

Community Grants Program Policy

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1. POLICY STATEMENT

Council recognises the important contribution community organisations and individuals make to the South Burnett Regional Council (Council) area. Through the provision of community grants program, Council demonstrates its commitment to investing in initiatives and partnerships that align with Council's corporate priorities encouraging individuals and groups to make a positive and ongoing contribution to the region.

This policy is to guide the administration of Council's Community Grants Program so to ensure the grants contribute to Council achieving its strategic goals, identified key initiatives, and align with the intent of the *Local Government Act 2009 (LGA2009)* and the *Local Government Regulation 2012 (LGR2012)*, which state that assistance will be used for a purpose that is in the public interest.

2. SCOPE

This policy applies to all grants, donations, sponsorship and other assistance made to:

- eligible not-for-profit community organisations delivering programs, activities and events within the Council area.
- eligible individual South Burnett residents to attend competitions or programs representing Queensland or Australia in their chosen performance field.

The provision of concessions and waivers relating to Building and Development Applications, Undetected Water Leaks, Provision of Recycled Water, Lease Payment Fees, Rates and Utilities Charges is **not** covered by this policy.

3. POLICY OBJECTIVES

To ensure that assistance delivered through the Community Grants Program is distributed to support the provision of programs, events and initiatives which respond to identified community need, contribute to the building of stronger and vibrant communities, meet relevant guidelines and are in accordance with Council's strategic objectives as identified in the South Burnett Regional Council Corporate Plan 2018/19 to 2022/23.

Council provides the Community Grants Program to be used for a purpose that is in the public interest.

4. BACKGROUND AND/OR PRINCIPLES

Council will determine annually, through the budget process, the amount of funding to be made available under this Program.

The Community Grants Program is competitive. Applications will be assessed on merit with no obligation by Council to fully expend the allocations identified in Council's annual budget.

Applications made to various grant categories within this Program **for the same project** will not be eligible to receive more than one (1) allocation of support per financial year.

Applicants are only eligible to receive **one (1)** grant per funding round from this Program.

Funding is **not** available for activities that have already commenced prior to approval.

5. GENERAL INFORMATION

This policy provides an overview of the Community Grants Program. Applicants are to complete in full the relevant Community Grants Program Application and Acquittal forms.

Assessment

Applications for funding will be assessed against the following criteria:

- Applicants capability to deliver the program, event or initiative within the South Burnett Regional Council area;
- Demonstrated South Burnett community need for the project;
- Demonstrated South Burnett community support of and involvement in the project/event;
- Eligibility and viability of applicant's not-for-profit organisation;
- Evidence of anticipated positive outcomes that will be of long term benefit to the South Burnett community;
- A letter of support from the Property Branch of Council must be provided with the application for a project or activity involving improvement / change to a Council asset; and
- Regional Arts Development Fund Guidelines (for RADF applications only).

Acquittal

The relevant Acquittal Form is to be completed for each funded program, event or initiative within six (6) weeks of the completion date the program, event or initiative. The approved funding must be spent by the organisation or individual within twelve (12) months of the approval of the grant or the funding returned to Council.

5.1 Community Events Sponsorship

This grant provides sponsorship funding to assist not-for-profit community organisations to deliver community events which build community capacity. Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide individual event sponsorship of up to \$3,000, excluding costs associated with marketing and advertising.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the Manager Social & Corporate Performance.

The fund will provide two (2) funding rounds in August and February each financial year.

5.2 Community Hall Insurance Grant

This grant provides funding to assist not-for-profit community organisations to pay the insurance costs associated with the management of community halls within the South Burnett Regional Council area.

Grants are available for up to \$1,000 to eligible applicants.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the Manager Social & Corporate Performance.

The fund will provide two (2) funding rounds in August and February each financial year.

5.3 Councillor Discretionary Fund

Pursuant to section 202 of the *LGR2012*, a Councillor may use any Councillor Discretionary Fund in the following ways:

- a) spend for a community purpose;
- b) allocate for capital works of the local government that are for a community purpose, but only with the approval of -
 - (i) if the Councillor is the Mayor - the Deputy Mayor and the Chief Executive Officer; or
 - (ii) otherwise - the Mayor and the Chief Executive Officer;
- c) allocate to a community organisation for a community purpose.

Council's Councillor Discretionary Fund provides Council with the ability to provide small miscellaneous discretionary grants to eligible not-for-profit community organisations in response to requests which are received from time to time.

This fund recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year. Requests for assistance are assessed by the relevant Councillor with approval by the Manager Social & Corporate Performance.

Grants are available for up to a total of \$1,000 to eligible applicants.

Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/event.

Applicants must indicate on the request if they are seeking support from multiple Councillors Discretionary Funds for the same activity/project/event.

5.4 Elite Performance Youth Grant

This grant is provided to encourage excellence in sport, the arts and education providing opportunities for the professional development for youth (up to 25 years).

The grant provides assistance for South Burnett residents to attend competitions or programs representing Queensland or Australia in their chosen performance field (No funding is available for South Burnett or Wide Bay representation levels).

Successful applicants are only eligible to receive one (1) allocation per financial year and can apply for up to:

- \$500 if representing Queensland; or
- \$500 if representing Australia within Australia; or
- \$1000 if representing Australia competing in another country.

