

Council Policy



2.11 Community Support Grant Program Guidelines

*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. Program philosophy

Council recognises the important contribution community organisations make to the safety, health, equity and inclusiveness of their communities and has funded a Community Support Grant Program to provide funding and/or in-kind assistance to support community organisations in their efforts to provide services, activities and events that are of benefit to the community.

The Community Support Grant Program will foster a community-wide partnership approach to addressing social, cultural, environmental and economic objectives.

Eligible community groups, organisations and individuals can seek support to improve their capacity to make positive contributions to their communities.

Council offers a number of other grant programs targeted to specific priorities and objectives:

SCHEME	ADMINISTERING BRANCH
Cultural and Arts Support Grant	Library and Cultural Services
Environment Grant	Parks and Recreation Services
Event Support Grant	Tourism and Events
Sport and Recreation Grant	Park and Recreation Services
Sports Tourism Event Grant	Tourism and Events

These guidelines apply to the *Community Support Grant Program* only. Details of the other grants are available through Council's website www.tr.qld.gov.au, or by contacting the Council's Customer Service Centre. If you are not eligible for support under this program, please check the guidelines for Council's other community grant programs.

2. Program objectives

The Community Support Grant Program seeks to achieve Council's objective to *"Provide equitable access to and advocate for a range of services, programs and facilities to address disadvantage and foster inclusion* by providing support for projects that aim to achieve one or more of the following:

- Demonstrate collaboration and partnerships between community organisations
- Encourage and assist community interaction and inclusiveness
- Foster indigenous, multicultural and intergenerational understanding and equity
- Support innovation, forward thinking, and learning opportunities
- Upgrade facilities to meet standards, regulations and community expectations
- Meet changing community needs and/or increase facility usage.

Preference will be given to applications that:

- facilitate deliverable outcomes for the community - that is, provide programs/facilities/capital.
- demonstrate self-help, commitment and future sustainability.
- are identified within a strategic planning framework.
- are not duplicating existing projects, activities or events.

Grants and/or in-kind assistance will be given in an equitable, accountable, transparent and sustainable manner that produces community benefits with regard to geographical equity while complying with regulatory and reporting requirements.

3. Support and assistance

Council may run workshops to provide information and assistance to applicants on a variety of Council grant programs prior to each funding round. Applicants may make appointments with relevant Council Officers to receive advice on the funding and application process, and identify additional or alternative grant opportunities.

Guidelines, application and acquittal forms are available from Council's website www.tr.qld.gov.au, along with any updated grant information and priorities.

Interpreter services can be made available for people who have difficulty communicating in English, through the "Telephone Interpreter Service" (TIS).

4. Timelines

The opportunity to apply for grants will be available twice annually, and will be promoted in the media and on Council's website, outlining the selection criteria, the availability of application forms and guidelines, and the closing date.

Advertising	Closing Date	Notification to Applicants
February	March	April
July	August	September

Consideration will also be given to small emergency grants between grant rounds. This will be on a case by case basis and there is no guarantee that there will be funds available. Applicants are strongly encouraged to apply during the usual opening period.

5. Funding

Financial Assistance

Grant funds are limited in the individual amounts available and the total funds available.

Grants of up to \$2,500 are available for any one project or organisation, but requests for smaller grants are encouraged.

Council Officers can give advice and assistance in seeking other grant funding for larger projects, and application can be made for seed funding for initial planning for larger projects.

In-kind support

Applications for in-kind support should provide details of the type of support sought and the date/s. Please provide as much detail as possible.

6. Applying for a grant

Applications are made by fully completing a *Community Grant Application Form*, giving details of the project and attaching information regarding:

- The need for the project and who will benefit, such as a Community Benefit Statement with reference to program objectives; any relevant feasibility studies or statistical analyses; results of a community survey; or a needs analysis.
- Identify how and why the support being requested will positively impact the local community.
- Planning undertaken, including a budget; cost estimates and/or quotes, and concept plans.
- Support for the project, including letters of support; partnership agreements or intentions.
- Confirmation of other funding; and evidence of the organisation's own contributions.
- Evidence that support has been sought from other funding schemes.

