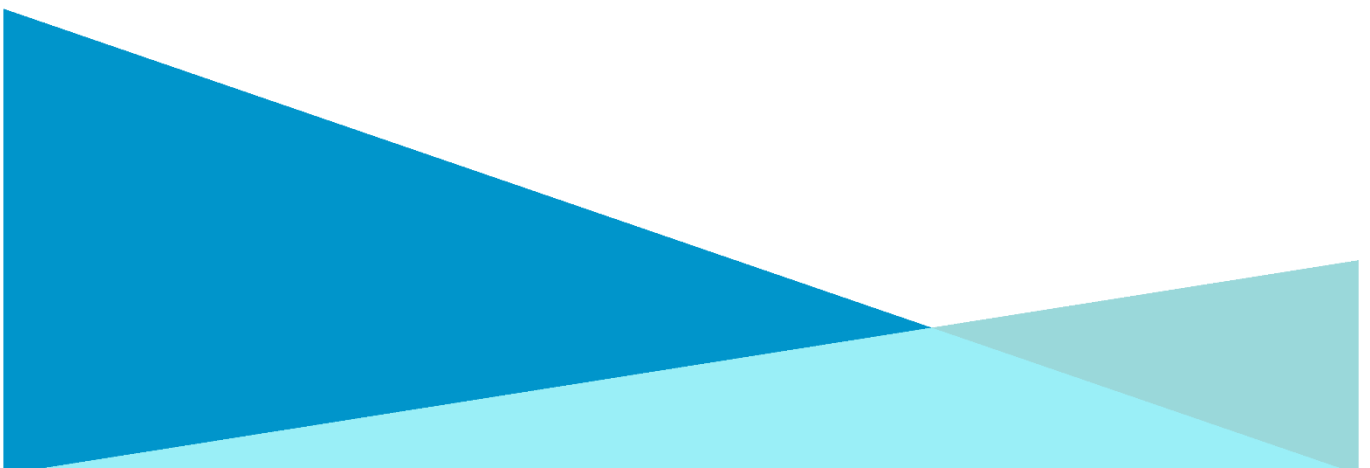




Community Grants & Sponsorship Policy

JANUARY 2020





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Table of Contents

1.0 Message From The CEO	3
2.0 Introduction	4
3.0 Funds and Categories	5
4.0 General Eligibility Criteria	6
5.0 How To Submit An Application To GCWA	9
5.1 Assessment Process	9
6.0 Frequently Asked Questions	11
6.1 What would be required of my organisation if we receive funding?	11
6.2 When will sponsorship funding be available?	11
6.3 Should I ask other Queensland Government departments for funding?	11
6.4 My initiative is not on the Gold Coast, can I apply?	11
6.5 Who makes the final decision on whether funding will be granted?	12
6.6 If I have received GCWA funding in previous years, can I apply again?	12
6.7 If I'm unsuccessful, can I seek feedback?	12
7.0 Applicant Checklist	13
8.0 GCWA Community Grants and Sponsorship Application Form	14
9.0 Definitions	18

1.0 Message From The CEO

The waterways of the Gold Coast are at the heart of our city. From the sparkling seaway to our winding rivers, we are a waterways city.

They're a major contributor to the Gold Coast's economy, a \$26 billion asset that supports 6,000 direct and indirect jobs. But more importantly, they're our way of life.

The Gold Coast Waterways Authority was created to manage and improve access to our coastal inland waterways.

We proudly support a wide range of initiatives and projects that align with our aim to sustain, enhance and promote our waterways.

Since 2012, GCWA has awarded community grants and sponsorships that align to the GCWA strategy. We've supported environmental groups, leading researchers, art exhibitions showcasing the relationships of Aboriginal and Torres Strait Islanders to our waterways, waterfront concerts at Bleach* Festival and the Home of The Arts.

This policy guides how we award funding and the application process in line with the Queensland Government's Sponsorship Policy.

Together, we can ensure that Gold Coast residents and visitors can continue to enjoy our waterways now, and into the future.

A handwritten signature in blue ink that reads "Hal Morris".

Hal Morris
CEO



2.0 Introduction

Our waterways, our future.

The Gold Coast Waterways Authority (GCWA) Community Grants & Sponsorship Policy supports initiatives, projects and research that align with our 10 Year Waterways Management Strategy to help sustain, enhance and promote our waterways. These initiatives should help build resilience of the waterways through improving the social, environmental and economic value of the Gold Coast's waterways.

