Purpose
This policy has been developed to administer Community Activity Grant (CAG) requests from 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. The maximum funds available for Community Activity Grants will be determined by Council and included in the budget each financial year.

All requests for a Council grant must be made through the application process outlined in this policy. The Hinchinbrook area has the potential to attract external visitors (participants and spectators) that may contribute to the economy. This is usually through ancillary purchases such as accommodation, meals, fuel and the like. Through this policy Council is able to consider supporting all events that are delivered in the Hinchinbrook Shire.

Background
Hinchinbrook Shire Council regularly receives requests for assistance from organisations and individuals in regards to national achievement, community activities, festivals and events. Council recognises the value in providing support to such community activities and endeavours to assess local community needs in an open and transparent way.

Council’s overall aim is to support varied and exciting activities that focuses on core goals:

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

Objectives

a) To recognise local individuals selected by recognised sporting, academic and cultural bodies who represent Queensland at national competition level in their respective fields of endeavour.

b) 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.

b) To enable financial allocations to reflect the Council’s commitment to its community development role.

c) To provide encouragement to groups and organisations by:

  i. Developing community capacity in hosting community activities;
  ii. Supplementing the funds that organisations have raised themselves for their own activities;
  iii. Enhancing the quality of service delivery and facilities;
  iv. Assisting the development of services and facilities (excluding operational costs);
  v. Promoting increased access and usage of community resources, services and facilities;
vi. Facilitating the establishment of projects and services;

vii. Providing a grant as an initiating contribution for an organisation where difficulty is experienced in raising funds, where the organisation has demonstrated that its programmes 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.

d) To ensure an equitable and consistent process:

   (i) To ensure that Council has a consistent, equitable and transparent process to respond to requests for Community Activity Grants

   (ii) To ensure all potential applicants have equitable access to grant funding

   (iii) To ensure 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.

Community Activity Grant (CAG) 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.

Assessment Panel

The Council want to streamline and speed up the Community Activity Grant assessment process through the establishment of a CAG Assessment Panel.

CAG Assessment Panel

The CAG Assessment Panel will be formed by: four Portfolio Councillors form the Departments of Community Services and Development and Planning Services supported by the relevant Executive Managers of the Departments.

The CAG Assessment Panel Delegation

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.

All Community Activity Grant applications over $2,000 must be submitted to Council for assessment and approval;
The CAG Assessment Panel will assess Community Grant Applications that has been submitted for amounts over $2,000 and recommend said applications for approval/refusal to the Council.

The CAG Assessment Panel must base their recommendations on:
- The information provided on the Hinchinbrook Shire Council 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

The Grants received will be assessed by the assessment panel:
- For compliance to the Community Activity Grant policy guidelines
- Request more information form the applicant if necessary
- Recommended to Council for assessment to approve for grants requested in excess of $2,000
- Recommend to Council applications less than $2,000 for refusal

**Approved Community Grant Applications**

All events that receive this funding must adopt the Hinchinbrook Way branding within their event promotion. Branding images and specifications will be provided to successful applicants.

**Financial Scope**

This policy will address Community Activity Grant requests in terms of the Community Activity Grants policy and within the relevant Council budget provisions and regulations.

**Legislative Reference**

The Council is permitted to submit Community Activity Grants applications in the form of grants or provide assistance in accordance with Part 5 of the Community Grants, sections 194-195 of the Local Government Regulation 2012 (Local Government Act 2009).

Sections 194 - 195 state

**194 Grants to community organisations**

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

(a) if the local government is satisfied—

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

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

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 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 established under this policy and ranked against other applications in that round. The highest ranked applications will be funded within the budget available for that round.

