

# QUEENSLAND COMMUNITY FOUNDATION GENERAL FUND 2021 GRANT ROUND



## APPLICATION CRITERIA & GUIDELINES

Closing Date Friday 12 March 2021

ABN 69 649 199 658

### QCF ORGANISATIONAL CAPACITY BUILDING GRANTS 2021

The QCF Organisational Capacity Building Grants assist charities to develop their structures, systems, people and skills in order to deliver improved outcomes for our community.

Typically, capacity building focuses on education and training, recruiting, maintaining or recognising volunteers, information technology support systems, staff training, and planning and governance which may include strategic plans, constitution reviews or board appraisals.

The General Fund 2021 grant round will focus on ***organisational capacity building of mid-tier charitable organisations impacted by COVID-19 particularly in the areas of domestic violence and mental health.***

Examples of previous successful applicants can be found [here](#).

### WHO CAN APPLY

Organisations who are:

1. Queensland based, providing a service to local communities.
2. Endorsed by the Australian Tax Office as Item 1 Deductible Gift Recipients (DGRs). To confirm DGR 1 status, enter the organisation's ABN at this link: <http://www.abr.business.gov.au/>.
3. Mid-tier (annual revenue up to a maximum of **\$10M**).

### HOW TO APPLY

Access the online application form [here](#). This form will allow applicants to save and submit when ready. We recommend you keep a Word version for your records.

Applicants are encouraged to contact QCF on 3360 3854 or [enquiries@qcf.org.au](mailto:enquiries@qcf.org.au) regarding eligibility of the organisation and project.

The closing date for applications is Friday 12 March 2021.

Grants up to a maximum of **\$20,000** per grant are available.

### TERMS AND CONDITIONS

- Only one application per organisation can be submitted.

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- Existing QCF General Fund grants must be successfully acquitted at least three months prior to a new application being submitted.
- The grant must strictly be used for the purpose stated in the application.
- Successful applicants will receive a letter advising of date of funds disbursement. Applicants must complete and sign a Funding Agreement prior to disbursement of grant.
- The Trustee considers many more applications than can be funded and as a result the final decision will be made based on the recommendations of the Board of Governors. The Trustee will take into consideration factors such as, but not limited to, eligibility of the organisation, benefit to the community, sustainability and grant criteria.
- The decision of the Trustee is final and is not subject to any appeal process.
- Organisations funded are required to commence the project within three (3) months and complete the project within twelve (12) months of receipt of funding.
- No grant will be considered retrospectively, i.e. projects must not commence prior to the anticipated notification date.
- On completion of the project, organisations must provide an acquittal including an expenditure statement and a 90 second video clip showing the value/impact of the grant. Failure to return the accountability documents is recorded and may jeopardise future funding opportunities.
- Applicants will receive written notification of the outcome by 28 May 2021.

### PRIVACY

QCF respects your privacy and is committed to protecting your personal information. Applications for funding and other written information provided to QCF will generally be treated in confidence. However, in the interest of the applicant, QCF may collaborate with other funding bodies for alternate sources of funding.

### INELIGIBLE APPLICATIONS

QCF is unable to consider grant applications which include the following:

- Projects that have already commenced or where an organisation has committed expenditure prior to 30 June.

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- Event or conference sponsorship, prizes or award ceremonies.
- Projects that take place in full or in part outside of Queensland.
- Part of a general fundraising appeal.
- Infrastructure projects and service programs considered to be a government responsibility at a Federal, State or Local Government level.
- The purchase of cars or any type of passenger transport.
- Direct grants to individuals, including travel expenses, personal study or attendance at conferences.
- General operating expenses - such as salaries for existing staff, electricity, lease/rent payments, telephone, uniforms, that are part of the organisation's ongoing expenses.
- Debt payment.
- Sporting related events.
- Travel and accommodation—unless they directly relate to the provision of services.
- Medical research.
- Buildings and capital projects.

### QUEENSLAND REGIONS – WHERE IS YOUR PROJECT TAKING PLACE?

You will need to answer this question in the application.

1. Far North Queensland – Cairns, Cape York Peninsula and Gulf region
2. North Queensland – Townsville and Mount Isa
3. Central Queensland – Rockhampton, Gladstone and west to the Northern Territory and South Australian borders
4. Whitsunday – Mackay, Isaac and Whitsunday
5. Darling Downs South West
6. Wide Bay-Burnett
7. South East Queensland

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### STANDARD GRANT CONDITIONS

1. The Grantee has successfully secured all budgeted funds for the Project (as set out in the grant application).
2. Please note that grants made by QCF are regarded as gifts for the purposes of GST legislation and therefore not subject to GST.
3. The Grantee will use the whole of the grant exclusively for the project as described in the application submitted by the Grantee and not for any other purpose without the prior written consent of QCF.
4. The Grantee will use its best endeavours to complete the Project within twelve months from the date of receipt of the grant unless otherwise agreed in writing with QCF.
5. A final report is to be forwarded to QCF within twelve months of funding being received. This will include an income and expenditure statement confirming that all funds have been expended for the purpose given, and where possible a 90 second video acquittal.
6. The grant will be shown separately in the books of account and adequate records should be kept enabling the use of grant funds to be readily checked.
7. The Grantee will promptly advise QCF of any change that may affect the Grantee's ability to undertake or complete the project within the timeframe specified in the grant application.
8. The Grantee will maintain adequate records to enable the use of grant funds to be identified, reported and checked readily.
9. The Grantee will appropriately acknowledge QCF in any published or display material including but not limited to social media and project collateral.
10. The Grantee agrees that QCF may use general information regarding the Grantee organisation, project and size of grant for communication purposes (e.g. on the QCF website; QCF social media; in QCF annual report).
11. The Grantee must ensure that all rights, consents, licences and permissions have been obtained prior to submitting images and/or video. Images sent to QCF should include captions, names of any people pictured, and any acknowledgements required. The provision of information and images will be taken as permission to reproduce and publish.