

1. Background

Council receives a range of requests for financial support and assistance from community organisations and individuals to assist with the development of sports, arts, heritage, recreation or other community activities within the Shire.

2. Legislative or Other

The *Local Government Regulation 2012, Section 194 and 195*, contains the following:

Section 194 Grants to community organisations

The local government may give a grant to a community organisation only—

(a) if the local government is satisfied—

(i) the grant will be used for a purpose that is in the public interest; and

(ii) the community organisation meets the criteria stated in the community grants policy; and

(b) in a way that is consistent with the local government's community grants policy.

Section 195 Community grants policy

A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

3. Principles

Grants should be provided in an equitable manner. That is, they should not benefit one group of the community and exclude another. The arrangements for making grants should be made on a whole of Shire basis.

Grants should be provided to achieve an identified benefit to the community generally. The Council should ensure that the benefits are obtained.

The process for awarding grants should be open and accountable.

4. Purpose

The policy is intended to provide a structure for making grants to community organisations, which is open, transparent, legal, equitable, and furthers the aims and objectives of the Council and to ensure that grants, gifts and concessions to community organisations are provided in an equitable and accountable manner and produce the benefits towards which they are aimed.

5. Scope

This policy covers:

- Direct cash grants to community organisations
- Assets given to community organisations
- Concessions (eg. facility hire) for community organisations
- Student Bursary
- In-kind support using Council resources
- Requests for sponsorship by Council of an event.

What this policy does not apply to:

The awarding of grants under the Regional Arts Development Fund (RADF) will be exempt from this Policy. RADF grants will be awarded and distributed under the guidelines of the RADF Program.

6. Definitions

<u>Community Organisation</u>	A not for profit organisation consisting of people having common interests. Includes sporting clubs, social clubs, school P&F / P&C associations, arts and cultural groups and service organisations. Community organisations exclude schools, businesses and government agencies.
<u>Concessions</u>	A discount given for a service to a certain category of organisation/person/group as determined by Council.
<u>Donation</u>	“Giving of funds” where there is no formal agreement or restrictions on how the money is to be spent. The essence of this agreement relies upon the honour of the recipient for its fulfilment, rather than being in any way enforceable.
<u>Fee Waiver</u>	Waiver of the fees and charges that Council would usually charge for providing a service or product.
<u>Grants</u>	Grants are defined as “the giving of funds” where the recipient agrees to the conditions of the benefactor as to how the monies are to be spent. The agreement contains specific benefactor – imposed restrictions on how the money is spent. The recipient is required to formally acquit the funds as specified by the benefactor.
<u>In Kind Support</u>	Council chooses to provide goods or services at no cost to a Community Organisation. These can be professional services, product and assets donations, in lieu of payment of cash.
<u>Recipient</u>	An organisation which receives grant funding, concessions or donations from Council.

Sponsorship

Sponsorship is a mutually beneficial contract involving the purchase of usually intangible, exploitable potential, associated with an event, organisation or project which results in tangible benefits for the sponsoring organisation.

7. Community Grants Program Process

The community grants program will be advertised publicly three times during the financial year. Applications will be assessed in July, October and February.

Staff will coordinate the advertising and will provide a report to Council. Council will use the following selection criteria as the basis for assessing each application:

- The funding request directly supports a demonstrated need within the community.
- The project provides a direct or indirect benefit for residents in the community.
- Demonstrated ability to meet current financial obligations; include quotes, budget and financial statement.
- Demonstrate that attempts have been made to raise funds from other sources.
- The applicant organisation is making a contribution to the project.
- All eligibility criteria have been met.

Advertisements will be placed in local media advertising the availability, the details of funding and requesting applications, by a specified date, addressing the selection criteria.

8. Acquittals

All funds must be expended in the financial year they are granted. No further grants will be considered until previous outstanding grants are acquitted.

The Council will require, as a condition of each grant, that the organisation submits a report confirming that the grant has been used for the purpose intended. This should include a copy of the receipt for payment of goods of the organisation supported by an explanation, if necessary. A requirement for special audit reports should be avoided unless the Council has reason to suspect that the reports submitted are misleading or incorrect.

