

About the Program

Maranoa Regional Council (Council) and Australia Pacific LNG (APLNG) operated by Origin Energy recognise that individuals and community groups make a valuable contribution to the enhancement, enrichment and liveability of communities within the Maranoa Region.

Council is committed to supporting local and regional initiatives that provide opportunities for residents to access and participate in a wide range of recreational, cultural, environmental, community and economic development projects and activities. The APLNG Liveability Grants Program application and assessment process provides a framework for receiving and assessing requests for liveability grant funding which ensures an equitable, accountable and transparent process for the distribution and acquittal of financial assistance to community groups and individuals.

Through this program, Council and APLNG are working in partnership with the community to support projects and activities which will enrich the life of residents within the Maranoa Region.

Program Objectives

The APLNG Liveability Grants are focused on delivering lasting and sustainable outcomes in the areas that matter to Maranoa communities and business through high value/high return strategic partnerships with third party organisations established with the explicit aim of solving a specific problem or issue. The APLNG Liveability Grants have the objective of supporting projects, events and activities that improve the regional growth and liveability of the Maranoa and have a direct benefit to Maranoa residents. Applications are also considered on how it can provide ongoing and additional benefits to Maranoa residents in the areas of:

- **Economic development:** supporting local supply, capacity building, Indigenous participation, innovation and training initiatives.
- **Natural resource stewardship:** partnering for environmental sustainability, water quality, revegetation and biosecurity.
- **Community safety and wellbeing:** celebrating diversity, promoting inclusiveness and community cohesion, sporting and cultural events.
- **Regional growth and liveability:** enabling and supporting education, community connectedness and resilience.

This program is underpinned by robust assessment and evaluation to ensure the delivery of sustainable and lasting shared value and benefits.

Eligibility

Applications must outline a project, event or activity that aims to improve liveability in the Maranoa and provides a direct benefit to the Maranoa community.

In line with APLNG's values, events and initiatives supported through the grant program must be inclusive and open to the entire community, respectful of a broad range of views and have a focus on safety. For this reason, there are some initiatives or activities that usually will not be supported by the program. These are:

- Employee fundraising
- Commercial ventures
- Individual sporting teams and/or individual participants in an event
- Unsolicited charity requests

- Repeated grants (same organisation, same activity, same year)
- Political programmes or projects
- Religious programmes or projects
- Exclusionary activities
- Alcohol, tobacco or gambling related events
- Contribution to ongoing costs
- Events that could result in animal cruelty.

Funding Available

Applications can include multiple projects up to \$25,000 and will be assessed on a competitive basis. Projects under \$10,000 require no co-contribution. Projects between \$10,001-\$25,000 require a 20% co-contribution as cash or in-kind.

Funding Amount	Required Co-Contribution
< \$10,000	Nil
\$10,001 - \$25,000	20% cash or in-kind contribution

Application Process

The application form is available at www.maranoa.qld.gov.au under Grants and Funding or by calling Council on 1300 007 662.

Applicants must submit the APLNG Liveability Grants Program application form by the specified closing date. All supporting documentation must be included as required. Applicants are encouraged to contact their Local Development Officer or Council's Grants team prior to submitting the application.

Applications can be lodged by:

1. Email to grants@maranoa.qld.gov.au
2. In person at any Maranoa Regional Council Customer Service Centre
3. Post to: Grants Program
Maranoa Regional Council
PO Box 620
Roma Q 4455

Two funding rounds will occur per financial year in 2022/23 and 2023/24. Applications must be received by Council by 5pm on the funding round closing date. Council will advertise opening and closing dates via promotional channels.

Assessment

Applications will be assessed on through a rating process by the Grants Advisory Panel. The panel includes Council and APLNG representatives. Successful grant applications will be ratified at a Council meeting and applicants advised in writing of the outcome of their submission.

It is anticipated there will be a high demand for funding under the APLNG Liveability Grants Program. Although an application may meet the assessment criteria, grants are highly competitive and approval will be subject to available funds, the number of applications and program priorities.

In addition to the mandatory assessment criteria Council must be satisfied that it can legally support the applicant and or project / activity pursuant to the Local Government Act 2009 or other statute.

