



Community Drought Support Program 2021-2022

Grant Application Guidelines

Opening Date: 1 March 2022

Closing Date: 29 March 2022



**Queensland
Government**

1. Introduction

At 1 January 2022, there were 37 drought declared local government areas (LGAs) comprising 34 full-declared LGAs and three part-declared LGAs (published at www.longpaddock.qld.gov.au/drought/drought-declarations) representing 64.7 per cent of the land area of Queensland.

Some local government areas, especially in western Queensland have been drought declared since mid-2013. Since the end of the 2018 wet season, much of Queensland and eastern Australia has received below average rainfall, with the exception of the recent monsoon in North West Queensland.

The \$5 million Community Drought Support Program (CDSP) is part of the broader Queensland Government's Drought Relief Assistance Package.

The CDSP aims to strengthen the resilience of drought-affected Queenslanders by building on existing community support mechanisms to increase access and participation in the community.

Funding will be covered by the *Community Services Act 2007*.

The objectives of this grant funding activity are to support the delivery of community events or activities in drought-affected local government areas that:

- enable place-based responses in drought-affected communities that improve wellbeing, connectedness, build resilience and support the community to thrive
- encourage local and regional organisations to apply and to play a role in supporting individuals and communities to thrive.

This Grant Application Guide should be read in conjunction with the CDSP Guidelines: Services and Reporting Specification.

2. Grant purpose

Total funding of \$1 094 310 (excluding GST) is available to support the delivery of events and activities in 34 drought-declared and 3 partially drought-declared LGAs in Queensland.

Available funding distribution is listed below in section 4.

Organisations may apply for funding available in the location the event/activity is to be delivered. Available funding distribution is listed below in section 4 as a guide to available funding by location.

This funding is provided to support locally focussed community events and activities that seek to:

- revitalise existing community support mechanisms
- utilise existing community events to increase access to and participation in direct support services
- aim to negate the psychosocial impacts of prolonged drought
- improve the individual and community wellbeing, and
- provide enhanced community and social connectedness.

Applicants are expected to identify community and individual needs and conduct local community programs and activities, events, sporting and social support initiatives that enhance community connectedness and help participants to link with relevant support networks.

Any funding for events or activities will be provided as a contribution and will not cover the full costs of the event or activity.

This grant funding cannot be used for events or activities for which grant funds were provided in previous CDSP funding rounds where those events have not been completed.

3. Eligibility criteria

Eligible organisations must:

- ✓ have an Australian Business Number (ABN)
- ✓ have no outstanding financial or reporting requirements with the department.

Ineligible organisations include:

- ✗ state or federal departments
- ✗ partnerships
- ✗ trusts.

Eligible Costs (but not limited to)

Operating costs

You can use **up to 15 per cent** of funding for operating costs directly related to delivery of the event or activity including establishment costs, administration and coordination, salary-related costs for staff directly involved in the event or providing payments.

Event or activities costs

- ✓ venue hire
- ✓ entertainment
- ✓ equipment hire
- ✓ catering
- ✓ small assets such as kitchen appliances, laptops and printers, generators, eskies
- ✓ items required for the events such as equipment hire, utensils, stationery, decorations, disposable crockery/cutlery
- ✓ advertising and promotion costs.

All anticipated expenditure must be listed in the budget template included in the application form.

Eligible Events or Activities (but not limited to)

- ✓ support to existing events or activities to enhance their delivery
- ✓ comedy nights
- ✓ outdoor movies
- ✓ sporting events e.g. cricket, fun run, golf event, tennis day
- ✓ arts performances
- ✓ campdraft and horse sports days
- ✓ Christmas events or events attached to dates of local significance
- ✓ morning teas, community BBQ or similar
- ✓ family fun day

- ✓ school excursions with a local focus.

Ineligible Costs include:

- ✗ major capital costs purchase of vehicles
- ✗ such as building and construction costs, including repairs
- ✗ capital equipment purchases over \$3000
- ✗ recurrent costs.

4. Insurance requirements

Funded organisations must maintain public liability insurance for a sum of not less than \$10 million per event.

5. Funding distribution

The value of funding available for events or activities in **each** local government area is indicated in the below table (this funding has been allocated based on a rating system which takes into account the total length of time that the local government area has been in drought and indicators of vulnerability).

The funding split within each local government area is indicative, and the final allocation will be approved by the departmental delegate after considering the quantity and quality of applications.

Applicants can apply for funding amounts up to the total funding available in the drought-declared LGA.

Funding available to each drought-declared LGA

Rating category	Drought-declared local government areas*	Events or activities
Rating 1	Boulia (S)	\$46,000
	Paroo (S)	\$46,000
	Quilpie (S)	\$46,000
	Winton (S)	\$46,000
	Flinders (S) (Qld)	\$46,000
	Diamantina (S)	\$46,000
	Blackall-Tambo (R)	\$46,000
Rating 2	Murweh (S)	\$42,400
	Barcoo (S)	\$42,400
	Balonne (S)	\$42,400
	Richmond (S)	\$42,400
	McKinlay (S)	\$42,400
	Barcaldine (R)	\$42,400
Rating 3	Bulloo (S)	\$37,200
	Maranoa (R)	\$37,200
	Longreach (R)	\$37,200

Rating category	Drought-declared local government areas*	Events or activities
Rating 4	Isaac (R)	\$31,000
	Banana (S)	\$31,000
Rating 5	Toowoomba (R)	\$23,800
	Whitsunday (R)	\$23,800
	Woorabinda (S)	\$23,800
	South Burnett (R)	\$23,800
	Cherbourg (S)	\$23,800
	North Burnett (R)	\$23,710
Rating 6	Somerset (R)	\$19,200
	Western Downs (R)	\$19,200
	Southern Downs (R)	\$19,200
	Lockyer Valley (R)	\$19,200
	Central Highlands (R) (Qld)	\$19,200
Rating 7	Bundaberg (R)	\$13,200
	Gympie (R)	\$13,200
	Fraser Coast (R)	\$13,200
	Scenic Rim (R)	\$13,200
	Rockhampton (R)	\$13,200
	Ipswich (C)	\$13,200
	Gladstone (R)	\$13,200
	Livingstone (S)	\$13,200

*Drought-declared local government areas are as published at 1 January 2022 at www.longpaddock.qld.gov.au/drought/drought-declarations/.

