

Statutory Policy:

Community Grants

MASC POLICY

Statutory Policy: Community Grants (s 138 of FP&R regulation)

Intent

This Community Grants Program seeks to cover council statutory obligations prescribed under **s 138 of FP&R regulation** as provides financial and in kind assistance to community based groups, individuals and organisations that are providing programs, activities, events and projects that enrich the diversity of cultural, social, sport and economic development opportunities available to the residents of Yarrabah.

Objective

To meet the goals of the Yarrabah Aboriginal Shire Council Corporate Plan, to build more creative, innovative and self reliant communities, where participation in community life is enabled and encouraged.

Provisions

The requirements under the Local Government (Finance, Plans and Reporting) Regulation 2010, Chapter 3 Financial sustainability and accountability, Part 4 Community grants are as follows:

137 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*
- (a) *(b) in a way that is consistent with the local government's community grants policy.*

138 Community grants policy

(1) The local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy).

(2) The community grants policy must state—

- a) *the criteria for a community organisation to be eligible for a grant from the local government; and*
- b) *the procedure for approving a grant to a community organisation; and*
- c) *the criteria for a councillor to decide how to allocate the councillor's discretionary funds to particular community organisations that have applied for the funds.*

Grant Mechanisms

Assistance is provided through three mechanisms:

1) Resource and Performance Agreements

- a) Used only to support programs, events and activities that are considered by Council to be substantially beneficial to the Cairns Region.
- b) Used for longer term funding arrangements lasting several years
- c) Used to provide a contractual basis for special situations and/or extraordinary purposes where:
 - i. Funding commitment is required at very short notice; or
 - ii. the amounts involved substantially exceed the maximum available amounts under the competitive application funding streams; or
- a) The funding is required in advance to initiate a program or event with funds being recovered through commission, royalties and other revenue when the event is held.
- b) Provide a detailed specification of performance criteria that the agreement's beneficiary must meet over the lifetime of the agreement in order to receive the prescribed resources.
- c) Require a business case to be submitted to Council for assessment and consideration
- d) Decisions on the approval of the business case and the instalment of a Resource and Performance Agreement are always made by the full council.

Statutory Policy: Community Grants (s 138 of FP&R regulation)

2) Councillors' Discretionary Funds

- a) At present only the Mayor has a Councillors' Discretionary Fund
- b) See General Policy 1:02:49 (#1100189) for details.

3) Competitive Applications Process

- a) Split over the following grant funding streams.

Sport and Recreation

- i. Young People in Sport
- ii. Sports & Recreation Grants Arts and Cultural
- b) Each stream has particular goals, objectives, applicant eligibilities, application eligibilities, application processes and evaluation criteria identified in separate Guideline and Application forms.
- c) Characteristics of each stream are identified in the section below.

Young People in Sport

Overview

The Young People in Sport (YPIS) stream aims to assist young athletes living in the Yarrabah Aboriginal Shire Council area by providing financial assistance with the cost of representing Queensland at National sporting competitions or representing Australia at International sporting competitions. Grants are based on the location of the competition and are allocated as follows:

- Competing within Queensland - \$100 grant per athlete
- Competing Interstate - \$300 grant per athlete
- Competing Internationally - \$500 grant per athlete.
- A maximum of \$500 per athlete per financial year is available.

This funding is NOT available for athletes competing at school based sporting events or state based competitions. However funding for athletes competing at these events may be able to be applied for through the Queensland Government's Department of Sport & Recreation Young Athlete Assistance Program.

Eligible Applicants must:

- Be based within the boundaries of Yarrabah Aboriginal Shire Council; and
- Be an Individual; and
- Be a member of a local sporting club; and
- Be 18 years of age or under at the time of the activity or event; and
- Be representing Queensland or Australia at a National or International sporting competition

Eligible Applicants must not:

- Have outstanding Council grants that have not been acquitted satisfactorily.

Assistance Type

Assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount per application is \$100 the maximum amount per application is \$500.

Assessment Criteria

1. Compliance with general eligibility criteria (100% Weighting)

Approval Process

Statutory Policy: Community Grants (s 138 of FP&R regulation)

1. Application will be prepared by the applicant using the requisite application form. The applicant is advised to consult with the Council Contact Officer for advice and guidance on filling out the application;
2. The completed application will be submitted by the applicant to the Council postal address, prior to the start of the sporting competition
3. Applications will be received and collated by the designated Council Contact Officer. After the application is received, the Council Contact Officer will acknowledge receipt within 5 working days.
4. Applications will be reviewed by the Council Contact Officer to determine eligibility and completeness. The Council Contact Officer will notify the applicant within 10 working days of receipt of the application if it is considered ineligible or appears incomplete. The applicant has one opportunity to alter and resubmit the application. The resubmission must be received within 5 working days of the applicant being notified of the incomplete or ineligible application.
5. Recommendations will be submitted to the delegated authority for approval or rejection. The Council Contact Officer will inform all applicants of the approval or rejection of their application within 5 working days of a decision being made.
6. The Council Contact Officer will complete arrangements for successful applications within 30 working days of approval being given.

The application will be assessed by the Council Contact Officer.

The delegation level for decisions will be the Corporate Service Manager or a delegated officer.

Grant Acquittal

Successful applicants will be required to acquit the grant received by providing evidence of attendance at the nominated competition within two months after the completion of the competition.

