



CASSOWARY COAST REGIONAL COUNCIL

GUIDELINE COMMUNITY GRANTS

1 Applicable policy

These guidelines apply to the following adopted Council Policy— Policy Number PRD008 Community Grants.

2 Application and assessment guidelines

Council provides a number of different opportunities for direct financial and in-kind community assistance throughout the year. Some of the opportunities are only available at certain times of the year. All of the opportunities are subject to lodgment of a formal application, eligibility criteria, capped amounts of assistance and may also be subject to agreement conditions.

These guidelines form the basis of determining whether or not a potential applicant is eligible to apply, how to apply, assessment criteria and decision making processes that are to be used to determine an application and how provided community assistance may need to be acquitted.

Any application for community assistance and the assessment thereof under the Council's Policy must take into account the requirements of these guidelines.

3 Obligations

Should an application be successful, Council may require the recipient of the community assistance complete an Agreement Form. The form will include information regarding any obligations required of Council and the recipient. A recipient can be an individual or an eligible organisation.

4 Applicability of other Council adopted documents

Prospective applicants for Council community financial or in-kind assistance are obliged to familiarise themselves with the Council's broader strategic directions and priorities as contained in its adopted Corporate Plan, Operational Plan, Annual Budget, asset management plans or other policies that may apply at the time – copies of which are available for public viewing on the Council's official website (www.cassowarycoast.qld.gov.au).

5 Information privacy

Applicants must consent to the information contained within any application to Council for direct financial or in-kind support, enabling such information being disclosed to or by Cassowary Coast Regional Council

for the purpose of assessing, administering, monitoring and evaluation of the request in accordance with the Queensland's Information Privacy laws that apply at the time of the application.

The Council may contact other funding agencies to verify grants requested from other funding agencies in support of projects.

To view approved grant recipients go to Cassowary Coast Regional Council Website.

6 Scope

Cassowary Coast Regional Council will, provide financial assistance through sponsorship, grants, donations and in-kind support to individuals and not-for-profit community organisations. This intends to enhance livability through the breadth and quality of community events, services, programs and facilities in the Region consistent with the Council's adopted Annual Budget and strategic priorities that are identified in its Corporate Plan and Operational Plan for any given year.

The intent of the Guidelines is to:

- a) Direct Council's allocated support for direct financial and in-kind assistance for community-led projects and activities that benefit strategically identified community needs and priorities
- b) Increase local employment and economic activity
- c) Create identity, a sense of place and celebration
- d) Empower community organisations and build capacity
- e) Assist disadvantaged/vulnerable groups:
 - Older people (over 55 years old)
 - Aboriginal peoples and Torres Strait Islander peoples
 - Australian South Sea Islander peoples
 - People from culturally and linguistically diverse backgrounds
 - Young people
 - People with disability
- f) Contribute to a prosperous and sustainable community and environment
- g) Support a diverse, resilient and robust living culture in the Cassowary Coast Region
- h) Increase leverage to gain additional funds from state/federal agencies and other stakeholders for Council supported community-led projects and events
- i) Ensure that Council supported community-led initiatives are able to proceed in an orderly fashion that may complement each other in order to maximise the benefits to the Cassowary Coast Region community as a whole
- j) Ensure that supported projects and events are consistent with any other Council work priorities, programs or schedules

- k) The Council will allocate an agreed amount of support that is commensurate with its available resources as determined by its adopted organisational structure, workforce capacity and as reflected in its adopted Annual Budget.

7 Definitions

The definitions in Table 1 apply to these guidelines and Council's Policy Number 5.3.

Table 1: Definitions for guideline and policy

Word/term	Meaning
ABN	Australian Business Number – provided through the Australian Government Australian Business Register (Australian Tax Office)
Acquittal	The final stage of an event sponsorship or grant process which may require the preparation of an Outcomes Report within a period as stated in an event sponsorship or grant agreement which is intended to demonstrate proper and effective use of direct financial assistance that may have been provided by the Council
Agreement (Agreement form)	A form of written contract which stipulates general and specific requirements, including mandatory conditions, to which the Council and the nominated other party (i.e. the recipient of the proposed community support) agree to by way of a signed letter or separate agreement document
Cassowary Coast Region	Land within the boundary of the Cassowary Coast Regional Council local government area as defined under the <i>Local Government Act 2009</i>
Community	All residents, business owners and operators and other employees within the Cassowary Coast Region
Community Assistance Scheme	A Council adopted grant fund for a variety of social, cultural, educational and sporting events which may positively contribute to the community's social and cultural diversity and promote health (including mental health),

