbourhood groups
- Workshops or classes
- Events providing economic outcomes, workshops, network meetings, strategic plan development.

### **Available Funding:**

- The Community Wellbeing and Lifestyle and Economic Development Program Streams have merged as from Round 2 in 2024 to become the Community & Economy Program Stream.
- Total merged program funding for the 2023-2024 financial year is \$80,000 with 2 funding rounds with an allocation of \$40,000 per round.
- Minor Community & Economy Projects up to \$2,000.
- Major Community & Economy Projects from \$2,001 to \$5,000.
- Minor applications request less detail than major applications.
- Minor applications are not required to demonstrate a co-contribution to the project or initiative.
- Major applications are required to demonstrate a 10% co-contribution to the project which can be in-kind and/or financial.

Assessment Criteria	Weighting
Alignment with Program Stream Criteria <ul style="list-style-type: none"> <li>How does the application meet the criteria?</li> </ul>	20%
Project Need <ul style="list-style-type: none"> <li>Explain the need for the project.</li> <li>Explain how the need was identified.</li> <li>Include evidence to support the need (letters of support).</li> </ul>	25%
Project Outcomes <ul style="list-style-type: none"> <li>How will the project benefit the Cassowary Coast community?</li> <li>Is the project accessible to the target members of the Cassowary Coast community?</li> <li>Who will specifically benefit from the project e.g. seniors, youth, First Nations peoples and businesses, micro businesses, industry sector, women in business?</li> <li>Will the project utilise local suppliers? If not, please explain why?</li> <li>Does the project collaborate with other organisations within the Cassowary Coast Local Government Area?</li> <li>Does the project align with Council's Corporate Plan and Strategies (eg Tourism Strategy, Economic Development Strategy, Events Strategy)?</li> </ul>	25%
Organisational Capacity <ul style="list-style-type: none"> <li>How will the project be delivered (e.g. Project Plan/Event Management Plan)?</li> <li>Who will deliver the project?</li> <li>Outline project milestones including approvals (e.g. Event Permit).</li> <li>Outline relevant experience with delivering similar projects.</li> <li>Has the applicant demonstrated the required in-kind contribution in accordance with the program guidelines?</li> <li>In-kind contributions are those contributions of goods or services rather than financial contributions (e.g. labour, donated goods or services).</li> <li>Volunteers' labour is valued at \$46.62 per hour (ABS).</li> <li>Professional and contractor in-kind services are generally valued at market rates.</li> <li>New goods and services donated are generally valued at market rates.</li> </ul>	15%
Value for Money <ul style="list-style-type: none"> <li>Completion of a budget.</li> <li>Application must include quotes.</li> <li>Quotes are not required for budget items less than \$500.</li> <li>One (1) written quote is required from a local supplier where local suppliers exist for budget items over \$500 otherwise quotes will be accepted from non-local suppliers.</li> </ul>	15%

## **ENVIRONMENTAL SUSTAINABILITY PROGRAM STREAM**

### **Our Aspirations**

Council is partnering with First Nations' elders, sustainability leaders, local businesses and community members to help preserve and regenerate the region's unique biodiversity within the UNESCO World Heritage areas of the Wet Tropics and Great Barrier Reef, our coastline, rain forests, waterways and other natural environments for current and future generations.

### **Program Stream Criteria:**

- Build capacity in sustainability practices.
- Support biodiversity, increase knowledge of local flora and fauna.
- Increase participation in community environmental or conservation activities or projects.
- Support the implementation of sustainable practices for the community.
- Focus on environmental education and implementation of grass roots initiatives.
- Encourage re-use, reduce and recycling and diversion of waste from landfill.
- Essential equipment and/or training for wildlife carers.
- Support the reduction of energy consumption and greenhouse gas emissions.

### **Examples:**

- Sustainability workshops
- Community gardens
- Eco-events
- Waste awareness and reduction initiatives
- Native beekeeping
- Environmental monitoring

### **Available Funding:**

- Program funding for the 2023-2024 financial year is \$40,000 with 2 funding rounds with an allocation of \$20,000 per round.
- Minor Environmental Sustainability Projects up to \$2,000.
- Major Environmental Sustainability Projects from \$2,001 to \$5,000.
- Minor applications request less detail than major applications.
- Minor applications are not required to demonstrate a co-contribution to the project or initiative.
- Major applications are required to demonstrate a 10% co-contribution to the project which can be in-kind and/or financial.

