



GRANT POLICY FRAMEWORK

A GUIDE TO ASSIST THE COMMUNITY WITH
GRANT AVAILABILITY AND SUPPORT

1. Introduction

Council recognises, respects and values the contribution that individuals, businesses, community groups, sporting, not-for-profit groups and organisations make within our community and are committed to developing and maintaining community capacity by creating active, inclusive, connected and empowered communities that support:

- Healthy, active and safe lifestyles;
- Grow partnerships to improve community services;
- Preserve and support local culture and heritage; and
- Help grow business, investment and employment in the Hinchinbrook Shire.

This framework reflects Council's ongoing commitment to supporting organisations and individuals in a transparent, equitable and fiscally responsible manner.

2. Purpose

This framework applies to all financial assistance made on behalf of Council and seeks to encourage and support beneficial community-led projects and events that have the potential to build the Hinchinbrook Shire community's cultural, sporting, learning and investment capability and capacity, enhancing the Shire's liveability and community prosperity.

3. Guiding Principles

The following principles will guide the development of all associated policies and the delivery of Council's Grants Program:

- Resources are to be allocated and distributed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 2009* and the *Local Government Regulation 2012*;
- The creation of opportunities for unique and diverse activities and events that provide equitable access for all residents and cater to a variety of target audiences will be supported;
- Council will focus support on activities that strengthen our community through social inclusion, accessibility and increased capacity for resilience;
- To support liveability outcomes, it is important to form collaborative partnerships that develop a community which promotes physical and mental wellbeing;
- Council will support safe and healthy built environments; and
- Ensure the natural environment remains a priority.

4. Definitions

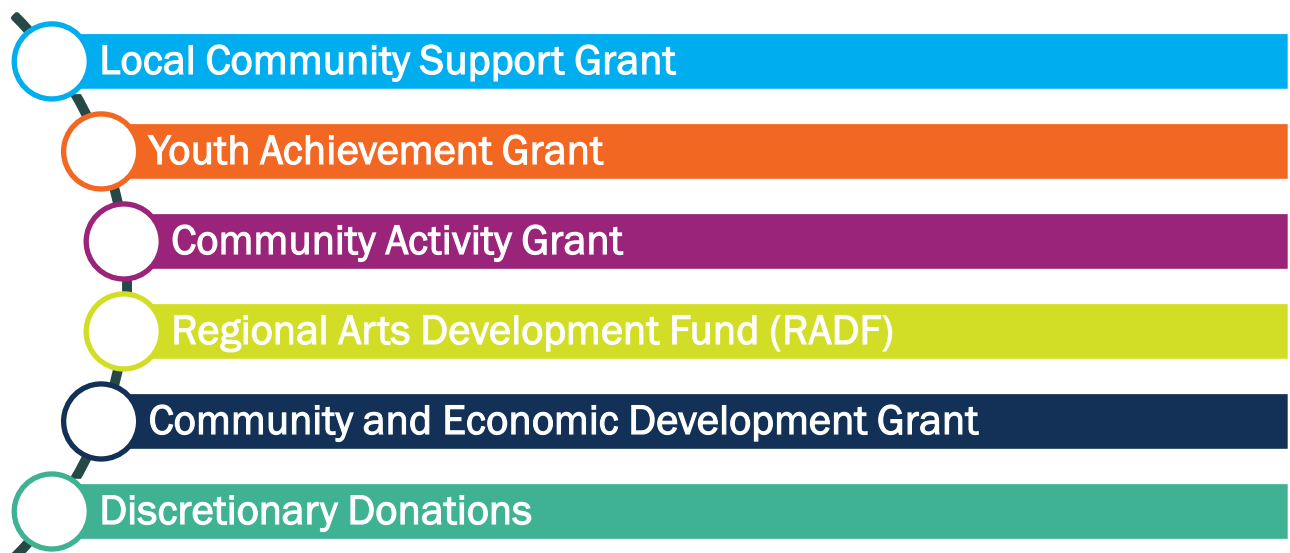
- **Donation** means gift or contribution and does not require an acquittal;
- **Delegate** means a Council Officer(s) designated by the Chief Executive Officer (CEO) to administer a grant process;



- **Funding** means a monetary grant requiring acquittal according to the terms of the relevant grant stream;
- **Partnership** means an association between two or more partners who are working together to provide a service within the Hinchinbrook Shire boundaries;
- **Sponsorship** means an arrangement under which Council helps an organisation via the purchase of sponsorship. Sponsorship is a form of marketing and includes gifts, advertising, naming rights, etc;
- **Non-for-profit** means a group or organisation that is not operating for the profit or gain of its individual members and any profit of surplus is directed back into the operation of the organisation to carry out its purpose; and
- **Individual(s)** means a resident(s) of Hinchinbrook Shire.

5. Grant Streams

The Grant Framework comprises of five different streams, encouraging a diverse approach to Council's community support. The five streams are:



5.1 Local Community Support Grant

A Local Community Support Grant can only be awarded to a community organisation that is based in the Hinchinbrook Shire and/or can demonstrate that its services or activities will provide significant benefit to residents of the Shire.

Community Support Grants provided by Council form part of its annual Budget or may be approved by a resolution of Council.

A community organisation that is successful in obtaining a Community Support Grant is required to enter into a funding agreement and comply with any terms and conditions as determined by Council.

