

# Community Partnership Innovation Grants

## Frequently asked questions (FAQs)

Updated 28 November 2022

### Can we use funds to purchase a vehicle?

A: Purchase of assets, including capital items with a useful life of more than 12 months, is not allowed (refer to page 4 of the [Program Guidelines](#)).

### Can we use the funds to purchase equipment for sports (for example basketballs, rugby balls or volleyballs)?

A: Yes, you can purchase sporting equipment as long as the value of each item is less than \$5,000. Any items that are relevant to your proposed project should be included in the budget. Page 4 of the [Program Guidelines](#) provides further information on what funding cannot be used for.

### Can we add in transport costs for staff to get to venues to provide services and home visits?

A: All costs associated with running your proposed project should be included in your budget. This includes transport costs if specific to your project proposal.

### Can we apply for staff salary for a specific program for eligible Youth Justice clients and families?

A: Your budget should include staff salary costs related to your proposed project, unless salaries relate to existing staff performing usual business operations.

### Is the development of a technology product or software considered a capital item?

A: Software or the development of a technology product is not considered a capital item, even if the useful life is more than 12 months.

### Will the department help us gain access to young people who will be participants of the program?

A: This may depend on the type of program and the location. If the program targets young people engaged with Youth Justice, then the department can promote the program to young people on youth justice orders and may also refer young people to the program. However, if the program targets young people not engaged with Youth Justice, the department may be able to promote the program with other stakeholders.

Please note, engagement in most Youth Justice funded or delivered programs is voluntary unless it is part of a court order.

### Will the department provide a venue/premises where the program could be delivered?

A: This may depend on the target group, program type, frequency and location of the program proposed to be delivered.

### What duration does a short-term project constitute?

A: There is no specified duration. Your application must include a clear project plan outlining activities and major milestones, including when you expect the project to finish.

**When will an industry briefing be held?**

A: An industry briefing video will be available in late November and shared on the [grants website](#) and on the Department of Children, Youth Justice and Multicultural Affairs' [LinkedIn](#) channel.

**The SmartyGrants application checklist mentions a video. Where can I find that?**

A: The video referred to is the industry briefing. Information is regularly updated on the [grants website](#) – recorded information or presentations about the grants will be posted there. Please continue to check the website to stay up to date.

**Can I get some advice about my idea, or feedback on my application before the grants round is closed?**

A: To ensure all potential applicants receive consistent and impartial information, we cannot discuss the suitability of individual proposals during the opening of the grants round.

**Is there a limit to what can be included in my application?**

A: Your response must be no more than 500 words for each of the three criteria.

**Are supporting documents required?**

A: You will be prompted throughout your application when you need to upload documentation (for example, when you need to provide evidence that community consultation has occurred and there is community support for your finalised project plan).

Extra information or supporting documents like news stories, annual reports, references, or program brochures are not required as part of your application. Ideally, everything you need to tell us should be in your response to the mandatory criteria. Refer to section 6 of the [Program Guidelines](#) for further information.

Only successful applicants will be required to provide supporting documents like evidence of insurance and other relevant registrations (for example, a Blue Card).

**If I want to include supporting documents, what type or format does it need to be?**

A: We understand that sometimes the best way to explain an idea or concept is visually, like an infographic, diagram, or drawing. No more than five single-sided A4 pages, that may contain letters of support, evidence of partnerships, infographics, diagrams, drawings, pictorials, graphs, charts and/or tables can be uploaded via [SmartyGrants](#).

If you have other types of files you wish to submit as part of your application, please contact [YJ\\_grants@cyjma.qld.gov.au](mailto:YJ_grants@cyjma.qld.gov.au).

**Is there a set amount or percentage of the total budget that can be used for administrative costs?**

A: What an individual, group or organisation considers the administrative cost of operating their business may be different. The budget you submit should realistically reflect the cost of delivering the project. Refer to section 8 of the [Program Guidelines](#) for further information on what funding cannot be used for.

**When does the project need to start and finish?**

A: Projects need to start from March 2023. Your application must include a clear project plan outlining activities and major milestones, including when you expect the project to finish.

**When do funds need to be acquitted by?**

A: How frequently you need to report and when funds need to be acquitted will depend on a range of factors, including major milestones in your project plan and the size and duration of your project. Successful applicants will be advised of the dates that progress reports must be submitted, and grants funds must be acquitted.

**I'd like to undertake an evaluation of existing services/programs to identify where there might be areas for service delivery improvement. Is that a suitable project for these funds?**

A: Funding for an evaluation cannot be provided with a Community Partnership Innovation Grant. External and independent evaluations are contracted through other government procurement processes, which are advertised via QTenders.

You can sign up for official procurement and tender alerts and updates via the QTenders website at <https://qtenders.hpw.qld.gov.au/qtenders/>.

**I'm an individual and I have a great idea for a program, can I apply for a grant by myself?**

A: Yes. You can apply if you have a currently registered Australian Business Number (ABN). You can also ask an eligible incorporated not-for-profit organisation, which operates or delivers services in Queensland, to auspice your project. Refer to section 9 of the [Program Guidelines](#) for further information on eligibility.

**What types of organisations or groups can apply?**

A: Sole trader, partnership, co-operative, incorporated not-for-profit, company or trust.

For example, a small business, an Aboriginal and Torres Strait Islander Corporation, an academic, a research institute, a local council, or a social enterprise.

What is important is that you are a currently registered legal entity. Refer to section 9 of the [Program Guidelines](#) for further information on eligibility.

**Does an application need to be a partnership to be considered?**

A: No. New partnerships are encouraged but a single organisation can also apply to deliver an innovative project.

**My organisation wants to partner with other groups. How do we apply?**

A: One organisation must nominate to be the lead agency and submit the application on behalf of the group. Refer to section 9 of the [Program Guidelines](#) for further information.

**What if I have an idea that can be delivered across the state?**

A: We welcome all ideas including those that might be for a single community, that can be implemented in multiple locations, or across the whole state. You will be prompted in your application to tell us where you will be delivering your project. This can include multiple regions.

**Our business has a few different projects we'd like to trial. Do we need to submit separate applications for each type of project?**

A: Yes. If your projects are different types, separate applications need to be submitted – one for each project. Be clear in your application of the purpose of the projects, including if they complement an existing service or activity already occurring in your community, or if your projects are intended to complement each other.

**My organisation operates in multiple locations. Do we need to make a separate application for every site that we want to operate in?**

A: No. You can submit one application for the same project if it covers multiple locations. You will be prompted in your application to tell us where you will deliver your project. This can include multiple regions.

**Do I have to apply online?**

A: All applications are required to be submitted online via [SmartyGrants](#). In exceptional circumstances, we may consider other types of applications. You must email the department at [YJ\\_grants@cyjima.qld.gov.au](mailto:YJ_grants@cyjima.qld.gov.au) by 9 January 2023 to discuss alternative options.

**What if something happens and I miss the closing date? Can I make a late application?**

A: No. To ensure fairness to all applicants, we are unable to accept applications or supporting documentation after the closing date of 30 January 2023.

**When will we find out if our application is successful?**

A: The department expects to notify successful applicants from March 2023.

**We have a program that is being successfully run in locations across Qld, which we would like to trial in some new locations. Would we be eligible to apply for this grant to bring an existing program to new locations?**

A: Yes, the department welcomes proposals that are new to a location, particularly where stakeholder consultation indicates a local need for the program. Proposals may be directed to single locations, multiple locations or statewide. On the application form in SmartyGrants you will be prompted to tell us where you will be delivering your project, this can include multiple regions.