Acquittal reports must be submitted by 30 June of the financial year the funds were granted. Further grants will not be given until Acquittal reports are received.

9. Waiver of Fees and Concessions

Approval may be sought for the waiver or reduction of fees associated with the hire of Council operated facilities and associated plant / equipment. The Council may decide to grant a particular type of concession (eg. hall hire) to a specified category of community organisation. This concession would then apply to all community organisations in that category. Council may grant a standing concession to a particular community organisation.

Where applicable, bonds must be paid regardless of any concessions of fees waived.

10. Information

Advice for the Grant Program can be sought from relevant Council Officers for relevant grant applications pertaining to Community Facilities upgrade/development, Sport and Recreation Development, Community Arts and Cultural Development, Community Events Development and Economic Development. Councillors and Council staff may encourage organisation to apply, but should not indicate if an application is likely to succeed.

Attachments:

- [Community Organisation Grant Application Form and Acquittal Form](#)
- [Bursary Application Form](#)

DOCUMENT CONTROL

			Adopted by:	Council
Version	Date	Details	Reviewed By	Position
1	15 August 2012	Adopted by Council		
2	8 April 2014	Reviewed & Adopted	Monica James	CSM
3				

Review Period:	Annually	Review Date:	April 2015
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Community Grants Program

Application Form

- “In Kind” support ~ generally means a provision of goods or service, a waiver of fees etc. and is not a direct cash contribution (eg. Plant / equipment hire, waiver of fees / charges, provision of materials / loam / gravel)
- “Financial” support ~ means a direct cash donation to an organisation / person for a Council approved event / project / fundraising activity

The following local organisations will be eligible for assistance under this policy:

- Charities
- Not for Profit or Religious Organisations
- Sporting or Hobby Groups / Bodies

In determining the level of assistance required, Council shall:

- Establish the level of funding available in terms of its' coming budget requirements;
- Apportion such funding across each application eligible for funding.

Council shall have sole discretion in determining the type and level of support to be provided to each applicant.

Please note: It shall not be the policy of the Council to prioritise the needs of one applicant against another in determining the level of support, except that the applicant must be an eligible applicant in terms of the above eligibility criteria.

Notification of assistance to be provided by Council will be in written format to the applicant / organisation contact person.

Applicants requiring assistance under this policy must furnish the following information to enable their application to be considered:

- Name of Applicant (Individual / Organisation)
- Contact Details of Applicant
- Type of Assistance Requested
- Aims and Benefits of Assistance Requested
- Funding Sought including an estimated cost breakdown of the proposal
- Details of funding and in-kind support to be provided by the applicant organisation or others (eg external grants).
- All questions must be completed



Community Grants Program

Application Form

1. Type of Assistance being sought:

In Kind

Financial

2. Project Type:

Sport & Recreation

Community Development

Event

Environmental

3. Applicant Details:

Organisation / Individual Name:	
Contact Person for Project:	
Postal Address:	
Email Address:	
Telephone No:	

4. Briefly Description of the Project / Activity for which assistance is being requested:

(Please attach additional information if required)

Amount of Funding Requested:	\$	%
Amount of Funding Provided by the Applicant	\$	%
Amount of Funding Provided by Others	\$	%
Total Estimated Cost of Project:	\$	%

5. Details of Other Endeavours to Raise Funds

6. Financial Position of Applicant as at the date of this application including a copy of a recent bank statement:

(Please attach additional information if required)



Community Grants Program

Application Form

7. Have you received any Assistance from Council previously?

Yes (*please give details*) No

(Please attach additional information if required)

8. Please outline the Aims/Benefits to the Community From this Project:

(Please attach additional information if required)

We, the undersigned do hereby certify that we believe that the information contained in this application to be accurate and reliable.

Dated and signed at _____ [Click here to enter a date.](#)

Signature of listed Contact Person:

Name (please print clearly):

Committee Member / Authorised Persons:

Name

Signature

To be Completed upon completion of your project:

Important Information about your Quilpie Shire Council Community Grants Program Acquittal.

