



Community Housing Futures

Community Housing Organisation Grant Guidelines for Accessing Professional Services

Please read prior to submitting an application

Grant round officially opens 21 June 2023.

Application **assessments** may commence from 19 July 2023 and continue throughout remainder of the round as applications are submitted.

The round will officially close 2 August 2023 at 11:59pm (AEST).

For more information, please contact:

<https://www.communityhousingfutures.org.au/>
communityhousingfutures@qshelter.asn.au



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1. Background

1.1 Overview

The Queensland Government has funded a program of capacity-building activities to support Queensland Community Housing Organisations (CHOs), to grow and access funding opportunities. The Community Housing Futures Program (CHFP) was established to improve the long-term viability and strength of CHOs by enhancing and supporting access to training, education, tools, and specialist business advisory services.

[Queensland Shelter \(Q Shelter\), Aboriginal and Torres Strait Islander Housing Queensland and the Community Housing Industry Australia Queensland \(CHIA QLD\) are delivering the Program in collaboration with Q Shelter as the auspice body.](#)

1.2 Objectives

The main objectives of the CHFP are to:

- Enhance capacity to bid for funding for housing growth programs.
- Enhance capability to deliver increased social and affordable housing supply.
- Increase CHOs capability to diversify operating models to increase social and affordable housing.

1.3 These guidelines

The CHFP has three streams of activity, the first of which is assisting CHOs to access professional advisory services from an Approved Professional Advisory Panel. The Approved Professional Advisory Panel has been appointed here: <https://www.communityhousingfutures.org.au/business-advisory-program/> and these guidelines set out the eligibility, assessment criteria and application process for CHOs wishing to apply for grant funding to access professional advisory services under the CHFP from the Panel.

2. Eligibility

2.1 Eligible Organisations

Organisations must meet all of the following criteria to be eligible for funding under this program:

- Organisations must be a community housing provider (under the National Regulatory System for Community Housing (NRSCH), The Queensland State Regulatory System for Community Housing (QSRSCHE) or an Indigenous Community Housing Provider)
- Organisations must be delivering or intending to deliver additional housing supply in Queensland.
- Organisations must have supply growth as a strategic objective and have capacity to increase affordable and social housing supply

2.2 Eligible Activities

Eligible organisations can apply for a grant to cover the cost of tailored assistance from the [Approved Professional Advisory Panel](#) covering one or more of the four key areas:

- **Finance:** project and business financial modelling, financial risk analysis and key ratios.
- **Business planning:** project and business planning, preparation of business cases, forming partnerships, monitoring results.
- **Property development:** developing or procuring new social and affordable housing, mixed tenure, sustainable and accessible property design, urban planning, place making.
- **Risk management:** understanding risks (business, financial, policy, governance etc.) and managing, monitoring and mitigating risk.

2.3 Co-contribution

Organisations are required to make a financial or in-kind contribution to the project and this must be clearly outlined in their application.



3. Assessment Criteria

Applications will be assessed on the following criteria:

Meet Eligibility	All eligibility criteria specified under Eligibility must be met.
Purpose	How the project aligns to the Programs Objectives and to the organisation's strategic direction
Growth	How the proposed project will directly support growth in the supply of social & affordable housing in QLD
Financial	How the grant money will be disbursed per stream of activity
Capacity	How well the CHO has demonstrated their capability and capacity to manage a consultancy project successfully including a project plan and timeline
Timing	Grants will be prioritised to organisations with growth objectives who have the capacity to increase the supply of housing in the next three years.
Value for Money	The proposed project demonstrates value for money and has an in-kind or financial co-contribution by the CHO

4. Grant conditions

- Grants of up to \$50,000.00 (ex GST) are available and are exclusively to cover the cost of consultancy services by member(s) of the [Approved Professional Advisory Panel](#). Grant funds will not be approved for general operating or staff costs.
- Organisations must select consultants from the [Approved Professional Advisory Panel](#).
- Applications must include a proposal and quote from the professional service(s) panel member they intend to engage with the grant funding.
- Grant funding will be paid in milestones that will be determined against the project plan supplied by the applicant.
- Successful organisations must:
 - Enter into a funding agreement with Q Shelter ([Annexure 1](#))
 - Enter into a contract with the panelists directly for their project and manage the entire project delivery.
 - Contribute to the program evaluation through timely input to interviews, surveys and the submission of a brief project report and acquittal.

