



# BANANA SHIRE COUNCIL

## Procedure

TITLE	<b>COMMUNITY GRANTS PROCEDURE</b>
RELATES TO POLICY	<b>COMMUNITY GRANTS POLICY</b>
APPROVED BY CEO	<b>27 August 2014</b>
REVIEWED/AMENDED	<b>28 March 2018</b>
NEXT REVIEW DUE	<b>JUNE 2020</b>

### PROCEDURE

- This Community Grants Policy and Procedures should be read in conjunction with:
  - Community Plans and any other relevant approved planning documentation of Council that affects community groups.
  - Council's procedures for booking Council parks and road closures.
  - RADF Program guidelines and application forms.
- Assess applications against the following principles:

#### ELIGIBILITY:

- The application form must be completed fully with copies of required certificates and documents.
- Applicants are required to demonstrate they hold any necessary insurance/indemnity to undertake the project.
- Applications with demonstrated support of two or more organisations or groups are encouraged.
- Applicants are to provide all supporting information and are urged to be realistic in their requests for funds.
- Applications will only be accepted in line with the quarterly rounds with closing dates on the last business day of January, April, July and October each year. Applications will not be considered or processed outside of these rounds.
- The applicant must indicate their organisational status:
  - Incorporated Entity (incorporated associations);
  - Other unincorporated entity with an ABN;
  - Australian Public Company (limited by guarantee);
  - Charitable Institution;
  - Public Benevolent Institution (PBI);
  - Health Promotion Charity (HPC).
- Applications for prize money and trophies will only be considered for Banana Shire Show Societies (i.e. Callide Valley Agricultural & Pastoral Society, Baralaba Agricultural & Pastoral Society, Moura Coal & Country Festival Committee, Taroom Show Society, Theodore Show Society and Wowan Agricultural Society Inc) and for a maximum per financial year of \$100 for prize money for photo competitions and \$100 for trophies (for any category under the individual society's discretion).

- Shire events will be eligible to apply for an initial financial and/or in kind assistance contribution from Council to a maximum of \$5000. Subsequent events will be deemed as recurrent with a maximum financial and/or in kind assistance contribution of \$1500 per year thereafter.
- Council reserve the right to approve funds outside of this for demonstrated special circumstances and significant exceptions to the norm for an annual event.
- Applications for projects will be eligible for a financial and/or in kind assistance contribution from Council to a maximum of \$5000.
- For applications for use of Council plant/equipment by Council operators on a voluntary basis, applicants must provide Council with evidence of sufficient public liability insurance (minimum \$20 million) demonstrating coverage for Council's plant/equipment and any voluntary workers during the period of usage.

#### APPLICANT ADVICE:

- Applicants are encouraged to contact relevant representatives of the Corporate & Community Services Department to discuss their proposed project prior to submitting their applications.
- Council will annually apportion for that financial year an amount for grants to community organisations. There is no guarantee that funds will be made available each year.
- The level of assistance available through the program is limited by Council's budget decision and its priorities. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.
- Banana Shire Council reserves the right from year to year to identify priority areas for funding consistent with the broad strategic directions and policies endorsed by Council. The resolutions of the Banana Shire Council are final.
- In Kind use of Council's organisational resources need to be recognised as a direct subsidy to a group or organisation and treated in an open and equitable manner.
- Rejection of an application does not necessarily mean that the event or activity is not worthy of support.
- Organisations are encouraged to apply for funding from other relevant funding bodies where applicable. Banana Shire Council does not guarantee to match or complement funding obtained from any other body.
- All relevant information for the grants program, including application forms, will be available from Council's website [www.banana.qld.gov.au](http://www.banana.qld.gov.au) or by phoning Customer Service on (07) 4992 9500.

#### APPLICANT ADVICE – USE OF COUNCIL PLANT/EQUIPMENT:

- Council plant/equipment must be operated by an approved Council employee and used only for the approved purposes and at the approved premises.
- Council employees may volunteer their time for the applicant organisation however this is not compulsory for Council's approval of an application.
- Should an applicant organisation wish to use a Council Operator on a voluntary basis, they must request this directly with the Operator(s) prior to making application under this program.
- Operator(s) of Council plant/equipment must be a current Council employee, qualified, experienced inducted to the item of plant/equipment and able to operate the nominated equipment in a safe and efficient manner.
- Operator(s) must undertake works in accordance with Council's Workplace Health and Safety Policy and Procedures.
- Each operator must complete a risk assessment prior to commencement of works.