Assessment Criteria	Weighting
Alignment with Program Stream Criteria <ul style="list-style-type: none"> <li>How does the application meet the criteria?</li> </ul>	20%
Project Need <ul style="list-style-type: none"> <li>Explain the need for the project</li> <li>Explain how the need was identified</li> <li>Include evidence to support the need (letters of support)</li> </ul>	25%
Assessment Criteria	Weighting
Project Outcomes <ul style="list-style-type: none"> <li>How will the project benefit the Cassowary Coast community?</li> <li>Is the project accessible to the target members of the Cassowary Coast community?</li> <li>Who will specifically benefit from the project e.g. micro businesses, industry sector, women in business, First Nations businesses?</li> <li>Will the project utilise local suppliers? If not, please explain why?</li> <li>Does the project collaborate with other organisations within the Cassowary Coast Local Government Area?</li> <li>Does the project align with Council's Corporate Plan and Strategies (including Tourism Strategy, Economic Development Strategy, Events Strategy)?</li> </ul>	25%
Organisational Capacity <ul style="list-style-type: none"> <li>How will the project be delivered (e.g. Project Plan/Event Management Plan)?</li> <li>Who will deliver the project?</li> <li>Outline project milestones including approvals e.g. Event Permit</li> <li>Outline relevant experience with delivering similar projects</li> <li>Has the applicant demonstrated the required in-kind contribution in accordance with the program guidelines?</li> <li>In-kind contributions are those contributions of goods or services rather than financial contributions (e.g., labour, donated goods or services)</li> <li>Volunteers' labour is valued at \$46.62 per hour (ABS)</li> <li>Professional and contractor in-kind services are generally valued at market rates</li> <li>New goods and services donated are generally valued at market rates</li> </ul>	15%
Value for Money <ul style="list-style-type: none"> <li>Completion of a budget</li> <li>Application must include quotes.</li> <li>Quotes are not required for budget items less than \$500</li> <li>One (1) written quote is required from a local supplier where local suppliers exist for budget items over \$500</li> </ul>	15%

## COMMUNITY INFRASTRUCTURE PROGRAM STREAM

### Our Aspirations

We are enjoying sustainable and responsible growth and development, with plans being actioned to deliver sufficient infrastructure, housing and community facilities, and safe, well-connected places and spaces that support and enhance quality of life for our community.

### Program Stream Criteria:

- Projects must develop, renew, enhance or improve community facilities that deliver public benefit and quality outcomes for the Cassowary Coast community.
- Applicants must hold a lease or licence or an ongoing and current agreement over the land or own the building and/or land.
- Applicants must provide evidence of any permissions needed including planning and building approvals and this can include pre-lodgement discussions with Council.
- Applicants must not have any outstanding maintenance works or rectification notices.
- Applicants must have written approval from the owner (lessor) if required.
- If a Community Infrastructure Project Funding Round is over-subscribed, preference will be given to organisations who have been awarded co-funding for the project from sources other than Cassowary Coast Regional Council (e.g. State or Federal Funding, Philanthropic Foundation).
- Successful applicants under the Community Infrastructure Program Stream are eligible to apply for other Funding Streams within the Community Grants and Support Program with the relevant criteria applicable.

### Examples:

- Upgrades or refurbishments to existing facilities.
- Fencing, grandstands, shade shelters or seating.
- Fit outs required for occupation or use.
- Sports-specific infrastructure such as lighting, goal posts, scoreboards.
- Permanent fixtures/improvements to a building such as air conditioning, solar panels, solar battery storage and awnings.

