

Document Control

Policy Title	Community Grants, Non-Financial Assistance & Sponsorship Policy
Policy Number	P23/6
Function	Local Development & Community Events
Responsible Position	Local Development Officer
Supersedes	Community Grants & Non-Financial Assistance Policy
Review Date	February 2026

Version	Date Endorsed at Council Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1	16 November 2022	8 February 2023	OM/02.2023/17
2			

1. Purpose

Council partners with community, government and business to grow our region, developing opportunities, lifestyle and attractions for current and future residents.

In doing this, Council provides support through community grants, non-financial assistance and sponsorship. This policy provides the framework for support offered by Council, outlines who can apply, and what the assessment criteria will be.

2. Objective

To partner with eligible organisations with the aim of supporting a range of events, programs and infrastructure projects that:

- Make a positive contribution towards enhancing the wellbeing of Maranoa residents and the liveability of our region including (but not limited to) building social connections, supporting opportunities to get active, and providing beneficial places and spaces for our community
- Grow our region through economic development and resident attraction
- Support financially sustainable initiatives for community organisations, Council and our region
- Celebrate our unique past and our region's assets through a range of services and community celebrations and commemorative events
- Maximise the use of limited resources by working together to enhance economic vitality and positively building the region's profile
- Foster strategic partnerships to build both capacity and financial self-sufficiency of organisations, encourage partnerships and long-term planning
- Support initiatives, programs and activities that protect and enhance the natural assets and promote the sustainable management of natural resources of our region

3. Statement

In growing our region, Council's support extends to the delivery of events, programs and services which provide identified economic, social, cultural or environmental benefits to the Maranoa region.

As part of its' budget deliberations each financial year, Council will set a fixed allocation for the provision of community grants, non-financial assistance including fee waivers and sponsorship.

This policy is based on the following principles of good governance:

- Timely, open, and transparent decision making
- Accessibility
- An equitable framework for assessing requests for assistance through community grants, non-financial assistance, and sponsorship.

Eligibility

To apply for support from Council under the Community Grants, Non-Financial Assistance & Sponsorship Policy, organisations 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 Maranoa region; or
 - A local group (whose services and programs directly benefit and/or support the residents of the Maranoa region) that is auspiced by a not-for-profit legal entity; or
 - A not-for-profit entity based outside the Maranoa region which can demonstrate that the project / activity is being delivered within the Maranoa region and provides direct benefits to the residents of the Maranoa region; or
 - A Commercial entity which can clearly demonstrate that the event or activity is a fund raising or non-commercial activity and that monies raised will directly benefit the community or communities within the Maranoa region.
- Have met acquittal conditions for any previous Council funding;
- Have appropriate, current insurance/s and adhere to sound Workplace Health and Safety practices.

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

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

The level of priority is dependent on previous support provided through the Community Grants, Non-financial Assistance and Sponsorship Program.

Applications

To apply for Council support under the Community Grants, Non-Financial Assistance and Sponsorship Policy, applicants must complete and return the relevant form to council@maranoa.qld.gov.au or in person to one of the Maranoa Regional Council Customer Service centres within the designated timeframe.

In order to be considered, an application must be completed in full and submitted with all necessary supporting documentation.

The detail required in the application will be reflective of the level of support requested.

Assessment

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, Non-Financial Assistance and Sponsorship Policy is coordinated in a fair and transparent manner.

Council will evaluate applications against set criteria, including alignment with Council's vision, current priorities and financial allocations.

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 statute.

Appeal Process

An unsuccessful applicant may appeal Council's decision. Applicant appeals are required to be submitted in writing to the Chief Executive Officer with detailed basis for the appeal.

Acceptance

Recipients of Community Grant and Sponsorship funding will be subject to a number of terms and conditions set out in an Acceptance Agreement. The Acceptance Agreement must be signed and returned within 10 working days of receipt. The funding will be dispersed upon receipt of the completed Acceptance Agreement.

Acknowledgement

Successful applicants will be required to acknowledge Council's support. The degree of acknowledgement will reflect the level of support and will be specified in the Acceptance Agreement.

Acquittal

Successful applicants will be required to complete an acquittal form within 8 weeks of the completion of the project/event, or by the due date specified in the Acceptance Agreement, whichever is earlier.

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.

This policy does not apply to applications submitted under the Regional Arts Development Fund (RADF) Program. RADF Applications will be assessed, awarded and distributed under the guidelines of the RADF Program.

COMMUNITY GRANTS PROGRAM

Funding Categories

Applications are required to meet the aim of at least one of the grant categories identified in the table below. Applicants must meet the eligibility criteria found on page 3.

