

COUNCIL POLICY

Community Grants Program Policy



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POLICY TITLE:	Community Grants Program Policy
POLICY NUMBER:	88
REVISION NUMBER:	7
TRIM REFERENCE:	SF14/411 - R23/4807
RESOLUTION NUMBER:	3808
POLICY TYPE:	Statutory
APPROVING OFFICER:	Council Adoption
DATE OF ADOPTION:	19 September 2023
TIME PERIOD OF REVIEW:	2 Years
DATE OF NEXT REVIEW:	19 September 2025
RESPONSIBLE DEPARTMENT:	Community Services
LINK TO CORPORATE PLAN:	A Cohesive & Growing Community – Delivering Infrastructure & Services in Need

1. OBJECTIVE

Flinders Shire Council aims to provide financial assistance and support to the community through Council's Community Grants Program. The Community Grants Program Policy (the Policy), provides commitment for allocating assistance to community organisations in a manner which is open, transparent, legal and equitable, while achieving the aims and objectives of Council. This policy is to be read in conjunction with the associated Procedure, outlines how Council will administer the program to achieve the objective.

2. SCOPE

This policy applies to all requests for financial assistance from Council through the Community Grants Program consisting of the following streams:

- Facility and Equipment Stream
- Events, Activities and Projects Stream
 - Development Category
 - Assistance Category
- Quick Response Streams (six week turn around)
 - Contribution for Sporting Excellence Category
 - Community Quick Response Donation Category
- Any grants administered on behalf of a third party through Council (for example Regional Arts Development Fund)

3. DEFINITIONS

Acquittal – an acquittal is a process by which the recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project

Capital - are capital items which can be business assets purchase such as machinery, cash registers, computers and cars (these items are also referred to as plant and equipment), and land and buildings or renovations and improvements to fixed assets.

Community Organisation – An incorporated non-profit organisation / club or charity consisting of people having common interests. Includes sporting and recreation clubs, social clubs, school P&F / P&C associations, arts and cultural groups, hospital foundations, religious orders and service organisations. Community organisations exclude businesses and government agencies.

Schools may apply for the Community Grants Program - Events and Donations Streams only.

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Donation - "Giving of funds" where there is no formal agreement or restrictions on how the money is to be spent. The essence of this agreement relies upon the honour of the recipient for its fulfilment, rather than being in any way enforceable. GST is not applicable to donations.

Eligibility Criteria – factors used to determine whether an applicant is eligible (inclusion criteria) or not eligible (exclusion criteria) for the funding program

Fee Waiver - Waiver of the fees and charges that Council would usually charge for providing a service or product.

Grants - Grants are defined as "the giving of funds" where the recipient agrees to the conditions of the benefactor as to how the monies are to be spent. The agreement contains specific benefactor – imposed restrictions on how the money is spent. The recipient is required to formally acquit the funds as specified by the benefactor.

In Kind Support - Council chooses to provide goods or services at no cost to a Community Organisation. These can be professional services, product and assets donations, in lieu of payment of cash.

Private Works – Private works is a request to council for works to be completed by council employees or utilising council machinery in council time.

Project outcomes – relate to the specific consequence which the proposed activity will achieve as a result of the funding.

Recipient - An organisation which receives sponsorship, grant funding, concessions or donations from Council.

Sponsorship - Sponsorship is a mutually beneficial contract involving the purchase of usually intangible, exploitable potential, associated with an event, organisation or project which results in tangible benefits for the sponsoring organisation.

4. ROLES AND RESPONSIBILITIES

Detailed responsibilities are contained in Council's Community Grants, Sponsorship and Donations Policy.

5. POLICY

Council to provide an annual budget towards the community grant, sponsorship and donations programs.

Council will administer and allocate financial assistance in line with this Policy in an open, accountable and transparent manner.

Council will preference applications which meet the associated eligibility criteria and can demonstrate the benefit for the residents of the Flinders Shire.

Council Officers will undertake a robust evaluation process and provide recommendation to Council on awarding funding of programs outlined in this policy.

Council has finite resources and clear outcomes to obtain through the program, and therefore not all applicants will be successful in their request.

Council may wish to vary the guidelines and scope of funding opportunities, and therefore any receipt of funding in one year should not create an expectation that this funding will be ongoing in following years.

7. COUNCIL EXCEPTIONS

Grant funds through Regional Arts Development Fund (RADF) will be administered and awarded in line with the relevant policy.

8. IMPLEMENTATION

7.1 Overview of Community Grants Program

Council provides a range of funding opportunities to support and assist the community to foster and develop projects and activities. The focus for these funding opportunities includes health and wellbeing, sports and recreation, arts and culture, heritage preservation, and economic development. The range of funding opportunities available through the Community Grant Program is detailed in the table below. For more information, see the relevant funding guidelines.

Funding type	Summary of eligibility criteria	Funding amount
Facility and Equipment Stream	<ul style="list-style-type: none"> - Available to those organisations as defined as “community organisations” (as detailed above). - Note – Schools are not eligible for this stream. - Applications open only when grant rounds announced (twice per year in February and October) - Use for infrastructure works and purchase of integral equipment purchases 	Up to \$5000 per organisation
Events, Activities and Projects Stream	<ul style="list-style-type: none"> - Available to those organisations as defined as “community organisations” (as detailed above). - Applications open only when grant rounds announced (twice per year in February and October) - Use for direct cash contribution 	Event Development Category – Up to \$5000 per organisation Event Assistance Category – Up to \$1000 per organisation
Community Quick Response Donations	<ul style="list-style-type: none"> - Available to those organisations as defined as “community organisations” (as detailed above). - Applications remain open year round with a six week turn around - Use for direct cash contribution 	Up to \$500 per applicant
Contribution for Sporting Excellence Program	<ul style="list-style-type: none"> - Applicant must be resident of the Flinders Shire or a child dependant of a Shire resident e.g. student at boarding school - Applications remain open year round - Application must be received 4 weeks prior to sporting event 	Representing North Queensland within Queensland - \$500 Representing Queensland within Queensland - \$500 Representing Queensland Interstate - \$1000 Representing Australia within Australia - \$1500

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		Representing Australia Overseas - \$2000
Other grants administered on behalf of a third party through Council	May vary depending on specified funding criteria	As per funding guidelines

7.2 In-kind support from Council

Council will not approve in-kind support or the waiver of hiring of Council facilities and associated plant/equipment.

Applications seeking the use of Council's facilities and associated plant and equipment as in-kind are to be included as a line item with cost included within the application budget. Council will process an internal Purchase Order to the value of the requested amount

7.3 Marketing and promotion

Council will advise in advance upcoming funding rounds for the year.

Funding opportunities will be advertised locally and information available on the Flinders Shire website www.flinders.qld.gov.au.

Successful applications will be provided with information on requirements for acknowledging Flinders Shire Council for contribution.

9. RELATED LEGISLATION

- *Local Government Regulation 2012*

10. RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS ETC)

- Flinders Shire Council Community Service development plans (e.g. Arts and Culture Development Plan, Tourism Development Plan, Sport and Recreation Development Plan)
- Community Grants Program Procedure
- Relevant Grant Program Application Guidelines

11. REVIEW TRIGGER

Policy is to be reviewed every 2 years.

12. PRIVACY PROVISION

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

13. APPROVAL

Adopted at the September 2023 Council Meeting - Resolution Number 3805.