- No persons other than the approved operator(s) may use, or in any other way have control of, the Council plant/equipment.
- The plant/equipment will be made available for use only at times and for periods which accommodate Council's programs and priorities. Collection, return and use outside of these periods will not be permitted.
- Equipment available for use by community organisations may be confined to specific plant and vehicles at the discretion of the Chief Executive Officer.
- Plant/equipment is to be returned in a clean and undamaged condition.
- Organisations utilising Council equipment may be held liable for all costs incurred in repairs or damage rectification occasioned whilst the plant/equipment was in their possession or control.
- The applicant is responsible for any necessary Council or Government approvals, licences etc for the proposed work.
- Council's plant/equipment is not to be used for any personal or commercial gain by any organisation or person.
- The applicant is responsible for all running costs of Council plant/equipment during the period of use (e.g. fuel).
- Applicants and volunteer operators are required to indemnify Council against any public liability arising from their actions in regards to the use of Council's plant/equipment. Council's Indemnity Form is to be completed by the applicant.

#### ASSESSMENT CRITERIA:

- The Chief Executive Officer is authorised and delegated to administer the Community Grants Program processes for the administration, selection process and endorsement of applications for events to a maximum of \$5,000 per application and any other project to a maximum of \$2,500 per grant. Any applications over this amount are to be tabled for consideration at the next available Council Workshop.
- The process for approving applications will be assessed on merit basis against eligibility criteria.
- Funding or assistance will be provided on a project basis and in an open and equitable manner.
- Funding or assistance will be provided to achieve an identified benefit to the community generally.
- Funds must be used for agreed purposes only; any unexpended funds are to be refunded to Council.
- Demonstrated relevance/reference to individual strategic plans and Council's community plans preferred.
- All quotes must contain final fee to be considered. Quotes which are not clear will not be accepted.
- Requests for assistance using Council staff or equipment are coordinated by the Corporate and Community Services Department and distributed to the relevant Department to determine availability and costing. Responses are required within 5 working days.
- Requests for sponsorship from organisations not local to Banana Shire but providing a service locally will be processed operationally without need for application.
  - Requests up to and including \$1000 will be processed internally;
  - Requests over \$1000 will be referred to Council for decision;
  - Contributions will be provided for a set term (Council term) with a review period at the beginning of each new Council term;
  - Purchase Orders to be raised internally once Council commitment has been confirmed and supplied to organisation requesting funds;
  - Considerations for approving requests:

- Have these agencies been directed/funded to provide this specific service by another agency (e.g. workshop, event etc)?
- Why are they in Banana Shire?
- Are they a registered Not for Profit organisation?
- Is the request value adding for Banana Shire residents?

**REPORTING:**

- A report will be provided to Council detailing the applications received each quarter.
- Advertisements will be placed in local media requesting applications addressing the eligibility criteria. Information will be published on Council's website and in relevant media relating to the announcement of rounds opening quarterly. The Community Grants Policy, Procedures, Application Form, and a general overview statement will be published on the Community Grants page on Council's website.
- Applications will be registered in Council's Records Management System.
- Applicants will be advised of the application outcome as soon as practical following a decision.

**ACKNOWLEDGMENT & ACQUITTAL:**

- Where directed/required by Council, the applicant is to return the acquittal form within six weeks of the completion date. The acquittal form will require proof of payment, copies of invoices or other documentary evidence. No further funding can be applied for until the money is fully acquitted or remaining funds returned to Council.
- Council's contribution must be acknowledged. Acknowledgment for financial contributions for events should be for a contribution in general, not for any specific item. Acknowledgement should include one or a combination of the following:
  - Acknowledgement of the Council's support on print materials related to the event;
  - Opportunities for the Mayor or their nominated representatives to speak at key activities;
  - Inclusion of the Mayor's messages in any event related publicity;
  - Installation of a 'Proudly supported by Banana Shire Council' plaque on any fixed items. Plaques will be supplied by Council.

**APPROVED**

  
.....  
**CHIEF EXECUTIVE OFFICER  
BANANA SHIRE COUNCIL**

12.4.18  
.....  
**DATE**