### Available Funding:

- Program funding for the 2023-2024 financial year is \$100,000 with 1 funding round
  - Stream A - Minor Community Infrastructure Program Funding is \$25,000
  - Stream B – Major Community Infrastructure Program Funding is \$75,000
- Minor Community Infrastructure Projects maximum funding available per application is up to \$5,000.
- Minor Community Infrastructure Applications up to \$2,000 are not required to demonstrate a co-contribution to the project.
- Minor Community Infrastructure Applications from \$2,001 to \$5,000 are required to demonstrate a 10% co-contribution to the project which can be in-kind and/or financial.
- Major Community Infrastructure Projects applications must be from \$10,000 to \$30,000 per application.
- Major Community Infrastructure Applications are required to demonstrate a 20% co-contribution to the project which can be in-kind and/or financial. A minimum of the co-contribution must be 10% financial contribution.
- Minor applications request less detail than major applications.
- If a Community Facility Project Funding Round is over-subscribed, preference will be given to organisations who have been awarded co-funding for the project from sources (e.g. State or Federal Funding, Philanthropic Foundation) other than Cassowary Coast Regional Council.

Assessment Criteria	Weighting
Alignment with Program Stream Criteria <ul style="list-style-type: none"> <li>How does the application meet the criteria?</li> </ul>	20%
Project Need <ul style="list-style-type: none"> <li>Explain the need for the project</li> <li>Explain how the need was identified</li> <li>Include evidence to support the need (letters of support)</li> </ul>	25%
Project Outcomes <ul style="list-style-type: none"> <li>How will the project benefit the Cassowary Coast community and/or environment?</li> <li>Is the project accessible to the target members of the Cassowary Coast community?</li> <li>Who and/or what will specifically benefit from the project?</li> <li>Will the project utilise local suppliers? If not, please explain why?</li> <li>Does the project collaborate with other organisations within the Cassowary Coast Local Government Area?</li> <li>Does the project align with Council's Corporate Plan and Strategies?</li> </ul>	25%
Organisational Capacity <ul style="list-style-type: none"> <li>How will the project be delivered (e.g. Project Plan/Event Management Plan)?</li> <li>Who will deliver the project?</li> <li>Outline project milestones including approvals e.g. Event Permit</li> <li>Outline relevant experience with delivering similar projects.</li> <li>Governance must be demonstrated – incorporated for a minimum of 12 months, charter/constitution, sign on practices.</li> <li>Has the applicant demonstrated the required in-kind contribution in accordance with the program guidelines?</li> <li>In-kind contributions are those contributions of goods or services rather than financial contributions (e.g. labour, donated goods or services).</li> <li>Volunteers' labour is valued at \$46.62 per hour (ABS).</li> <li>Professional and contractor in-kind services are generally valued at market rates.</li> <li>New goods and services donated are generally valued at market rates.</li> <li>If a Major Community Facility Project Funding Round is over-subscribed, preference will be given to organisations who have been awarded co-funding for the project from sources other than Cassowary Coast Regional Council.</li> </ul>	15%
Value for Money <ul style="list-style-type: none"> <li>Completion of a budget</li> <li>Application must include quotes.</li> <li>Quotes are not required for budget items less than \$500</li> <li>One (1) written quote is required from a local supplier where local suppliers exist for budget items over \$500</li> <li>At least two (2) written quotes are required from local suppliers where local suppliers exist for budget items valued at greater than \$5,000 and less than or equal to \$15,000</li> <li>At least three (3) written quotes are required from local suppliers where local suppliers exist for budget items valued at greater than \$15,000</li> <li>If no local suppliers exist, quotes will be accepted from non-local suppliers</li> </ul>	15%

## **SPORTS CLUBS AND ACTIVE RECREATION INSURANCE SUPPORT PROGRAM**

### **Our Aspirations**

Our Community is enjoying enhanced liveability with a strong sense of pride, belonging and connection, with improved access to quality health and wellbeing and community services.

### **The Program**

The Sports Club and Active Recreation Insurance Support Program provides responsive funding support for public liability insurance for not for profit sports and active recreation clubs within the Cassowary Coast Local Government Area.