When assessing projects, these are the relevant elements considered:

- What is the issue or need that the program will address?
- How does this project apply to a Council or APLNG identified focus area?
- What is the evidence that this is a significant issue? What stakeholders have been consulted about it?
- Which of the four pillars of community investment does this relate to? Are there opportunities to link more than one pillar?
- Who is the intended beneficiary for the program?
- What will the applicant contribute to the project?
- Is this issue being addressed by other programs in the region? If yes, how?
- What is the outcome that the project is intended to achieve?
- How will the applicant and relevant stakeholders benefit from the achievement of this outcome?
- Does the cash input required to address the issue represent good value?
- Can the issue be addressed in an agreed timeframe?
- What, if any, are the specific risks associated with the planned program?
- How could these risks be mitigated or managed?
- What specific and measurable outcomes will be used to evaluate the program?

Council and APLNG are committed to ensuring that the assessment of all grant applications is coordinated in a fair and transparent manner. The following procedures will be implemented to receive and assess applications and notify applicants:

- On receipt all applications are registered and a written acknowledgement sent within five (5) working days;
- In the week after the closing date, applications are reviewed to ensure mandatory information has been provided;
- The delegated Council Officer/s will consider all applications in accordance with eligibility criteria and pre-determined assessment criteria relevant to the grant category. Eligible applications will be prioritised in order of merit and recommendations prepared based on the project's capacity to meet pre-determined mandatory assessment criteria and identified relevant grant category priorities;
- Council will make the final decision on the allocations of grants, or where appropriate, grants will be approved under Council delegation by the Chief Executive Officer (or other person authorised under the delegation);
- All applicants are notified within fifteen (15) working days after Council's decision, including advice of any specific grant conditions;
- Where applicable, Grant Acceptance Agreements will be provided to successful applicants. The grant will not be considered effective until the agreement has been signed by both parties and lodged with Council. Successful grant recipients must return the signed Grant Acceptance Agreement within twenty (20) working days of receipt;
- Grant monies will be dispersed upon receipt of the Grant Acceptance Agreement and provision of preferred payment options and information;

- Council will advise all applicants in writing of the outcome of their grant request / application. Unsuccessful applicants will be provided with feedback if requested.

Receiving & Acquitting the Grant

Grant recipients will be subject to a number of terms and conditions:

- Signing and submission of the Grants Acceptance Agreement;
- Funding must only be used for the purposes outlined in the offer of the grant by Council and APLNG, unless prior approval for project amendment is sought and provided by Council;
- Obtain all appropriate permits, approvals, insurance etc. relating to the project, event or activity;
- Upon request from Council, provide information on the progress of the project;
- Acknowledge assistance from Council and APLNG in all press releases and promotional material;
- All use of Council and APLNG branding must be approved prior to use;
- Invite Councillors and an APLNG representative to events or functions celebrating the launch of the project, event or activity;
- Allow Council and APLNG to use photographs and promotional materials relating to the project, event or activity in promotion of the APLNG Liveability Grants Program;
- Permanent signage must be displayed for infrastructure projects;
- Complete the relevant Acquittal Report within two (2) months of the completion of the project or by the due date specified in the Grant Acceptance Agreement (whichever is earlier);
- Any unspent funds with a value which exceeds \$100.00 must be returned to Council in full.

Grant recipients who fail to comply with these basic accountability requirements will be required to reimburse Council in full for the grant received and may become ineligible for future Council funding.

Tips for Success

- The budget is one of the most important aspects of the application and must be detailed and accurate. It must include a breakdown of all the items proposed for funding. It must also demonstrate the applicant's contribution including in-kind assistance and any other sponsorship that applies to the proposal. The request for funds should include GST.
- Ensure the project, event or activity does not commence before notification of funding.
- Every effort will be made to assess and process applications quickly. However, it is recommended that applicants allow a minimum of six (6) weeks from the closure of the grant round.
- Answer all the questions and provide supporting documentation and evidence as stipulated.
- Give a clear description of the grant proposal.
- Provide clear information about the organisation.
- Ensure that the application is signed by an authorised person or executive member.
- Lodge the application with Council by the due date on the appropriate application form. No late applications will be considered.
- Applications should be submitted with all pages including supporting documentation securely fastened. Applications must NOT be bound, stapled or in display folders.