

## GYMPIE REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM 2024/2025

The Community Grants Program provides financial assistance to eligible community organisations to deliver projects which:

- Respond to community need
- Align with Council's Corporate Plan 2022- 2027 and other relevant Council strategies and plans
- Enhance the social, environmental and/or cultural wellbeing of the Gympie region.

Administration of Council's grants is in accordance with Council's [Community Grants Policy 2024/2025](#).

Council may establish grant categories and programs to respond to community need or issues. Please refer to Council's website for other grant program guidelines including the Regional Arts Development Fund (RADF) and Halls Insurance Grants Programs.

For information and assistance please contact Council's Community Development Team on 1300 307 800 or [grantsadmin@gympie.qld.gov.au](mailto:grantsadmin@gympie.qld.gov.au)

### Information for applicants

Before completing this application:

1. Applicants are encouraged to speak with an officer from Council's Community Development Team or Environment Team. Please call 1300 307 800 or email [grantsadmin@gympie.qld.gov.au](mailto:grantsadmin@gympie.qld.gov.au) to make an appointment.
2. Read the [Community Grants Program Guidelines 2024/25](#)
4. Applications will only be accepted by submission through the Smarty Grants portal.
5. Parts of this application will require supporting documentation. Please ensure that documentation is clear and legible.

NB: No late or incomplete applications will be accepted.

If you require further assistance with using Smarty Grants portal please click [here](#) to access the FAQ's.

### Privacy Notice

Gympie Regional Council collects information in accordance with our Information Privacy Policy, a copy is available from [Council's website](#).

In providing any personal information, please note that you are agreeing to the possible transfer of your information outside Australia via the internet under s33 of the Information Privacy Act 2009. If for any reason you are unable to agree to these terms, please contact Council on 1300 307 800 to discuss alternate arrangements.

### Grant Category: ENVIRONMENT PROGRAM GRANT

For full details read the [Community Grants Program Guidelines 2024/25](#)

#### Purpose:

To improve environmental outcomes in the Gympie region through the delivery of ongoing environmental programs by community organisations primarily focused on environment activities.

#### Amount & co- contributions:

Maximum grant amount: \$30,000

Council contribution: Maximum 80% of program cost Applicant contribution: Minimum 20% of program cost

#### Priorities:

- 1.Biodiversity and habitat protection.
- 2.Adapting to a changing climate and natural hazard management.
- 3.Improving land management practices that influence water quality and waterway health.
- 4.Energy efficiency and the addition of renewable energy.
- 5.Waste reduction and/or environmental educational awareness.
- 6.Wildlife protection and rehabilitation.

#### Required Support Material:

- A Program plan that includes WHS requirements
- A [Landowners Consent Form](#) (if relevant). For full details please read the [Landowners Consent Information](#).

*Please note:* Data gathered through environmental surveys, monitoring and research must be shared with Council, as data sets and a report.

#### Category Specific Eligible Expenses may include:

- Program Officer/Coordinator fees related to the program.
- Program related operational expenses including fuel for vehicles, consumable foods for wildlife rehabilitation.
- Equipment purchases that are integral to the delivery of the program (e.g. equipment for surveys, monitoring, research) (capped at \$10,000 in total of the grant).

Programs are *ineligible* if:

- Conducted outside of the Gympie Regional Council area.
- Conducted or undertaken solely on private land where no broader environmental/ community benefit can be demonstrated. For example, riverbank rehabilitation is proposed to be undertaken by a not for profit community organisation on a mix of public and privately owned land adjacent to the Mary River, and the proposed works will improve water quality further downstream where the public access drinking water and recreational activities. This type of program undertaken on a mix of public and private land would be eligible as it would be contributing to broader environmental and community benefit.

### APPLICANT DETAILS

\* indicates a required field

#### Eligibility

This section of the application form is designed to help determine if you are eligible for this grant.

It is crucial that you complete these questions before any others to ensure you are applying for the most suitable grant.

If you have any questions in regard to the eligibility criteria, please contact a member of the Community Development Team on 1300 307 800 or [grantsadmin@gympie.qld.gov.au](mailto:grantsadmin@gympie.qld.gov.au).

#### I confirm that my organisation..... \*

- ☐ is an incorporated not-for-profit community organisation (including not-for-profit co-operatives and companies limited by guarantee), or unincorporated community groups that have an auspice arrangement with an incorporated not-for-profit community organisation.
- ☐ holds \$20M public liability insurance and other forms of insurance relevant to the project (see Insurance Coverage for External Parties Policy).
- ☐ has no outstanding debt with Council or have entered into scheduled payment arrangements with council which are being adhered to, and/or have met acquittal conditions for previous council grants.
- ☐ is based in, or provides direct benefits to, the Gympie region.

At least 4 choices must be selected.

