

COMMUNITY GRANTS AND MINOR SPONSORSHIP PROCEDURE – COMMUNITY ASSISTANCE PROGRAM



1 Scope

This procedure applies to Rockhampton Regional Council employees and Councillors, who approve or administer grants, donations, and minor sponsorship from the Community Assistance Program to eligible community organisations within the Rockhampton Regional Council area.

2 Purpose

The purpose of this procedure is to ensure a fair, equitable and transparent framework when requesting, approving or administering community grants, donations and minor sponsorship from the Community Assistance Program.

3 Related Documents

3.1 Primary

Community Grants and Minor Sponsorship Policy

3.2 Secondary

Association Incorporation Regulation 1999

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

Acquittal Report

Code of Conduct

Community Assistance Program Funding Agreement

Community Awards Scheme Application Form

Community Facilities Insurance Scheme Application Form

Community Grants Scheme Application Form

Community Organisation Support Application Form

Environment and Sustainability Scheme Application Form

Environmental Sustainability Strategy

Financial Delegations Policy

Information for Applicants – Community Assistance Program

Purchasing Policy – Acquisition of Goods and Services

Recordkeeping Policy

Small Projects Scheme Application Form

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Statement by a Supplier Form

4 Definitions

To assist in interpretation, the following definitions apply:

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|------------------------|--|
| ABN | Australian Business Number |
| CAP | Community Assistance Program |
| Capital works | Construction or renovation of assets or purchase of new equipment. |
| Community Organisation | As per schedule 8 of the <i>Local Government Regulation 2012</i> : (a) An entity that carries on activities for a public purpose; or (b) An entity whose primary objective is not directed at making a profit. |
| Council | Rockhampton Regional Council |
| Donation | Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily. |
| Financial Assistance | Refers to donations, grants or sponsorship depending on the type of CAP funding. |
| Grant | Financial payment towards a project usually tied to specific eligibility criteria for the applicant or project. |
| GST | Goods and services tax |
| In-kind | Products or services provided in lieu of cash, valued at full commercial rate, also known as 'contra' (for example: payment of Council venue hire charges). |
| Region | Rockhampton Regional Area defined by the Local Government Areas of Queensland. |
| Senior Employee | Employees of Council in a supervisor, coordinator, manager or general manager position. |
| Sponsorship | Negotiated arrangement involving the provision of funds, or in-kind support in exchange for advertising, publicity or other benefits. |

5 Procedure

CAP provides financial assistance to community organisations that are:

- (a) Located and/or primarily providing services within the Region;
- (b) Properly constituted and incorporated (if not incorporated are sponsored by an incorporated association), or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient;
- (c) Hold appropriate public liability cover for the project/event for which assistance is sought;
- (d) Have properly acquitted any previous grants and/or sponsorship provided by Council; and
- (e) Have the capacity to successfully manage the project/event; including meeting deadlines for grant expenditure and acquittal requirements.

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5.1 Categories

5.1.1 Community Grants Scheme

The Community Grants Scheme provides financial assistance to community organisations for up to 50% (with a cap of \$20,000) of the costs of projects that are capital works (including building renovations, equipment and furnishings), and will have a lasting benefit to the broad community. An organisation may only be funded for one such project per annum, and preference will be given to projects that provide for multi-purpose or multi-organisation use.

Applications will be assessed against the following criteria:

- (a) Applicant's capacity to undertake the project including obtaining any relevant approvals and permissions;
- (b) Community need for the project and potential for use by other groups;
- (c) Community outcomes expected from the project, including any positive promotion of the local area; and
- (d) Value for money with realistic scope and at least two quotes for all works.

5.1.2 Minor Sponsorship Scheme

The Minor Sponsorship Scheme offers financial assistance to community organisations for events that provide identified economic or community development outcomes for the broad community, and tangible benefits to Council through enhanced corporate image or revenue potential.

Applicants will be limited to funding for one event per year to a maximum of \$10,000 for regional events and \$3,000 for local events.

Council does not guarantee funding the same event in subsequent years.

Applications will be assessed against the following criteria:

- (a) Applicant's capacity to undertake the event including any experience with similar events, and ability to obtain relevant approvals and permissions;
- (b) Wide community need for the event and how this was determined;
- (c) Community outcomes expected from the event, including number of participants;
- (d) Positive promotional outcomes for the local area; and
- (e) Value for money, including realistic budget and cost recovery, with quotes for all items to be funded.