### **Program Stream Criteria:**

- Applicants must be a local or regional level Queensland not for profit sport or active recreation organisation operating within the Cassowary Coast Local Government Area.
- Applicants must provide their certificate of currency or an insurance renewal notice for public liability payable or paid within the current financial year.
- Applications can be retrospective provided that the application is for insurance paid or payable within the current financial year.
- Eligible organisations may only submit one application per round of the Program.
- Organisations undertaking the sport or active recreation activities listed in Table One: Eligible Sport and Active Recreation Activities, are eligible to apply to this Program Stream.
- Applicants must have a membership of 20 or more active members.

### **Program Funding Categories:**

- Program funding for the 2023-2024 financial year is \$6,000.
- The Sports Clubs and Active Recreation Insurance Support Program accepts ongoing applications of \$250.00 throughout the financial year until the budget is fully expended.
- Successful applicants under the Program are eligible to apply for other funding streams within the Community Grants and Support Program.



**Table One: Eligible Sport and Active Recreation Activities (Sports Clubs and Active Recreation Insurance Support Program)<sup>1</sup>**

Abseiling	Equestrian	Netball	Softball
Acrobatics	Extreme Sport	Netball - Indoor	Squash
Adventure Racing	Fencing	Orienteering	Stand Up Paddleboarding
Active Recreation	Fistball	Outrigger Canoeing	Surf – Other (e.g. Kitesurfing)
Aerobics	Fitness	Oztag	Surfing
Aerobics - Aqua	Floorball	Paintball	Surfing - Body Boarding
Aikido	Football	Parachuting	Swimming
Air Sport	Football - Indoor	Parkour	Swimming - Synchronised
Archery	Futsal	Petanque	Table Tennis
Athletics	Gaelic Football	Pickleball	Taekwondo
Athletics Little	Gateball	Pilates	Tai Chi
Australian Football	Gelball	Polo	Tennis
Badminton	Geocaching	Polocrosse	Tenpin bowling
Baseball	Gliding	Pony Club	Touch
Basketball	Goalball	Power Boats	Traditional Indigenous Games
Baton Twirling	Golf	Power Lifting	Trail Bike Riding
Beach Volleyball	Gridiron	Riding For Disabled	Trampolining
BMX	Gymnastics	Rock Climbing	Triathlon
Bocce	Handball	Rodeo (Team penning / Barrel racing )	Ultimate Disc (inc Disc Golf)
Boccia	Hang Gliding	Rogaining	Underwater Sports
Bowls - Indoor	Hockey	Roller Blading	Vigoro
Bowls - Lawn	Horse Riding - Recreational	Roller Derby	Volleyball
Boxing	Ice Hockey	Roller Skating	Wakeboarding
Boxing - Kick	Ice Racing	Roller Sports	Walking
Broomball	Ice Skating	Rowing	Water Polo
Bushwalking	Inline Hockey	Rugby League	Water Skiing
Calisthenics	Ju Jitsu	Rugby Union	Wave Ski Surfing
Campdraft	Judo	Running	Weightlifting
Canoeing	Karate	Sailing	Wheelchair Basketball
Carriage Driving	Karting	Scuba	Wheelchair Rugby
Cheerleading	Kayaking	Shooting	White Water Rafting
Climbing - Indoor	Kendo	Shooting - Clay Target	Windsurfing
Cricket	Lacrosse	Shooting - Pistol	Woodchopping
Cricket - Indoor	Laser tag	Shooting - Rifle	Wrestling
Croquet	Life Saving Royal	Shooting - Sporting	Yachting
Curling	Life Saving Surf	Shooting - Sporting Clays	Yoga
Cutting	Martial Arts	Shooting - Target	Zen Do Kai
Cycling	Medieval Combat	Skate - Scooter Activities	Zumba
Dancesport	Mixed Martial Art	Skate Boarding	
Disability Sports	Modern Pentathlon	Skiing	
Diving	Motor Sport	Sky Diving	
Dragon Boating	Motorcycling	Snowboard	
Drill Dance	Mountain Bike Orienteering	Snow Sports	
Endurance Riding	Mountain Biking		

<sup>1</sup> Queensland Government Active Clubs Program – Sports Clubs and Recreation Activities

## YOUTH ASSISTANCE

### Our Aspirations

Our community is enjoying enhanced liveability with a strong sense of pride, belonging and connection, with improved access to quality health and wellbeing and community services.

