



COMMUNITY **SUSTAINABILITY** ACTION GRANTS

ROUND 5 | LITTER AND MARINE DEBRIS CLEAN UP
AND PREVENTION

#31706

Prepared by: Grants Administration, Corporate Services, Department of Environment and Science

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Overview

The Community Sustainability Action grants—Round 5: Litter and Marine Debris Clean up and Prevention will provide up to \$700,000 (excluding GST) in grants to eligible recipients for projects which seek to reduce the amount of waste going to landfill and/or litter and marine debris in our environment.

Grants will be provided for activities that fall within one of the following two categories:

- **Category 1: Litter and marine debris clean up**
Grants of up to \$50,000 will be provided to remove litter from Queensland's public spaces such as parks and reserves and/or projects to remove marine debris from Queensland's beaches and waterways.
- **Category 2: Community approaches to preventing litter and marine debris**
Grants of up to \$50,000 will be provided for projects to work with Queensland communities to implement place-based solutions to prevent litter and/or marine debris.

Applications close at 4pm on 12 April 2021

For more information contact the grants program office by phone (07) 3330 6360 or email csagrants@des.qld.gov.au.

This round of Community Sustainability Action grants is funded from the Queensland Government waste levy.

Guidelines for applicants

Applicants must read these guidelines before applying for funding and are strongly encouraged to familiarise themselves with the SmartyGrants online application system and other supporting documentation before beginning the application. Application information is available at <https://www.qld.gov.au/csagrants>.

Program objective—Towards zero waste in Queensland’s communities

The impacts of waste, litter and marine debris on Queensland’s communities and environment is well understood.

Litter and marine debris, for example, pollutes the environment and causes harm to animals that ingest littered items or become tangled in, or injured by, them. Litter also diminishes the use, enjoyment and value of our public places.

The vision outlined in the Queensland Government’s *Waste Management and Resource Recovery Strategy* is for Queensland to become a zero-waste society by reducing the amount of waste being created and increasing the amount of waste being reused and recycled to the greatest extent possible.

Queensland communities can play an integral role in realising this vision by identifying community-based solutions to reducing waste, litter and marine debris.

This grants program provides grant funding to eligible recipients for projects that work with communities and volunteers to:

- reduce the amount of litter and marine debris in communities and/or implement measures to prevent litter and marine debris from entering the environment in the first instance
- develop community-based localised solutions to reduce waste and improve recycling.

Application eligibility

The following entities are eligible to apply for a grant in their own right:

- properly established incorporated associations (incorporated under the *Associations Incorporation Act 1981*)
- Australian charities registered with the Australian Charities and Not-for-profits Commission (ACNC)
- not-for-profit organisations registered under the *Corporations Act 2001*
- Indigenous corporations incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth)
- tertiary education institutions administered by the Commonwealth or State
- regional natural resource management (NRM) bodies.

Project sponsor eligibility

The following entities are eligible to apply for a grant under categories 1 and 2 with a project sponsor:

- unincorporated organisations
- unregistered charities and not-for-profit organisations.

Project sponsors must be one of the following organisations:

- an organisation eligible to apply for funding in their own right
- schools (government and non-government schools)
- a local government authority.

Project sponsors take full responsibility for the legal and financial accountability of the project, including signing the grant deed and/or any declarations; are required to approve all project-related reporting; and provide evidence of insurance for the lifetime of the grant period.

A letter from the project sponsor specifying that the organisation is willing to be the sponsor for the duration of the project and signed by an accountable officer must be submitted as part of the application.

Project sponsors are not able to financially benefit from the grant funding by seeking, for example, project management fees.

Partnerships

Two or more eligible organisations can work in partnership on a single project. Partnership applications must be of a joint nature where one applicant submits the application with a letter of commitment from the accountable officer of the second organisation.

Both partners may be required to be signatories on the grant deed.

Ineligible applicants

The following applicants are ineligible to apply for funding:

- individuals
- sole traders
- statutory bodies and authorities
- Australian government agencies
- State government agencies
- political parties or lobbyists
- local government authorities (other than as a sponsor)
- schools (government and non-government schools) (other than as a sponsor).

Application process

Applicants are required to submit the application and all supporting documentation in full by the time and date the round closes.

All applications must be submitted using SmartyGrants, the department's online grants administration program.

New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account you can login using your existing details.

A [Help Guide for Applicants](https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/) is available at <https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/>

If you experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888.

Deadlines for submitting an application are strict. No extensions will be provided.

Applications and GST

Applications from organisations not registered for GST will not be prejudiced. Applicants not registered for GST should account for any GST costs in their budget as no additional funding will be provided by the department to account for these costs.