The GCWA acknowledges the vital contribution of the community and researchers in guiding the use, management and development of the waterways.

Through this program, GCWA provides financial contribution for a variety of projects. Depending on funding availability, each year there are up to five (5) grants or sponsorships available for successful applicants. The availability of grants and sponsorships is subject to availability of funding, research priorities set by the GCWA Science and Innovation Advisory Committee (SIAC), priorities set by the GCWA Board and CEO approval.

This document outlines GCWA policy on grant and sponsorship funding and provides a clear framework for applications.

The key principles that inform grant-making at the GCWA are:

- Alignment with priorities under GCWA's 10 Year Strategy
- Support our aim to sustain, enhance and promote the waterways
- Transparency
- Value for money
- Diversity and access and
- Good governance

This policy adheres to the Queensland Government Sponsorship Policy which is managed by the Department of the Premier and Cabinet (DPC).

3.0 Funds and Categories

The community grants & sponsorship program helps deliver GCWA’s 10 Year Waterways Management Strategy — including but not limited to improving access to and managing the waterways to ensure they continue to be a great asset available to residents, visitors and businesses on the Gold Coast.

The types of grants GCWA provides includes, but is not limited to, waterways innovation, arts & culture and environmental sustainability.

Requests for proposals are issued on a cyclical basis. Adequate funds must be in place before preparations to initiate funds begin and as such, there is no guarantee that community grants and sponsorship opportunities will be on offer each year. The outline below depicts a typical cycle for community grants and sponsorship:

Categories	Grant Cycle * **
<ul style="list-style-type: none"> Waterways Innovation 	February to April: request for applications May: GCWA reviews applications
<ul style="list-style-type: none"> Arts & Culture 	June/July: GCWA awards successful applicants
<ul style="list-style-type: none"> Environmental Sustainability 	

* Available funding is subject to budget availability. Grant allocations will be confirmed at the request for application stage.

** Grant cycles may be changed, all information related to request for applications will be available on the GCWA website.

Waterways Innovation Category

Grants are available for those research projects most likely to build resilience and contribute to the sustainable management of Gold Coast waterways.

Arts & Culture Category

Funding is available for arts and cultural projects that stimulate the local community’s creativity, cultural development and promotes a connection with the Gold Coast’s waterways.

Environmental Sustainability Category

This category provides funding towards projects that builds resilience or preserves the natural environment and native species in the Gold Coast Waterways Authority’s area of operations.

Funding Support

Sponsorship from GCWA should not be relied upon for the continuity of your event or initiative.

Sponsorship funding will be distributed in accordance with the Queensland Government Sponsorship Policy. Achievement of milestones as agreed in the sponsorship agreement, will need to be met before payment can be made. Should these milestones not be met by the specified date or level, GCWA reserves the right to revoke or amend the offer of sponsorship funding.

The level of assistance is limited by GCWA’s budget and its priorities. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

The decision on sponsorship funding applications is final.

4.0 General Eligibility Criteria

To be eligible for either a community grant or sponsorship from GCWA, each applicant must demonstrate how their initiative, project or research aligns with our 10 Year Waterways Management Strategy, and helps to sustain, enhance or promote the Gold Coast’s waterways. In addition, the application should respond to each of the key principles that inform grant-making at GCWA.

Eligibility Category	Grant and Sponsorship Policy
Non-for-profit organisation	Waterways Innovation Grant Arts & Culture Grant Environmental Sustainability Grant
Social enterprise	Environmental Sustainability Grant
Business/For-profit organisations	Not eligible for GCWA funding
Industry Association	Waterways Innovation Grant Arts & Culture Grant Environmental Sustainability Grant
Community Group (unincorporated)	Arts & Culture Grant Environmental Sustainability Grant
Individuals	Waterways Innovation Grant (if aligned with higher education provider) Arts & Culture Grant Environmental Sustainability Grant
Private Building/Property Owners	Not eligible for GCWA funding
Research Organisations (Universities etc)	Waterways Innovation Grant Environmental Sustainability Grant
Students	Waterways Innovation Grant (if aligned with higher education provider) Environmental Sustainability Grant
Events promoting alcohol, tobacco, gambling or with political or religious affiliations	Not eligible for GCWA funding

Waterways Innovation Eligibility

Requests for waterways research grants must include an outline of the research project, along with professional qualifications. A detailed project proposal that includes key elements of the research project, a draft budget and a project risk assessment is to be attached to the application. Once the application is received, the Science and Innovation Advisory Committee (SIAC) composed of leading academic scientific experts in varying fields, will review all the grant applications and rank them through a scoring system. The highest scoring grant applications are recommended for funding to the GCWA Board, to endorse the final grant awards.

