



# *Cloncurry Shire Council*

**POLICY  
NO.**

**CD 0011**

## **COMMUNITY GRANTS POLICY**

### **1. Background and Context**

This Policy has been developed in accordance with the provisions contained in the Local Government Regulation 2012, namely sections 194 and 195 (Community Grants Policy).

This policy is designed to meet statutory requirements and to demonstrate Council's commitment to providing financial and/or in-kind assistance to eligible activities and events that improve liveability, build community capacity, encourage community participation and volunteering, recognise and encourage achievement, and make a positive and ongoing contribution to the Shire.

### **2. Scope**

This policy applies to the provision of grants and sponsorship (cash and in-kind assistance) by Cloncurry Shire Council to support community organisations and other eligible organisations that make a positive contribution to the Shire's social, cultural, economic, sporting, and environmental life

### **3. Objectives**

The objectives of the Community Grants Policy are:

3.1 To establish eligibility criteria for making grants to Community Organisations and Other Eligible Entities, including that eligibility will be considered with reference to Public Interest Objectives.

3.2 To establish (a) grant application, (b) grant assessment, and (c) grant endorsement; and (d) grant acquittal processes for Community Organisations and Other Eligible Entities, in order to ensure that that grants are administered in a way that is fair, equitable, accountable and transparent.

### **4. Definitions**

<b>Acquittal</b>	The process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.
<b>Conflict of Interest</b>	A conflict between an officer's or Councillor's personal interests (including personal interests arising from their relationships or club memberships for example), and the public interests that might lead to a decision that is contrary to the public interest.
<b>Grant</b>	Funds provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with Council policy, where a recipient is selected on merit against a set of criteria.

<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>Not for Profit Organisation</b>	An organisation that does not operate for the profit or gain of its individual members. Any profit made by the organisation goes back into the operations of the organisation to help pursue its goals.
<b>Public Interest Objectives</b>	Refers to events or activities that improve liveability, and/or build community capacity; and/or encourage community participation and volunteering; and/or recognise and encourage achievement; and/or make a positive and ongoing contribution to the Shire.
<b>The Shire</b>	Cloncurry Shire Council local government area.
<b>Other Eligible Entity</b>	Refers to a commercial entity delivering an event or activity that meets the Public Interest Objectives of this policy, and that can be provided at no cost, or at a lower cost to participants because of the receipt of grant. Other Eligible Entities may be based inside or outside of the Shire.

## 5. Roles and Responsibilities

The Director of Community Services is responsible for ensuring this policy is understood and adhered to by Council staff and Councillors.

## 6. Policy

### 6.1 Grant Category

Grant Category and Description	Grant Value (excl. GST)
<b>Signature Events</b> Recurring events linked with the history and character of the Shire and that form an important part of the Shire's identity.  E.g., Curry Merry Muster Festival, Stockman's Challenge and Campdraft, Cloncurry and District Show, Cloncurry & District Races.	As per Council Budget
<b>Premier Events</b> Recurring events linked with the history and character of the Shire and that form an important part of the Shire's identity.  E.g. Burke & Wills Campdraft & Challenge, Dajarra Rodeo, Campdraft and Gymkhana; Quamby Rodeo	As per Council Budget

Grant Category and Description	Grant Value (excl. GST)
<p><b>Major Grant</b></p> <p><b>Community Activities/Events Development</b> To assist organisations with the planning and delivery of local community events that will assist in building community capacity and promoting community cohesion.</p> <p><b>Sport and Recreation Development</b> For the support of community-based sporting organisations with the development of sport and recreation projects and capital purchases deemed necessary for the development the sporting activity may also be submitted under this category.</p> <p><b>Community Cultural Development</b> To develop the capacity of local groups to deliver cultural activities.</p>	\$1,001-\$5,000
<p><b>Minor Grant</b></p> <p><b>Community Activities/Events Development</b> To assist organisations with the planning and delivery of local community events that will assist in building community capacity and promoting community cohesion.</p> <p><b>Sport and Recreation Development</b> For the support of community-based sporting organisations with the development of sport and recreation projects and capital purchases deemed necessary for the development the sporting activity may also be submitted under this category.</p> <p><b>Community Cultural Development</b> To develop the capacity of local groups to deliver cultural activities.</p>	Up to \$1,000
<p><b>Special Interest Program: Training / Program Attendance, Travel &amp; Accommodation (Bursary)</b> A financial contribution towards training or program attendance in arts and culture, education, and sport. To be funded where applicants are also able to demonstrate evidence of volunteering their time in support of community events and activities in their application.</p>	Up to \$1,000
<p><b>Community Printing and In-Kind Assistance Program (Minor Grant)</b> Open to non-profit clubs/organisations located in Cloncurry Shire to provide support for the reproduction of programs, agendas, reports, newsletters.</p>	Up to \$200

