



# Cloncurry Shire Council

**POLICY  
NO.**

CD 0011

## COMMUNITY GRANTS POLICY

### 1. Background and Context

This policy is designed to meet statutory requirements and to demonstrate Council's commitment to supporting communities in the shire 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 shire.

Council will provide grants only when it is satisfied that:

- The grant is appropriate, being aware of other Council priorities and available resources.
- The applicant meets the eligibility criteria set out in this policy and in the supporting guidelines for the specific funding program.
- The grant will be used for a purpose that provides community benefit.
- The grant will meet a community and / or social need in the community.

### 2. Scope

This policy applies to the provision of grants, sponsorship (cash and in kind) and donations (including bursaries) allocated by Cloncurry Shire Council through its Community Grants Policy to support community organisations that make a positive contribution to the sustainable development of this region's social, cultural, economic, sporting, and environmental lifestyle.

### 3. Objectives

The purpose of the Community Grants Policy is to establish an application process and criteria for the allocation of grants to ensure a fair, equitable and transparent process and framework for distribution of funds allocated through the budget process. This policy outlines the eligibility requirements for those organisations seeking financial assistance through Council's Grants, Sponsorship (cash and in kind) and Donations (including bursaries) Programs.

### 4. Definitions

<b>Applicant:</b>	The organisation / group who will be implementing the proposed program, project, or activity.
<b>Auspecting:</b>	An agreement from one organisation to apply for funding on behalf of a second organisation. The auspecting organisation agrees to act legally and financially on the applicant's behalf.
<b>Council:</b>	Cloncurry Shire Council (CSC)
<b>Donation:</b>	The act of giving to a fund or cause. This may include bursaries for individuals / group which represent Cloncurry Shire Council.

<b>Incorporated Organisation:</b>	An organisation whose status is registered with the Office of Fair Trading and operates within the scope of the Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999.
<b>In-Kind Contribution:</b>	A donation of goods and services, time, or expertise, rather than cash or appreciated property.
<b>Not-For-Profit Organisation:</b>	An organisation that is not operating for the profit or gain of its members.
<b>Recurrent Nature:</b>	An agreement to provide financial or in-kind support on more than one occasion over a specific period of time to achieve a specific outcome.
<b>Sponsor:</b>	The incorporated organisation which supports the program, project, or activity.

## 5. Roles and Responsibilities

The Chief Executive Officer and the Director of Community Services are responsible for ensuring this policy is understood and adhered to by Council staff, the Mayor and Councillors.

Costings for any in-kind assistance will be provided by the appropriate manager responsible for the project or activity.

## 6. Policy

### 6.1 Eligibility Criteria

(Major Category = \$5,000 and above)

A community organisation or community member will be eligible to receive a grant from Council under this policy if the organisation or member demonstrates the following:

- Members of the organisation/group reside and operate in Cloncurry Shire Council boundaries.
- Have acquitted any previous Cloncurry Shire Council grant satisfactorily.
- Be free of debt with Cloncurry Shire Council.
- Be an incorporated 'not-for-profit' organisation or company limited by guarantee that has been endorsed by the Australian Taxation Office (ATO) as a charity, tax exempt fund or deductible gift recipient. Unincorporated individuals/groups are eligible to apply, providing that their application demonstrates support through an appropriate incorporated body for the program, project, or activity.
- Have relevant public liability insurance cover.
- Uses the Community Grant for a purpose that Council considers providing a community benefit.
- Demonstrate a clear need for financial support and show that other avenues of financial support have been explored (e.g., other grant funding, sponsorship, etc.)
- Submit the organisations most current financial statement (e.g., as submitted to the Office of Fair Trading or latest treasurer's report covering 12-month period)
- Submit a detailed budget for the program, project and/or activity.

### 6.1.2 Eligibility Criteria

(Special Interest Program: Bursary – Training/Program Attendance, Travel & Accommodation = Up to \$2,000)

A community organisation or community member will be eligible to receive a bursary from Council in areas of arts and culture, education, and sport under this policy if the organisation or member demonstrates the following:

- Resident / s of the Cloncurry Shire.

