

# Community Grants Guidelines

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<b>Policy Owner</b>	Community Manager
<b>Link to Corporate Plan</b>	Strategic Theme 1: Effective and Inclusive Governance Strategic Theme 2: Enriched Communities Strategic Theme 3: Healthy Living Strategic Theme 4: Welcoming Communities
<b>Review Date</b>	In line with the <i>Community Grants - Council Policy</i>
<b>Related Legislation</b>	<i>Local Government Regulation 2012; Statutory Bodies Financial Arrangements Amendment Act 2003</i>
<b>Related Documents</b>	Community Grants- Council Policy

Policy Version	Approval Date	Adopted/Approved
2017	21.07.2017	CEO

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## 1. PURPOSE

The purpose of the Community Grants Guidelines is to outline the guidelines under which the programs contained within the Community Grants - Council Policy, are conducted.

## 2. SCOPE

This Organisational Procedure applies to staff of the Community and Economic Development departments.

## 3. GUIDELINES

### 3.1 SPORTING AND RECREATION ASSISTANCE PROGRAM

The Sporting and Recreation Assistance Program aims to provide financial assistance to local sports people, teams or non-sporting individuals who reside in the Western Downs Regional Council (WDRC) area:

1. To participate in approved representative sporting competitions at a National or International level in their respective fields; or
2. To attend recreation (non-sporting) events or undertake activities that are deemed by the Western Downs Regional Council to be of value to its communities and/or to be of State, National or International significance.

Council will consider allocating funds in each annual budget. For this funding program there are no set rounds as funding is available throughout the year. However, Sporting and Recreation Assistance will only be available while such funds set aside in Council's annual budget for this purpose remains unexpended.

#### (A) INDIVIDUAL SPORTS PEOPLE OR SPORTS TEAMS

To be eligible for consideration for assistance, the individual or teams must:

- Be a full time resident of the Western Downs Regional Council area, however, consideration will be given to those individuals who reside outside of the Western Downs Regional Council boundaries where it can be demonstrated that their achievements are the direct result of their attendance of, participation in, or contribution to an event or activity within the Western Downs Region; and
- include written verification from the controlling body (e.g. copy of the letter or document of the selection) when the individual or team is selected as:
  - an Australian representative participating in an international event; and
  - a Queensland representative participating in a national event; and
- be participating in a formal event sanctioned and supported by the relevant state and/or national body of such sport; and
- be formally affiliated with a sporting club or association, or school, and the representative honours must be a result of official selection arising from such affiliation; and
- deemed or proven to have full amateur status; and
- make an application online via Council's funding platform Smarty Grants with such application being made by the sports person's group or club, or by the individual, prior to attending the representative event.

For the purposes of this funding program, when a team is selected to represent a National or International event, the following applies:

- three (3) or more individuals in the selected team must apply as a team e.g. Bowls Rinks team; and
- if there are less than three (3) individuals in the selected team, individual applications can be submitted e.g. Bowls Pairs team.

#### (B) RECREATION - NON SPORTING

To be eligible for consideration for assistance, the individual must:



- be a full time resident of the Western Downs Regional Council area, however, consideration will be given to those individuals who reside outside of the Western Downs Regional Council boundaries where it can be demonstrated that their achievements are the direct result of their attendance of, participation in or contribution to an event or activity within the Western Downs Region; and
- participating in, or attending a formal non sporting event or activity, that is deemed by the Western Downs Regional Council at the time of application, to be of value to its communities and/or to be of State, National or International significance and:
  - where applicable, include verification by the controlling body or the selection e.g. a copy of the letter or document of selection into a Queensland or Australian event; or
  - where applicable, verification from the association or school of the value of the selection/nomination to the community; and
- formally affiliated with an association or school, and the attendance at the event or activity must be as a result of such affiliation and formally supported in writing by such body; and
- make an application online via Council's funding platform Smarty Grants using the Sporting and Recreation Assistance Application form with such application being made by the sports person's group or club, or by the individual, prior to attending the representative event.

### Assistance Type

- Assistance will be purely of a financial nature and be approved as a cash contribution.

### Assessment Criteria (Sections a and b)

1. compliance with general eligibility criteria; and
2. significance of an event or activity, or the associated value apportioned is made entirely within the domain, and at the sole discretion of the Western Downs Regional Council when assessing an application; and no more than one entitlement per sport or non-sporting activity/event shall be considered in any one financial year per individual, team or association who meet the criteria. Council may, however, provide further financial support within a financial year if the individual, team or association moves to the next level of competition and there are funds available for further allocation; and
3. no funding shall be made retrospectively. Funding approval must be given prior to attending the representative event; and
4. applicants must not have an outstanding Council grant that has not been acquitted satisfactorily.

### Approval

The Community Development Coordinator has authority to approve applications received under this funding program. Once approved by the Community Projects and Grants Coordinator, an email can be issued to the approved applicant.

### The level of support per application shall be as follows:-

Individuals	\$250
Teams	\$500

### Grant Acquittal

Successful applicants will be required to acquit the grant received by providing evidence of attendance at the nominated competition, event or activity within eight (8) weeks after the completion of such competition, event or activity.



