

South Burnett Regional Council Local Built Small Grants Program



About the grant program:

As part of South Burnett Regional Council's delivery of the Black Summer Bushfire Recovery Grants Program, the Local Built Small Grants – Social Recovery Investment Stream, has been developed to support Community groups to create and deliver projects that build resilience and social recovery in the South Burnett region.

Key objectives:

To support projects that promote:

- Wellbeing
- Resilience
- Adaptation to climate change
- Build skills and knowledge in the environment

Funding:

A total pool of \$100,000 is available across two rounds.

The amount of funding available for each category is listed in the table below. Each Category requires a co-contribution (see each category for more information).

Category	Minimum Funding Available	Maximum Funding Available	Amount of required Co-Contribution*
1. Small Events	\$500.00	\$3,000.00	25%
2. Community Building	\$500.00	\$5,000.00	25%
3. Facilities Planning	\$500.00	\$5,000.00	25%

*Applicant co-contribution from other grant bodies, crowd funding, donations, or in-kind support is encouraged.

Part funding may be awarded by Council, in this circumstance a revised budget will be required to demonstrate the project can be delivered.

Volunteer labour can be considered as a contribution and valued at \$40.00 per hour per volunteer with a cap of 10% of the total application contribution.

Key Dates

Funding Round	Application Open	Applications Close	Outcome Advised	Project delivery timeframe
Round 1	10 October 2022	21 November 2022	14 December 2022	15 December 2022 – 15 June 2023
Round 2	16 January 2023	27 February 2023	29 March 2023	30 March 2023 – 30 September 2023



South Burnett Regional Council Local Built Small Grants Program



Eligibility Criteria

Community Organisations that:

Are an Incorporated not-for-profit community organisation, or have an auspice arrangement with an incorporated not-for-profit community organisation (including not-for profit co-operatives and companies limited by guarantee)

- Located within the South Burnett Regional Council Local Government Area
 - Hold a current \$20M Public Liability Insurance policy
 - Have no outstanding debts with Council
 - Have no outstanding acquittals for Council grants
 - Discuss the proposal with a Community Development team member
 - The Council Officer you have spoken to must be named in your application.
- Leave plenty of time to make the appointment*

Ineligible Applicants

- Individuals, businesses and enterprises
- Local, state or federal government agencies and/or entities
- Educational institutions, kindergartens and pre-school/childcare centres
- Parents and Friends or Parents and Citizens Associations
- Medical organisations or primary health care providers
- Religious organisations when the application is for the organisation's core business
- Political organisations
- Organisations that hold a gaming machine licence
- Organisations with a liquor licensed supports/associated club that commercially trade 7 days per week.

Eligible projects

- Meet the eligibility criteria in these guidelines
- Demonstrated alignment with the grant funding objectives
- Demonstrated alignment with the assessment criteria
- The activity or project must be based within South Burnett /or show that it will substantially benefit residents of the South Burnett.

Ineligible projects

- Are primarily for a commercial venture
- Run solely for fundraising purposes without community benefit
- Are for the purpose of fundraising for a third party
- Are considered to be the core responsibility of other levels of government
- Have already commenced or occurred
- Includes school and church fetes

South Burnett Regional Council

Local Built Small Grants Program



How to apply

- Applicants must speak to a member of the Community Development team prior to applying.
- Applicants are encouraged to attend a grants information night
- Application must be made via Council's website <https://sbrc.smartygrants.com.au/>
- No late, written, incomplete applications will be accepted

Assessment

Assessment Criteria	Evidence by
Meeting the program objectives	Providing information and support material that links the project to the program and category objectives
Community benefit	Letters of support from local community members or key stakeholders
Project management capability	Sound budgeting Project planning – e.g. event plan, project milestones, asset management plan
Assessment consideration	
High priority	Financial sustainability of the applicant Project management capability Intergenerational or inclusive outcomes Use of Council's open spaces and parks
Low priority	Low social and community impact Are consider routine facility maintenance
Other considerations	Distribution of grant funding across the region Council planning and development impacts

Consent for works on Council owned assets (Facilities category only)

Applicants proposing to undertake projects on Council owned or controlled land must obtain Council's consent prior to progressing their application. To seek this consent, please contact Council's Lease Officer - info@sbrc.qld.gov.au

Consent for works on non-Council owned assets (Facilities category only)

For projects on non-Council land: written consent from the landowner or trustee of the land must be submitted with the application. If the applicant organisation is the owner of the subject land, a copy of the last rates notice must be submitted with the application.



