

COMMUNITY ASSISTANCE PROGRAM POLICY

STATUTORY POLICY



1 Scope

This policy applies to Rockhampton Regional Council Community Assistance Programs available to eligible community organisations for initiatives within the Region. The programs include:

- (a) Community Development Grants;
- (b) Community Event Sponsorships;
- (c) Environmental Sustainability Program;
- (d) Venue and Services Support;
- (e) Insurance Support; and
- (f) Education Bursaries.

This policy does not apply to other financial assistance or sponsorship programs administered by Council, for example:

- (a) Remission of rates;
- (b) Regional Arts Development Fund; or
- (c) Major Sponsorship.

2 Purpose

The purpose of this policy is to ensure:

- (a) A fair, equitable and transparent process for selection and administration of CAP; and
- (b) The events and activities funded through the CAP provide community and economic benefits to the Region.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Public Sector Ethics Act 1994

Code of Conduct

Community Assistance Programs Guidelines

Community Assistance Programs Procedure

Corporate Plan

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4 Definitions

To assist in interpretation, the following definitions apply:

Acquittal	Finalising the terms of the funding agreement.
CAP	Community Assistance Program
Community Organisation	As defined in schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) Another entity whose primary object is not directed at making a profit.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Delegated Officer	An employee appointed to a position with the relevant delegation under the <i>Local Government Regulation 2012</i> .
Employee	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Funding	Includes grants, sponsorships, financial assistance/support, in-kind support in accordance with this policy.
Funding Agreement	A contract between Council and the funding recipient (community organisation) that details how support will be provided and what the recipient is obliged to do to receive the support.
Grant	The provision of cash or in-kind support to help community organisations deliver their projects.
In-kind Support	Products, services and other Council resources provided in lieu of cash, valued at full commercial rate. Examples include, waiving or discounting venue hire charges, promotion and marketing, assistance with project delivery.
Local	Community, suburb or the area within the Region that is serviced by the community organisation or group applying for funding.
Project	The activity, event, works or items being funded through a grant, sponsorship or support program.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Sponsorship	Negotiated agreement involving the provision of funds and/or in-kind support to deliver larger-scale projects, in exchange for acknowledgement, publicity or other recognition of sponsorship provided by Council.

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5 Policy Statement

Council is committed to supporting eligible community organisations:

- (a) Whose activities provide community, social and environmental benefits to the Region; and
- (b) To help them deliver projects, purchase equipment, and/or undertake other activities that are in the public interest and provide benefits to the Region.

Council determines the priorities of the CAPs and funding through its annual Operational Plan. Funding may be in the form of cash and/or in-kind support. Eligibility criteria and funding amounts (such as maximum funding per project) and conditions for funding for each year and/or round may be updated to reflect Council's focus and/or priorities.

All requests are subject to application, assessment, approval, acknowledgement and acquittal requirements in accordance with the Community Assistance Program Procedure.

5.1 Community Assistance Program Types

Council provides financial assistance and in-kind support to community organisations, through the following programs. An organisation cannot receive funding from multiple CAPs for the same project.

Community Development Grants	<p>Provides funding to support community organisations and groups to deliver services, programs and activities that benefit the community.</p> <p>Provides up to 100% of project costs to a maximum amount as stated in the CAP Guidelines.</p> <p>Eligible Projects:</p> <ul style="list-style-type: none"> (a) Workshops; (b) Professional development or training courses; (c) Consultants, speakers or expert advisors; (d) Program or service development; and (e) Equipment or resources, including administrative or operational costs used in delivery of services or activities (excluding items that benefit members such as jersey, personalised sporting equipment etc).
Community Event Sponsorships	<p>A sponsorship arrangement to assist in the delivery of events that provide community development outcomes for the broad community and tangible benefits to Council through enhanced corporate image and/or revenue potential.</p> <p>There are 3 funding streams:</p> <ul style="list-style-type: none"> (a) Multi-year events – events that recur annually. Funding will be provided for an agreed period. (b) Regional events – events with a purpose to attract visitors from across and outside the Region and benefits the broad community. (c) Local events – events that deliver and provide benefits to a localised community or group. <p>Provides up to 100% of project costs, to a maximum amount as stated in the guidelines.</p> <p>Examples of eligible events:</p> <ul style="list-style-type: none"> (a) Community festivals, fairs and celebrations; (b) Sporting carnivals and competitions (excluding school-run events); (c) Performances and entertainment activities;