### 3.2 REGIONAL ARTS DEVELOPMENT FUND (RADF)

#### Overview

The Regional Arts Development Fund (RADF) is a funding partnership between the Queensland Government (through Arts Queensland) and Western Downs Regional Council. The program supports professional artists and arts practitioners living in regional Queensland. The program focuses on the development of quality innovative and energising art and arts projects for, by and with, regional communities. The partnership between state and local government is important to ensure RADF grants are used in the best possible way to support professional arts and cultural development in regional Queensland.

Available funding varies from round to round and further information is outlined in the WDRC RADF Guidelines. The number of funding rounds will be determined by the Regional RADF Committee prior to the commencement of the financial year. Council may allocate funds in each annual budget.

Eligible applicants, apply to the Western Downs RADF Program under one of seven (7) priority category areas.

1. Local Delivery and Participation in the Arts  
*Objective - To support local creatives to deliver cultural activities for peers in the local area, engaging audiences from the broader community.*
2. Technical & Professional Skills Development - incoming group tutor  
*Objective - To facilitate access to affordable development workshops and training, by subsidising the costs of bringing professional tutors (professional artists or arts workers) to the Western Downs to teach creative groups valuable skills, for ongoing benefit of community.*
3. Technical & Professional Skills Development - outgoing individual  
*Objective - To facilitate access to one-off professional or technical skills development workshops and conferences for individual local creative, to develop their careers and for ongoing benefit of community.*
4. Cultural Entrepreneurs  
*Objective - To cultivate the creative industries and support local creatives to become financially viable, independent producers.*
5. Cultural Volunteers  
*Objective - To build community cultural capacity and ensure sound succession planning by supporting cultural volunteers to undertake relevant training.*
6. Local Cultural Organisations  
*Objective - To support local cultural organisations to develop and implement strategic plans to increase quality arts and cultural offerings for our community, and to grow audiences.*
7. Collections and Local History  
*Objective - To celebrate, document, interpret and preserving cultural heritage, historic and natural assets through oral history and digital storytelling with a view to actively encourage cultural tourism to region. To support significance and preservation assessments and ongoing work documenting, protecting, conserving, interpreting and digitising local collections to make them more easily understood and accessible.*

#### Eligible Applicants must:

1. Comply with the following criteria:-
  - a. Individual professional artists, arts workers, cultural workers or project coordinators who:-
    - i. Are based in the local Council area, or if based outside the local Council area are able to demonstrate how the project will directly benefit arts and culture in the local council area; and
    - ii. Are permanent residents or Australian citizens; and
    - iii. Have an Australian Business Number (ABN); and



2. Be an incorporated cultural organisations based in the local Council area, or those based outside the local Council area that are able to demonstrate how the project will directly benefit arts and culture in the local Council area; or
3. Be an unincorporated organisation, auspice by an incorporated body that is based in the local council area, or based outside the local Council area where that incorporated body is able to demonstrate how the project will directly benefit arts and culture in the Western Downs Regional Council area.

**Eligible Applicants must not:**

Have outstanding Council grants that have not been acquitted satisfactorily.

**Assistance Type**

Assistance will be purely of a financial nature and be provided as a cash contribution.

**Assistance Criteria**

- As set out in the RADF Guidelines (100% Weighting); and
- The Western Downs Regional Council Cultural Plan and Corporate Plan should also be referred to when applying for RADF funding.

**Assessment Process**

1. **Quick Response Grants** are approved at any time of the year (for projects up to \$2,000.00) by the Arts and Cultural Coordinator who is the Regional RADF Liaison Officer.

2. **Rounds (for project over \$2,000.00)** There are three (3) Rounds per financial year  
One of the four (4) RADF Local Area Committees assess local applications against Step 3 of the RADF checklist and make recommendations to the Western Downs Community Grants Assessment Reference Group.

*Please refer to the WDRC RADF Guidelines and WDRC RADF Application Form which provides further details and clarifies eligibility and assessment criteria.*

**Approval**

Recommendations will be made by the Local Area Committees to the Community Grants Assessment Reference Group to be considered by Council through a Council report.

**Grant Acquittal**

Successful applicants will be required to acquit the grant received including Council and Arts Queensland acknowledgement within eight (8) weeks of project completion. In all instances, the Regional Arts Development Fund Acquittal form is to be used.



### 3.3 MINOR GRANTS PROGRAM

#### Overview

The aim of the Minor Grants Program is to develop, strengthen and enhance the capacity of not for profit organisations to provide projects that compliment and improve services and activities of benefit to the community. Council reserves the right from year to year to identify priority areas for funding consistent with the strategic directions and policies endorsed by Council.

Grants must be of benefit to the general community and take the form of project funding.

Council will consider allocating funds in each annual budget and will conduct rounds in May and September. However, minor grants will only be available while such funds set aside in Council's annual budget for this purpose remains unexpended.

