



APPLICANT GUIDELINES



The QCoal Foundation Community Grant Program has been established to encourage productive partnerships between QCoal Foundation and community groups that contribute to the sustainable growth and development of regional and remote Queensland communities, enriching these communities now and in the future.

1. OBJECTIVES

The objectives of the QCoal Foundation Community Grant Program are:

- To make meaningful and positive contributions to support the development of vibrant, liveable and sustainable regional and remote communities.
- To foster productive partnerships between QCoal Foundation and local communities and organisations that facilitate long-term, sustainable solutions to community identified needs.
- To provide a simple and transparent process for the application and receipt of project funding that benefits regional and remote communities.

2. PROGRAM PRIORITY AREAS

QCoal Foundation Community Grant Program prioritises applications that are focused on one or more of the following priority areas:

- Liveability – improving the general liveability of regional and remote communities in a way that is valued by that community.
- Health – improving access to health services in regional and remote communities.
- Education – supporting access to education in regional and remote communities to create pathways to employment.

All applications must demonstrate how their project is aligned with one or more of these priority areas.

3. ELIGIBILITY

The QCoal Foundation gives preference to applications from not-for-profit organisations with Deductible Gift Recipient (DGR) status. In some cases we may refer applications from other community groups to our donor partners who may be able to assist. We are unable to provide grants to individuals.

4. INELIGIBILITY

Grants are not available for:

- Individuals
- Commercial enterprises
- Political, religious or spiritual organisations whose application relates to promotion of their beliefs
- Repayment of loans
- Project contingency

5. AVAILABLE GRANTS

GRANT NAME	DESCRIPTION
Community Spirit Grants	Up to \$2,000 per grant. Awarded every 4 months (February, May and September). Primarily for short term or one-off projects that reflect the spirit and aspirations of the community.
Community Growth Grants	Up to \$15,000 per grant. Awarded each year in February. Primarily awarded to large-scale, medium to long term projects of an ongoing nature or larger scale community infrastructure.

6. APPLICATIONS

Wherever possible, the QCoal Foundation incorporates philanthropic best practice into our grant making. To help us achieve this we have partnered with Grant Toolbox to deliver a grant management system designed to simplify our grant application process.

To apply for a QCoal Foundation Community Grant Program please visit our website <https://qcoalfoundation.org/our-initiatives/community-grant-program/>. Use the “Apply Now” button on this page to access the online grant application process.

For any assistance please contact us at contact@qcoalfoundation.org.

7. TIMELINES

COMMUNITY SPIRIT GRANTS

Closing dates for applications for Community Spirit Grants are as indicated:

AWARD PERIOD	APPLICATION CLOSE DATE	GRANTS ANNOUNCED
JANUARY	15 January	February
MAY	30 April	May
SEPTEMBER	31 August	September

COMMUNITY GROWTH GRANTS

Applications for Community Growth Grants close on the 15 January each year and will be awarded in February annually.

Applications can be received at any time throughout the year and assessed at the next available assessment period.

Please note that once successful applications are announced, it may take up to 30 days for disbursement of funds.

The Grants Management Committee WILL NOT assess applications outside the usual assessment periods to meet individual project timeframes. If grant applications relate to a project with specific project dates (e.g. sponsorship of a community event scheduled for a specific date), it is the applicant's responsibility to ensure their application is submitted with sufficient lead time prior to the event.

8. USE OF ARTIFICIAL INTELLIGENCE TOOLS IN GRANT APPLICATIONS

The QCoal Foundation's position on the use of AI tools in grant applications is: **We will not reject a grant application because AI tools have been used to help write, refine or edit.**

AI can be a valuable resource, particularly for applicants who are new to grant writing, whose first language is not English, or who are short on time. However, while AI is a powerful tool, it must be used with caution.

Use Caution when Using AI Tools

AI tools can provide a helpful base for your application, however they are unable to communicate the unique perspective of your regional community or organisation. The QCoal Foundation Community Grant Program is designed to support communities in regional and remote Queensland and your best chance at success will be through communicating clearly the impact and benefit your project/activity will have on your community. Generic content produced by AI tools will not be able to effectively communicate your passion and could negatively impact your application.

