

HEAD OF POWER

- *Local Government Regulation 2012*, section 194 and 195

INTENT

The purpose of this policy is to provide guidelines and criteria for grants to eligible individuals and community organisations.

SCOPE

This policy applies to all employees and Councillors responsible for the programs associated with community grants.

DEFINITIONS

Community grant means a grant approved in accordance with this policy and provided to an eligible individual or community organisation.

Employee means a local government employee as defined in the *Local Government Act 2009*.

POLICY STATEMENT

1. Council may approve a community grant if Council is satisfied the grant will be used for a purpose that is in the public interest and the individual/community organisation meets the criteria of this policy.
2. Community grants contains six programs:
 - Young People in Sport
 - Micro Grants
 - Special Events Grant
 - Community Services
 - Community Development
 - Community Events
 - Sport and Recreation
 - Sport Championships
 - International and National sporting events
 - State sporting events
 - Regional significant sporting events
 - Partnerships and Sponsorships
3. Information about community grants:
 - The decision of Council on grant applications is final.
 - Community grants may require compliance with specific conditions before payment. Should these conditions not be met by the specific date, Council reserves the right to revoke the offer of support.

- Any approved community grant which is not spent in the current financial year will not be carried over to the next year unless requested by the applicant (in writing) and approved by Council in writing.
- Successful applicants who have received funding under this policy (except for Young People in Sport and Special Events) are ineligible to receive additional funding in the same financial year.
- Council requires relevant acknowledgement of financial support (refer to Acknowledging Funding Support).

Allocation of funds from the Council's operational budget shall be made annually for the Community Grants Programs.

4. Community Grant Programs

4.1 Young People in Sport (YPIS)

The YPIS program aims to assist young athletes living in the Bundaberg Region by providing a grant to assist with the cost of representing Queensland at National sporting competitions or representing Australia at International sporting competitions.

Grants are based on the location of the competition, and are allocated as follows:

- Representing Queensland (under the age of 18 at the date competition commences) – \$200 per athlete.
- Representing Australia (under the age of 18 at the date competition commences) – \$500 per athlete.

A maximum of \$500 per athlete, per every second financial year is available. YPIS is open all year on a financial year basis until budgeted funds are expended. Budgeted funds will be allocated on a quarterly basis to provide assistance across the financial year. Applicants must provide supporting documentation as specified in the guidelines. Applications must be submitted on the Young People in Sport Guidelines and Application Form.

4.1.1 Eligible applicants

- Under the age of 18 at the date competition commences; and
- Representing Queensland at a National competition or representing Australia at an International competition; and
- Residing within the Bundaberg Regional Council area; and
- Is a member of a local sporting club; and
- Applications must be received prior to commencement of the nominated sporting competition.

4.1.2 Ineligible applicants

- School based competitions.
- Applicants who have previously not satisfactorily acquitted a Council grant.
- Applicants that have received a YPIS grant in the previous financial year.

4.1.3 Assessment and approval

Council employees assess applications against the guidelines and obtain approval from the appropriate Council Manager.

4.1.4 Grant acquittal

Successful applicants will be required to acquit the grant received by providing evidence of attendance at the nominated competition within two months after the completion of the competition.

4.2 Micro Grants

The Micro Grants Program aims to provide a grant to community groups and associations that meet recognised community needs as identified in the Council's Community Development Strategy 2020-2023 or Sport and Recreation Strategy 2018-2028. All successful applicants must acknowledge Council's contribution as outlined in the Acknowledging Funding Support Guide.

The available funding per application is up to \$1,000 every second financial year.

The Micro Grants program opens on the first day of the month and closes 5.00pm on the last Friday of the month.

Applicants must provide supporting documentation as specified in the Micro Grants program guidelines.

Applications are to be lodged online through SmartyGrants.

4.2.1 Eligible applicants

- Bundaberg Regional Council based legal not-for-profit group/organisations; and
- Have majority of members of the group/organisation reside in the Bundaberg Regional Council area; and
- Have acquitted any previous Council grant satisfactorily.

4.2.2 Ineligible applicants

- Groups/organisations who have not satisfactorily acquitted a previous Council grant.
- Groups/organisations who have received a Micro Grant in the previous financial year.
- Political and for-profit groups.
- Schools and Universities.

4.2.3 Ineligible funding and projects

- Retrospective funding.
- Item based recurrent funding.
- Support for an individual pursuit.
- Commercial activities.
- Projects that do not involve the Bundaberg Regional Council community.
- Activities that are considered the core responsibility of the applicant.

- Projects that duplicate existing services, programs and events for the same communities.

4.2.4 Assessment and approval

Applications are received and processed through the Community Services Unit and assigned to the relevant assessing employee. The applications are assessed and weighted on applicants' meeting criteria outlined in the Micro Grants Program Guidelines.

The assessing employee then provides a recommendation with rationale to approve or decline the requested amount. Final approval is provided by the delegated Council Manager and the applicant is then notified of the result.

4.2.5 Grant Acquittal

Successful applicants will be required to acquit the grant received. Successful applicants must notify Council of any significant change to the approved project. The delegated Council Manager will review and if satisfactory, approve these changes.

