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NUMBER: STRAT0002/PSD

ACT: Local Government Act 2009  
Local Government Regulation 2012 (Sect 195)

POLICY TITLE: COMMUNITY GRANTS POLICY

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## 1. PURPOSE AND SCOPE

1.1 Charters Towers Regional Council (Council) provides annual grant funding to support community organisations who make a positive contribution to the sustainable development of this region's social, cultural, economic, sporting, recreational and environmental lifestyle.

1.2 The purpose of the Community Grants Policy (Policy) is to establish an application process and criteria for allocation of grants to ensure a fair, equitable and transparent framework for distribution of finite funds made available through budget process.

## 2. COMMENCEMENT OF POLICY

2.1 This Policy will commence from 15 February 2017. It replaces all other policies relating to Community Grants (whether written or not).

## 3. APPLICATION OF POLICY

This policy applies to grants to community organisations provided by Council.

3.1 The compliance measures outlined in this Policy will allow Council to accurately reflect the level and costs provided to community organisations through the Policy.

3.2 This Policy does not guarantee the provision of any grant to all or any community organisations.

3.3 This Policy does not apply to grants allocated/funded from funding sources external to Council.

3.4 This Policy has been developed in accordance with the provisions contained in the *Local Government Regulation 2012*, namely sections 194 and 195:

### **194 Grants to community organisations**

A local government may give a grant to a community organisation only—

- (a) if the local government is satisfied —
  - (i) the grant will be used for a purpose that is in the public interest; and
  - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

### **195 Community grants policy**

A local government must prepare and adopt a policy about local government grants to community organisations (a **community grants policy**), which includes the criteria for a community organisation to be eligible for a grant from the local government.

## 4. DEFINITIONS

Community organisation	An entity that carries on activities for a public purpose or whose primary objective is not directed at making a profit. May include clubs and community associations.
Funding agreement	The agreed terms and conditions of assistance to be provided and signed by all parties.
Grant	The sum of money/in-kind support given to community organisations for an event/project/service.
In-kind support	Includes the provision of any service, facility or activity that would normally attract a fee or the waiver of any fee or payment of any fee on behalf of the applicant for any such service, facility or activity.
Incorporated	Means incorporation under the <i>Associations Incorporation Act 1981</i> or other relevant legislation.
Grant Limit	A maximum of \$5,000 excluding GST in monetary value and/or in-kind support may be requested
Not for Profit Organisation	An organisation that does not operate for the profit or gain of its individual members. Any profit made by the organisation goes back into the operations of the organisation to help pursue its goals.
Event	Means an event, project, service (including sponsorship), facility or other activity for which assistance through grant funding is sought.
Purchase of service	Refers to a negotiated contractual arrangement to engage the services of an organisation or individual for payment.

## 5. POLICY PROVISIONS

- A maximum of \$5 000 excluding GST in monetary value and/or in-kind support may be requested

5.2 Two separate rounds will be called during a financial year, the first round following the adoption of the budget (for the period 1 July to 31 December) and the second round in January (for the period 1 January to 30 June).

5.3 Self-sufficiency is the underlying principle of this Policy. Council will continue to work with community organisations to build capacity to run successful community events so as to move away from continued dependency on ratepayer support.

## 6. Eligibility

Applicants must meet all of the following:

- Be a not for profit, incorporated community organisation
- Hold a current public liability insurance certificate to a value of not less than \$10 million;
- Be located and operate within the Charters Towers Region, and benefit the communities of the Charters Towers Region;
- Not operate or benefit from gaming machines;
- Not be a Political party;
- Not be a State and Commonwealth Government agencies with the exception of school award nights;
- Have no overdue debt to Council;
- Have not received funding through this Programme more than twice in the four (4) years prior to the application round (commencing Round 1 2017/2018);

- Have attended training opportunities provided by Council associated with event management if the funding request is event related: and
- Have acquitted all Community Grants received from Council previously (if applicable).