Word/term	Meaning
	fitness and that promote social and environmental awareness about the Cassowary Coast Region
Community Christmas Appeal	An appeal for community donations that is organised by the Council directly or on behalf of a nominated community not-for-profit organisation, for which the collected funds are redistributed to identified needy community members, agreed to by Council, in full by the responsible organisation
Concession	A form of financial assistance by way of a cost reduction or waive of fees and charges. Conditions apply and must be met prior to approval.
Council	The Cassowary Coast Regional Council as defined under the <i>Local Government Act 2009</i>
Council Grants Committee	A committee or advisory panel which the Council may establish as a formal (i.e. by resolution of Council) or informal (i.e. established as an operational advisory group of nominated persons by the Chief Executive Officer or a Director) to assess applications received by Council for grant assistance and make recommendations and provide advice to the Council regarding the applications
Donation	An unconditional, voluntary gift of product, service or cash provided by the Council without expectation of return
Emergent projects	A project which is largely in concept form and/or which is yet to receive the necessary support from authority and potential funding stakeholders other than the Council
Financial support	A direct payment of a stated monetary amount
Grant	A payment provided to a recipient for a specific purpose or project, generally as part of an approved Council program, with the understanding that there will be a

Word/term	Meaning
	defined outcome that directly or indirectly benefits the public, but with no expectation of commercial return to Council.
GST	Goods and Services Tax
In-kind support	A form of sponsorship where goods and/or services are provided by Council instead of financial support; both parties must agree a financial (cash) value for the items or service to be provided by the Council; an in-kind contribution by the Council does not preclude a separate financial support also being sought or provided; both sums are to be accounted separately
Insurance	General term used to describe a range of different forms of insurance which may be required for public events and activities, including but not limited to insurance for: public liability, professional indemnity, contents, accident, workplace health and safety, vehicle or equipment insurance and may also include third party coverage insurances as may be required by Queensland or Australian Government law
Letters of commitment	A written demonstration, signed by an authorised Council officer of the Council's in-principle involvement which identifies the specific contributions Council will make to ensure the project's success
Letters of support	A written articulation of general support for the grant request which describes the Council's proposed committed involvement with the stated support recipient and/or the community, as well as clearly articulating the expected purpose of the funding and any conditional requirements
Letters of support or commitment for external funding	A written letter of support or commitment from the Council to the applicant or a nominated organisation or individual for a stated purpose; the letter may be addressed to the

Word/term	Meaning
	applicant or another nominated party including an external funding agency
Major event	A performance, market, festival, rally, or other entertainment, educational or social occasion, including a combination thereof which is not a minor event and which seeks no more than the maximum direct financial or in-kind support determined by the Council for a 'major event'
Minor event	A performance, market, festival, rally, or other entertainment, educational or social occasion, including a combination thereof, that is managed by an event organiser which requires few, if any, separate approvals to be held over no more than 2 days of publicly available activities and which requires no more financial support or in-kind support than the stated maximum by the Council as referred to in these guidelines
Non-recurrent	A one off form of funding or in-kind support for the stated financial year only
Organisation	An incorporated not-for-profit entity under Queensland Incorporation law
Outcome Report	A written report to be prepared by a recipient of Councils direct financial assistance as stipulated in an agreement for an event sponsorship or grant and which is to demonstrate achievement of the objectives set out in the agreement and general principles of these guidelines and include any receipts for payments made from the direct financial assistance
Private function	An event or occasion for exclusive use or attendance by invitees only and not for the general public, but not including where the general public have been provided an opportunity to subscribe to or purchase a ticket to attend an event or occasion

Word/term	Meaning
Recipient	The person or organisation which is referred to in an agreement to provide and enable the use of a form of community support referred to in these guidelines
Recurrent	Funding that is provided annually or over a set period of time; Note: these guidelines do not make provision for such funding; any such projects must be dealt with as separate Budget matters by Council
Regional Arts Development Fund (RADF)	Fund administered by Arts Queensland in partnership with the Cassowary Coast Regional Council to promote the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions
Special event	A performance, market, festival, rally, or other entertainment, educational or social occasion, including a combination thereof, which is not a major event or minor event as considered by these guidelines and which is likely to require a significant direct financial or in-kind expenditure by the Council including and which may be proposed over a number of years
Sponsorship	Direct financial or in-kind support, or a combination thereof for an organisation, program or event with a defined outcome that directly or indirectly benefits the Cassowary Coast Region
Youth Assistance Scheme	A Council adopted grant fund to assist the Region's youth to represent the Region and participate in sporting, academic or cultural events at an inter-regional, state, national or international level; can be for an individual or a team of persons

8 Community support categories

Council has a number of different community support categories that are affected by these guidelines, being:

- a) Event Sponsorship
- b) Community Services Sponsorship
- c) Organisation Sponsorship
- d) Grants
- e) Donations
- f) Letters of support

Specific characteristics of these different community support categories are described in the following sections.