4.3 Special Events Grant

As part of Council's commitment to provide an active, vibrant and inclusive community, Council's Special Events Grant can provide funding for events such as namely Australia Day, ANZAC Day Commemorations and Community Christmas Celebrations.

All successful applicants must acknowledge Council's contribution as outlined in the Acknowledging Funding Support Guidelines.

Council allows organisations to make application for additional activities via other funding programs where applicable. Multiple applications for the same activity are not allowed (excluding Regional Arts Development Fund).

The funding amount available is up to \$1,000 per event, per location.

Applicants must provide supporting documentation as specified in the guidelines.

There are three funding rounds per financial year. Applications must be received by 5.00pm on the last day of each round.

- Round 1 – Opening 1 September – closing 31 October
- Round 2 – Opening 1 November – closing 31 December
- Round 3 – Opening 1 January – closing 28/29 February

4.3.1 Eligible applicants

- Bundaberg Regional Council based not-for-profit groups/organisations; and
- The majority of the members reside in the Bundaberg Regional Council area.

4.3.2 Ineligible applicants

- Groups/organisations who have not satisfactorily acquitted a previous Council grant.
- Political and for-profit groups
- Schools and Universities.

4.3.3 Ineligible funding and projects

- Retrospective funding.
- Commercial activities.
- Projects that do not involve the Bundaberg Regional Council community.
- Projects that duplicate existing programs and events for the same communities.

4.3.4 Assessment and approval

Applications are received and processed through the Events Unit and assigned to Council employees. Applications are assessed and weighted on the applicants meeting the criteria outlined in the Special Events Grants Program Funding Guidelines.

4.3.5 Grant Acquittal

Successful applicants will be required to acquit the grant received.

Successful applicants must notify Council of any significant change to the approved project. The delegated Council Manager will review and if satisfactory, approve these changes.

4.4 Community Services Program

There are three funding rounds per financial year. Applications must be received by 5.00pm on the last Friday of each round.

- Round 1 – Opening 1 March – closing last Friday in June (for events/projects held after 1st of October)
- Round 2 – Opening 1 July – closing last Friday in October (for events/projects held after 1st of February)
- Round 3 – Opening 1 November – closing last Friday in February (for events/projects held after 1st of June)

The available funding per application is up to \$5,000.

Organisations can submit one application per funding round in either the Sport and Recreation, Community Development or Community Events stream. Successful applicants will only receive funding once in the financial year from the Community Grants Program. All successful applicants must acknowledge Council's contribution as outlined in the Acknowledging Funding Support Guide.

The three streams of Community Services Grants include:

1. **Sport and Recreation** – a grant for sport and active recreation organisations towards opportunities to increase participation, sustainability through capacity to raise funds and towards new or upgraded sport and recreational facilities.

2. **Community Development** – a grant for community groups and organisations that meet community needs as identified in the Bundaberg Regional Council Community Development Strategy.
3. **Community Events** – a grant to the community to support community events.

Applications must be lodged online through SmartyGrants.

4.4.1 Eligible applicants

- Bundaberg Regional Council based legal not-for-profit organisation, or charitable organisation.
- Groups or organisations who have a current Public Liability Certificate.
- Groups or organisations who have the majority of the group/organisation residing in the Bundaberg Regional Council area.
- Groups who have acquitted any previous Council grant satisfactorily.
- Auspice organisations who meet criteria and accept legal and financial responsibility for your project.

4.4.2 Ineligible applicants

- Applicants that have not satisfactorily acquitted previous Council grants.
- Political, or discriminatory and for-profit groups.
- School and Universities.

4.4.3 Ineligible funding and projects

- General operating costs (electricity, rates, phone, rent, meals, accommodation, maintenance, insurances etc).
- Council fees and charges (facilities/assets/licences etc).
- Individual, private or commercial ventures.
- Cash, and/or prize money.
- Insurance (public or general liability etc).
- Projects to repair design faults.
- Drawings and schematic designs that do not have committed capital funding.
- Projects under litigation.
- Relocation costs.
- Retrospective funding.
- Purchase of land/buildings/facilities.
- Item based recurrent funding.
- Clothing/uniforms (e.g. sports shirts).
- Ongoing salaries/wages for staff (a position created for the length of a project is considered eligible).
- Projects that do not involve the Bundaberg Regional Council community.
- Activities that are considered the core responsibility of the applicant.
- Projects that duplicate existing services, programs and events for the same communities.
- Other items as noted in the Community Grants Program Guideline.

4.4.4 Assessment and approval

Applications are assessed and weighted on applicants meeting criteria outlined in guidelines and application forms and providing effective supporting documentation.

Applications are received and processed through the Community Services Unit and assigned to relevant assessing employees. Assessing employees then complete the assessment form, inclusive of recommendation and rationale that is then provided to the Community Grants Assessment Panel.

Based on the assessing employee recommendations and available budget, the Community Grants Assessment Panel will make final recommendations to be approved by the delegated General Manager.

