



Cassowary Coast
REGIONAL COUNCIL

Community Grants & Support Program Guidelines 2024 - 2025





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*



COMMUNITY GRANTS AND SUPPORT FUNDS AVAILABLE FOR 2024 – 2025 FINANCIAL YEAR

The total funding pool of \$289,700 is available across the funding streams outlined in the table below.

Funding Stream	2024-2025 Budget Allocation	Timing
Community Projects & Initiatives	\$ 40,000 per round	Round 1 – July 2024
	\$ 40,000 per round	Round 2 – September 2024
	\$ 40,000 per round	Round 3 – March 2025
Community Infrastructure	\$125,000	Round 1 – August 2024 Round 2 – Only if Round 1 is undersubscribed
Emergent (Rapid Response) Fund	\$10,000	Ongoing until funds expended
Youth Assistance	\$10,000	Ongoing until funds expended
ANZAC Day and Battle of the Coral Sea Commemorations	\$16,000	Round 1 – October 2024
Sports Clubs and Active Recreation Insurance Support Program	\$7,500	Ongoing until funds expended
Sports Bursary	\$1,200	Round 1 - November 2024

- 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 subsequent funding rounds.
- 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 2024-2025 financial year.
- Timing of the opening and closing dates of Funding Streams may vary from time to time in response to operational requirements.

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.
- Operate within Cassowary Coast Local Government Area or delivering a project/initiative within the Cassowary Coast Local Government Area.
- Have a 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, or current sponsorship agreements for any previous Grants or Program Support from Council.
- Have a bank account in the name of the legal entity making application to the Program.
- Have the necessary insurances including public liability.
- Be able 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 Activities and Initiatives (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, relocation costs etc
- Accredited study, training or university courses that would be classed as professional development, this excludes essential short course upskilling for volunteers
- Promotional items or merchandise, prize money, raffle prizes or fundraising activities
- Promote or involve gambling related activities and / or does not support responsible drinking
- Debt or loan repayments
- Grant writer fees and associated costs
- Hospitality, catering, food and beverages, alcohol (minor catering/food as part of a broader community project may be considered)
- Intends to raise funds beyond what is needed to deliver the project and aim to boost general operating profits
- Contingency costs
- Auspice or project management fees
- Projects or initiatives that have a commercial purpose and / or 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
- Applications that are not lodged through Council's Smarty Grants platform

COMMUNITY PROJECTS & INITIATIVES PROGRAM STREAM

A combined Community Projects and Initiatives Program Stream allows submissions from projects and initiatives that may suit more than one criteria, and also allows for individuals and groups to be eligible overall for those submissions that have multiple outcomes.

Submissions are sought for projects that demonstrate either on or a combination of the following outcomes:

Our Community: Focused on Our People

Our Economy: Our Future

Our Region: Our Natural Environment

Our Community: Focused on Our People

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.

Our Economy: Our Future

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.

Our Region: Our Natural Environment

Council is partnering with First Nations' peoples, 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, rainforest, waterways and other natural environments for current and future generations.

Community Projects & Initiatives Program Stream Criteria

The objective of this program is to identify, assess and administer funds for activities that will deliver some or all of the below outcomes:

- Directly support at least one the following Council Aspirations
 - *Our Community: Focused on People*
 - *Our Economy: Our Future*
 - *Our Region: Our Natural Environment*
- Provide inclusive and diverse events or activities for the region and engage marginalised or other priority groups.
- Create strong, resilient communities and social networks.
- Support the implementation of sustainable practices for the community.
- Promote livability and vibrancy of the Cassowary Coast as a community through social, environmental, and / or economic activities.
- Build community expertise, capacity, skills and knowledge (including increased volunteerism and volunteer capacity and capability).
- Raise awareness of the Cassowary Coast Region as a destination