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 will not be considered for activities that have already been delivered.
### Categories of grant funding available

<table>
<thead>
<tr>
<th>Category</th>
<th>Established</th>
<th>Fees/Charges</th>
<th>Target Attendance</th>
<th>Target Market</th>
<th>Marketing and promotion</th>
<th>Duration/ Format</th>
<th>Total Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Achievement Activity</td>
<td>n/a</td>
<td>Costs associated with travel/registration</td>
<td>n/a</td>
<td>Hinchinbrook Shire Community</td>
<td>n/a</td>
<td>n/a</td>
<td>$250 for individuals, $700 for teams of 3 or more individuals</td>
</tr>
<tr>
<td>Community Activity</td>
<td>n/a</td>
<td>Free entry some pay as you consume chargers</td>
<td>Minimum of 25</td>
<td>Hinchinbrook Shire Community</td>
<td>Shire Marketing</td>
<td>Minimum of four hours.</td>
<td>Up to $500</td>
</tr>
<tr>
<td>Community Activity</td>
<td>n/a</td>
<td>Free entry some pay as you consume chargers</td>
<td>Minimum of 25</td>
<td>Hinchinbrook Shire Community</td>
<td>Shire Marketing</td>
<td>Minimum of four hours.</td>
<td>Between $501 to $1000</td>
</tr>
<tr>
<td>Community Activity</td>
<td>n/a</td>
<td>Free entry some pay as you consume chargers</td>
<td>Minimum of 50</td>
<td>Hinchinbrook Shire Community</td>
<td>Shire and external Marketing</td>
<td>Minimum of four hours. Multiple days advantageous</td>
<td>Over $1001</td>
</tr>
<tr>
<td>New/ one off Community Activity</td>
<td>Less than 3 years</td>
<td>Free entry Some pay as you consume charges</td>
<td>Minimum of 70</td>
<td>300km drive radius</td>
<td>Very limited</td>
<td>Minimum of four hours. Primarily a single event, may have additional features</td>
<td>Up to $200*</td>
</tr>
<tr>
<td>Start up organisation</td>
<td>Has not previously held an event or festival</td>
<td>Free entry Some pay as you consume charges</td>
<td>Minimum of 100</td>
<td>300km drive radius</td>
<td>Shire and external marketing</td>
<td>Minimum of four hours. Multiple days advantageous</td>
<td>Up to $1,500*</td>
</tr>
<tr>
<td>Moderate</td>
<td>3 years plus</td>
<td>Free entry Some pay as you consume charges</td>
<td>If 300ppl $3,000, If 500ppl $5,000</td>
<td>300km drive radius</td>
<td>Limited marketing activity within the Shire</td>
<td>Minimum of four hours. Primarily a single event, may have additional features</td>
<td>Between $3,000 and $5,000*</td>
</tr>
<tr>
<td>Major</td>
<td>5 years plus</td>
<td>Entrance fee usually charged Some no cost component</td>
<td>Minimum of 1000</td>
<td>300km drive radius</td>
<td>Funded marketing activity within and external to the Hinchinbrook local government area</td>
<td>Minimum of one day/night 8 hours Several events within a program</td>
<td>Up to $15,000*</td>
</tr>
<tr>
<td>Signature Regionally Significant</td>
<td>5 years plus</td>
<td>Entrance fee usually charged</td>
<td>Minimum of 5000</td>
<td>300km drive radius</td>
<td>Professionally developed, funded marketing campaign with minimum cost of $5000. With targeted activity in the Shire and Townsville</td>
<td>Multiple days (minimum two days) Multiple events within a larger program</td>
<td>Up to $30,000*</td>
</tr>
</tbody>
</table>
Whilst the various community activities have their respective levels of funding, Hinchinbrook Shire Council may deem necessary to add additional funds to those activities which are considered to generate significant economic advantage to the region.

