

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, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE	1
3. GENERAL INFORMATION	1
4. DEFINITIONS	5
5. LEGISLATIVE REFERENCE	5
6. RELATED DOCUMENTS	6
7. NEXT REVIEW	6
8. VERSION CONTROL	6

1. POLICY STATEMENT

South Burnett Regional Council ('Council') recognises the important contribution community organisations and individuals make to the Council area. Through the provision of community grants 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.

This policy is to guide the administration of Council's Community Grants Program so to ensure the grants contribute to Council achieving its strategic goals, identified key initiatives, and align with the intent of the *Local Government Act 2009* ('Act') and the *Local Government Regulation 2012* ('Regulation'), which state that assistance will be used for a purpose that is in the public interest.

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 individual South Burnett residents to attend competitions or programs representing Queensland or Australia in their chosen performance field.

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

To ensure that assistance delivered through the Community Grants Program is distributed to support the provision of programs, events and initiatives which respond to identified community need, contribute to the building of stronger and vibrant communities, meet relevant guidelines and are in accordance with Council's strategic objectives as identified in Council's Corporate Plan.

Council provides the Community Grants Program ('Program') to be used for a purpose that is in the public interest.

Council will determine annually, through the budget process, the amount of funding to be made available under this Program.

The Program is competitive. Applications will be assessed on merit with no obligation by Council to fully expend the allocations identified in Council's annual budget.

Applications made to various grant categories within this Program for the same project will not be eligible to receive more than one (1) allocation of support per financial year.

Applicants are only eligible to receive one (1) grant per funding round from this Program.

Funding is not available for activities that have already commenced prior to approval.

This policy provides an overview of the Community Grants Program. Applicants are to complete in full the relevant Program Application and Acquittal Forms. Successful applicants must enter into a Funding Agreement with Council within 20 days of notification of the outcome to receive funding.

Applications for funding will be assessed against the following criteria:

- alignment to the key priorities as identified within Council's Corporate Plan;
- applicant's capability to deliver the program, event or initiative within the Council area;
- demonstrated South Burnett community need for the project;
- demonstrated South Burnett community support of and involvement in the project/event;
- eligibility and viability of applicant's not-for-profit organisation;
- evidence of anticipated positive outcomes that will be of long-term benefit to the South Burnett community; and
- Council's Regional Arts Development Fund Guidelines ('RADF') (for RADF applications only).

A letter of approval outlining any requirements from the Facilities & Parks Branch of Council must be provided for applications involving improvements or change to Council facilities and property.

3.1. Acquittal

The relevant Acquittal Form is to be completed for each funded program, event or initiative within six (6) weeks of the completion date the program, event or initiative. The approved funding must be spent by the organisation or individual within 12 months of the approval of the grant or the funding returned to Council.

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

3.2. Community Sponsorship

This grant provides sponsorship funding to assist not-for-profit community organisations to deliver community events/projects/programs which build community capacity. Council will determine on a case-by-case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide individual event/project/program sponsorship of up to \$3,000, excluding costs associated with marketing and advertising.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the assessment criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Liveability.

The fund will provide two (2) funding rounds in August and February each financial year.

3.3. Community Hall Insurance Grant

This grant provides funding to assist not-for-profit community organisations to pay the insurance costs associated with the management of community halls within the South Burnett Regional Council area.

Grants are available for up to \$1,000 to eligible applicants.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Liveability.

Community Hall insurance grant funding will be open throughout the financial year.

3.4. Councillor Discretionary Fund

Pursuant to *Section 202* of the Regulation, a Councillor may use any Councillor Discretionary Fund in any of the following ways:

- a) for capital works of the local government that are for a community purpose;
- b) to a community organisation for a community purpose; or
- c) for another community purpose.

Council's Councillor Discretionary Fund provides Council with the ability to provide small miscellaneous discretionary grants to eligible not-for-profit community organisations in response to requests which are received from time to time.

This fund recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year. Requests for assistance are assessed by the relevant Councillor with approval by the General Manager Liveability.

Grants are available for up to a total of \$1,000 to eligible applicants.

Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/event.

Applicants must indicate on the request if they are seeking support from multiple Councillors Discretionary Funds for the same activity/project/event.

Prior to submission of an application, applicants must contact the relevant Councillor/s.

3.5. Elite Performance Youth Grant

This grant is provided to encourage excellence in sport, the arts and education providing opportunities for the professional development for youth (up to 25 years).

The grant provides assistance for South Burnett residents to attend competitions or programs representing Queensland or Australia in their chosen performance field (No funding is available for South Burnett or Wide Bay representation levels).

Successful applicants are only eligible to receive one (1) allocation per financial year and can apply for up to:

- \$500 if representing Queensland; or
- \$500 if representing Australia within Australia; or
- \$1000 if representing Australia competing in another country.

Applications from multiple members of a team or group will be bundled and considered as a whole with funding available up to \$2,000 per team or group.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria with approval by the General Manager Liveability.

Applications can be made throughout the financial year.

3.5. In-kind Sponsorship

This in-kind grant provides sponsorship to assist not-for-profit community organisations to deliver community activities and events which build community capacity.