8.1 Event Sponsorship

Event sponsorship is intended for multi-faceted festivals, markets, sporting occasions and other organised community gatherings. Such activities are to be located on public, private/commercial land or facilities for cultural, educational, sporting or entertainment purposes. Events can be of three different types being:

- a) **Special event** – this type of event is characteristically complex, requires a significant potential contribution from Council, may be recurrent (i.e. the event is expected to be held a number of times in any one year or over a number of years) and/or has significant potential community benefits as generally outlined in the definitions section of these guidelines or as may be determined by the Council. Support outcomes for this type of event are determined through separate Council resolution and are not affected by these guidelines. Refer to Section 8.5 Community Support Eligibility Criteria.
- b) **Major event** – This type of event can have significant benefit to the community and may be recurrent in nature as well as requiring a more substantial net contribution (combined value of direct monetary and in-kind support) from the Council as identified in the adopted levels of support in Section 8.10 of these guidelines.

Applicants for major event funding are not eligible for Community Assistance Scheme annual grant funding but may be able to discuss such proposals separately with Council.

- c) **Minor event** – This type of event is likely to require limited Council financial or in-kind resources. Such events are generally small in nature or only constitute a component of a larger event and do not require a contribution which exceeds the maximum level of assistance set under Section 8.10 of these guidelines.

As part of any sponsorship agreement, Council will be publicly acknowledged as a contributor with recognition which may include, but is not limited to:

- a) Acknowledgement in media releases and promotional activities;
- b) Brand exposure at events or associated functions;
- c) Opportunities for Council to do onsite promotion during events; and
- d) Opportunities for Council participation in formal ceremonies

Events that are for exclusive patronage for invitees only and not for the general public's attendance, and which may still propose to use public facilities are regarded as 'private functions' which are not covered by these guidelines and therefore are not eligible for any of the types of assistance referred to in the Policy.

8.1a Community Services Sponsorship

Council makes available financial assistance to incorporated community not for profit organisations which facilitate the delivery of important activities and services within the Cassowary Coast region each financial year.

Community Services Sponsorships are intended for activities which deliver regional benefits to the community.

Community Services are not to be regarded as a recurrent funding source for organisations or individuals. All Community Services Sponsorships will be considered by Council on an annual basis and the Council reserves the right to stop or withhold Community Services Sponsorships at any time.

Organisations and individuals must:

- Operate within the boundaries of the Cassowary Coast Regional Council
- Be a not for profit organisation and are properly constituted, incorporated or sponsored by an incorporated body
- Be free of debt with Council or are currently meeting repayments, or not in arrears with an agreed repayment schedule
- Provide services to community groups that create and enhance social, personal and educational development, and reduce social isolation
- Be able to demonstrate where appropriate that their project, event or activity delivers community benefit stating clear aims and objectives of the project

8.2 Grants

The Council supports a number of different grants, subject to the availability of sufficient received and allocated funds during any given financial year as determined in the Council's adopted Annual Budget.

Grant assistance is generally for a monetary contribution only – i.e. no or negligible in-kind support is expected from the Council.

Applications for grants will generally be assessed through an internal Council Grants Committee or advisory panel.

8.2.1 Regional Arts Development Fund (RADF)

This fund is delivered in partnership between the Council and Arts Queensland.

Funding is subject to support from the Queensland Government (Arts Queensland or relevant agency at the time) which is made available to the Council (and other local governments) and which is to be administered through the Council managed fund.

The Council may provide additional funds for use as RADF approved projects at its discretion as part of its Annual Budget.

Expressions of Interest (EOI) for RADF funding for appropriate projects are generally called for from the community twice per annum.

RADF grant applications may also be called for or determined on a 'quick response' basis for eligible emergent projects which arise on an opportune basis where the Council RADF Committee considers any such projects to have exceptional merit and benefit for the community.

