

Thriving Cohesive Communities



FAQ - Frequently asked questions — Tranche 2

What are Thriving Cohesive Communities?

Thriving Cohesive Communities are communities where Queenslanders of all ages, backgrounds and abilities are respected, treated fairly and have the opportunity to meaningfully contribute. They are communities that are safe, vibrant and inclusive.

In 2018, the Queensland Government declared its priorities for safe and healthy communities that give all children a great start, and are responsive to community priorities and needs – communities that thrive and not just survive.

You can read more about the Minister for Communities and Minister for Disability Services and Seniors priorities for thriving communities, and the overarching goals for the department's programs and initiatives in the [Thriving Communities Thriving Queensland Commitment Statement](#).

Where can I find more information on the priorities of the Department of Communities, Disability Services and Seniors?

The department's objectives for thriving communities to improve the social and economic wellbeing of people and communities are reflected in the [Department of Communities, Disability Services and Seniors Strategic Plan 2018-2022](#).

The broader objectives of the Queensland Government to advance Queensland's priorities, including initiatives that ensure young Queenslanders thrive, are reflected in [Our Future State: Advancing Queensland's Priorities](#).


Further information is available in the Thriving Cohesive Communities Grants Funding Information Papers and Fact Sheet.

What is being funded?

The Thriving Cohesive Communities grants round tranche 2 offers funding under three streams:

- **Stream 1: Community-led social cohesion planning and action**





Non-recurrent funding of up to **\$400,000** (exc. GST) is available for projects up to 16 months in duration.

- **Stream 2: Pathways to economic inclusion**

Non-recurrent funding of up to **\$120,000** (exc. GST) is available for projects up to 16 months in duration.

- **Stream 3: Engaging young people to become global citizens**

Non-recurrent funding of up to **\$70,000** (exc. GST) is available for projects up to 16 months in duration.

The Thriving Cohesive Communities grants support implementation of the *Thriving Cohesive Communities Action Plan for Queensland 2019-2021 (Stage 2)*.

More information on the funding streams and eligibility criteria for applicants is available in the Funding Information Paper.

Are the grants offered in all Queensland locations?

Stream 2 and 3 grants are offered state-wide. The Stream 1 grant will target the priority locations of Toowoomba, Rockhampton and Townsville.

What are the key dates for the grants?

Stream 1

Tuesday 17 December 2019 – Stream 1 grant applications open

2pm Friday 28 February 2020 – Stream 1 grant applications close

Stream 2

Tuesday 17 December 2019 – Stream 2 grant applications open

2pm Friday 14 February 2020 – Stream 2 grant applications close


Stream 3

Tuesday 17 December 2019 – Stream 3 grant applications open

2pm Friday 28 February 2020 – Stream 3 grant applications close

Eligibility requirements

Who can apply for a Thriving Cohesive Communities grant?



The following types of organisations can apply for funding under the Thriving Cohesive Communities grants round:

- Non-government not-for-profit organisations including Neighbourhood and Community Centres and Aboriginal and Torres Strait Islander (ATSI) community-controlled organisations
- Local Government Authorities (LGAs)
- P&C Associations
- Co-operatives
- Unincorporated community groups and user-led groups who are auspiced* by an eligible entity
- Established Social Enterprises

*If you are not incorporated you can ask an eligible organisation that has operations or delivers services in Queensland to auspice your project. If successful in receiving funding, the auspicating organisation will enter into the funding agreement to receive the funds and to submit reports.

We have already received government or philanthropic funding to deliver our project. Can we receive a Thriving Cohesive Communities grant to increase our budget?

No. While the projects can leverage existing programs, services, clubs and community supports, the grant is not intended as a ‘top up’ for initiatives that are currently funded.

Our application is for an existing project. Are we still eligible to apply?

Applications for a further stage of work on a project that is finished or about to finish will be considered. The Department recognises that there is great work being done with communities that may be unfunded or has only received short-term, one-off and small amounts of funding. If your project idea builds on existing work, please tell us in your application how this work has been successful and the benefits that a further stage will achieve.


My organisation is settling a dispute with another Queensland Government agency. Are we still eligible to apply?

No. Groups and organisations with outstanding financial liability, service delivery or performance issues for funding previously and currently provided by the Queensland Government are ineligible to apply.

Our organisation is small and does not have public liability insurance. Can we apply for a grant?

