

94. COMMUNITY GRANTS AND SUPPORT POLICY

Purpose

The purpose of this Community Grants and Support Policy is to establish a framework for the consistent and transparent administration of Community Grants, Fee Reduction, In-kind Assistance (non-financial assistance), Donations and Sponsorship, to support initiatives which address community, economic, social and environmental outcomes for the Douglas Shire. This Community Grants and Support Policy is to guide the administration of Council's Community Grants Programs so that the grants:

- Assist Council to achieve its strategic goals and identified key initiatives.
- Align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which state that (community) grants will be used for a purpose that is in the public interest.
- Provide guidelines and criteria for eligible grant applicants.
- This Policy is to be read in conjunction with any supporting guidelines and Grant Procedures for specific funding programs.

Scope

This policy applies to all Douglas Shire Council staff and Councillors responsible for the administration, assessment, and approval of received applications and all community groups and individuals that wish to apply for support through Council's Grants Program which includes the following programs:

1. Community Facilities Grant (Competitive)
2. Community Activities and Events Grant (Competitive)
3. Community Micro Grants (Non-competitive)
4. Fee Reduction / Waiving
5. In-kind Assistance
6. Regional Arts Development Fund – RADF

Principles

The following principles apply under this policy:

Council will conduct its funding programs under this policy in accordance with the legislative and regulatory regime applicable at the time and ensure that funding decisions are made in accordance with the Local Government Principles. In accordance with Section 194 of the *Local Government Regulation 2012*, Council cannot give a grant to a community organisation in a way that is inconsistent with the provisions of this policy.

The Douglas Shire Council supports community organisations, groups, and individuals to develop community projects, activities, and events via the distribution of funds or non-financial assistance through its grants program, in an equitable, transparent, and responsible manner.

Council must be satisfied that the request/project meets the following:

- The funded initiative aligns with Council's vision and mission and will contribute to achieving Council's Corporate Plan priorities, Operational Plan outcomes, and strategic initiatives.
- The recipient entity meets the eligibility criteria outlined in this policy or Council's grants procedures and specific program guidelines.
- The funding will be utilised for a purpose that is in the public interest.
- The funding will address an identified need in the community.

Eligibility

A community or commercial organisation, group or individual will be eligible to apply for a Council grant, fee reduction, sponsorship or in-kind assistance if they meet the following criteria:

- Reside or primarily provide services in the Douglas Shire Local Government Area; or
- Primarily provide services outside the Douglas Shire Local Government Area, but the project is in the public interest or of community benefit to Douglas Shire residents; and
- Meet any further eligibility criteria specified for each grant program, in this policy or program guideline documents.

Approval

Grant assessment methods will be specified in each specific grant program guideline. Applicants believing there has been an administrative error in the assessment of their application may request a review be undertaken by the CEO or delegated Officer.

Information regarding eligibility, ineligibility, types of funding, funding rounds, assessment criteria, supporting documentation, application, approval and acquittal process, conditions and lodgement will be detailed in Council's specific grant program guidelines.

Conflicts of Interest

Any person included in the scope of this policy who has an actual, perceived, or potential conflict of interest that arises in the determination of any individual grant application will be excluded from assessing that application in line with Council's *Conflicts of Interest for Employees Policy*: document #1017147.

Caretaker Period and Grants

Activities approved under Community Grants and Support Policy prior to the commencement of the Caretaker Period may continue, in accordance with Council's *Caretaker Period Policy*: document #938243.

Council shall not approve new grants or sponsorship activities during the Caretaker Period.

Public Reporting and Record Keeping

Public Reporting – Council's grants program is reported on in the Council's Annual Report.

Record Keeping – A Register of Community Grants is maintained by the Council which records the details of all grants and community support made pursuant to this policy.

