

# COMMUNITY ASSISTANCE PROGRAM PROCEDURE



## 1 Scope

This procedure applies to Rockhampton Regional Council Community Assistance Programs available to eligible community organisations for initiatives with 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 procedure is to ensure a fair, equitable and transparent process for administering CAPs.

## 3 Related Documents

### 3.1 Primary

Community Assistance Programs 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*

Code of Conduct

Community Assistance Program Funding Agreement

Community Assistance Program Guidelines

Environmental Sustainability Strategy

Statement by a Supplier Form

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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.
ATO	Australian Tax Office
CAP	Community Assistance Program
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.
Conflict of Interest	This can be an actual, perceived or potential conflict between: (a) An employee's or Councillor's personal interests (such as personal relationships or club memberships); and (b) The public interest, which may affect decision making during the selection and/or administration processes.
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.
GST	Goods and services tax
In-kind Support	Products or 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.

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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 Procedure

CAP provides financial assistance to community organisations that meet the eligibility criteria in the Community Assistance Program Policy.

### 5.1 Applications

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

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

Assessment is based on the information provided, applicants must ensure forms have been fully completed and required documents attached. Incomplete or unsigned applications may not be considered. If further information or clarification is required the applicant is contacted.

Applicants must ensure assessment criteria are addressed which may require:

- (a) Addressing the community benefits the project will provide:
  - (i) Clear explanation of who within the community will benefit from the project and what those benefits are; and
  - (ii) Consequences for the community if the project does not proceed;
- (b) Detailing the community organisations ability and capacity to deliver the project successfully by demonstrating:
  - (i) There is a project plan in place;
  - (ii) The organisation has a history or experience in delivering similar projects; and
  - (iii) The organisation has the capacity to sustain a program or activity beyond the terms of funding (where applicable).
- (c) Demonstrating that the project provides value for money by detailing the:
  - (i) Impact that funding will have on the project budget; and
  - (ii) Ability to deliver the project without funding.

### 5.2 Community Development Grants, Regional and Local Community Event Sponsorships, and the Environmental Sustainability Program

Funding rounds are announced on the Council website, with applications accepted within the opening and closing dates.

Community Services convenes a selection panel.

The selection panel recommends recipients to the delegated officer to approve support based on funds remaining for the support program.

Applications are prioritised based on satisfaction of the selection criteria and funds available.

Applicants are notified in writing of selection outcome by the date posted on the Council website.

### 5.3 Multi-Year Community Event Sponsorships

Council requests organisers of suitable events to submit a project plan, budget and any other documentation to support consideration for receiving funding.

Community Services assess applications in accordance with the Community Assistance Program Policy. Applications are prioritised based on satisfaction of the selection criteria and funds available.

Applicants are notified in writing of selection outcome.

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Successful applicants are notified in writing of the funding amount and requirements.

At the end of the three year period, Community Services evaluates the success of the funded events and determine what events may continue to receive funding.

#### **5.4 Funding Agreements**

A Funding Agreement setting out the conditions for receipt and acquittal of the approved funds, and acknowledgement of Council's funding is forwarded to the successful applicants under the following:

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

The funding agreement is negotiated by Council and details the responsibilities of both parties in delivery of the project. This agreement must be signed by the recipient and returned by the specified due date prior to any funds being provided.

Funding recipients must adhere to the requirements of the Funding Agreement, which may include:

- (a) Accounting of funding received, ensuring funds went towards eligible project costs;
- (b) Project outcomes, including reporting on community and/or economic benefits (for example, attendance/participation numbers, or anticipated additional activity generated as a result of the project); and
- (c) Confirmation of meeting any other requirements, such as acknowledgement of Council as a funding supporter, outlined in the Funding Agreement.

#### **5.5 Venue and Services Support, Insurance Support and Education Bursaries**

Requests for venue and services support, insurance support, and education bursaries support programs are received and assessed at any time.

Acknowledgement of requests is sent to applicants within 10 working days.

Community Services assesses eligibility and recommends recipients to the delegated officer to approve support based on funds remaining for the support program.

Community Services notifies the applicant of the decision within 30 working days of receiving the request.

Community Services arranges provision of support for Venue and Services Support, or funds for Insurance Support and Education Bursaries.

#### **5.6 Goods and Services Tax and Australian Business Number**

Depending on the applicant's status with the ATO, CAP funding may attract GST. Community 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 ATO.

For advice about GST issues, Statement of Supplier Forms or any general enquiries about GST issues, the applicant is advised to contact the ATO.

#### **5.7 Conflicts of Interest**

Council employees or Councillors with a conflict of interest must not be involved in:

- (a) Decision making about whether community organisations that have submitted applications will receive funding, sponsorship or in-kind support; or
- (b) Administration of a Funding Agreement.

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## 5.8 Grievance Process

If a community organisation has not been successful in their application for funding under CAP, they may request, in writing, a review of their application. The applicant is notified of the review outcome in writing.

## 5.9 Acknowledgement

Successful applicants are expected to:

- (a) Acknowledge the support of Council in delivery of the project;
- (b) Register any associated community events on [Council's events calendar](#);
- (c) Ensure their organisation is registered on [Council's community directory](#); and
- (d) Participate in a Council-coordinated media opportunity upon request.

## 5.10 Reporting and Acquittal

Where required funding recipients are expected to:

- (a) Keep track of their activities and expenditure (for example, by keeping diary entries, photo monitoring and receipts);
- (b) Provide a final acquittal report (where required), 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; and
- (c) Submit a final report to Council within eight weeks of the project or event completion.

Projects are acquitted upon confirmation of successful delivery of the project and receipt of total funding.

Any community organisations with outstanding acquittals are not eligible for further funding from Council.

## 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 Community Services.

## 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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