

Document Control

Policy Title	Community Grants and Events Assistance Policy
Policy Number	
Function	Local Development & Community Events
Responsible Position	Local Development Officers
Supersedes	Community Grants, Non-Financial Assistance & Sponsorship Policy
Review Date	August 2026

Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1		28 August 2025 Review: August 2026	Resolution No. OM/08.2025/48
2			

1. Purpose

Maranoa Regional Council supports community development by offering a range of assistance to eligible not-for-profit organisations and individuals. This includes grants, events assistance, non-financial assistance, sponsorship, the Regional Arts Development Fund, and Community Support Funding to help deliver projects and programs that benefit the Maranoa region.

This policy provides the framework for support, including who is eligible, the types of funding available, and how applications are assessed.

Note: Details about Council's Sponsorship Program are outlined in the separate Sponsorship Policy.

2. Scope

Council aims to support events, programs and infrastructure projects that:

- Enhance community wellbeing and liveability through social connections, active opportunities, and accessible spaces.
- Drive economic development and attract residents to the region.
- Promote financial sustainability for community organisations.
- Encourage partnerships and long-term planning.
- Protect and enhance the region's natural assets.

3. Statement

Need Help?

Before starting your application, we recommend contacting your Local Development Officer (LDO).

Your LDO can:

- Help you understand which funding category applies to your project or event.
- Assist in preparing your application.
- Guide you through the application process.

Funding Allocation

Council allocates a fixed budget for Community Grants, Events Assistance and Non-Financial Assistance based on the following governing principles:

- Transparency: Open and fair assessment process.
- Accessibility: Equal opportunity for all eligible applicants.
- Accountability: Clear guidelines and compliance measures.

Eligibility Criteria

To be eligible, organisations must:

- Be a local not-for-profit entity whose services and programs directly benefit and/or support the residents of the Maranoa region; or
- Be 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
- Be 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 benefit to the residents of the Maranoa region; or
- Have met acquittal conditions for any previous Council funding.
- Have appropriate insurance/s and adhere to sound Workplace Health and Safety practices.

Ineligible applicants and activities include, but are not limited to:

- Events, programs or activities run solely for commercial profit.
- Applications where 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, unless they can clearly demonstrate a compelling reason for applying for Council funding despite having the capacity to find it themselves.
- 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 of money already expended or activities which have commenced prior to funding being approved.

- Applications which fund:
 - Wages or salaries for staff.
 - Catering (e.g. food, drinks, refreshments).
 - 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 Council rates.
 - Items that would otherwise be funded by Government bodies.

The level of priority is dependent on previous support provided by Maranoa Regional Council.