Available Funding

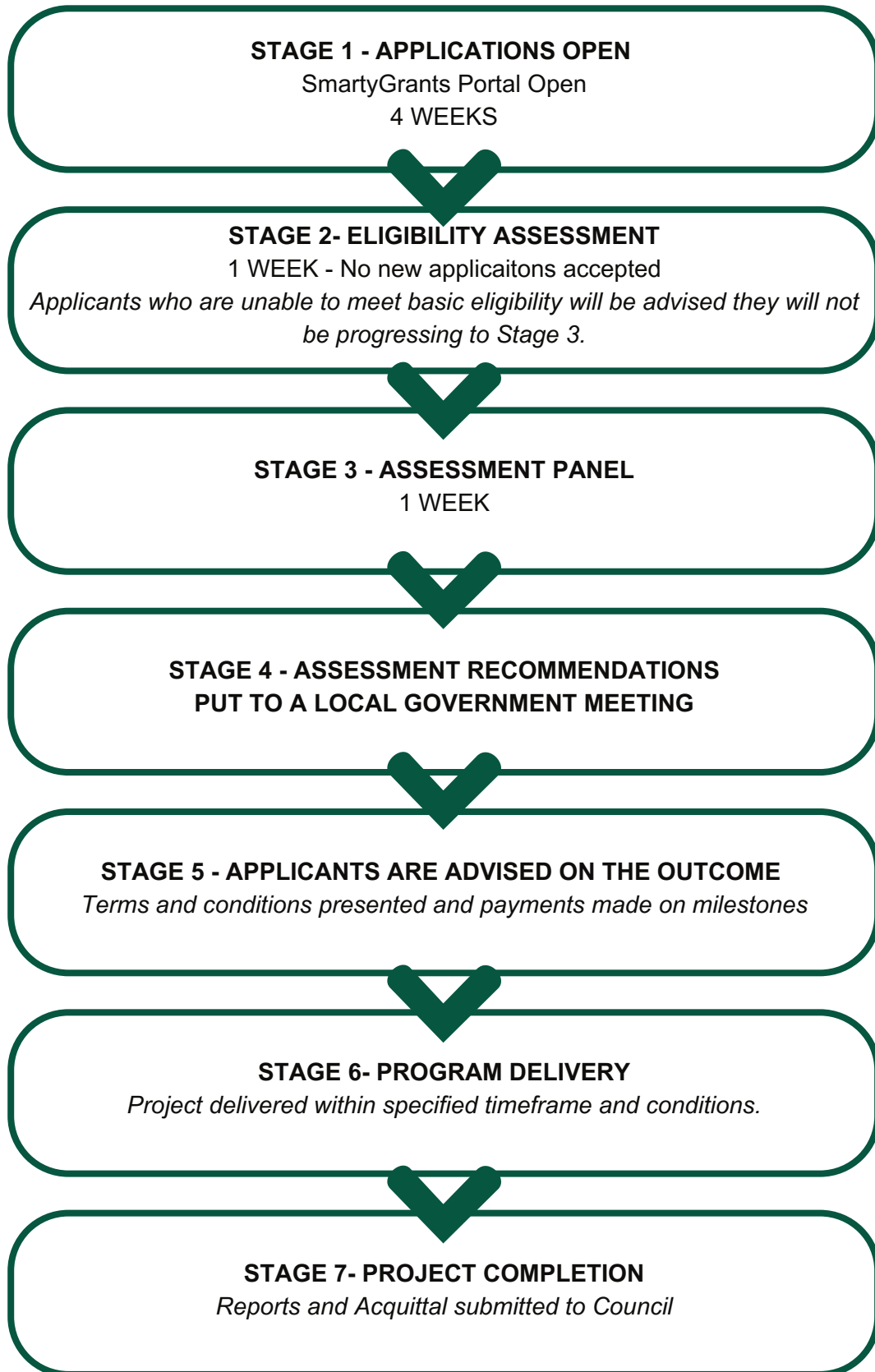
- Program funding for the 2024-2025 financial year is \$120,000 with 3 funding rounds with an allocation of \$40,000 per round
- Panel assessors may deem a project to be either successful, partially successful (with approved funding stipulated) or unsuccessful

Grant Category	Amount Requested	Co-Contribution	Submission
Minor Community Project or Initiative	Up to \$2,000	Not required	Less Detailed
Major Community Project or Initiative	\$2,001 - \$5,000	10% in kind or financial contribution required	More Detailed

