



## **Blueprint** **FOR THE BUSH**

Building a sustainable, liveable  
and prosperous rural Queensland

# **Our place, our future**

## **Resourcing rural capacity**

Funding information paper and guidelines 2008-09

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# 1. What is the Our Place Our Future initiative?

Our Place, Our Future initiative provides resources for rural and remote communities to build and strengthen their capacity to shape their community's future, which includes enhancing community strengths such as leadership, networks, organisation, infrastructure and relationships within communities and with other areas.

The Queensland Government has provided \$7.42 million over three years through the Blueprint for the Bush for Our Place, Our Future initiative. The initiative delivers on a key component of the Strengthening Rural Communities Strategy.

Further information on the Blueprint for the Bush is available on the Department of Local Government, Sport and Recreation website at [www.dlgsr.qld.gov.au](http://www.dlgsr.qld.gov.au) or by contacting your nearest regional communities officer (see Section 8).

## 1.1 Aim

Our Place, Our Future initiative aims to assist members of rural and remote communities to increase their capacity to build more socially, culturally, and economically sustainable communities.

## 1.2 Objectives

Our Place, Our Future initiative assists rural and remote communities to plan and implement practical initiatives that support liveability, sustainability and prosperity. The initiative targets two key issues raised by rural and remote people through the Blueprint for the Bush consultation process – the engagement of community members in developing practical plans; and helping to implement action from existing plans and priorities.

Resources will be provided to assist communities to:

- coordinate planning that is shaped by local communities;
- build on existing skills and leadership capacity within communities to creatively envision and plan for the future;
- identify and implement activities that build the social, cultural, economic and environmental capacity of communities;
- identify and build on networks and supports that are needed to attract and retain a skilled workforce; and
- strengthen and enhance relationships between rural and urban areas.

## 1.3 What is community capacity building?

Communities are made up of people with skills, knowledge, networks, and opportunities. They have access to infrastructure, services and their local environment. These abilities and resources are called the community's capacity.

Community capacity building aims to enhance a community's ongoing viability and sustainability. This can be achieved by supporting local people to build their skills, ability and confidence to better own and manage their community's future; to improve local economic opportunities; to build social networks; promote cultural significance and to sustain their environmental assets.

For example, by identifying and working cooperatively on a local project people use their skills, networks and often money to create a new service, improve the environment, develop further infrastructure or establish a business. In doing so, they not only create a new facility or service but they also build skills, networks, confidence and connectedness. In effect they use their existing capacity to build more capacity. This is capacity building – a series of activities, run by local people that not only enhance the physical assets of a community but also build people-centred assets such as relationships, involvement and organisation.

Sometimes community capacity building is supported through the engagement of community brokers or facilitators.

#### **1.4 What is a community broker?**

Community brokers (or facilitators) work with communities to identify and develop practical local strategies to build more sustainable communities.

A community broker would ideally be a skilled community member or staff member of a local organisation. However, sometimes community brokers need to be engaged from other places. Their role is to facilitate local community coordination and support community members taking practical action on local issues.

This funding initiative encourages local communities to engage community brokers to work with them to develop plans and strategies through a process of community-wide engagement, collaboration and agreement. This process could begin with identifying appropriate ways of engaging local people in planning and implementing activities for example, the community broker might hold community workshops or planning meetings to identify and agree on the direction of a project. They may also help the community put plans into operation for priorities that are already agreed on and where community effort and commitment already exist.

## **2. How does the funding process work?**

The application process has been designed to be as simple as possible for rural and remote communities. This funding information paper provides details for applicants to guide the development of their project and application process. The accompanying application form seeks details about your projects to assist the department to make informed funding decisions.

The intended result is that the communities that will benefit most from the Our Place, Our Future initiative will have the opportunity to be funded – not just those communities who are experienced and skilled in developing funding submissions.

### **Stage 1: Planning**

Before applying for funding, make sure your project has strong local community ownership and the community is working together to support your application. You must be able to show how your application links with other current or future planning activities in your community or region. You also need to show that:

- your organisation and project are eligible for funding (see Section 3);
- there is a need for the project;

- an inclusive consultation process has been carried out with all relevant stakeholders and they support the project; and
- there is community support for your organisation to lead the project.