In addition to the EOI process for RADF projects, the Council may from time to time identify its own projects for potential RADF funding.

The maximum financial grant contribution for a RADF project is shown in Section 8.10 of these guidelines. For further information and guidelines for RADF funding refer to Council website www.ccrq.qld.gov.

8.2.2 Community Assistance Scheme (CAS) Annual Grants

A project for which funding is sought under this scheme should be delivered within the Cassowary Coast Region for the benefit of the Region's community or provide substantial benefit for the Region's potential economic growth, attraction of additional community services and associated investment or promotion as an attractive and livable region.

For eligibility criteria refer to Table 2. Council may from time to time identify scheme priorities and stipulate specific strategic criteria.

Applicants for major event funding are not eligible for Community Assistance Scheme annual grant funding as per Section 8.1(b).

8.2.3 Youth Assistance Grant

Apart from representing the Region, this form of grant is also intended to help the personal development of the intended recipient as leader or advocate for the participatory field for which the applicant is seeking support.

For eligibility criteria refer to Table 2. Council may from time to time identify scheme priorities and stipulate specific strategic criteria.

8.3 Donations

Donations are defined as unconditional, voluntary gift of product, service or cash without expectation of return.

The granting, or otherwise, of all eligible donations will be resolved by a decision of the Council during Annual Budget adoption or review formal meetings.

The Council has a number of different types of donations that it may, in principle, support as outlined in the sub-sections below.

8.3.1 Cassowary Coast Community Christmas Appeal

Council raises funds on behalf of community not-for-profit and charitable support organisations to assist families who are experiencing hardship to cope with the added expense of the festive season.

Funds are distributed as donations to eligible community organisations to distribute to people in need that the organisations represent or have access to in accordance with the eligibility criteria in this guideline.

8.3.2 Concessions

There are a range of concessions that may be available to certain individuals and organisations with respect to regular rates and fees and charges for Council services. These must be negotiated separately with Council and are not dealt with by these guidelines.

8.4 Letters of support

The Council recognises that external opportunities for funding from different levels of government and other organisations can arise at varying times during the year and that such opportunities may have restricted periods during which applications from interested organisations and individuals can be lodged.

Community projects that require the use of Council owned or managed community assets may require in-principle support from the Council to obtain external funding support.

Community-led projects which require an in-principle letter of support from the Council must demonstrate consistency with the Council's strategic intent for any Council owned or managed asset that is proposed to be used as part of the intended application for external funding as contained in the Council's adopted strategies and plans.

A project requesting a letter of support must not be one for which the Council is required to provide ongoing additional financial or in-kind support (e.g. cleaning and maintenance or other operations) unless first agreed to by the Council.

Projects requiring a letter of support should be consistent with existing or planned Council maintenance and longer term asset management plans as adopted by Council.

The Council is not obliged to support any project for external financial or other support that is inconsistent with the intent, principles or other requirements of these guidelines, the Council's existing or anticipated works and strategic management plans or for financial management reasons.

A letter of support provided by the Council does not imply the granting of any approvals of any kind, that the project may proceed without necessary approvals or that the Council will be obliged in any way to alter any of its agreed works, maintenance or other plans due to funding approval by an external funder.

Responses to requests for letters of support will generally be dealt with in accordance with the Council's agreed administrative processes for correspondence and customer requests.

Application requests for letters of support should generally be provided to the Council at least 4 weeks in advance of the time required for the lodgment with any external funding provider.

8.5 Specific strategic eligibility criteria

The Council may, from time to time require specific strategic eligibility criteria that will apply in addition to the general criteria referred to in these guidelines.

Specific strategic eligibility criteria that may apply will be defined through a separate resolution of the Council which may be included during its consideration of any new or reviewed Operational Plan or other significant corporate strategic planning decision.

Specific strategic eligibility criteria are intended to be considered in conjunction with the general indicative eligibility criteria and are not intended to be of 'over-riding' importance to those that are referred to in Table 2 of this Guideline.

Organisations and projects or proposals that will specifically not be regarded as being eligible in principle or otherwise are shown in Table 3.

8.6 Announcement of funding assistance rounds

Indicative timeframes for the announcement of community support assistance, including direct funding, in-kind and other support opportunities are shown in Table 4.