5. Application Process

5.1 How the application process works:

- Organisations submit a formal grant application via SmartyGrants here: qshelter.smartygrants.com.au/CommunityHousingFuturesAdvisoryServices
- The CHFP is a competitive process. Applications will be assessed and grant amounts determined based on the [Eligibility Criteria](#) set out in Section 2 and the [Evaluation Criteria](#) set out in Section 3.
- Applications will be assessed and grant amounts determined on a rolling basis in accordance with the timing set out in [Section 5.2](#). Should the available funding be exhausted prior to the planned closing time for the round, the Application process may be closed, and the remaining Applications not assessed.
- All applicants will be notified of the outcome of their application in writing

5.2 Important Dates

Grant round officially opens 21 June 2023.

Application **assessments** will commence from 19 July 2023 and continue throughout remainder of the round as applications are submitted. The round will officially close 02 August 2023 at 11:59pm (AEST).

6. Evaluation and Acquittal

Successful applicants will be required to contribute to the program evaluation and provide details of the project outcomes, impact, and quality of business advisory received.

Upon completion of the project, organisations will be required to undertake an acquittal process including reporting of activities, outcomes and expenditure of funds.

7. Conflicts of Interest

Applicants will be asked to declare, as part of their application, any perceived, potential, or existing conflicts of interests.

If the organisation later identifies an actual, apparent, or perceived conflict of interest, they must inform the Community Housing Futures Program in writing immediately to communityhousingfutures@qshelter.asn.au.

The Community Housing Futures program will take all reasonable measures to appropriately manage any conflicts of interest and ensure that the assessment and decision-making in relation to grant applications is undertaken without bias.

8. More Information

For further information please visit our Frequently Asked Questions page here:

<https://www.communityhousingfutures.org.au/faqs/> or contact the Community Housing Futures Team using the details below.

Phone: 07 3831 5900 Email: communityhousingfutures@qshelter.asn.au

Website: <https://www.communityhousingfutures.org.au/>

9. General Requirements and Conditions

9.1 No Legal Relationship

Participation in the application process will not create any contractual relationship or any other binding obligations between the Applicant, The Program and/or Q Shelter unless a funding agreement is executed between the Applicant and Q Shelter.

9.2 Ownership of Information

The Community Housing Futures Program respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the Programs Governance Committee's powers, functions and purposes.

Community Housing Futures is committed to a thorough evaluation of the program and have appointed AHURI as evaluation partners. Q Shelter advocated strongly for evaluation to ensure the impact of the program is measured, formative improvements can be made, and future capacity needs are documented. Grant applications collect information that enable the assessment and approval of grants. Information collected in the grant application process is also designed to enable evaluation of the program purpose and objectives.

No information about individual CHOs will be reported in an identifying way. Aggregate and anonymised data will be reported in the evaluation. The purpose of this data is to:

- drive formative program improvements
- contribute to program evaluation
- support future assessment of sector capacity needs for the purposes of designing capacity and capability building programs, projects, and activities.

To confirm, all information collected throughout this process is to enable grant assessments and program evaluation purposes and will only be reported in a de-identified and aggregated manner to better understand the community housing sectors collective position across QLD, inform future resourcing for the sector and to measure the outcomes of the program.

The Programs Governance Committee is made up of representatives from Queensland Treasury, Department of Housing, the CEO of Aboriginal and Torres Strait Housing, the CEO of Community Housing Industry Association of QLD and a representative from the Q Shelter management committee who is independent from community housing providers. There are no Community Housing Providers on the Governance Committee of the program. In order to seek sector feedback to ensure the program meets and continues to meet sector need, the program relies on the peak organisations mentioned above, environmental scanning and the industry reference group. Q Shelter Executive Director is part of the delivery team and as such reports to the Governance Group.