Examples of eligible projects and priority areas

Environment	Social and Wellbeing	Economic Development
Eco-events; Grow local supply chains, local food production and/or processing capacity	Activities or events that support building or growing social networks, or provide skills or knowledge or capacity to do so	Support activation, events or placemaking
Support biodiversity, increase knowledge of local flora and fauna such as environmental monitoring	Activities or events that support physical activity, especially within priority or marginalised groups, or provide skills, or knowledge or capacity to do so	Increase and diversify employment opportunities and increase economic diversification
Increase participation in community environmental activities or projects such as Native beekeeping	Provide inclusive and diverse events or activities, or knowledge, or capacity to do so, for the region such as promoting healthy eating and active lifestyles	Support new or existing tourism events
Support the implementation of environmentally sustainable practices for the community such as essential equipment and/or training for wildlife carers	Events or activities that promote mental health, positive health and wellbeing initiatives for seniors, youth etc	Increase visitor spending and exposure for the region
Support the reduction of energy consumption and greenhouse gas emissions	Programs to assist access to housing or reduce homelessness	Promote collaboration between businesses
Focus on environmental education and implementation of grass roots initiatives and work shops	Initiatives that celebrate First Nations events and advance Reconciliation	Fill gaps in product and service delivery, support niche markets
Waste awareness and reduction initiatives	Activities or programs that support community response to or recovering from disaster and / or disaster preparedness	Increase industry and business capacity and capability such as through skill and knowledge exchange and innovation
Projects that encourage re-use, reduce and recycling and diversion of waste from landfill	Encouraging gender equality and respectful relationships	Grow local supply chains, local food production and / or processing capacity

Stages of the Community Projects & Initiatives Program Stream Process



Stage 2 Eligibility Assessment Criteria Community Projects & Initiatives Program Stream

The following criteria will be used when assessing the eligibility of applications to the Community Projects and Initiatives Funding Stream.

STAGE 2 – Eligibility Criteria	Eligible
<p>Organisational Eligibility</p> <ul style="list-style-type: none"> Is this application an eligible organisation or an eligible auspicing organisation 	<p>YES / NO</p>
<p>Project or Initiative Eligibility</p> <ul style="list-style-type: none"> Is the project or initiative aligned with the Program Stream Criteria? Is the project or initiative currently not funded through another source or grant? Is the primary objective of the project or initiative to make a profit? 	<p>YES / NO</p>
<p>Has the submission included appropriate evidence and information for the assessment panel as per the guidelines and application form including but not limited to:</p> <ul style="list-style-type: none"> Quotes are supplied where required Where a lease or agreement is in place, has permission been provided in writing from the owner or landlord for the project or initiative to take place on that property? 	<p>YES / NO</p>
<p>Lodgement</p> <ul style="list-style-type: none"> Completed submissions are accepted through the SmartyGrants Portal. 	<p>YES / NO</p>

Supporting Information for an Event

It is recommended that applications for funding for events review the information on the event page on Council’s website
<https://www.cassowarycoast.qld.gov.au/local-events>

Should your event require additional resources and is classified as a major event as per the Cassowary Coast Event Strategy, please reach out directly to Council for alternative supports not covered in the Community Grant and Support Program

Assessment Criteria for the Community Projects & Initiatives Program Stream

STAGE 3 - Assessment Panel Criteria	Weighting
Alignment with Council's Aspirations <ul style="list-style-type: none"> • How does the application meet the criteria? 	0-5
Project Need <ul style="list-style-type: none"> • Explain the need for the project • Explain how the need was identified • Include evidence to support the need (letter/s of support) 	0-5
Project Outcomes <ul style="list-style-type: none"> • How will the project benefit the Cassowary Coast community and / or environment? • Is the project accessible to the target members of the Cassowary Coast community? • Who will specifically benefit from the project eg seniors, youth, First Nations peoples? • Will the project utilise local suppliers? If not, please explain why? • Does the project collaborate with other organisations within the Cassowary Coast Local Government Area? • Does the project align with Council's Corporate Plan and Strategies? 	0-5
Organisational Capacity <ul style="list-style-type: none"> • How will the project be delivered (eg Project Plan/Event Management Plan)? • Who will deliver the project? • Outline project milestones including approvals (eg Building and Planning, Owner Consent, Event Permit) • Outline relevant experience with delivering similar projects • Has the applicant demonstrated the required in-kind contribution in accordance with the program guidelines? • In-kind contributions are those contributions of goods or services rather than financial contributions (eg labour, donated goods or services) <ul style="list-style-type: none"> ◦ Volunteers' labour is valued at \$46.62^[1] per hour (ABS) ◦ Professional and contractor in-kind services are generally valued at market rates ◦ New goods and services donated are generally valued at market rates 	0-5
Environmental Sustainability <ul style="list-style-type: none"> • The project / initiative / event has considerations for environmental impact – current and future. 	0-5
Value for Money <ul style="list-style-type: none"> • Completion of a budget 	0-5
Total Score out of 30	

