

# PROSPEROUS PRECINCTS GRANT PROGRAM POLICY

## COMMUNITY POLICY



### 1 Scope

This policy applies to Rockhampton Regional Council's Prosperous Precincts Grant Program available to eligible applicants for projects within the eligible location in the Rockhampton Region.

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;
- (c) Community Assistance Program; or
- (d) Major Sponsorship.

### 2 Purpose

The purpose of this policy is to:

- (a) Provide a framework, guiding principles and requirements for the Prosperous Precincts Grant Program.
- (b) To support effective governance of the Prosperous Precincts Grant Program development and administration, assisting Council to ensure the outcomes of the program conform with its guiding principles.
- (c) This policy is designed to ensure Council funds are used appropriately and deliver best practice principles in accountability, transparency, equitability, and sustainability.

### 3 Related Documents

#### 3.1 Primary

Nil

#### 3.2 Secondary

*Crime and Corruption Act 2001*

*Local Government Act 2009*

*Public Sector Ethics Act 1994*

Code of Conduct

Conflict of Interest Policy and Procedure

Prosperous Precincts Grant Program Guidelines

Prosperous Precincts Grant Program Procedure

Financial Delegations Policy

Rockhampton CBD Redevelopment Framework

Rockhampton Regional Council Corporate Plan

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#### 4 Definitions

To assist in interpretation, the following definitions apply:

ABN	Australian Business Number
Acquittal	Finalising the terms of the funding agreement.
Approving Officer	The CEO or their authorised officer.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
Funding	Includes financial assistance and in-kind support by Council in accordance with this policy.
Funding Agreement	A contract between Council and the funding recipient that details how support will be provided and what the recipient is obliged to do to receive the support.
Grant	The provision of cash and/or in-kind support by Council to help entities deliver their projects.
GST	Goods and Services Tax
In-kind	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.
Project	The program, activity, event, works or items an applicant will deliver using the grant.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.

#### 5 Policy Statement

The Prosperous Precincts Grants Program is a discretionary funding program created to:

- (a) Take a place-based approach to achieving economic and community benefits;
- (b) Foster community-led initiatives; and
- (c) Promote engagement between Council and local business.

Council is committed to improving the local economy through supporting initiatives and activities that are in the public interest, providing social, environmental, and economic benefits to the Region.

Council determines the priorities of the Prosperous Precincts Grant through the Rockhampton Region Economic Development Strategy. Eligibility criteria, funding amounts (such as maximum funding per project) and conditions for funding for each instance of the grant may be updated to reflect Council's focus and/or priorities.

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## 5.1 Guiding Principles

The expectations of both Council and third parties seeking funding through the grant program are informed by the following guiding principles.

### 5.1.1 Economic and Community Development

Principles of economic and community development include:

- (a) Stimulate local spend and employment opportunities to achieve targeted economic growth;
- (b) Improve the variety of recreational, social and cultural activities, programs and services available to residents of the Region;
- (c) Promote the relationship between the community and the precinct, and community activity, including visitation;
- (d) Enhance the capability and sustainability of business in the precinct;
- (e) Catalyse inward commercial investment; and
- (f) Improve community experience and character of the locality.

### 5.1.2 Good Governance

Principles of good governance include:

- (a) Align with Council's values, policies, operational plans and strategic frameworks;
- (b) Ensure the relationship established by virtue of the grant application is upheld with integrity and the delivery of tangible benefits to the community;
- (c) Ensure the relationship established by virtue of the grant application does not harm or diminish the name or reputation of Council or bring Council's name into disrepute, scandal, or ridicule; and
- (d) Ensure due diligence is applied in the application and assessment processes.

## 5.2 Prosperous Precincts Grant Program

The Prosperous Precincts Grant Program provides financial assistance and additional in-kind support to eligible applicants for activities within the eligible location through two funding streams: Modern Precincts and Connected Precincts.

### 5.2.1 Grant Program Streams

#### 5.2.1.1 Modern Precincts Stream

The Modern Precincts Stream provides funding to support businesses and landowners to improve the appearance and patron experience of their property, enhance the streetscape appeal, attract patronage and stimulate the economy.

#### 5.2.1.2 Connected Precincts Stream

The Connected Precincts Stream provides funding to assist in the delivery of initiatives that provide community development outcomes, building a stronger link between the business community, visitors, and residents of the Region.

### 5.2.2 Program Funding and Grant Allocations

The grant funding pool and distribution between streams is determined as part of the annual Council budget formation and budget reviews and its alignment to the Economic Development Strategy.

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### 5.3 Eligibility

#### 5.3.1 Applicant Eligibility

Applicants must:

- (a) Actively hold appropriate levels of insurance;
- (b) Have no outstanding acquittals or compliance issues from past Council grants, sponsorships or other funding arrangements with Council;
- (c) Have demonstrated capacity to successfully manage the project;
- (d) Have not received funding for the same project from another Council grant, sponsorship or support program; and
- (e) Have no outstanding debt to Council.

