THE GULF AREA COMMUNITY SOCIAL DEVELOPMENT TRUST

A QUEENSLAND COMMUNITY FOUNDATION SUB FUND

Queensland Community Foundation

Funding Guidelines
Closing date Friday 11 December 2026

Grants for organisations promoting the interests and welfare of residents of the Gulf Area Community by supporting projects and initiatives that encourage educational, health, cultural and social development.

Note: The proposed project must service the communities of Burke Shire Council, Carpentaria Shire Council, Doomadgee Aboriginal Shire Council and Mornington Shire Council.

1. PURPOSE AND INTRODUCTION

1.1 PURPOSE

Queensland Community Foundation (QCF) is a perpetual charitable trust designed to provide sustainable funding for a range of charitable purposes within Queensland. The Gulf Area Community Social Development Trust is a sub fund of Queensland Community Foundation and aims to promote the interests and welfare of residents of the Gulf Area Community by supporting projects and initiatives that encourage educational, health, cultural and social development.

1.2 INTRODUCTION

The Gulf Area Community Social Development Trust has been established by the Queensland Government. The Trust is a sub fund of Queensland Community Foundation.

Queensland Community Foundation is a perpetual charitable trust, established by Deed of Trust on 4 February 1997, under which the Public Trustee of Queensland (Public Trustee) as Trustee of Queensland Community Foundation is responsible for decision making for QCF. This decision-making responsibility applies to all QCF sub funds including the Gulf Area Community Social Development Trust.

Under the QCF trust deed there is no provision for grants to be funded from capital funds. The Trustee may use only income or (at his discretion) any available capital gains to fund grants to entities having deductible gift recipient status as granted by the Australian Taxation Office.

The Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities the Arts is assisting the administration of the Gulf Area Community Social Development Trust, by QCF

The Public Trustee, as Trustee of QCF, has final decision-making powers on allocation of grants. This paper contains guidelines for use by applicant organisations wishing to avail themselves of the opportunity to apply for grants to provide facilities or services which will benefit Gulf communities.

1.3 TERMS

Organisation:

The term "organisation" has wide application. It includes, for example, the following categories:

a) Community Organisations
b) Educational Organisations
c) Charitable Organisations
d) Religious Organisations
e) Youth Organisations
f) Special Interest Groups
g) Cultural Organisations
h) Health Organisations

2. OBJECTIVES

Within the context of the Trust purpose, the following objectives have been set:

- projects identified as a result of the assessment of social impact of resource development and other major projects in the region
- social and community development activities
- personal development activities
- education of residents through bursaries / scholarships for secondary and tertiary studies where no other bursary or scholarship has been awarded to the applicant for the same period of study
- projects providing low scale infrastructure projects where an identified social issue can be improved by such a project
- improvement of the health of Gulf residents

3. DEVELOPMENT, SUBMISSION AND PROCESSING OF GRANT APPLICATIONS

APPLYING FOR A TRUST GRANT

3.1 The Trust will consider applications up to $30,000 each.

The grant application form must be completed if the proposal is to receive consideration.

The application form is available from the Secretariat, Gulf Area Community Social Development Trust, Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts PO Box 5620 Townsville, Queensland 4810, by telephone on (07) 4796 7892, by email kate.kyle@dwatsipm.qld.gov.au or visit https://queenslandgives.org.au/grants/

Applicants who have received a grant in the previous round of funding must provide a satisfactory acquittal prior to consideration for a grant in the current round.

Applicants who require detailed assistance in the completion of the application form should contact the Secretariat on telephone (07) 4796 7892.

3.2 SUBMISSION OF APPLICATIONS

The administration of applications is supported by the **Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts.**

Applications for grants should be submitted on the application form to –

The Secretariat

Gulf Area Community Social Development Trust

Department of Treaty Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

PO Box 5620

Townsville, Queensland, 4810

Or by email

kate.kyle@dwatsipm.qld.gov.au

3.3 IMPORTANT DATES

- Applications are called for on **Thursday 1 October 2026**
- Closing date for applications is **Friday 11 December 2026**
- Disbursements will be arranged to successful applicants as soon as possible following recommendation of the grant by Queensland Community Foundation and final approval by Queensland Public Trustee.

3.4 CONSULTATIONS

The Application may be referred to consultants for advice and to Governmental Authorities which may have an interest in the activities to be undertaken by the project.

3.5 APPROVALS

Approval for a grant occurs when made by the Public Trustee, as Trustee of Queensland Community Foundation, following receipt of the recommendations provided by the Local Stakeholder Reference Group. Following approval or rejection of an application, as the case may be, the applicant organisation will be advised in writing by Queensland Community Foundation. Projects may not commence prior to the formal acceptance of the Conditions of Grant (unless excused

4. CRITERIA FOR GRANT

4.1 GENERAL

All project proposals are expected to conform with the basic Trust purpose and objectives. In particular, proposed activities must not contravene requirements of any relevant Municipal, State or Commonwealth laws or regulations.

In respect of any grant made, the Public Trustee as trustee of Queensland Community Foundation, accepts no legal or financial responsibility, other than the funding of the grant itself from funds held by QCF for this sub fund. In addition to the above requirements, specific minimum criteria have been established which applicant organisations and project proposals must meet in order to be eligible for consideration for funding by the Trust.

4.2 MINIMUM CRITERIA

Eligible Organisations

Recipients of any grant through the Trust must only be those organisations that have **Deductible Gift Recipient (DGR 1)** status as endorsed by the Australian Tax Office.

Any entity that does **NOT** have **Deductible Gift Recipient (DGR1)** status is ineligible for grants.