[1] Twice a year Volunteering SA&NT updates the volunteering dollar replacement hourly rate figure (average*) for Australia, which is currently \$46.62 per hour. The basis of this calculation is taken from the biannual Australian Bureau of Statistics (ABS) average weekly earnings figures for Australia. www.vsant.org.au

COMMUNITY INFRASTRUCTURE PROGRAM STREAM

Our Built Environment

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.
- Planning and Design may be considered to progress projects in order for the project to be “shovel ready”.
- Applicants must hold a lease or licence or an ongoing and current agreement over the land or own the building and/or land, or written approval from the owner if leased.
- 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.
- 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.
- If a Community Infrastructure Project Funding Round is undersubscribed, there may be a second Round later in the financial year.
- In limited circumstances, funding may be retrospective when funds are needed to assess, repair due to disaster or other exemplary circumstances with the panel’s discretion to recommend; where other funding (QRA, insurance etc) has not been available to cover these expenses.
- Panel assessors may deem a project to be either successful, partially successful (with approved funding stipulated) or unsuccessful.

Infrastructure Project Examples

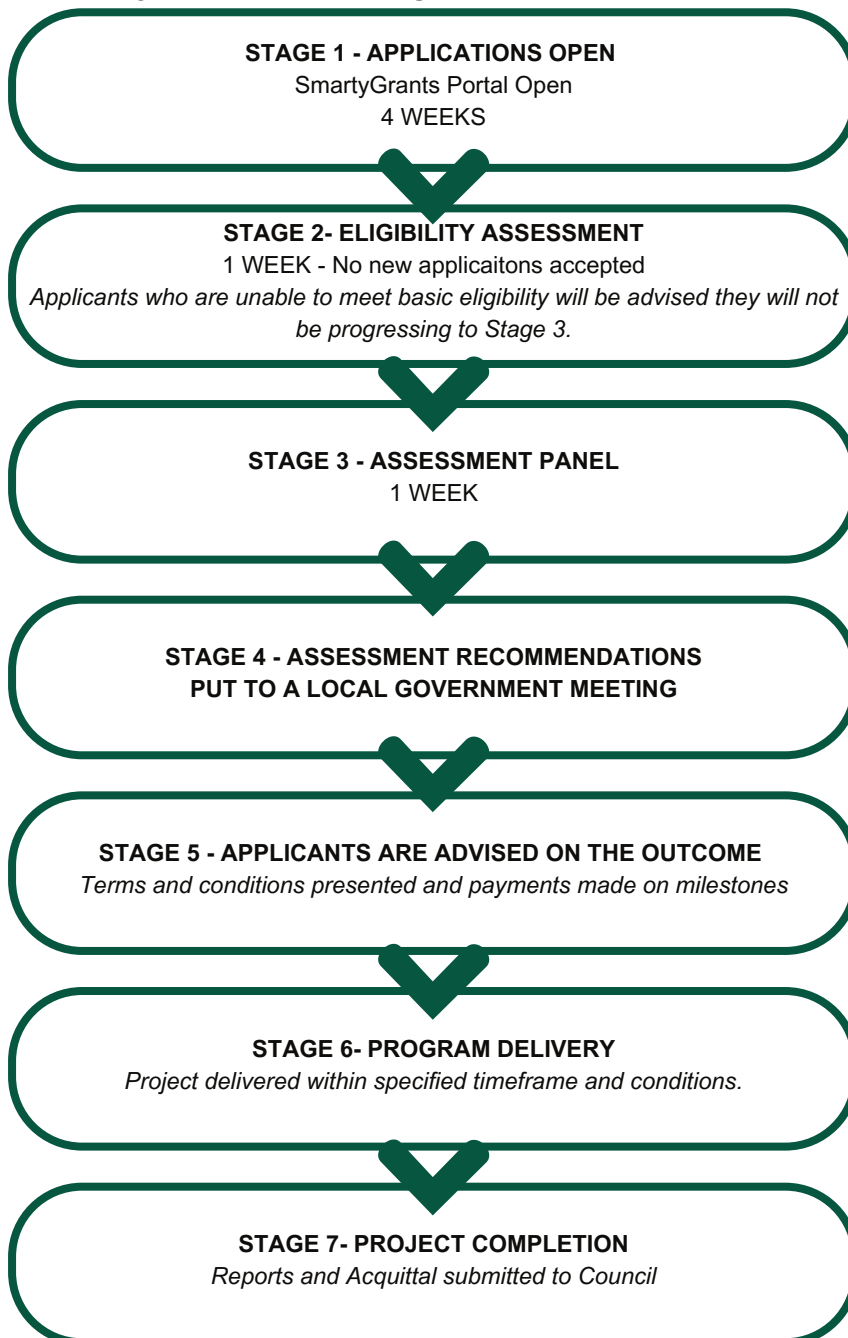
- Upgrades or refurbishments to existing facilities
- Fencing, grandstands, shade shelters or seating
- Fit outs required for occupation or use
- Sports-specific infrastructure such as lighting, goal posts, scoreboards
- Permanent fixtures/improvements to a building such as air conditioning, solar panels, solar battery storage and awnings.
- Planning, design or strategic assistance for future project works for example Architectural, project design and drafting services