Registering for GST is free. Non-registered organisations should seek advice from the Australian Tax Office or visit www.ato.gov.au/Business/GST/.

Applicants not registered for GST are strongly encouraged to contact the grants coordinator to discuss their budget by email csagrants@des.qld.gov.au.

Application assessment

Applications will be assessed by a panel consisting of Queensland Government employees and external representatives. The panel will make funding recommendations to the Director-General, Department of Environment and Science (the department), who is the decision maker for all funding recommendations.

Application outcome

All applicants will be advised of the outcome of their submission by mail. Details including the name of successful applicants, funding allocated, location of the project and a description of the project will be published on the Queensland Government website and may be announced through media including social media.

Successful applicants will be contacted by the grants coordinator regarding funding arrangements, grant deeds and other documentation/approvals that may be required (refer to the 'Required documents' section of this guideline).

All decisions are final. Unsuccessful applicants can request feedback on their application by emailing csagrants@des.qld.gov.au.

Funding availability

Funding is expected to be available from May 2021. It will be provided once both parties have signed the grant deed and all required documentation has been received by the department.

The department reserves the right to determine specific project payment structures on a case-by-case basis and in negotiation with the recipient. In all cases a percentage of funds will be retained by the department until project acquittal.

Resources

The following websites may provide useful reference material to support applications:

- information on marine debris can be found on the Commonwealth Department of the Environment and Energy's website <https://environment.gov.au/marine/marine-pollution/marine-debris>
- Australian Marine Debris Database (national database on marine debris) <http://amdi.tangaroablue.org/>
- litter and illegal dumping information and resources can be accessed through the Queensland Government website www.qld.gov.au/litter or by contacting LIDPrograms@des.qld.gov.au
- information regarding exempt waste applications and the waste levy can be found on the Queensland Government website www.qld.gov.au/wastedisposallevy

Further information

If you have any questions about these guidelines or if you would like to discuss your application contact the grants coordinator by phone (07) 3330 6360 or email csagrants@des.qld.gov.au.

The grants coordinator can provide you with the best advice based on the information provided. All decisions relating to a grant application will be made based on the information contained in that application.

Privacy statement

The department is collecting personal information in the application for Community Sustainability Action Grant Round 5: Litter and Marine Debris Clean Up and Prevention to assess your application for funding and prepare a grant deed, should your application be successful.

All personal information you provide in this application form, including all attachments, will be routinely provided to the following parties for assessing the application:

- other Queensland Government agencies
- external assessment panel members.

Where necessary, information contained in your application may also be provided to the Queensland Minister for Environment and the Minister's office for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek your consent for any uses or disclosures outside of these specific terms.

If your application is successful, the following information will be routinely published on the Queensland Government's website:

- your organisation's name
- total amount of funding allocated
- project name, location and description.

Your grant application and associated documentation is subject to the *Right to Information*

Act 2009. If you wish to access your personal information that is in the control of the department, contact the department's [Right to Information Services unit](mailto:rtiservices@des.qld.gov.au) by email rtiservices@des.qld.gov.au

If you have any questions or concerns regarding the privacy of your personal information, please contact the department's Privacy Services unit by email privacy@des.qld.gov.au

Grants terms and conditions

Applying for the grant

- Applicants must provide all required information at the time the application is submitted. Required information is clearly identified in the application form by a red asterisk (*). Failure to submit all required documents may result in your application being deemed ineligible.
- By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.
- Applicants must be covered by at least the following insurance:
 - public liability insurance of a minimum of \$20 million
 - workers and volunteers under the Queensland *Work Health and Safety Act 2011* (where applicable).
- Any approved sponsoring organisation must remain the project sponsor for the duration of the project or until a new sponsor is approved and accepted by the department.
- Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.
- More than one application per organisation can be submitted and up to a maximum of three grants per applicant can be provided providing each project funded is in a separate location (for example, different town, suburb, beach).
- A sponsor may sponsor one or more projects and may receive a grant in its own right.
- If applicable, applicants must ensure that it implements and maintains for the term an anti-cyberbullying policy and process for the detection, prevention, intervention, reporting and management response of cyberbullying acts or allegations.

Grant deeds and the provision of funding

- A grant deed will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
- The grant deed will specify the financial and operational requirements of the grant.
- All recipients must comply with all terms and conditions in the grant deed.
- Funding will not be available until both parties have signed the grant deed, along with the provision of any additional required documentation to the department.
- Successful applicants may be required to complete a conflict of interest declaration prior to the release of any funding. A conflict of interest exists in instances where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may reasonably be perceived as conflicting with the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently.
- Acceptance of a grant payment indicates the recipient's acceptance of all funding

terms and conditions in this guideline and grant deed.