Your application will also need to demonstrate how the project will assist your community to either:

- Develop a plan to improve your community's capacity; or
- Implement activities within your existing plan to improve your community's capacity; while also
- Increasing your community's capacity and / or improving community relationships.

In addition, your application will need to show that:

- you have sought, or will seek, funding from other sources to assist the sustainability of your project; and
- you can start and finish your project within the funding period specified in the funding agreement.

### **Stage 2: Getting help**

You are strongly encouraged to talk to a Rural Communities Officer for assistance in developing your project and funding submission. The Department of Local Government, Sport and Recreation has Rural Communities Officer's in the *Blueprint for the Bush* target areas. (Refer Section 3.1) Contact details are listed in Section 8 of these guidelines.

### **Stage 3: Preparing your application**

Read these guidelines carefully and make sure that both your organisation and the proposed initiative are eligible (Section 3). There are two funding categories within Our Place, Our Future initiative:

Category 1: Planning and engagement

Category 2: Project implementation.

Determine which category is most suitable for your project then complete the application form by answering each question and attaching all information requested. Please do not provide information that is not requested. Attachments to your application should be limited only to material required to directly support your responses to specific selection criteria.

If attachments are required, you are required to include a short summary of each attachment outlining identifying which selection criteria it is supporting.

Application forms are available from the Department of Local Government, Sport and Recreation website at [www.dlgsr.qld.gov.au](http://www.dlgsr.qld.gov.au) or by contacting your Rural Communities Officer.

### **Stage 4: Submitting your application**

The Our Place, Our Future initiative has been flexibly designed to meet the needs of rural and remote communities. Therefore communities are encouraged to submit applications for funding throughout the year. You are encouraged to liaise with your Rural Communities Officer in the development of your application (the contact details for regional officers are located at Section 8.1).

When your application is ready, you must submit one signed original and two copies of your completed application to the Department of Local Government, Sport and Recreation's Office of Rural and Regional Communities, located at the nearest Department of Communities Regional Office (see Section 9 for regional office mailing addresses).

**Applications close at 4.00 pm on the following dates in 2008:**

- Monday 2 June 2008
- Monday 1 September 2008
- Monday 24 November 2008

Submissions should be clearly marked "**Our Place, Our Future Funding Initiative 2008**" and must include:

- a completed Funding Submission Form, including supporting information as requested in the assessment criteria; **and**
- documentary evidence of your organisation's legal status e.g. Certificate of Incorporation; **and**
- a copy of the organisation's most recent Audited Financial Statement; and;
- a completed EFT Application Form and an Agreement to Issue Recipient Created Tax Invoices Form. (These details will only be used for those organisations not already funded by the department that are successful in their funding submission).

Late applications will not be accepted.

**Stage 5: Assessment**

Your application will be assessed on the information you provide to address the assessment questions of the Our Place, Our Future initiative (see Section 6).

Your funding application will be screened and assessed by a regional assessment panel. The panel will assess these applications against the eligibility criteria (Refer Section 3) and assessment questions (Refer Section 6). Applications will be ranked in terms of other applications and available funding. The panel will recommend which projects should receive funding in each funding round.

As the number of requests for funding we receive is usually far greater than the available budget, it is unlikely that every application will be successful. We reserve the right to determine priorities for the allocation of grants.

If your application is unsuccessful, you can get feedback from the Rural Communities Officers. You are entitled to resubmit your funding application for future rounds, however, it is recommended that you seek feedback and assistance from your Rural Communities Officer.

**Stage 6: Starting your project**

We will notify you in writing if your application is successful or unsuccessful. If your application is successful, the regional office will establish a funding agreement with you that details your responsibilities. You must sign and return the funding agreement to us before we can release funds for you to start your project.

**Start of funding period**

Projects can commence if funding is approved and the funding agreement is signed.

All initiatives need to be completed within the specified funding period. Specific start and completion dates will be confirmed with successful applicants in their funding agreements.

Expenses incurred prior to the funding agreement commencement date are not eligible for payment.