Available Funding

- Program funding for the 2024-2025 financial year is \$125,000
- Minor applications request less detail than major applications

Grant Category	Amount Requested	Co-Contribution
Minor Community Infrastructure Grant	\$0 - \$2,000	Not required
Minor Community Infrastuctre Grant	\$2,001 - \$5,000	10% - in kind or financial
Major Community Infrastructure Grant	\$5,001 - \$30,000	20% - at least 10% financial

Stages of the Community Infrastructure Program Stream Process



Community Infrastructure Program Stream Eligibility Criteria

STAGE 2 – Eligibility Criteria	Eligible
Organisational / Individual Eligibility <ul style="list-style-type: none"> • Is this application an eligible organisation or an eligible auspicing organisation? 	YES / NO
Project / Initiative Eligibility <ul style="list-style-type: none"> • Is the project or initiative aligned with the Program Stream Criteria? • Is the project or initiative currently not funded through another source or grant? • Is the primary objective of the project or initiative to make a profit? 	YES / NO
Has the submission included appropriate evidence and information for the assessment panel including but not limited to <ul style="list-style-type: none"> • Quotes are supplied where required • Where a lease or agreement is in place, has permission been provided in writing from the owner or landlord for the project / initiative to take place on that property? 	YES / NO
Lodgement <ul style="list-style-type: none"> • Completed submissions are accepted through the SmartyGrants Portal. 	YES / NO
Funding <ul style="list-style-type: none"> • Has the budget shown co-contributions where required? • Application includes any external sources for funding such as other State or Federal Grants (even if not yet announced or approved) • If a Major 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 • In-kind contributions are those contributions of goods or services rather than financial contributions (eg labour, donated goods or services) • Volunteers' labour is valued at 46.62[1] per hour (ABS) • Professional and contractor in-kind services are generally valued at market rates • New goods and services donated are generally valued at market rates • Quotes are supplied where required 	YES / NO

[1] Twice a year Volunteering SA&NT updates the volunteering dollar replacement hourly rate figure (average*) for Australia, which is currently \$46.62 per hour. The basis of this calculation is taken from the biannual Australian Bureau of Statistics (ABS) average weekly earnings figures for Australia. www.vsant.org.au