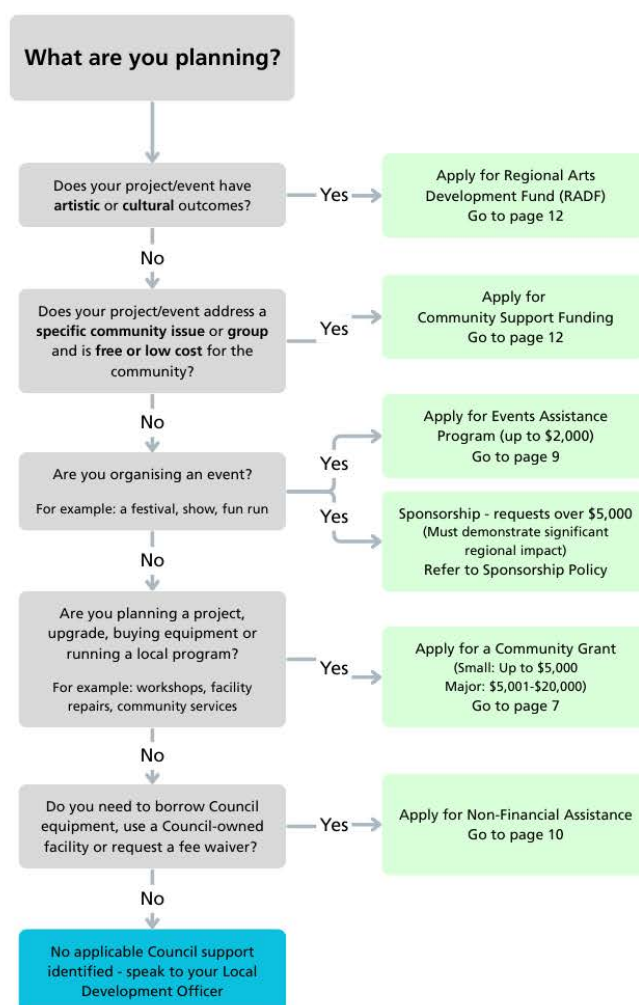
Assistance Categories

Council provides various forms of assistance to community groups in need of support.

Program	Purpose	Funding / Support Available	Timing	More info
Community Grants Program	To help organisations deliver improvements, services, or programs that benefit the community. E.g. facility upgrades, equipment, community workshops, or local programs.	Small Grants: Up to \$5,000 Major Grants: \$5,001 - \$20,000	Two funding rounds per financial year	See page 8
Events Assistance Program	To help cover costs like event setup, promotion, equipment hires, or venue expenses to run community events (e.g. festivals, shows, cultural or sporting events).	Up to \$2,000 per application	Four funding rounds per financial year.	See page 10
Non-Financial Assistance	If you need to borrow items like tables and chairs, use a Council space, or request a waiver for development or food licence fees for your event or project.	Up to \$5,000: assessed by Council Officer, reviewed by Director. Over \$5,000: reviewed by Council at a Council meeting.	Applications accepted year-round.	See page 12
Ongoing Assistance	For groups that need regular or extended access to Council resources over a period of time.	Up to \$5,000: assessed by Council Officer, reviewed by Director. Over \$5,000: reviewed by Council at a Council meeting.	Applications accepted year-round.	See page 13

Sponsorship	A one-off financial contribution to deliver a major community event or program that must formally acknowledge Council's support.	As per Council's Sponsorship Policy	Refer to Sponsorship Policy	See Sponsorship Policy on Council website.
Community Support Officer Funding	Designed to provide assistance for projects, events or resources that address specific community issues or support targeted groups.	Speak to the Community Support Officer to discuss options.	Four funding rounds per financial year.	See page 14
Regional Arts Development Fund	To support artists in regional Queensland to deliver quality arts and cultural projects with local communities.	Funding available for up to 65% of total project cost.	Open all year round.	See page 14

Which Council support should you apply for?



How to Apply

- Talk to your Local Development Officer to confirm the best program for your project or event.
- Download the correct form:
 - Community Grant application form (Minor or Major)
 - Events Assistance
 - Non-Financial Assistance / Ongoing Assistance
 - Sponsorship
 - Community Support Funding
 - Regional Arts Development Fund
- Prepare supporting documents – e.g. quotes, insurance, and approvals (if required).
- Submit by email or in person before the deadline.

Assessment Process

Applications are assessed based on:

- **Community benefit:** The project's impact on residents.
- **Aligning with grant categories:** Fit within funding priorities.
- **Financial need:** Demonstrated inability to self-fund.
- **Community and business partnerships:** Evidence of collaboration.
- **Feasibility and sustainability:** The applicant's capacity to complete the project.
- **Budget transparency:** A realistic and detailed financial plan.

Assessment is conducted by:

- Community Grants: Grants Assessment Panel (Senex Energy and Council) and endorsed by Council.
- Event Assistance Program: Reviewed by Council Officer and endorsed by Council.
- Non-Financial Assistance and Ongoing Assistance: Requests up to \$5,000 reviewed by Council Director. Requests above \$5,001 are reviewed by Council.
- Regional Arts Development Fund: Reviewed by RADF committee, endorsed by Council.
- Community Support Funding: Reviewed by Council Officer, endorsed by Council.