- An Australian citizen / permanent resident.
- Have acquitted any previous Cloncurry Shire Council grant satisfactorily.
- Not receiving another bursary (e.g., employer).
- Demonstrate the benefits the bursary will provide for the applicant.
- Submit a budget and program for the bursary application.
- 'Letters of Support' should be included with your application. (e.g., coach, teacher, etc.)

### 6.1.3 Eligibility Criteria

(Minor Category = Community Printing & In-Kind Assistance Program up to \$200; Community BBQ up to \$500; Small Equipment up to \$1,000; Request for Venue Hire Fee Waiver for Council Venues)

A community organisation or community member will be eligible to receive a Community Grant from Council to provide financial assistance for equipment, support funding for a community BBQ, assistance with printing, or to request fee waiver for Council facility venue hire. The organisation or member is requested to demonstrate the following:

- Applicants reside and operate in Cloncurry Shire Council boundaries.
- Have acquitted any previous Cloncurry Shire Council grant satisfactorily.
- Demonstrate a clear need for support (cash and in-kind).
- Uses the Community Grant for a purpose that Council considers providing a community benefit.
- Submit a budget for the requested activity.
- Venue Hire Applicants required to submit a program of the event/activity.

### 6.1.4 Eligibility Criteria

(Outside of Cloncurry Shire = may include cash and in-kind support)

Council may consider grant applications that demonstrate community benefit or to assist in conducting any activity that contributes to the economic vitality of Cloncurry. The community organisation or individual will be required to demonstrate the following:

- Uses the Community Grant for a purpose that Council considers providing a community benefit and / or contributes to the economic vitality of Cloncurry.
- Have acquitted any previous Cloncurry Shire Council grant satisfactorily.
- Be free of debt with Cloncurry Shire Council.
- Be an incorporated 'not-for-profit' organisation or company limited by guarantee that has been endorsed by the Australian Taxation Office (ATO) as a charity, tax exempt fund or deductible gift recipient. Unincorporated individuals / groups are eligible to apply, providing that their application demonstrates support through an appropriate incorporated body for the program, project, or activity.
- Have relevant public liability insurance cover.
- Demonstrate a clear need for financial support and show that other avenues of financial support have been explored (e.g., other grant funding, sponsorship, etc.).
- Submit the organisation's most current financial statement (e.g., as submitted to the Office of Fair Trading or latest treasurer's report covering 12-month period).
- Submit a detailed budget for the program, project and / or activity.

### 6.1.5 Ineligible Organisations

The following organisations / groups are unable to apply:

- Political groups
- Government agencies

- Businesses and commercial organisations
- Schools (public or independent) – unless sponsored by eligible community organization / group
- Organisations or groups who were successful in attaining a council grant in the previous round.
- Organisations whose capital and operating requirements are met directly from Federal or State Governments or this Departments or from Government owned corporations unless they demonstrate that there is a clear community need that cannot otherwise be met.

### **6.1.6 Ineligible Items**

- Ongoing salaries / wages for staff.
- Recurrent costs associated with day-to-day operations.
- Retrospective funding – programs, projects and / or activities that have commenced or completed prior to acknowledgement of grant outcomes.
- Items / program that are the core business of a Government Departments, tourism, or economic development organisations.
- Programs, projects and / or activities that do not involve the Cloncurry Shire community.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets Council have an unacceptable risk of being damaged, lost, causing injury, or quickly losing value.
- Freight, merchandise, prizes, and raffles (unless demonstrated essential to program, project, or activity).
- Programs, projects, or activity that do not benefit Cloncurry Shire.
- Insurance costs.
- Payment of debt.

## **7. Selection Criteria**

### **7.1 (Major Category)**

Each application will be assessed against the following criteria:

- a) That the community project provides a direct or indirect benefit, including social and economic, for the community. What is the main reason you are applying for this funding and how does it meet a need in the community? (50%)
- b) The applicant / organisation is contributing a minimum of 20% of the financial cost of the project. Please demonstrate in your budget in item (d) and provide an explanation of costs below. (20%)
- c) Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g., raffles, fundraising initiatives, other grants, or subsidies applied for. Describe your current and future plans for existing funds including submission of a financial statement for the past 12-months. (20%)
- d) Complete and attach a program plan/schedule and associated information which may include quotes to support your budget, letters confirming partner / sponsor support, etc. for program, project and / or activity, including a detailed budget, timeline, and risk management. (10%)

### **7.2 (Special Interest Program - Bursary)**

- a) What is the main reason you are applying for this funding and how does it meet a need in arts or culture, education, or sporting? Demonstrate how attendance and/or training will benefit the applicant. Please include 'Letters of Support' for your application. (50%)
- b) The applicant / organisation is contributing a minimum of 20% of the financial cost of the project. Please demonstrate in your budget in item (d) and provide an explanation of costs below.