### The Program

STEAM and Sport Youth Assistance supports the personal development of young people under the age of 18 to compete in officially recognised competitions in the areas of Science, Technology, Engineering, Arts and Mathematics (STEAM) or Sports.

Grants to individuals and teams are made available to assist with costs associated with travel, accommodation, nomination fees and the purchase of uniforms.

Written confirmation from the governing body confirming the individual or team selection must be attached to this application as part of the supporting documentation.

### Program Stream Criteria:

- Applicants must be a resident of the Cassowary Coast Local Government Area and 18 years of age and under
- Applicants must be representing the Cassowary Coast, a Northern Region or similar Zone, Queensland or Australia in an officially recognised STEAM or Sports event or competition
- The event must be amateur in status
- Applicants must provide a letter of selection or qualification to participate
- Applicants have a limit of one successful application per financial year

### Program Funding Categories:

Level	Individual Funding	Team Funding
Regional Level	\$150	\$300
State Level	\$200	\$400
National Level	\$300	\$600
International level	\$300	\$600

- Program funding for the 2023-2024 financial year is \$10,000.
- The Youth Assistance Program accepts ongoing applications throughout the financial year until the budget is fully expended.

## **YOUTH SPORTS BURSARY**

### **Our Aspirations**

Our community is enjoying enhanced liveability with a strong sense of pride, belonging and connection, with improved access to quality health and wellbeing community services.

### **The Program**

The Youth Sports Bursary Program aims to support young sportspersons and acknowledge an outstanding achievement in sport, in a non-professional sporting field.

#### **Program Stream Categories**

- Junior Sports Female (Age 8-12)
- Junior Sports Male (Age 8-12)
- Senior Sports Female (Age 13-18)
- Senior Sports Male (Age 13-18)
- Youth with a Disability Sports Person Male (Age 8-18)
- Youth with a Disability Sports Person Female (Age 8-18)

### **Program Stream Criteria:**

To be eligible for Youth Sports Bursary, nominees must

- Be an Australian Citizen.
- Be a resident of the Cassowary Coast Local Government Area (when nominations close).
- Be in the correct age group as nominated on the first day of January of the year when nominations close.
- All applications must have a supporting referee, nominations will be considered for one category only.
- Not have won a 'Sports Star' award or Sports Bursary in the last five years.

When considering nominations put forward for this Bursary, nominees should show an outstanding achievement in sport, in a non-professional sporting field. Consideration will be given to how the Bursary will be used to further develop skills or open up opportunities for the nominee.

Receipt of this Bursary does not prevent application to other Funding Programs within Council's Community Grants and Support Program.

### **Bursary Funding**

Bursary Recipients will receive a \$200 Award plus memorabilia (e.g. trophy/medallion, polo shirt, certificate or similar). Bursaries will not be required to be acquitted by recipients.

## EMERGENT NEEDS (RAPID RESPONSE)

### Our Aspirations

Our community is enjoying enhanced liveability with a strong sense of pride, belonging and connection, with improved access to quality health and wellbeing and community services.

### The Program

The Emergent Needs Program provides rapid response and limited financial support for community groups and organisations to support expenses that are generally unforeseen when planning events, activities or initiatives.

### Program Stream Criteria:

- Applicants must specify the Relevant Program Stream (Community and Economy or Environmental Sustainability) that they are making application under; and the activities, initiatives or events will need to meet the criteria within the relevant Program Stream, noting that the assessment criteria are to a lesser extent.
- Applicants cannot seek Emergent Needs funds under the Community Infrastructure Program Stream.
- Applicants must seek quotes from local businesses within the Cassowary Coast Local Government Area, unless the goods or services are not locally available.
- For this Program Stream only Eligible Organisations is extended to include -
  - Private and public educational organisations
  - Research foundations and trusts
  - Professional or for-profit entities

### Available Program Funding:

- Program funding for the 2023-2024 financial year is \$10,000.
- The Emergent Needs Program accepts ongoing applications up to \$1,000 throughout the financial year until the budget is fully expended.
- Organisations who have received funding from another Community Grants Stream are not eligible to make application to the Emergent Needs Program unless it is under auspicing arrangements for another group.