Table 2: General eligibility criteria for different types of community support assistance

General Eligibility Criteria	Sponsorship			Grants			Donations		
	Event Major	Event Minor	Community Services	RADF	Community Assistance	Youth Assistance	Christmas Appeal	General Donations	Letters of Support
1. Proposed activity must be able to demonstrate that it will create or enhance positive regional community outcomes, including those affecting: social networks, culture and arts including recognition and celebration of cultural diversity, educational development, sporting achievement and environmental awareness and management.	✓	✓	✓	✓	✓	✓			
2. Reduce social isolation or disadvantage and improve community prosperity	✓	✓	✓	✓	✓				
3. Must be submitted using CCRC Community Grant application form	✓	✓	✓	✓	✓	✓	✓	✓	
4. The event must be listed on the Australian Tourism data Warehouse	✓								

General Eligibility Criteria	Sponsorship			Grants			Donations		
	Event Major	Event Minor	Community Services	RADF	Community Assistance	Youth Assistance	Christmas Appeal	General Donations	Letters of Support
5. Recipient must be not-for-profit organisation that can demonstrate it is properly constituted, incorporated or sponsored by another not-for-profit incorporated organisation with the Cassowary Coast Region	✓	✓	✓	✓	✓		✓	✓	
6. Recipient organisation or individual must be free of debt with Council or are currently meeting repayments, or not in arrears with an agreed repayment schedule	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. Be able to demonstrate financial capacity to support the activity or event, exclusive of any support that may be offered by the Council	✓								
8. Recipient must reside or be based within Cassowary Coast Region	✓	✓	✓	✓	✓	✓	✓	✓	✓

General Eligibility Criteria	Sponsorship			Grants			Donations		
	Event Major	Event Minor	Community Services	RADF	Community Assistance	Youth Assistance	Christmas Appeal	General Donations	Letters of Support
9. Must be able to demonstrate that recipient is not readily able to fund proposed activity or service without the assistance of Council		✓		✓	✓	✓	✓	✓	
10. Proposed activity must be conducted substantially within the boundaries of the Cassowary Coast Region or provide significant benefit to the Region and its community	✓	✓	✓	✓	✓	✓	✓	✓	✓
11. Funding subject to acceptance of Funding Agreement/Confirmation Letter	✓	✓	✓	✓	✓				
12. Funding subject to acceptance of condition of agreement	✓	✓	✓	✓	✓				
13. Must demonstrate that all other necessary approvals are in place or can reasonably be obtained prior to when the activity or project is to take place	✓	✓		✓	✓				

General Eligibility Criteria	Sponsorship			Grants			Donations		
	Event Major	Event Minor	Community Services	RADF	Community Assistance	Youth Assistance	Christmas Appeal	General Donations	Letters of Support
14. Able to demonstrate that the proposed activity does not promote gambling, smoking and/or consumption of other addictive substances	✓	✓	✓	✓	✓	✓	✓	✓	✓
15. Able to demonstrate the proposed activity does not conflict with other legislation	✓	✓	✓	✓	✓	✓		✓	✓
16. Activity or project begins after the sponsorship or grant agreement commencement date and does not require retrospective, recurrent or ongoing funding or in-kind support	✓	✓	✓	✓	✓	✓			
17. Any previous community support funding by Council to the recipient have been assessed as achieving the objectives of the support and the benefits of the support have been effectively realised	✓	✓	✓	✓	✓	✓	✓	✓	✓

General Eligibility Criteria	Sponsorship			Grants			Donations		
	Event Major	Event Minor	Community Services	RADF	Community Assistance	Youth Assistance	Christmas Appeal	General Donations	Letters of Support
18. Applicant has appropriate insurance coverage for the activity or project ⁽¹⁾	✓	✓	✓	✓	✓				✓
19. Activity or project is aligned with the Council's brand and delivers on positive reputational benefits for the Region	✓	✓	✓	✓	✓			✓	✓
20. Activity or project has been assessed for potential risks and risk management strategies against Council's risk management criteria and are included in the application	✓	✓			✓				
21. The activity or project does not duplicate existing Council services, programs or projects	✓	✓	✓	✓	✓			✓	✓
22. The activity or project is not seeking or has not gained other financial or in-kind Council community support assistance ⁽²⁾	✓	✓		✓	✓	✓	✓	✓	✓

General Eligibility Criteria	Sponsorship			Grants			Donations		
	Event Major	Event Minor	Community Services	RADF	Community Assistance	Youth Assistance	Christmas Appeal	General Donations	Letters of Support
23. Provide event statistics and information to Council both as part of the application and following the completion of the event	✓	✓	✓	✓					
24. Assistance can be for individuals or teams						✓		✓	✓
25. The event must be well established and have been carried out within the Cassowary Coast Region for a minimum of three years	✓								

Note:

- (1) The need for insurance may vary with the type of activity or project and the land on which it is to take place (e.g. private versus public – Council – land). Applicants should indicate what insurance they have and/or clarify/negotiate this need further with Council.
- (2) Applicants are able to submit applications for substantially different proposed activities or projects.
- (3) Where eligibility is not specifically indicated for a criterion, some consideration of related issues may still apply depending on the circumstances. The Council will notify applicants accordingly.