6.1 Who can apply

Organisations can apply for a Community Support Grant if they:

- are an eligible community organisation or are under the auspices of an eligible community organisation as defined in the Community Grants Policy
- operate or provide services within the Toowoomba Regional Council area.
- have an Australian Business Number (ABN).

6.2 Who cannot apply

- Individuals.
- For-profit companies, Trusts and other organisations.
- Government, semi-government organisations and statutory authorities.
- Public and private educational institutions (primary, secondary and tertiary including Parents & Citizens and Parents & Friends Associations).
- Unions and student guilds.
- Research foundations.
- Professional associations.
- An organisation that has been granted approval for support through a Toowoomba Regional Council funding program for the same project.
- Recipients who have previously defaulted on the conditions of funding.

6.3 Eligible Projects

A wide range of support will be considered on its merits and community benefit, including but not limited to:

- An off-set in fees and charges for Council facilities, equipment or services.
- Assistance towards establishing a new service, facility, initiative or organisation.
- Assistance to enhance or improve an existing service or community facility.
- Assistance towards feasibility studies, needs analyses or community consultations.
- Assistance towards planning, professional and application fees in preparing grant applications for larger projects.

Preference is to provide funding that will facilitate deliverable outcomes for the community - that is, providing programs/facilities/capital.

6.4 Ineligible Projects

Community Support Grants will not fund:

- Loan or other debt repayments.
- Projects already started or completed.
- Recurrent administration and running costs, such as:
 - Regular wages
 - Regular office expenses.
- Projects with a commercial purpose.
- Projects already funded by other Toowoomba Regional Council Grant programs.
- Prize money, trophies, raffle prizes or fundraising.

7. Assessment processing and criteria

Community Support Grant applications will be considered against the program philosophy, objectives, eligibility criteria and selection criteria.

Not all applications that meet the criteria may be successful, as grants are highly competitive and approval will depend on availability of funds, the number of applications, program priorities and geographical equity.

Council may give a lower amount than requested, and may place terms and conditions on which items may be funded by the grant.

Selection Criteria

Applications must demonstrate:

- The organisation and project / activity is eligible.
- The organisation and project / activity is viable.
- Genuine need and community benefit.
- How and why the support being requested will positively impact the local community.
- Evidence of planning, consultation and support.
- Financial need, the organisation's contribution and support, and other funding sought (whether successful or not).
- Linkages to program objectives.
- Any regulatory requirements have been, or will be, satisfied.

8. Receiving a grant/acquittal process

Successful grant recipient organisations will have to meet certain obligations:

- Enter into a Funding Agreement¹ with Council.
- Use the grant only for the nominated purpose for which it is given, unless written approval is given by Council for a variation.
- Obtain all appropriate permits, approvals, licenses, insurances and indemnities etc. relating to the project.
- Expend the funds within twelve months of being granted, unless written approval has been given by Council for an extension.
- Acknowledge Council's support as set out in the Funding Agreement.
- Acquit the grant on an Acquittal Form² as set out in the Funding Agreement, within six weeks of completion of the project.

Funding is at the discretion of Council and applications may be offered only part funding.

Where the support requested is to match or augment other funding, an interim acknowledgement letter of support may be provided, to be confirmed when and if the other funding is approved.

¹ DM #3781897

² DM #3781566

Council reserves the right to request an audit of grant expenditure and to demand repayment of any funds granted, and/or refuse consideration of further support, if the conditions set out in the Funding Agreement are not met. Any unused funds must be returned to Council.

9. Lodging your application

Grants are to be lodged by the advertised closing date

<p>LODGEMENT OF APPLICATION</p> <p>Late applications may not be considered.</p> <p>Applications must be postmarked before 5.00 pm on the closing date advertised.</p> <p>Faxed or emailed applications must be followed up with a hard copy of the cover and signature pages.</p>	<p>Post to:</p> <p>Deliver to:</p> <p>Fax to:</p> <p>Email to:</p>	<p>Toowoomba Regional Council Community Grants Scheme PO Box 3021 Toowoomba Qld 4350</p> <p>Any Toowoomba Regional Council Service Centre</p> <p>4631 9292 by close of business on the closing date</p> <p>info@tr.qld.gov.au</p>
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10. Frequently asked questions

Q. Can we get help in developing our project and completing the application?

A. Yes, you can attend a Community Grant workshop or contact your local Council service centre for assistance.

Q. Can I type direct into an electronic Word version of the application form?

A. Yes, the application is available in Word Format and can be emailed to you. Contact Council on 131 TRC (872) or email info@tr.qld.gov.au and request an email version.

