FRASER COAST WELLBEING AND RESILIENCE GRANTS
GUIDELINES

1. ABOUT THE WELLBEING AND RESILIENCE GRANTS PROGRAM

The Fraser Coast Wellbeing and Resilience Grants program is delivered as a partnership between Fraser Coast Regional Council and the PHN (Primary Health Network). The purpose of the program is to promote wellbeing and healing amongst the Fraser Coast communities to support recovering and resilience building following the January and February 2022 severe weather and flooding events.

The program's objectives are to:

a) Allow communities the opportunity to choose their response to the loss, anxiety and distress experienced as a result of severe weather and flooding events;
b) Promote wellbeing and healing among community; and
c) Strengthen social connectedness and assist communities with the recovery process.

2. GRANT AVAILABILITY

The grant funding is available as an open round. The funding round will close 23 June 2023, for projects, programs and initiatives to be completed by 30 June 2024.

A total amount of $90,000.00 is available, with a maximum of $20,000.00 per application (total grant value awarded). Should a project, program or initiative be scoped over the maximum funding amount per application, yet there is a demonstrated high-level outcome in line with the program's objectives, please contact Council Community Development team to discuss potential funding options.

Council may at its discretion award funding for projects, programs and initiatives that meet the funding objectives as outlined in this document. Funding amount allocation will be dependent on project need as determined by Council.

No applicant can be guaranteed funding, nor can an applicant be guaranteed funding of the full amount requested. Previous grant success does not guarantee future grant applications will be approved. An unsuccessful application does not mean that the project or activity is not worthy of support.

3. WHAT DOES THE WELLBEING AND RESILIENCE GRANT SUPPORT?

Programs, projects, and initiatives that Increase the delivery of non-clinical support to flood affected communities.

Examples of non-clinical supports could include, but are not limited to:

a) additional social workers;
b) support for community events and activities that bring people together (virtually or in person)
c) mental health professional attendance and engagement at community events;
d) activities to engage priority population groups less likely to seek out traditional mental health services (for example, Aboriginal and Torres Strait Islander communities)
e) awareness raising activities regarding available services and how to access them

4. **WHAT DOES THE WELLBEING AND RESILIENCE GRANT <u>NOT</u> SUPPORT?**

Project, programs, and initiatives that:
- Are retrospective and are for events that have already commenced;
- Request funding for general operating costs;
- Do not comply with any applicable legislative requirements;
- Are incomplete or applications that do not include all the required supporting documentation as provided for in these guidelines or the application form;
- Cause offence to disadvantaged or minority groups
- Promote gambling, smoking and/or consumption of other addictive substances
- Are for events run solely for fundraising or charitable purposes

 Council will not consider applications that:
- Are incomplete or applications that do not include all the required supporting documentation as provided for in these guidelines or the application form;
- Do not comply with any applicable legislative requirements;
- Applications for competition/events being held outside the Fraser Coast LGA region;

5. **WHO CAN APPLY?**

Not for profit incorporated community organisations can apply provided they meet the following criteria:
- The organisation:
  - Is based within the Fraser Coast local government area or the program, projects, or initiative must be delivered wholly within the Fraser Coast local government area;
  - Is a legal not for profit entity, complying with all incorporation requirements of the State and Commonwealth as at the closing date for the grant program;
  - Has appropriate insurances and adheres to sound Workplace Health and Safety practices;
  - Has not received other Council funding for the same event or program except from Councillor Discretionary Funds from which top-up funding is acceptable;
  - Has met acquittal conditions for any previous Council grants;
  - Has no debt to Council outside standard trading terms, or has entered into scheduled payment arrangements with Council that is being adhered to.

If a community group is not incorporated and seeks to apply for a Grant, the group is able to do so provided that the application is auspiced and administered by an incorporated not-for-profit community organisation that is willing and able to accept legal and financial responsibility for the grant.

6. **WHO <u>CAN'T</u> APPLY?**

- Educational, religious, political, or medical organisations, where the application is for the organisation's core business – significant broader community benefit must be demonstrated in the application;
- Individuals.

