

# Community Alliance Agreements Guidelines



# Community Alliance Agreements 2025-2028 Guidelines



## Key Dates

Expressions of Interest period opens:	10 February 2025
Expressions of Interest period closes:	28 February 2025
Full application period opens:	19 March 2025 <i>(Extended due to impacts of Ex Tropical Cyclone Alfred)</i>
Full application period closes:	17 April 2025
Acquittal due:	Annually, by 31 July

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# 1. Introduction

The Community Alliance Agreements is governed by Noosa Council's [Community Grants Policy](#). You must read these guidelines thoroughly to confirm your not-for-profit organisation's eligibility and to understand the application requirements and funding stages. You are required to discuss your project with the Community Development team prior to applying for funding. Please call Council on 07 5329 6437 or email [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au) to arrange a time to speak with a member of the Community Development team.

## 2. Purpose

The Community Alliance Agreements provide financial support for up to three years to not-for-profit community organisations who have an established track record delivering community services that:

- Support key service areas including:
  - Arts and cultural development
  - Community development
  - Community safety
  - Heritage
- Provide significant benefits to the Noosa community beyond the organisation's membership base
- Demonstrate value for money and contribute to the ongoing development, growth, and sustainability of Noosa's social, cultural, and environmental sectors
- Align with Council's strategic goals and key initiatives, as outlined in [Noosa Council Corporate Plan 2023-2028](#) and [Noosa Social Strategy](#) and any other relevant Council plans and strategies

## 3. Eligible Organisations

### 3.1. Who can apply

Not-for-profit community organisations can apply for a Community Alliance Agreement provided they meet the following criteria:

- Is a legal not-for-profit entity:
  - An incorporated association
  - A company limited by guarantee
  - A non-trading/non-distributing co-operative
  - An Indigenous corporation
- Have an active ABN
- Have a bank account in the name of the legal entity
- Complies with all governance and financial requirements of the State and Commonwealth as at the closing date for the grant program

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- Have appropriate insurances
- Have no debt to Council, or have an active payment arrangement with Council
- Have successfully acquitted any previous Council grants

### **3.2. Who cannot apply**

- Individuals
- Commercial businesses and enterprises
- Local, State or Federal Government agencies/departments
- Foreign entities, such as charity formed or incorporated outside of Australia, even if it is registered to carry on business in Australia
- Political organisations
- Organisations already receiving multi-year funding through Council's Maintenance Agreements or Signature Community Events Grants

## **4. Funding Allocation**

The Community Alliance Agreements provides financial support to successful applicants in the form of a funding allocation determined by Council. The funding is provided to assist with the ongoing operations and sustainability of the organisation, enabling it to continue delivering services that align with Council's strategic priorities and provide significant benefit to the Noosa community.

## **5. Eligible Expenses**

Funding provided through the Community Alliance Agreements Grant is intended to support the core operations of successful applicant organisations. This funding is not project-specific, rather it aims to sustain and enhance service delivery for the Noosa community.

### **Eligible expenses:**

- Staffing costs directly related to service delivery e.g. wages for coordinators, facilitators, or support staff
- Operational expenses such as rent, utilities, and insurance
- Administrative costs essential for service continuity e.g., IT equipment, office supplies
- Training and capacity-building initiatives that improve service quality
- Community engagement and outreach activities aligned with Council priorities
- Sustainability initiatives including community, energy, water and waste management

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## 6. Ineligible Expenses

Community Alliance Agreement funding cannot be used for the following:

- Capital works, infrastructure projects, or facility upgrades
- Costs incurred prior funding being approved
- Activities or services that do not align with Council's strategic objectives
- Events or initiatives already funded under another Council grant program
- Payment of debts or loans
- Projects intended to make a commercial profit
- Projects which intend to gift, sponsor or grant the money to another person or entity
- Grant writer fees or auspice fees
- Charitable fundraising
- Sponsorship or donations to other organisations
- Political activities

## 7. Application Requirements

The Community Alliance Agreements follows a two-stage application process. Applicants must provide all required information in the application form to be considered for funding. **Late or incomplete applications will not be accepted** unless approved under exceptional circumstances

### 7.1. Stage 1: Expression of Interest (EOI)

Eligible applicants must submit an Expression of Interest (EOI) through SmartyGrants, Council's online grant application portal. The EOI must include:

- A brief description of the organisation's purpose and services
- A brief overview of the identified community needs that the organisation's services address
- Evidence of alignment with Noosa Council's strategic goals and key initiatives
- Evidence demonstrating the successful delivery of the organisation's services over the last three years

EOI's will be assessed based on alignment with Council's strategic goals and key initiatives, demonstrated community benefit and demonstrated track record of delivering the event.

Successful EOI applicants will be invited to submit a full application in Stage 2.