#### Eligible applicants must:

- Be organisations based within the boundaries of Western Downs Regional Council, however, consideration will be given to those organisations based outside of the Western Downs Regional Council boundaries where the project is being undertaken within the boundaries of the Western Downs Regional Council area; and
- Be organisations that are community based, non-profit and provide services and activities of benefit to the region and communities; and
- Have objectives for the organisation that are solely non-profit making; and
- Contribute financially and/or in-kind to the overall project costs. Preference may be given to those groups who financially contribute towards the project (eg. 50/50); and
- The organisations in-kind contribution will be acknowledged, but not recognised when determining the applicant's financial contribution; and
- Local showground management committees and individual representatives of those committees are eligible to apply under the Minor Grants Program subject to the provision of 50% financial contribution to the total project cost. Total project costs to exclude in-kind contribution; and
- Be a registered charity or be an incorporated organisation. Unincorporated organisations must be auspiced by an incorporated body within the Western Downs Regional Council area. An auspicing agreement form must be completed and attached to the application. Where the organisation is an unincorporated local member/branch of a registered charity or other organisation, they must be affiliated with an incorporated state body. ; and
- Provide a copy of the latest audited financial statements or a copy of the two latest bank statements; and
- Provide at least two comparable quotes from local businesses for required product/service where possible; and
- Provide written approval from Council's Facilities Department as to the suitability of the project if the application is for a project that either directly or indirectly relates to Council owned or controlled facilities or is a project that impacts on Council owned/controlled land.

#### Eligible Applicants must not:

- Be a commercial organisation; and
- Be a political group or organisation; and
- Have outstanding Council grants that have not been acquitted satisfactorily; and
- Have overdue outstanding payments to Council for rents, rates, fees etc; and
- Be applying for equipment, or materials that are for administrative purposes; and
- Be applying for uniforms for individuals or teams; and
- Be applying for annual or recurrent projects, or funding for the payment of consumables, salaries and wages; and
- Be a State or Commonwealth Government funded body eg Schools (including P & C), Hospitals, Hospital Auxiliary groups, Chaplaincy Programs, Landcare, fish restocking organisations or a sponsor organisation for such bodies, however, exceptions can be made at the discretion of Council where communities share the infrastructure requiring funding; and
- Own or operate a commercial licensed premise and/or gaming machines however, exceptions can be made at the discretion of Council where the licensed premise is utilised in a limited capacity; and
- Have objectives or a mission that conflict with those of Council.



### Assistance Type

- Funding is to a maximum of \$10,000; and
- The applicant shall be required to submit a project plan for grant request of \$5,000 and greater; and
- Assistance will be of a purely financial nature and be provided as a cash contribution; and
- Organisations can only submit one application per funding round. However, an organisation can submit an application and sponsor other groups applications; and
- All projects must be completed within twelve (12) months; and
- No projects will be funded retrospectively; and
- Council's support must be appropriately acknowledged with opportunities provided for Council publicity and participation in key activities.

### Assessment Criteria

1. Compliance with general eligibility criteria (100% Weighting):
  - a. Proof of eligibility and viability of applicant organisation (10%); and
  - b. Evidence of positive outcomes that will be of long term benefit to the community (30%); and
  - c. Demonstrated need for the project (40%); and
  - d. Demonstrated community support and involvement in the project (20%).

### Approval

A recommendation of approval will be made by the Community Grants Assessment Reference Group to be ratified by Council through a Council report.

### Grant Acquittal

Successful applicants will be required to acquit the grant received within eight (8) weeks of project completion. Evidence of the acknowledgement of Council's contribution must be provided.



### 3.4 REIMBURSEMENT PROGRAM

#### Overview

The aim of the Reimbursement Program is to provide financial support to the volunteer management committees responsible for managing Council owned facilities or those facilities Council is trustee of and the approved user groups or support groups of such facilities.

Organisations may apply for assistance under this program any time during the financial year but assistance will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

#### Eligible Applicants must:

- Be organisations based within the boundaries of Western Downs Regional Council; and
- Be organisations that are responsible for the volunteer management of Council owned facilities or facilities that Council is trustee of or the approved user groups or support groups of such facilities; and
- Be not for profit organisations or have charitable status; and
- Submit online via Council's funding platform Smarty Grants a completed application form; and
- Be an incorporated organisation; and
- Provide a copy of applicants current Certificate of Incorporation; and
- Provide evidence of the payment e.g. receipt for public liability insurance or Council planning and building fees.

#### Eligible Applicants must not:

- Be a commercial organisation; and
- Be a political group or organisation; and
- Have outstanding Council grants that have not been acquitted satisfactorily; and
- Have overdue outstanding payments to Council for rents, rates, fees etc; and
- Be a charitable or not-for-profit organisation that operates a commercial business as defined in the definitions of this policy (e.g. a not-for-profit commercial scale nursing home); and
- Be a facility managed by volunteers where there is a private or state trustee, however, exceptions can be made at the discretion of Council where it is deemed to be a significant community benefit.

#### Assistance Type

- **Public Liability Insurance Reimbursement**
  - Assistance will be of a purely financial nature and be provided as a cash contribution. The maximum amount per annum is \$1,000 and will be paid on a current policy only; and
  - Applications are to be submitted for public liability insurance premium, stamp duty and associated GST component only.
- **Council Planning and Building Fee Reimbursement**
  - Assistance will be of a purely financial nature and be provided as a cash contribution. The maximum amount per annum is \$1,000 and will be paid on presentation of a valid Council receipt which must be attached to the Reimbursement Program application; and
  - Reimbursement for planning and building fees will be for Council owned/controlled facilities including those facilities managed by volunteers.