Unsuccessful applicants may appeal by submitting a written request to the Chief Executive Officer outlining the grounds for appeal. Appeals can be emailed to council@maranoa.qld.gov.au

Acquittal and Acknowledgement

- Successful Community Grant applicants must sign an Acceptance Agreement within 10 working days.
- Successful Community Grant and Sponsorship applicants must report back to Council on how funds were used (acquittal) within 8 weeks of project completion.

- If you receive any form of Council assistance, Council must be acknowledged in event promotions. Please liaise with your Local Development Officer regarding the best way to acknowledge Council's support. Ways include:
 - Verbal acknowledgement of Council's support during the event.
 - Invitation to the Mayor and Councillors to attend and/or speak during the event.
 - Social media or newsletter mentions recognising Council's contribution.
 - Display of signage or banners provided by Council.

Your Application

Use the following checklist to assist in preparing and submitting a complete and eligible application.

Is your organisation eligible to apply for assistance?	☐ Does your organisation meet the eligibility criteria outlined on page 2 of this policy? ☐ Are you eligible for the assistance category you're applying for?
Have you gathered the necessary event / project information?	☐ Do you have the key dates for your event or project? ☐ Is your event or project a one-off or annual occurrence? ☐ Have you prepared a clear description of your event or project? ☐ How will your event or project contribute to community needs and interests? ☐ Do you know which category of assistance (e.g. grant, non-financial assistance, sponsorship) you are applying for? ☐ Have you collected quotes or fee estimates for the items for which you are requesting assistance?
Does your event meet the key selection criteria?	☐ Have you reviewed the Key Selection Criteria outlined in this policy? ☐ Can you demonstrate how your event or project aligns with community priorities and delivers positive outcomes?
Prepare your application.	☐ Have you clearly identified the type of assistance or services you require from Council? ☐ If requesting Non-Financial Assistance, have you outlined the specific support you are seeking? ☐ Have you included quotes or estimates relevant to your application?
Review your application.	☐ Have you consulted with your Local Development Officer to review your application and ensure all required documentation is included? To make contact with your LDO, please email ldo@maranoa.qld.gov.au
Submit your application	☐ Have you checked the relevant submission dates and guidelines?

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| | ☐ Have you followed the correct process for lodging your application? |
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COMMUNITY GRANTS PROGRAM

Please refer to the eligibility criteria found on Page 2 of this Policy to make sure your organisation is eligible to apply for the Community Grants Program.

Funding Categories

Applicants are required to meet the aim of at least one of the grant categories identified in the below table:

Category	Aim
Community Development	To support projects that strengthen the wellbeing, inclusion, and resilience of local communities. This includes upgrades to community facilities, purchase of essential equipment, delivery of workshops, and programs that build organisational capacity and long-term sustainability.
Community Programs & Services	To assist in the delivery of local programs, educational activities, and services that address identified needs, enhance community connections, or support priority groups within the Maranoa region. <i>E.g. a series of healthy cooking classes for seniors to improve nutrition or a youth leadership program that provides workshops, mentoring, and activities aimed at building skills and community engagement for young people.</i>
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 improve access to sport and recreation through facility enhancements, purchase of equipment, and community-based training or participation programs that encourage active lifestyles and club 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 assist not-for-profit organisations or business-focused community groups to deliver infrastructure or training projects that strengthen local economic activity, improve community facilities, or increase skills and employment opportunities. <i>(Note: This does not fund individual businesses.)</i>

Funding Levels

Grant Type	Funding Scale	Council Contribution
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Small Grants (Co-Funded by Senex Energy)	Up to \$5,000	Up to 100% of the total project*
Major Grants	\$5,001 - \$20,000	Up to 50% of the total project

*Co-contribution not required but is favoured.

Applicants may include volunteer hours as part of their project contribution, calculated at a rate of \$41 per hour. A clear and realistic breakdown of these hours and associated tasks must be provided.

Applicants are strongly encouraged to include both in-kind support and/or financial contributions, as projects demonstrating a commitment of resources may be given higher priority during assessment.