- Funding may be provided in milestone payments with a final payment withheld until completion of the project and the department's acceptance of acquittal documentation.
- The date and value of the milestone payments will be negotiated however the final decision will be made by the department.
- Funds granted must be spent for the purposes stated in the application form and grant deed. Variations to the agreed project details should be applied for in writing to the department. It is at the absolute discretion of the department's delegated officer to provide approval. No variation is to be implemented without the applicant first receiving a notice of approval from the department.
- In the event of cancellation of a funded activity, the department must be notified in writing and all unspent funds returned to the department immediately.
- All projects must be completed within two years from the signing of the grant deed.

Reporting requirements

- All grant recipients will be required to submit periodic progress/milestone/financial reports as per the department's requirements. Reports will be requested on at least a six monthly basis.
- Recipients receiving grant funding for litter and/or marine debris collections will be required to include data throughout the project, including the location, amount collected by weight (kilograms) and volume (litres) and collection dates and times.
- Projects with a focus on litter and marine debris collection will also be required to upload data to the Australian Marine Debris Initiative database.
- All grant recipients will be required to complete and submit a final report and financial acquittal within 30 calendar days after the completion date of the project.
- All grant recipients will be required to maintain full financial records of expenditure relating to the grant (including, but not limited to, profit and loss statement and receipts for expenditure). This documentation must be provided to the department on request.
- Grants exceeding \$10,000 (excluding GST) may require an audited financial statement signed by an independent auditor, CPA or chartered accountant at the project's completion.
- All promotional material relating to the project must acknowledge funding from the department. This includes promotional flyers, banners and any other promotional material. The final draft of any promotional material using the Queensland Government logo must be approved by the department before going to print.

Announcement of successful applicants

- The Minister for Environment and Science will announce the successful applicants.
- Following the announcement, successful applicants will be listed on the Queensland Government's website.

All applicants will be advised of the outcome of their submission by mail.

Required documents

- eligibility documentation for your organisation (or your project sponsor if relevant) as follows:
 - a) incorporated Association—a copy of the Certificate of Incorporation
 - b) registered Charity—a charity certificate from the Australian Charities and Not-for-profit Commission
 - c) not-for-profit entity (not registered with the ACNC)—a Certificate of Registration of Company from ASIC and a copy of the organisation’s constitution
 - d) Indigenous Corporation—a Certificate of Registration of an Aboriginal and Torres Strait Islander Corporation
 - e) Regional Natural Resource Management (NRM) body—a Certificate of Registration of Company from ASIC.
- a letter of support from the project sponsor (if applicable)
- a letter of support from the project partner (if applicable)
- a letter of support from a relevant local government authority (LGA) (for projects being conducted on LGA-owned property)
- letter of commitment for maintenance (if applicable)
- two quotes for expenses exceeding \$5,000 (excluding GST)
- evidence of commitment of cash contributions (such as letters from contributors)
- a detailed map and photographs of the project site location and the project activities location. The map should identify the latitude and longitude (in decimal) of the site and include project boundaries and information which indicates where specific activities will occur.
- where applicable, evidence to occupy and maintain a site or appropriate permission from landholders to undertake the proposed activity on the site
- financial documentation for your organisation (or your project sponsor if relevant) as follows:
 - a) the latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number;
or, for organisations without an audited financial statement:
 - b) a balance sheet, income and expenditure statement and the last two bank statements showing the BSB and account number.

Successful applicants (or their sponsor where relevant) will be required to provide the following prior to release of any grant funding:

- evidence of public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the duration of the project
- Certificate of Currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable)
- an exemption from paying the waste levy from either the department or a relevant local government authority.

Category 1—Litter and marine debris clean up

Available funding

Grants of up to \$50,000 (excluding GST) are available for Category 1 projects.

Successful applicants may receive up to three grants providing each project funded is in a separate location (for example, different town, suburb, beach).

Project timeframes

Projects must be completed within two years from the date of execution of the Grant Deed.

Eligible projects and activities

Projects funded under this category will be those that:

- engage Queensland communities to remove litter and/or illegally dumped materials from Queensland's environment, such as, roadsides, bushland and parks
- engage Queensland communities to remove litter and debris from Queensland's marine environment, including but not limited to coastal waters, beaches and waterways
- support the processing, reuse and/or recycling of material collected

Ineligible projects and activities

Projects and activities not considered for funding under this round include:

- projects undertaken outside of Queensland
- projects that seek to remove wastes legally stored, placed or managed on site
- devolved grant funding (requests for funding to be provided to an applicant organisation who will then disseminate the funding to other recipients to undertake work)
- advertising campaigns (by themselves)
- educational programs (by themselves).