- Please ask Council for assistance if you are unsure about how to complete any part of this report
- This is a legal document. It is your responsibility to ensure that all amounts and information recorded on this form and other related documents are accurate and can be justified.
- Any Quilpie Shire Council Community Grant money not used for the project will need to be returned to the Council with this report if you have not already done so.
- All receipts / invoices relating to the Quilpie Shire Council. Community Grants Program money you have spent on your project, must be attached to this acquittal form.
- Acquittal Forms must be postmarked or hand delivered to the Quilpie Shire Council NO LATER than two months after the completion of your project.
- Bursary Recipients please note that a report is to be submitted to Council each Semester outlining progress.

Grant Recipient Details

Organisation / Individual Name:	
Contact Person for Project:	
Postal Address:	
Email Address:	
Telephone No:	

Financial Summary:

Project Expenditure Items	What you Expected to Spend (as per application form)	Amount Actually Spent
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	Total	\$
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Is there any surplus funds to be returned to Council ? Yes No

Project Summary to be completed:

Please attach a project summary to this report (no more than one page). Summary should include a brief description of the project, results achieved and any information that could be useful for other organisations undertaking similar projects. Support material such as photographs may also be included. Copies of receipts for goods purchased should be attached.

Grant Recipient's Declaration:

- I certify that to the best of my knowledge, information and belief, the details provided in this report (and relevant attachments) are true and correct.
- I understand that I may need to provide the Quilpie Shire Council with additional information on the funded activity if required.

Grant Recipient's Signature:	
Date:	Click here to enter a date.



Quilpie Shire Council Bursary Program

Application Form

PERSONAL DETAILS

Title: _____ Given Names: _____ Surname: _____

Address: _____

Town: _____ State: _____ Postcode: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

Date of Birth: _____

Gender: Male Female

Are you a Quilpie Shire Resident?:

Yes No

Have you ever been a recipient of a Quilpie Shire Bursary?

Yes No

EDUCATIONAL BACKGROUND

Please detail any study or training you have completed in the past or are currently in the process of completing (please include current schooling, if applicable):

Years of Study	Institution	Educational Qualifications

EMPLOYMENT / WORK EXPERIENCE

Please detail your employment history, if applicable:

Present Occupation: _____ **Date Commenced:** _____

Employer: _____
_____ **Tel:** _____

Previous Two Positions: (1) _____

(2) _____

Community Involvement

Organisation / Club Membership: _____

Community Interests / Involvement: _____

SPECIAL ACHIEVEMENTS

Please list any awards or special recognition you have received for your educational and career achievements and / or community contributions:

COURSE INFORMATION

Study/Training you wish to undertake and a brief description: _____

COURSE PROGRAM

Place	Institution	Proposed Study	Duration	Course Cost

REASONS FOR APPLICATION

Why have you selected your chosen course? _____

What experience and skills do you have which enable you to undertake and complete this course?: _____

What are your long term goals in completing this course?: _____

How will this benefit the Quilpie Shire and/or South Western Queensland?: _____

What other avenues / financial assistance may be available to you to complete your chosen course, should you be unsuccessful in applying for this Bursary?: _____

ANY OTHER INFORMATION YOU MAY LIKE TO OFFER:

REFEREES

1. Referee

Name: _____

Organisation (If applicable): _____

Address: _____

Telephone: _____

Email Address: _____

2. Referee

Name: _____

Organisation (If applicable): _____

Address: _____

Telephone: _____

Email Address: _____

DECLARATION

I declare that the information provided in this application is accurate and I am under 25 and a resident of Quilpie Shire.

Signature: _____ Date: _____

Please send application marked **Private and Confidential** to:

Post: Monica James
Community Services Manager
Quilpie Shire Council
PO Box 57
QUILPIE Qld 4480

Phone: 07 4656 0508 or 0409358458

Fax: 07 4656 1441

Email: community@quilpie.qld.gov.au