

GAMBLING

COMMUNITY BENEFIT FUND

Applying for your grant

The Gambling Community Benefit Fund (GCBF)
was established in 1994 and is Queensland's
largest one-off grants funding program.

FOLLOW THE

5 steps
to
\$100K

Grants from \$500
to \$100K



STEP 1 Plan

The first step in your planning is to determine whether you meet our eligibility requirements.

Three things need to be eligible before you can be considered for a GCBF grant:

The organisation



The application



The items/project



The organisation

Eligibility

An eligible organisation must be either a legal entity or a sponsored entity.

A **legal entity** can apply for funding and can act as a sponsor for other organisations. They must:

- be incorporated or registered by an act or parliament
- have an active ABN
- have not-for-profit objectives, and
- have a valid bank account in the name of the organisation.

A **sponsored entity** requires a legal entity to sponsor its grant application and:

- must have not-for-profit objectives
- may be a local ambulance committee, rural fire brigade or state emergency group applying through their relevant government department.

If you are a legal entity sponsoring another organisation, your organisation must:

- accept legal and financial responsibility for the grant
- ensure that the sponsored entity has not-for-profit objectives
- agree with the sponsored entity about how the grant will be managed
- have no overdue applications in its own right, and
- ensure all legal and sponsored registration details are up to date including the financial position.

Registration

Once you determine your organisation is eligible you can register with us through the online grants portal which is linked on our website. To make this process quick and easy, make sure you have the following key information ready:

- Your completed bank verification form signed and stamped by your bank. This form can be found on our website.
- Your organisation's most up to date financial information, taken from your financial statements within the last two years.
- Up to date details for your organisation's best contact person.



If you are still unsure about eligibility, call us on 1800 633 619 or review the guidelines
www.justice.qld.gov.au/grants

STEP
1

Plan cont.

The application

For an application to be eligible you will need to ensure the following:

- The application will benefit Queensland communities.
- You have appropriate insurance cover.
- Your organisation has complied with any local, state and commonwealth laws and regulations.



There are some circumstances where an application will be ineligible. They include:

- You are waiting for a decision on a previous funding application.
- You recently acquitted a previously successful grant, so you need to wait one round before applying again.
- You have a current open application that has not yet been acquitted or is overdue.
- Your application is incomplete.
- Any additional information requested as part of the assessment process has not been received.
- The items requested were ineligible.
- Your organisation has submitted more than one application for the same location.

The items or project

It is important to make sure that the items you want to purchase or the project you want to undertake is eligible.

Many projects and items are eligible so it's easier to outline items not eligible or unlikely to be funded.

Some ineligible items are:

- items that were ordered, committed to, or purchased before the funding was approved
- fees related to grant writing services, auspice fees or project management fees.
- items that are purchased from a grant writer or their associated companies
- equipment or services that benefit an individual
- items from overseas unless you have prior approval from us.

Some items are unlikely to be funded but may be considered by the committee in certain circumstances, e.g.: if critical to achieving project outcomes or if the organisation is a start-up. Exceptions can be items like salaries, wages, rent or lease costs, catering.



See the website for a full list of ineligible and unlikely to be funded items.

www.justice.qld.gov.au/grants

STEP 2

Prepare

www.justice.qld.gov.au/grants

Once the planning process is complete its time to start preparing for your application.

There are four GCBF rounds each year. Kicking off with February's \$100,000 Super Round, the remaining three rounds have funding available up to \$35,000.

Closing dates for the four rounds are:

28
Feb

**\$100K
SUPER ROUND**

31
May

31
Aug

31
Oct



The GCBF Facebook page is our direct contact with community groups across Queensland.

We provide updates on when rounds open and close, tips for submitting a knockout application and share stories about our past recipients.

For the most current information and reminders follow us at www.facebook.com/gcbfqld



Consider other community groups that could use or benefit from your project so that you can accurately answer the partnership question.

Contact three referees for support. There are lots of options for a referee, your local member of parliament, local councillor or a local community group or a business that knows your organisation or uses your services.

Keep in mind, there are some restrictions who can be a referee. A referee cannot be anyone who is a committee member, family member of committee members or a person or business who will receive a payment if a grant is approved.

Did you know?

Funding is now not directly linked to gambling and is sourced from state revenue: taxes, interest income, dividends royalties, and land rents etc.



STEP 3 Write & submit

When preparing your application remember to be descriptive but also as succinct as possible. You can start your application at any time after the round opens and save a draft version as you go. This means you have the flexibility to gather more detail if required and return to the draft application to complete and submit it later.

Make sure you complete all fields and don't leave your application until the last minute! Tell us in your own words clearly and succinctly what your organisation needs to show that your project plans are well thought out and achievable.

Contact our team if you need help 1800 633 619.

We want to hear your story.

WHAT



Tell us what you need. Describe the project you are undertaking. That may be a structure, a vehicle, or funds to host a community event.

WHY



Why does your organisation need this funding?

HOW



How will this project benefit your organisation and the local community?

BUDGET



Is the amount you requested or your budget feasible? Make sure you have done your due diligence to ensure your budget is realistic and competitive.

STEP 4 Assessment

Once you have submitted your application, we will assess it against the funding guidelines. All eligible applications will then be provided to the Gambling Community Benefit Committee (GCBC) for consideration and recommendation.

The GCBC is an independent committee that makes recommendations to the responsible Minister. Funding priorities and other determining factors are used to ensure consistent and fair recommendations that support the fund objectives.

Please consider the priorities when applying.

- Priority 1**
Organisations affected by natural disaster in the last two years
- Priority 2**
Facility improvements or equipment
- Priority 3**
Vehicles (bus, car, caravan, boat etc.)
- Priority 4**
Community events, training, workshops, programs, and festivals
- Priority 5**
Organisations that have received GCBF funding of \$15,000 or more in the last two years

The committee also considers:

- Financial position and age of organisation
- Value for money of project
- Contribution to the project both financial and in-kind for example, volunteer hours
- The project's ability to generate income
- Benefits to more than one organisation. Have you established partnerships with other organisations to deliver your project of service?
- Geographic location and benefit to region
- Target group or sector being assisted. The committee encourages applications particularly from under-represented community sectors such as domestic and family violence services, multicultural groups and those located in regional and remote areas of Queensland.

STEP
5

Funding decision



You will receive notification of the outcome of your application approximately four months after the closing date of the round.

If your application has been approved, your organisation will receive an approval email.

Log in to the portal to confirm which items have been funded before spending any grant funds.

If your application was not approved, your organisation will receive an email advising why you were unsuccessful. If you would like more information about why you were not funded please contact us.

Around \$60million in grants funded each year!

Need more help? That's OK.

Call our friendly staff on
1800 633 619 (freecall)
or email cbf@justice.qld.gov.au

Online video tutorials
on how to apply are available at
www.justice.qld.gov.au/grants

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Queensland
Government



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