Table 3 Ineligibility criteria for certain organisations and projects

The following organisations are not eligible:
<ul style="list-style-type: none">• Government or semi-government organisations such as hospitals, aged care facilities
<ul style="list-style-type: none">• Public and private educational institutions (primary, secondary, tertiary and independent)
<ul style="list-style-type: none">• Improvements on EQ and Independent school facilities (primary, secondary, tertiary and independent)
<ul style="list-style-type: none">• Unions and student guilds
<ul style="list-style-type: none">• Community churches (for capital works only, which includes extensions, landscaping, building maintenance and the like)
<ul style="list-style-type: none">• Research foundations and trusts
<ul style="list-style-type: none">• Professional associations
<ul style="list-style-type: none">• Any organisation or applicant that generates significant income from gaming machines
<ul style="list-style-type: none">• Organisations registered as a company limited by shares.

The following will not be considered appropriate for Council funding where:

- The applicant has submitted an incomplete application
- The project, event or activity is run for a commercial purpose
- The project, event or activity is principally the responsibility of other funding agencies such as state and/or federal government departments.
- The proposal seeks to top up an existing or un-acquitted funding or is for a project which has already commenced or been completed
- The application is for the repayment of a current debt
- The application is to fund on-going recurrent expenses ie rent, rates, wages, admin costs, insurance, license renewals, registration fees and the like
- The application is to fund items such as uniforms, promotional t-shirts, workplace health & safety uniforms and the like
- The application is to fund merchandise, catering, hospitality, food and beverages and the like
- The application is to purchase machinery or equipment eg lawn mower, computers, office equipment and the like
- The application is to fund promotional merchandise, prizes, raffles or trophies
- The application is for training courses such as first aid and coaching development

Table 4: Indicative community funding, in-kind and other support announcement opportunities

Community support category/type	Indicative Timeframe
Sponsorship	
a) Major event	March and October annually; Council may seek further expressions of interest during the Financial Year Mid-Year Review of its Annual Budget
b) Minor event	On-going annually
c) Community Services	Annually
Grants	
a) RADF	March and October annually; RADF projects may also be dealt with on a "quick response" basis for emergent projects of exceptional merit
b) RADF Quick Response	Ongoing annually until the Annual Budget allocation has been expended
c) Community Assistance Scheme Annual Grants	July/August
d) Youth Assistance	Ongoing annually until the Annual Budget allocation has been expended
Donations and subsidies	
a) Christmas Appeal (Monetary)	September leading to forthcoming Christmas
b) Donation (Monetary)	Ongoing annually until the Annual Budget allocation has been expended
Letters of support	As required – ongoing annually

Note:

- 1) Specific dates should be obtained from Council's webpage for any given year.
- 2) Where assistance opportunities are announced only once annually, the Council may consider further announcements where fund allocations have not been fully committed.
- 3) "Ongoing" means that no specific announcements seeking applications from interested parties are made other than notification on the Council's webpage. Although applications may be received at any time, such applications may only be determined periodically when the Annual Budget is being considered by the Council – e.g. during quarterly or half yearly Annual Budget reviews.

The Council will make appropriate announcements calling for applications for community support assistance within local newspapers, its webpage or social media platforms (e.g. Council Facebook page).

The Council may determine revised periods during which an application can be received at any time.

Specific timeframes may vary year to year and will be separately determined by Council and announced on its webpage and social media platforms.

8.7 Application processes

All applications for community support assistance must be made in writing using the Council's standard Community Grant Application form.

Council's Community Assistance Application form is able to be downloaded from the Council's website.

The completed Community Grant application can be emailed or it can be delivered or mailed directly to the Council in hard copy format.

Sufficient time must be provided for Council to receive an application if it is to be mailed or delivered directly to the Council's offices.

Applicants are generally not to expect Councillors or Council staff to act on their behalf to prepare or lodge an application.

Late applications will not be considered.