### **Stage 7: Project monitoring and reporting**

It is your responsibility to collect data and information to enable you to monitor and measure the success of your project. Your funding agreement will include performance indicators you will need to report against. If you receive funding under category one (planning and engagement) you will need to demonstrate how you will evaluate the planning and engagement process. If you receive funding under category two (project implementation) you will need to demonstrate how you will review and improve your project over the funding period.

Guidelines to assist with setting up action research processes to support regular monitoring and developmental reviews will be provided with your funding agreement.

Audited financial statements are also a requirement of any grant over \$20,000.

### **Stage 8: Accountability**

Your funding agreement will outline all requirements for financial accountability and expending funds. You will also be required to acknowledge the funding you have received from the Queensland Government through Blueprint for the Bush in accordance with the specifications outlined in the funding agreement.

### **Freedom of information**

Your application for funding and other written information that you provide will be treated in confidence. However, documents held by the Queensland Government are subject to the *Freedom of Information Act 1992* and will be retained as required by the *Public Records Act 2002*.

### **Privacy**

We will use the information collected on the application form to assess your application for funding. We may contact relevant people or organisations in relation to your application.

## **3. Who can apply?**

### **3.1 Eligible organisations**

#### **You need to be in the Blueprint for the Bush target area**

The Our Place, Our Future initiative targets rural and remote communities in the areas identified by the Blueprint for the Bush. It includes communities outside South-East Queensland, (excluding the major regional centres), communities west of the Great Dividing Range, small communities east of the range, and those in Cape York and the Torres Strait.

*Blueprint for the Bush* can be accessed on the Department of Local Government, Sport and Recreation website [www.dlgsr.qld.gov.au](http://www.dlgsr.qld.gov.au) or by contacting your regional communities' officer.

Applications are encouraged from organisations that are working closely with other organisations or community members in developing collaborative projects. It is anticipated that the applicant organisation will play a lead role in coordinating or managing the project.

**The applicant organisation needs to be incorporated or established under an Act**

Eligible organisations must be incorporated or established under one of the following Acts at the time of application:

- incorporated under the *Associations Incorporations Act 1981*
- incorporated under the *Religious, Educational and Charitable Institutions Act 1861*
- incorporated under the *Cooperatives Act 1997* or any Act preceding this Act
- a local government authority
- incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*
- incorporated under the *Local Government (Community Government Areas) Act 2004*
- recognised under the *Community Services (Torres Strait) Act 1984*
- recognized under the *Aboriginal Communities (Justice and Land Matters) Act 1984*
- an organisation with non-profit objectives incorporated by an Act of Parliament, and approved by the Minister
- a company incorporated in Australia
- a parents and citizens association under the *Education (General Provisions) Act 1989*
- Queensland state schools or schools (with non-profit objectives) accredited under the *Education (Accreditation of Non-State Schools) Act 2001*.

Organisations that are not eligible i.e. are not incorporated or established under the above Acts, are encouraged to either:

- Work in collaboration with an eligible organisation; OR
- Seek auspice from an eligible organisation.

**No outstanding performance issues**

Organisations must have no outstanding financial accountability, service delivery or performance issues for any funding that we have previously provided.

**3.2 Eligible projects**

The project must be located in a community within the *Blueprint for the Bush* areas (see Section 3.1).

Funding is available for projects in **one** of the following two categories:

1. Planning and engagement
2. Project implementation

You cannot apply for both categories at the same time. Applications for project implementation funding (Category 2) may emerge from initiatives previously supported by Planning and engagement funding (see Category 1 above). However, communities demonstrating they have already engaged the community in establishing priorities and plans may apply directly for project implementation funding.

### Category 1: Planning and engagement

Planning and engagement funding is available to assist local communities to work together to identify, develop, coordinate and prioritise local strategies that help build the capacity of their community and develop relationships within the community or between clusters of communities.

The focus of this funding category is on engaging community members in developing plans or strategies that may lead to longer-term projects. Projects identified through the planning process may be eligible for funding under the ‘Project implementation’ category of this grant program.

Communities are encouraged to think creatively about how they engage community stakeholders in visioning and planning for the future (see Section 3.3).

Examples of eligible costs are listed below.

