

## 1. Purpose

Pursuant to section 195 of the *Local Government Regulation 2012*, a local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

This policy has been developed to administer the distribution of Community Activity Grant (CAG) monies to Hinchinbrook Shire high achievers and not-for-profit entities that deliver activities within Hinchinbrook. This policy will provide eligibility criteria and guidance on the allocation of grant funds to Community Activity Grant applications.

All requests for a Council grant must be made through the application process outlined in this policy.

## 2. Background

Hinchinbrook Shire Council regularly receives requests for assistance from organisations and individuals in regard to national achievement, community activities, community organisation support, festivals and events.

Council recognises the value in providing support to such community organisations, activities, and endeavours.

The maximum funds available for CAG will be determined by Council and adopted in the Budget each financial year

Council's overall aim is to support varied and community activities and organisations that focus on core goals:

- Enhanced opportunities for community inclusion;
- Enhancement of civic pride and sense of place; and
- Enhanced opportunities for local economic activity.

## 3. Objectives

- To recognise local individuals or groups/teams selected by recognised sporting, academic and cultural bodies who represent Queensland at national competition level in their respective fields of endeavour;
- To recognise the contribution to the development of community self-help and the provision of community services made by locally based not-for-profit groups and organisations;
- To enable financial allocations to reflect the Council's commitment to its community development role;
- To provide encouragement to groups and organisations by:
  - Developing community capacity in hosting community activities;
  - Supplementing the funds that organisations have raised themselves for their own activities;
  - Enhancing the quality of service delivery and facilities;
  - Assisting the development of services and facilities;
  - Promoting increased access and usage of community resources, services and facilities;
  - Facilitating the establishment of projects and services; and
  - Providing a grant as an initiating contribution for an organisation where difficulty is experienced in raising funds, where the organisation has demonstrated that its programs are in response to a perceived need in the community and where it can be reasonably assumed that the organisation will become established as a result of this grant.

- To ensure an equitable and consistent process:
  - That Council has a consistent, equitable and transparent process to respond to requests for Community Activity Grants;
  - All potential applicants have equitable access to grant funding; and
  - That Community Activity Grant funding decisions represent value for money in achieving Council's goal of recognising the contribution to the development of community self-help and the provision of community services made by locally based not-for-profit groups and organisations.

#### **4. Scope**

A Community Activity Grant is defined as any direct monetary contribution, from Hinchinbrook Shire Council, which is made to a not-for-profit entity operating in the Hinchinbrook Shire that seeks to deliver community development outcomes, community programs and activities such as festivals and events to support local community needs in an open and transparent manner.

Requests for funds that seek to deliver profitable or business outcomes are not within the scope of this Policy.

#### **5. Responsibility**

To ensure that the Community Activity Grant Assessment Panel process is transparent, all applications will be assessed through the establishment of a CAG Assessment Panel.

The CAG Assessment Panel will be formed by two nominated Hinchinbrook Shire Councillors and the Director Community and Development Services. Where one or more of the CAG Assessment Panel members are not available, another Councillor or Director may substitute.

The CAG Assessment Panel will have the delegation to assess and approve applications up to the value of \$2,000 (excl. GST).

All applications over the value of \$2,000 (excl. GST) will be recommended by the CAG Assessment Panel through the Director Community and Development Services to Council for consideration.

All compliant applications denied by the CAG Assessment Panel will be recommended to Council for consideration.

#### **6. Definitions**

**CAG** is Community Activity Grant.

**Community Organisation** is a local not-for-profit group or organisation registered and operating within the Hinchinbrook Local Government Area.

**CAG Assessment Panel** is the panel nominated to assess Community Activity Grants with transparency in accordance with the *Local Government Act 2009*.

#### **7. Financial Scope**

The maximum funds available for CAG will be determined by Council and adopted in the Annual Budget each financial year.

The CAG Assessment Panel is delegated by the Hinchinbrook Shire Council to assess and approve Community Activity Grant applications up to and inclusive of \$2,000 (excl. GST).

