

COMMUNITY QUICK RESPONSE GRANTS GUIDELINES

\$1,000 – \$5,000

Local Government Act 2009



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1. Introduction

This program creates mutually beneficial agreements with local not-for-profit organisations, incorporated associations, community organisations, community clubs and/or auspiced organisations to support the delivery of community outcomes for Townsville.

Applicants for this program may be a recipient of a community grant and still apply for other Townsville City Council (Council) grants; however, in this application, the applicant must disclose all types of funding and in-kind support their organisation is currently receiving from Council.

This guideline should be read in conjunction with Council's Community Grants Policy and Corporate Plan 2025-2029.

General enquiries about the grant program should be directed to:

Contact
Council's Grants and Partnerships Team Phone: 13 48 10 E-mail: communitygrants@townsville.qld.gov.au

[Appendix A](#) provides definitions specific to these guidelines.

2. Program Objectives and Priorities

The objective of this program is to identify, assess and administer grant funds for activities that will achieve some or all of the below outcomes:

- directly support at least one of the Corporate Plan Goals;
- respond to a direct community need (e.g. fostering social connections, building cultural ties, sharing knowledge);
- promote liveability and vibrancy of Townsville as a community through social, environmental, and/or economic activities (e.g. sporting events, regional attraction, community events);
- build community expertise, capacity, skills and networks;
- raise awareness of the Townsville region as a destination (e.g. tourism events, sporting events);
- enhance community awareness of Council objectives and/or services; and,
- support increased community connection, access and participation, building on the principles of equity, diversity and inclusion.

3. Key Dates

Applications are open throughout the year but close 1 April annually or when funds are exhausted, whichever date occurs first.

Applicants will be updated when the status of their application changes via the online application platform (i.e. SmartyGrants) and e-mail. If the application is successful, allow 30 days from the date of an appropriately rendered invoice for payment.

4. Available Funding

This program is most suited to organisations that seek funding from \$1,000 - \$5,000 cash and/or in-kind support to conduct activities which align with the public interest and improve the quality of life for residents of Townsville.

Category	Value
Cash	\$1,000 up to \$5,000 GST exclusive
In-Kind (Venue fee waiver, hard-costs, marketing)	\$1,000 up to \$5,000 GST exclusive
Total cash and in-kind combined	Not to exceed \$5,000 GST exclusive

The applying organisation can request support from Council in the form of both cash funding and/or in-kind support.

In-kind support may consist of:

- Council venue fee waiver; and/or
- In-kind hard costs (i.e. costs associated with hiring the Council venue, such as Council workers and cleaning).

The total value of funding is the sum of cash funding and the value of any in-kind support.

Organisations registered for GST, will automatically receive the additional 10% added to the total value of funding to cover the GST component. If the applying organisation is not registered for GST and is purchasing items that attract GST, it will be required to cover the 10% GST component.

For advice on GST, applicants should contact their tax advisor or the Australian Tax Office on 13 24 78 or www.ato.gov.au.

5. Preparing the Application

Applications must be completed through the SmartyGrants Portal (<https://townsville.smartygrants.com.au/>).

Refer to [Appendix B - Application Checklist](#) for guidance on preparing the application.

Note: Applications that demonstrate that other grant funding or alternative funding streams have been sourced may be assessed more favorably.

6. Eligibility

All applications will be checked for eligibility with respect to three categories:

1. applicant eligibility;
2. activity eligibility; and,
3. expenditure eligibility.

The applicant will be notified via the SmartyGrants Portal and e-mail if the application has progressed to assessment.

Applications will proceed to assessment if deemed eligible by Council and may be given one opportunity to rectify ineligible items within a 14-day timeframe. Failure to do so will result in

the application being deemed ineligible.

Applications that pass eligibility and assessment are not guaranteed to receive funding.

The applying organisation may apply for funding once per financial year per eligible activity to facilitate the activity. There is no guarantee for ongoing funding under the Community Grants program.