Applications from multiple members of a team or group will be bundled and considered as a whole with funding available up to \$2,000 per team or group.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria with approval by the Manager Social & Corporate Performance.

Applications can be made throughout the financial year.

5.5 Healthy Communities Sponsorship

This grant is to support projects and activities that increase the number of South Burnett residents engaged in physical and/or healthy programs and activities.

Programs and activities are eligible if:

- Participant improvement data is able to be monitored and provided in the acquittal report; and
- Participant contribution is identified in the budget.

The grant will provide sponsorship for projects and activities up to \$3,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the Manager Social & Corporate Performance.

The fund will provide two (2) funding rounds in August and February each financial year.

5.6 In-kind Sponsorship

This in-kind grant provides sponsorship to assist not-for-profit community organisations to deliver community activities and events which build community capacity.

In-kind services include:

- Supply of gazebo marquee imprinted with Council's branding;
- Supply of minor works;
- Supply of road signage and barriers;
- Supply of skip bins; and/or
- Supply of wheelie bins.

Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. The fund will provide individual event sponsorship of up to \$2,000.

The in-kind services provided by Council are dependent on operational priorities, availability of resources and over all annual budget allocation with approval by the Manager Social & Corporate Performance. Applications can be made throughout the financial year and must be received by Council a minimum of four (4) weeks prior to the activity/event.

5.7 Project / Program One-off Sponsorship

This grant provides funding for a project/program to assist not-for-profit community organisations to deliver one-off projects that meet an identified need and build community capacity.

Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. The fund will provide sponsorship for an individual project/program of up to \$3,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the Manager Social & Corporate Performance.

The fund will provide two (2) funding rounds in August and February each financial year.

5.8 Regional Arts Development Fund

This fund is a partnership between South Burnett Regional Council and Arts Queensland to:

- Support skills development of South Burnett professional artists, emerging artists and arts practitioners; and
- Increase local participation in the arts in the South Burnett region.

Please refer to Council's 'Regional Arts Development Fund Guidelines' and discuss your activity with the RADF Liaison Officer prior to completion of an application.

Availability of this funding is dependent on Council being successful annually with an application to Arts Queensland.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the Manager Social & Corporate Performance.

The fund will provide two (2) funding rounds in August and February each financial year dependent on Arts Queensland requirements and available funding.

5.9 School Student Awards

This grant provides sponsorship funding for student awards in conjunction with a school's annual awards night. Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide awards sponsorship of up to \$300 per school, maximum \$150 per award. The awards are to reflect Council's values of ACHIEVE – Accountability, Community, Harmony, Innovation, Ethical Conduct, Vision and Excellence.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the Manager Social & Corporate Performance.

The fund will provide two (2) funding rounds in August and February each financial year.

5.10 Indigenous Affairs Fund

This fund recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year. Requests for assistance are assessed by the Indigenous Affairs Portfolio Councillor with approval by the Manager Social & Corporate Performance.

Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/project/event.

5.11 Community Australia Day Events Sponsorship

This grant provides funding to assist not-for-profit community organisations to deliver community events on Australia Day by sponsoring free community breakfasts. Council will determine on a case by case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide individual event sponsorship of up to \$1,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the Manager Social & Corporate Performance.

The fund will provide two (2) funding rounds in August and February each financial year.

This category will open independently to allow successful applicants to receive two funding allocations in the round.

5.12 Subsidised Hire of Council Facilities

Council sets annually the hire fees associated with the halls owned and operated by Council. Please refer to Council's fees and charges.

6. DEFINITIONS

Community Grants Program Assessment Panel (Panel) is comprised of six (6) Councillors to assess on merit each application to a funding round making recommendations to the Manager Social

& Corporate Performance. The Panel will consist of the Councillors representing Divisions 1, 2, 3, 4, 5, and 6. The Chair of the Panel is the Councillor holding the Portfolio for the Community Grants Program.

Eligible Individuals must reside within the South Burnett Regional Council area. Individuals who have not acquitted under any Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

Incorporated Not-for-profit Organisations are incorporated under Queensland legislation, community based, providing services and activities of benefit to the South Burnett Regional Council area and whose primary purpose is not directed at making a profit. Incorporated not-for-profit organisations operating gaming machines or with liquor selling facility or who identify as a political party or are affiliated with State or Federal Government (excluding funding for schools for awards) will not be eligible for assistance. Incorporated not-for-profit organisations who have not acquitted under a Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

Not-for-profit Organisations are community based organisations providing services and activities of benefit to the South Burnett Regional Council area and whose primary purpose is not directed at making a profit. Not-for-profit organisations operating gaming machines or with liquor selling facility or who identify as a political party or are affiliated with State or Federal Government (excluding funding for schools for awards) will not be eligible for assistance. Not-for-profit organisations who have not acquitted under a Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

7. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

8. RELATED POLICIES/PROCEDURES

Community Grants Program Procedure

Councillor Code of Conduct Policy

Employee Conflicts of Interest Policy

Regional Arts Development Fund Guidelines

Employee Conflict of Interest Policy

9. NEXT REVIEW

May 2021

10. VERSION CONTROL

Version	Revision Description	Approval Date
1	Adoption of Policy	19 April 2017
2	Revised Policy – April May 2018	16 May 2018
3	Revised Policy – May June 2019	12 June 2019
4	Revised Policy – add in Community Australia Day Events Sponsorship	21 August 2019



Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

21 August 2019