Grant Category and Description	Grant Value (excl. GST)
<b>Venue Hire Fee (Waiver)</b> Council has the ability to provide assistance via the waiving of venue hire fees for council owned and coordinated venues and public spaces. The waiving of these fees is to assist organisations to offer events and activities for no cost, or for a lower cost than would otherwise be achievable in the absence of the venue hire waiver.	On Application
Council is not currently sponsoring School Camps.	NA
<b>Out of Shire Activities</b> Council will consider sponsoring entities delivering Out-of-Shire Activities where such activities provide a benefit to Cloncurry Shire residents in accordance with the Objectives of this Policy and the benefits or activities are not otherwise available in the Shire.	<\$5,001

## 6.2 Eligibility

### 6.2.1 Eligible Organisations

To apply for support from Council under the Community Grants Policy, applicants must:

- Meet one of the following organisational status requirements:
  - A local not-for-profit entity whose services and programs directly benefit and/or support the residents of the Shire; or
  - A local group (whose services and programs directly benefit and/or support the residents of the Shire) that is auspiced by a not-for-profit legal entity; or
  - A not-for-profit entity based outside the Shire that can demonstrate that the project/activity is being delivered within the Shire and provides direct benefits to the residents of the Shire; or
  - An Other Eligible Entity delivering an event or activity that meets the Public Interest Objectives of this policy, and that can be provided at no cost, or at a lower cost to participants because of the receipt of grant.
- Have met acquittal conditions for any previous Council funding
- Have no overdue Council debt
- Demonstrate a clear need for financial support and show that other avenues of financial support have been explored (e.g. other grant funding, sponsorship, fund raising activities, etc.)
- Submit a detailed budget for the program, project and/or activity and two (2) quotes from registered businesses, for all items to be funded for the grant
- (for Infrastructure Projects) Provide in principle support from the landowner or trustee of the land prior to application submission
- Have appropriate, current insurance/s and adhere to sound Workplace Health and Safety practices

- **For applications of >\$5,000** - Submit the organisations two (2) most current financial statements (e.g., as submitted to the Office of Fair Trading or latest treasurer's report covering 12-month period)
- **For applications of >\$1,000** - 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)

### 6.2.2 Eligible Individuals

A 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 individual demonstrates that they meet all of the following criteria:

- Are a resident of the Shire
- Are an Australian Citizen or Permanent Resident
- Have met acquittal conditions for any previous Council funding
- Have no overdue Council debt
- Have clearly demonstrated the benefits the bursary will provide for the applicant
- Have submitted a budget and program for the application
- Have provided sufficient evidence of volunteering their time in support of community events and activities in their application.
- Have demonstrated that other avenues of financial support have been applied for (e.g. other grant funding, sponsorship, fund raising activities, etc.).