7. **SELECTION CRITERIA**

Organisations will need to demonstrate:
- That programs, projects, or initiatives are either delivered in, or show specific benefit to communities which have been directly affected by flooding during the January, and/or February 2022 severe weather events;
- The community need to be addressed;
- Intended reach of grant activity (i.e. estimated number of people to be impacted by grant activity)
- Anticipated impact of the proposed grant activity;
- Expected outcomes of the program, project, or initiative and how these will be measured;
- How the program, project, or initiative was identified and expected benefit to community;
- All proposed projects or activities must comply with applicable legislation and regulations;

8. **Application and Approval Process**

1. Council will publicise the availability of the grant program on Council's website and social media sites, and by direct email to individuals and organisations listed on Council Distribution lists.

   Council will undertake ongoing engagement and capacity building with the community, assisting applicants to identify and develop projects.

2. Council's grant programs are based on-line.
   The application form can be previewed prior to commencement of the application, and a pdf file can be printed from the final (review) page once an application has been commenced.
   The online form is the only method for submitting an application.
   If an applicant does not have access to a computer, Council libraries can provide access to a computer and the internet and some initial guidance to enable access to the application form.

   Once an application has been started, a number of people within the organisation can work on the application using the same login and password (only one person can be logged in at a time).

   Council officers are available to provide advice to community organisations. They can assist organisations to identify additional and alternate sources of funding relevant to their project or activity. For help with the questions within the application form, assistance can be provided by Council's Community and Development Team. Contact information is contained within the application form.

3. When an application is submitted, the applicant will receive an email confirmation of lodgement and a copy of the submitted application for the organisation's records.

4. Applications will initially be assessed by the Community Development Team to confirm organisational and project eligibility. If the grant round has not yet closed, and errors are identified, the Community Development Team will endeavour to work with the applicant to correct the application. Any amendments must be undertaken within the open application status of the Grant Application Round.

5. After the Grant Round closes, the Assessment Panel will be convened and assessment of applications will be undertaken. The Assessment Panel makes recommendations for project funding to Council for the final decision. In assessing the grants, Council will:
   - Ensure public monies are allocated in a fair and equitable way
   - Ensure best possible value for money

   Final decisions in the Community Grants Program are made by the Council, and in special circumstances, the Chief Executive Officer or delegate.

   Once Council has decided grant funds allocations, applicants will be advised of the outcomes. Unsuccessful applicants can seek feedback on how they can strengthen future applications. Directions on how to seek this feedback will be provided with the outcome advice.

9. **GRANT ACQUITTAL**

All successful applicants will be required to acquit the funds expenditure within the allocated timeframes.

- Acquittal forms will be available to successful applicants on Council's Grants website. All questions must be completed on the acquittal form and evidence supplied including:
  a. Evidence of participation;
  b. receipts;
  c. photographs of participant (where available).
- Successful applicants will be required to acknowledge the support of Council and the PHN.
- Unspent grant funds must be returned to Council within 60 days of the activity completion.
- All projects must be completed and acquitted by 30 June 2024
- Changes must not be made to the approved project or activity without the prior agreement of Council. Council will endeavour to approve changes where the level of community benefit is maintained as per the application and the changes are within the scope of the initial application.
- Any purchases associated with the project must be transacted with a Fraser Coast business.

10. EXAMPLES OF IN-ELIGIBLE EXPENDITURE
(these can be included in the project and funded from the applicant's funds)

- Activities undertaken or committed to purchase before the organisation is notified in writing their application is successful
- Organisation's operational costs – rent/lease costs, administration expenses, insurances
- Auspice fees / project management fees
- Contingency costs
- Repayment of debts and loans
- Overseas travel costs
- Purchase of equipment / services that benefit an individual
- Consumables including catering
- Funding for a staff or member social event
- Alcohol
- Gifts or prizes
- Donations to and sponsorship of other groups
- Grant writer fees and associated costs are ineligible for funding.
  Associated costs include project management fees (including payment for managing the construction of facility improvements and/or the purchase of funded items) by a grant writer, and invoices/receipts provided by a grant writer (and any of their associated companies).