The local government area boundaries are as defined by the Queensland Government at: <https://www.dlgrma.qld.gov.au/resources-ilgp/maps/local-government-maps.html>.

Codes indicated in the table are: * Cities (C), Shires (S), Towns (T) and Regional Councils (R)

6. Assessment criteria

Applications will be evaluated based on the following criteria:

1. Describe the proposed community event/s or activity/ies

- Provide a clear description of your event/activity (What you intend to do)
- Describe when and where your event/activity will occur
- Who will be able to access and benefit from the event/activity?
- What impact will your activity/event have to the local drought impacted community and its members?

- Detail whether the event/activity will be free, lower-fee (subsidised) or if participants will be fully charged to attend
 - Provide estimated participation numbers, length of time the event will go for, and the location.
- 2. Describe the benefits the proposed community event/activity will deliver to the local community**
- Will your activity/event bring about any changes in your community?
 - Will your activity/event stimulate any economic activity in your community?
 - Will any key service suppliers' benefit?
- 3. Describe your organisation's capability and capacity to deliver the proposed event/activity from June 2022**
- Outline your purpose, major activities, who you support and how you work in your local community
 - Provide evidence of capacity to deliver events or activities that strengthen the resilience of drought affected Queenslanders by revitalising existing community support mechanisms and utilising community events to increase access and participation in direct support services
 - Outline how you will commence delivery from June 2022.
- 4. Describe how you have or will involve key stakeholders or organisations in planning and/or delivering this activity/event to ensure its success?**
- Who will you be working with?
 - How will they be involved/contribute to the planning or delivery of your event?
- 5. Provide a detailed budget**
- Detail the total cost of event/activity cost and the total amount of funding contribution requested
 - Detail all eligible costs
 - Include in-kind costs.

7. Application process

Online application

Applications will be managed through an online grants administration system [SmartyGrants](#).

Before applying, you must read and understand these guidelines.

To apply you must:

- ✓ Complete the online application form
- ✓ Address all assessment criteria

- ✓ List all eligible costs, including the operational costs, associated with the project in the budget template provided in the application form. Also include in-kind costs. It is important that you include a full list of your eligible costs in your application including, for example:
 - insurance
 - event supplies
 - appearance fees
 - hire costs.
- ✓ Submit your application by the closing date and time.

Late applications will not be accepted.

A separate application is required for funding in each local government area. More than one organisation can be awarded grant funding allocation in a LGA.

If you have any technical difficulties with logging in, progressing or submitting your application, please contact SmartyGrants on 03 9320 6888 or by email service@smartygrants.com.au

Proposed application dates

Applications open 9am Tuesday 1 March 2022

Applications close 4pm Tuesday 29 March 2022

8. Assessment of applications

Your application will be considered on its merits, based on:

1. whether it meets the objectives of this grant funding activity
2. how well it meets the criteria
3. how it compares to other applications
4. proportion of the operational costs directly related to the delivery of the project.

Please note that applications may be assessed as either:

- not recommended for funding; recommended for partial funding; or recommended for full funding.

We will establish one or more assessment panels to assess all applications within each LGA. The final funding decision is undertaken by the departmental Delegate. The decision made by the Delegate is final. You will be informed in writing of the outcome of the assessment process.

9. Reporting

All grant recipients are required to register and report through our online reporting portal Procure to Invest (P2i). The final report is due by **31 July 2023**.

Reports could include:

- Milestone activities: date of event/activity; type of event/activity, LGA, location and duration of event/activity, purpose of event/activity, benefits and outcomes for the community and individuals participating, expected community participation

Case studies (de-identified): including a summary of impacts or outcomes for the community.

10. Acknowledgement of funding

You must ensure the Queensland Government is acknowledged in your organisation's Annual Report and in any promotional materials including on your website. This applies to projects funded through the CDSP.

Any acknowledgement in promotion material must use an acknowledgement logo which you must obtain from us.

11. Agreement term

If you are successful, we will enter into a funding agreement with you from 1 June 2022 to 30 June 2023. You can view our funding agreement templates on our website [Streamlined agreements](#).

12. Complaints

Complaints should be directed to grantqueries@chde.qld.gov.au

We are committed to effective complaints management and will deal with all complaints against our actions, decisions or officers' conduct in a responsive, confidential and fair manner. Please refer to the Customer service compliments and complaints section of our website [Complaints and compliments | Department of Communities, Housing and Digital Economy \(chde.qld.gov.au\)](#).

13. Further information and assistance

- Questions about the program can be directed to: grantqueries@chde.qld.gov.au
- Questions about SmartyGrants can be directed to: Service@smartygrants.com.au
- Please refer to the [SmartyGrants—Help Guide for Applicants](#) when completing your application form.