### **Ineligibility**

Assistance will not be provided for events that:

- Are primarily for the benefit of an individual;
- Are primarily of a commercial nature;
- Take place outside of the region;
- Do not align with the objectives of Council's Corporate Plan;
- Fall within the responsibility of a State or Federal government department for delivery (with exception of school award nights);
- Are for repayments of debts or loans;
- Are for funding for individuals to attend/participate higher self-achievement events/courses;
- Are for components of events that include salaries/wages for staff or recurrent costs associated with day to day operations;
- Are received after the advertised closing date/time; and
- Are from organisations that have outstanding Grant requirements, ie. acquittals

### **a. Assessment Criteria**

All applications will need to demonstrate the community benefit anticipated to be derived from the event, including but not limited to:

- Opportunity or enhanced opportunity for community inclusion from the planned event;
- Enhancement of civic pride and sense of place to be derived from the event;
- Enhanced opportunities for local economic activities; and
- Other expected outcomes of the event that will provide a positive contribution to the quality of life within the Charters Towers Region.

Additional information outlining the following is also required:

- Demonstrate how the event will become self-sustaining;
- The organisation's capacity to manage funds and events;
- Alternatives for income or assistance available for the event;
- The manner in which the event meets Council's strategic aims and objectives as demonstrated through the Corporate and Community Plans; and
- Details of other grants that have been applied for/approved relating to the proposed event.

Preference will be given to requests that:

- Have the greatest potential to benefit the communities of the Charters Towers Region;
- Can demonstrate other financial or in kind partnerships that will assist in the delivery of the event including self-funding; and
- Demonstrate planning for self-sustainability

### **b. Application requirements**

Applications must be completed on the current prescribed Application Form and must, unless otherwise waived by Council, be accompanied by the following documentation:

- Evidence of incorporation; and

- Copy of the applicant's up to date certificate of insurance/currency for Public Liability Insurance

If funding request is for an amount higher than \$1,000 the applicant must also provide copies of the following:

- Copy of the organisation's most recent audited financial statements;
- Letters of Support - minimum of three (3);
- An Event Checklist (only if funds/support are required for an event);
- Risk Management Plan (only if funds/support are required for an event); and
- Business Plan (only if funds/support are required for a recurring event).

Applications must be lodged with Council no later than the closing date/time nominated. Late applications will not be accepted.

### **c. Administration**

This Policy will be administered by Council's Planning & Sustainable Development Directorate, utilising a committee of officers appointed by the Chief Executive Officer and the relevant portfolio Councillor/s. The committee will assess all applications in consultation with appropriate staff and Councillors and make recommendations to Council.

Successful applicants may be required to meet any or all of the following conditions:

- Execution and return of funding agreement reflecting acquittal processes. Acknowledgment of Council as a funding body during the promotion and running of the event.
- Such further or other conditions Council deems appropriate to meet based on site/event specific criteria and as notified to the applicant as a condition of approval.

### **d. Grant Promotion and Education**

Council commits to inform the community of the availability of its grants program, by undertaking educational activities to assist community organisations to develop grant writing skills with a view to ensuring consistency in the provision of information and equity of process.

### **Variations**

*Council reserves the right to vary, replace or terminate this Policy from time to time in accordance with changes to legislation.*

### **Associated Documents**

- *Local Government Act 2009*
- *Local Government Regulation 2012*

*Official Use Only*

**POLICY VERSION AND REVISION INFORMATION**

**Policy Authorised by:** Council Original issue: 18-09-2013  
**Title:** Chief Executive Officer  
**Policy Maintained by:** PSD Current version: 3  
**Title:** Director Planning & Sustainable Development Adopted by Council 15 February 2017  
 CEO Signature:



15 February 2017

**DIRECTIVE TO PEOPLE & CULTURE:**

Key Stakeholders identified and engaged within this development process	(Names/Sections here):

**Distribution & Dissemination of approved:**

Policy / Administrative Directive / Procedural Guidelines / Other:

Process	Stakeholders identified	Date completed
Email		
Notices		
Noticeboards		
P&C Newsletter		
Corporate Newsletter		
Payslips		
Section/Toolbox meetings		
Other:		
Other:		

Signed (for and on behalf of P&C):

Date:

Recorded/evidence in Document Management System (ECM):