6.1 Applicant Eligibility

	Criteria	Description
Eligible Applicants	An incorporated association, community organisation, and/or not-for-profit organisation	Must provide evidence of being a not-for-profit organisation such as, constitution, deed, rules, registration number, ABN etc. Any document supplied must clearly state a Not-for-profit clause
	Financial Viability	The organisation must be financially stable and viable.
	Location & Service Area	Must be based and/or primarily provide services within the Townsville Local Government Area (LGA) or demonstrate that the activity promotes Townsville.
	No Debt to Council	The organisation must be free of any outstanding debts to the Council.
	Prior Acquittal Compliance	Must have successfully completed acquittal requirements for all previously funded activities by Council.
	Public Liability Insurance	Must hold appropriate public liability insurance for the proposed activity.
	Complete Application Submission	Must submit a fully completed grant application form, including all relevant supporting documentation.
	Be in good repute with the community	Only organisations in good repute with the community (in determining whether the applicant is in good repute, Council may consider complaints received from the community, which prima facie are of concern to Council notwithstanding the claims have been substantiated).
Ineligible Applicants	The following are ineligible for this grant program: • Government departments, agencies and education institutions and organisations already in receipt of community grant funding for a duplicate activity in the same financial year; or • Privately owned and/or operated company's or incorporations that cannot evidence not-for-profit status.	

6.2 Activity Eligibility

	Type	Description
Eligible Activities	Festivals	Festivals are large, often recurring celebrations that showcase culture, arts, heritage or community identity. They usually involve multiple activities (performances, food, workshops) and are designed to attract broad public participation.
	Events	Events are organised activities with a defined purpose, audience and timeframe. They can be small or large and may include meetings, celebrations, performances, community gatherings or conferences
	Competitions	Competitions involve individuals or teams competing under set rules to achieve a measurable result or win a prize.
	Workshops	Workshops are structured, interactive learning or skill-building sessions where participants engage in hands-on activities, discussions or training
	Services (i.e. strategic planning)	Services are activities or functions delivered to meet a specific community, organisational or stakeholder need. They may include support programs, and a community-focused delivery
	Club Development	Team or club equipment, such as shirts, club merchandise, signage and banners

6.3 Expenditure Eligibility

	Type	Description
Eligible Expenditure	Hire Equipment	Hire equipment refers to temporary use of physical items needed to deliver an activity or event, such as staging, sound systems, lighting, marquees, generators or technical gear.
	Hire Services	Hire services involve engaging businesses or individuals to provide specialised operational support, such as catering, security, ticketing, cleaning, technical services or event management.
	Facilitators	Facilitators are individuals engaged to guide workshops, training sessions, consultations or community engagement activities.
	Performers	Performers are artists or entertainers delivering live creative content such as music, dance, theatre, circus or roving acts.
	Guest Speakers	Guest speakers are invited individuals who provide expertise, insights or inspiration at an event, workshop, seminar or conference.

	Type	Description
	Website Development	One-off website building, development, design and/or initial start-up costs.
	Accommodation	Accommodation refers to lodging required for participants, guests, staff or contractors involved in an activity or event.
	Travel	Travel includes transport (including economy class airfares) required for people or equipment to reach an event or activity location. Including minibus hire.
	Marketing	Marketing covers promotion and communication activities designed to reach target audiences, build awareness and drive participation.
	Event Collateral	Event collateral refers to medals, trophies, printed or digital materials used to support an event, such as signage, programs, posters, banners, maps, tickets, volunteer resources or online content.
	Venue in-kind	Means the provision of goods or services (not money), including venue in kind & hard costs associated with venue hire and support an activity or event.
	Hard Costs in-kind	Hard costs in-kind refer to tangible goods or resources provided without charge, such as materials, equipment or physical items that have a measurable monetary value e.g. waste services, cleaning and staffing costs.
	Other	This refers to costs or support items not captured by the main categories above but may be deemed eligible at the discretion of Council. Enquiries should be made to the Grants and Partnerships Team.
Ineligible Expenditure	Ongoing or General Operating Costs	Includes salaries and wages, ongoing costs associated with website development, electricity, lease/rent payments, insurance, uniforms or similar expenses.
	Consumable Items	Alcohol, cleaning supplies, personal care products, fuel, food, disposable cutlery / cups, etc.
	Direct Payments to Applicant	Includes employee costs paid directly to the applicant, organisation
	Retrospective Costs	Items ordered, committed to, or purchased before funding approval, including reimbursement of Council in-kind support.
	Contingency Funds	Budgeted or set-aside funds for costs not yet incurred (i.e. allowances).
	Capital Works	Costs for repairs, extensions or renovations to buildings.
	Capital Equipment	Such as whitegoods, office equipment, portable shade structures, work tools, work clothing, machinery (mowers, vehicles, trailers, etc.), signage, costumes and furniture.