#### Applicant Organisation details

##### Organisation Name \*

Organisation Name

As listed with the Office of Fair Trading or ASIC

##### Contact Person \*

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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##### Position within the organisation \*

E.g President, Secretary, Treasurer, Grants Officer

##### Organisation Address \*

Address

<input type="text"/>
<input type="text"/>

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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##### Postal Address (if different from above) \*

# 24/25 - Application - Environment Programs

## Form Preview

Address

  

Suburb State Postcode

**Primary Phone Number \***

Must be an Australian phone number.

**Alternate Phone Number**

Must be an Australian phone number.

**Contact person's email address \***

Must be an email address.

Applicant organisation type

**What is your organisation's legal structure? \***

- ☐ Incorporated association  
☐ Unincorporated association

If your organisation is an unincorporated association you must be auspiced by an incorporated organisation.

**Is your group being auspiced by another organisation for the purpose of this grant? \***

- ☐ Yes ☐ No

Applicant organisation ABN

To use the online ABN search tool provided by the Australian Government through the Australian Business Register, click [HERE](#)

**ABN**

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)

# 24/25 - Application - Environment Programs

## Form Preview

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

## AUSPICE INFORMATION

\* indicates a required field

### Is the auspice organisation incorporated and not for profit? \*

☐ Yes

☐ No

If you have answered 'No' to this question you are ineligible to apply. If you would like further information please contact Council on 1300 307 800.

This section only needs to be completed if the applicant organisation is not incorporated. In which case, the applicant organisation needs to be auspiced by an organisation that is incorporated.

The auspice organisation will take full legal and financial responsibility for the delivery of this project, the grant administration and finalisation. For example if you are successful, the auspice organisation signs the Letter of Offer, and is paid the grant.

### Auspice organisation name \*

Organisation Name

### Auspice Primary Address \*

Address

  

Suburb State Postcode

Must be Address Line 1, Suburb/Town, State/Province, and Postcode are required..

### Auspice Postal Address \*

Address

  

Suburb State Postcode

# 24/25 - Application - Environment Programs

## Form Preview

Must be Address Line 1, Suburb/Town, State/Province, and Postcode are required..

### Please attach a letter from the auspicing organisation confirming this arrangement is valid and current \*

Attach a file:

Letter must be signed by an appropriately authorised person (e.g President, Committee Member) and must include, name, position, signature and date.

### Primary contact person at auspicing organisation \*

Title First Name Last Name

### Position held within the organisation \*

### Primary phone number \*

Must be an Australian phone number.

### Alternate phone number

Must be an Australian phone number.

### Contact person's email address \*

Must be an email address.

### Auspicing organisation website

Must be a URL.

To use the online ABN search tool provided by the Australian Government through the Australian Business Register, click [HERE](#)

### Auspice organisation ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status

# 24/25 - Application - Environment Programs

## Form Preview

Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## PROGRAM DETAILS

\* indicates a required field

### Program Title \*

Provide a title for your program that is short but descriptive.

### Program Description (what are you planning) \*

Word count:

Must be between 50 and 250 words.

Provide a brief description of the program. This may be used for promotional purposes.

### Program Delivery Overview (how will you deliver) \*

Word count:

Must be between 50 and 800 words.

Include information about what your program will deliver, how your program will be delivered, by whom and where. Describe what will happen.

### Where will your project take place? \*

- |   |  |
|---|--|
| <input type="checkbox"/> Gympie & surrounds       | <input type="checkbox"/> Western Townships           |
| <input type="checkbox"/> Mary Valley Townships    | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Cooloolo Coast Townships |  |

At least 1 choice must be selected.

You may choose more than one option.

\* Activities conducted outside of the Gympie Regional Council area are not eligible to apply.

**Provide details on the location(s) where the program will take place: \***

# 24/25 - Application - Environment Programs

## Form Preview

Word count:

Must be between 50 and 250 words.

please include address and lot number on plan

**Applicants may be offered partial funding. In this case, can the program proceed with partial grant funding? \***

☐ Yes

☐ No

Please note if you are awarded partial funding you may be asked to resubmit the program budget.

**Are you applying for single or multi-year funding? \***

☐ 1 Year only

☐ Multi-year (2 to 3 years)

Applicants for multi-year funding are encouraged to provide examples and/or evidence demonstrating successful delivery of the same, or similar, programs

**Please provide brief details of previous successful program delivery?**

Word count:

Must be between 50 and 250 words.

**Please upload any documents that may assist in demonstrating previous successful program delivery**

Attach a file:

## APPLICATION CRITERIA

\* indicates a required field

This section demonstrates how the application will meet the assessment criteria as described in the [Community Grants Program Guidelines 2024/25](#)

### Grant Category: ENVIRONMENT PROGRAMS

**Purpose:** To improve environmental outcomes in the Gympie region through the delivery of ongoing environmental programs by community organisations primarily focused on environment activities.

