

# GP-042 COMMUNITY GRANTS POLICY

<b>Version:</b>	4.0 <i>Please note that once printed, this is no longer a controlled document. All care should be taken to ensure that you are operating from the current version.</i>
<b>Commencement and Review:</b>	This policy will commence on 16/08/2022 and will be reviewed 5 years from the commencement date.
<b>Document Owner:</b>	Manager, Community Services
<b>Approval Date:</b>	16/08/2022
<b>Meeting Resolution:</b>	M22/137

## 1 STATEMENT OF INTENT

The intent of the Paroo Shire Council (Council) Community Grants Policy is to establish the framework within which Council will provide financial and non-financial assistance to community-based organisations and community-based events within the Paroo Shire.

This policy is established in accordance with Part 5, Sections 194 and 195 of the Local Government Regulation 2012. The policy is consistent with the local government principles as defined in Section 4 of the Local Government Act 2009.

## 2 COMMENCEMENT AND REVIEW OF POLICY

This Policy will commence from 17/08/2022. It replaces all other Community Grants Policies (whether written or not).

This Policy will be reviewed 5 years from the commencement date or earlier if deemed necessary through changes to legislation or business practice in line with its associated procedure. Changes to the Community Grants Policy must be submitted to Council for amendment and adoption by resolution.

## 3 APPLICATION OF POLICY

### 3.1 POLICY STATEMENT

Council supports the growth and development of the Shire's community organisation network and facilities to improve community wellbeing. Community organisations operate a diverse range of facilities, programs and services for shire residents and visitors. Such organisations may be located on land owned or controlled by Council, land held in trust by the community or land owned in freehold for community purposes.

### 3.2 SCOPE

Funding and assistance made available by Council is aimed at building community capacity and/or providing supplementary funding to assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Paroo Shire.

This policy sets out the circumstances under which the Council may provide grants to community organisations. By establishing a set of criteria, this policy ensures that grants to community organisations and individuals are in the public interest and only provided to those that meet pre-determined criteria.

Grants should be provided to achieve an identified benefit to the community generally and Council should ensure that the benefits are achieved.

This policy applies to all Council employees and Councillors conducting business on behalf of Council.



### 3.3 ELIGIBILITY

For an organisation to be eligible for payment of a grant, the following criteria must apply:

- be a community organisation/group within the Paroo Shire Local Government area.
- be an incorporated non-profit organisation / club or charity consisting of people having common interests. This could include sport and recreation clubs, social clubs, school P&F / P&C associations, arts and cultural groups, hospital foundations, religious orders and service organisations.
- host a “Community Event / Activity” for the whole of community within the Paroo Shire Council Local Government Area.
- host their event / activity during the period of the required funding.
- ensure the funding request directly supports a “Community Event / Activity” that promotes connectedness and social wellbeing within the community and provides access to support services, where applicable.
- have current public liability to the value of \$20m, or proof of exemption.
- have the majority of members of the organisation reside in the Paroo Shire Council area.
- meet all eligibility criteria.

### 3.4 GRANT/ FUNDING AMOUNTS

- Council includes a provision for Community Donation Grants in its Annual Budget.
- Grants are limited to the allocation adopted in Council’s Annual Budget and allocated on a first-in-first-served basis.
- Funding must be available within the allocation budgeted in any financial year; and
- Funding amounts outside or in excess of the budgeted annual allocation may, upon consideration and assessment, be permitted by resolution of Council

### 3.5 TYPES OF GRANTS

Grants available may include:

- Direct funding to a community organisation
- In kind donation including waiver of site/venue hire fees

#### 3.5.1 DIRECT FUNDING

Direct funding is a cash amount that is donated by Council, to an organisation with the organisation being responsible for management and expenditure of the funds.

#### 3.5.2 IN KIND DONATION

A community organisation may elect to convert a cash amount to an In-Kind donation which may include labour, machinery and materials or assets being loaned, given or donated for use by the organisation.

It should be noted that in-kind donations, while no money changes hands, still have a monetary value. This may be made up of various components including but not limited to:

- Waiver of hire fees (but not security deposits)
- Use, repairs and maintenance of equipment
- Employee costs
- Transportation costs



In-kind donations such as labour, machinery and materials are highly dependent on availability. Machinery must be accompanied by a Council employee/operator. If the employee does not agree to volunteer their time then the community organisation must make a suitable arrangement with the employee for their time e.g. pay them from their own funds or subtract the value of the hours required off their total approved funding amount.

A waiver of site/hire fees does not waive the requirement to pay the relevant site/hire security deposit.

### 3.6 APPLICATION FOR COMMUNITY GRANTS FUNDING

Organisations wishing to access Council's Community Grants program will need to complete the Community Grants Guidelines & Application Form, which is available on Council's website at [www.paroo.qld.gov.au/forms](http://www.paroo.qld.gov.au/forms).

Information regarding the application processes relating to Community Grants is in Appendix A of this Policy.

## 4 DEFINITIONS


Grant	means sum of money given by a government or other organisation for a particular purpose
Community Organisation	Community based organisations are non-profit groups that work at a local level to improve life for residents. The focus is to build equality across society in all streams.

## 5 BREACH OF POLICY

A breach of this policy may result in community organisations not receiving sufficient funding to support their ongoing activities and events in the community.

## 6 RELEVANT LINKS

- *Local Government Act 2009*
- *Local Government Regulation 2012 – Section 194 and 195*
- *Council Budget*

<b>Endorsed</b>	<b>Date:</b> 16/08/2022
Name:	Cassandra White
Title:	Chief Executive Officer, Paroo Shire Council
Signature:	

## VERSION CONTROL

Date	Version	Meeting Resolution	Amendments / Comments
30/06/2015	1.0	M16/49	Annual review
20/06/2017	2.0	M17/135	Annual review
18/08/2020	3.0	M20/146	Review and update
16/08/2022	4.0	M22/137	Review and update



**APPENDIX A**

Community Grants Guidelines and Application Form