1. Community Facilities Grant
2. Community Activities / Events Grant
3. Community Micro Grants
4. Fee Reduction / Waiving
5. In-kind Assistance
6. Regional Arts Development Fund – RADF

Definitions

TERM	DEFINITION
Acquittal	Means the process by which the recipient of 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 activity or project.
Application	A formal written submission from a community organisation, group, or individual seeking to be considered for a grant, fee reduction or in-kind assistance under this policy, which will be subject to review and assessment against relevant program criteria.
Auspice	An entity that applies on behalf of a community organisation, group or individual without an ABN/Public Liability Insurance/Incorporation.
Assessment Panel	A panel comprised of a minimum of three Council employees who, based on their relevant subject matter knowledge, review and score applications for a program under this policy. Evaluation panel members shall have equal grant score weighting for all eligible applications within a particular program.
Caretaker Period	Section 90A of the <i>Local Government Act 2009</i> provides, in effect, that the caretaker period starts on the day when public notice of the holding of the election is announced by the Electoral Commission of Queensland and ends on the day on which the last declaration of the poll is displayed by the Returning Officer.
Community grant	Means a grant approved in accordance with this policy and provided to an eligible community organisation, group or an individual.
Community organisation	An entity that carries on activities for a public purpose, or another entity whose primary object is not directed at making a profit (<i>Local Government Regulation 2021</i>).
Conflict of interest	A conflict between the public duty and private interests of a councillor, employee, contractor, or volunteer in which the councillor, employee, contractor, or volunteer has private interests which could improperly influence the performance of their official duties and responsibilities.
Council	Means the Douglas Shire Council.
Council Employee	Means a local government employee as defined in the <i>Local Government Act 2009</i> .
Donation	Any charitable contribution made by Council to assist a person or entity.
Eligibility Criteria	A set of predefined factors used to assess the eligibility of a grant application under this policy.
Fee Reduction	Council services that attract a fee or charge that may be reduced.
Funding agreement	An agreement between Council and the grantee outlining the terms and conditions of a grant provided by Council.
In-kind Assistance	Non-financial support by the provision of services or materials within Council's core business at no charge to support local projects and initiatives for a community purpose and a demonstrated community benefit. Services for which Council

TERM	DEFINITION
	engages an external contractor, e.g. waste collection, or provision of bins, are ineligible for in-kind assistance.
Ineligible Applicants	The following are ineligible to apply for grant funding under this policy – <ol style="list-style-type: none"> 1. Individuals unless under the auspices of a Not-for-profit organisation 2. Profit making organisations (Businesses). 3. Government departments and agencies 4. Schools and affiliated parents’ associations 5. Kindergarten and childcare organisations 6. Churches 7. Political groups 8. Unincorporated community groups may apply through an auspice who accepts legal and financial responsibility. The auspice organisation must meet the above criteria and not be an ineligible organisation type. 9. Organisations that hold a gaming machine licence 10. Organisations that commercially trade 7 days a week with a liquor license 11. Sport or active recreation organisations without a current lease/license or tenancy agreement with Douglas Shire Council (applies to Facilities Grant only).
Not-For-Profit Community Organisation	Non-for-profit organisations exist to serve community purposes and do not distribute their surplus funds to owners or shareholders but use them to help pursue their goals. They include but are not limited to those providing recreational, sporting and community services.
Project	Means a service, event, activity, or equipment purchase for which an organisation might seek assistance.
Public Interest	The extent to which service to and/or the wellbeing of the community will be enhanced through the funding of projects under this policy.
RADF	Regional Arts Development Fund.
Sponsorship	Where Council provides financial assistance, or materials or delivery of a service for which Council incurs a financial cost.
Tenure Arrangement	An agreement specifying occupation rights granted to a lessee, in return for valuable consideration. A contractual right to occupy or use Council-owned or Council-controlled land, exclusively. Trustee Lease, Trustee Permit, Freehold Lease and Licence.

Supporting Documents

Attachment A – Community Grants – Information for Applicants

Related Legislation

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Privacy Act 2009 (Qld)*

Related Documents (Local Laws, Policies, Forms)

- Information Privacy Policy
- Conflicts of Interest for Employees Policy
- Event Policy
- Caretaker Period Policy
- Tenure Policy

Policy Review

This policy is to be reviewed whenever legislation changes, or every 2 years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

Policy Details

Policy Name	Community Grants and Support Policy
Policy Number	94
Policy Version	1
Document Number	1180558
Endorsed by	Chief Executive Officer
Policy Type	Statutory
Approval Authority	Council
Date Adopted	29/08/2023
Time Period	2 Years
Review Date	01/08/2025
Policy Department	People and Community Services
Link to Corporate Plan	Robust Governance and Efficient Service Delivery
Revoked/Superseded	

This policy is to remain in force until otherwise determined by Council.

