

	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	Grants Policy	POLICY REF NO CHRCP: 0074

1.0 Policy Purpose

- 1.1 This policy is designed to outline council’s commitment to supporting communities in the region by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation and make a positive and ongoing contribution to the region.
- 1.2 This policy also guides the administration of Central Highland Regional Council’s (council) grant programs, ensuring grants:
- 1.2.1 Assist council to achieve its strategic goals and identified key initiatives; and
 - 1.2.2 Align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which states that grants will be used for a purpose that is in the public interest.

2.0 Policy Statement

- 2.1 This policy supports the distribution of funds in an equitable, transparent and sustainable manner.
- 2.2 Council will provide grants only when:
- 2.2.1 The grant is appropriate having regard to other priorities and available resources.
 - 2.2.2 The receiving community organisation, entity or community members meet the eligibility criteria set out in this policy and in the supporting guidelines for the specific funding program.
 - 2.2.3 The grant will be used for a purpose that is in the public interest.
 - 2.2.4 The grant will meet a community and/or social need in the local community.

3.0 Grant Programs

- 3.1 Council offers the following grant programs:
- 3.1.1 Community Grants program
 - 3.1.2 Event Assistance program

4.0 Grant Categories

- 4.1 The Community Grants program consists of the following categories:
- 4.1.1 Community Assistance
 - 4.1.2 Sport and Recreation Assistance
 - 4.1.3 Community Improvement.

Electronic version current – uncontrolled copy valid only at time of printing		
Adoption Date: 14 December 2022	Amended Date:	Document Name: Grants Policy
Revokes: Community, Grants & Donations Policy	Review Date:	Page 1 of 6
Version: 1		

4.2 The Event Assistance program consists of the following categories:

- 4.2.1 Financial assistance
- 4.2.2 In-kind assistance
- 4.2.3 Fees and charges waiver
- 4.2.4 Combined request

4.3 Current grant details are outlined in guidelines that relate to each program, which can be found on council's website.

4.4 Other grant funds may become available subject to funding.

5.0 Grant program processes

5.1 Each grant program in section three must adhere to the following processes:

- 5.1.1 guidelines and criteria
- 5.1.2 application form
- 5.1.3 assessment process
- 5.1.4 accountability requirements.

6.0 Eligibility Criteria

6.1 To be eligible for the Community Grants program, groups are required to:

- 6.1.1 Have the majority of members of the organisation/group reside Council's local government area boundaries.
- 6.1.2 Operate predominately within council's local government area boundaries.
- 6.1.3 Have acquitted any previous council grant satisfactorily.
- 6.1.4 Be free of debt with council.
- 6.1.5 Be an incorporated 'not-for-profit' organisation or company limited by guarantee that has been endorsed by the Australian Taxation Office (ATO) as a charity, tax exempt fund or deductible gift recipient. Note: religious organisations are not eligible.
- 6.1.6 Unincorporated groups are able to apply, providing that their application is made through an eligible incorporated body which supports the program, project or activity.
- 6.1.7 Have relevant public liability insurance cover, except when the grant relates only to goods purchased and/or works undertaken by a suitably insured contractor.
- 6.1.8 Make the facility or resource available to community through membership or other means.
- 6.1.9 Demonstrate a clear need for financial support and show that other avenues of financial support have been explored (e.g. other grant funding).
- 6.1.10 Submit the organisation's most current financial statement (as submitted to the Office of Fair Trading) or latest treasurer's report including bank balances covering previous 12 months.
- 6.1.11 Submit a detailed budget for the program, project and/or activity and two (2) quotes from registered businesses, for all items to be funded for the grant (including where possible at least sourced in council boundaries).

Electronic version current – uncontrolled copy valid only at time of printing		
Adoption Date: 14 December 2022	Amended Date:	Document Name: Grants Policy
Revokes: Community, Grants & Donations Policy	Review Date:	Page 2 of 6
Version: 1		

- 6.1.12 Provide in principle support from the landowner or trustee of the land prior to application submission.
- 6.1.13 Sought advice regarding building works and approval prior to application submission (if applicable).
- 6.1.14 Have a signed Tenure Agreement if one has been offered in excess of six months from the application date. (This criterion is applicable if you are operating from council land/building).
- 6.1.15 Be open for public membership.