Applicants must not:

- (a) Be a government agency or a department of a local, state and federal government, nor collaborating with one on the project.
- (b) Where an applicant does not meet one or more of the above eligibility criteria an application may be made on their behalf by another organisation. The application must explicitly state this.
- (c) Only one application per entity will be accepted.

#### 5.3.2 Eligible Projects

To be eligible for the Prosperous Precincts Grant Program, applications must:

- (a) Be for projects delivered in the eligible location in paragraph 5.3.3;
- (b) Adhere to the terms and conditions prescribed in this policy;
- (c) Demonstrate value for money;
- (d) Demonstrate a tangible economic and/or social benefit to the Region;
- (e) Have consent from the landowner of the property on which the project is being delivered;
- (f) Have the appropriate permissions and approvals for the project (for example, development approval, local law permits) or provide a statement of intent to secure such permissions;
- (g) Not duplicate existing products or services in the area;
- (h) Be able to complete the project within the specified timeframe; and
- (i) For the modern precinct stream program, demonstrate that the applicant is committed to commencing or continuing operations where the project is delivered.

Applications that do not meet the eligibility requirements will be ineligible for funding.

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### 5.3.3 Eligible Locations

Applicants are required to deliver their project within the eligible locations as defined by the following map.



Eligible Location

### 5.4 Funding and Payment Conditions

All applicants are required to contribute towards the project costs. For each \$1 (exc. GST) granted by Council, the applicant is expected to contribute \$1 (exc. GST).

Grant funding is available to cover up to 50% of the costs of an eligible project to a maximum of \$5,000 (exc. GST) per application. Funds are paid to the applicant upon successful completion of the project and an acquittal report.

An ABN is not mandatory but should be provided in the application form if the applicant has one. The ABN will assist in eligibility checks and, should the application be approved, be used for tax purposes relating to the grant. An ATO Statement by a Supplier Form will be provided to approved applicants without an ABN, which must be returned with the Funding Agreement to be funded.

Grant funds must only be attributed to eligible expenses.

Approved applicants are required to enter into a Funding Agreement.

Variations to the Funding Agreement may be considered if proposed to Council before the project completion date.

Approved applicants are subject to reporting and acquittal requirements. The requirements and timeframes are outlined in the Funding Agreement and the Prosperous Precincts Grant Program Procedure.

Approved applicants are required to:

- (a) Acknowledge Council's financial support in any promotion, publication, or advertising of the project;
- (b) Register any associated community events on [Council's events calendar](#); and
- (c) Participate in a Council-coordinated media opportunity upon request.

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Applicants are required to use local goods and services where possible. Council reserves the right to reject items recorded upon acquittal submission where Council deems local goods or services were appropriate and accessible, unless otherwise justified in writing by the applicant.

#### 5.4.1 Ineligible Expenses

Grant funding must not apply to expenses that:

- (a) Are not directly related to the delivery of the project;
- (b) Have been incurred before the Funding Agreement is signed (retrospective payments, reimbursement for past expenses, etc);
- (c) Do not have evidence to support the expenses;
- (d) Are of material benefit to individual members of the organisation (for example, t-shirts, uniforms, personalised equipment);
- (e) Are associated with prizes, goods or services that are awarded to others;
- (f) Include salaries or regular operational expenses (for example, bookkeeping fees, utilities);
- (g) Contribute to alcohol, tobacco or gambling related activities, insurance premiums, or personal expenses; or
- (h) Are already funded by alternate Council funding programs.

#### 5.5 Application Process

The application process is detailed in the Prosperous Precincts Grant Program Procedure.

Applications must meet the eligibility criteria as outlined in this policy.

Applications are accepted and assessed on a continuous basis until the funding is completely allocated.

#### 5.6 Assessment and Approval Process

Grant applications are assessed consistently in accordance with the guiding principles and eligibility criteria outlined in this policy and the assessment matrix in the Prosperous Precincts Grant Program Procedure. An assessment panel will be convened to assess applications and make recommendations of recipients to the approving officer for approval.

Applications will be accepted until the funding is allocated in full.

#### 5.7 Policy Non-Compliance

Failure to comply with this policy may result in non-compliance and adverse impacts on the Council and failure to meet outcomes for the community.

In the circumstance that a successful applicant has not complied with this policy or the 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, funds may not be given to the recipient.

#### 5.8 Community Standards

Council reserves the right to reject an application or terminate a Funding Agreement on the premise that a project:

- (a) Is perceived or may be perceived to portray people or depict material in a way that discriminates against, vilifies, is demeaning to, or likely offensive to any person or any section of the community on account of race, ethnicity, nationality, sex, age, sexual preference, religion, disability, or political belief; or
- (b) Has the potential to have an adverse impact on the reputation of, or public confidence in, Council.

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## 5.9 Sustainable Practices

Council is committed to putting sustainability into action through its corporate commitments and governance arrangements; its strategies, services, and operations; and its community programs and partnerships.

Council works together with local residents, communities, businesses, industries and other levels of government to achieve the strategic priorities. Applicants are to consider the inclusion of sustainable and resilient outcomes outlined in Council’s Sustainability Strategy (Towards 2030).

These strategic priorities are further supported by Council’s Environmental Sustainability Policy.

## 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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