Risks when Utilising AI Tools

Be aware that some AI tool may store data you input which could compromise confidentiality:

- If you choose to input your organisation's data into an AI tool, ensure that you do so in compliance with the relevant legislation.
- Be careful when providing personal information to AI tools. Different AI tools may have different policies regarding the use of personal information. Make sure you understand the relevant policy before inputting your personal information into an AI tool.

AI can sometimes generate misleading or false information:

- Always fact check data and research by using trusted sources. If you cannot verify that a piece of information is factually correct, do not include it in your application.
- Adapt AI-generated content with your own experience.

Tips for Effective Use of AI in Your Grant Application

Keep your application relevant and specific:

- Applications which are clearly aligned with the QCoal Foundation's pillars of health, education and liveability are prioritised.
- To maximise your chances of success ensure you read all of the QCoal Foundation Community Grant Applicant Guidelines before submitting your application.
- Clearly describe the activities that will take place during the project and the direct benefits from these activities.
- Articulate how your project/activity will service a demonstrated need within your community. To do this effectively, we encourage you to use real examples from your community and details about the work of your organisation.
- Watch out for buzzwords produced by AI that do not match the message you want to communicate in your application.
- Ask a friend or someone not involved in your project to read your application to ensure that everything flows and makes sense.

Communicate your community connection effectively:

- Make your application personal by editing AI-generated content to reflect your community's voice and needs, as well as your own experiences, skills, and passions.
- Add real life examples and data where appropriate to communicate impact and outcomes.

Craft your budget carefully:

- Do not rely on AI-generated budgets. Ensure your budget matches the project activities you've described and supports your community goals.
- Ensure that all budget expenditure is eligible, reasonable, and offers good value for money.
- AI tools cannot generate quotes or other supporting documentation for your budget. Make sure that all documentation attached is acknowledged and legitimate. In the event any supporting documentation or quotes are found to be AI-generated, your application will be rejected.

This policy reflects our current approach to supporting communities in adapting to this evolving technology. As AI and technological advancements continue, we may revise our stance and will update this policy accordingly.

9. ASSESSMENT OF APPLICATIONS

Applications will be awarded on the basis of assessment against the following criteria:

- Application meets all eligibility criteria.
- Application is aligned with at least one of the Program's priority areas.
- Project/activity is consistent with the objectives of the QCoal Foundation Community Grant Program.
- Project/activity can clearly demonstrate widespread benefits to the community.
- Application clearly outlines how funds will be allocated and by whom.
- Relevant quotes or additional supporting documentation provided.

10. ASSESSMENT COMMITTEE

Applications will be assessed and announced by QCoal Foundation.

The QCoal Foundation Community Grant Program may receive applications from more initiatives than can be funded each year. While every application will be given full consideration, applicants should be aware that QCoal Foundation is not be obliged to give reasons for decisions regarding individual applications.

Decisions will be final and no correspondence will be entered into.

11. NOTIFICATION OF ASSESSMENT RESULTS

All applicants will be informed of the outcome of their application assessment.

12. RECIPIENT REQUIREMENTS

Recipients of Community Spirit and Community Growth grants are required to:

- Complete an Outcomes Report to demonstrate the impact of their project and use of grant funding;
- Provide copies of receipts and other supporting documents along with the Outcomes Report;
- Provide at least 1 photograph as evidence of the completed project with the Outcomes Report;
- Be available for interviews and/or provide information for social media and other media related to the funded project
- Acknowledge QCoal Foundation's support of the project through the QCoal Foundation Community Grant Program in any related print or promotional material by using the grant program logo and the line:

Proudly supported by the QCoal Foundation Community Grant Program

13. GST

Grant recipients will be required to provide QCoal Foundation with an official tax invoice for grant funds (including any applicable GST) prior to their disbursement.

If applicants have any questions or concerns about their GST obligations, QCoal Foundation strongly recommends you seek guidance from the Australian Taxation Office on 1300 130 248 (non-profit info line).

14. FURTHER INFORMATION

For further information about eligibility for grants, the application process or successful grant applications please refer to the QCoal Foundation website www.qcoalfoundation.org.