(20%)

- c) Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g., raffles, fundraising initiatives, other grants, or subsidies applied for. (20%)
- d) Complete and attach a program of the activity, competition, training you are attending including a budget and timeline / schedule for the proposed activity. (10%)

### **7.3 (Minor Category)**

Each application will be assessed against the following criteria:

- a) That the community project provides a direct or indirect benefit, including social and economic, for the community. What is the main reason you are applying for this funding and how does it meet a need in the community? (50%)
- b) The applicant / organisation is contributing a minimum of 20% of the financial cost of the project. Please demonstrate in your budget in item (d) and provide an explanation of costs below. (20%)
- c) Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g., raffles, fundraising initiatives, other grants, or subsidies applied for. (20%)
- d) Complete and attach a budget that may include quotes for grant request. Applicants applying for Venue Hire Fee Waiver, please include a program of your event / activity. (10%)

### **7.4 (Applicants Outside of Cloncurry Shire Programs, Events & Activities = may include cash and in-kind support)**

Each application will be assessed against the following criteria:

- a) That the community project provides a direct or indirect benefit, including social and economic, for the community. What is the main reason you are applying for this funding and how does it meet a need in the community? (50%)
- b) The applicant / organisation is contributing a minimum of 20% of the financial cost of the project. Please demonstrate in your budget in item (d). Describe your current and future plans for existing funds including submission of a financial statement for the past 12-months. (20%)
- c) Demonstrate that attempts have been made to raise funds from other sources by providing details and outcomes of attempts e.g., raffles, fundraising initiatives, other grants, or subsidies applied for. (20%)
- d) Complete and attach a program plan / schedule and associated information which may include quotes to support your budget, letters confirming partner / sponsor support, etc. for program, project and / or activity, including a detailed budget, timeline, and risk management. (10%)
- e) Identify cash request, in-kind (e.g., Venue Hire Fee Waived) support or a combination of both.

## **8. How Are Applications Assessed?**

- The high demand for funding under the Cloncurry Shire Council's Community Grants Program will mean that not all grant applications can be approved. Although an application may meet the assessment criteria, approval will depend on available funds and the number and quality of applications.

- All funding submissions will be assessed against the selection criteria with recommendations submitted to Council for a decision based on selection criteria response.
- All applicants will receive written notification of their applications outcome. Successful applications may also be acknowledged as part of Council’s publications.

**Please note:**

- All eligibility and selection criteria must be met (essential).
- The level of assistance available is limited by Council's budget allocation and its priorities. No application can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.
- The grants program aims to provide limited financial assistance in relation to development of program, project, and / or activity, and is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to part fund a grant application.
- Community Grant applications are at the discretion of Council.
- Incomplete or late applications outside allocated round periods will not be accepted.
- Previous grants approved by Council that have not acquitted will result in future grant applications being declined for consideration.
- Only one successful grant application is permitted per financial year.

**9. Submission Timeframes**

Submissions will be considered on a quarterly basis at the Ordinary Council Meeting. Applications outside scheduled rounds will not be accepted. Application rounds open 1st of each month and close on the 20th of each month.

- Round 1: January
- Round 2: April
- Round 3: July
- Round 4: October

**10. Grant Categories**

Council considers that the following grants are for purposes in the public interest:

- Grants for activities that can be delivered in a coordinated and collaborative manner.
- Grants that support festivals, events and celebrations showcasing Cloncurry talent and pride.
- Grants to assist community members to stage or participate in arts and culture, community activities, and sporting.
- Grants to assist in conducting any activity that contributes to the economic vitality of Cloncurry.

