

## Community Grants Assessment Panel Member Nomination Information

Thank you for your interest in being a part of the Community Grants Assessment Panel

### What is the Community Grants Program?

The aim of the Central Highlands Regional Council's Community Grants program provides assistance to local community groups/organisations in making positive contributions to the quality of life in the local government area.

Grants are available to:

- Develop the capacity and sustainability of organisations/groups or to develop innovative programs to meet the needs of members and the community.
- Support the acquisition or upgrading of facilities and equipment.

There are three grant categories:

- Community Assistance Grants – maximum \$5,000  
For organisations with a community focus. Their main objective is to provide community benefit (outside of sport and recreation activities).
- Sport and Recreation Grants – maximum \$5,000  
For organisations where the objective is to provide organised sport and recreation activities.
- Community Improvement Grants – maximum \$20,000  
For both community focus organisations and sport and recreation organisations with a focus on completing aspirations of the community.

Two grant rounds are run each year - Round One closing at the end of February and Round Two closing at the end of August. Applications are reviewed by the Assessment Panel, who then provide a recommendation to council for decision.

You can find more information at <https://www.chrc.qld.gov.au/community-support/grants-and-funding/community-grants/>

### About the Assessment Panel

The Community Grants Assessment Panel is comprised of councillors, community members and staff representatives who evaluate and select applications for recommendation to council. The panel recruits up to five community members.

Assessment Panel member are required to, for each grant round:

- meet twice per year (after close of each round, March and September) over 1-2 days
- read and assess all applications
- score applications and work as a team member to make a recommendation to council on which applications should be funded
- stand for a two (2) year term
- make decisions for the betterment of the broader community and the Community Grants Program



**What are the criteria for membership?**

1. Involvement in community life and local knowledge
2. Interest in being part of the Community Grants Program Assessment Panel

**How to submit your nomination**

Please complete the [nomination form online](#) or submit a paper copy available at any council office or transaction centre.

For further information, please visit the [council website](#) or contact council on 1300 242 686.

## Community Grants Assessment Panel Code of Conduct

By accepting the role of Community Grants Assessment Panel member for Central Highlands Regional Council:

- 1) I commit myself to:
  - read and assess all applications in a fair manner
  - support the panel and work as a team member for the betterment of the Community Grants Program
  - stand for a two (2) year term
- 2) I will be fair and honest and treat applicants with respect.
- 3) I understand and will abide by the Information Privacy Act 2009 and the Right to Information Act 2009 (links below).
- 4) If a conflict of interest arises, I will declare the nature of my conflict of interest and be exempt from the assessment of the application during a panel meeting.
- 5) I understand that any information an applicant includes in their application and discussions' surrounding the application are confidential.
- 6) I acknowledge that my public comments should reflect council policy. During public debate, I will acknowledge when I am speaking in an official capacity as a Community Grants Assessment Panel member, and when I am making private comment.
- 7) I understand that I am not authorised to speak directly to the media or public on behalf of the council, unless otherwise determined and agreed by council.

Privacy Act 2009

<https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2009-014>

Right to Information Act 2009

<https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2009-013>