No, but you can apply under the auspices of another organisation that does have the appropriate level of insurance.

Funding will only be provided to projects that hold the required insurance. However, smaller organisations can apply if a partner organisation agrees to extend their public liability



insurance to cover all activities associated with the project. Evidence of this is required in the application process.

Can we use the funds to travel to a related conference or training activity?

No. Funding cannot be used for training or professional development activities or travel related expenses for project staff.

Can we use the funds for upgrades to equipment or infrastructure?

No. Funding cannot be used for capital works, equipment or upgrades to existing infrastructure.

My ABN is pending. Can I apply?

Yes. Organisations and groups without an ABN can apply. If you do not have an ABN, it is recommended that you seek out a partner organisation with an ABN to auspice your grant. If you do not have an ABN and intend to submit your application in your organisation's name, you will need to submit a completed Australian Tax Office [Statement of Supplier Form](#) with your application.

Applications

How do I apply for a Thriving Cohesive Communities grant?

Funding submissions under the 2019-2021 grants round must be made on an online application form through the SmartyGrants system. SmartyGrants is an online grants administration system used to lodge applications and submit supporting documentation.

It is free to use by grant applicants but you will need to register before you can apply if you are new to SmartyGrants. Refer to the [SmartyGrants – Help Guide for Applicants](#) for information on registering and completing your application form. If you are having difficulties with your SmartyGrants user account or accessing your application, please contact SmartyGrants directly:

- Phone (03) 9320 6888
- Email service@smartygrants.com.au
- SmartyGrants support desk hours are 9am to 5pm, Monday to Friday.

Please refer to our website for more information, including access to the application form, key documents, and contact information at [Funding and Grants](#).

When do applications close?

Applications for the 2019-21 tranche 2 funding round must be received through the SmartyGrants system no later than **2pm 14 February 2020 (Stream 2) and 2pm 28 February 2020 (Streams 1 and 3)**.

Where can I go for help to prepare my grant application?

There are resources available to assist you to prepare grant applications:

Queensland Council of Social Service (QCOSS) [Community Door fundraising and philanthropy](#)

Community Funding Access Program provides assistance to Culturally and Linguistically Diverse (CALD) communities across Queensland to access funding. The program is delivered by [Multicultural Development Australia](#)

Many **local government authorities** provide support for local groups to apply for grants and other funding. Contact your local government for information.

We have a number of ideas for projects. Can we submit more than one application?

You may submit an application under each of the funding streams. If all the applications are successful, you are eligible to receive funding under each project stream.

You may only submit one application per funding stream. An applicant is only eligible to receive funding for one Thriving Cohesive Communities grant per funding stream.

There is an exception if your organisation has agreed to auspice another group or network or be the lead agency for a consortium project. In this case, your organisation may submit an application that will be directly delivered by your organisation AND another application on behalf, or as auspice agency, for another group. If an auspice arrangement is in place the group being auspiced should retain project decision-making and delivery responsibilities, with consideration to the legal responsibilities of the auspicing organisation.


I am working with another organisation on the same project, do we each put in our own grant application?

No. Only one grant will be available for each project. In this case, it is advisable for you to submit a joint application, clearly identifying the project's lead agency and relevant project partners.

SmartyGrants is not letting me upload my application. Why?

The two most common things to look for are:

1. A required field is missing. Some questions require you to provide a response. Please review your application and complete any required questions (Shown with red text and an *).
2. File size/type: SmartyGrants has a 25 MB file size limit and your files may be either too big or the attachments are a file type unknown to SmartyGrants. Please reformat files or provide links to your website/dropbox to provide access to larger files. Contact SmartyGrants if you continue to have file upload or application lodgement issues.



Applicants are strongly encouraged to lodge their application well before the closing date/time in order to deal with any potential issues with application lodgement.

We missed the deadline. Can we submit a late application?

All applications must be received by **2pm 14 February 2020 (Stream 2) and 2pm 28 February 2020 (Streams 1 and 3)**. An application submitted after the closing date will be considered a late application. Late applications may not be accepted by the Evaluation Panel. Incomplete applications submitted by the due date will not be progressed for assessment. Please allow plenty of time to complete, review, upload supporting documents and lodge your application before the closing date.

We submitted our application well before the closing date but want to add more support materials. Can we do this?