9.3 Discretion

Q Shelter and the program reserves the right, in its absolute discretion to, at any stage without prior notice and without giving any reasons, terminate further participation in the Application process by any party, change the structure, procedures and timing of the Application process, alter the terms of participation in the Application process, refuse entry to a particular party to any stage of the Application process or terminate the Application process.

Q Shelter and the program is under no obligation to give reasons for any decision in relation to the Application process and no person will have any claim against Q Shelter arising out of Q Shelter's exercise, or failure to exercise, rights under, or in respect of, the Application process.

9.4 Costs

Participation in the Application process is at the sole cost and risk of the Applicants. Q Shelter and The Program does not accept any liability for any (internal or external) costs incurred by an Applicant in preparing or submitting an Application.



9.5 No canvassing

Discussions or correspondence relevant to this investment process by Applicants with parties within or associated with The Program, which is not in accordance with the process set out in this Guideline (or Application documentation), may result in disqualification from the Application process.

9.6 Announcements

Applicants must not make any public disclosures, announcements or statements in connection with any information in this Guideline and the Application process without The programs prior written consent.

9.7 Disclaimer

This Guideline is a guide only and The Program makes no warranty or representation and does not assume any duty of care to Applicants that the information in this Guideline, or any other information in connection with the Application process, is accurate or complete.

Each Applicant must not rely on the information contained or referred to in this Guideline and each Applicant is solely responsible for obtaining its own independent financial, legal, accounting, technical and other advice with respect to the Application process. The Program accepts no responsibility for reliance that is placed on any information by Applicants.

ANNEXURE 1 – DRAFT AGREEMENT BETWEEN THE COMMUNITY HOUSING PROVIDER AND Q SHELTER

The Program	The Community Housing Futures Program
Q Shelter	Queensland Shelter Incorporated ABN 21 495 503 790 Address: 515 Wickham Terrace, Spring Hill, Queensland 4004
The CHO	[#insert] Address: [#insert address]
Consultant	[#insert]
Grant Amount	[\$[#insert]] (inclusive of any GST)
Advisory Services	Business advisory services provided by the Consultant to the CHO to enhance the CHO's capacity to grow the supply of social and affordable housing in Queensland, in accordance with the Expression of Interest (EOI) submitted by the CHO in respect of the Program.
End Date	16 November 2024

1 BACKGROUND

Q Shelter has agreed to provide the CHO with grant funding under the Program, to enable the CHO to obtain the Services.

2 GRANT

- 2.1 The Grant Amount will be paid by Q Shelter to the CHO in one lump sum promptly upon this agreement being fully executed and Q Shelter receiving a copy of the signed agreement between the Consultant and the CHO in respect of the Advisory Services which reflects the approved grant project.
- 2.2 The Grant Amount must only be used for the Advisory Services in accordance with this agreement and the terms of the Community Housing Organisation Grant Guidelines for Accessing Professional Services. For the avoidance of doubt, the Grant Amount must not be used for general operational expenses or staffing costs.
- 2.3 The CHO acknowledges and agrees that:
 - 2.3.1 Q Shelter will pay the Grant Amount directly to the CHO and not the Consultant; and
 - 2.3.2 any amount payable by the CHO in respect of the Advisory Services (including in excess of the Grant Amount) is the sole responsibility of the CHO.
- 2.4 The Grant Amount must be fully expended by the End Date. Any unexpended amount must be returned to Q Shelter within 21 days of the End Date.
- 2.5 Without limiting the above, the CHO must return any unspent Grant Amount to Q Shelter within 30 days after receiving a written request from Q Shelter describing the reasons for the request.

3 ADVISORY SERVICES

- 3.1 The CHO acknowledges and agrees that the CHO is responsible for engaging the Consultant and managing the provision of the Advisory Services from the Consultant, including setting any milestones and deliverables and ensuring that the Advisory Services are carried out to completion.
- 3.2 The CHO acknowledges and agrees that Q Shelter:
 - 3.2.1 will not engage the Consultant (directly or with the CHO) to provide the Advisory Services;
 - 3.2.2 is not responsible for the Advisory Services or the Consultant;
 - 3.2.3 makes no representations or warranties about the Advisory Services or the Consultant, including as to the scope, adequacy, appropriateness or standard of the Advisory Services or the Consultant; and
 - 3.2.4 is not liable in any way for the Advisory Services or the performance or otherwise of the Consultant.

