

Community Grants Program Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This policy provides the framework for South Burnett Regional Council ('Council') to recognise the important contribution community organisations and individuals make to the South Burnett region ('region'). Through the provision of Community Grants Program ('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.

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; and
- eligible individuals who reside within or demonstrate a strong link to the region to attend competitions or programs representing Queensland or Australia in their chosen performance field at Council's discretion.

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 are not covered by this policy.

3. GENERAL INFORMATION

Council provides the Program to be used for a purpose that is in the public interest and within Council's budget allocation.

Applicants shall have no outstanding debt with Council (including rates).

3.1. Grants Program

Applicants will be eligible to receive one (1) grant funding each financial year from this program to the value of \$3,000 excluding In-kind support – skip bins, wheelie bins, Council branded marquee and Councillor Discretionary Funds. Applications made to various grant categories for the same project will receive one (1) allocation of support per financial year. Applicants must submit Public Liability Insurance Certificate of Currency and current audited financial statements with funding application.

Grant category and description	Applicant Type	Outcome timeframes	Amount (maximum)
Community sponsorship Provides funding to assist delivery of community events/projects/programs that builds community capacity.	Not-for-profit community organisations	Two (2) funding rounds per year – August & February	\$3,000
Community Hall Insurance Provides funding to pay insurance costs associated with the management of community hall within the region.	Not-for-profit community organisations	Funding open throughout the financial year	\$1,000
Elite Performance Youth Grant Provided to encourage excellence in sport, the arts and education providing opportunities for the professional development of youth (up to 25 years). The funding provides assistance to youth to attend competitions or programs representing the regional at State, National or International in their chosen performance field.	Individuals	Funding open throughout the financial year	State level \$500; National level \$500; International level \$1,000
In-kind sponsorship – supply of minor works, signage and barriers Provides assistance to deliver community activities and events. Provision of in-kind services is dependent on operational priorities and availability of resources. Requests for additional support in excess of \$2,000 must be in writing and considered by Council and must be received by Council a minimum of eight (8) weeks prior to event	Not-for-profit community organisations	Funding open throughout the financial year and received within 3 weeks of event	\$2,000
In-kind support – skip bins, wheelie bins and Council branded marquee Provides assistance to deliver community activities and events.	Not-for-profit community organisations	Funding open throughout the financial year and received within 3 weeks of event	At cost
School student awards Provides sponsorship for student awards in conjunction with school awards ceremonies.	Schools within the region	Funding open throughout the financial year	\$300 per high school (maximum \$150 per award) \$150 per primary school
Indigenous Affairs Fund Provides sponsorship for indigenous activities, projects and events.	Not-for-profit community organisations	Funding open throughout the financial year and received within 3 weeks of event	On application
Subsidised hire of Council facilities Provides assistance in exceptional circumstances for a reduction or waiver of hire fees.	Not-for-profit community organisations	Funding open throughout the financial year	On application
Councillor Discretionary Fund Provides funding assistance for community purposes, including capital works. Applicants must contact relevant Councillors prior to applying for funding and must indicate if they are	Not-for-profit community organisations	Funding open throughout the financial year and received within 3 weeks of event	\$1000

seeking support from other Councillors for the same project/event.			
ANZAC Day sponsorship	Not-for-profit community organisations	By Council resolution	Council resolution
Christmas carnival sponsorship	Not-for-profit community organisations	One (1) funding round open in July and close September	Council resolution
Australia Day sponsorship	Not-for-profit community organisations	One (1) funding round open July and close October	Council resolution

3.2. Program Assessment Panel

The Program Assessment Panel is comprised of Councillors to assess on merit each application to a funding round making recommendations to the General Manager Finance & Liveability.

3.3. Council acknowledgement requirement

Applicants who have received funding must acknowledge Council's contribution to the activity that is being funded, including displaying Council's logo which will be provided. Applicants must invite the Mayor and Divisional Councillor to any event. Evidence of acknowledgement must be provided to Council when acquitting funding. Applicants that fail to acknowledge Council may have future funding restricted.

3.4. Acquittal

An acquittal must be completed within six (6) weeks of the completion date for each funded program. Individuals or organisations 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.

4. DEFINITIONS

Acquittal means the process by which the recipient of the grant funding demonstrates, in writing to Council that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the event or project.

Grant means a sum of money given to an eligible community organisation or individual for a specified purpose, event or project to meet set objectives and outcomes in accordance with specific terms and conditions.

Eligible individuals means individuals who reside within or demonstrate a strong link to the South Burnett Regional Council area.

Not-for-profit community organisations means organisations that are community-based, providing services and activities of benefit to the 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.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

Code of Conduct for Councillors in Queensland

South Burnett Regional Council Corporate Plan 2021-26

South Burnett Regional Council Community Grants Program Agreement Form 05

South Burnett Regional Council Community Grants Program Acquittal Form 05

South Burnett Regional Council Community Grants Program Budget Form 08

South Burnett Regional Council Community Grants Program Councillor Discretionary Funds Form 7
 South Burnett Regional Council Community Grants Program Form 01
 South Burnett Regional Council Community Grants Program Form 03
 South Burnett Regional Council Community Grants Program In-Kind Sponsorship
 South Burnett Regional Council Employee Conflicts of Interest Policy – Statutory033

7. NEXT REVIEW

As prescribed by legislation or March 2028

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Adoption of Policy	19 April 2017	2782794
2	Revised Policy – April May 2018	16 May 2018	2782794
3	Revised Policy – May June 2019	12 June 2019	2782794
4	Revised Policy – add in Community Australia Day Events Sponsorship	21 August 2019	2782794
5	Administrative change replacing Manager Social & Corporate Performance with General Manager Community as per Council Resolution 2021/62	24 March 2021	2782794
6	Review of Policy – Resolution 2021/42	28 July 2021	2782794
7	Review of Policy	20 October 2021	2782794
8	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2782794
9	Review of policy	14 December 2022	2782794
10	Administrative amendment – Resolution 2024/319	24 April 2024	2782794
11	Review of policy	19 March 2025	2821840



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Date: 19 March 2025