	Type	Description
	Prizes	Funds used for awarding prizes or prize money
	Vouchers	Includes pre-paid or store cards.
	Debt or Loan Payments	Funds used for repayment of debts or loans.
	Administrative Fees	Fees for services related to grant application and implementation, such as grant writer or grant assistance fees and auspice fees.
	Duplicate Funding Activity	Activities that have already received funding from Council in the same financial year.
	Non-Economy Airfares	Costs associated with premium or business-class airfares.
	Unreasonable Accommodation Costs	Accommodation expenses that are not reasonable or proportionate to the activity.
	Other	Activities which may result in indirect or direct discrimination of members of the community as contemplated within the <i>Anti-Discrimination Act 1991</i> (Qld) (the Act).

7. Assessment Process

Once an application is deemed eligible, it is scored against Council's assessment criteria by an Assessment Panel. The applicant will be notified via the online platform or e-mail if the application has progressed to assessment.

The assessment process is outlined below.



7.1. Assessment Criteria and Weighting

Criteria	Description	Weighting
Contribution to City	This should align with the corporate plan and include one or more of the following: • Increase activity in community arts, sports and recreational activities • Increased advocacy of Townsville LGA as a hub for modern industry • Increased capacity building to demonstrate Townsville LGA as a leading center of education, training and research • Physical contributions such as public art.	25%
Participation Rates	Increased levels of participation in the associated grant activity. This may include: • Year on year increased levels of participation in events aligned to Council's five-year Corporate Plan • Increased levels of volunteering • Promoting diversity in community participation. • Participation rate of target audience (e.g. post code) by connecting them to what they need at the time they choose	25%
Social Inclusion	Levels of diversity and social inclusion amongst grant activity participants, including minority groups within the community. For example, this may include: • Increased areas to support services • Increased connectedness to link communities with what they need at the time they choose • Increased opportunity for participation in society by promoting Townsville as a circular economy (e.g. employment, access)	20%
Liveability	The broader societal impact of an activity or program including indirect social benefits. For example, this may include: • Improved liveability by connecting the community to what they need at the time they choose • Improved health outcomes • Reduction in anti-social behaviour	15%
Sustainability	The ability of the Townsville community to be self-sustaining financially. For example, this may include: • Decreased future reliance on Council for future funding • Building a circular economy with greater collaboration and resource sharing between community groups • Diversification of industry to support the growth of Townsville • Expansion of business operations by promoting Townsville LGA as a hub for modern industry	15%

8. Notification of Outcome

8.1. Successful Applications

The applicant will be notified through the SmartyGrants Portal and via e-mail if the application is approved for funding.

8.2. Unsuccessful Applications

All unsuccessful applicants will be notified by e-mail and through the SmartyGrants Portal of the outcome of their application. Unsuccessful applicants may receive feedback as to why the application was unsuccessful.

9. Funding Agreement

All community grant applications are administered by the Grants and Partnerships Team.

If the application is successful, Council will request the applicant to send an itemised invoice/tax invoice for the approved amount to Council.