<p><b>Eligible projects and items</b></p>	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>• Development of community plans including:               <ul style="list-style-type: none"> <li>– business and strategic plans</li> <li>– community marketing plans</li> <li>– facility needs study or plan</li> <li>– activity plans for specific target groups</li> </ul> </li> <li>• Research to support planning, and to identify and analyse issues and opportunities to address needs</li> <li>• Planning workshops</li> <li>• One-off events or activities designed to motivate the community to join the planning (up to 40 per cent of funding, see Section 5 for details)</li> </ul>	<p><b>Items</b></p> <ul style="list-style-type: none"> <li>• Fees for community brokers or facilitators</li> <li>• Travel, accommodation, meals and similar costs for sending or bringing people to planning activities</li> <li>• Hire of venues or equipment</li> <li>• Promotion and marketing</li> <li>• Catering</li> <li>• Consumables for events or activities</li> </ul>
<p><b>Ineligible projects and items</b></p>	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>• Events or activities without an engagement or planning outcome</li> </ul>	<p><b>Items</b></p>

### Category 2: Project implementation

Project implementation funding is available to support local community projects that build the capacity of their community to improve the sustainability of communities through social, cultural, environmental and/or economic development initiatives.

Projects need to demonstrate that an inclusive planning process has been undertaken, and that the project has broad community ownership and commitment. Initiatives may

enable communities to implement existing community plans, social plans, growth management frameworks or local strategic plans.

Projects may include those that:

- Target emerging issues and challenges in the future
- Support the unique characteristics of rural and remote communities and recognises that each community has skills and abilities
- Develop sustainable solutions to local problems
- Are catalysts for positive change
- Celebrate local histories and futures

Applications for project implementation funding may emerge from initiatives previously supported by planning and engagement funding (see **Category 1** above). However, communities demonstrating they have already engaged the community in establishing priorities and plans may apply directly for project implementation funding.

Significant projects may be funded over more than one year.

Examples of eligible costs are listed below:

<p><b>Eligible projects and items</b></p>	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>• Projects that contribute to social, cultural, environmental and/or economic sustainability</li> <li>• Development of relevant partnerships and collaborations</li> <li>• Leadership development and training</li> <li>• Projects that enhance relationships with urban areas</li> <li>• Projects that document or celebrate local history</li> <li>• Cultural development activities that build social and economic capacity</li> <li>• Local and regional promotion initiatives</li> <li>• Activities and initiatives that attract investment and skilled workers to rural and remote communities</li> </ul>	<p><b>Items</b></p> <ul style="list-style-type: none"> <li>• Costs associated with project management and coordination e.g. staff</li> <li>• Fees for community brokers or facilitators</li> <li>• Support for volunteers</li> <li>• Travel, accommodation, meals and/or similar costs for sending or bringing people to planning activities</li> <li>• Costs, including wages for project coordinators or workers</li> <li>• Hire of venues or equipment</li> <li>• Purchase of minor equipment or other capital, required to support the implementation of a capacity building project</li> <li>• Catering</li> <li>• Promotion</li> <li>• Consumables</li> </ul>
<p><b>Ineligible projects and items</b></p>	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>• Core responsibilities or services of local government authorities or the private sector</li> <li>• Recurrent service delivery</li> <li>• Private enterprise or commercial activities</li> </ul>	<p><b>Items</b></p> <ul style="list-style-type: none"> <li>• Recurrent or ongoing costs</li> </ul>

### **3.3 Examples of projects that may be funded**

The most important aspect of your project is that it addresses the strengths and the issues of your community. Below are some ideas and case studies that you might like to consider in developing your project. These are examples only and are not intended to be limiting.

#### **Category 1: Planning and engagement**

Funding could be provided to support the appointment of a community broker or facilitator and a small local committee to develop strategies to:

- engage community organisations in a planning process
- undertake community planning workshops and find agreement for local priorities
- gather demographic data that supports the establishment of local initiatives
- review and update existing community plans

Funding could also be provided to engage the services of a town planner, a social planner or an individual with experience in planning the development of local communities.

Communities are encouraged to be creative about how they engage stakeholders in planning - for example, to engage local Aboriginal people it may be appropriate to work with local elders to host a Cup Murri, where families are welcome. This will provide an opportunity for people to come together and talk informally about the needs of community and possible futures.

