

# Council Policy



## 2.59 Community Grants Policy

*A printed copy of this policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register in the policy section of Council's intranet or by contacting Council's Coordinator Local Laws and Policy Development for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.***

*Where there is a delegation identified in this policy, the reader will need to confirm if an alternative delegation exists in any Register of Delegation. If there is a perceived conflict between the delegation/s identified in this policy and of those contained in a Register of Delegation, then the delegation/s in the Register takes precedence. The Chief Executive Officer will, if necessary, be the sole arbiter in resolving any issues of conflict.*

## 1. Purpose

Under Chapter 5, Part 5, Section 195 of the *Local Government Regulation 2012*, Council is required to adopt a Community Grants Policy.

This policy is designed to meet this statutory requirement and to outline Council's commitment to supporting communities in the region by providing financial and/or in-kind assistance.

Council recognises the important contribution community organisations and individuals make to the safety, health, equity, vibrancy and inclusiveness of their communities. Council's community grant programs will foster a community wide partnership approach to addressing social, cultural, environmental and economic objectives.

This policy establishes a range of grant programs to meet these objectives.

## 2. Scope and applications

This policy applies to all grants and/or in-kind support offered to eligible community organisations under the following programs:

- Community Support Grants
- Cultural and Arts Support Grants
- Environment Support Grants
- Event Support Grants
- Sport and Recreation Grants
- Sports Tourism Event Grants

### Exclusions

This policy does not apply to scholarships, rate concessions/remissions and funding for core events or core community support.

## 3. Content

### 3.1 Grants Programs

Council has established the following grant programs to provide financial and in-kind assistance to the community:

- Community Support Grants
- Cultural and Arts Support Grants
- Environment Grants
- Event Support Grants
- Sport & Recreation Grants
- Sports Tourism Event Grants

### 3.2 Program Philosophy

#### Overall Community Grants Philosophy

The grants program is developed with a philosophy of partnership, whereby council provides a range of grants to encourage, engage and support groups in the community to make a positive and ongoing contribution to the region's environmental sustainability, community wellbeing, economic prosperity and cultural and sporting life. The Grant Programs will be via a competitive process (excludes 'core' funding) with ongoing funding not guaranteed.

### 3.3 Program Guidelines

Each of these grant programs is administered separately in accordance with the guidelines for that program. The guidelines for each grant program set out the philosophy, objectives, eligibility, application and assessment criteria, acquittal process and the terms and conditions specific to each program. These guidelines will be approved by Council and reviewed annually.

Grant applications will be considered against the program philosophy, objectives, eligibility criteria and selection criteria contained within the guidelines approved by Council.

### 3.4 Program Funding

The allocation of funds to each program will be in accordance with Council's budget priorities and the objectives of Council's Community, Corporate, Strategic and Business Plans. The amount of funding made available each year in each grant program will be determined by Council in its annual budget process.

### 3.5 Assessment Process

Applications for a Community Support Grants, Cultural & Arts Support Grants, Environment Grants, Event Support Grants, Sport and Recreation Grants or Sports Tourism Event Grants for financial and/or in-kind assistance will be assessed by an assessment panel of five (5) members which will make recommendations to Council, for approval.

The assessment panel shall include the following members:

- Councillor responsible for the Portfolio for the grant program
- Two (2) other Councillors (to be nominated)
- Manager of the branch responsible for the grant program, or delegate
- Officer within the branch responsible for the grant program

Applications for a Community Support Grant, Cultural & Arts Support Grant, Environment Grant, Event Support Grant or Sport and Recreation Grant for financial and/or in-kind assistance which are emergency in nature; fall outside the formal application period/s and are less than \$500 may be considered and approved by the assessment panel. Council shall be informed of these 'emergency' applications through the standard reporting process.

Applications for an offset to partially or fully subsidise the use/hire/rental of Council facilities and/or services at below commercial rates, or at no charge, may be considered and approved by the relevant Council officer in accordance with the Delegation Register. Council shall be informed of these applications through the standard reporting process.

### 3.6 Default

A funding recipient that fails to comply with the conditions of funding shall be deemed to be in default. Defaulting recipients shall be referred to Council's debt collection processes and shall be ineligible for future funding for a period of 3 years.

### 3.7 Reporting

All financial assistance awarded through the grant programs will be reported in Council's annual report.

### 3.8 Communication with Eligible Community Organisations

The availability of grants for distribution to eligible organisations through the Community Grants programs will be publicised via Council's website, newsletters and advertising in local and regional media.

Wherever possible and with the exception of the Sports Tourism Event Grant, application closing dates for each program will be synchronised so that advertising and administration costs can be minimised. The Sports Tourism Event Grant does not have formal closing dates, however, where efficiencies exist, the Sports Tourism Event Grant may be advertised with other Community Grants programs.

### 3.9 Acknowledgement of Support

The manner in which Council's support is to be acknowledged will be specified in the terms and conditions of the funding agreement entered into with successful grant recipients.

### 3.10 Councillor Discretionary Funds

Toowoomba Regional Council will not allocate discretionary funds that are available for distribution by Councillors.