Provided that the grant round has not closed, it is possible to have support materials added to your application. Contact grantqueries@communities.qld.gov.au to arrange an update to your submission.

Can we submit extra information after the closing date?

No. Applications will be assessed based on the information submitted by the closing date. Incomplete applications will not be accepted. Contact SmartyGrants if you are having trouble uploading documents or support materials for your application.

We want to fund a permanent staff member to deliver the project. Are we still eligible to apply?

Salary and operating costs, such as wages for staff associated with the delivery of the project, are eligible costs. It is recommended that applicant organisations seek advice regarding the engagement and appointment conditions of project workers.

Our project covers both funding streams. Can we receive more money to deliver the project?


No. An applicant can only receive a maximum of **\$400,000** (exc. GST) for Stream 1, a maximum of **\$120,000** (exc. GST) for Stream 2 and a maximum of **\$70,000** (exc. GST) for Stream 3.

We do not have access to reliable internet. Can we submit a hard copy application?

No. All applications are to be submitted through SmartyGrants using the online application form.

Our organisation would like the project to continue beyond the grant funded period. How do we best demonstrate sustainability in our application?

Sustainability beyond the grant funded project can be demonstrated in a number of ways. These include: secure ongoing financial and non-financial support; establish partnerships with community organisations whose core business aligns with your project's objectives and



activities; and, engage a wide range of audiences and participants in data gathering that may inform ongoing project planning and implementation.

Our proposal is for a one-off, fixed-term project and is not designed to be sustainable beyond the period of the grant. Can I still apply?

Yes. You can apply, however the funding is non-recurrent and the project must be finalised by the stated end date of the funding contract.

Can I apply for less than the maximum grant amount?

Yes, there is no lower limit on the grants. It is important to be realistic about how much you can do in the 16 month project period and with the funding available. Carefully cost the activities your project plans to deliver and apply for only the money you require to deliver the project.

Assessment process

How will the department ensure funds are equitably distributed?

Applications will be assessed on merit against the assessment criteria for the funding stream applied for, as outlined in the Funding Information Paper. Assessment will be conducted by an independent panel.

What happens after funding is approved?

You will initially be asked to keep the details of your grant confidential until it is announced officially by the Queensland Government.


Successful applicants will be required to enter into a funding agreement with DCDSS and to comply with specified terms and conditions. All projects are required to be completed within the project activity period specified in your funding agreement.

During your project you will be required to provide agreed milestone reports and/or six monthly progress reports as specified in your funding agreement. Reports will be submitted using the department's online reporting system. These milestone/progress reports serve as triggers for individual progress payments.

All successful applicants are required to acknowledge government funding by placing the Queensland Government crest on all publicity and promotional resources produced for the project. Electronic versions of the logo will be provided to successful applicants.

Successful applicants are also required to inform the department of any major events, workshops, forums and news items relevant to the grant, and invite the Minister to attend where appropriate.

We were successful in obtaining a grant but it is less than we asked for. Why is this?



The assessment panel have recommended part-funding your project. Depending on the size of the grant awarded, the department will enter into negotiations with you to revise aspects of your project plan, such as timelines, budget and deliverables in line with the reduced funding.

When will you notify applicants of the outcome of this grants round?

Applicants will be notified of the outcome of their application by **May 2020**.

What happens if I can't complete the project by the end date?

It is important when you are designing your project that you consider the factors that may affect you delivering your project within the required timeframe of 16 months. Projects that are incomplete by the stated project end date may seek an extension to the project, or may be required to return unspent funds.

What happens if we need more funding than we requested due to unforeseen circumstances?

No additional funding will be granted.

Can we seek feedback on our application in order to improve our grant writing?

If your application is unsuccessful you can seek feedback for up to 8 weeks after the announcement of successful grants. Please email grantqueries@communities.qld.gov.au

More questions?

The department will provide a list of applicants' questions and answers relating to topics such as the funding, the application form and the grants process. These Q&A will be updated each Wednesday, and will complement the [Frequently Asked Questions](#).

The last day for the Department to respond to Applicant questions will be three working days prior to the closing date.

For additional queries about the Thriving Cohesive Communities Grants please email grantqueries@communities.qld.gov.au or refer to the Funding Information Papers and Fact Sheet.

For a full list of Queensland Government grants, please refer to www.qld.gov.au/grants.