All Community Activity Grant applications over \$2,000 (excl. GST) must be submitted to Council for assessment and approval.

## 8. Policy

Requests for consideration of a Community Activity Grant will be accepted according to Council's quarterly review schedule. Requests must be submitted to the Chief Executive Officer on the prescribed form.

Applications will be assessed quarterly, by Council's Community Activity Grant Assessment Panel, creating four funding rounds each year. An organisation can only receive one Community Activity Grant in any financial year.

Applications will be assessed against the criteria and categories established under this policy.

Each funding round will only assess applications for activities to be held or costs to be incurred during the following quarter. Requests received earlier than this will be held over until the appropriate funding round.

Hinchinbrook Shire Council supports community-based activities and the social and economic benefits these activities create for the region. However, in applying for support to operate such community-based activities, certain requirements are in place to ensure the flow on effects of such activities is beneficial to the Hinchinbrook community.

Applications may not be considered for activities that have already been delivered.

### 8.1 Categories of grant funding available

CATEGORY	ESTABLISHED	FEES/CHARGES	ATTENDANCE	TARGET MARKET	MARKETING	DURATION	TOTAL SUPPORT
<b>COMMUNITY HIGH ACHIEVER</b>	N/A	Costs associated with travel and or registration.	N/A	Hinchinbrook Community	N/A	N/A	\$250 individuals \$700 for teams of 3 or more individuals
<b>COMMUNITY GROUP SUPPORT</b>	Minimum 1 year	N/A	N/A	N/A	N/A	N/A	Up to \$1,000
<b>COMMUNITY ACTIVITY</b>	Minimum 1 year	Free entry; and Some pay as you consume charges.	Minimum of 25	Hinchinbrook Community	Shire Marketing	Minimum of four hours	Up to \$2,000
<b>MODERATE EVENT</b>	3 years plus	Entrance fee usually charged	Minimum of 300	300km drive radius	Limited marketing activity within the Shire	Minimum of four hours. Primarily a single event, may have additional features	Between \$2,000 and \$5,000
<b>MAJOR EVENT</b>	5 years plus	Entrance fee usually charged	Minimum of 1,000	300km drive radius	Funded marketing activity within and external to the Hinchinbrook Shire	Minimum of one day/night 8 hours	Up to \$15,000
<b>SIGNATURE REGIONALLY SIGNIFICANT EVENT</b>	5 years plus	Entrance fee usually charged	Minimum of 5,000	300km drive radius	Professionally developed, funded marketing campaign min cost of \$5,000. With targeted activity in the Shire and Regionally.	Multiple days (minimum two days) Multiple events within a larger program	Up to \$30,000

## 8.2 Criteria

To be considered eligible for a Community Activity Grant an organisation or individual must:

- Reside within the Hinchinbrook Shire;
- Operate within the Hinchinbrook Shire by way of a demonstrated client base, membership base or similar;
- Be not-for-profit (Council may request the submission of the most recent annual financial report or other documentation to demonstrate this criteria);
- Enhance opportunities for community inclusion including community benefit;
- Enhance civic pride and sense of place derived from the community activities including a willingness to work co-operatively with other organisations;
- Share expected outcomes of the Community Activity;
- Source support for the Community Activity, including but not limited to cash and labour support;
- Abide by requirements of each activity category;
- Demonstrate level of benefit to the community;
- Submit previous event acquittal forms;
- Enhance opportunities for local economic activity including locally sourced supplies, materials and services. This includes the flow on economic benefit to sectors such as accommodation providers, service providers and the like; and
- Complete the Community Activity Grants Application Form.

The level of assistance available through the program is limited by the Council's Annual Budget and its priorities identified in its plans and strategies. Applications for funding are not guaranteed nor is it guaranteed the applicant will be awarded the full amount requested. It is important that each applicant consider these limitations when preparing the request for assistance.