On Ground Component:

- To assist with the protection and enhancement of the region's natural assets, Council gives high regard to programs where at least 60 per cent of Council funds allocated are spent on-ground within the region.



## 24/25 - Application - Environment Programs

### Form Preview

- On Ground means field work including revegetation and habitat development, maintenance including weeding and replanting on rehabilitated land sites, field surveys, bio-control field releases and like in field projects that meet the criterion

**Please select one or more priorities that are most relevant to your program: \***

- ☐ 1. Biodiversity and habitat protection.
- ☐ 2. Adapting to a changing climate and natural hazard management.
- ☐ 3. Improving land management practices that influence water quality and waterway health.
- ☐ 4. Energy efficiency and the addition of renewable energy.
- ☐ 5. Waste reduction and/or environmental educational awareness.
- ☐ 6. Wildlife protection and rehabilitation.

At least 1 choice must be selected.

Please select one or more, as relevant

**Environmental benefit of the program: outline how the program meets the category purpose and priorities \***

Word count:

Must be no more than 800 words.

Provide detail on the reasoning behind the program, and the issue or need that will be addressed by the program. Provide detail on the intended outcomes of the program, and how these benefit the region.

**Does this program involve any equipment purchase? \***

- ☐ Yes
- ☐ No

Small capital purchases used for surveys, monitoring, research or improvement of the natural environment to the value of no more than \$2,000 are an eligible expense in this category.

**If you answered 'yes', please outline how the equipment is integral to the delivery of the program and how it will be maintained. \***

## BUDGET (24/25)

\* indicates a required field

Budget (GST inclusive)

Please outline your project budget in the table below, including details of other funding that you have applied for, whether it has been confirmed or not.

# 24/25 - Application - Environment Programs

## Form Preview

Please include all GST on all items including the grant amount requested in this application.

Provide clear descriptions for each budget item in the 'Expenditure' and 'Income' columns.

Please check the [Community Grants Program Guidelines 2024/2025](#) and the category specific eligible expenses for more information on expense eligibility.

**\*For all expense items over \$1000, a quote from a registered business must be submitted.**

Please **do not add commas** to figures - e.g type \$1000, not \$1,000 - this will ensure your figures for each column total correctly.

Volunteer labour can be calculated at approximately \$43.00 per hour. (*Volunteer labour is considered a contribution and should be listed as income*)

Please click + or - to add or delete extra lines.

**Your budget MUST balance (TOTAL EXPENDITURE AMOUNT = TOTAL INCOME AMOUNT)**

**\*Maximum Grant Amount \$30,000**

**Please note category applicant contribution:**

Council Contribution: Maximum 80% of project cost

Applicant Contribution: Minimum 20% of project cost

## GST registered organisations

Organisations that are GST registered must ensure that GST is included in the requested grant amount. **GST is not added to the total grant amount requested.**

## Expenditure (2024/2025)

What are the expenses or costs of the program?

Description	Amount (\$)	Grant amount (\$) requested	Quote (if expense is over \$1000)
Description of item	Total cost of item	Can be full, partial, or zero Must be a dollar amount.	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

## Total Program Expenses (2024/2025)

**Total expenditure amount**

\$

This number/amount is calculated.

# 24/25 - Application - Environment Programs

## Form Preview

### Income (2024/2025)

How is this program funded? (include requested GRC grant amount)

Description	Amount (\$)	Type of income
	Must be a whole dollar amount (no cents).	
	\$	
	\$	
	\$	
	\$	

### Total Program Income (2024/2025)

#### Total Income Amount

\$

This number/amount is calculated.

### Budget Balance (2024/2025)

#### Income minus Expenditure

\$

This number/amount is calculated.

This must equal \$0.00. Adjust the income and/or expenditure to balance the budget.

#### Total Grant Requested

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

#### Total Applicant co- contribution (%)

This number/amount is calculated.

Note: a co-contribution of 20% minimum is required.

### Organisation's financial position

**Please outline your organisation's need for financial support from Council for the project. \***

For example, if your organisation has a substantial term deposit, has this been set aside for a specific project?

**Please upload the most recent financial statement of the organisation \***

Attach a file:

# 24/25 - Application - Environment Programs

## Form Preview

This can be a recent Bank Statement, Annual report, Profit and Loss Statement/Statement of Financial Performance and/or a Balance Sheet/Statement of Financial Position.

### MULTI YEAR FUNDING

\* indicates a required field

This section is to be completed by applicants applying for Multi-year funding

**\*Please note that subsequent years of funding will be conditional upon:**

- council's budget availability
- the organisation's compliance with funding conditions
- the organisation delivering agreed outcomes

#### Acquittals:

**Grant recipients of multi-year funding must complete an online Acquittal Report every 12 months for the duration of the funding, with a final Acquittal Report within four weeks of the end of the project delivery timeframe.**

Please enter the requested grant amount for each financial year (max \$30,000 per year)

**Requested Grant Amount - 2024/2025 (this year)**

  
Must be a dollar amount.