Research eligible for GCWA support can include:

- research in dredging related activities, including optimising programs
- foreshore nourishment, including for habitat enhancement
- research in the natural sciences, where the goal is the fundamental understanding of ecological, biological and natural processes related to the Gold Coast Waterways
- research into the social and/or economic characteristics of the Gold Coast's Waterways
- the use or development of technology to support eligible research
- Research related to understanding the risk of climate change

Research ineligible for GCWA support:

- research involving the unethical treatment of any living animal
- research that is not within the scope of the functions of the GCWA
- programs that risk the health and safety of waterway users

Arts & Culture Eligibility

The Arts & Culture grant is open to not-for-profit organisations, social and creative enterprises and individual artists. It supports initiatives that stimulate the local community's creativity, cultural development and promotes a connection with the Gold Coast's waterways.

Eligible projects & expenditure:

- Must be staged in the Gold Coast region

Ineligible projects & expenditure:

- Events or initiatives that clash with, or have the potential to adversely affect, existing community events
- Events receiving a recurring contribution or sponsorship from the Queensland Government
- School and church fetes
- Events where attendance is generally limited to individual organisations and their members

- Sporting competition and events that occur as part of regular sports seasons/calendars (excluding State or National titles)
- Religious events
- Fundraising events or activities
- Travel-related expenses
- Judging fees
- Uniforms and Workplace Health & Safety equipment and attire
- Purchase of merchandise, catering, hospitality, food and beverages
- Purchase of capital items such as equipment, computers and machinery
- Prizes or raffles

Environmental Sustainability Eligibility

In addition to the General Eligibility Criteria of the Community Grants Program, the following criteria apply to the Environmental Sustainability category:

Eligible projects & expenditure:

- 'On the ground' projects on or GCWA owned or controlled land. Projects must be approved by GCWA prior to application submission, to gain approval, please submit an application to mail@gcwa.qld.gov.au
- Other projects, including but not limited to, community education activities and resource development
- Contribute to the long-term health and resilience of Gold Coast Waterways
- Research or actions that develop management solutions for climate change or help build resilience

5.0 How To Submit An Application To GCWA

Complete the GCWA Community Grants and Sponsorship Program Application Form. All applicants are required to submit their application via email to mail@gcwa.qld.gov.au with the relevant subject line, either ‘Community Grants Application’ or ‘Sponsorship Application’.

Gold Coast Waterways officers are also available to provide assistance, please contact the GCWA office on (07) 5539 7350 or email mail@gcwa.qld.gov.au.

5.1 Assessment Process

Applications will be assessed for their strategic merit and alignment to the selection criteria and objectives of GCWA. Consideration will also be given to local needs, emerging issues, and alternate sources of funding.

When submitting your application, you must disclose all matters that may affect the GCWA’s decision to assess the application.

It should be noted that sponsorships will be evaluated on a case by case basis, with the organisation to request their desired funding. Each application is assessed by a fair & equitable panel, before being endorsed by GCWA’s CEO.

Applications will be checked against the general eligibility criteria (refer to 4.0), as well as below.

When assessing applications for assistance, GCWA will also consider:

- the perceived benefits of the project to the Gold Coast community;
- alignment with 10-year strategy desired outcomes and related strategies;
- alignment with our aim to sustain, enhance and promote the waterways;
- alignment with relevant strategic and operational plans and the like;
- alignment with the objectives of the relevant funding;
- the individual/organisation’s capacity to manage the funds and the project;
- any alternative income or assistance that is available for the project;
- other assistance GCWA may have provided to the organisation in the same financial year; and
- the available budget.

Assessment Framework

Stage	Tasks
Pre-eligibility check	All applications are checked to determine applicant and project eligibility and to ensure that they are complete. Ineligible and incomplete applications will not progress to the assessment stage.