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

- Reside within 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 source supplies, materials and services. This includes the flow on economic benefit to sectors such as accommodation providers, service providers and the like.
- Complete the Hinchinbrook Shire Councils Community Activity Grants Application Form

The level of assistance available through the program is limited by the Council’s budget decisions and its priorities. 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
- Strengthen the Hinchinbrook Community
- Demonstrate that any monies raised through activities associated with the grant will be used on the community activity, that the applicant sought support for or, will be set aside for future compliant community activities. Alternatively, any additional monies raised must be returned to Council.
Organisations must be incorporated and a copy of the Certificate of Incorporation must be enclosed with the application. A copy of the latest audited financial statement or “class 1” check of the organisation must be enclosed with the application.

If the organisation is not incorporated, a sponsoring organisation must be obtained.

A copy of the sponsor’s Certificate of Incorporation must be enclosed together with a letter from the sponsor accepting responsibility for the event.

A copy of the sponsoring organisation’s latest audited financial statement must also be enclosed with the application.

It is a requirement of the applicant to ensure all insurance and Health & Safety requirements are abided by.

**PLEASE NOTE:** Rejection of an application does not necessarily mean that the community activity is not worthy of support.

**Exclusions**

The following requests are excluded from eligibility:

- Assistance to attend conferences, workshops or skills training activities
- 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 a general rate remission entitlement
- 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
- Activities that take place outside of the Shire, not including national competitions

**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 logo/banner “Sponsored by Hinchinbrook Shire Council” at the activity (minimum size
A3)

- 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).
- Mention Council sponsorship at the activity and if applicable, mention Council sponsorship in a “Thank you to sponsors” advertisement.

Definitions

Community Achievement Activity $250 (individuals) or $700 (groups)
Local individuals or groups participating in competition at a national level.

Community Activity Grants up to $500
Local community not-for-profit organisations that are looking for support for a dollar value of $500 or less.

Community Activity Grants between $501 - $1,000
Local community not-for-profit organisations that are looking for support for a dollar value of more than $501 up to $1,000.

Community Activity Grants $1001 and over
Local community not-for-profit organisations that are looking for support for Community Activity Grants over the dollar value of $1001.

New or one-off Community Activity support:
Financial assistance for a Community Activity within the Hinchinbrook Shire that is either a new Community Activity or has been established for less than three (3) consecutive years.

Start up organisation
A Community Activity delivered by a not-for-profit committee/club/group which has not previously held an community activity.

Characteristics of Community Events include:

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

- No attendance/entrance fee – may charge fees for consumables like food and beverage, rides, and entry fees to compete.

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Characteristics of Community Events include:

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

- No attendance/entrance fee – may charge fees for consumables like 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 over night 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
- Grant will be between $3,000 and $5,000*
- Acquittal form must be completed within six weeks prior to the completion of the activity

**Major**
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 include:

- May have a combination of no cost activities and costed activities
- When an entrance or gate fee is charged 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 1000 people
- Grant will not exceed $15,000*
- Acquittal from must be completed within six weeks prior to the completion of the event

**Signature Regionally Significant Community Activities**
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 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 $5000 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 5000 people
- Grant will not exceed $30,000*
- Acquitted from must be completed within six weeks prior to the completion of the event

* Whilst the various community activities have their respective levels of funding, Hinchinbrook Shire Council may deem necessary to add additional funds to those activities which are considered to generate significant economic advantage to the region.

Consumer Price Index (CPI)
The CPI Measures quarterly reflects changes in the price of a basket of goods and services. Capital City indexes used by the CPI are based on the 2011 Australian Standard Geographical Classification (ASGC) statistical divisions. The capital city indexes measure price movements over time in each city individually.

Scope of Support
Scope of support is the dollar amounts provided by Council. All amounts are exclusive of GST.

Acquittal
To provide the Council with information on the success of this program it is compulsory for successful grant applicants to provide Council with a completed acquittal form. Organisations will not be eligible for future Community Activity Grants if an acquittal form has not been returned.

Legal Parameters
Local Government Act 2009
Local Government Regulation 2012

Associated Documents
- Hinchinbrook Shire Council Community Activity Grant Application Form
- Hinchinbrook Shire Council Community Activity Grant Acquittal Declaration