Holding a free event at a local pool or park may be a more effective way of engaging young people in planning processes than holding a formal meeting. You may be able to interest some young people in developing plans and strategies beyond the life of the initial engagement event or activity.

A series of community planning workshops might be held to engage stakeholders in planning.

#### **Case Study – Victoria Community Broker Scheme**

In 2002, the Victorian Government developed the statewide Community Capacity Building Initiative (CCBI) based on community brokers. Eleven rural communities were funded to employ a skilled local facilitator to help community members to engage the community, identify priorities, organise to take action and conduct activities.

The brokers were based in each town and worked with a local CCBI committee. They organised a community opportunity workshop which gained people's input to what were the community's priorities and then followed up on action.

In Violet Town people developed recreation trails. In the Bruthven district, people developed collaborative work between communities. At Corryong, environmental projects, youth work and a community festival were developed.

#### **Category 2: Project implementation**

The focus is on local projects conducted by local people with key allies. These projects, wherever possible, should involve partnerships between stakeholders, leverage additional funds and in-kind contributions and add value to existing community effort.

## **Case Study – The Laura Dance and Cultural Festival in North Queensland**

### **Project Implementation**

This biennial event commenced in the early 1980's when Indigenous communities in the Cape York and Gulf region unified for a celebration of traditional song and dance. The theme of the festival is reconciliation and the festival programme has included activities and events such as a didgeridoo competition, art and craft workshops, concerts, boomerang and spear throwing and the Cape York Art Awards Exhibition. Previous festivals have also included a "Night Walk" for Reconciliation and guided tours to nearby Quinkan Rock Art sites.

## **Case Study — Mitchell**

### **Planning and engagement**

The Booringa Shire Council and local community groups worked together to develop and conduct a series of activities to revitalise the town. Community improvement started with holding a 'Future Search' workshop and establishing the Booringa Action Group.

### **Project implementation**

A community development officer was appointed through the council to oversee the project. The shire hall was redeveloped as the Great Artesian Spa — a major tourist facility. This goes hand in hand with an upgraded caravan park. Workshops to generate ideas led to activities to attract businesses to Mitchell and the proposed development of innovative products such as bottled artesian water. The community also incorporated artwork in its streetscape supported by the Regional Arts Development Fund. Mitchell has actively marketed itself as the 'Gateway to the Outback'. These activities have not only improved the infrastructure and economy of the town but the local effort has built the networks, leadership and organisation of the community.

## **Case Study — Go Pittsworth**

### **Planning and engagement**

Go Pittsworth was formed in February 2000 following the re-organisation of the Pittsworth Chamber of Commerce. The organisation hosted a community planning workshop where local people identified important issues and projects.

### **Project implementation**

Go Pittsworth was involved in the Pittsworth streetscape project, grant applications for street furniture, town signage, and coordinating the successful 'Passport to Pittsworth' held in conjunction with an open garden program. Other activities included the development of cottage industries and a tourist information centre for the town.

A strength of Go Pittsworth is that it supports and collaborates with a range of other local organisations.

## **4. What is the organisation's contribution?**

Our Place, Our Future initiative is intended to involve partnerships and collaborations with a range of community stakeholders. Within this context, we encourage you to think creatively about accessing other sources of support, both financial and in-kind.

As there is a limited amount of funds available, funding applications received under Category 2 (Project implementation) are more likely to be successful if they leverage funds from other sources.

## 5. How much funding is available?

The Queensland Government, through the Blueprint for the Bush, has committed \$7.42 million over three years to growing rural and remote community capacity. Funding can be accessed in the following two categories.

### **Category 1: Planning and engagement**

- Funding applications of up to \$20,000 will be considered under this category.
- Up to 40 per cent of the application may be for costs for one-off events or activities for the purpose of planning and engagement — for example, a community planning workshop to develop a strategy and agreement for local priorities and activities to establish local projects
- Up to 100 per cent of planning costs are eligible. However, you are encouraged to also seek financial or in-kind support from other sources.
- Organisations applying for planning and engagement funding can receive funding for up to one year.