#### Assessment Criteria

Compliance with general eligibility criteria (100% weighting).

#### Approval:

The Community Projects and Grants Coordinator has authority to approve applications received under this funding program. Once approved by the Community Projects and Grants Coordinator, an email can be issued to the approved applicant.





### 3.5 COMMUNITY LOANS

#### Overview

The Community Loans Program is for the provision of interest free loans to community, sporting and recreational clubs/associations based within the Western Downs Regional Council area and holding a lease over Council owned or controlled land or other land as Council determines.

The objective of this program is to assist public community, sporting and recreational organisations based within the region to provide an improved standard of facility (either new or upgraded) for club members and the general public on Council owned or controlled land, or other land as Council may determine.

#### Funding Source

The amount of money to be set aside as the total funding available for this purpose (the "Loan Pool") shall be \$250,000. This amount shall be the maximum Community Loan asset held by Council at any one time. The minimum loan to be made to any one organisation for any one project shall be \$5,000. The maximum loan shall be \$50,000.

#### Purpose, Term, Fees and Repayments

Loans may be provided for capital works situated on Council owned or controlled land or other land as Council may determine.

Council reserves the right from year to year to identify priority areas for funding consistent with its broad strategic direction and policies.

It is not the intention of this policy for Council to take over or extinguish existing mortgages.

Principal repayments shall be made quarterly, or on such other basis as agreed.

The term of advanced funds shall be no longer than five (5) years or the balance term of the respective lease (held by the applicant organisation over the facility/land), whichever is the shorter. Organisations may be able to extend the term of their lease to facilitate advancing of funds under this program.

Loans with terms of more than 3 years will require approval of the Treasury pursuant to Section 61A of the *Statutory Bodies Financial Arrangements Act (SBFA) 1982*, however Treasury issued general approval under section 76 of the SBFA Act on 23 March 2006. This general approval extends to loans issued under Council's thresholds, i.e. maximum loan shall be \$50,000 and maximum term 5 years.

All loans issued under this Policy shall be at an interest rate of 0%.

Successful applicants will be required to enter into a repayment agreement with Council. For loans over \$10,000 and/or for a term in excess of 3 years, successful applicants will be required to execute an indenture document and be required to remit duty as prescribed by the Stamp Duties Office with which the indenture documentation is to be lodged.

#### Eligibility Criteria

Organisations wishing to participate in the Council's Community Loan Program must satisfy the following eligibility criteria:

1. The applicant shall be an incorporated body; or
2. The applicant shall hold an approved Council lease, or other Council approved instrument, over the land upon which the proposed funds are to be expended; and
3. The applicant shall make available its membership to the general community; and
4. The applicant shall have no outstanding debt to Council at the time of application; and
5. The applicant shall provide proof by way of audited financial statements that it is not in a financial position to fund the proposed project/purchase without Council's assistance; and
6. The applicant shall provide proof that the nature of the proposed project is necessary for the club to remain viable and/or attain its long-term goals and objectives; and



7. The applicant shall maintain current Public Liability Insurance cover of no less than \$10million. Policy details must be provided at the time of making the application; and
8. The applicant must demonstrate a financial capacity to meet repayments; and
9. The applicant shall during the term of this agreement until such time as all monies due and payable to the Council have been received by the Council, insure and keep insured in some public insurance office, the asset against loss or damage by fire, storm, tempest and theft to its full insurable value and will cause all monies received by virtue of such insurance to be forthwith laid out in re-instating the said asset so destroyed or damaged as aforesaid. A copy of the certificate of currency must be supplied to the Council throughout the period of the loan.

#### **Assessment Process:**

Applications shall be made by completing the prescribed Community Loan Program Form and submitting such to Council.

Applications shall be assessed by relevant Council officers from the Community & Liveability Division in consultation with relevant Council officers from the Financial Planning Department.

The recommendation/s of officer/s will be submitted as a formal report to Council for approval or otherwise.

#### **Application Requirements**

Applications for consideration under Council's Community Loan Program will be accepted at any stage throughout a financial year.

Supporting documentation to be included with the completed Application Form must include:

1. A copy of the applicant organisation's Certificate of Incorporation under the *Associations Incorporation Act 1981* as amended; and
2. A copy of the applicant organisation's rules, by-laws, constitution; and
3. A copy of the applicant organisation's management / development plan; and
4. Audited financial statements for the past two (2) years must be provided with the application. A cash flow analysis for the term of the loan sought and certification by a Certified Practising Accountant (CPA) that the organisation has the financial viability to repay same is also required to accompany the application; and
5. Details of the applicant organisation's public liability insurance policy; and
6. Full details of the project and the purpose for which the loan is sought should be included. e.g. concept plans, details of perceived benefits to members, the proposed applicant organisation's input to the project etc; and
7. All development shall be subject to the relevant planning and building approval requirements; and
8. All purchasing, tenders and quotations shall be conducted in accordance with Council's current Purchasing Policy with a minimum of two (2) written estimates for the works and materials necessary to complete the project; and
9. The applicant shall during the term of this agreement until such time as all monies due and payable to the Council have been received by the Council, insure and keep insured in some public insurance office, the asset against loss or damage by fire, storm, tempest and theft to its full insurable value and will cause all monies received by virtue of such insurance to be forthwith laid out in re-instating the said asset so destroyed or damaged as aforesaid. A copy of the certificate of currency must be supplied to the Council throughout the period of the loan.