Grant Category and Description	Maximum (Cash or In-Kind)
<p><b>Community Activities / Events Development (Major Category)</b>  <i>Grants are offered under this category to assist organisations with the planning and development of local community events that will assist in building community capacity and promoting community cohesion. If your event is an annual event to raise money for charity, it is expected that sufficient funds would be retained to cover expenses for the following year.</i></p>	\$5,000

<p><b>Community Activities / Events Development (Major Category: Hallmark Signature Events)</b>  <i>These events are recurring events whose identity is linked with the host destination as a result they form an important part of its image and branding. These events provide and feed off place identity e.g., Curry Merry Muster Festival, Stockman's Challenge and Campdraft, Cloncurry and District Show (As per above description for Community Activities / Events Developments).</i></p>	> \$5,000
<p><b>Sport and Recreation Development (Major Category)</b>  <i>A grant under this category is for the support of community-based sporting organisations / associations in the development of sport and recreation projects and activities for residents in the Cloncurry region. Capital purchases deemed necessary for the development, support or administration of the proposed sporting activity may also be submitted under this category.</i></p>	\$5,000
<p><b>Community Cultural Development (Major Category)</b>  <i>The aim of the Community Cultural Development Grant is to develop the capacity of local groups to broaden the opportunities that may be available to participate in cultural activities.</i></p>	\$5,000
<p><b>Activities contributing to the Economic Vitality of Cloncurry (Major Category)</b>  <i>This category is to encourage activities, other than those in previous categories that can be seen to be contributing to the economic viability of the area. For example: a contribution towards a one-off event that attracts a high number of visitors to the area.</i></p>	\$5,000
<p><b>Special Interest Program: Training / Program Attendance, Travel &amp; Accommodation (Bursary)</b>  <i>A financial contribution towards training / program attendance, travel, and accommodation to participate in pursuits in arts and culture, education, and sport. Applicants will be required to demonstrate how their program attendance / training will benefit the applicant. Applications will be accepted from individuals and groups.</i></p>	Up to \$2,000
<p><b>Small Equipment (Minor Category)</b>  <i>The small equipment category is to provide financial assistance for the purchase of equipment which will support the development of the organisation or its volunteers. For example: computers, office equipment or kitchen appliances etc.</i></p>	Up to \$1,000
<p><b>Community BBQ Support (Minor Category)</b>  <i>The community BBQ support fund is to provide financial assistance for the purchase of goods / provisions to host a BBQ (excluding alcohol). Community BBQ support is available for an event or community function.</i></p>	Up to \$500
<p><b>Community Printing and In-Kind Assistance Program (Minor Category)</b>  <i>Open to non-profit clubs /organisations located in Cloncurry Shire. Up to the value of \$200 to provide support for the reproduction of programs, agendas, reports, newsletters.</i></p>	Up to \$200
<p><b>Venue Hire Fee (Waiver)</b>  <i>Council has the ability to provide assistance via the waiving of venue and park hire fees for council owned and coordinated venues and public spaces. The waiving of these fees is to assist organisations to make a positive contribution to the quality of life for Cloncurry residents, events, and producers through the provision of social services and community development activities, projects, and programs.</i></p>	On Application

## 11. Acknowledgement Requirements

Recipients of Cloncurry Shire Council Community Grant funding programs are required to acknowledge Council's contribution to the activity that is being funded.

Should any of the following be implemented as part of a program / activity, Cloncurry Shire Council's logo and the words 'Proudly Supported by Cloncurry Shire Council' should be implemented relating to the associated event, program, or activity.

- Press / Media releases
- Social Media communications
- Promotional materials
- Media advertising and signage
- Acknowledgement in speeches

## 12. Accountability and Reporting

Council is required to evaluate the Community Grants Policy regularly to ensure it is relevant and responsive to the needs of the community.

When determining whether a Grant will be utilised for a purpose that is deemed to be in the public interest, Council will have broad discretion and will have regard to any matters that Council deems to be relevant. These may include consideration of whether the purpose:

- Contributes to community well-being.
- Assists with the provision of sporting, cultural or community facilities, events, activities, or opportunities; and
- Is intended to relieve suffering or hardship within the Cloncurry community.
- In providing grants, Council will require recipients to provide evidence that the grant has:
  - Been used for the approved purposes; and
  - Has produced community benefit.
- Funding decisions in the Community Grants Program are endorsed by Council through the Director of Community Services and Economic Development. Successful applicants will be required to meet the following conditions:
  - Execution and return of funding agreement reflecting acquittal process.
  - Acknowledgement of Council as a funding body during the promotion and execution of an event; and
  - Other conditions the Council deems appropriate based on project, program, or activity specific criteria, which were notified to the applicant on the condition of approval.