Eligible expenses

Eligible expenses include, but are not limited to:

- purchase of equipment and associated supplies to undertake activities and/or process the material collected
- purchase of personal protective equipment (PPE) and tools to undertake activities related to the grant project
- purchase of catering for volunteers participating in working bees
- capital works (supported by technical advice) for environmental benefits
- up to 10% of project administration costs directly related to the grant project (e.g. stationery, postage, office supplies and audit fees). This excludes salaries for project administration
- salaries and wages and other employee costs
- contractor fees where there is a clearly demonstrated need for the contractor's services
- costs specific to the use of a recipient's vehicle or boat for project-related activities
- waste disposal (excluding waste levy component).

Additional information about project expenses

Please note the following information when preparing your budget:

Quotes

Applicants must submit two quotes for contractor costs and any other expenditure items over \$5,000 (excluding GST) with their application. The quotes will assist the assessment panel determine the project's value for money. If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application form as to why this requirement has not been met.

Applicants seeking funding for salaries and contractors

It is preferable that the majority of project activities are completed by volunteers. However, it is acknowledged that under certain circumstances contractors may be engaged to complete components of a project. In such cases, applicants seeking funding for salaries and contractors must demonstrate in the application form why these are vital to the completion of the project and why the activities cannot be conducted by volunteers.

Ineligible expenses

Ineligible expenses include but are not limited to:

- contingencies
- insurances (e.g. public liability, volunteer, motor vehicle)
- recurrent operational expenses (e.g. electricity, office rent/leases, rates, water rates, vehicle registration, office equipment hire and maintenance, equipment and motor vehicle repairs or maintenance)
- administration costs which exceed 10% of original grant funding
- entertainment, event or celebration expenses
- water sampling equipment
- alcohol/gift cards
- gifts/sponsorship/membership fees
- purchase of uniforms
- purchase of land or buildings
- purchase of a motor vehicle or a boat (motorised)
- hire of organisation-owned vehicles or boats
- fees related to attending conferences, workshops and events
- expenses relating to substitute teacher fees
- school-based curriculum materials
- training expenses
- permits and licences
- consultancy fees
- waste disposal levy (a separate exemption is available).

Expenses related to the waste disposal levy

Expenses related to the waste disposal levy are considered ineligible expenses under this round of funding.

However, recipients may apply for an exemption to the levy through the department or obtain an exemption through their local government authority. An exemption must be obtained prior to the commencement of any project activity otherwise a waste levy will payable.

Information regarding exempt waste applications and the waste levy can be found on the Queensland Government website www.qld.gov.au/wastedisposallevy

Assessment criteria

All applications applying under Category 1 will be assessed on the following criteria:

Meets the objectives of the program

This includes the extent the project application:

- implements measures to prevent litter and/or marine debris from entering Queensland's environment
- has a focus on engaging the community to undertake on-ground projects to remove litter and/or marine debris from Queensland's environment.

Demonstrates a clear project management approach and governance arrangements

This includes the extent the project application:

- clearly details the project's objectives, why the project is important (e.g. the scale of the problem and/or environmental impacts) and likely potential outcomes
- provides a clear explanation of the proposed project activities and a detailed and reasonable timeframe to complete the activities
- demonstrates organisational capability and capacity for delivering the project
- provides a commitment to maintain the project deliverables beyond the life of the project.

Represents value for money

This includes:

- the scale of the project and activities versus the funding sought
- the contribution of additional cash or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary for the successful completion of the project
- two quotes provided for contractor costs and any other expenditure items over \$5,000 (excluding GST).

Encourages community engagement

This includes:

- the extent the proposed project engages volunteers and the community in environmental activities and/or demonstrates community benefit
- implementing actions for encouraging and supporting individuals, businesses, industry and local councils to play their part in reducing waste.

The assessment criteria are not weighted. Your application will be assessed on how well the information provided address all of the above criteria.

Applications will be assessed by an assessment panel comprised of Queensland Government employees and external representatives with expertise in a relevant field.

Public servants involved in the assessment will operate under the Queensland Public Service Code of Conduct.

Where relevant, an applicant's past performance under other grants programs managed by the department will be taken into consideration (including if there are any outstanding reports or acquittals).

Category 2—Community approaches to preventing litter and marine debris

Available funding

Grants of up to \$50,000 (excluding GST) are available for Category 2 projects.

Successful applicants may receive up to three grants providing each project funded is in a separate location (for example, different town, suburb, beach).

Project timeframes

Projects must be completed within two years from the date of execution of the Grant Deed.