#### **Advance of Funds**

The timing of partial/full loan advances shall be negotiated with the successful applicant.

Approved Council officers will undertake random inspections of works undertaken at various times throughout the course of the project to determine partial loan advances where negotiated.

#### **Default:**

Should there be default on any one (1) loan repayment instalment:



## Community Grants - Organisational Procedure

1. Council and the organisation shall negotiate alternative arrangements. However, if a mutually satisfactory arrangement cannot be negotiated to Council's satisfaction, the whole of the balance monies, plus interest charged, from the last instalment paid, at the current 5 year loan pool rate as set by Queensland Treasury Corporation, is deemed to be immediately due and payable; and
2. Further, if a mutually satisfactory arrangement cannot be negotiated, the organisation shall be required to execute a surrender of the lease or other instrument it holds in relation to the subject Council owned/controlled land.



### 3.6 IN-KIND SUPPORT STREAM

The purpose of the In-Kind Support Stream is to develop, strengthen and enhance the capacity of organisations to provide services and activities of benefit to the community. Council will consider allocating operational resources in each annual budget in order to provide in-kind assistance to community groups throughout the financial year.

#### In-Kind Assistance Program

In general, in-kind assistance means that Council provides materials or services within Council's core business at no charge to the applicant; eg labour, plant and equipment

Applications should be received at least four (4) weeks prior to the in-kind assistance project date in order for Council to process the application and to schedule the works. No guarantee is given that Council will be able to program or carry out the works in the time frame allotted.

In-kind assistance may be requested at any time during the financial year but will only be available while such funds set aside in Council's annual budget for this purpose remains unexpended.

#### Eligible Applicants must:

- Be organisations based within the boundaries of Western Downs Regional Council, however, consideration will be given to those organisations based outside of the Western Downs Regional Council boundaries where the event/activity is being held within the boundaries of the Western Downs Regional Council area; and
- Be organisations that are community based, non-profit and provide services and activities of benefit to the region and communities; and
- Be an incorporated organisation. Unincorporated organisations must be sponsored by an incorporated body within the Western Downs Regional Council area. Where the organisation is an unincorporated local member/branch of a registered charity or other organisation, they must be affiliated with an incorporated state body; and
- Submit online via Council's funding platform Smarty Grants a completed application.

#### Eligible Applicants must not:

- Be a commercial organisation; and
- Be a political group or organisation; and
- Have outstanding Council grants that have not been acquitted satisfactorily; and
- Have overdue outstanding payments to Council for rents, rates, fees etc; and
- Be a State and/or Commonwealth Government funded body (eg hospitals, schools). Exceptions will be for P&C's who will be eligible for the provision of equipment only; and
- Exceptions can be made at the discretion of Council and
- Have objectives or a mission that conflict with those of Council; and
- Operate a commercial licensed premise and/or gaming machines, however, exceptions can be made at the discretion of Council where the licensed premise is utilised in a limited capacity.

#### Assistance Type

- The fund will provide In-kind assistance only to eligible organisations to a value not exceeding \$2,000; and
- Community organisations can submit more than one application under this program however the maximum level in any one financial year per community organisation is \$2,000; and
- ; and
- Council's in-kind support must be appropriately acknowledged with opportunities provided for Council publicity and participation in key activities; and
- Organisations requiring in-kind assistance only for an event are to make application under this funding program.

#### Assessment Criteria

1. Compliance with general eligibility criteria (100% weighting)



**Approval**

The Community Projects and Grants Coordinator has authority to approve applications received under this funding program. Once approved by the Community Projects and Grants Coordinator, an email can be issued to the approved applicant.



### 3.7 LOCAL EVENTS PROGRAM

#### Overview

The aim of the Local Events Program is to assist and support local organisations in the provision of traditional festivals or culturally significant events for their local community or sponsorship of community activities. Local community events, festivals and activities provide enhanced arts and cultural activities that add value to the life of residents and visitors alike. This funding program supports the development and growth of festivals and events across the region and grants for awards and competitions.

Council will consider allocating funds in each annual budget and will advertise for grants three times per year. However, local events grants will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

Please consider retaining funds from your event to ensure future events are self-sustaining.

#### Eligible Applicants must:

- Be organisations based within the boundaries of Western Downs Regional Council, however, consideration will be given to those organisations based outside of the Western Downs Regional Council boundaries where the event is being held within the boundaries of the Western Downs Regional Council area; and
- Be organisations that are community based, non-profit and provide services and activities of benefit to the region and communities; and
- Be an incorporated organisation. Unincorporated organisations must be auspiced by an incorporated body within the Western Downs Regional Council area. An auspicing agreement form must be completed and attached to the application. Where the organisation is an unincorporated local member/branch of a registered charity or other organisation, they must be affiliated with an incorporated state body; and
- Submit online via Council's funding platform Smarty Grants a completed application; and
- Allow 8 (eight) weeks after the closing date to be advised of the outcome of the funding application. Applications for events held prior to the notification of the outcome of the funding round will not be eligible for consideration in the funding round.
- For the funding of Dux Awards provide a request to Council for assistance through the submission of a letter;
- Provide a full event proposal for applications of \$5000 and greater (template available).