## 13. Acquittal Process (Major Category)

At completion of a funded program, project and / or activity an acquittal report is required.

Acquittal includes the following requirements:

- Project summary (this only needs to be brief).
- A brief description of the project, program, or activity, include any variations from your initial application form.
- Direct / indirect benefits to Cloncurry Shire Council.
- Copies of invoices
- Proof of payment (invoices / receipts)
- Support material (press clippings, photographs, social media activity, etc.)
- Program, project and / or activity results – reach (postcode); economic; (e.g., overnight

stays); demographics; etc.

- Acquittal required 12-weeks from date of program, project and/or activity completion.
- Should a community grant remain unacquitted, the grant recipient will be made ineligible to apply for future Council community grants for a period of twelve (12) months.

#### **14.1 Acquittal Process (Bursary)**

At completion of a funded program, project and / or activity an acquittal report is required.

Acquittal includes the following requirements:

- Training / Program summary (this only needs to be brief).
- A brief description of the project, program, or activity, include any variations from your initial application form.
- Direct / indirect benefits for the applicant.
- Copies of invoices
- Proof of payment (invoices / receipts)
- Support material (press clippings, photographs, social media activity, etc.)
- Acquittal required 12-weeks from date of program, project and / or activity completion.
- Should a community grant remain unacquitted, the grant recipient will be made ineligible to apply for future Council community grants for a period of twelve (12) months.

#### **14.2 Acquittal Process (Minor Category)**

At completion of a funded program, project and / or activity an acquittal report is required.

Acquittal includes the following requirements:

- Project summary (this only needs to be brief).
- A brief description of the project, program, or activity, include any variations from your initial application form.
- Direct / indirect benefits for the community and Cloncurry Shire.
- Copies of invoices
- Proof of payment (invoices / receipts)
- Support material (press clippings, photographs, social media activity, etc.)
- Acquittal required 12-weeks from date of program, project and / or activity completion.
- Should a community grant remain unacquitted, the grant recipient will be made ineligible to apply for future Council community grants for a period of twelve (12) months.

#### **14.3 Applicants Outside of Cloncurry Shire**

At completion of a funded program, project and / or activity an acquittal report is required.

Acquittal includes the following requirements:

- Project summary (this only needs to be brief).
- A brief description of the project, program, or activity, include any variations from your initial application form.
- Direct / indirect benefits to Cloncurry Shire Council.
- Copies of invoices
- Proof of payment (invoices / receipts)

- Support material (press clippings, photographs, social media activity, etc.)
- Program, project and / or activity results – reach (postcode); economic; (e.g., overnight stays); demographics; etc.
- Acquittal required 12-weeks from date of program, project and/or activity completion.
- Should a community grant remain unacquitted, the grant recipient will be made ineligible to apply for future Council community grants for a period of twelve (12) months.

#### 14.4 Acquittal Process (Venue Hire Fee Waiver)

At completion of a funded program, project and / or activity an acquittal report is required.

Acquittal includes the following requirements:

- Project summary (this only needs to be brief).
- A brief description of the project, program, or activity, include any variations from your initial application form.
- Direct / indirect benefits for the community and Cloncurry Shire.
- Support material (press clippings, photographs, social media activity, etc.)
- Acquittal required 12-weeks from date of program, project and / or activity completion.
- Should a community grant remain unacquitted, the grant recipient will be made ineligible to apply for future Council community grants for a period of twelve (12) months.

#### *References and Related Documents:*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Community Grants Guidelines ATO*

*Rulings for Status of Supplier*

*Letter of Acceptance*

*Application Forms*

*Grant Acquittal Forms*

#### **Adopted by Council Resolution**

#### **POLICY VERSION AND REVISION INFORMATION**

<b>Version No.</b>	<b>Date Adopted</b>	<b>Review Date</b>
3	07/12/2021	12/2025

*CEO Signature Block (see below)*



Philip Keirle, Chief Executive Office, Cloncurry Shire Council