### **Category 2: Project implementation**

- The amount of funding allocated for successful projects is flexible. However, applications need to be realistic and represent good value.
- Applications need to include in-kind support and funding from other sources to be considered under this category.
- Significant projects may be eligible for funding for more than one year.

## 6. How are applications assessed?

Both your organisation and your project must be eligible for your application for funding to be considered. Your organisation's eligibility will be assessed from information provided in your Our Place, Our Future application form.

Your project will be assessed on the information you provide in response to the assessment questions. These questions give you the opportunity to describe how your project meets purpose of the Our Place, Our Future funding initiative. You must answer each question on the application form and supply all requested information.

Each category has specific assessment questions that must be addressed under the headings of:

- A. Need for the project
- B. Program priorities
- C. Ability to deliver

**If you are applying for a project under Category 1 (Planning and engagement) you will need to respond to the assessment questions below.**

**If you are applying for a project under Category 2 (Project implementation) you will need to respond to the assessment questions in the next section titled Category 2: *Project implementation assessment questions.***

## **Category 1: Planning and engagement assessment questions**

### **A. Need for the project**

<b>Question 1</b>
<b>How do you know that community capacity and future opportunities will be enhanced through a community plan or engagement strategy?</b>
<i>Supporting evidence could include:</i> <ul style="list-style-type: none"><li>• Description of the opportunities, needs or issues that your plan or strategy will address</li><li>• How you know that there is a need for the project</li><li>• The potential for the plan to lead to a practical longer-term outcome</li><li>• Evidence of broad community support for the proposed plan or engagement strategy</li><li>• How your proposed project will address the issues and opportunities identified above.</li></ul>

### **B. Program priorities**

<b>Question 2</b>
<b>How will your project develop the skills and abilities of local people and strengthen community relations and networks?</b>
<i>Supporting evidence could include:</i> <ul style="list-style-type: none"><li>• The groups or individuals that will be involved in the planning or engagement project e.g. community organisations, elders</li><li>• The estimated number of people who may be involved in your project</li><li>• The skills or abilities that will be developed and the way in which they will be developed e.g. training, mentoring, observation</li><li>• The likely community benefits that will be achieved</li><li>• The creative or innovative strategies that will be used to engage specific population groups</li><li>• The relationships or networks that may be formed or strengthened.</li></ul>

### **C. Ability to deliver**

Your organisation's ability to deliver will be assessed on the information you provide on the project budget costs, project plan, timeframes for delivery and your confirmed contribution. Also, your ability to access other funds or support to assist the ongoing sustainability of your project will be assessed.

<b>Question 3</b>
<b>What is the capacity of your organisation to carry out the project?</b>
<p><i>Supporting evidence could include:</i></p> <ul style="list-style-type: none"> <li>• Experience and expertise of staff and/or volunteers in managing or implementing projects</li> <li>• Examples of projects previously managed by the organisation</li> <li>• Experience of facilitators or brokers in developing plans and engagement strategies to build community capacity</li> </ul>

<b>Question 4</b>
<b>How will you undertake the proposed planning and engagement strategy in your community?</b>
<p><i>Supporting evidence could include:</i></p> <ul style="list-style-type: none"> <li>• Describe how you will undertake the planning project</li> <li>• The key milestones and timeframes and likely outcomes</li> <li>• A realistic budget that may leverage other funds or in-kind support</li> </ul>

**Category 2: Project implementation assessment questions**

**If you are applying for funding under Category 2 (Project implementation) you will need to address the following assessment questions.**

**A. Need for the project**

In this section you will need to demonstrate that community planning has already occurred to identify and prioritise a community issue/s. Funding will only be provided where there is demonstrated community need and support for the project.