## ANZAC DAY AND BATTLE OF THE CORAL SEA COMMEMORATIONS

### Our Aspirations

Our community is enjoying enhanced liveability with a strong sense of pride, belonging and



connection, with improved access to quality health and wellbeing and community services.

### **The Program**

The ANZAC Day and Battle of the Coral Sea Commemorations Program Stream provides funding for eligible applicants to support commemorative activities for ANZAC Day and the Battle of the Coral Sea within the Cassowary Coast Local Government Area.

### **Program Stream Criteria:**

- Application for ANZAC Day Commemorations is only by invitation to RSL Sub Branches (Eligible Organisations) within the Cassowary Coast Local Government Area.
- Application for the Battle of the Coral Sea Commemorations is only by invitation to a community group or organisation that has, by long-standing custom and practice, been delivering the annual commemorations (Eligible Organisation) or to an RSL Sub Branch within the Cassowary Coast Local Government Area.
- Applications must be for community activities that commemorate the service and sacrifice of Australia's service personnel in wars, conflicts and peace operations on ANZAC Day and the Battle of the Coral Sea Commemorations.
- Applicants must provide details of how the funds will be used for the commemorative activities, including quotes.
- Applicants must seek quotes from local businesses within the Cassowary Coast Local Government Area, unless the goods or services are not locally available.
- Quotes are not required for budget items less than \$500
- One (1) written quote is required from a local supplier where local suppliers exist for budget items over \$500 otherwise quotes will be accepted from non-local suppliers.
- Successful applicants under the ANZAC Day and Battle of the Coral Sea Commemoration Program Stream are eligible to apply for other Funding Streams within the Community Grants and Support Program with the relevant criteria applicable.

### **Available Program Funding:**

- Program funding for the 2023-2024 financial year is \$16,000 with 1 funding round
- Stream A – Cardwell and El Arish ANZAC Day Commemorations and Battle of the Coral Sea Commemorations maximum funding of \$2,000 per eligible organisation each financial year.
- Stream B – Innisfail and Tully ANZAC Day commemorations maximum funding of \$5,000 per eligible organisation each financial year.
- Funding for each eligible organisation is in accordance with the eligible funding Stream
- Funding will only be made to eligible organisations that have received an invitation from Council to make application to the Program in a financial year.

## Lodging an Application

Applicants must read guidelines thoroughly and ensure they have all the necessary documentation and information available prior to beginning. Ensure you keep a copy of your application for your records.

Applications must include a detailed budget and should seek out quotations for services to ensure financial costing is as accurate as possible. The budget should include evidence of organisational contribution, which may include cash and in-kind support in accordance with the Program Stream Guidelines.

Grant applications must be submitted online through Council's Smarty Grants platform. Community Development Officers can provide guidance and assistance with lodgement of applications.

An eligible applicant may submit one application only each funding cycle. Applicants may apply in consecutive rounds only if previously secured funding has been fully acquitted and all other requirements have been met.

Council reserves the right to prioritise applicants who have not recently received funding. Those applicants applying for a RADF grant are not eligible to apply for a Community Grant within the same financial year. An Auspicing Organisation may auspice multiple organisations simultaneously provided there are no outstanding acquittals and the Auspicing Organisation can demonstrate they have the capacity to fulfill the Auspicing Arrangements.