Sports & Recreation Grants

Overview

The Sports and Recreation stream aims to provide financial assistance to sport and active recreation organisations to pursue opportunities to increase participation and to provide opportunities to increase a club's capacity to raise funds and therefore increase its viability.

Eligible Applicants must:

- Be based within the boundaries of Yarrabah Aboriginal Shire Council; and
- Be a not-for-profit organisation; and
- Be a sport and active recreation club, organisation or association.

Eligible Applicants must not:

- Have outstanding Council grants that have not been acquitted satisfactorily.
- Have overdue outstanding payments to Council for rents, fees, etc.
- Be a commercial organisation
- Be a political group or organisation
- Be a discriminatory group or organisation

Assistance Type

Assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount per application is \$500 the maximum amount per application is \$6,000.

Assessment Criteria

1. How well the Application aligns with the funding stream objectives (40% Weighting)
2. The viability of the project (20% Weighting)
3. The level of community need for the project activity or event (10% Weighting)

Statutory Policy: Community Grants (s 138 of FP&R regulation)

4. The level of community support for the application (10% Weighting)
5. The financial viability of the Applicant (5% Weighting)
6. The amount of financial and/or In-Kind support already committed by the applicant, other grant agencies or sponsorships (5% Weighting)
7. The capability of the applicant to manage the grant (10% Weighting)

Approval Process

1. Application will be prepared by the applicant using the requisite application form. The applicant is advised to consult with the Council Contact Officer for advice and guidance on filling out the application
2. The completed application will be submitted by the applicant to the Council postal address, within the designated application submission timeframe.
3. Applications will be received and collated by the designated Council Contact Officer. After the application is received, the Council Contact Officer will acknowledge receipt within 5 working days.
4. Applications will be reviewed by the Council Contact Officer to determine eligibility and completeness. The Council Contact Officer will notify the applicant within 10 working days of receipt of the application if it is considered ineligible or appears incomplete. The applicant has one opportunity to alter and resubmit the application. The resubmission must be received within 5 working days of the applicant being notified of the incomplete or ineligible application.
5. Collated applications will be submitted for assessment to the designated Selection Panel or Assessment Officer. The applications will be considered within 30 working days of the collated applications being submitted for assessment. A list of recommendations will be produced indicating the order of preference for approving the applications.
6. Recommendations from the assessment process will be submitted to a Councillor workshop for review and fine tuning of application prioritisation; the results being submitted in a report to Council for final approval. The Council Contact Officer will inform all applicants of the approval or rejection of their application within 5 working days of a decision being made.
7. The Council Contact Officer will complete arrangements for successful applications within 30 working days of approval being given.

Arts & Cultural Grants

Overview

The Arts and Cultural stream aims to provide financial assistance to not-for-profit community organisations and individuals within Yarrabah Aboriginal Shire Council area towards projects and activities.

Eligible Applicants must:

- Be based within the boundaries of Yarrabah Aboriginal Shire Council; and
- Be a not-for-profit organisation; or
- Be an Individual; or
- Be a Charitable organisation registered or sanctioned under the Collections Act 1986

Eligible Applicants must not:

- Be a political group or organisation
- Be a discriminatory group or organisation
- Be a commercial organisation
- Be a School, University or TAFE college
- Have outstanding Council grants that have not been acquitted satisfactorily.
- Have overdue outstanding payments to Council for rents, fees, etc.

Assistance Type

Assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount per application is \$500 the maximum amount per application is \$6,000.

Statutory Policy: Community Grants (s 138 of FP&R regulation)

Assessment Criteria

1. How well the Application aligns with the funding stream objectives (20% Weighting)
2. The level of community need for the project activity or event (20% Weighting)
3. The level of community support for the application (20% Weighting)
4. The capability of the applicant to manage the grant (20% Weighting)
5. The criticality that receiving Council support is to the project, activity or event (20% Weighting)

Approval Process

1. Application will be prepared by the applicant using the requisite application form. The applicant is advised to consult with the Council Contact Officer for advice and guidance on filling out the application
2. The completed application will be submitted by the applicant to the Council postal address, within the designated application submission timeframe.
3. Applications will be received and collated by the designated Council Contact Officer. After the application is received, the Council Contact Officer will acknowledge receipt within 5 working days.
4. Applications will be reviewed by the Council Contact Officer to determine eligibility and completeness. The Council Contact Officer will notify the applicant within 10 working days of receipt of the application if it is considered ineligible or appears incomplete. The applicant has one opportunity to alter and resubmit the application. The resubmission must be received within 5 working days of the applicant being notified of the incomplete or ineligible application.
5. Collated applications will be submitted for assessment to the designated Selection Panel or Assessment Officer. The applications will be considered within 30 working days of the collated applications being submitted for assessment. A list of recommendations will be produced indicating the order of preference for approving the applications.
6. Recommendations from the assessment process will be submitted to a Councillor workshop for review and fine tuning of application prioritisation; the results being submitted in a report to Council for final approval. The Council Contact Officer will inform all applicants of the approval or rejection of their application within 5 working days of a decision being made.
7. The Council Contact Officer will complete arrangements for successful applications within 30 working days of approval being given.

The delegation level for decisions will be the full Council.

Grant Acquittal

Successful applicants will be required to acquit the grant received including Council acknowledgement.

This policy is to remain in force until otherwise determined by Council.

Manager Responsible for Review:	Corporate Services Manager
Originally Adopted:	23/09/2009
Currently Adopted:	13/07/2015
Due For Revision:	30/06/2016
Revoked/Superseded:	