In-kind services include:

- supply of gazebo marquee imprinted with Council's branding;
- supply of minor works;
- supply of road signage and barriers;
- supply of skip bins; and/or
- supply of wheelie bins.

Council will determine on a case-by-case basis the requirements for acknowledgement of sponsorship. The fund will provide individual event sponsorship of up to \$2,000.

The in-kind services provided by Council are dependent on operational priorities, availability of resources and over all annual budget allocation with approval by the General Manager Liveability. Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/event.

Any requests for additional support in excess of the \$2,000 limit must be put in writing to Council and the outcome decided at an Ordinary Meeting of Council. In this case, the application must be received by Council a minimum eight (8) weeks prior to the activity.

In-kind support costings will be captured and reported in Council's Annual Report.

3.6. Regional Arts Development Fund

This fund is a partnership between South Burnett Regional Council and Arts Queensland to:

- support skills development of South Burnett professional artists, emerging artists and arts practitioners; and
- increase local participation in the arts in the South Burnett region.

Please refer to Council's 'Regional Arts Development Fund Guidelines' and discuss the activity with the Community Development Officer prior to completion of an application.

Availability of this funding is dependent on Council being successful annually with an application to Arts Queensland.

Applications will be assessed by the Arts, Culture and Heritage Advisory Committee against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Arts, Culture and Heritage Advisory Committee with approval by the General Manager Liveability.

The fund will provide two (2) funding rounds in August and February each financial year dependent on Arts Queensland requirements and available funding.

3.7. School Student Awards

This grant provides sponsorship funding for student awards in conjunction with a school's annual awards night. Council will determine on a case-by-case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide awards sponsorship of up to \$300 per school, maximum \$150 per award.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Liveability.

Applications can be made through out the financial year.

3.8. Indigenous Affairs Fund

This fund recognises that small activities, projects and events, deserving of support from Council, come up in an ad hoc way throughout the year. Requests for assistance are assessed by the Divisional Councillor with approval by the General Manager Liveability.

Applications can be made throughout the financial year and must be received by Council a minimum of three (3) weeks prior to the activity/project/event.

3.9. Community Australia Day / ANZAC Day Events Sponsorship

This grant provides funding to assist not-for-profit community organisations to deliver community events on Australia Day and/or ANZAC Day by sponsoring free community breakfasts. Council will determine on a case-by-case basis the requirements for acknowledgement of sponsorship. Successful applicants will need to reapply each year for assessment on merit. The fund will provide individual event sponsorship of up to \$1,000.

Applications will be assessed by the Community Grants Program Assessment Panel against the Community Grants Program Policy based on the Assessment Criteria. A recommendation will be made by the Community Grants Program Assessment Panel with approval by the General Manager Liveability.

Applications can be made through out the financial year. Not-for-profit community organisations are permitted to submit one application per event financial year.

3.10. Subsidised Hire of Council Facilities

Council sets annually the hire fees associated with the halls owned and operated by Council. Requests for a reduction or waiving of hire fees may be considered in exceptional circumstances and the outcome decided under delegation by the Chief Executive Officer. Please refer to Council's fees and charges.

4. DEFINITIONS

Community Grants Program Assessment Panel means a panel comprised of six (6) Councillors to assess on merit each application to a funding round making recommendations to the General Manager Liveability. The Panel will consist of the Councillors representing Divisions 1, 2, 3, 4, 5, and 6. The Chair of the Panel is a Divisional Councillor for the Community Grants Program.

Art, Culture and Heritage Advisory Committee means a Committee appointed by Council, based on industry representation from the following groups: SB Arts, Blackbutt Art Gallery, Kingaroy Art Gallery, Wondai Art Gallery, Indigenous Representative, SB Community Orchestra, SB Musical Comedy Society, Nanango Theatre Company, two (2) Community Representatives and two (2) Councillors, one who shall be a Divisional Councillor.

Eligible Individuals means individuals that reside within the South Burnett Regional Council area. Individuals 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. Applicants shall have no outstanding debt with Council (including rates).

Incorporated Not-for-profit Organisations means organisations that are incorporated under Queensland legislation, community based, providing services and activities of benefit to the South Burnett Regional Council area and whose primary purpose is not directed at making a profit. Incorporated 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. Incorporated not-for-profit organisations who have not acquitted under a Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

Not-for-profit Organisations means organisations that are community-based, providing services and activities of benefit to the South Burnett Regional 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. Not-for-profit organisations who have not acquitted under a Council funded program are not eligible for further funding until the outstanding acquittal report is submitted and accepted by Council. Applicants shall have no outstanding debt with Council (including rates).

5. LEGISLATIVE REFERENCE

Code of Conduct for Councillors in Queensland

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Arts, Culture and Heritage Advisory Committee Terms of Reference – Statutory045

South Burnett Regional Council Corporate Plan 2021-26

South Burnett Regional Council Employee Conflicts of Interest Policy – Statutory033

South Burnett Regional Council Regional Arts Development Fund Guidelines – Strategic004

7. NEXT REVIEW

As prescribed by legislation or December 2024

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


Mark Pitt PSM
CHIEF EXECUTIVE OFFICER

Date: 15 May 2024