Council may partially fund, or not fund, activities depending on Council budget allocation. Council will advise if there are expenditure items deemed ineligible for the program through the eligibility or assessment phases.

Council reserves the right to negotiate elements of the funding after the assessment process.

Council will provide a funding agreement, detailing the following:

- conditions of funding;
- activity delivery reporting requirements;
- post-activity acquittal reporting requirements; and,
- other key performance outcomes required from the approved activity.

Council will only release funds after receiving a signed and returned funding agreement from the grant recipient.

10. Acquittal Process

The grant recipient must maintain accurate reporting and record-keeping through delivery of the activity.

Recipients will complete an acquittal through the SmartyGrants Portal within six weeks of the activity end date specified in the application form, unless otherwise agreed. Recipients must provide detailed information as part of the acquittal process.

All unspent funds will be returned to Council.

Council may request additional evidence or information to demonstrate achievement of funding outcomes.

Recipients who fail to satisfy their acquittal obligations may be ineligible to apply for future Council grants for a discretionary period, as decided by Council.

11. Variation Process

Grant recipients are required to submit a variation request with the appropriate documentation

if:

- there is a proposed change made to the terms of the funding agreement; and
- it is proposed or identified that any changes have occurred to the scope/timeframe of the project.

Council must be notified in writing within 21 calendar days if changes have occurred that impact the ability to deliver the agreed activities. Council may request additional evidence or information to demonstrate achievement of funding outcomes.

Recipients who fail to satisfy variation obligations may be ineligible to apply for future Council grants for a discretionary period as decided by Council.

12. Acknowledgement, Promotion and Marketing

Council must be acknowledged as a funding source on all activity promotion and marketing materials.

This will be done by using Council's current logo in marketing and publicity materials, acknowledgement at launches and invitations for Councillors or Council representatives to attend activities.

Details of required acknowledgement will be specified in the individual funding agreement.

Council requires recipients to have all marketing and promotion using Council's logo to be approved prior to use. Recipients should forward their materials to Community Grants (communitygrants@townsville.qld.gov.au).

13. Disclaimer

The terms set out in these guidelines are not binding, and Council reserves the right to modify, override or cancel any of the items in this guide at any time.

14. Further Information and Assistance

Applicants are encouraged to contact Council to discuss any aspect of the program or their application before applying. Enquiries may be directed as follows:

Enquiry Type	Contact	Availability
General enquiries about the grant program	Council's Grants and Partnerships Team Phone: 13 48 10 E-mail: communitygrants@townsville.qld.gov.au	Available between 9am and 4pm, Monday to Friday
Technical enquiries about the online application platform	SmartyGrants Portal Phone: (03) 9320 6888 E-mail: service@smartygrants.com.au	Available between 9am and 5pm, Monday to Friday

15. Complaints

Any concerns, complaints or disputes raised will be managed in accordance with Council's Complaint Management Policy and associated Procedure.

16. Monitoring and Review

These guidelines will be reviewed every three years or earlier in alignment with any changes to the relevant grant program.

17. Legal Parameters

Associations Incorporation Act 1981 (Qld)

Corporations Act 2001 (Cth)

Human Rights Act 2019

Local Government Act 2009

Local Government Regulation 2012

18. Associated Documents

[Community Grants Policy](#)

[Complaint Management Policy and associated Procedure](#)

[Corporate Plan](#)