5.1.3 Community Organisation Support

The community organisation support scheme provides financial support to assist community organisations to provide a community service or activity for the benefit of residents of the Region. Funding will not be provided for payment of debt, salary related costs for staff, or costs that fall within the core business of State or Federal Government including, but not limited to, education, employment assistance, housing and homelessness.

Council does not guarantee ongoing support for the service or activity.

Applications will be assessed against the following criteria:

- (a) Applicant's capacity to sustain and deliver the service or activity beyond the support provided by Council;
- (b) Inability to source other funding for the service or activity;
- (c) Community need for the service or activity; and
- (d) Value for money in the delivery of the service or activity.

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5.1.4 Small Projects Scheme

The Small Projects Scheme provides assistance not exceeding \$1,000 in value to community organisations for small projects or events. The maximum funding amount may be cash or in-kind support.

Applications will be assessed against the following criteria:

- (a) Community need or desire for the project or event; and
- (b) Community outcomes, including number of participants.

5.1.5 Awards

Council offers financial assistance to community organisations for the provision of awards or trophies for high achievement in tertiary education, regional community, cultural and sporting pursuits. There will be a maximum of \$500 per award, with a limit of one award per organisation per year.

Applications will be assessed against the following criteria:

- (a) Benefit to the community within the Region;
- (b) Recognition of high achievement; and
- (c) Accessibility to wider community.

5.1.6 Community Facility Insurance Scheme

The Community Facility Insurance Scheme provides financial support to assist community organisations with the cost of maintaining insurance cover on community facilities identified in Appendix A – Schedule of Approved Community Facilities. Council will provide up to \$500 per annum towards insurance of facilities that are deemed to be primarily for hire to the public.

5.1.7 Environment and Sustainability Scheme

The Environment and Sustainability Scheme aims to encourage community-led environment and sustainability initiatives that align with, and deliver on the objectives of, [Council's Environmental Sustainability Strategy](#).

This scheme provides financial assistance to community organisations for up to 50% (with a cap of \$3,000) of the expected project costs. The applicant's contribution may be in the form of cash, other funding assistance or 'in kind' support (such as voluntary labour).

Applications will be assessed against the following criteria:

- (a) Strategic alignment with Council's Environmental Sustainability Strategy;
- (b) Expected outcomes for the community and the environment;
- (c) Applicant's capacity to deliver the project;
- (d) Applicant's approach to ensuring the project delivers long-term benefits for the community and the environment; and
- (e) Value for money.

5.2 Funding Rounds

Applications for assistance under CAP will be invited as follows:

- (a) There will be three funding rounds per annum for the Community Grants, Community Organisation Support, Minor Sponsorship and the Environment and Sustainability Schemes. Each round will be advertised publicly at appropriate times of the year and at least four weeks prior to a round closing. Applications received outside of these rounds will be assessed at the next round.

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(b) Applications for the Small Projects Scheme, Awards and Community Facilities Insurance Scheme will be accepted at any time.

The amount of funds available under each scheme and at each round will be determined following the adoption of the annual budget. Council may set a maximum funding amount per application to ensure equitable distribution of the overall grant quantum.

Application forms are available on Council's website or by contacting the Customer Service Centre.

5.3 Applications

Applications must be submitted on the correct application form (available on the Council website), with any requested attachments, by the stated closing date if applicable.

Applications received will be acknowledged within 10 working days of receipt of the application.

Assessment can only be based on the information provided so applicants are requested to ensure forms have been fully completed and required documents included. Incomplete or unsigned applications may not be considered.

5.4 Goods and Services Tax and Australian Business Number

Depending on the applicant's status with the Australian Tax Office, CAP funding may attract GST. Organisations requesting financial assistance are therefore required to declare whether or not they are GST registered and provide an ABN.

Organisations which do not have an ABN must supply a Statement by a Supplier form indicating the reason for not quoting an ABN. Without an ABN or a Statement by a Supplier form, Council will be required to withhold and forward 48.5% of any approved grant to the Australian Tax Office.

5.5 Assessment

The high demand for funding means that not all eligible grant applications are able to be funded or funded for the amount requested. Success will depend on the number of applications received, the relative merit and quality of the application. Council may offer partial funding only.