Attachment A – Community Grants – Information for Applicants

Community Facilities Grant

Supports Not for Profit organisations to undertake projects that improve the quality and sustainability and accessibility of a facility on Council owned or controlled land, for the enhancement of community participation.

Funding Amount and Applicant Co-contribution

Grant	Maximum Grant Funding Amount Per Annum Per Organisation
Community Facilities Grant	\$10,000 - A 20% financial (cash) co-contribution from the community organisation is required under this grant

Assessment and Notification

Grant	Assessment Process	Notification
Community Facilities Grant	Officer – Assessment Panel – Council Meeting	Email

Grant Application Stages

Grant	Stages	Acquittal Required
Community Facilities Grant	<ul style="list-style-type: none"> • EOI Form • Invited to Apply • Application Received • Eligibility Check • Assessment • Decision • Funding Agreement • Funding Acquittal 	Yes

Eligibility

Eligibility – Community Activities and Events Grant
<ol style="list-style-type: none"> 1. Not-for-profit community organisations or individual if under the auspices of a Not-for-profit organisation 2. Be based in the Douglas Shire Region 3. Have a current ABN 4. Have no overdue Douglas Shire Council grant acquittals 5. Have no overdue Douglas Shire Council payments 6. Have a valid public liability certificate of currency with a minimum \$20 million coverage. 7. Organisation holds a current Tenure Agreement with Douglas Shire Council, operating on Council owned or controlled land

Community Activities and Events Grant

Supports community Not for Profit organisations to deliver self-sustainable local community, cultural, sporting, and environmental activities in the Douglas Shire Region.

Funding Amount and Applicant Co-contribution

Grant	Maximum Grant Funding Amount Per Annum Per Organisation
Community Activities and Events Grant	\$10,000 - A 20% co-contribution (cash or in-kind) from the community organisation is required under this grant

Assessment and Notification

Grant	Assessment Process	Acquittal Required
Community Activities and Events Grant	Officer – Assessment Panel – Council Meeting	Yes

Grant Application Stages

Grant	Application Stages	Acquittal Required
Community Activities and Events Grant	<ul style="list-style-type: none"> • EOI Form • Invited to Apply • Application Received • Eligibility Check • Assessment • Decision • Funding Agreement • Funding Acquittal 	Yes

Eligibility

Eligibility – Community Activities and Events Grant
<ol style="list-style-type: none"> 8. Not-for-profit community organisations or individual if under the auspices of a Not-for-profit organisation 9. Be based in the Douglas Shire Region 10. Have a current ABN 11. Have no overdue Douglas Shire Council grant acquittals 12. Have no overdue Douglas Shire Council payments 13. Have a valid public liability certificate of currency with a minimum \$20 million coverage

Community Micro Grant

Funding for Not-for-Profit community organisations to support local projects and initiatives for a community purpose that provide a demonstrated benefit.

Funding Amount and Applicant Co-contribution

Grant	Maximum Grant Funding Amount Per Annum Per Organisation
Community Micro Grant	\$1000 -No co-contribution required

Assessment and Notification

Category	Assessment Process	Notification
Community Micro Grant	Officer - 2nd Officer	Email

Grant Application Stages

Grant	Application Stages	Acquittal Required
Community Micro Grant	<ul style="list-style-type: none"> • Application Form • Application Received • Eligibility Check • Decision • Funding Agreement • Funding Acquittal 	Yes

Eligibility

Eligibility – Community Activities and Events Grant
<ol style="list-style-type: none"> 1. Not-for-profit community organisations or individual if under the auspices of a Not-for-profit organisation 2. Be based in the Douglas Shire Region 3. Have a current ABN 4. Have no overdue Douglas Shire Council grant acquittals 5. Have no overdue Douglas Shire Council payments 6. Have a valid public liability certificate of currency with a minimum \$20 million coverage