4.4.5 Grant Acquittal

Successful applicants will be required to acquit the grant received.

Successful applicants must notify Council of any significant change to the approved project. The delegated Council Manager will review and if satisfactory, approve these changes.

4.5 Sport Championship Funding Program

The program will provide funding for sporting championships that are international, national, state or regional significant in focus, are recognised by the relevant sporting authority and provide an opportunity for talented athletes, officials and coaches to develop their skills through exposure to and participation in these events.

- There are three funding rounds per financial year. Applications must be received by 5.00pm on the last day of each round. Round 1 – Opening 1 March – closing last Friday in June (for events/projects held after October)
- Round 2 – Opening 1 November – closing last Friday in February (for events/projects held after June)
- Round 3 – Opening 1 July – closing last Friday in October (for events/projects held after February)

There are three distinct event categories within the Sport Championship Funding Program:

- International/national sporting events;
- State sporting events; and
- Regional significant sporting events.

Organisations may apply for funding for multiple events however, the maximum funding available to any one organisation through the program is \$5,000 per financial year.

Applications are to be completed on the Sport Championship Funding Program Application Form.

4.5.1 Eligible applicants

- Bundaberg Regional Council based legal not-for-profit incorporated sport organisations.

4.5.2 Ineligible applicants

- Organisations who have not satisfactorily acquitted a previous Council grant.
- Individuals, groups of individuals, unincorporated groups/organisation, political and for-profit groups.
- Schools and Universities.

4.5.3 Ineligible funding and projects

- Retrospective costs associated with events that have already commenced or been completed.
- Costs associated with the event bid.
- Insurance (public liability, general liability).
- Costs associated with appearance fees, presentation functions, trophies, prize money.
- Office equipment such as computers, printers, photocopiers etc.
- Council fees and charges (facilities/assets/licenses/waste etc.).
- Private/commercial ventures.
- Rental of office premises.

Note: Although Council will not fund the above items, they may be included in the budget as part of the contribution by the event organiser.

4.5.4 Assessment and approval

Applications are assessed and weighted on applicants meeting criteria outlined in the guidelines and providing appropriate supporting documentation.

An assessment panel consisting of the portfolio Councillor, Branch Manager, Parks, Sport and Natural Areas and the Coordinator of Sport and Recreation will assess the eligible applications against the objectives and criteria and provide a recommendation to the General Manager Community and Environment for approval.

Note: Where the applications are to support a bid for an event and are successful, funds will not be released until official notification of the bid is awarded. Council will provide a letter to support the bid outlining the financial contribution awarded if the funding application is successful.

4.5.5 Grant Acquittal

- Successful applicants will be required to acquit the grant received.
- Successful applicants must notify Council of any significant change to the approved project. The delegated Council Manager will review and if satisfactory, approve these changes.

4.6 Partnerships and Sponsorships Program

Approved partnerships and sponsorships arrangements will reflect the philanthropy of Council and the commitment to improve the wellbeing of the community of the Bundaberg Region. All successful applicants must acknowledge Council contribution as outlined in the Acknowledging Funding Support Guideline.

Over \$5,000 in financial assistance is available per application.

Applicants must provide supporting documentation as specified in the Application Form.

There are three funding rounds per financial year. Applications must be received by 5.00pm on the last Friday of each round.

- Round 1 – Opening 1 March – closing last Friday in June (for events/projects held after October)
- Round 2 – Opening 1 July – closing last Friday in October (for events/projects held after February)
- Round 3 – Opening 1 November – closing last Friday in February (for events/projects held after June)

4.6.1 Eligible applicants

- Applications that demonstrate strong Bundaberg Region Community benefit, need and support for a project, event or activity; and
- The majority of members reside in the Bundaberg Regional Council area.

4.6.2 Ineligible applicants

- Groups/organisations who have not satisfactorily acquitted a previous Council grant.
- Political, discriminatory groups.
- Schools and Universities.

4.6.3 Ineligible funding and projects

- Applications that have not satisfactorily acquitted previous Council grants.
- Retrospective funding.

4.6.4 Assessment and approval

Applications are assessed and weighted on applicants meeting criteria outlined in the guidelines and providing appropriate supporting documentation.

Applications are received and processed through the Events Unit and assigned to the relevant assessing employee. A report is then presented to Council for their consideration at an Ordinary Meeting.

4.6.5 Grant acquittal

Successful applicants will be required to acquit the grant received.

Successful applicants must notify Council of any minor or significant change to the approved project. The delegated Council Manager will review and if satisfactory approve minor changes. Significant changes will be tabled at an Ordinary Council Meeting for approval.

ASSOCIATED DOCUMENTS

- Bundaberg Regional Council Community Development Strategy 2020-2023
- Bundaberg Regional Sport and Recreational Strategy
- *Collections Act 1966*
- Community Grants Program – Application Form
- Community Grants Program – Application Guidelines
- Community Grants Program – Acknowledging Funding Support
- Community Grants Program – Acquittal Form
- Corporate Plan 2021-2026
- Community Grants Program Funding Agreement

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

Branch Manager, Community Services.