#### Eligible Applicants must not:

- Be a commercial organisation and/or be for financial assistance for a commercial activity; and
- Be a political group or organisation; and
- Have outstanding Council grants that have not been acquitted satisfactorily; and
- Have overdue outstanding payments to Council for rents, rates, fees etc ; and
- Be a State and/or Commonwealth Government funded body (e.g. schools, P&C's, hospitals), however exceptions can be made for the sponsorship of School Awards (e.g. Dux) and where the application is assessed under the Category for Funding
  - Significant Community Events - Milestones Events; and
- Have objectives or mission that conflict with those of Council; and
- Operate a commercial licensed premise and/or gaming machines however, exceptions can be made at the discretion of Council where the licensed premise is utilised in a limited capacity.
- Exceptions can be made at the discretion of Council.

#### Assistance Type

This stream can provide assistance through cash and/or in-kind contributions to a maximum amount per application of \$10,000. All events that require an in-kind assistance component must include the request in the application and be detailed in the application budget.

Council's support must be appropriately acknowledged with opportunities provided for Council publicity and participation in key activities.



<b>1. Significant Community Events -</b>	
<ul style="list-style-type: none"> <li>• Significant Community Celebrations</li> <li>• Town Christmas Celebrations</li> <li>• Local Agricultural Shows</li> <li>• Significant historical activities and milestone events e.g. 150 year or 100 year celebrations</li> </ul>	Up to \$5,000.00 made up of cash or in kind
<b>2. Regional Events</b>	
<ul style="list-style-type: none"> <li>• Sponsorship of Races eg. Horse, Yabbe, Camel races</li> <li>• Pro Am Golf Days</li> <li>• Regional level sporting events</li> <li>• Regional events</li> <li>• Regional Competitions and Awards eg. Art competitions/prizes, photographic competitions, garden competitions, education awards</li> </ul>	Up to \$2,000.00 cash plus up to \$2,000.00 in-kind each year per applicant. Sponsorship of races is capped to one application per year per organisation.
<b>3. Local Events</b>	
<ul style="list-style-type: none"> <li>• Local Competitions and Awards eg. Art competitions/prizes, photographic competitions, garden competitions, education awards</li> <li>• Local events</li> <li>• Local level sporting events</li> </ul>	Up to \$500.00 cash
<b>4. Dux Awards</b>	
<ul style="list-style-type: none"> <li>• Dux Awards - Year 12 or Year 10 - One (1) grant per School with a preference to fund the highest year level. Application by letter of request accepted at any time of the year.</li> </ul>	\$250.00 cash

Applications for other events seeking funds from \$5,000.00 to \$10,000.00 may also be submitted however will require a full event proposal outlining the significance of the event to the region.

### Assessment Criteria

1. How well the Application aligns with the funding stream aims (30% weighting); and
2. The level of community need for the event (15% weighting); and
3. The level of community support for the application (20% weighting); and
4. The capability of the applicant to manage the grant (10% weighting); and
5. How critical Council's support is to the staging of the event (10% weighting); and
6. The degree and quality of community consultation, community networking and community partnership evident in the application, consideration will be given to events that add value to major/regional events (15% weighting).

### Approval

A recommendation of approval will be made by the Community Grants Assessment Reference Group to be ratified by Council through a Council report with the exception of the Dux Awards which may be approved by the Community Projects and Grants Coordinator with a report submitted to Council once per year outlining all Dux Awards approved.

### Grant Acquittal

Successful applicants will be required to acquit the grant received within twelve (12) weeks of event being completed. Evidence of the acknowledgement of Council's contribution must be provided.



### 3.8 MAJOR EVENTS PROGRAM

#### Overview

To secure, nurture and grow a diverse portfolio of major events that will create economic growth, promote Western Downs nationally and internationally, generate positive social and cultural benefits and inspire the residents of the Western Downs.

These are events that will attract significant numbers of event visitors, participants or media from outside the region and result in substantial and measurable outcomes in the region in which they are held.

Council will consider allocating funds in each annual budget and will advertise for grants twice annually, in March and October. However, major events grants will only be available while such funds set aside in Council's annual budget for this purpose remains unexpended.

#### Eligible Applicants must:

- Be based within the boundaries of Western Downs Regional Council, however, consideration will be given to those organisations based outside of the Western Downs Regional Council boundaries where the event is being held within the boundaries of the Western Downs Regional Council area; and
- Be organisations that are community based, non-profit and provide services and activities of benefit to the region and communities; and
- Be an incorporated organisation. Unincorporated organisations must be sponsored by an incorporated body within the Western Downs Regional Council area. Where the organisation is an unincorporated local member/branch of a registered charity or other organisation, they must be affiliated with an incorporated state body; and
- Provide a copy of applicant's current Certificate of Incorporation; and
- Provide a completed application form; and
- Provide a full event proposal; and
- Provide a detailed acknowledgement proposal recognising Council's financial assistance as outlined in the Community Grants Acknowledgement Guidelines; and
- Provide a copy of the latest audited financial statements or a copy of the latest certified financial statements; and
- Undertake an economic evaluation of the event (template to be provided by Council).