Community Infrastructure Program Stream Assessment Criteria

STAGE 3 - Assessment Panel Criteria	Weighting %
Alignment with Program Stream Criteria <ul style="list-style-type: none"> • How does the application meet the criteria? 	25%
Project Need <ul style="list-style-type: none"> • Explain the need for the project • Explain how the need was identified • Include evidence to support the need (letter/s of support) 	25%
Project Outcomes <ul style="list-style-type: none"> • How will the project benefit the Cassowary Coast community? • Is the project accessible to the target members of the Cassowary Coast community? • Who and / or what will specifically benefit from the project? • Will the project utilise local suppliers? If not, please explain why? • Does the project collaborate with other organisations within the Cassowary Coast Local Government Area? • Does the project align with Council's Corporate Plan and Strategies? 	25%
Organisational Capacity <ul style="list-style-type: none"> • How will the project be delivered (eg Project Plan, Reasonable Steps to satisfactory completion)? • Who will deliver the project? • Outline project milestones including approvals eg quotes, permits to complete project • Outline relevant experience with delivering similar projects • Governance must be demonstrated – incorporated for a minimum of 12 months, charter/constitution, sign on practices 	10%
Value for Money <ul style="list-style-type: none"> • Completion of a budget, including co-contribution either in-kind or financial • Local providers, suppliers, contractors and organisations have been approached as a priority, and evidence has been presented to support this 	15%

YOUTH ASSISTANCE

Our Community: Focused on Our People

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 2024-2025 financial year is \$10,000.
- The Youth Assistance Program accepts ongoing applications throughout the financial year until the budget is fully expended.

APPLICATIONS SUBMITTED

SmartyGrants Portal Open year round or until funds are exhausted

ELIGIBILITY ASSESSMENT GENERALLY WITHIN 14 BUSINESS DAYS

All applicants will be contacted with the determination of their eligibility and relevant agreements.

SPORTS CLUBS AND ACTIVE RECREATION INSURANCE SUPPORT PROGRAM

Our Community: Focused on Our People

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 withing 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 undertaking the sport or active recreation activities listed in Table One: Eligible Sport or registered Activity Provider for the Queensland Government's FairPlay Vouchers and be operating withing the Cassowary Coast Local Government Area.
- Applicants much provide their certificate of currency, and receipt 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.
- Applicants must have a membership of 20 or more active members.

Available Program Funding

- Program funding for the 2024-2025 financial year is \$7,500 with ongoing applications of \$250 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, including concurrent funding rounds.

Eligibility Criteria	Eligible
Organisational / Individual Eligibility <ul style="list-style-type: none"> • Is a Sporting Club or organsiations registered as an Incorporation, and is group that enjoys an eligible activity as per the Eligible Sport and Action Recreation Activities List • Has at least 20 members • Based in the Cassowary Coast Regional Council Local Government Area 	YES / NO
Evidence Required <ul style="list-style-type: none"> • Has the applicant provided a receipt and a Certificate of Currency if the public liability insurance is paid within the current financial year • Has the applicant provided an invoice for the Public Liability Insurance for the current financial year 	YES / NO

APPLICATIONS SUBMITTED
SmartyGrants Portal Open year round or until funds are exhausted



ELIGIBILITY ASSESMENT
GENERALLY WITHIN 14 BUSINESS DAYS
All applicants will be contacted with the determination of their eligibility and relevant agreements.

Appendix 1 - Eligible Sport and Active Recreation Activities

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

EMERGENT NEEDS (RAPID RESPONSE)

Our Community: Focused on Our People

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 is to provide a rapid response-based support for not for profit community groups who are faced with genuine unforeseen expenses when planning community events, activities or initiatives.

Program Stream Criteria

- Applicants must specify the Relevant Program Stream 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 is to a lesser extent
 - Community Wellbeing and Lifestyle
 - Economic Development
 - Environmental Sustainability
- Quotes are required for expenses \$500 and over
- Applicants must seek quotes from local businesses within the Cassowary Coast Local Government Area, unless the goods or services are not locally available.

Available Program Funding

- Program funding for the 2024-2025 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.

APPLICATIONS SUBMITTED

SmartyGrants Portal Open year round
or until funds are exhausted



ELIGIBILITY ASSESSMENT GENERALLY WITHIN 14 BUSINESS DAYS

*All applicants will be contacted with the determination of their
eligibility and relevant agreements.*



ANZAC DAY AND BATTLE OF THE CORAL SEA COMMEMORATIONS

Our Community: Focused on Our People

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 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.