Q. What if our organisation doesn't have an ABN?

A. You can still apply, but you will need to provide us with a copy of the group/organisation's Certificate of Incorporation together with a Statement by a Supplier form from the Australian Tax Office. The Statement by a Supplier form is available online at www.ato.gov.au.

Q. What if our organisation is not registered for GST?

A. You can still apply if your organisation is not required to be registered for GST, but GST will not apply to any grant allocated.

Q. What if our organisation is not incorporated?

A. You can still apply, but the application must be under the auspices of an eligible organisation who will take full responsibility for the grant. Council staff may be able to assist in finding sponsors for applications with clear community benefits, or assist in getting your group incorporated.

Q. Does my project need to benefit all residents of the Toowoomba Region?

A. No. As long as there is a service/project/event being delivered in the Toowoomba Regional Council Local Government area and there is benefit to communities within the Toowoomba region. It is extremely important that applicants identify how and why the support being requested will positively impact the local community. Remember, preference is to provide funding that will facilitate deliverable outcomes for the community - that is, providing programs/facilities/capital.

Q. Can I get funding for more than one year?

A. No. You will need to apply for funding every year, and there is no guarantee of repeat funding.

Q. Can a school apply?

A. No. Public and private educational institutions (primary, secondary and tertiary including Parents & Citizens and Parents & Friends Associations) are not eligible for funding consideration.

Q. Can Council grant funds be used to 'top-up' other grant funds?

A. Yes. Council funds can be added to other funds to make a better project, or can be used as seed funding at the 'front-end' to develop project plans and fund application fees etc. This is a high priority for Sport and Recreation grants.

Q. Can we submit an application electronically or by fax?

A. Yes, as long as it is received by the due date, and the original of the cover and signature sheet is posted.

Q. If my application is unsuccessful, can I apply for the same thing next round?

A. Yes. However, it is advised that you seek feedback as to why your application was unsuccessful in the first instance. It would also be very beneficial to attend one of the public community grant workshops, as this will enhance your chance of a successful application.

11. Related policies

2.59 Community Grants Policy

(Ref. DM#6587676v1)

12. Related forms / documents

Community Grant Application Form

(Ref. DM #3775301)

Community Grant Funding Agreement Form

(Ref. DM #3781897)

Community Grant Acquittal Form

(Ref. DM #3781566)

13. Definitions

Term	Definition
Assessment Panel	Council appointed working group which may include Councillors and Council Officers.
Auspicing	Auspicing is an agreement from one organisation to apply for funding on behalf of a second organisation.
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 (non-profit).

Term	Definition
Community Support Grants	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.
Core Event	Annual local community events such as Australia Day, Anzac Day, Queensland Day and others as deemed by Council from time to time.
Core Community Support	Core Community Support is a Council endorsed non-competitive funding allocation to certain groups, organisations and/or committees within the Region.
Cultural & Arts Support Grants	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.
Eligible Community Organisation	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"> - Incorporated entity (Incorporated Associations) - Other unincorporated entity with an ABN - Australian public company, limited by guarantee - Charitable institution - Public benevolent institution (PBI) - Health promotion charity (HPC).
Environment Grant	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.
Event Support Grant	Funding and/or in-kind assistance for eligible community organisations to conduct events that have social and economic benefits to the community and region.
In-kind assistance	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.
Non-profit	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.
Offset - Use/Hire/Rental - Facilities and/or service	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
Sport and Recreation Grant	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.
Sports Tourism Event Grant	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.

14. Policy details

Policy Category	Council Policy (Formerly Statutory Policy 3.20)
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Endorsed by	Executive Management Team
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Policy Owner	Manager Community Development and Facilities Branch
Contact Officer	Coordinator Regional Community Development
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15. Revision history

Policy Version	Approval Date	DM Reference
1.00	20 April 2011	3777515v8
2.00	10 December 2013	5718991v1A
2.01	17 June 2014	5718991v1B
3.00	18 September 2015	6588279v1