4 INFORMATION AND REPORTING

- 4.1 The CHO must:
 - 4.1.1 promptly notify Q Shelter once the Advisory Services have been completed and the Grant Amount expended; and
 - 4.1.2 comply with any acquittal process required by Q Shelter, including reporting on the Advisory Services, the outcomes and expenditure of the Grant Amount.
- 4.2 The CHO must promptly notify Q Shelter if the Consultant ceases to be engaged by the CHO in respect of the Advisory Services for any reason, and provide any details reasonably required by Q Shelter.
- 4.3 The CHO must, within 5 business days of request by Q Shelter, provide details and information reasonably required by Q Shelter in respect of the Advisory Services or expenditure of the Grant Amount, including:
 - 4.3.1 the status of the Advisory Services, including the progress to date and all activities delivered by the Consultant or the CHO;
 - 4.3.2 where Advisory Services remain outstanding, details of the remaining Advisory Services to be provided and timeline for provision of the Advisory Services;
 - 4.3.3 details of the spent and unspent Grant Amount (including any invoices or remittances); and
 - 4.3.4 any other information or details reasonably required by Q Shelter (including but not limited to copies of relevant correspondence and advice in respect of the Advisory Services).
- 4.4 The CHO acknowledges and agrees that Q Shelter is required to report on the progress and outcomes of the Program. The CHO must contribute towards the reporting and evaluation as reasonably required by Q Shelter promptly upon request, including providing details of the project outcomes, impact, and the quality of the Advisory Services received.
- 4.5 Q Shelter may undertake an audit or audits of the CHO's compliance with the Program and this agreement. The CHO must comply with any reasonable requirements or

directions of Q Shelter in respect of any audit, including providing access to information as set out at clause 4.3.

- 4.6 Any information and invoices in relation to the provision of the Advisory Services must be retained by the CHO for a period of 7 years after the End Date.
- 4.7 For the avoidance of doubt, this clause survives termination or expiry of this agreement.

5 REPUTATION

- 5.1 The CHO must not act in any way which damages or is likely to damage the reputation of Q Shelter, the Program, or any of the associated organisations.
- 5.2 The CHO must not use (and must ensure that the Consultant does not use) the names, trademarks, or logos of Q Shelter or the Program in connection with the Advisory Services except with the prior consent of Q Shelter.

6 CONFIDENTIALITY

- 6.1 Subject to clause 6.2 below, Q Shelter will treat information supplied to it by the CHO or the Consultant in connection with the Advisory Services or this agreement as confidential.
- 6.2 The CHO consents to Q Shelter disclosing information:
 - 6.2.1 to the evaluation panel for the Program for the purpose of evaluating applications;
 - 6.2.2 on an aggregated and unidentified basis, for the purposes of Program reporting and evaluation; and
 - 6.2.3 as required by law or under any agreement binding on Q Shelter in respect of the funding of the Program.

7 TERMINATION

- 7.1 Q Shelter may terminate this agreement by notice in writing to the CHO if:
 - 7.1.1 Q Shelter considers, acting reasonably, that the Advisory Services provided by the Consultant do not meet the requirements of the Program;
 - 7.1.2 the CHO has failed to comply with the Community Housing Organisation Grant Funding to Access Professional Services Guidelines or this agreement (including where the CHO ceases to be eligible under the Program); or
 - 7.1.3 the CHO has failed to disclose a conflict of interest that Q Shelter considers to be material.
- 7.2 Upon termination, the Grant Amount must be immediately returned to Q Shelter.



EXECUTION

**Signed, sealed and delivered by Q Shelter as a deed,
by its duly authorised representative:**

_____	_____
Full Name of Authorised Representative	Signature of Authorised Representative
_____	_____
Position	Date

**Signed, sealed and delivered by the CHO as a deed,
by its duly authorised representative(s):**

_____	_____
Full Name of Authorised Representative	Signature of Authorised Representative
_____	_____
Position	Date

_____	_____
Full Name of Authorised Representative	Signature of Authorised Representative
_____	_____
Position	Date