Applicants are required to demonstrate:

- How the grant will benefit the Hinchinbrook Shire;
- How the grant will strengthen the Hinchinbrook community;
- That the organisation is incorporated, and a copy of the Certificate of Incorporation is to be enclosed with the application. A copy of the latest audited financial statement may be required by the CAG Assessment Panel;
- If the applicant is seeking support with operational expense, the applicant may be required to provide a copy of the latest treasurers report or financial statement to demonstrate an inability to meet operating expenses;
- If the organisation is not incorporated, a sponsoring organisation must be obtained with relevant evidence supplied; and
- It is a requirement of the applicant to ensure all insurance and Health and Safety requirements are abided by.

The following requests are excluded from eligibility:

- Recipients of any other financial or other type of assistance from Council for the same activity;
- Be raising funds on behalf of another group which is itself a recipient of financial assistance from Council;
- Organisations receiving funds from Council under the Regional Arts Development Fund;
- Organisations that are primarily for the benefit of an individual;

- Organisations that are primarily of a commercial nature;
- Organisations that have not acquitted returns for previous year support;
- Activities that are high risk activities, that could result in unruly behaviour or anti-social practices; and
- Activities that take place outside of the Shire, not including national competitions or representations.

### **8.3 Acknowledgement**

All applicants successful in obtaining a Community Activity Grant must acknowledge Council's contribution in all publicity relating to events or activities to which the grant applies.

Council will require the applicant to carry out the following in recognition of its annual/ongoing support of Community Activities:

- Display Council's sponsorship logo/banner;
- Provide Council with a Letter of Thanks and acquittal form at conclusion of the activity;
- Display district promotional material at the activity (where possible and appropriate);
- Mention Council's support in media/news articles (where possible);
- Display Council's logo on programmes/newsletter (where possible); and
- Mention Council sponsorship at the activity and if applicable, mention Council sponsorship in a "Thank you to sponsors" advertisement.

### **8.4 Acquittal**

All applicants successful in obtaining a Community Activity Grant must complete a Community Activity Grant Acquittal Declaration on the prescribed form within six weeks of the event or activity completion.

The requirements of the acquittal are dependant on the category of funding applied for but may include the provision of the following information:

- Evidence that the monies were expended as intended;
- Event or activity attendance figures and visitation statistics; and
- Detailed briefing of event or activity.

### **8.5 Characteristics of Community Activity Grant categories**

#### ***Community High Achiever***

Local individuals or groups participating in competition at a national level representing the Hinchinbrook Shire.

#### ***Community Group Support***

Financial support required by a not-for-profit committee/club/group that operates in the Hinchinbrook Shire. Characteristics of support may include:

- Renovations, upgrades or expansions; and
- Training or upskilling of committee/club/executive members.

Recognising the hardships that community groups may have experienced due to the impact of the COVID-19 Disaster Event, for the 2020/2021 financial year applicants may apply for support with operational costs subject to the following:

- Applications will only be considered for expenses incurred in the 2020/2021 Financial Year, after which support for operational expenses will be reviewed;

- Wage costs are not eligible for support; and
- Applicant must be able to demonstrate an inability to meet operating expenses.

### **Community Activity**

An activity delivered by a not-for-profit committee/club/group which occurs in the Hinchinbrook Shire. Characteristics of activities may include:

- Member only events/activities/workshops; and
- Events or activities with expected attendance below 300.

### **Moderate Event**

A festival or event delivered by a not-for-profit committee/club/group which occurs in the Hinchinbrook Shire. Characteristics of these festivals and events may include:

- When an entrance or gate fee is charged the event must then have no cost activities included once at the venue;
- May charge fees for entertainment, food and beverage, rides, and entry fees to compete. Have broader appeal to the community;
- Moderate ability to provide a catalyst for people outside of the region to travel to Hinchinbrook;
- Usually held at a single site;
- Moderate capacity to generate overnight commercial stays;
- Undertake some funded marketing and promotional awareness raising activity usually within the Hinchinbrook Shire;
- Are valued as part of the community fabric of Hinchinbrook Shire;
- Attract minimum of 300 people; and
- Seeking funding between \$2,000 and \$5,000.