Funding Rounds

There are two funding rounds per financial year.

Organisations may apply for one grant per funding round. Organisations can auspice applications on behalf of multiple groups.

Applicants must be received no later than 5pm on the funding round closing date.

Applicants are strongly encouraged to discuss their application with their Local Development Officer prior to submission. Please email ldo@maranoa.qld.gov.au to make contact with your Local Development Officer.

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

Acceptance

Recipients of Community Grants funding will be subject to terms and conditions set out in the Acceptance Agreement. This 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 Requirements

Successful applicants must acknowledge Council's support through one or more of the following:

- Inclusion of the Maranoa Regional Council logo on all promotional materials.
 - If successful in the Small Grants category, which is co-funded by Senex Energy, you must also include the Senex Energy logo on all promotional materials.
- Verbal acknowledgement of Council's support during the event.
- Invitation to the Mayor and Councillors to attend and/or speak during the event.
- Social media or newsletter mentions recognising Council's contribution.
- Display of signage or banners provided by Council, where applicable.

Note: For Small Grants recipients, a representative from Senex Energy must also be invited to attend the event as a co-funding partner.

EVENTS ASSISTANCE PROGRAM

Please refer to the eligibility criteria found on Page 2 of this Policy to make sure your organisation is eligible to apply for the Events Assistance Program.

Overview

Council recognises the importance of local events in building community spirit, fostering regional identity, and supporting local economic and tourism outcomes. To support the delivery of events across the Maranoa, Council offers an Events Assistance Program providing funding of up to \$2,000 per application, available through four funding rounds per year.

Examples of eligible events include: Community celebrations (Christmas events), campdrafts, rodeos, race meets, sporting carnivals or tournaments.

Funding rounds (closing dates):

- Round 1: 31 January
- Round 2: 30 April
- Round 3: 31 July
- Round 4: 31 October

Applications must be submitted via the Events Assistance application form.

Categories and Funding Levels

Category	Aim	Funding Available
Community Events	Designed to support small-scale local events that attract up to 300 attendees and cater to a specific town or local community.	Up to \$500
Regional Events	Targeted at events that attract 300-1000 attendees from across the Maranoa region and provide moderate social and economic benefits.	Up to \$1,000
Large-scale Events	Larger-scale events that attract more than 1,000 attendees, may run over multiple days, and have the potential to draw visitors from outside the LGA. These events provide positive community, tourism and economic outcomes.	Up to \$2,000

Allocation Cap

To ensure equitable distribution of support across the region:

- Each organisation is limited to one successful application per financial year under the Events Assistance Program.
- Organisations may submit multiple applications across different rounds, however, only one will be approved within the financial year unless otherwise resolved by Council.

Application Assessment

- All applications will be reviewed by a relevant Council Officer at the close of each round.
- Eligible organisations will be submitted to the next available Ordinary Council Meeting for review and approval.
- Applicants will be notified of the outcome in writing.
- Successful applicants must submit an invoice for the approved amount and outline how Council will be acknowledged in event promotions.
- Applications will be considered in the context of the application cap to ensure fair access to funding across the region.

Acknowledgement Requirements

Successful applicants must acknowledge Council's support through one or more of the following:

- Inclusion of Maranoa Regional Council logo on promotional materials.
- Verbal acknowledgement during the event.
- Invitation to Mayor and Councillors to attend and/or speak during the event.
- Social media or newsletter mentions.
- Signage or banners (where provided by Council).

Events Changes or Cancellation

If the approved event does not proceed, Council must be notified in writing as soon as possible. Funds may need to be returned or reallocated through written agreement.

NON-FINANCIAL ASSISTANCE PROGRAM

Eligible organisations may apply for non-financial assistance, including:

- Use of Council equipment (e.g. tables and chairs) or facilities (excluding bond payments).
- Waivers for development application fees and food business licences.
- Mowing or slashing of event sites or venues.

As prescribed in the Fees and 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 equipment to the event and returning them to the respective storage location post event.