### 6.2.3 Ineligible Applications

Ineligible applicants, items, and activities will include, but are not restricted to:

- Events, programs, or activities run solely for commercial profit
- Events, programs, or activities that contravene Council's existing policies or do not align with Council's strategic direction
- Events, programs or activities which are scheduled to occur prior to the funding round closing date or during the associated assessment and approval period
- Events, programs or activities which are of a private or personal nature
- Applications whereby Council funds will be donated to another cause (e.g. charity events)
- Assets Council believe 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).
- Organisations formed under the umbrella of a political party or that may have an affiliation with a political party
- Organisations which have the capacity to self-fund the project/event
- Reimbursement for money already expended or activities which have commenced prior to funding being approved
- Applications which fund:
  - Wages or salaries for staff
  - Repayment of debts or loans
  - Recurrent costs with day-to-day operations of a community group
  - Retrospective funding

- Equipment or other expenditure that is personal or of personal gain
- Part of or all of Council rates
- Items that would otherwise be funded by State or Government bodies

#### 6.2.4 Budget and Level of Assistance

The level of assistance available in any given financial year to any given event is limited by Council's budget decisions and its priorities and strategies as outlined in the Corporate Plan and Operational Plan. No applicant can be guaranteed funding or of receiving the full amount requested.

#### 6.2.5 Policy Exemptions

This policy does not relinquish Council's discretionary powers to consider requests for assistance on a case-by-case basis as it determines relevant.

#### 6.2.6 Requests for Information

Council reserves the right to request further information from the applicant before approving any grant.

#### 6.2.7 All Inclusive Nature of Grant

Unless otherwise indicated, and notwithstanding Council's commitment to handing over venues in an appropriate condition, grant allocations are intended to be **all inclusive**. I.e., the allocation is intended to cover all venue hire fees, costs of bin collections, costs of traffic guidance schemes and their implementation and similar.

#### 6.2.8 Payment of Suppliers

The applicant is responsible for directly procuring and paying all suppliers, contractors, and service providers related to the funded project. Council will not act as a purchasing agent or intermediary, and no invoices from third parties will be processed or paid by Council on behalf of the applicant.

### 6.3 Annual Allocation to Signature and Premier Events

Council will provide the support to the events listed in Table 6.3.1 on an annual basis, subject to all eligibility and acquittal requirements having been met.

Event	2025-26 Allocation
Cloncurry & District Show	\$25,000
Cloncurry Stockman's Challenge	\$25,000
Cloncurry Merry Muster	\$25,000
Cloncurry & District Race Club	\$15,000
Quamby Rodeo	\$15,000
Dajarra Rodeo, Campdraft & Gymkhana	\$5,000
Quamby Rodeo	\$5,000

### 6.4 Selection Criteria

As part of the assessment process, organisations will be required to supply supporting material and documentation as specified in the applicable Application Form.

Council is committed to ensuring that the assessment of all applications under the Community Grants Policy is coordinated in a fair and transparent manner.

Council will evaluate applications against alignment with available budget and Public Interest Objectives.

All grants are awarded at Council's discretion.

In addition to the assessment criteria, Council must be satisfied that it can legally support the applicant and project/activity/event pursuant to the Local Government Act 2009 or other relevant statute.

### **6.5 Submission Timeframes**

Submissions will be considered on a quarterly basis at the Ordinary Council Meeting. Applications outside scheduled rounds may be accepted at Council's discretion. Application rounds open on the 1<sup>st</sup> of each month and closes on the 20<sup>th</sup> of each month.

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

### **6.6 Acknowledgement Requirements**

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 ' must be included.

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

### **6.7 Acquittal**

At completion of a funded program, project and / or activity an Acquittal Report is required. Acquittal Reports may include the following requirements:

- Project summary: a brief description of the project, program, or activity, including any variations from your initial application form.
- Supporting material (press clippings, photographs, social media activity, etc.)
- Copies of invoices and proof of payment (not Venue Fee Waiver or In Kind)
- Major Grant only: Project Results - Direct / indirect benefits to Cloncurry Shire Council, reach (postcode); economic; (e.g., overnight stays); demographics; etc.
- Bursary only: project results – direct/indirect benefits to applicant

Acquittal is required 12-weeks from date of program, project and/or activity completion.

## **7. 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.

## 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

Version No.	Approval	Date Approved	Review Date
4	Council Resolution 219.2025	01 July 2025	06/2029

*Policy Endorsed by: Philip Keirle*



---

*Title: Chief Executive Officer*