### **Major Event**

A Community Activity delivered by a not-for-profit committee/club/group which occurs on an annual basis in the Shire. Characteristics of these Community Activities may include:

- May have a combination of no cost activities and costed activities;
- When an entrance or gate fee is charged the event must then have no cost activities included once at the venue;
- May charge fees for entertainment, food and beverage, rides, and entry fees to compete;
- Must have broad appeal to the community;
- Must provide a catalyst for people outside of the region to travel to Hinchinbrook e.g. be a unique offering within a 300km radius;
- Must have a planned and funded marketing and promotional awareness raising activity both within and external to the Hinchinbrook Shire;
- Are valued as part of the community fabric of Hinchinbrook Shire;
- Significant capacity to generate overnight commercial stay;
- Attract minimum of 1,000 people;
- Seeking a maximum funding amount of \$15,000; and
- Acquittal form must be completed within six weeks of the completion of the event.

### ***Signature Regionally Significant Event***

A community event delivered by a not-for-profit committee/club/group which occurs on an annual basis in the Shire. Characteristics of these Community Activities include:

- May have a combination of no cost activities and costed activities;
- When an entrance or gate fee is charged the event must then have no cost activities included once at the venue;
- If eligible, may charge fees for entertainment, food and beverage, rides, and entry to compete fees;
- Must have broad appeal to the community and the surrounding region inclusive of Townsville;
- Must provide a catalyst for people outside of the region to travel to Hinchinbrook and stay at least one night;
- Must have multiple components usually delivered over more than one day;
- Must have a planned and funded marketing and promotional awareness raising activity of not less than \$5,000 to target within and external to the Hinchinbrook local government area that specifically targets the Townsville residential population;
- Are valued as part of the community fabric of Hinchinbrook Shire;
- Significant capacity to generate multiple overnight stays;
- Attract minimum of 5,000 people;
- Grant will not exceed \$30,000; and
- Acquittal form must be completed within six weeks of the completion of the event.

## **9. Procedure**

### **9.1 Community Activity Grant Assessment Panel Delegation**

The CAG Assessment Panel is delegated by the Hinchinbrook Shire Council to assess and approve CAG applications up to and inclusive of \$2,000 (excl. GST).

All CAG applications over \$2,000 (excl. GST) must be submitted to Council for assessment and approval. The CAG Assessment Panel will assess Community Activity Grant Applications that have been submitted for amounts over \$2,000 (excl. GST) and recommend through the Director Community and Development Services to Council for consideration.

The CAG Assessment Panel must base their recommendations on:

- The information provided on the Community Activity Grant application form;
- Current priorities of Hinchinbrook Shire Council;
- Feedback on the specific community activity from previous years;
- Previous community activity assessment;
- Assessment of the level of benefit to the community from the community activity;
- The benchmark of each community activity category; and
- Compliance to the Community Activity Grant Policy and Guidelines.

The CAG Assessment Panel have the authority to request additional information to inform the assessment of a grant application.

## 10. Legal Parameters

Council is permitted to award Community Activity Grants or provide assistance in accordance with Part 5 of the Community Grants, sections 194-195 of the *Local Government Regulation 2012*.

### 194 Grants to Community Organisations

A local government may give a grant to a community organisation only—

(1) if the local government is satisfied—

(a) the grant will be used for a purpose that is in the public interest; and

(b) the community organisation meets the criteria stated in the local government's community grants policy; and


(2) in a way that is consistent with the local government's community grants policy.

### 195 Community Grants Policy

A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

## 11. Associated Documents

- Community Activity Grant Application Form; and
- Community Activity Grant Acquittal Declaration.

DOCUMENT HISTORY AND STATUS					
Action	Name		Position	Signed	Date
Approved by Council	James Stewart		A/CEO		24/11/2020
<b>Policy Version</b>	2	<b>Initial Version Adopted</b>	25/07/2017	<b>Current Version Adopted</b>	24/11/2020
<b>Maintained By</b>	Community and Development Services		<b>Next Review Date</b>		01/06/2021
<b>File Location</b>	<a href="E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>				