Request type	Funding amount	Submission timeline	Assessment
In-Kind Minor	Up to \$5,000	At least 8 weeks before event.	Director approval.

In-Kind Major	Over \$5,001	At least 12 weeks before event.	Council approval.
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Development Application Fees and Environmental Health Food Business Licence Fees

Eligible organisations are able to request a waiver of development applications and development inspection fees e.g. planning, building, plumbing and new food business applications and annual food business license 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 (council@maranoa.qld.gov.au) with the development application lodgement.
- For food business license fees, the form is to be submitted to Council (council@maranoa.qld.gov.au) with the food business license application lodgement.

Applications will be received and processed 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

ONGOING ASSISTANCE PROGRAM

Eligible organisations may apply for ongoing support. Examples include use of Council equipment or facilities (excluding bond payments).

Applicants will be reviewed as received throughout the year. Applications must be submitted on the Non-Financial Assistance request form.

Request type	Submission	Assessment	Notification to Applicants
Up to \$5,000	Fully completed submission including any required documentation received at least 4 weeks prior to event or work commencing.	Assessed by Council Officer and reviewed by Director.	Within 4 weeks of receipt.
Over \$5,001	Fully completed submission including any required	Assessed by Council Officer and reviewed by Council.	Within 6 weeks of receipt.

	documentation, received at least 8 weeks prior to the event or work commencing.		
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Acknowledgement

If you receive any form of Council assistance, Council must be acknowledged in event and/or project promotions. Please liaise with your Local Development Officer regarding the best way to acknowledge Council's support.

REGIONAL ARTS DEVELOPMENT FUND (RADF)

Please contact the Regional Arts and Culture Officer for assistance prior to submitting your application by calling 1300 007 662 or emailing arts@maranoa.qld.gov.au

The RADF is a partnership between the Queensland Government and Council to support local arts and cultural priorities in the Maranoa as determined by our local communities.

Applications are open all year round and will be assessed by the RADF Committee case-by-case. The RADF Committee reviews the application, which then Council ratified during a general meeting.

Although we endeavour to expedite the assessment and approval process, it can take 6 to 8 weeks from the submission date to receive a decision. We request that you allow ample time for this process.

The guidelines and application forms can be found on the Council website under 'Grants and Funding'.

COMMUNITY SUPPORT OFFICER FUNDING

This funding is designed to provide timely assistance for projects, events or resources that address specific community issues or support targeted groups.

This funding aims to promote greater public awareness of social issues affecting local residents and encourage positive community engagement.

Funding is targeted towards events and projects that are **free or low-cost** for the community, ensuring all residents can participate and benefit.

The program is funded by Council and the Queensland Government. If your application is successful, you will be required to meet both Council and Queensland Government promotional and acknowledgement requirements.

Who is it for?

This funding supports initiatives that focus on identified community needs, such as supporting young parents, improving computer literacy, celebrating cultural events, raising awareness on social issues, and helping vulnerable groups feel included and informed.

- Playgroups or parenting support programs for young families

- Computer literacy classes or workshops for community members
- Community events like NAIDOC Week celebrations or domestic violence awareness campaigns, including guest speakers and kids' activities
- Resources such as guides for new arrivals to the community or strategic community support plans

What's not eligible:

- Activities or events with entry fees beyond a nominal amount that may exclude many community members
- Events or projects lacking clear goals, purpose, or promotion to the broader community

Funding rounds (closing dates):

- Round 1: 31 January
- Round 2: 30 April
- Round 3: 31 July
- Round 4: 31 October

Please complete the Community Support Funding application form.

Community Grants, Events Assistance and Non-Financial Assistance Policy – Q&A

Who can apply for support from Council?

- Not-for-profit organisations, community groups, and incorporated associations that deliver activities, services, or events that benefit the Maranoa region.
If you're unincorporated, you may be eligible if you are auspiced by an eligible organisation.

What types of support are available?