### 7.2. Stage 2: Full Application

Applicants invited to submit a full application can do so through SmartyGrants. Full applications must include:

- A detailed description of the organisation's purpose, services, and key activities

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- Evidence of alignment with Noosa Council's strategic goals and key initiatives
- Demonstrated community benefit and impact of the organisation's services
- Evidence of demonstrated successful service delivery over three or more years
- Details of how the organisation engages volunteers and secures funding or support from other source
- Evidence of appropriate insurances
- Any additional supporting documentation, such as letters of support from partners or stakeholders

## 8. Assessment

Only complete EOIs and full applications received before their respective closing dates will be assessed.

Applications will be assessed against the following criteria:

- **Demonstrated Community Need**  
Evidence of a clear and ongoing need for the organisation's services within the Noosa community
- **Impact and Community Benefit**  
The extent to which the organisation's services benefit Noosa residents
- **Alignment with Council Priorities**  
The organisation's services directly support Noosa Council's strategic priorities and key initiatives
- **Organisational Capacity and Governance**  
The organisation demonstrates sound governance, strong financial management, and the capability to deliver services effectively
- **Financial Sustainability**  
The applicant provides evidence of co-funding, fundraising efforts, or alternative revenue streams that support long-term viability

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## 9. Grant Assessment Process

The following table outlines the grant assessment process:

STAGE	ACTIVITIES
<b>Stage 1 - Expressions of Interest (EOI) Open</b>	Access to the EOI form on SmartyGrants is available from 9am on the day the grant round opens.
<b>Stage 2 - EOI Closes</b>	EOI submissions close at 12 noon on the nominated closing date. EOI's submitted after this time will not be accepted unless approved under exceptional circumstances.
<b>Stage 3 - Pre-Assessment</b>	Council's Grant Officer assesses the eligibility of each applicant. EOI submissions that are not properly completed, or do not include the required supporting evidence or attachments will be deemed ineligible and will not move to the next stage.
<b>Stage 4 - EOI Assessment</b>	EOI submissions are reviewed by a panel of senior staff to decide which submissions will proceed to the full application stage.
<b>Stage 5 - Invitation to Full Application</b>	Successful EOI applicants are invited to submit a full application. Unsuccessful EOI applicants will be notified.
<b>Stage 6 - Full Application Period Opens</b>	Access to the full application form on SmartyGrants is available to invited applicants from 9am on the day the full application period opens.
<b>Stage 7 - Full Application Closes</b>	Full applications close at 12 noon on the day the full application round closes. Applications submitted after this time will not be accepted.
<b>Stage 8 - Allocation of Submissions for Review</b>	The Grants Officer allocates each eligible application to a Council staff member whose experience aligns with the requested funding project.
<b>Stage 9 - Assessment</b>	An additional assessment is then completed by a Council staff member whose experience does not align with the requested funding project.
<b>Stage 10 - Departmental Feedback</b>	Applications are then sent for feedback from relevant Council departments. For example, organisations that require permits or approvals may need to be sent to Council's planning, property and/or heritage departments for further feedback.
<b>Stage 11 - Moderators Meeting</b>	Applications are presented to a panel of senior staff who consider all assessment feedback. The panel then makes recommendations on successful projects and funding amounts for consideration by Council.
<b>Stage 12 - Councillor Workshop</b>	A report is presented to Councillors for their consideration prior to the Ordinary Meeting.
<b>Stage 13 - Ordinary Meeting</b>	An Ordinary Meeting of Councillors is held to approve projects to be funded.
<b>Stage 14 - Notification</b>	Applicants are notified of the outcome of their applications via email on the day after the Council Meeting. A list of successful projects is also published on Council's website.

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## 10. Outcome Notification

All applicants are notified of the outcome of their application by email. A list of successful projects is also published on Council's website. Unsuccessful applicants may request feedback on their application by emailing [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au).

Council **will not** enter into discussions with organisations regarding the outcome of their applications prior to the funding announcement being made.

## 11. Successful applicants

Successful applicants will be sent a Funding Agreement and instructions on how to claim their grant funds. Grant funds will not be released until the Funding Agreement is completed and signed.

Council may impose special conditions on any successful grant applicant. These special conditions need to be met either before funding is received, or during the project/before the funding is acquitted. Applicants will be notified if their funding is subject to special conditions.

## 12. Acknowledgement

As a condition of funding, successful applicants are required to actively and publicly acknowledge Council's support. The level of acknowledgement is determined by the amount funded and is outlined in the funding program agreement. In addition, funding recipients must also ensure that Council's positive reputation is maintained at all times

Further information on how to acknowledge Council and to download Council's logos can be found at [noosa.qld.gov.au/community/grants/council-grants/funding-acknowledgement](http://noosa.qld.gov.au/community/grants/council-grants/funding-acknowledgement)

## 13. Project reporting and acquittal

All grant recipients must provide an annual financial acquittal and project report by 31 July each year. The acquittal must include financial records, evidence of expenditure and any additional documentation requested by Council.