<b>Question 1</b>
<b>How do you know there is a need for your project and that it has strong community ownership?</b>
<p><i>Supporting evidence could include:</i></p> <ul style="list-style-type: none"> <li>• Details of collaborative community planning or needs analysis that have already taken place</li> <li>• Demographic data and analysis of local community</li> <li>• Description of needs and/or opportunities that your project will meet</li> <li>• Evidence of community engagement in the planning and development of the project and the extent of community support</li> <li>• How your proposed project will address the issues identified</li> <li>• How your proposed project complements or supplements existing plans,</li> </ul>

strategies or initiatives

**Question 2**

**How does your project contribute to the social, cultural, environmental and/or economic capacity of your community?**

*Supporting evidence could include:*

- Description of who will benefit from the project, including the target group/s for the project
- Outline the activities in your project
- The expected capacity building outcomes of your project
- The community and individual skills and abilities that will be strengthened
- The relationships or networks that will be formed or strengthened

**B. Program priorities**

While the following program priorities are related, it is likely that your project will have a stronger focus in **one** of the three program priority areas below. You have the option of addressing the question relating to only one program priority area, two, or all program priority areas.

**Question 3.1**

**How does your project focus specifically on cultural development activities to build community capacity?**

*Supporting evidence could include:*

- The cultural development activity you will undertake
- The expected outcomes of your cultural development activity
- The cultural and social benefits that will be achieved

**AND / OR**

**Question 3.2**

**How does your project contribute to economic capacity and/or address barriers to attracting and retaining a skilled workforce in rural and remote communities?**

*Supporting evidence could include:*

- Outline the activities you will undertake specific to building economic and/or workforce capacity
- The economic and/or workforce benefits that will be achieved
- The barrier(s) that will be addressed by your project
- The expected outcomes of your project particularly in relation to economic development and/or attracting and retaining a skilled workforce

AND / OR

<b>Question 3.3</b>
<b>How does your project contribute to the capacity of your community by strengthening or enhancing relationships with urban areas, or by building rural networks?</b>
<i>Supporting evidence could include:</i> <ul style="list-style-type: none"><li>• Outline the activities you will undertake specific to strengthening rural-urban relationships or to build rural networks</li><li>• Specific urban areas your project will target, or the rural communities to be included in the network</li><li>• The benefits of your project to your community (and other rural communities if relevant)</li><li>• The benefits of your project to urban area/s (if relevant)</li></ul>

### C. Ability to deliver

Your organisation's ability to deliver the project on behalf of the community will be assessed on the information you provide on the project budget costs, project plan, timeframes for delivery and your confirmed contribution. Also, your ability to access other funds or support to assist the ongoing sustainability of your project will be assessed.

<b>Question 4</b>
<b>What is the capacity of your organisation to carry out the project?</b>
<i>Supporting evidence could include:</i> <ul style="list-style-type: none"><li>• The mechanisms you will use for the ongoing governance and management of the project with other community stakeholders</li><li>• The experience or capacity of staff and/or volunteers in coordinating projects</li><li>• The experience or expertise of other partner organisations involved in the project</li><li>• The experience or expertise of consultants, facilitators or brokers</li><li>• Examples of projects previously managed by your organisation or project partners</li><li>• Community engagement strategies during the life of the project</li></ul>

<b>Question 5</b>
<b>How will your proposed project be delivered?</b>
<i>Please include:</i> <ul style="list-style-type: none"><li>• Describe how you will implement your project</li><li>• Describe how you will monitor and evaluate the project for ongoing improvements</li><li>• A realistic, detailed budget that represents value for money by leveraging other funding and in-kind sources to cover project costs</li><li>• Identify possible risks which may impact on the project and how you will manage these</li></ul>

## **7. What if the application is successful?**

If your application is successful, you will be required to complete a funding agreement detailing your obligations. The funding agreement will have specific requirements for you to meet before you will be given approval to commence the scheme. Payments will be made once we have given this approval.

Your funding agreement will contain comprehensive information on your reporting and acquittal, acknowledgment and other obligations.

### **7.1 Reporting**

The reporting requirements for your project will be outlined in your funding agreement. Requirements will include monitoring and reporting progress and achievement against established performance criteria.

### **7.2 Acquittal**

Your funding agreement will include information on your acquittal obligations and payment arrangements.

### **7.3 Acknowledgement**

You will be required to acknowledge the funding provided under Blueprint for the Bush. This may include branding funded activities or initiatives as *Blueprint for the Bush*. We will advise you on how to do this when we send out your funding agreement.