Staff can be approached at any time to discuss requirements for applications both during and outside of the application periods.

Council acknowledgement of received applications will be in accordance with the Council's administrative processes for dealing with general correspondence and customer requests.

8.8 Decision making process for community support requests

8.8.1 General processes

Decisions regarding whether an application for community funding or in-kind assistance, received by the Council, will generally be made and notified to an applicant in accordance with the decision making matrix shown in Table 1 of the Policy.

The Council reserves the right to further negotiate with any applicant to clarify any aspects of an application or any proposed terms of approved assistance.

The Council reserves the right to discuss any application made to it for any form of community support assistance with any external agency that may be affected by or have an influence on the proposal that is the subject of the application to the Council in accordance with the Information Privacy laws referred to in Section 5 of this Guideline.

The Council will generally not discuss or disclose any aspects of an application that may be of a specific nature as referred to in the Information Privacy or other legislation that precludes such information from disclosure.

Decisions will be conveyed to all applicants of properly made applications in writing in accordance with the Council's administrative policy for responding to correspondence and customer requests.

8.8.2 Lobbying of Councillors, staff or committee members

Lobbying of any Councillors, staff or members of committees or members of other groups established by the Council to assist in the assessment of and making of recommendations regarding any applications for community support assistance is expressly prohibited.

The Council may reject or refuse any application that has been the subject of any lobbying as determined by the Council.

The provision of any additional supporting information including requested presentations by the Council, including any committees or working groups established by the Council is not regarded as lobbying.

8.8.3 Council discretion to determine appropriateness of community support category

Notwithstanding the type of community support assistance that is requested by an applicant, the Council may determine that the type requested is inappropriate and that an alternative or no category of community support is more appropriate.

Decisions regarding appropriateness or otherwise about the category of support being applied for will generally be made under delegation by the Council and does not require a formal Council resolution.

Where the Council determines a change of category or no category should apply to an application for community support, the Council will inform the applicant of its decision within its adopted administrative policies and processes for correspondence responses.

8.9 Annual Budget support

Council's capacity to provide non-recurrent financial and in-kind assistance will be determined annually as part of the Council's Annual Budget deliberation processes and adopted in its Annual Budget.

The Council may also amend its financial and in-kind assistance through further formal resolutions – usually as a part of its periodic review of its Annual Budget during the Financial Year.

In order to promote transparency and clearly recognise the importance of direct monetary contributions in enabling many community-led initiatives proceeding, the Council's Annual Budget will for each type of event sponsorship, grant and donation referred to in these guidelines identify agreed separate allocations for:

- a) Direct financial contributions
- b) In-kind works and other Council operational activities

An activity or project will only be considered where an allocation for the type of assistance has an allocation available within the Council's adopted Annual Budget.

Where an activity is given provisional approval (e.g. towards the end of a Financial Year for a proposed time during the next Financial Year), the activity or project will not be permitted to start until an appropriate financial allocation has been adopted for the Annual Budget for the period the activity or project is intended.

8.10 Annual maximum amounts of financial and in-kind support

Applicants for in-kind support will be required to seek and, in principle, agree to an estimated cost for in-kind Council services.

Should the application be approved, the recipient will be expected to agree to the stated amount and specified nature of the in-kind support by way of a formal agreement.

The Council will commit to provide the agreed in-kind support irrespective of the actual costs where the recipient does not alter the nature of the event in such a manner that any increased in-kind support is required.

Any increase in the amount of in-kind support that may be required as a result of changes in the nature of an agreed event either through planned or unplanned circumstances by a recipient will not be the responsibility of the Council.

The Council will not be obliged to undertake or provide any additional in-kind work that has not been first agreed.

Any additional work or effort required by a recipient that may or may not incur a monetary cost will be the sole responsibility of the recipient.

The agreed maximum financial value of direct monetary contributions and Council provided in-kind support are adopted as a part of the Council's Annual Budget and can change each Financial Year and shown in

Table 5 of this Guideline unless changed by resolution during a review of the Annual Budget.

The indicative maximum amounts of Council financial and in-kind support are intended to provide the community with clearer guidance regarding the capacity and reasonable contribution that can be expected from Council for organisational and activity planning purposes for any given year and to ensure that funds are equitably distributed with maximised potential for community benefit.

Notwithstanding, the stated maximum levels of benefits stated in Table 5, the Council may through resolution adopt an alternative amount at any stage – usually in conjunction with the review of its Annual Budget for a given Financial Year.