**Requested Grant Amount - 2025/2026**

  
Must be a dollar amount.

**Requested Grant Amount - 2026/2027**

  
Must be a dollar amount.

**Do the requested grant amounts for 25/26 and/or 26/27 differ from the 24/25 amount? \***

☐ Yes

☐ No

Please explain any variation in your annual requested grant amounts?

**Provide details explaining why your requested amount has varied, e.g. proposed change of location, equipment replacement, single year sponsorship etc.**

Word count:

Must be between 50 and 250 words.

Total requested grant amount over 3 years

**Total requested grant amount**

This number/amount is calculated.

## SUPPORTING DOCUMENTS

\* indicates a required field

Ensure that any documentation can be easily read, and is not distorted or unclear.

### Public Liability Insurance

A copy of the organisation's Certificate of Currency for Public Liability Insurance to the value of \$20M **must** be included. A tax invoice or receipt of payment of insurance will not be accepted.

**Evidence of your organisation's Public Liability Insurance certificate of currency (and/or auspice organisation if applicable) \***

Attach a file:

A minimum of 1 file must be attached.

### Supporting documents

Providing supporting documents can strengthen the application and provide more information for assessment.

Required Documents:

- Program plan that includes WHS requirements.
- Land Owners Consent (if relevant). Please read [Land Owners Consent Information](#), and attach [Landowners Consent Form](#) if relevant to your application.

**Please note:** Data gathered through environmental surveys, monitoring and research must be shared with Council, as data sets and a report.

Recommended supporting documents include:

- Evidence of environmental identified need
- Letter(s) of support for the program (maximum three)
- Letter(s) of confirmation from partners, stakeholders, sponsors and other organisations (referred to in this application)

**Attach supporting documents here \***

Attach a file:

A minimum of 1 file must be attached.

# 24/25 - Application - Environment Programs

## Form Preview

Files must be .pdf, Word, Excel, .jpg. More than 1 file can be uploaded.

### CERTIFICATION AND FEEDBACK

\* indicates a required field

#### Certification by authorised person

**I certify that: \***

- ☐ to the best of my knowledge the statements made in this application are true and correct
- ☐ I have read and accept the 'Environment Program Grant Category Guidelines 2024/2025'
- ☐ I agree to complete an Acquittal Report within 4 weeks of the end of the project delivery timeframe for this round.
- ☐ our organisation has financial practices in place to adequately record the grant income and expenditure. The grant expenditure will be evidenced by attaching tax invoices to the acquittal
- ☐ I acknowledge that if any member of our organisation lobbies a Councillor or staff member in relation to this grant application, the application is disqualified

This section must be completed by an authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**Name of authorised person of applicant organisation \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Position in the organisation \***

**Date \***

Must be a date.

This section must be completed by an authorised person on behalf of the auspice organisation (may be different to the contact person listed earlier in this application form).

**I certify that: \***

- ☐ to the best of my knowledge the statement made in this application are true and correct
- ☐ I have read and accepted the 'Environment Program Grant Category Guidelines 2024/2025'
- ☐ I agree to complete an Acquittal Report within 4 weeks of the end of the program delivery timeframe for this category
- ☐ our organisation has financial practices in place to adequately record the grant income and expenditure. The grant expenditure will be evidenced by attaching tax invoices to the acquittal
- ☐ I acknowledge that if any member of our organisation lobbies a Councillor or staff member in relation to this grant application, the application is disqualified

# 24/25 - Application - Environment Programs

## Form Preview

### Name of authorised person on behalf of auspiced organisation \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Position in organisation \*

### Date \*

## Applicant Feedback

Before you review your application and make a submission, please take a few moments to provide feedback.

\* [SUBSCRIBE TO COUNCIL'S COMMUNITY INFOSHARE](#) - to keep informed about grants, workshops and events!

### Please indicate how easy the online application process was: \*

☐ Very Easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very Difficult

### Do you have any suggestions on how the application process/form could be improved?

### Where did you hear about the Community Grants Program? \*

☐ Information Flyer ☐ Council's Community Info Share (eNews) ☐ Council's Facebook page ☐ Council's Website ☐ Council Staff ☐ Word of mouth  
Other

### Did you attend a Gympie Regional Council Grants Information Session? \*

☐ Yes ☐ No

### Did you find the information session helpful?

☐ Yes ☐ No

### Do you have any other comments you wish to make about the grants process?

Thank you for your feedback. Please ensure you review your application before you press submit.

After pressing **SUBMIT**, you will receive an email confirming your submission has been made.

If you require further support, please call the Community Development Team on 1300 307 800.