

Community Investment Fund FAQ Guide

*Investing in Far North
Queensland communities*



Community Investment Fund – FAQ Guide

The Ports North Community Investment Fund is designed to support individuals and organisations that are making a real difference in their communities.

The fund supports projects and initiatives that build skills and capability in maritime and related industries, **improve community safety, health, and wellbeing, preserve and promote cultural heritage and customs, and protect and enhance our unique natural environment.**

Who can apply?

Applications are welcome from:

- Community groups and organisations
- Not-for-profit organisations
- Local clubs and associations
- Social enterprises and collaborative partnerships

If you are unsure whether you are eligible, we encourage you to apply or contact us for guidance.

(Please note- Government entities, including departments, agencies, and any organisations owned, operated, or controlled by government, are not eligible to apply.)

What types of projects are eligible?

Eligible projects usually:

- Deliver a clear benefit to the community
- Respond to an identified community need
- Align with the purpose of the fund, including community development, maritime capability, wellbeing, cultural heritage, or environmental protection
- Are achievable within the proposed timeframe and budget
- Show good planning and value for money

Projects may include programs, events, equipment purchases, infrastructure improvements, pilot initiatives, or activities that build skills and capacity.

How much funding can I apply for?

You can apply for up to \$15,000.

Funding amounts will depend on the scope of the project and the available budget.

Applications with clear, well-explained budgets are more likely to be successful. If you do not have exact costs, providing reasonable estimates and explaining how they were calculated is strongly encouraged.

Why is detailed information important?

The more information you provide about your project and the community need it addresses, the better we can understand its purpose, impact, and alignment with the fund's objectives.

Providing detailed information helps us to understand your project and assess it compare it to other applications fairly. The more detail you provide, the stronger your application will be.

What budget information should I include?

We strongly encourage you to include:

- An itemised breakdown of costs
- Estimated costs for each part of the project
- Supplier or contractor quotes, where available
- Clear explanations of how costs were calculated

If exact figures are not available, that's fine, reasonable estimates are acceptable.

Should I include quotes and supporting documents?

Yes. Supporting documents strengthen your application and may include supplier or contractor quotes, project timelines or plans or letters of support

What if I don't have final quotes?

That's okay. If you are providing estimates:

- Clearly label them as estimates
- Explain how the figures were calculated
- Note any potential cost changes
- Transparency is more important than precision.

Can I apply if some details are still being finalised?

Yes. Applications are welcome at all stages of planning. Please clearly explain what is confirmed and what is still being developed.

Remember, the more information you provide, the easier it is for us to understand your project, its benefit to the community, and the impact the funding could have.

Can I get help with my application?

Absolutely. If you have questions or need clarification, please contact us before submitting your application. Please send through any questions or queries to: enquiries@portsnorth.com.au

How to submit a successful application:

Strong applications clearly explain the project, demonstrate community benefit, and show that the project is well planned, achievable, and aligned with the fund's focus areas. The following steps should assist you:

1. Clearly describe your project

Explain:

- What you plan to do
- Why the project is needed
- Who will benefit and how
- When and where the project will take place

Assume we have no prior knowledge of your project and explain it clearly from the start.

2. Demonstrate community benefit

Strong applications clearly show:

- How the project benefits the community
- Who will be involved or impacted
- The scale of the benefit, where possible

3. Provide detailed planning information

- How the project will be delivered
- Key milestones and timelines
- Roles and responsibilities

4. Include a detailed and realistic budget

Your budget should:

- Be itemised
- Include estimated costs for each item
- Be supported by quotes where possible
- Clearly align with the project description

If only part of the project is being funded, explain how the remaining costs will be covered.

5. Attach quotes and supporting documents

Include as many relevant supporting documents as possible to demonstrate readiness and accuracy.

6. Show your capacity to deliver

Where you can, tell us who will manage and deliver the project, relevant experience and skills and previous or similar projects if applicable.

7. Explain how success will be measured

Where you can, please describe how you will know the project has been successful, such as:

- Participation numbers
- Feedback or surveys
- Completion of key milestones

Applicant Checklist – Before You Submit

Project & Planning

- ☐ Project purpose and need clearly explained
- ☐ Community benefit clearly described
- ☐ Alignment with the fund's focus areas demonstrated
- ☐ Timeline and delivery plan included

Budget & Costs

- ☐ Itemised budget included
- ☐ Estimated costs clearly explained
- ☐ Quotes or pricing evidence attached (where available)

Supporting Information

- ☐ Supporting documents attached
- ☐ Roles and responsibilities identified
- ☐ Risks and mitigation considered

Final Review

- ☐ All questions fully answered
- ☐ Budget aligns with project description
- ☐ Send your application through online or alternatively, for larger files, email it through to ***enquiries@portsnorth.com.au***