



C005 – COMMUNITY GRANTS AND ASSISTANCE POLICY

1 HEAD OF POWER

- *Local Government Act 2009*
- *Local Government Regulation 2012*

2 POLICY PURPOSE

This policy provides a framework for the equitable distribution of Pormpuraaw Aboriginal Shire Council (Council) grants, donations, and in-kind support to community organisations. It ensures transparency in the approval process and helps further Council's objectives of fostering community engagement, cultural development, and social wellbeing.

3 POLICY OBJECTIVE

The objectives of this policy are to:

- Promote community wellbeing by supporting activities that contribute to sports, arts, heritage, recreation, and other community-focused initiatives.
- Ensure an open, transparent, and equitable process for distributing community grants and support.
- Establish clear criteria for assessing community grant applications.

4 POLICY SCOPE

This policy applies to Council's councillors, employees, and contractors, relating to the provision of any grants, partnerships, sponsorship, donations, and in-kind support provided by Council to community organisations.

5 POLICY STATEMENT

Council recognises the significant contributions made by local community groups and seeks to support these groups through financial assistance and in-kind support. The following key provisions apply:

5.1 ELIGIBILITY

To be eligible for community grants, applicants must:

- Be free from debt to the Council;
- Be community-based for at least 12 months;
- Operate on a non-profit basis;
- Ensure all projects occur within the financial year for which funding is provided; and
- Demonstrate a direct community benefit to Pormpuraaw.

5.1.1 Ineligible applications

Include the following:

- Proposals for projects held outside of the Shire, unless the applicant can demonstrate a direct community need; or
- from political organisations or government agencies.

5.2 APPLICATION PROCESS

All applications must be submitted in writing to the CEO and include:

- Details of the assistance sought (financial or in-kind);
- Total project cost;
- Purpose of project;
- Details of other funding sources or in-kind contributions being invested into the project by members of the group or organisation;
- Details of any other funding obtained or being sought; and
- GST and Australian Business Number (if applicable).

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

5.2.1 Verbal In-kind Support:

The CEO may provide verbal in-kind support for a community grant application prior to its formal submission. This verbal support does not guarantee funding. The application must still undergo a formal review and be approved or denied by Council resolution.

5.3 SELECTION CRITERIA

Applications will be assessed based on:

- The demonstrated need in the community.
- The level of community support.
- The benefit of the activity to the community.
- The applicant's ability to deliver the project.
- The ability of the organisation to raise funds by other means.

5.4 IN-KIND ASSISTANCE, FEE WAIVER OR DISCOUNT:

Council may provide in-kind support, a fee waiver or discount, such as the use of Council equipment and personnel. All in-kind contributions are subject to availability and will be calculated according to Council's rates for plant hire and wages.

Where applicable, security bonds must be paid regardless of any concessions or fee waivers that may be granted.

5.5 ADMINISTRATION

The annual allocation for the Community Grants Budget will be determined during Council's budget planning process, ensuring alignment with financial capacity and community priorities.

The Chief Executive Officer will ensure that sufficient budgetary provisions are available to support the grant request, and that the approval adheres to any relevant funding agreements.

5.5.1 Approval

Where in-kind assistance only, a fee waiver or discount is requested the CEO has the authorisation to provide approval. All other requests must be approved by Council.

Following Council's approval, the CEO is responsible for ensuring that all necessary documentation is provided to the Finance Department for accurate recording and reporting of costs.

A full report of all community grants, including in-kind contributions, will be included in the Council's Annual Report for transparency and accountability.

5.5.2 Grant Acquittal

Successful applicants must:

- Use the funds for the approved purpose;
- Provide evidence of how the funds were used and the community benefits derived when requested;
- Notify Council of any significant changes to the project, including the inability to proceed.

6 DEFINITIONS

Term	Definition
CEO	A person who holds an appointment as chief executive officer under section 194 of the <i>Local Government Act 2009</i> .
Community Organisation	An entity as defined in the <i>Local Government Regulation 2012</i> that operates for public purposes or on a non-profit basis.
Council	Porpuraaw Aboriginal Shire Council
Grant	Financial or in-kind contributions made by Council to achieve specific community outcomes.
In-Kind Support	Non-monetary contributions such as services, equipment, fee waivers or a discount on fees.
Sponsorship	A formal agreement between Council and an organisation involving both cash and in-kind contributions.

7 RELATED DOCUMENTS

Documents:

- Annual Budget
- Annual Report

8 MONITORING AND REVIEW

Notwithstanding the above, this policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

9 RESPONSIBILITY

This Policy is to be:-

- implemented by the CEO; and
- reviewed and amended in accordance with the by the Executive Manager Corporate Services.

10 VERSION CONTROL

Version	Adoption (Council Resolution Number)	Date
V1	June 2016 (2016/06/02)	03/06/2016
V3	September 2019 (2019/09/11/05)	11/09/2019
V4	June 2022 (2022/06/07)	29/06/2022
V5	February 2025 (2025/02/24/06)	24/02/2025