5.2 Youth Achievement Grant

Youth Achievement Grants are aimed at individuals or groups who reside within the Hinchinbrook community, are aged 24 years or younger, participating at a national level and representing the Hinchinbrook Shire. Participation could be, but not limited to academic, cultural or sporting pursuits.

This program will be administered by the relevant Officer.

A maximum of \$250 will be awarded to an individual or \$700 for a group of three or more members.

5.3 Community Activity Grant

Community Activity Grants are aimed at supporting community groups who are undertaking an activities and initiatives that serves a community purpose and in doing so supports one or more of Council's lifestyle strategies such as:

- Promote safe, healthy, inclusive and socially engaged communities;
- Empower and encourage strong community organisations;
- Create places of community identity; or
- Develop Hinchinbrook as a destination.

Applications for grant funding that fall within the Community Activity Grant stream will be approved by an assessment committee. The assessment committee may approve grants up to a maximum of \$2,000.

Grants in this category will not exceed \$2,000.

5.4 Regional Arts Development Fund (RADF)

The Regional Arts Development Fund (RADF) is a Queensland Government partnership through Arts Queensland and Hinchinbrook Shire Council to support local arts and culture. It enables professional, emerging artists, and arts practitioners living in the Shire to receive support for a wide range of arts and cultural projects.

RADF is managed through the RADF Committee who assess funding applications.

A maximum of \$10,000 will be awarded per application.

5.5 Community and Economic Development Grant

The Community and Economic Development Grant stream provides for grants greater than \$2,000 and up to a maximum of \$12,000 for eligible organisations, groups or individuals to conduct projects, activities and events that will help grow business, investments and employment in the Hinchinbrook Shire, whilst aligning with one or more of Council's corporate priorities.

In addition to Council's corporate priorities, projects will be viewed favourably if they:

- Attract investment;
- Facilitate economic diversification;
- Improve education, training and employment opportunities;
- Showcase the Hinchinbrook Shire for tourism, investment or population attraction; and/or
- Capture more local and visitor spending.



Self-sufficiency is the underlying principle of this fund. Eligible organisations, groups and individuals are strongly encouraged to build capacity and capability to run successful community events to move away from continued dependency on ratepayer support.

Regional Economic Development funding applications will be evaluated by a committee with recommendations provided to Council for approval.

5.6 Discretionary Donations

Donations (including waivers) of an ad hoc nature, which may include provisions of equipment, facilities, labour etc, that does not fit within one of the previous five grant streams and:

- Must be approved by the CEO or delegate; and
- Must be funded by the service area approving the funding and recorded appropriately within Council's financial systems.

This stream will not require an acquittal process.

6. Payment of Grants

Grants will be paid on the approval of the grant via Recipient Created Tax Invoices to the Organisation, Community Group, or Individual, provided that there are no outstanding acquittals, unless governed via a Memorandum of Understanding.

7. Grant Acquittals

Grants must be acquitted within six weeks from completion of the event and/or project. Those unable to meet the six-week deadline must notify Council requesting an extension of time.

Applications not acquitted within six-weeks from completion of the event and/or project, and have not requested an extension of time, may be deemed ineligible to apply for future funding rounds for a two-year period.

8. Multiple Applications

Applicants will be limited to one application per entity per financial year.



9. Eligibility

The following table will be used to ascertain applicant eligibility:

	Individual Youth Achievement Grant	Community Activity Grant	Local Community Support Grant	Regional Economic Development Grant	Regional Arts Development Fund
An individual residing within the Hinchinbrook Shire	✓	✗	✗	✓	✓
A local non-for-profit incorporated organisation, group or association	✓	✓	✓	✓	✓
A local non-incorporated group that is auspiced by an incorporated group	✗	✓	✓	✓	✓
An applicant from outside the Hinchinbrook LGA that is working with a local partner organisation – partner organisation must submit a letter outlining partnership	✗	✓	✗	✓	✓
An incorporated group or organisation, or a for profit business, from outside the Hinchinbrook LGA provided the event is happening within the boundaries of, and will benefit, the Hinchinbrook Shire	✗	✗	✗	✓	✓
A previous applicant who has an outstanding acquittal from previous Council funding	✗	✗	✗	✗	✗
An applicant who has an overdue or outstanding debt to Council	✗	✗	✗	✗	✗
Is a government agency or department	✗	✗	✗	✗	✗
A school which incorporates a period of compulsory education – Prep to Year 12	✗	✗	✗	✗	✗

9.1 Ineligible items

The following is deemed ineligible for funding:

- Retrospective funding – unless under extenuating circumstances;
- Activities already funded by Council, excluding those covered under a current Memorandum of Understanding; and
- Business or commercial ventures that solely benefit a single business or narrow collective of interests.

10. Associated Documents

- *Local Government Act 2009;*
- *Local Government Regulation 2012;*
- *Associations Incorporations Act 2009; and*
- *Collections Act 1966.*

DOCUMENT HISTORY AND STATUS						
Action	Name			Position	Signed	Date
Approved by Council	Mary-Anne Uren			CEO		29/10/2024
Policy Version	4	Initial Version Adopted	24/11/2020	Current Version Adopted		29/10/2024
Maintained By	Corporate and Community Services			Next Review Date		29/10/2025
File Location	787 CCS Grant Policy Framework V4					