Funded initiatives may be used as case studies or good news stories in newsletters or statewide media releases to promote the initiative and share with other communities.

## 8. Where to get help

If you would like assistance or have any queries regarding your application please contact your nearest Rural Communities Officer, listed below.

The document *Blueprint for the Bush* is available at [www.dlgsr.qld.gov.au](http://www.dlgsr.qld.gov.au).

The website [www.ourcommunity.com.au](http://www.ourcommunity.com.au) has useful information regarding writing funding submissions.

Department of Local Government, Sport and Recreation - Rural Communities Officers			
Region	Location	Officer	Contact details
Far North Queensland	Atherton	Penny Gardiner	Phone 4096 7704
			Email <a href="mailto:penny.gardiner@dlgsr.qld.gov.au">penny.gardiner@dlgsr.qld.gov.au</a>
North Queensland	Townsville	Alf Musumeci	Phone 4760 7444
			Email <a href="mailto:alfio.musumeci@dlgsr.qld.gov.au">alfio.musumeci@dlgsr.qld.gov.au</a>
	Townsville	Peter Whiting	Phone 4799 7449 / 0428 114 262
			Email <a href="mailto:peter.whiting@dlgsr.qld.gov.au">peter.whiting@dlgsr.qld.gov.au</a>
Mackay/Whitsunday	Mackay	Fiona Brady	Phone 4967 4451
			Email <a href="mailto:fiona.brady@dlgsr.qld.gov.au">fiona.brady@dlgsr.qld.gov.au</a>
Central Queensland	Rockhampton	Bill Higham	Phone 4938 4695
			Email <a href="mailto:bill.higham@dlgsr.qld.gov.au">bill.higham@dlgsr.qld.gov.au</a>
	Biloela	Phil Casey	Phone 4995 8945 / 0408 761 188
			Email <a href="mailto:phillip.casey@dlgsr.qld.gov.au">phillip.casey@dlgsr.qld.gov.au</a>
	Longreach	Amy Savage	Phone 4658 3012
			Email <a href="mailto:amy.savage@dlgsr.qld.gov.au">amy.savage@dlgsr.qld.gov.au</a>
Wide Bay – Burnett	Bundaberg	Adrian Tantari	Phone 4151 9749
			Email <a href="mailto:adrian.tantari@dlgsr.qld.gov.au">adrian.tantari@dlgsr.qld.gov.au</a>
Darling Downs/South West Queensland	Toowoomba	Margaret Cruickshank	Phone 4694 0182
			Email <a href="mailto:margaret.cruickshank@dlgsr.qld.gov.au">margaret.cruickshank@dlgsr.qld.gov.au</a>
	Roma	TBA	Phone
			Email

## 9. Where to submit applications

Applications must be lodged with the Department of Local Government, Sport and Recreation, Office of Rural and Regional Communities, located in your nearest regional office of the Department of Communities.

<b>Department of Local Government, Sport and Recreation - Regional Offices</b>	
<b>Darling Downs–South-West Queensland</b> <b>Office of Rural and Regional Communities</b> Canberra Place 123 Margaret Street Toowoomba PO Box 2259, Toowoomba Q 4350	<b>North Queensland</b> <b>Office of Rural and Regional Communities</b> <b>C/- Department of Communities Regional Office</b> Level 7 Suncorp Metway Plaza 61 Sturt Street, Townsville PO Box 588, Townsville Q 4810
<b>Far North Queensland</b> <b>Office of Rural and Regional Communities</b> Level 3 GHD Building 85 Spence Street Cairns PO Box 4626, Cairns Q 4870	<b>Fitzroy–Central West Queensland</b> <b>Office of Rural and Regional Communities</b> 209 Bolsover Street Rockhampton Q 4700 PO Box 371, Rockhampton Q 4700
<b>Mackay–Whitsunday</b> <b>Office of Rural and Regional Communities</b>  Level 2, Healthpoint Pharmacy Building 67–69 Sydney Street, Mackay PO Box 2036, Mackay Q 4740	<b>Wide Bay - Burnett</b> <b>Office of Rural and Regional Communities</b> Level 1, 46 Quay Street Bundaberg Q 4670 PO Box 1939, Bundaberg Q 4670