#### Eligible Applicants must not:

- Be a commercial organisation; and
- Be a political group or organisation; and
- Have outstanding Council grants that have not been acquitted satisfactorily; and
- Have overdue outstanding payments to Council for rents, rates, fees etc; and
- Be a State and/or Commonwealth government funded body eg schools, hospitals; and
- Have objectives or a mission that conflict with those of Council; and
- Own or operate a commercial licensed premise and/or gaming machines however exceptions can be made at the discretion of Council where communities share the infrastructure requiring funding and/or where the licensed premise is utilised in a limited capacity.

#### Assistance Type

This stream may provide assistance through cash and/or in-kind contributions from \$10,000 to a maximum amount per application of \$40,000. All events that require an in-kind assistance component must include the request in the application and be detailed in the application budget; and

- Council's support must be appropriately acknowledged with opportunities provided for Council publicity and participation in key activities; and
- No events will be funded retrospectively.





### Assessment Criteria

1. Tourism and economic benefits (40% weighting); and
2. Destination promotion (10% weighting); and
3. Number of visitors from outside the region particularly interstate 20%; and
4. Growth potential of the event over time (eg. economic, visitation, iconic) 20%; and
5. Developing a long term iconic image 10%.

### Approval

A recommendation of approval will be made by the Community Grants Assessment Reference Group to be ratified by Council through a Council report.

### Grant Acquittal

Successful applicants will be required to acquit the grant received within twelve (12) weeks of event being completed. In all instances the Major Events Acquittal form is to be used. Evidence of the acknowledgement of Council's contribution must be provided.



### 3.9 ECONOMIC DEVELOPMENT STREAM

The Economic Development stream aims to provide financial assistance to not-for-profit business organisations and groups within Western Downs Regional Council area towards projects and activities. Council reserves the right from year to year to identify priority areas for funding consistent with the strategic directions and policies endorsed by Council.

### 3.10 CHAMBER OF COMMERCE GRANTS PROGRAM

#### Overview

The aim of the Chamber of Commerce Grants Program is to develop, strengthen and enhance the capacity of Chambers of Commerce or like not for profit organisations, hereafter referred to as Chambers of Commerce, to provide projects and activities of benefit to business expansion and economic development. Council reserves the right from year to year to identify priority areas for funding consistent with the strategic directions and policies endorsed by Council.

Grants must be of benefit to the business community and take the form of project funding.

Council will consider allocating funds in each annual budget and will advertise for grants annually, in February.

#### Eligible Applicants must:

- Be organisations based within the boundaries of Western Downs Regional Council; and
- Be organisations that are community based, non-profit and provide services and activities of benefit to local business expansion and economic development; and
- The objective of the organisation must be solely non-profit making; and
- Be incorporated; and
- Have submitted Interim Report & Acquittal for grants received in the current financial year (If applicable); and
- Provide a copy of applicant's Financial Statement (Audited) for past year, and/or two current bank statements; and
- Appropriately acknowledge Council's funding involvement and support with opportunities provided for Council publicity and participation at key activities; and
- Provide a copy of applicant's Certificate of Incorporation; and
- Provide a copy of applicant's Financial Statement (Audited) for past year, and/or two current bank statements; and
- Provide a statement of expected benefit to Chamber members and/or business community multiple Chambers of Commerce are encouraged to link local delivery of services or activities with regional benefits; and
- Obtain prior written approval from Council's Facilities Division as to the suitability of the project if the application is for a project that either directly or indirectly relates to Council owned or controlled facilities or impacts on Council owned or leased land.

#### Eligible Applicants must not:

- Be a commercial organisation; and
- Be a political group or organisation; and
- Have outstanding Council grants that have not been acquitted satisfactorily; and
- Have overdue outstanding payments to Council for rents, rates, fees etc; and
- Be applying for equipment or materials that is for administrative purposes; and
- Receive recurring operational funding from State or Commonwealth Government; and
- Organisations operating a licensed premise and/or gaming machines will not be eligible for financial assistance; and
- Exceptions can be made at the discretion of Council where communities share the infrastructure requiring funding.



## Assistance Type

- Assistance will be of a purely financial nature and be provided as a cash contribution; and
- Application can be made for in-kind assistance considering the Assistance Types defined under Council's In-Kind Assistance Program within the Community Grants Policy; and
- Chambers may only submit one application per funding round ; and
- Successful organisations must accept funding within two (2) months of notification of grant being approved otherwise approval will lapse. Acceptance requires the successful organisation to provide Council with a Tax Invoice for the granted amount or correspondence identifying alternative use of monies (ie. In-kind assistance); and
- Grants will be paid in two instalments: 50% upon acceptance of funding (as above) and 50% on acceptance of completed Interim Report and Acquittal (based on Chamber of Commerce Grants Acquittal form); and
- All projects must be completed within twelve (12) months; and
- No projects will be funded retrospectively; and
- Annual or recurrent projects, or funding for the payment of consumables, salaries and wages will not be considered; and
- Council's support must be appropriately acknowledged with opportunities provided for Council publicity and participation in key activities.

