



BANANA SHIRE COUNCIL

Policy

TITLE	COMMUNITY GRANTS POLICY
POLICY NUMBER	68
COUNCIL FUNCTION	COMMUNITY SERVICES (OTHER)
RESPONSIBLE DEPARTMENT	CORPORATE AND COMMUNITY SERVICES
LEGISLATION	LOCAL GOVERNMENT ACT 2009 LOCAL GOVERNMENT REGULATION 2012
ADOPTED	27 AUGUST 2014 MINUTE NO. OM002844
REVIEWED/AMENDED	27 JULY 2016 MINUTE OM003499
NEXT REVIEW DUE	JUNE 2020

SCOPE

Available to all non-party political, local, community, cultural, religious, charitable, service, recreational or sporting community organisations primarily in Banana Shire.

OBJECTIVE

To provide financial or in kind assistance for community purposes that is open, transparent, legal and equitable and furthers the objectives of Council's Corporate Plan and will assist in building the capacity and self sufficiency of Banana Shire Communities through the growth and development of community projects aimed at enabling Banana Shire residents to enliven and enrich the communities in which we live.

DEFINITIONS

Community Organisation - non-party political, local, community, cultural, religious, charitable, service, recreational or sporting group.

Council – Banana Shire Council.

Project – Any activity, program, event, service, material, equipment, building or facility construction or modification by or from any Banana Shire group or organisation.

Financial Assistance - financial contribution including donations, grants and subsidies for a specific project.

In Kind Assistance – Assisted use of Council’s organisational resources where there is a cost to Council that is not transferred to the applicant. These may include (but is not limited to):

- Labour;
- Assisted use of Council equipment;
- Earthworks, signage, lawn and garden maintenance;
- Erection of marquees, street banners, etc;

Acquittal – documented evidence demonstrating expenditure of contribution moneys is true and accurate and the funds have been applied in accordance with the purposes of the contribution.

Discretionary Funds - funds in Council’s operating fund that are budgeted for community purposes and allocated by a Councillor at the Councillor’s discretion. *Refer Local Government Act 2009. Section 109 and Local Government Regulation 2012 Section 202.*

RADF – Regional Arts Development Fund (RADF) is a collaboration between Arts Queensland and the Banana Shire Council which supports professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF program focuses on the development of quality art and arts practice for, and with, regional communities.

Retrospective Funding – funding provided after the project has already commenced or payment has been finalised.

POLICY

That Council allocate funds at its discretion in its annual budget for financial and in kind assistance to projects by community organisations in Banana Shire in the public interest.

That these funds be allocated by means of regular funding rounds, unless otherwise approved by Council resolution.

A maximum of \$5000 will be available for any one project or event per applicant per year. This incorporates applications for both financial and in kind assistance.

That the Chief Executive Officer be delegated power to approve funding for events to a maximum of \$5,000 per application and any other project to a maximum of \$2,500 with applications for amounts in excess of this to be presented to Council for approval.

That all applications be assessed against the eligibility criteria.

That Council allocate funds at its discretion in its annual budget for RADF grants subject to continued partnership with Arts Queensland and funding by the State Government.

That Council may use funds out of the Community Grants budget for financial assistance to charitable organisations at a maximum of \$200 per organisation at the discretion of the majority of Council.

Should Council allocate discretionary funds in future annual budgets, all applications must be assessed against the Community Grants Policy eligibility criteria.

Unless otherwise stated all Community Grants awarded by Banana Shire Council will be treated as GST exclusive. The exception will be where an organisation who is registered for GST is deemed as providing a service in return for the payment. In this instance the payment will be treated as GST inclusive.

ELIGIBILITY CRITERIA

Non-RADF Grants

Applicant

To be eligible for assistance under this policy, (not including RADF grants) the applicant must:

1. Be an incorporated, not-for-profit organisation or company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient. (Applications from unincorporated groups are eligible to apply, providing that their application is made through the appropriate incorporated body which supports the project).
2. Be a non-party political, local, community, cultural, religious, charitable, service, recreational or sporting group.
3. Demonstrate to Council that the grant will be used for a purpose that is in the public interest, with aims and objectives consistent with providing a community benefit to the Banana Shire community.
4. Be able to demonstrate capacity for administering the project. This may include the project's viability in terms of support from any other relevant organisations and achievable timeframes and budget.
5. Promote the project by appropriate marketing and communications that will ensure Council's support is appropriately acknowledged and publicised.
6. Be based within the Banana Shire except where it can be demonstrated to Council that an organisation based outside of the Shire is providing a service or benefit to Banana Shire residents.
7. Have their organisation listed in the Banana Shire Community Directory.
8. Commit to attending annual Community Development workshops hosted by Banana Shire Council.

Project

The project (not including a project under the RADF program) must:

1. If an event, be held within the Banana Shire boundaries;
2. Deliver benefits to the Banana Shire community;
3. Comply with necessary statutory approvals;
4. Have achievable timeframes and budget;
5. Complement the community's aspirations as recognised in Council's Community Plan or have other demonstrated merit to the community.

RADF Grants

To be eligible for RADF grants, the applicant must comply with the RADF conditions as agreed between Council and Arts Queensland. All applications for RADF grants must be made via the RADF application process which is assessed by a separate community committee. Further information can be obtained by contacting Council's RADF Liaison Officer.

POLICY STATEMENT

This policy **does not** address the following:

1. Applications for Council Commercial Charges or Regulatory Fees to be waived or discounted.

2. Applications for retrospective funding.
3. Remission of rates and charges and the conditions governing eligibility for such remissions.
4. Applications for Natural Disaster Relief.
5. Applications from organisations providing a service of national significance which are not represented locally.
6. Applications from organisations that have access to funds generated internally from permanently licensed premises or onsite gaming machines.
7. Applications for individual or team representation for any project or sport.
8. Applications from individuals other than those eligible under the RADF program.
9. Applications for funding for ongoing and current maintenance, salary or operating costs associated with the operations of an organisation or enterprise.
10. Applications to fund licence/franchise fees.
11. Applications from Schools (public or independent) unless sponsored by an eligible community organisation/group.
12. Applications to fund costs for visiting judge's including professional fees, accommodation, transport and/or meals other than those eligible under the RADF program.
13. Applications for assistance for any activity that could be covered under the RADF program.

PROCEDURE

Applications are required to comply with Council procedures as approved and issued by the Chief Executive Officer and subject to future revision, amendment and issue under the authority of the Chief Executive Officer.

CERTIFICATION



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**CHIEF EXECUTIVE OFFICE
BANANA SHIRE COUNCIL**

10-8-16
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DATE