

# COVID-19 Community Grants Guidelines

## PROGRAM OBJECTIVES

This program aims to support community organisations:

- that are experiencing financial hardship due to COVID-19;
- to maintain and rebuild volunteer and membership engagement;
- to undertake operational changes to meet public health directions relating to COVID-19.

## AVAILABLE FUNDING

A total of \$50,000 is available for this grants program. The program may close early should all funding be allocated ahead of the 1 November 2020 Round.

## ELIGIBILITY CRITERIA

All applicants must demonstrate that they have experienced financial hardship as a result of COVID-19.

### Eligible Applicants

Community organisations that:

- are an incorporated not-for-profit community organisation
- hold \$20M public liability insurance
- have no outstanding debt with Council
- are based in, or provide direct benefits to, the Gympie region

Note: applicants with an outstanding acquittal for a Council grant are eligible to apply for this COVID-19 grant round.

### Ineligible Applicants

- individuals, businesses and enterprises
- 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 where the application is for the organisation's core business
- political organisations
- organisations that hold a gaming machine licence
- organisations with a liquor licensed supporters/associated club that commercially trade seven days a week

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## GRANT INFORMATION

Key Dates	Round Open	Round Close	Outcome Advised by
	1 July 2020	31 July 2020	20 August 2020
	1 September 2020	30 September 2020	20 October 2020
	1 November 2020	30 November 2020	20 December 2020
Funding Amounts	<p>Maximum \$2,000 grant; Minimum \$500 grant</p> <p>No applicant co-contribution required</p> <p>Council reserves the right to part fund any grant application.</p>		
Assessment Criteria	<p>1. Demonstrated level of financial hardship as a result of COVID-19;</p> <p>2. Demonstration that the grant will:</p> <ul style="list-style-type: none"> <li>• Support the organisation to keep operating in 2020/21; or</li> <li>• Maintain and rebuild volunteer and membership engagement; or</li> <li>• Support operational changes to meet public health directions relating to COVID-19; and</li> <li>• Where practical, stimulate the local economy through use of local contractors and/or suppliers.</li> </ul> <p><u>Other considerations</u></p> <ul style="list-style-type: none"> <li>• Distribution of grant funding across the region</li> <li>• Council planning and development issues</li> </ul>		
Project Timeframe	The grant funding must be applied between 1 July 2020 – 30 June 2021.		
Eligible Expenses	<ul style="list-style-type: none"> <li>• Affiliation fees</li> <li>• Operational expenses (e.g. electricity, telephone/internet)</li> <li>• Property charges (e.g. rental and hire)</li> <li>• Field or facility maintenance costs</li> <li>• Purchase of software programs</li> <li>• Purchase of stock for canteens</li> <li>• Purchase of equipment (e.g. cleaning equipment, sanitiser)</li> </ul>		
Ineligible Expenses	<ul style="list-style-type: none"> <li>• Debts (not related to COVID-19 impact) or costs of litigation</li> <li>• Purchase of alcohol</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Capital expenditure (e.g. facilities upgrades)</li> <li>• Equipment for personal use (e.g. mouth guards)</li> <li>• Insurances</li> </ul>
<b>Submitting an Application</b>	<ul style="list-style-type: none"> <li>• Applicants must speak with Council's Community Partnerships Team prior to submitting their application</li> <li>• Applications must be submitted online via Council's website <a href="http://www.gympie.qld.gov.au/grants">www.gympie.qld.gov.au/grants</a></li> <li>• Only one grant application per organisation</li> <li>• No incomplete applications will be accepted after the round closure dates</li> </ul>
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>• Quotes or invoices for all expense items</li> <li>• Most recent Certificate of Public Liability</li> <li>• Documents demonstrating financial hardship resulting from COVID-19 impact (e.g. comparative financial statements; outline of cancelled events or fundraising opportunities)</li> <li>• Previous year's financial statement</li> </ul>
<b>Assessment Process</b>	<ul style="list-style-type: none"> <li>• A panel of Council staff will assess the applications against the eligibility and assessment criteria. Panel recommendations will be provided to the Chief Executive Officer for consideration and approval.</li> </ul>
<b>Notification, Payment and Acquittal</b>	<ul style="list-style-type: none"> <li>• Applicants will be notified via email of the outcome of their application.</li> <li>• Successful applicants must claim the grant funds within 30 days of notification and enter into a Funding Agreement.</li> <li>• Grant recipients must complete an online acquittal by 31 January 2021, unless an extension is provided in writing by Council.</li> </ul>

## FURTHER INFORMATION AND SUPPORT

Visit Council's website at [www.gympie.qld.gov.au/grants](http://www.gympie.qld.gov.au/grants) or phone 1300 307 800 or email [grantsadmin@gympie.qld.gov.au](mailto:grantsadmin@gympie.qld.gov.au) to make an appointment with the Community Partnerships Team.