Assessment	<p>All eligible and complete applications are scored against the following Assessment Criteria:</p> <ol style="list-style-type: none"> 1. Alignment with program priorities <ul style="list-style-type: none"> • The project aligns with the priorities of the Community Grants & Sponsorship Program, and GCWA's 10-year strategy. • The project helps to either sustain, enhance or promote the Gold Coast's waterways. 2. Demonstrated community need <ul style="list-style-type: none"> • The project is clearly and concisely communicated. • The need for the project is clearly demonstrated and relevant consultation, evidence and support is provided. • The community benefit and intended outcomes of the project are clearly articulated and well developed. 3. Value for money <ul style="list-style-type: none"> • The budget is balanced, realistic and expenditure items are relevant to the project. • The applicant demonstrates additional investment. • The applicant describes a plan to self-sustain the project. 4. Capacity to deliver the project <ul style="list-style-type: none"> • The applicant demonstrates skills, experience and internal resources to deliver the project to a high standard, on time and within budget. <p>Preference will be given to applicants that:</p> <ul style="list-style-type: none"> • Contribute financially to the cost of the project. • Have not received grant funding in the preceding twelve (12) months.
GCWA endorsement	Recommendations are presented to the GCWA CEO for endorsement.
Budget	When completing your itemised budget table, please include the total income and expenditure of the project. This includes other sources of funding and costs not covered by the requested grant funds.

6.0 Frequently Asked Questions

6.1 What would be required of my organisation if we receive funding?

You will be required to:

- enter into a sponsorship agreement with the Gold Coast Waterways Authority
- work with GCWA to ensure appropriate leveraging opportunities are provided
- obtain all appropriate documentation (e.g. permits, approvals, relevant insurances) and provide copies to GCWA on request and in accordance with the sponsorship agreement
- acknowledge GCWA's contribution, by, but not limited to: incorporating and displaying any logos, signage and merchandise provided by GCWA
- providing opportunities or similar for GCWA's CEO or GCWA spokesperson in connection with your initiative (e.g. public address, role at an opening ceremony, program foreword)
- provide all advertising material to GCWA for approval prior to production
- work with GCWA on any matter related to the advertising and promotion of your initiative
- if applicable, ensure GCWA is granted an appropriate licence to use, reproduce and communicate to the public any works produced in the course of, or as a result of, your initiative
- provide GCWA with images of your initiative accompanied by signed photo consent forms and a perpetual, royalty-free, non-exclusive licence to the images
- deliver on milestones as detailed in the sponsorship agreement, including submission of status reports
- deliver the initiative as per the sponsorship agreement
- provide a final report, as part of GCWA's transparency measures

6.2 When will sponsorship funding be available?

Funding will be provided to successful initiatives, payable in milestones, as agreed in the sponsorship agreement.

6.3 Should I ask other Queensland Government departments for funding?

This will not be necessary. If you are receiving funding or sponsorship from any other Queensland Government department, this must be disclosed in your application.

6.4 My initiative is not on the Gold Coast, can I apply?

The initiative must have tangible benefits to the Gold Coast. Therefore, should the initiative be held outside our region, tangible benefits will need to be realised for the people of the Gold Coast.



6.5 Who makes the final decision on whether funding will be granted?

Each application is assessed by a fair & equitable panel, before being endorsed by GCWA's CEO.

6.6 If I have received GCWA funding in previous years, can I apply again?

Yes you can, however, the application will be assessed on its own merit again. If your event or initiative runs over several years and you are applying for funding for the entire project, you must mention that in the application and GCWA will assess it on a case by case basis.

6.7 If I'm unsuccessful, can I seek feedback?

If your application is unsuccessful you may ask for feedback. Contact GCWA via email at mail@gcwa.qld.gov.au

Complaints about the outcome of an application can be made in accordance with GCWA's complaints management policy, found on our website.

7.0 Applicant Checklist

To be eligible for a GCWA community grant or sponsorship, projects are required to meet at least one (1) of the key objectives and one (1) of the key Strategic Outcomes listed below. Additional information on the Objectives and Strategic Outcomes can be found in the GCWA 10-year strategy accessible online.

The following documents are required for all applications under the Community Grants & Sponsorship Program.

Please ensure the following are attached to your application form:

- Public Liability Certificate of Currency (refer to General Eligibility Criteria for requirements) or Project Risk Assessment
- Quotes, from a registered business/s, for all items to be funded by the community grant. For sponsorships, a proposal should be supplied.

In addition to the required documents listed above, applicants are required to submit the following documents to their application:

- A response to our assessment criteria, demonstrating how the project aligns with GCWA's objectives

Additional documents may be required for the specific Category for which you are applying.

Please ensure you attach all relevant documents to your application.

- Strategic or business plan
- Feasibility studies, needs assessments etc.
- Letters of support (individual applicants such as waterways research students)

Application Attachments

- Have you completed the GCWA Community Grants and Sponsorship Application form?
- Have you included a Budget?