South Burnett Regional Council Local Built Small Grants Program



Assessment process

Eligibility check:

All applications are checked against eligibility criteria to ensure the applicant, project, amount requested and timeframes are eligible.

Assessment:

Eligible applications are assessed against the assessment criteria by a panel comprised of Council staff who have knowledge and experience in the respective grant category. Panel members participate in a moderation meeting to review the assessments and determine grant recommendations.

Endorsement:

Panel recommendations are provided to the General Manager of Liveability for approval.

Notification of outcome

- Applicants are advised by email of the outcome of their application
- Unsuccessful applicants are invited to seek feedback about their application by contacting the Council Officer listed in the email.

Funding agreement, payment and acquittal

- Successful applicants must enter into a Funding Agreement with Council within 20 days of notification of outcome to receive funding
- If the applicant has an auspice arrangement with an incorporated organisation, the Funding Agreement and payment will be made with that incorporated organisation
- Grant recipients must complete an online acquittal within four weeks of the project being completed, unless an extension is provided in writing by Council

South Burnett Regional Council Local Built Small Grants Program



Category 1 - Small Events

Purpose:	To support and encourage community participation, resilience and well being
Amount & co-contributions	Maximum grant \$3,000 Applicant 25% co-contribution
Priorities (address at least one)	<ol style="list-style-type: none"> 1. Improving mental and physical wellbeing and recovery of residents 2. Encourage community participation in social activities 3. Improving community connections and social inclusion
Support material	<ul style="list-style-type: none"> • Proposed event schedule • Event plan/traffic management plan • Entertainment information • Proposed venue hire form or park booking
Project examples	<ul style="list-style-type: none"> • Seniors' month activities, Volunteers week, NAIDOC week, Disability Action week • Neighbourhood day – Local halls • Artesian workshops • Community gardening activities • Come and try days
Additional information for this category	<p>Eligible expenses:</p> <ul style="list-style-type: none"> • Equipment purchases which are integral to the delivery of the project. • Event expenses include venue hire, entertainment, traffic management, waste management. • Proposed events must be open to the public (not exclusive to individual organisations or their members) <p>Ineligible expenses:</p> <ul style="list-style-type: none"> • Catering and consumables



South Burnett Regional Council Local Built Small Grants Program



Category 2 – Community Building

Purpose:	To support community organisations to encourage best practice volunteering, management and planning.
Amount & co-contributions	Maximum grant \$5,000 grant Applicant 25% co-contribution
Priorities (Address at least one)	<ol style="list-style-type: none"> 1. Improved capacity and capability to support volunteers and the wider community 2. Improve community organisation planning and management
Support material	<ul style="list-style-type: none"> • Training provider proposal • Workshop program • Evidence of community need • Organisation planning documents • Quotes for items over \$1,000
Project examples	<ul style="list-style-type: none"> • Constitution review • Social media workshop • Volunteer management training • Continuity planning • Business planning
Additional information for this category	<p>Eligible Expenses:</p> <ul style="list-style-type: none"> • Equipment purchases which are integral to the delivery of the project. • Software subscription to a maximum of 12 months <p>Ineligible Expenses:</p> <ul style="list-style-type: none"> • Equipment for individual use, or equipment only with no training as part of the project. • Catering and consumables



South Burnett Regional Council Local Built Small Grants Program



Category 3 – Facilities Planning

Purpose:	To support community groups planning construction projects or planning for future growth.
Amount & co-contributions	Maximum grant \$5,000 grant Applicant 25% co-contribution
Priorities (Address at least one)	Projects that plan for: <ol style="list-style-type: none"> 1. Improve the quality and sustainability and accessibility of the facility 2. Increase, maintain or enhance community participation and access. 3. Encourage multi-use or shared use of community facilities 4. Address issues of risk management or compliance with Australian standards
Support material	<ul style="list-style-type: none"> • Letter of support from multi-users • Audit report • Masterplan • Concept plan • Quotes for items over \$1,000
Project examples	<ul style="list-style-type: none"> • Contract of professional services e.g., Quantity Surveyor • Architect plan for a new building • Concept plan to upgrade of kitchen/bathrooms
Additional information for this category	<p>Ineligible: Construction works, labour or materials Council's building and planning fees</p>



Australian Government

This project received grant funding from the Australian Government



SOUTH BURNETT
REGIONAL COUNCIL