Where the Council has resolved to adopt an alternative maximum amount for any form of community support assistance as referred to in these guidelines, the amount separately by Council will apply.

Note: This sub-section is included so that the Council is not required to formally amend and re-advertise the Policy; the Policy will be formally amended, if required, as part of the Council's Annual Budget deliberation processes.

Where the Council has not been able to resolve to put in place any stated maximum amounts for financial and in-kind community support assistance for a new Financial Year, the stated amount in the Policy or any amending resolution for the preceding financial year are deemed to be the applicable amount for that year until resolved to be different by the Council.

Table 5: Maximum financial and in-kind support (2019-2020 Council Annual Budget)

Community support category/type	Maximum Direct Financial Contribution	Maximum In-Kind Contribution ⁽¹⁾
Sponsorship		
a) Major event	\$3000	\$7000
b) Minor event	N/A	\$750
c) Community Services	\$5000	N/A
Grants		
a) RADF	\$5,000 generally; more may be available for exceptional projects which can provide evidence of significant evidence of community collaboration and partnerships	Not applicable
b) RADF Quick Response	\$1,000	Not applicable
c) Community Assistance Scheme Annual Grants	\$3,000	Not applicable
d) Youth Assistance	\$500	Not applicable
Donations		
a) Christmas Appeal	Dependent on community donation	Not applicable
b) Donations	\$500	Not applicable
Letters of support		
		Not applicable

Note:

- (1) Estimated monetary value of in-kind contribution must first be determined by Council and agreed to, in principle, by the potential recipient at the application stage before the Council will consider whether an approval should be given. Apart from the estimated monetary value, the Council will also consider any likely impact on its work programs including any likelihood of secondary adverse cost or broader strategic impacts.
- (2) Total Annual Budget pool is the allocated monetary value (\$) for the Financial Year stated in the table caption.

8.11 Acquittal

To ensure Council and recipients comply with relevant legislative requirements and to promote transparency and accountability across the community, all recipients of direct funds for an event sponsorship or grant over the value of \$750 must submit an acquittal on completion of the funded event or activity.

8.12 Monitoring

Council staff are required to effectively monitor projects and activities of funding recipients through actively liaising with organisations and individuals and/or attending events.

Council reserves the right to request recipients of conditional assistance to provide information regarding the progress of a supported project at any time during the project's duration to enable such information to be compiled for reports to the Council or to enable more effectively planning for the further operation of the assistance provided by the Council into the future.

9 Reporting and Evaluation Process

9.1 Project assessments

The Council may prepare a project assessment summary for any given project application which is intended to assist the evaluation of requests against the Policy's eligibility criteria and any specific strategic eligibility criteria that the Council may adopt from time to time.

The Chief Executive Officer or a Director may deem it appropriate for Council to prepare a project evaluation report to summarise the performance of the project against the intended objectives.

A recipient of Council support for which a project evaluation report has been deemed necessary is expected to assist with any reasonable request from the Council to provide information that may assist with the preparation of the report.

A project evaluation report is expected to generally address similar matters as outlined for a Program Evaluation.

9.2 Program evaluation

Council will review its community support assistance program annually as part of its Annual Budget deliberations or as otherwise may be determined including changes in the availability of external funding from government agencies at any time during the year.

As part of the Council's review of its Policy, an annual Program Evaluation Report will be prepared which addresses:

- a) Effectiveness - ensures identified goals and outcomes were met within expressed timeframes and budgetary constraints while meeting participant expectations.
- b) Appropriateness - use of resources and people's effort for the activity; most appropriate means employed to achieve stated preferred high level objectives.
- c) Performance - identify community achievements, participation, volunteering, and community and economic benefit in terms of the Council's strategic direction as adopted in its Corporate Plan or Operational Plan.
- d) Efficiency - How efficiently and cost-effectively did the community organisations/individuals achieve their outcomes.
- e) Eligibility criteria – compliance; achieving outcomes
- f) Proof of evidence – demonstration of accountability and transparency
- g) Financial and in-kind maximum monetary amounts
- h) Appropriateness of community support categories
- i) Use of conditions for agreements
- j) Recommendations for improvement

9.3 Council Reporting

Council will receive a report quarterly outlining the number of events and Councils contribution to the event.

Date of adoption: 13 February 2020

Minute Number: CC0057

Guideline Review:

- **Major review** - every 3 years from the date of adoption
- **Minor review** – Annually as part of the Council's Annual Budget deliberations