8.0 GCWA Community Grants and Sponsorship Application Form

Name		Date	
Project Title			
Entity Name (Community group, research organisation)			
Website & Social Media Handles			
Project Description			
Contact Number			
Contact Email			
1. Community grant or sponsorship?			
<input type="checkbox"/> Community Grant <input type="checkbox"/> Sponsorship Amount requested:			
2. GCWA Funding Category			
<input type="checkbox"/> Waterways Innovation			
<input type="checkbox"/> Arts & Culture			
<input type="checkbox"/> Environmental Sustainability			
3. Provide a description of the project/event (additional information can be provided as an attachment to the application)			

4. Explain how the proposed project/event aligns with the GCWA Strategy.

5. Explain how the proposed project/event benefits the Gold Coast community & the Gold Coast waterways

6. Milestones (Start dates, expected competition)

7. Checklist	
Have you attached a Project Proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you attached a Public Liability Certificate or Project Risk Assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you attached a response to our assessment criteria? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you attached a Budget? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you be interested in presenting project outcomes at local forums? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Consent	
Land Owner Consent (If Applicable): In-principle support from the land owner is required for all Facility Improvement and Interest Free Loan for Facility Improvement applications. Evidence of this support must be obtained before the grant application is submitted and submitted with the application.	
For facilities on GCWA owned/controlled land: The applicant must contact GCWA's waterways team to obtain any appropriate approvals. The approval letter is required to be submitted with your grant application.	
For facilities on non-GCWA owned/controlled land: Written support from the land owner or trustee of the land is required to be submitted with your grant application. For projects on non-GCWA owned or controlled land, a site plan is required setting out the existing infrastructure and the proposed work to be carried out i.e. existing architecture drawings, photos, contractor drawings/plans/design specifications.	
For facilities on land owned by the applicant organisation: Signed submission of the application is considered evidence of consent.	
9. Budget	
Budget	
Income Description <i>(Please state all sources of income you are expecting to receive for the project)</i>	
A Gold Coast Waterways Authority grant amount requested	
A. Subtotal	\$0.00
B In-Kind Contributions Examples include: volunteers, skilled labour, project management	
B. Subtotal	\$0.00
C. Other Income Examples include: sponsorships, donations, fundraising, ticket sales, other grants	
C. Subtotal	\$0.00



Total Income (Subtotal A + B + C)		\$0.00
Expenditure Description <i>(Please state all items of work that require payment for the project, program or activity)</i>	Total Costs <i>(Please state total costs of each expenditure item. The cost provided must be GST inclusive)</i>	GCWA Grant <i>(Please state the cost breakdown of grant funds)</i>
E. Subtotal	\$0.00	\$0.00
Total Grant Requested	\$0.00	
Total Expenditure	\$0.00	

9.0 Definitions

Grant

Grant is a generic term applied to funding or other incentives provided to individuals or bodies (including community groups, statutory bodies or commercial enterprises) that exhibit some, or all, of the following characteristics:

- a transfer to a recipient which may be in return for compliance with certain terms and conditions
- a transfer which may not directly give approximately equal value in return to the government (that is, there is a non-exchange transaction or subsidisation), and
- a recipient may have been selected on merit against a set of program-specific criteria.

Grants can be in the nature of incentives, contributions, debts forgiven, rebates and other similar funding arrangements, and may be in the form of cash or other property. However, in recognition of changing levels of demand for increasingly complex service types and emerging service delivery models, government may also consider a variety of more innovative approaches to funding service delivery. Grants must be managed in line with Queensland Treasury's Financial Accountability Handbook.

Sponsorship

Sponsorship is the right to associate the sponsor's name, products or services with the sponsored organisation's service, product or activity, in return for negotiated and specific benefits such as cash or in-kind support or promotional opportunities. It involves a negotiated exchange and results in tangible, material and mutual compensation for the principal parties to the arrangement. Sponsorship can take the form of cash and/or in-kind support. Queensland Government Sponsorship Policy

Sponsorship does not include:

- grants or direct funding which may include monies or goods provided to a recipient through a formally recognised program for a specified purpose
- monies paid through a bidding process to attract events
- endorsements, ex-gratia payments, donations, philanthropic gestures, bequests or gifts, which impose no obligations on the receiver and offer little or no return to the donor. A sponsor expects to receive a reciprocal benefit beyond a modest acknowledgment.
- purchasing or selling goods or services for value, including advertising space, editorial comment or advertorials.

Sponsorship is not provided to individuals. The provision of funding to enable staff to attend training courses, personal development opportunities or other such activities is also not considered sponsorship.