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	<p>(d) Open days; and</p> <p>(e) Commemorative events.</p> <p>If the event makes a profit, the funds raised must go towards the delivery of the organisation's activities or a clearly identified purpose that aligns with CAP objectives.</p>
Environmental Sustainability Program	<p>Provides financial assistance to encourage community-led environment and sustainability initiatives that align with, and deliver on the objectives of, Council's Environmental Sustainability Strategy.</p> <p>Funds a maximum of 100% of project costs, to a maximum amount as stated in the CAP Guidelines.</p> <p>The applicant's contribution may be in the form of cash, other funding assistance or 'in kind' support (such as voluntary labour).</p> <p>Eligible projects:</p> <p>(a) Community education and awareness activities that increase the community's understanding:</p> <p style="padding-left: 40px;">(i) And value of our natural environment; and</p> <p style="padding-left: 40px;">(ii) Of local environmental sustainability issues, impacts and opportunities,</p> <p>(b) Projects that improve natural habitat, riparian corridors and waterways;</p> <p>(c) Conservation of native flora or fauna species;</p> <p>(d) Capacity-building workshops and events;</p> <p>(e) Targeted energy, water or waste efficiency programs; and</p> <p>(f) Practical community projects.</p>
Venue and Services Support	<p>Provides in-kind support in the form of Council services or resources for a community event or activity that benefits the residents of the Region.</p> <p>Amount of funding is on a case-by-case basis by request. If Council needs to hire additional staff to provide the service, this may be provided at a cost-recovery rate.</p>
Insurance Support	<p>Provides financial support to assist community organisations with the cost of maintaining insurance cover on approved community facilities outlined in paragraph 5.4.</p> <p>Funds up to \$500.</p>
Education Bursaries	<p>Provides financial assistance for the provision of monetary awards for high achievement in tertiary education and where the student is seeking further education.</p> <p>One award funded per year, per tertiary institution within the Region.</p> <p>\$500 awarded annually.</p>

5.2 Timing of Funding

Two funding rounds per annum is offered for the following:

- (a) Community Development Grants;
- (b) Community Event Sponsorships, excluding multi-year community events; and
- (c) Environmental Sustainability Program

If a funding round is undersubscribed, an additional round may be announced.

Multi-year community events will be considered annually.

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Applications for the following programs are open at any time:

- (a) Venue and Services Support;
- (b) Insurance Support; and
- (c) Education Bursaries.

5.3 Eligibility Criteria

Community organisations submitting an application for funding must meet the following eligibility criteria:

Eligibility Criteria	Community Assistance Program Type		
	Community Development Grants Community Event Sponsorships – Regional and Local Events Environmental Sustainability Program	Community Event Sponsorships – Multi-year Events	Venue and Services Support Insurance Support Education Bursaries
Be located and or/primarily providing services within the Region	Required	Required	Required
Be at least one of the following: (a) An incorporated entity; (b) A company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity; (i) A tax exempt fund; (ii) A deductible gift recipient (holding DGR status); or (c) A tertiary education provider (for Education Bursaries only)	Required	Required	Required
Be free of debt to Council	Required	Required	Required
Hold appropriate public liability cover for the project for which funding is being sought	Required	Required	NA
Have properly acquitted previous sponsorships, grants or other funding arrangements with Council	Required	Required	Required

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Have a demonstrated capacity to successfully manage the project as outlined in the Funding Agreement.	Required	Required	NA
Have not received funding for the same event from another Council grant, sponsorship or support program	Required	Required	Required for Venue and Services Support only
Ability of the organisation or group to meet Council's fees and charges without assistance	NA	NA	Required for Venue and Services Support only
Ability of the organisation or group to meet insurance costs without assistance	NA	NA	Required for Insurance Support only
Have not received a rebate under the Rates Concession Policy (unless it is the only facility for hire within that community).	NA	NA	
Does not have exclusive use of the facility.	NA	NA	

Where a community organisation does not meet one or more of the above eligibility criteria, an application can be made on their behalf by another community organisation. The application must explicitly state this.