6.2 To be eligible for the Event Assistance Program, groups are required to:

- 6.2.1 have the majority of members of the organisation/group reside in council's local government area boundaries.
- 6.2.2 operate predominately within council's local government area boundaries.
- 6.2.3 must be one of the following:
 - 6.2.3.1 A charitable organisation registered with the Australian Charities and Not-for-profits Commission (ACNC)
 - 6.2.3.2 A registered Not-for-profit organisation with either Office of Fair Trading (Queensland) or Australian Securities & Investment Commission (Australia)

Note: religious organisations are not eligible.
- 6.2.4 must have an active Australian Business Number (ABN)
- 6.2.5 requests for support must be made via the correct application form
- 6.2.6 have a valid public liability certificate of currency naming or listing the event and ensure that risks are assessed and managed
- 6.2.7 applicants must provide
 - 6.2.7.1 two immediately previous audited financial statements or if two previous audits have not been conducted, or
 - 6.2.7.2 a business case for the event or program must be provided to assess the application, or
 - 6.2.7.3 detailed budget for the program, project and/or activity, or
 - 6.2.7.4 an explanation why financial statements or a business case cannot be provided
- 6.2.8 have a signed Tenure Agreement if one has been offered in excess of six months from the application date. This criterion is applicable if you are operating from council and/building.
- 6.2.9 additional eligibility criteria may apply depending on the type of event (see application form for more detail)
- 6.2.10 in addition, organisations are eligible if they undertake community service obligations on behalf of council (as determined by council).

7.0 Conflict of Interest

- 7.1 To ensure an accountable and transparent assessment process is maintained, Councillors, and council officers assessing grant applications are required to declare any perceived or potential conflict of interests prior to the assessment process commencing. This may include a personal connection with any applicant or personal involvement with any organisation. Anyone having a

Electronic version current – uncontrolled copy valid only at time of printing		
Adoption Date: 14 December 2022	Amended Date:	Document Name: Grants Policy
Revokes: Community, Grants & Donations Policy	Review Date:	Page 3 of 6
Version: 1		

conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the application.

8.0 Unacquitted grants

8.1 In the circumstances that an organisation or individual has not complied with acquittal timeframes and requirements in accordance with a grant agreement, the follow actions will be considered:

- 8.1.1 If the grant remains unacquitted the grant recipient will be made ineligible to apply for future council sponsorship for a period of at least three years.
- 8.1.2 At the discretion of the Chief Executive Officer, action may be taken to recover unacquitted funds.

9.0 Definition

To assist in interpretation, the following definitions apply:

Acquittal	is the process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.
Conflict of Interest	is a conflict between an officer's or Councillor's personal interests (including person interests arising from their relationships or club memberships for example), and the public interests that might lead to a decision that is contrary to the public interest.
Grant	means funds provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with Council policy, where a recipient is selected on merit against a set of criteria.
Incorporated Organisation	means an organisation whose status is registered with the Office of Fair Trading and operates within the scope of <i>Associations Incorporation Act 1981</i> (Qld) and <i>Associations Incorporation Regulation 1999</i> (Qld).
In-Kind Donations	means providing material, services, equipment, traffic management, plant hire or human resources that are within the scope of council operations. Any such in-kind donation would need to take into account the impact on the essential work of the Council through consultation with the relevant General Manager, before being committed.

Electronic version current – uncontrolled copy valid only at time of printing		
Adoption Date: 14 December 2022	Amended Date:	Document Name: Grants Policy
Revokes: Community, Grants & Donations Policy	Review Date:	Page 4 of 6
Version: 1		

Strategic Link	<i>Associations Incorporation Act 1981 (Qld)</i> <i>Associations Incorporation Regulation 1999 (Qld)</i> <i>Local Government Act 2009 (Qld)</i> Section 194 and 195 , Local Government Regulation 2012 (Qld) <i>Public Sector Ethics Act 1994 (Qld)</i> <i>Crime and Corruption Act 2001 (Qld)</i>
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Lead Business Unit	Connected Communities
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Related Documents	Central Highlands Community Grants Program Guidelines Regional Arts Development Fund Guidelines

Electronic version current – uncontrolled copy valid only at time of printing		
Adoption Date: 14 December 2022	Amended Date:	Document Name: Grants Policy
Revokes: Community, Grants & Donations Policy	Review Date:	Page 5 of 6
Version: 1		

Electronic version current – uncontrolled copy valid only at time of printing

Adoption Date: 14 December 2022	Amended Date:	Document Name: Grants Policy
Revokes: Community, Grants & Donations Policy	Review Date:	Page 6 of 6
Version: 1		