## General Information For Applicants

<b>Lodging an application</b>	<ul style="list-style-type: none"> <li>• Applications must be submitted online via Council's grants and funding SmartyGrants portal.</li> <li>• Incomplete applications will not be considered.</li> <li>• Late applications will only be considered in extenuating circumstances on a case by case basis.</li> </ul>
<b>Supporting documents</b>	<ul style="list-style-type: none"> <li>• Current public liability insurance certificate.</li> <li>• Proof of not-for-profit status.</li> <li>• Written quotes as per Program Stream Guidelines.</li> <li>• Auspicing information if required.</li> <li>• Letters of support from community partners.</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Assessment Criteria are provided for within the Guidelines for each Fund Stream.</li> <li>• Community grants are competitive and submission of an application does not guarantee that the applicant will receive funding.</li> <li>• Applications are checked against all eligibility criteria; incomplete applications will not be assessed.</li> <li>• The number of applications approved will depend on available funding, should it be deemed appropriate part funding may be offered.</li> <li>• Applications will be assessed by a panel generally comprising of Council officers, a Councillor and where possible with specialists relevant to the subject of the application.</li> </ul>
<b>Conditions of Grant</b>	<ul style="list-style-type: none"> <li>• All Community Grants and Support awarded is subject to specific conditions.</li> <li>• The conditions will be set out in the grant agreement or other format and must be agreed upon before funding can be released.</li> </ul>
<b>In-kind support</b>	<ul style="list-style-type: none"> <li>• In-kind contributions are those contributions of goods or services rather than financial contributions (eg labour, donated goods or services).</li> <li>• Volunteers' labour is valued at \$46.62 per hour (ABS).</li> <li>• Professional and contractor in-kind services are generally valued at market rates.</li> <li>• New goods and services donated are generally valued at market rates.</li> </ul>
<b>Auspice arrangements</b>	<ul style="list-style-type: none"> <li>• A not for profit community organisation manages grant funding on behalf of another group.</li> <li>• The auspicing organisation enters into the funding agreement with Council and accepts legal and financial responsibility for the project/initiative the organisation is making application for.</li> <li>• The group seeking the auspice will undertake the work to deliver the funded project or activity.</li> </ul>

## General Information For Applicants cont.

<b>Local supplier</b>	<ul style="list-style-type: none"> <li>A Local Supplier is a supplier:               <ul style="list-style-type: none"> <li>(i) whose business is beneficially owned by persons who are residents and rate payers of the local government area of Council; or</li> <li>(ii) which has its principal place of business within the local government area of Council; or</li> <li>(iii) otherwise has a place of business within the local government area of Council which solely or primarily employs persons who are residents or rate payers of the local government area of Council.</li> </ul> </li> </ul>
<b>Conflict of interest</b>	<ul style="list-style-type: none"> <li>All officers or Councillors are responsible for recognising and declaring any actual, potential or perceived conflicts of interest. This may include, but is not limited to, personal connections with the applicant.</li> <li>Anyone having a determined conflict of interest should not debate or be involved in any discussions on any matter relating to the specific applicant.</li> </ul>
<b>Terms and conditions</b>	<ul style="list-style-type: none"> <li>Any funds remitted are to be used for the approved purpose described in the application.</li> <li>Reallocation of funds is not permitted unless authorised by Cassowary Coast Regional Council.</li> <li>Any variation to the funding terms and conditions must be made in writing to Council and it is at the discretion of Council to approve the variation request.</li> </ul>
<b>Acknowledgement of funding</b>	<ul style="list-style-type: none"> <li>As a condition of receiving funding, Council requests acknowledgment of contribution in the following ways -               <ul style="list-style-type: none"> <li>a) Acknowledgement in media releases and promotional activities.</li> <li>b) Brand exposure at events or associated functions.</li> <li>c) Opportunities for Council to do onsite promotion during events.</li> <li>d) Opportunities for Council participation in formal ceremonies.</li> </ul> </li> </ul>
<b>Notification of outcome</b>	<ul style="list-style-type: none"> <li>Once the grant rounds have closed and all applications have been reviewed, applicants will be notified in writing of the outcome of the application.</li> </ul>
<b>Acquittal</b>	<ul style="list-style-type: none"> <li>Acquittal must be completed within 90 days of the conclusion of the project through the provided link and will generally include an Outcome Report or certification that the funds have been spent in accordance with the grant conditions.</li> <li>Failure to complete the acquittal will impact any future grant applications with Council.</li> </ul>
<b>Enquiries</b>	<ul style="list-style-type: none"> <li>For further information please contact Council on 1300 763 903 or email <a href="mailto:community@ccrc.qld.gov.au">community@ccrc.qld.gov.au</a></li> </ul>



1300 763 903



[enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)



[cassowarycoast.qld.gov.au](http://cassowarycoast.qld.gov.au)



70 Rankin Street, Innisfail  
38-40 Bryant Street, Tully  
4 Balliol Street, Cardwell