Available Program Funding

- Program funding for the 2024-2025 financial year is \$16,000 with 1 funding round
- Funding will only be made to eligible organisations that have received an initiation from Council to make application to the Program. Quotes are required as per grant guidelines.

Eligibility Criteria	Eligible
Cardwell ANZAC DAY Commemorations	\$2,000
El Arish ANZAC Day Commemorations	\$2,000
Battle of the Coral Sea – Cardwell	\$2,000
Innisfail ANZAC Day Commemorations	\$5,000
Tully ANZAC Day Commemorations	\$5,000

APPLICATIONS SUBMITTED

SmartyGrants Portal Open
October 2024
4 WEEKS



ELIGIBILITY ASSESSMENT GENERALLY WITHIN 14 BUSINESS DAYS

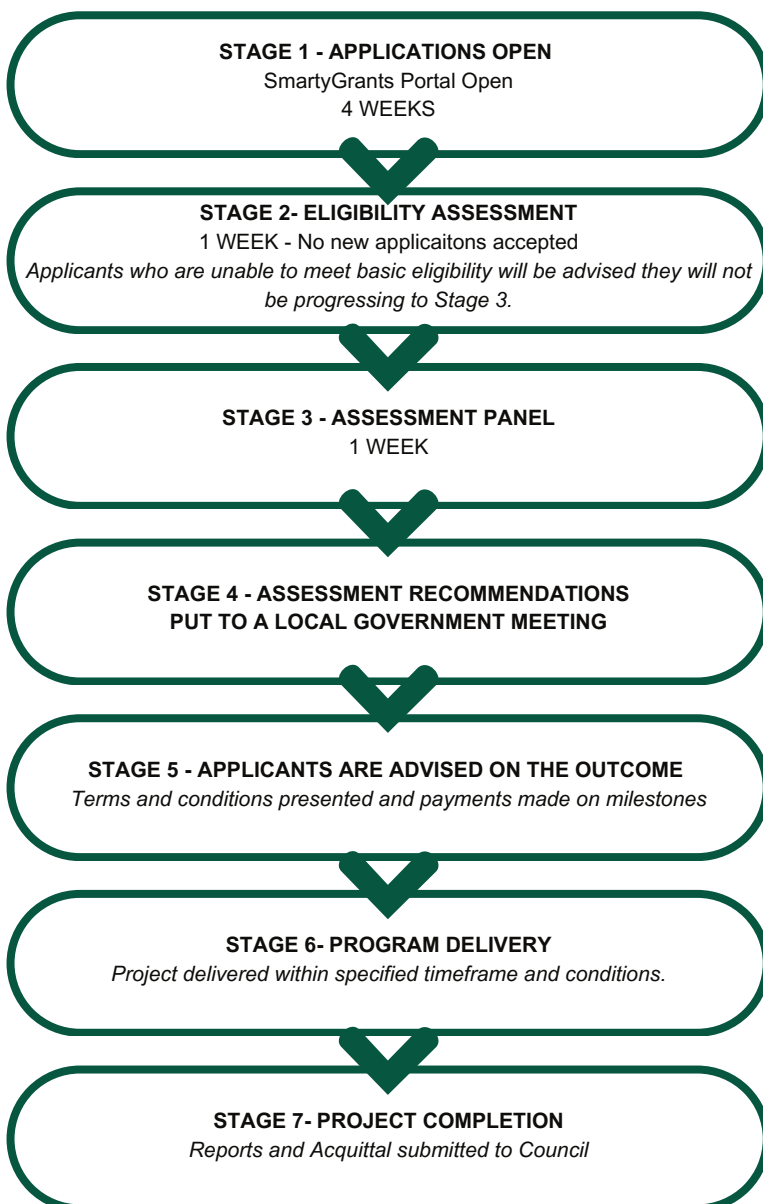
All applicants will be contacted with the determination of their eligibility and relevant agreements.

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 financial and in-kind support.

Grant applications must be submitted online through Council’s SmartyGrants platform. Council Officers can provide guidance with lodging your application online should you require assistance.



The *Community Projects and Initiatives Program, Community Infrastructure Program and ANZAC Day and Battle of the Coral Sea Commemoration* has the grant stages outlines to the left.