Applications received under the Community Grants, Community Organisation Support and Minor Sponsorship Schemes will be assessed by a panel of Council senior employees appointed by the CEO.

To ensure appropriate technical input and alignment with Council's Environmental Sustainability Strategy, applications received under the Environment and Sustainability Scheme will be assessed by a panel consisting of senior officers associated with Council's Environmental Sustainability Unit.

Assessment of applications under the Small Projects Scheme, Awards or Community Facility Insurance Scheme will be undertaken by a panel consisting of two Council senior employees appointed by the CEO who have delegated authority to approve the funding.

In accordance with the *Local Government Act 2009*, *Public Sector Ethics Act 1994*, and Council's Code of Conduct, members of the assessment panels are required to declare any conflict of interest in relation to applications to be assessed, and if necessary, withdraw from any assessment of a particular application, or round of applications. In such case, another employee will be appointed to the panel for the assessment process.

Should an assessment panel consider it appropriate, it may seek advice from other suitable employees of Council on specialist matters relating to individual applications. However, such employees will not take part in the decision making processes of the panel.

The panel will undertake an assessment of all eligible applications in accordance with Council's Community Grants and Minor Sponsorship Policy and Procedure. Panel members will document and sign their individual assessments of applications against the criteria and scores will be aggregated. The panel, as a whole, will then make a recommendation in relation to which applications, if any, should be funded.

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For all applications received under the Community Grants and Minor Sponsorship Schemes, the panel chair will prepare a report detailing the assessment panel's recommendations to the Council table for adoption.

For all applications received under the Environmental and Sustainability Scheme, the panel chair will prepare a report detailing the assessment panel's recommendations to the Council table for adoption.

The outcome of all projects approved under the Small Projects Scheme, Awards or Community Facilities Insurance Scheme will be reported to the Council table on a regular basis.

All records will be retained by Council in accordance with Council's Recordkeeping Policy.

5.6 Offers of Funding

Following Council approval, applicants will be advised in writing within 10 working days of the outcome of their application.

A Community Assistance Program Funding Agreement will be forwarded to successful applicants setting out the conditions for receipt and acquittal of the approved funds, and acknowledgement of Council's funding. This agreement will need to be signed and returned by the specified due date prior to any funds being provided. Details of approved projects, including the project description, name of the applicant organisation and the amount funded, will be made public via Council's website.

Decisions about the extent and type of assistance are final, and there are no appeal mechanisms.

5.7 Acknowledgement

Once an organisation has received financial assistance from Council acknowledgement of this funding is required on all printed material, media advertisements and releases, and signage. The number and quality of the benefits provided to Council should directly relate to the requested amount.

5.8 Accountability for Funds Received

Successful applicants will be expected to:

- (a) Register any associated community events on [Council's events calendar](#);
- (b) Ensure their organisation is registered on [Council's community directory](#) (if a community organisation);
- (c) Participate in a Council-coordinated media opportunity upon request;
- (d) Keep track of their activities and expenditure (for example, by keeping diary entries, photo monitoring and receipts); and
- (e) Provide a final acquittal report which must contain copies of receipts for expenditure and be supported by photographs, copies of any print media coverage, publications, or other forms of documentation. The final report must be returned to Council within eight weeks of the project or event completion.

6 Review Timelines

This procedure is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the General Manager.

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7 Document Management

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|------------------------|------------------------------------|
| 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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APPENDIX A

SCHEDULE OF APPROVED COMMUNITY FACILITIES

Council's Community Facility Insurance Scheme provides financial support to community organisations for the insurance of identified facilities that are deemed to be primarily for hire to the public.

Community organisations will be ineligible to receive assistance from the Scheme if the facility:

- (a) Receives rate relief (unless it is the only facilities within that community); or
- (b) One organisation only has exclusive use of the facility.

The following community facilities have been approved to receive the Community Facility Insurance Scheme:

- (a) Alton Downs Hall Association
- (b) Bajool School of Arts Committee
- (c) QCWA Marmor Branch
- (d) Upper Ulam Recreation and Sporting Benefit Association
- (e) Wycarbah Hall and Sports Association
- (f) Bouldercombe Hall
- (g) Stanwell Hall
- (h) Westwood Hall
- (i) Ridgeland Hall
- (j) Dalma Hall
- (k) Kalapa Hall and Sports Committee
- (l) Baree School of Arts
- (m) Parkhurst Hall