## Assessment Criteria

1. Compliance with general eligibility criteria (100% Weighting) as follows:-
  - a. Evidence of operational planning for next financial year with preference being for three year planning documentation (25%); and
  - b. Evidence of capacity to deliver planned reporting and outcomes (25%); and
  - c. Evidence of membership support for operational planning and key activities (25%); and
  - d. Demonstrated adherence to Acquittal and reporting requirements of previous years funding (25%).

## Approval

A recommendation of approval will be made by the Community Grants Assessment Reference Group to be ratified by Council through a Council report.

## Grant Acquittal

An Interim Report and Acquittal must be submitted by 31 January with a Final Report and Acquittal to be submitted by 31 August. In all instances the Chamber of Commerce Grants Acquittal form is to be used.

Evidence of the acknowledgement of Council's contribution must be provided.

## DEFINITIONS

### Acquittal Process

The acquittal process is the process by which a 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.

### Auspice

Patronage/support by a not-for-profit legally constituted entity for another organisation that is unincorporated.

### Donation

A donation is a voluntary gift given, typically, to a non-related charitable, public purpose or not-for-profit organisation, without any material benefit or advantage being received by Council in return and provided without any conditions or contractual obligations. A donation may take various forms, including cash, services, new or used goods. Charitable gifts of goods or services are also called gifts in kind. The person or institution giving a gift is called the donor and the person or institution receiving the gift is called the donee or recipient.



### Chamber of Commerce

Chamber of Commerce are not for profit organisations based in the Western Downs Regional Council area that deliver services, projects and/or activities of benefit to business expansion and economic development.

### Community Celebrations

Community Celebrations include those events that create and nurture a sense of community pride and celebrate the unique character and cultural heritage of our communities. These events play a major role in building social capital, encouraging community participation and enhancing tourism opportunities.

### Community Organisation

Means a 'not for profit' community group or organisation (incorporated or unincorporated), whose primary aim is to provide services which are of benefit to the Community.

Activities would commonly centre on being community oriented, recreational, social and educational.

- Incorporated - Be an organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect with this applying both while the organisation is operating and when it ceases to function. Any profit that is made by the organisation must go back into the operation to carry out its purposes and is not distributed to any of its members. It is accepted that an incorporated organisation is non-profit where its constitution or governing documents prevent it from distributing profits or assets for the benefit of particular people. These documents should contain acceptable clauses showing the organisations non - profit character.
- Unincorporated - Be an organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect with this applying both while the organisation is operating and when it ceases to function. Any profit that is made by the organisation must go back into the operation to carry out its purposes and is not distributed to any of its members. . An unincorporated association is not recognised as a separate legal entity to the members associated with it. It is a group of people who agree to act together as an organisation and form an association. The group can remain informal and its members make their own rules on how the group is managed. The rules may also be referred to as a constitution.

### Commercial

Any individual, group of individual's or organisation that:

- Does not meet 'not for profit' status as defined above.
- Operates for profit.

And

- "Commercial" means a non-profit organisation that operates, on a permanent or full time basis, in competition with (or reasonably expected to be in competition with) any equivalent 'for profit' business within the Council area, or has a permanent liquor or gaming licence. For example, a not for profit entity will be considered to be 'commercial' where that entity operates a shop, professional service, pharmacy, or a bar, bistro other than on an ad-hoc or irregular event basis. This does not include professional services offered by a charity, or a retail outlet that re-sells donated items such as Lifeline, St Vincent de Paul etc.

### Funding Category

Funding Category refers to program areas that sit under the grant types, with specific aims and priorities that are updated annually.

### Grant

A grant is a payment provided to a recipient for a specific purpose or project, generally as part of an approved Council program, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation or commercial return to Council. Grants are subject to conditions (particularly reporting and accountability and a requirement for the funds to be expended for the direct purpose they were granted). Council requires some form of recognition for grant funding, as detailed in funding agreements.

### In-Kind



In-Kind assistance means that Council provides materials or services within Council's core business at no charge to the applicant eg labour, plant, equipment and reduction of fees for Council owned and operated facilities.

### **Naming Rights**

The right to name property, either tangible property or an event, usually granted in exchange for financial consideration.

### **Service Level Agreement**

A Service Level Agreement (SLA) is a formally negotiated agreement between Council and an organisation, individual or community group that details the nature, quality and scope of a service to be provided. The purpose of an SLA is to formalise the services of a provider and outline the responsibilities of both Council and the provider of a defined service.

### **Sponsorship**

Sponsorship is the right to associate the sponsor's name, products or services with the sponsored organisation's service product or activity, in return for negotiated benefits such as money or promotional opportunities. It involves a negotiated exchange and should result in tangible and mutual compensation for all parties in the arrangement. 'In-kind', or contra or non-monetary sponsorship is a form of sponsorship where goods and/or services are provided instead of cash.