Appendix A - Definitions

Term	Definition
Acquittal	Means information provided by a grant recipient that ensures the funds have been administered responsibly and in line with the funding agreement/conditions of the program.
Auspecting, Auspice or Auspiced	Means an arrangement where an eligible organisation agrees to apply for and manage a grant on behalf of another group. The auspecting organisation accepts legal and financial responsibility for the project and its activities and is responsible for all financial and acquittal requirements.
Budget Expenditure	Means expenditure for the whole activity or program, not just the budget for the grant funded elements or the activity or Program.
Community Organisation	means an entity that carries out not-for-profit activities for a public purpose or another entity whose primary object is not directed at making a profit.
Conditions of Funding	Means activities, deliverables and/or outcomes required to be delivered by applicant as part of funding agreement and/or contract to successfully acquit activity.
Eligible Activity/Activities	An event, festival, workshop, project or service that has not already been funded in the current financial year.
Funding	Means and monies provided to an organisation or individual through a grant, partnership, or value in-kind to support the delivery of a particular activity. Any in-kind support requested is included within the total funding amount applied for up to a total value not exceeding \$25,000 ex GST.
Funding Agreement	Means a legally binding agreement between Council and the applicant outlining supplementary schedules and general terms and conditions.
Grant	means financial contributions provided by Council to eligible community organisations, via an application and assessment process, to support projects or activities that deliver a clear community benefit and align with Council priorities.
In-kind support	means the provision of goods or services (not money) including, venue in-kind and hard costs, such as, Council labour, equipment, site work associated with venue hire.
Not-for-profit Organisation	Means an organisation whose contribution states that any profits or surpluses must be used to further the objectives of the organisation rather than benefit an individual. A registered non-profit organisation is incorporated under the <i>Corporations Act 2001 (Cth)</i> , or the <i>Associations Incorporation Act 1981 (Qld)</i> .
Outcomes	Means positive changes that happen as a consequence of the activity being delivered.

Term	Definition
Profit	Means financial gain, the difference between amount earned and amount spent as result of operational activities.
Program	Means a program defined by Council with defined objectives, eligibility requirements and program overview.
Retrospective Cost	means all expenditure incurred prior to the execution of a funding agreement.
Sponsorship	Sponsorships are commercial arrangements where Council provides financial or in-kind support to an organisation, event or activity in exchange for defined promotional, branding or reputational benefits.
Townsville Local Government Area (LGA)	Means the area governed by Townsville City Council.
Worker	includes employees, contractors, volunteers and all others who perform work on behalf of Council.

Appendix B - Application Checklist

For Use by Applicant

This checklist outlines key requirements for applicants preparing to apply for a community grant through the SmartyGrants Portal (<https://townsville.smartygrants.com.au/>).

It does not replace the application process or application requirements set out within SmartyGrants Portal.

Key Requirements

Applicants must:	
☐	Confirm eligibility - refer to section 5.1 of this document.
☐	Highlight in the application how the activity meets the objectives of this program.
☐	Demonstrate how the activity will support the identified grant assessment criteria.
☐	Demonstrate how the activity will benefit the community and the outcomes the activity is expected to produce.
☐	Demonstrate how the applying organisation will work with the community and other organisations in the development and delivery of the activity.
☐	Demonstrate how the applying organisation has the capacity to deliver this activity.
☐	Demonstrate how the benefits gained from the activity will be sustained.
☐	Provide evidence of other grants (i.e. Federal, State) and co-contributions they have applied for/secured.
☐	If applicable: • provide evidence for the known outcome of those funding applications if available at the time of submission; and • provide evidence for the amount of other funding that the applying organisation has been approved for.
☐	Provide justification that Council funding is required for the activity to proceed.

Supporting Documentation

Applicants must attach the following documentation to their application:	
☐	Evidence of incorporation, constitution or charter as not-for-profit organisation.
☐	Current certificate of currency for \$20 million public liability insurance for each activity.
☐	Consent from auspice organisation, if applicable.
☐	Quotations from suppliers for expenses which are greater than or equal to \$100 (excl. GST).
☐	Evidence of any funding applications that have been submitted for the activity and the outcome of the applications (if known).
☐	Budget income and expenditure for the full activity.
☐	A risk management plan.
☐	Council venue fee waiver including hard costs quotation, if applicable.
Additional Information:	To obtain a fee waiver quote, first contact the Venues Team (venues@townsville.qld.gov.au or call 13 48 10) to check venue availability. The quote must be included in the total activity cost in the budget, be GST free and attached with the application. Note: Council fees change July 1 each year, and any difference in fees/costs will be covered by the grant awardee/recipient.