## 4. Relevant law

*Local Government Act 2009*

*Local Government Regulation 2012*

## 5. Related policies / documents

2.02 Rate Exemption for Community Organisations Policy	(Ref. DM#4095349v2)
2.11 Community Support Grant Program Guidelines	(Ref. DM#6496176v1)
2.12 Environment Grant Guidelines	(Ref. DM#5719295v1B)
2.13 Event Support Grant Program Guidelines	(Ref. DM#6088735v2)
2.14 Sport and Recreation Grant Program Guidelines	(Ref. DM#6432289v2)
2.15 Cultural and Arts Support Grant Program Guidelines	(Ref. DM#5719076v2A)
2.45 Sports Tourism Event Grant Program Guidelines	(Ref. DM#6417925v2)

## 6. Related forms

Community Grant Application Form	(Ref. DM #3775301)
Community Grant Funding Agreement Form	(Ref. DM #3781897)
Community Grant Acquittal Form	(Ref. DM #3781566)
Cultural & Arts Support Grant Application Form	(Ref. DM#5706182)
Event Support Application Form – Section A	(Ref. DM #3676751)
Event Support Budget \$1,500 or less – Section C	(Ref. DM #3706225)
Event Support Budget over \$1,500 – Section B	(Ref. DM #3708301)
Event Support Acquittal	(Ref. DM #3232599)
Event Support Visitor/Participant Survey	(Ref. DM #3556255)
Sports Tourism Event Grant Application Form	(Ref. DM #5887162)

## 7. Definitions

Term	Definition
<b>Assessment Panel</b>	Council appointed working group which may include Councillors and Council Officers.
<b>Auspicings</b>	Auspicings is an agreement from one organisation to apply for funding on behalf of a second organisation.
<b>Community Organisation</b>	An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit (non-profit).

Term	Definition
<b>Community Support Grants</b>	Funding and/or in-kind assistance to support eligible community organisations in their efforts to provide services, activities and events that are of benefit to the community; and/or Funding and/or in-kind assistance to support eligible community organisations to administer, maintain and improve facilities that are managed on behalf of the community.
<b>Core Event</b>	Annual local community events such as Australia Day, Anzac Day, Queensland Day and others as deemed by Council from time to time.
<b>Core Community Support</b>	Core Community Support is a Council endorsed non-competitive funding allocation to certain groups, organisations and/or committees within the Region.
<b>Cultural &amp; Arts Support Grants</b>	Funding and/or in-kind assistance to support eligible community organisations to enhance opportunities for creative expression, cultural appreciation, and the preservation of our shared heritage.
<b>Eligible Community Organisation</b>	An organisation registered as a not-for-profit entity and recognised by the Australian Taxation Office or Australian Securities and Investments Commission in at least one of the following categories: <ul style="list-style-type: none"> <li>• Incorporated entity (Incorporated Associations)</li> <li>• Other unincorporated entity with an ABN</li> <li>• Australian public company, limited by guarantee</li> <li>• Charitable institution</li> <li>• Public benevolent institution (PBI)</li> <li>• Health promotion charity (HPC).</li> </ul>
<b>Environment Grant</b>	Funding and/or in-kind assistance to eligible community organisations to protect, maintain and enhance the environmental assets of the region, pursue sustainable water and energy strategies, and respond to climate change.
<b>Event Support Grant</b>	Funding and/or in-kind assistance for eligible community organisations to conduct events that have social and economic benefits to the community and region.
<b>In-kind assistance</b>	The supply of support in the form of staff time, Council equipment, donation of decommissioned equipment. Costs of these services will be accounted for internally so as to transparently track and report on Council's support for the community.
<b>Non-profit</b>	An organisation is non-profit if it is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.
<b>Offset - Use/Hire/Rental - Facilities and/or service</b>	Partially or fully subsidised use/hire/ rental of Council facilities and/or services at below commercial rates, or at no charge. Costs of these services will be accounted for internally as an 'offset' so as to transparently track and report on Council's support for the community.

Term	Definition
<b>Sport and Recreation Grant</b>	Funding and/or in-kind assistance that provides financial assistance in addition to other sources, to assist eligible community organisations in the region to develop sport and recreation facilities and programs for the benefit of the community.
<b>Sports Tourism Event Grant</b>	Funding and/or in-kind assistance for eligible organisations to support the development and delivery of successful sports tourism events that make a positive and ongoing contribution to the region's economic prosperity, community wellbeing and diverse lifestyle.

## 8. Policy details

<b>Policy Category</b>	Council Policy (Formerly Statutory Policy 3.20)
<b>Date Adopted/Approved</b>	18 September 2015
<b>Endorsed by</b>	Executive Management Team
<b>Approval Authority</b>	Council
<b>Effective Date</b>	18 September 2015
<b>Policy Version Number</b>	3.00
<b>Policy Owner</b>	Manager Community Development and Facilities Branch
<b>Contact Officer</b>	Coordinator Regional Community Development
<b>Review Date</b>	01 September 2018

## 9. Revision history

Policy Version	Approval Date	DM Reference
1.00	21 April 2011	3777073v8 (Formerly 3.20)
2.00	10 December 2013	5718829v1A (Formerly 3.20)
2.01	17 June 2014	5953780v1 (Formerly 3.20)
3.00	18 September 2015	6587676v1