Eligible projects and activities

Funding will be provided under this category for eligible applicants to work with communities to identify and implement locally-based solutions to reduce the production of litter and/or to prevent the occurrence of litter and marine debris in Queensland's environment.

Types of projects funded may include community engagement projects which seek to change community behaviour in regards to the generation of waste, for example projects that seek to:

- reduce the use of plastics or other common litter and debris items
- improve recycling rates of common litter and debris items
- instil litter avoidance behaviours
- improve the wider community's knowledge and understanding of the impacts of litter and marine debris on our environment and promote prevention actions

Ineligible projects and activities

Projects and activities not considered for funding under this round include:

- projects undertaken outside of Queensland
- projects that seek to remove wastes legally stored, placed or managed on site
- devolved grant funding (requests for funding to be provided to an applicant organisation who will then disseminate the funding to other recipients to undertake work).

Eligible expenses

Eligible expenses include, but are not limited to:

- purchase of equipment and associated supplies to undertake activities related to the grant project
- purchase of personal protective equipment (PPE) and tools to undertake activities related to the grant project
- venue hire and the purchase of catering

- up to 10% of project administration costs directly related to the grant project (e.g. stationery, postage, office supplies and audit fees). This excludes salaries for project administration
- salaries and wages and other employee costs
- contractor fees where there is a clearly demonstrated need for the contractor's services
- costs specific to the use of a recipient's vehicle or boat for project related activities
- waste disposal (excluding waste levy component).

Additional information about project expenses

Please note the following information when preparing your budget:

Quotes

Applicants must submit two quotes for contractor costs and any other expenditure items over \$5,000 (excluding GST) with their application. The quotes will assist the assessment panel determine the project's value for money. If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application form as to why this requirement has not been met.

Applicants seeking funding for salaries and contractors

Applicants seeking funding for salaries and contractors must demonstrate in the application form why these are vital to the completion of the project and why the activities cannot be conducted by volunteers.

Ineligible expenses

Ineligible expenses include but are not limited to:

- contingencies
- insurances (e.g. public liability, volunteer, motor vehicle)
- recurrent operational expenses (e.g. electricity, office rent/leases, rates, water rates, vehicle registration, office equipment hire and maintenance, equipment and motor vehicle repairs or maintenance)
- administration costs which exceed 10% of original grant funding
- entertainment, event or celebration expenses
- alcohol/gift cards
- gifts/sponsorship/membership fees
- purchase of uniforms
- purchase of land or buildings
- purchase of a motor vehicle or a boat (motorised)
- hire of organisation-owned vehicles or boats
- fees related to attending conferences, workshops and events
- expenses relating to substitute teacher fees
- training expenses
- permits and licences
- consultancy fees
- waste disposal levy (exemption available).

Expenses related to the waste disposal levy

Expenses related to the waste disposal levy are considered ineligible expenses under this round of funding.

However, recipients may apply for an exemption to the levy through the Department of Environment and Science or obtain an exemption through their local government authority. An exemption from the department or a local government must be obtained prior to the commencement of any project activity.

Information regarding exempt waste applications and the waste levy can be found on the Queensland Government website www.qld.gov.au/wastedisposallevy

Assessment criteria

All applications under Category 2 will be assessed on the following criteria:

Meets the objectives of the program

This includes the extent the proposed project focuses on engaging the wider community to develop locally based solutions to waste, litter and marine debris.

Demonstrates the potential to reduce waste and litter and marine debris

This includes the extent the proposed project:

- clearly details the project's objectives, why the project is important and likely potential outcomes
- demonstrates how the project activities will involve the community and ultimately reduce the amount of waste created in a community and/or reduce the amount of litter and marine debris in that local community's environment.

Demonstrates a clear project management approach and governance arrangements

This includes the extent the application:

- provides a clear explanation of the proposed project activities and a detailed and reasonable timeframe to complete the activities
- demonstrates the project's approach to involving the community
- demonstrates organisational capability and capacity for delivering the project.

Represents value for money

This includes:

- the scale of the project and activities versus the funding sought
- the contribution of additional cash or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary for the successful completion of the project
- whether two quotes have been provided for contractor costs and any other expenditure items over \$5,000 (excluding GST).

The assessment criteria is not weighted and will be assessed on how well the information provided addresses the above criteria.

Applications will be assessed by an assessment panel comprised of Queensland Government employees and external representatives with expertise in a relevant field.

Departmental staff involved in the assessment will operate under the Queensland Public Service Code of Conduct.

Where relevant, an applicant's past performance under another grant program managed by the department will be taken into consideration (including if there are any outstanding reports or acquittals).