All applicants must maintain accurate financial and progress records relating to the delivery of the project during the funding period. Acquittals may be subject to an audit by Council, therefore all grant recipients are required to keep accurate financial records. These records are to be made available to Council should the applicant be selected for an audit.

Organisations will not be eligible to apply for future grant funding if grant acquittal conditions have not been met.

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### 13.1. Reporting Requirements

Successful applicants must submit an annual acquittal report that includes:

- Service Delivery and Community Impact
  - Number of clients or community members who accessed services
  - Key achievements and measurable outcomes
  - Case studies or examples demonstrating the impact of the organisation's services
  - Reflection on challenges faced and any improvements planned for the next funding year
- Partnership and Collaboration
  - Evidence of how the funding has contributed to increased collaboration, networking, and information sharing within the Noosa community
  - Description of partnerships developed or strengthened through the funding period
- Financial Accountability
  - A statement of expenditure outlining how the funding was allocated across operational expenses
  - Confirmation that all invoices and receipts have been retained and are available for audit if requested by Council
  - Submission of the organisation's most recent audited financial statements
- Acknowledgement of Noosa Council Funding
  - Evidence of how Noosa Council has been publicly acknowledged, such as in annual reports, social media, newsletters, websites, or public events
  - Uploads of relevant materials demonstrating Council recognition
- Insurance and Compliance
  - Submission of a current Public Liability Insurance certificate
  - Confirmation of compliance with all relevant government regulations and funding agreement conditions

### 13.2. Multi-Year Funding

Successive years of funding is contingent upon:

- Successful completion of annual acquittals and reports
- Continued alignment with Council's strategic goals
- Meeting any special conditions outlined in the Funding Agreement
- Councils Budget (or whatever wording we have used before)

### 13.3. Auditing

Council reserves the right to audit grant recipients to verify compliance with funding conditions. All grant recipients must maintain accurate financial records and provide them upon request.

Failure to meet acquittal requirements may result in:

- Ineligibility for future Noosa Council grants
- Requirement to return unspent or inappropriately spent funds

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## 14. Variations to Project Scope and Timing

Organisations must notify Council immediately if there are any changes to the organisation or its services within the funding period. Please contact Council's Grants Officer on 07 5329 6437 or [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au) if a variation is required. Council will assess the variation request and notify the applicant of the outcome.

## 15. Applicant support

For further information or assistance with your application, contact Council's Grants Officer on 07 5329 6437 or [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au)

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## 16. Resources

### 16.1. Relevant Plans and Strategies

Councils adopted strategic documents can be [found here](#).

### 16.2. Definition of terms

<b>Acquittal</b>	The process by which a recipient provides written proof that grant funds were used according to the funding agreement, ensuring efficient and effective use or demonstrating community value.
<b>Audit</b>	Closer financial examination of an acquittal to ensure that grant funds are expended correctly.
<b>A business</b>	An entity engaged in commercial, industrial, or professional activities for profit, including sole traders, companies, or partnerships.
<b>Community</b>	A group of people residing within the Noosa Shire local government area.
<b>Community Purpose</b>	A purpose that serves the public interest of Noosa Shire residents
<b>Confirmed funding</b>	Another source of grant funding already approved, or cash at bank etc.
<b>Eligible</b>	Satisfies the conditions, allowable expense
<b>Funding Agreement</b>	A legal agreement entered into by the successful applicant and Council noting the obligations of both parties.
<b>Grant</b>	Funds awarded through a formal program for a specific purpose aligned with Council policy, based on merit and subject to a written agreement outlining accountability.
<b>Guidelines</b>	Instructions outlining the purpose, key dates, assessment criteria, application process, and acquittal requirements for a grant.
<b>Ineligible</b>	Not allowed, legally or officially unable to be considered
<b>In-kind</b>	Donation or provision of goods or services other than cash contributions e.g. donated materials, volunteer labour

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<b>Not-for-profit organisation</b>	An incorporated organisation focused on providing community services, operating without direct or indirect profit for its members, both during operations and upon winding up.
<b>Organisations</b>	Incorporated Associations (under state legislation, often with 'Association,' 'Incorporated,' or 'Inc.' in their name); Incorporated Cooperatives (under state legislation, typically with 'Cooperative' in their name); Companies (under the <i>Corporations Act 2001</i> , either proprietary or public); and Aboriginal Corporations (under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> ).
<b>Project</b>	The term 'project' in these guidelines refers to any initiative, program, event, equipment purchase or facility improvement project that your not-for-profit organisation is seeking funding for.
<b>Unconfirmed funding</b>	Another source of funding not yet approved or raised

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### **16.3. Legislation**

*Local Government Regulation 2012*

*Local Government Act 2009*

*Statutory Bodies Financial Arrangements Act 1982*

*Integrity Act 2009*

*Public Sector Ethics Act 1994*

*Public Records Act 2023*

*Right to Information Act 2009*

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