The project being considered for funding or the organisation seeking support must meet the following criteria:

	Community Assistance Program Type	
Eligibility Criteria	Community Development Grants Community Event Sponsorships – Regional and Local Events Environmental Sustainability Program Community Event Sponsorships – Multi-year Events	Venue and Services Support Insurance Support Education Bursaries
Provide or create identifiable community benefits for the Region	Required	Required
Promote a positive image of the Region and/or lead to enhancement of the Region's profile	Required	Required
Have adequate planning in place for delivery of the project	Required	NA

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Align with Council's aims and objectives as outlined in the CAP Guidelines.	Required	Required
Be an approved community facility outlined in paragraph 5.4.	NA	Required for Insurance Support only

5.4 Approved Community Facilities for Insurance Support

Insurance support is provided to eligible community organisations for the following identified facilities that are deemed to be primarily for hire to the public:

- (a) Alton Downs Hall Association;
- (b) Bajool School of Arts Committee;
- (c) Upper Ulam Recreation and Sporting Benefit Association;
- (d) Wycarbah Hall and Sports Association;
- (e) Bouldercombe Hall;
- (f) Stanwell Hall;
- (g) Westwood Hall;
- (h) Ridgelands Hall;
- (i) Dalma Hall;
- (j) Kalapa Hall and Sports Committee;
- (k) Gogango Recreation Hall; and
- (l) Parkhurst Hall.

5.5 Project Costs

For applications requiring budget details, project costs must:

- (a) Be directly related to the delivery of the project;
- (b) Not have been incurred before a grant is awarded (retrospective payments, reimbursement for past expenses, etc.);
- (c) Have evidence to support the expenses listed in the application (quotes (must include details of the provider), evidence of recent similar expenses). Where these cannot be provided, an explanation of how the expense has been estimated must be provided;
- (d) Not be of material benefit to individual members of the organisation (for example: t-shirts, uniforms, personalised equipment);
- (e) Not include costs associated with prizes, goods or services awarded to others;
- (f) Not include salaries or regular operational expenses (for example, bookkeeping fees, utilities); and
- (g) Not include costs or portions of the project that have been funded by other Council grants or financial support.

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5.6 Assessment and Selection

Assessment and selection is based on merit including:

- (a) Demonstration of meeting eligibility criteria;
- (b) Providing value for money; and
- (c) Alignment with Council's Operational Plan, and with the focus and priorities established for the funding round.

Community Services convenes a selection panel to assess applications and makes recommendations of recipients to the delegated officer for approval for:

- (a) Community Development Grants;
- (b) Community Event Sponsorships; and
- (c) Environmental Sustainability Programs.

Community Services employees assess applications and recommends recipients to the delegated officer for approval for:

- (a) Venue and Services Support;
- (b) Insurance Support; and
- (c) Education Bursaries.

5.7 Funding Agreements

A funding agreement is negotiated with the community organisation for any funding approved under the following programs:

- (a) Community Development Grants;
- (b) Community Event Sponsorships; and
- (c) Environmental Sustainability Programs.

Funding agreements detail the responsibilities of both parties in the delivery of the project, including:

- (a) Project deliverables, including milestone schedule if applicable;
- (b) Acknowledgement requirements;
- (c) Payments and/or in-kind support provided by Council; and
- (d) Final reporting requirements.

5.8 Project Reporting and Accountability

An Outcome Report must be completed and returned by the funding recipient for funding or support offered through Community Development Grants, Environmental Sustainability Program, and Community Event Sponsorships no more than eight weeks after the conclusion of the project.

5.8.1 Unacquitted Funding

In the circumstance that a community organisation has not complied with acquittal timeframes and requirements in accordance with a Funding Agreement, the following actions are considered:

- (a) The funding recipient is made ineligible to apply for future Council funding for a period of at least three years; and
- (b) At the discretion of the Chief Executive Officer, actions may be taken to recover unacquitted funds.

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6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	General Manager Community Services
Policy Quality Control	Legal and Governance



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