

COMMUNITY GRANTS

APPROVALS

POLICY NUMBER	PECS-POL-126	DOC.ID	4819890
CATEGORY	Statutory		
POLICY OWNER	Manager Engaged Communities		
APPROVAL DATE	25 August 2021	RESOLUTION NUMBER	7446

OBJECTIVE

To meet the statutory requirement of under the *Local Government Regulation 2012*, Part 5 section 195, and to outline Council's commitment to supporting communities in the region by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation and make a positive and ongoing contribution to the region. This policy aims to support the distribution of funds in an equitable, transparent and sustainable manner.

SCOPE

This policy applies to all Councillors, employees and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual, and in particular staff that administer community grants.

This policy applies to all instances of Council assistance to community organisations including:

- Cash contributions and/or donations.
- Assets given or loaned to community organisations.
- In-kind assistance to community organisations, including:
 - Concessions to community groups and organisations via internal payment or waiver of Council fees and charges.
 - Labour provided by Council staff at no cost to the community organisation.
 - Repairs and maintenance provided by Council staff at no cost to community organisation.
- Specific allocations made by Council in its budget to community groups that may be regional in nature but who make a demonstrable contribution to the quality of life within the Isaac Region.
- Perpetual or longstanding assistance provided to specific community organisations or events.

Application of this policy excludes sponsorship provided by Council or grants/funding from external sources, such as State and Federal agencies, whereby the terms and conditions of these agreements will apply.

DEFINITIONS

TERM / ACRONYM	MEANING
IRC	Isaac Regional Council
Community organisation	As defined in the dictionary schedule of the Local Government Regulation 2012, an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit. This can include clubs and associations.

Donation	Are gifts given in cash or in-kind which are unconditional, voluntary transfers of money or property.
Funding Agreement	Means the agreed terms and conditions of assistance between IRC and the recipient.
Grant	A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with IRC community plan.
In-kind support	Includes the provision if any service, facility or activity that would normally attract a fee or cost.
Incorporated Association	Means an incorporated entity under the <i>Associations Incorporations Act 2009</i> or other relevant legislation.
Registered Charity	Means a registered charity under the <i>Collections Act 1966</i> .
Exempt from incorporation	Means an entity exempt from incorporation but governed by other statutory arrangements, examples include P&C Associations.
Not for profit or NFP	Recognised by the Australia Taxation Office as a not-for-profit entity.
Project	Refers to an event, service, facility or activity for which an organisation is seeking assistance.
Sponsorship	Is a formal reciprocal arrangement between individuals, groups or companies, which can include both cash and in-kind contributions in return for the right to associate the sponsor's name, product or service with the sponsored organisation's product or service.
Bursary	A grant awarded to school students in recognition of achievement in field of endeavour.
Scholarship	A grant awarded to students to support the cost of their education.

POLICY STATEMENT

Council is committed to assisting community groups and not-for-profit organisations whose activities benefit the public interest of Isaac's communities, particularly those endeavours which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors. Decisions regarding grant assistance will align with the objectives of the Isaac Region Community Plan, reflect the public interest and be made in an equitable manner across the region with integrity, economy and efficiency.

Guiding principles

Procedural information relating to the operational administration of community assistance and grants programs, and specific program eligibility criteria, is detailed in the IRC Community Grants Guidelines and/or other related guidelines, such as those for special purpose grants.

The guidelines, as adopted and reviewed periodically by Council, are informed by the principles of the Community Grants Policy which establishes both the qualifying criteria for a community organisation to be considered eligible for assistance and the forms of assistance which may be provided by Council.

With the exception of specific allocations made by Council in its budget to community organisations that may be regional in nature but which make a demonstrable contribution to quality of life within the Isaac Region, Council will apply the following qualifying criteria to community organisations when considering applications for assistance:

- A not-for-profit entity as recognised by the Australian Taxation Office, inclusive of incorporated associations, registered charities or bodies exempt from incorporation under other legislation; and
- Holds a current public liability insurance certificate with a coverage value of not less than \$20 million; and
- Is located in the Isaac Region and operates to benefit the communities of the region; and
- Undertakes projects in the public interest which align with the objectives of the Isaac Community Plan.

If a community organisation does meet the qualifying criteria to be eligible, an application may be auspiced and administered by a qualifying entity on its behalf. The auspicing organisation will be responsible for fulfilling all requirements of any funding agreement with Council.

Applications for assistance submitted, or auspiced on behalf of, the following types of organisations are not eligible for consideration:

- Not-for-profit community organisations which hold a gaming license under the *Gaming Machine Act 1991* where the application is for facility improvements that are not of direct benefit for sport.
- Government agencies or departments of Local, State or Federal Government.
- Educational, religious or medical organisations and institutions, where the application relates to the organisation's core business.
- Commercial businesses.

Qualifying community organisations may eligible for grant assistance in the following forms:

- Cash contributions and/or donations.
- Bursaries and scholarships.
- Assets given or loaned.
- In-kind assistance, including:
 - Concessions via internal payment or waiver of Council fees and charges.
 - Labour provided by Council staff at no cost.
 - Repairs and maintenance provided by Council staff at no cost.

Exceptions to the qualifying criteria:

In order to administer grants assistance in the form of bursaries and scholarships to Isaac region students or to support Isaac region individuals and teams selected for representative duties, the following entities, which are otherwise ineligible, may make application for assistance for the express purposes above:

- A public or independent school located within the Isaac Region.
- A trust or legal entity created for the exclusive purpose of administering a community-based scholarship.
- An accredited tertiary provider under the Australian Qualifications Framework.
- Individuals or teams undertaking recognised representative duties at the national and international level in their field of endeavour.

Actions required to ensure compliance

Administration of Council assistance to community in accordance with the Community Grants Policy and protocols of the IRC Community Grants Guidelines, as adopted and reviewed periodically by Council.

Roles, responsibilities, accountabilities and consequences related to delivery of the policy

The Community Grants Policy will be implemented and monitored by the Manager Engaged Communities in accordance with the principles and criteria established in the policy and IRC Community Grants Guidelines.

Delegations and authority

Manager Engaged Communities has financial delegated authority to approve minor grants to a maximum value of \$1000 (excluding GST) in consultation with the relevant Divisional Councillor. A report will be presented to Council each month on minor grant approvals considered by the manager. Major grants over \$1000 are managed by way of Council resolution.

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Associations Incorporations Act 2009*
- *Collections Act 1966*
- Isaac Regional Council Community Grant Guidelines

REFERENCES

ID	NAME
CORP-GDS-036	Isaac Regional Council Community Grant Guidelines
STAT-POL-040	Conflict of Interest Policy
PECS-GDS-171	Special Emergency Community Grants Guidelines
PECS-FRM-174	Minor or Major Grant Application Form
PECS-FRM-369	Individual or Team Development Grants Application Form
PECS-FRM-175	School Bursaries Grants Application Form
PECS-FRM-375	Emergency Grants Application Form
PECS-FRM-374	Isaac Special Emergency Community Grant Application
N/A	Community Grant Acquittal Form