Category	Aim
Community Development	To make a positive contribution to the wellbeing of residents and liveability of communities within the Maranoa region. This category seeks to provide assistance which will build the capacity and financial self-sufficiency of organisations, encourage partnerships and long-term planning in order to maximise limited resources.
Community Events	To encourage and support a range of community celebrations and events across the Maranoa region that celebrate the region's character and cultural diversity.
Culture & Heritage	To support the development of programs and projects which will provide opportunities to preserve and share the Maranoa region's social history and cultural heritage assets with residents and visitors.
Sport & Recreation	To encourage the development of programs, facilities and events that promote active community participation in sport and recreational pursuits, and which deliver cost effective facility development.
Environment	To support initiatives, programs and activities that protect and enhance the natural assets and promote the sustainable management of Maranoa region's natural environment and assets.
Economic Development	To encourage and support the local business community organisations to positively contribute to improving the economic performance and prosperity of their local community. This category will not support individual businesses.

Funding Levels

The Community Grants Program includes three funding levels:

Grant Type	Funding Scale	Council Contribution
Senex Small Grants	\$500 - \$3,000	Up to 50% of the total project
Community Grants	\$3,001 - \$10,000	Up to 50% of the total project
Major Grants	\$10,001 - \$20,000	Up to 25% of the total project

Applicants may include in-kind assistance and volunteer hours as part of their contribution. Volunteer hours can be calculated at the rate specified on the Grant Application Form. A concise and realistic breakdown of these costs must be provided.

Funding Rounds

There will be two rounds of funding per financial year. Organisations may only apply for one grant per funding round. Organisations may auspice applications on behalf of multiple groups. Applications must be received by no later than 5.00pm on the funding round closing date.

Applicants are strongly encouraged to confirm exact dates and discuss their application with their Local Development Officer, prior to submission.

Grant Rounds	Round Opens	Round Closes	Notification to Applicants
Round 1	August	September	November
Round 2	February	March	May

Promotion of the Grants Program will be undertaken in accordance with an annual program communications plan. Guidelines and application forms will be made available to all interested parties on Council's website and in person at Council Customer Service Centres.

Assessment

Applications will be assessed by the Grants Assessment Panel. Up to two Senex Energy representatives will be invited to be part of the Small Grant Assessment Panel.

The panel's recommendations will be forwarded to Council for endorsement.

Applications will be assessed based on the following criteria:

- A genuine need for the project/activity;
- Linkage to the specific aims and priorities of the selected grant category;
- The benefit to the people, environment or economy of the Maranoa region;
- Evidence of consultation and community partnerships;
- Inability to self-fund the project, event or activity;
- The level of contribution (financial and other resources) by the applicant and/or others towards the project;
- The capacity of the applicant to successfully complete the project, activity or event and its ongoing sustainability (if relevant);
- A balanced, realistic and complete project budget;
- Evidence of inclusive participation;
- Does not directly duplicate existing projects.

Council's Grants Program is highly competitive. Although an application may meet the assessment criteria, approval will be subject to available funds, the number of applications and program priorities.

NON-FINANCIAL ASSISTANCE PROGRAM

Eligible organisations (as stated in the eligibility criteria found on page 3) may apply for non-financial assistance, including in-kind assistance through use of Council equipment or plant and fee waivers of Council facilities. This excludes bond payments. Applications will be processed as received throughout the year.

As prescribed in the Fees & Charges Register, eligible organisations receive automatic fee waivers for the hire of Council halls, tables and chairs. The hirer is responsible for loading and transporting the tables and chairs to the event and returning them to the respective storage location post event.

Category	Value	Submission	Assessment	Notification to Applicants
In-Kind Minor	Under \$500	Fully completed submission including any required documentation, received at least 10 working days prior to the event.	Assessed by the relevant Officer and approved by a Director.	Within 10 business days of receipt.
In-Kind Major	\$500 - \$5000	Fully completed submission including any required documentation, received at least 8 weeks prior to the event.	Assessed by the relevant Officer and approved by a Director.	Within 4 weeks of receipt.
	Over \$5001	Fully completed submission including any required documentation, received at least 8 weeks prior to the event.	Assessed by the relevant Officer and approved by Council.	Within 6 weeks of receipt.

Assessment

Applications will be assessed as outlined in the table above, on the following criteria:

- Availability of Council resources
- A genuine need for the project/event
- The benefit to the people, environment or economy of the Maranoa region
- The applicant's inability to self-fund or facilitate the project/event alone
- The level of contribution (financial and other resources) by the applicant and/or others towards the project/event
- The capacity of the applicant to successfully complete the project/event and its ongoing sustainability (if relevant)
- A balanced, realistic and complete project budget and event plan (for In-Kind Major only)

DEVELOPMENT APPLICATION FEES AND ENVIRONMENTAL HEALTH FOOD BUSINESS LICENCE FEES

Eligible organisations (as stated in the eligibility criteria found on page 3) are able to request a waiver of development application and inspection fees e.g. planning, building, plumbing fees and food business licence fees.

Applications must be submitted on the Form: For Non-Financial Assistance.

For planning, building and plumbing applications, the completed form is to be submitted to Council with the development application lodgement. For food business license fees, the form is to be submitted to Council with the food business licence application lodgement.

Applications will be received and processed as received throughout the year.

Category	Value	Submission	Assessment
In-Kind Minor	Under \$500	To be received prior to Council providing the service.	Assessed by the relevant Officer and approved by a Manager or Director.
In-Kind Major	Over \$500		Applications over \$1500 to be assessed by the Manager and approved by the Director or CEO

SPONSORSHIP PROGRAM

Applications are required to meet the aim of one of the categories identified in the table below. Applicants must meet the eligibility criteria found on page 3.

