



Community Grants Policy

Head of Power

Local Government Act 2009
Local Government Regulation 2012

Objective

The intent of the Pormpuraaw Aboriginal Shire Council Community Grants Policy is to establish:

- the purposes for which Council will provide grants (support) to community organisations;
- the types of support which Council may give;
- the criteria to be applied by the Council in giving such support; and
- the reporting by the Council of support provided.

Definitions

Grants are defined as: Support, either direct cash or in-kind; or indirect subsidies and donations provided to organisations, groups or individuals.

Discretionary funds are defined as: Funds in the PASC's operating fund that are budgeted for use by the Mayor or Councillor.

Application

The policy applies to all applications for community grants.

Applications will be assessed on merit against eligibility and selection criteria. Such applications will be assessed in an open and equitable manner.

The level of assistance available to the community is limited by Council's budgetary allocation. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Policy Statement

This is a policy to provide for the control of expenditure on community grants placed by Council in various media to comply with the requirements of *Section 195 Local Government Regulation 2012*.

Section 195 of the Local Government Regulation 2012 requires that the local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy).

- I. The community grant policy must state –
 - a. The criteria for a community organisation to be eligible for a grant from the local government; and
 - b. the procedure for approving a grant to a community organisation; and
- II. The criteria for a councillor to decide how to allocate the councillor's discretionary funds to particular community organisations that have applied for funds.

The Council recognises and values the contribution of community groups within the Pormpuraaw Shire and acknowledges that through the provision of support to these groups, it can assist to foster the enjoyment, appreciation and development of sports, arts, heritage, recreation and other community activities within the Shire. Sort may include donations of financial assistance or the waiver of fees and charges the Council would normally charge for use of plant, equipment, labour, facilities or the supply of materials.



Pormpuraaw Aboriginal Shire Council

Guidelines & Procedures for Community Grants including In-Kind Contributions

1. Eligibility

To be eligible applicants must:

- 1.1 Be free from debt with Council;
- 1.2 Be community based for more than twelve months and provide services and activities of benefit to the residents of the Pormpuraaw Aboriginal Shire Council;
- 1.3 Be operating on a non-profit basis or providing a project for a non-commercial gain; and
- 1.4 Ensure that all proposed projects occur within the financial year in which funded.

2. Ineligible Applications

The following application will not be considered:

- 2.1 Proposals for projects held outside of the Shire, unless the applicant can demonstrate a direct community need; and
- 2.2 Proposals from government agencies or departments of local, state or federal government.

3. Applications

All requests for assistance to Council will be in writing and contain the following information:

- 3.1 Amount of financial assistance sought and/or details of other assistance sought;
- 3.2 Total cost of project/event for which the assistance is sought;
- 3.3 Purpose of project/event;
- 3.4 Details of the value of the cash or in-kind contributions being invested into the project by members of the group or organisation;
- 3.5 Details of any other funding obtained or being sought;
- 3.6 Australian Business Number (if applicable); and
- 3.7 GST status.

All applications should be posted or emailed to:

Chief Executive Officer
Pormpuraaw Aboriginal Shire Council
c/- Post Office
Pormpuraaw QLD 4892
ceo@pormpuraaw.qld.gov.au

4. Selection Criteria for Grants & Conditions

The following criteria will be used in assessing applications to Council for Community grants. Applications must meet the following eligibility requirements:

- 4.1 Applications must be made in writing;
- 4.2 Applications must meet a demonstrated need in the community;
- 4.3 Level and nature of community support;
- 4.4 Benefit of the activity to the community;
- 4.5 Ability of the applicant to deliver the project; and
- 4.6 The ability of the organisation to raise funds by other means.

5. In-Kind Assistance

- 5.1 Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant;
- 5.2 All works in-kind will be subject to the availability of plant and plant operators;
- 5.3 Where applicable, security bonds must be paid regardless of any concessions or fee waivers that may be granted;
- 5.4 The donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages, including travel time and stand down time.



6. Approval & Administration

- 6.1 The level of financial assistance allocated to the Community Grants Budget will be determined each year within Council' budget process
- 6.2 Requests for grants and donations of any kind must be approved by Council resolution through a report provided by the Chief Executive Officer.
- 6.3 The Chief Executive Officer is responsible to ensure that there is adequate budgetary allocation to fund the request and that the grant approval does not breach a funding agreement.
- 6.4 After approval via Council resolution, it is the responsibility of the Chief Executive Officer to supply all relevant documentation to Finance to ensure all costs are captured for reporting purposes.
- 6.5 All community grants including in-kind support are to be reported in Council's Annual Report.

7. Council's Rights

Decisions made by the Pormpuraaw Aboriginal Shire Council with regard to allocation and endorsement of any funds under this policy shall be final and no discussion will be entered into.

8. Discretionary Funds

Pormpuraaw Aboriginal Shire Council does not make discretionary funds available as defined in the *Local Government Act 2009, Chapter 4, s109*.

Related Documents

This policy complements and is to be implemented in conjunction with other Council policies and directives (but not limited to):

- Annual Budget
- Annual Report

Review Triggers

This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- (1) The related documents are amended.
- (2) The related documents are replaced by new documents.
- (3) Amendments are made to the head of power which affect the scope and effect of this Policy.
- (4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

Responsibility

This Policy is to be:

- (1) implemented by the CEO; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the CEO.



Pormpuraaw Aboriginal Shire Council

Version Control

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|--|----------------|----------------|
| Last Review | Current Review | Next Review |
| August 2015 | September 2019 | September 2021 |
| Resolution # | Resolution # | Resolution # |
| 2015/08/23 | 2019/09/11/05 | |

Approved by CEO:

Signature