The SmartyGrants Portal will be open for **4 WEEKS**.

One week will be provided for review and feedback once Council Officers can access the submissions, and feedback and the portal will remain open if any final documents are required to enable submissions to be made eligible.

No new applicants will be accepted in the final review week (Stage 2).

Failure for applicants to submit any further information to assist with their eligibility will result in their submission not going through to the next stage, Panel Assessment. All correspondence will be managed in the first instance through SmartyGrants and this portal should be checked regularly for updates during these six stages.

Council decisions are final, applicants who wish to have feedback about their application are encouraged to contact the Community Development Officers at Council.

General Information For Applicants

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 so long as there are no outstanding acquittals and can demonstrate they have the capacity to do so.

Lodging an application	<ul style="list-style-type: none"> • Applications must be submitted online via Council's SmartyGrants platform on Council's web site. • Unsubmitted applications will not be considered • Late applications will only be considered in extenuating circumstances on a case by case basis
Supporting documents	<ul style="list-style-type: none"> • Current public liability insurance certificate. • Proof of not-for-profit status. • Written quotes as per Program Stream Guidelines • Auspicing information if required. • Letters of support from community partners. • Lease / MOU / land tenure agreements
Quotes	<ul style="list-style-type: none"> • 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 \$501 - \$5,000 • At least two (10 written quotes are required from local suppliers where local suppliers exist for budget items valued at \$5001 - \$15,000 • At least three (3) written quotes are required from local suppliers where local suppliers exist for budget items valued at greater than \$15,000 • Where local suppliers are not available, a justification and evidence should be provided to show where applicants have tried to source locally but the product or service was not available.
Assessment	<ul style="list-style-type: none"> • Assessment Criteria are provided for within the Guidelines for each Fund Stream • Community grants are competitive and submission of an application does not guarantee that the applicant will receive funding. • Applications are checked against all eligibility criteria, incomplete applications at the end of stage 2 will not be assessed. • The number of applications approved will depend on available funding, should it be deemed appropriate part funding may be offered. • Applications will be assessed by a panel generally comprising of Council officers, Councillors and where possible with specialists relevant to the subject of the application.

Community Grants and Support Program Guidelines

Conditions of Grant	<ul style="list-style-type: none"> • All Community Grants and Support awarded is subject to specific terms and conditions. • These terms and conditions will be set out in the grant agreement or other format and must be agreed upon before funding can be released. • Any funds remitted are to be used for the approved purpose described in the application. • Reallocation of funds is not permitted unless authorised by Cassowary Coast Regional Council. • 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.
In-Kind Support	<ul style="list-style-type: none"> • In-kind contributions are those contributions of goods or services rather than financial contributions (eg labour, donated goods or services) • Volunteers' labour is valued at \$46.62 per hour (ABS) • Professional and contractor in-kind services are generally valued at market rates • New goods and services donated are generally valued at market rates
Auspice Arrangements	<ul style="list-style-type: none"> • A not for profit community organisation manages grant funding on behalf of another group. • The auspicing organisation enters into the funding agreement with Council and accept legal and financial responsibility for the project/initiative the organisation is making application for. • The group seeking the auspice will undertake the work to deliver the funded project or activity
Conflict of Interest	<ul style="list-style-type: none"> • 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. Anyone having a determined conflict of interest should not debate or be involved in any discussions on any matter relating to the specific applicant.
Funding Recognition	<ul style="list-style-type: none"> • As a condition of receiving funding, Council requires acknowledgment of contribution in accordance with terms and conditions of the Funding Agreement.
Notification of outcome	<ul style="list-style-type: none"> • Once the grant rounds have closed and all applications have been reviewed, applicants will be notified in writing of the outcome of the application.
Acquittal	<ul style="list-style-type: none"> • 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. • Failure to complete the acquittal will impact any future grant applications with Council.
Enquiries	<ul style="list-style-type: none"> • For further information please contact Council on 1300 763 903 or email community@ccrc.qld.gov.au



-  1300 763 903
-  enquiries@cassowarycoast.qld.gov.au
-  cassowarycoast.qld.gov.au
-  70 Rankin Street, Innisfail
38-40 Bryant Street, Tully
4 Balliol Street, Cardwell