Organisations that do not have DGR status, but would like to submit an application for funding, are encouraged to collaborate with a funding partner who holds the relevant DGR status and who would be willing to manage and acquit the grant.

If you do not have DGR1 status it is possible to apply through an auspice agreement. Please contact Seana Osbourne at enquiries@qcf.org.au if you require further details on how this can be arranged.

DGR status can be checked at the Australian Government website www.abr.business.gov.au under "Advanced search".

Applicant organisations must:

- Be an "eligible organisation"
- Be capable of efficiently managing Trust grant funds and the associated project
- Have the capacity to properly keep separate accounting records for reporting purposes
- Demonstrate that it has competent members with the skills and capacity to carry out the development, implementation and management of approved projects
- Ensure that the application is discrete in that it is not for a project which will be dependent on further funding being made available from the Trust
- Abide by the criteria set out in other sections of this document.

4.3 OTHER REQUIREMENTS

Unless excused by the Public Trustee, applicant organisations must state on the application form whether, in relation to the project for which Trust funds are sought:

- There are any other Commonwealth or State funding sources for the proposed activities
- An application has been made for funds from these sources and the current status of this application
- The project is in receipt of other funds (how much; for what purposes)
- Where applications include projects on land or property not owned by the applicant, the applicant must provide written evidence of the owner's consent or, in the case of a complex business case, consultation with the Reference Group should be undertaken with the aim of developing the application to determine matters relevant to the submission.
- An acquittal must have been received for any previous grants received by the applicant.

5. DEVELOPING THE PROJECT BUDGET

5.1 PROJECT BUDGET

The application is to include a Project Budget

Costs associated with the preparation of project applications and other development costs are to be included in the project budget. (These costs are not recoverable for applications NOT approved or for successful applications where they are not included in the project budget submitted with the application.)

5.2 CALCULATING COST OF PROJECT

Applicant organisations should allow for the following items in calculating the total cost of a project:

- Materials and administrative costs, for example the cost of equipment, materials and rental, audit fees, equipment hire, transport/travel, equipment operating costs, consultant costs etc.
- All quotations and relevant documents to be attached to the Project Budget.

5.3 INELIGIBLE PROJECT COSTS

Ineligible project costs include:

- Wages and other award costs such as leave loading, long service leave, payroll tax, superannuation, workers compensation, etc.
- The assessed value of voluntary labour
- The purchase or lease of land or buildings, or any associated costs not specifically used for the project
- Purchase of equipment not specifically for use on the project
- Staff travel costs
- Vehicle purchases.

5.4 ACCURATE COSTING

The provision of an accurate total costing of a project will enable the Trust to determine what proportion of that cost could be made available by way of a Trust grant.

It is essential that the submitted budget be all encompassing and accurate and that at all times the approved budget for a project not be exceeded.

Approval of a grant does not include provision of additional grants for any cost over-runs.

6. MANAGEMENT OF APPROVED PROJECTS

6.1 CONDITIONS OF GRANT

Each applicant organisation will be required to sign and return a "Condition of Grant" document to signify the acceptance of the grant made by the Trust and the conditions on which it is to be made.

In essence, the conditions of grant will require an applicant organisation to:

- Abide by the aims and objectives of the Trust
- Commence the project within three (3) months of notification of approval, or such extended time as approved by the Trust
- Ensure that there is no contravention of any Municipal, State and Commonwealth laws and regulations which relate to project operations
- Commit and expend the grant according to the approved application and developed budget for that project
- Provide an audited statement/certificate as required
- Provide any information and access to the project and project records as required by QCF for its monitoring and evaluation purposes
- Assume all normal commercial responsibilities including securing all appropriate insurances
- Maintain records to satisfy the requirements of Section 6.5 of these guidelines
- Note that there is no commitment to continued funding from the Trust
- Abide by such other conditions as may be advised by the Trust.

6.2 FAILURE TO MEET CONDITIONS

Failure to meet the Trust requirements and Conditions of Grant could result in the suspension of a project and/or termination of the grant. In such cases, the applicant organisation will be advised and consulted prior to any action being taken.

6.3 PAYMENT OF GRANT TO APPLICANT ORGANISATIONS

Payment will be made to successful applicant organisations by Queensland Community Foundation.

Before payments can commence, applicants will be required to enter into an agreement with QCF The agreement will take the form of a "Condition of Grant" document.

Payments will be made in advance only at the discretion of QCF having regard to the particular circumstances applying in respect of the organisation or the project involved.

6.4 BUDGET VARIATIONS

During the life of the project, organisations need to carefully monitor expenditure/commitments to ensure that cost overruns do not occur.

Should cost overruns occur, applicant organisations will be expected to absorb the increases. Where unavoidable cost increases occur that cannot be absorbed by the applicant organisation, QCF should be informed immediately and an application in writing to vary the approved grant should be made to QCF. Any approval for additional funds for cost over-runs will not be automatic and may be approved only at the discretion of the Public Trustee.

6.5 REPORTING REQUIREMENTS

Applicant organisations will be required to provide, at their expense, to the Trust, information on the project, and on the expenditure of the grant. Records will include:

- Regular reports on progress of the project and financial expenditure, as required
- On completion of expenditure of the grant and the project, evidence that the application organisation has utilised funds as approved in the manner advised by the Trust. This will include either audited statements of expenditure and /or provision of original receipts from suppliers or contractors as advised by the Trust.

Applicants are required to complete the project within twelve (12) months of receiving funding.

On completion of the project, you must return an acquittal expenditure statement.

Failure to return the accountability documents is recorded and may jeopardise future funding opportunities.