- Council offers seven main types of assistance:
 - Small Grants - Up to \$5,000 for equipment, upgrades, or community programs.
 - Major Grants - \$5,001-\$20,000 for equipment, upgrades, or community programs.
 - Events Assistance - Up to \$2,000 to help deliver one-off events.
 - Non-Financial Assistance - Use of equipment or facilities, or waivers of Council fees.
 - Ongoing Assistance - Longer-term access to Council spaces or equipment
 - Sponsorship – Please refer to Sponsorship Policy.
 - Regional Arts Development Fund – Supports artists in regional Queensland to delivery arts and cultural projects.
 - Community Support Officer - Designed to provide assistance for projects, events, or resources that address specific community issues or support targeted groups.

Can my project have already started?

- No – projects must not have commenced before funding is approved.

What can I apply for funding for?

- Eligible activities include:
 - Facility improvements
 - Equipment purchases
 - Community workshops and programs
 - Sporting or cultural initiatives
 - Environmental or economic development projects
 - One-off events or celebrations

What can't I apply for?

- Funding will not be provided for:
 - Wages or salaries
 - Catering and alcohol
 - Retrospective costs (projects already started)
 - Operational costs (e.g. utility bills, rent)
 - Private or commercial ventures
 - Activities that could be funded by other levels of government

When can I apply?

Program	Application timing
Small & Major Grants	2 rounds per year (Aug-Sep, Feb-March)
Events Assistance	4 rounds per year
Non-Financial Assistance	Accepted all year, 4-8 weeks prior to event/project
Ongoing Assistance	Accepted all year
Sponsorship	4 rounds per year
Regional Arts Development Fund	Accepted all year
Community Support Funding	4 rounds per year

Do I need to contribute any of my own funds?

- Small Grants: No co-contribution required but favoured.
- Major Grants: Co-contribution required (can include volunteer hours at \$41/hour)
- RADF: Funding available for up to 65% of total project cost.

What happens after I apply?

- Your application will be assessed by Council Officers and/or assessment panels
- You will be notified in writing of the outcome
- If successful, you will be required to sign an acceptance agreement
- After the project or event, you must complete an acquittal report

How do I apply?

1. Read the full policy
2. Choose the right program
3. Complete the correct form
4. Attach required documents (quotes, insurance)
5. Submit to council@maranoa.qld.gov.au

Need help?

Contact your Local Development Officer – ldo@maranoa.qld.gov.au or 1300 007 662.

4. Definitions

Acquittal	Accurately reporting on the funded activities and the expenditure of the funding to ensure funding has been used for the intended purpose on the funding application and to demonstrate the terms of the funding agreement have been met.
Applicant	An individual or organisation or group applying for assistance from Council.
Assessment Criteria	Criteria that has been developed for assessing applications received and guiding funding distribution.
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: • The receipt, banking and administration for all monies; • Project monitoring and completion; • Ensuring the application acquits the funding within the allocated timeframe; and Sign off on the acquittal form.
Community Organisation	Means an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit.
Council	Maranoa Regional Council
Councillors	Individual elected representative (Mayor and Councillors)
Fees and Charges Waiver	Means the provision of any facility, application or service that would normally attract a fee as determined by Council's fees and charges structure.
Financial Assistance	Means the provision of cash or the payment of goods and services on the applicants behalf.
In-Kind Assistance	Provision of Council labour, plant or equipment to assist with a project and/or event at no charge to a community organisation.
Not-for-profit	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.
Project	Means a service, event, activity or equipment purchase for which an organisation might seek assistance.
Public Benefit	Means the extent to which the community will be enhanced through funding the delivery of perceived benefits (Social, educational, economic, environmental, cultural, and sport and recreation) or

	proposed projects and activities, having regard to competing interests and/or priorities.
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5. Related Policies and Legislation

- *This policy does not apply to the Regional Arts Development Fund (RADF) which has separate guidelines.*
 - Sponsorship Policy
 - Guidelines for Local Government Administration of Community Grants October 2009
 - *Local Government Act 2009*
 - *Local Government Regulation 2012*
 - *Local Government Finance Standard 2005*