Sponsorship categories

Category	Aim	Funding
Local Events	To attract an attendance of up to 500 people and be of interest to a local community or a small segment of the region.	Up to \$1,000
Regional Events	To attract an attendance of 500-2000 people from across the Maranoa with the potential to attract attendees from neighbouring regions. The event will provide reasonable economic and social benefits to the region.	Up to \$2,000
Significant Events	To support large-scale events synonymous to the region that potentially run longer than one day and typically involve approx. 2000 people or more. The event would have potential to attract visitors from outside the LGA and provide considerable economic and social benefits to the region.	Up to \$5,000

Destination Events	To support large-scale social, cultural, industry and sporting events for the purpose of attracting overnight visitation and delivering tourism and economic benefits to the Maranoa region. The event would typically run longer than one day and involve more than 2000 people with a sizeable portion of attendees being from outside the LGA. This event would provide substantial economic and social benefits to the region.	Upon application
--------------------	--	------------------

Timeframes & Assessment

Category	Submission	Assessment	Notification to Applicant
Local Events	Fully completed submission including any required documentation, received at least 20 working days prior to the event.	<ul style="list-style-type: none"> Funding amount <u>within threshold</u> stated in Sponsorship categories table - Assessed by relevant Officer and approved by Director. Funding amount <u>above threshold</u> stated in Sponsorship categories table - Assessed by relevant officer and referred to Council for consideration 	<ul style="list-style-type: none"> Director approval - within 4 weeks of receipt Council consideration - within 6 weeks of receipt
Regional Events			
Significant Events	Fully completed submission including any required documentation, received at least 12 weeks prior to the event.	Assessed by relevant Officer and referred to Council for consideration	Within 6 weeks of receipt.
Destination Events			

Applications will be assessed as outlined in the table above, on the following criteria:

- A genuine need for the project/activity;
- The benefit to the people, environment or economy of the Maranoa region;
- Evidence of consultation and community partnerships;
- Inability to self-fund the project, event or activity;
- The level of contribution (financial and other resources) by the applicant and/or others towards the project;
- The capacity of the applicant to successfully complete the project, activity or event and its ongoing sustainability (if relevant);
- A balanced, realistic and complete project budget;
- Evidence of inclusive participation;
- Does not directly duplicate existing projects.

ONGOING ASSISTANCE

Eligible organisations (as stated in the eligibility criteria found on page 3) may apply for ongoing support. Examples mirror those provided in the Minor and Major In-Kind Assistance categories.

Applications will be accepted and reviewed as received throughout the year. Applications must be submitted on the In-Kind Assistance Form.

Value	Submission	Assessment	Notification to Applicants
Up to \$5000	Fully completed submission including any required documentation, received at least 4 weeks prior to the event or work commencing	Assessed by the relevant Officer and approved by a Director.	Within 4 weeks of receipt.
Over \$5000	Fully completed submission including any required documentation, received at least 8 weeks prior to the event or work commencing.	Assessed by the relevant Officer and approved by Council.	Within 6 weeks of receipt.

Assessment

Applications will be assessed as outlined in the table above, on the following criteria:

- Availability of Council resources
- A genuine need for the project
- The benefit to the people, environment or economy of the Maranoa region
- The applicant's inability to self-fund or facilitate the project alone
- The level of contribution (financial and other resources) by the applicant and/or others towards the project
- The capacity of the applicant to successfully complete the project/event and its ongoing sustainability (if relevant)
- A balanced, realistic, and complete project budget and event plan (if relevant)

4. Definitions

Council	Maranoa Regional Council
Councillors	Individual elected representative (Mayor or Councillor)
Not-For-Profit entity	A not-for-profit entity is an organisation that does not operate for profit or direct/indirect gains of its individual members, but with the primary purpose of providing services to the community.
Sponsorship	A once-off financial contribution for a specified purpose directed at achieving Council's Corporate Plan. Council expects negotiated benefits such as positive recognition in exchange.
In-Kind Assistance	Provision of Council labour, plant or equipment to assist with a project/event at no charge to a community organisation.
Auspicings	Where an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation. An Auspicings organisation will be responsible for: <ul style="list-style-type: none"> • The receipt, banking and administration of all monies; • Project monitoring and completion; • Ensuring the applicant acquits the funding within the allocated timeframe; and • Sign off on the acquittal form.
Acquittal	Accurately reporting on the funded activities and the expenditure of the funding to ensure funding has been used for the purpose intended in the funding application; and to demonstrate the terms of the funding agreement have been met

5. Related Policies and Legislation

Local Government Act 2009

Local Government Regulation 2012

Local Government Finance Standard 2005

Guidelines for Local Government Administration of Community Grants October 2009

Small Senex Grant Application Form

Community Grant Application Form

Grant Acceptance Agreement

Sponsorship Acceptance Agreement

Grant Acquittal Form

Sponsorship Acquittal Form