

# Doomadgee Aboriginal Shire Council



<b>Policy Name:</b>	Community Grants Policy
<b>Policy Number:</b>	5
<b>Policy Type:</b>	Statutory
<b>Link to Corporate Plan</b>	Financial Management
<b>Date Approved:</b>	23 January 2020
<b>Resolution Number:</b>	10-01/20
<b>Approved by:</b>	Council

## **Section 1 - Introduction**

### **Context**

This is a policy to provide for the control of expenditure on community grants placed by Council in various media to comply with the requirements of Section 195 *Local Government Regulation 2012*. Section 195 of the *Local Government Regulation 2012* requires that the local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy).

### **Purpose**

The Community Grants Program aims to encourage community organisations, groups and individuals to deliver new and improved services, projects and programs that benefit the community and the region or objectives. Council wishes to support those organisations, groups and individuals improving the social, natural, built and economic environment through access to community grants in accordance with the provisions of the *Local Government Regulation 2012*.

In addition, Council receives numerous unsolicited requests for financial and in-kind support. Accordingly, Council wishes to establish clear guidelines for the provision of such assistance.

### **Scope**

This policy applies to all Doomadgee Aboriginal Shire Council Councillors and Officers.

## **Section 2 – Policy**

### **Principles**

Consideration of any applications for financial and/or in-kind assistance must include the following principles in relation to the application:

1. The grant application furthers the aims and objectives of the Community and Council by enhancing the social, cultural and environmental aspects of the community as well as contributing to the local economy.
2. The grant application is consistent with the Local Authority and Council's values, policies, strategies and forward planning and will not involve Council to adverse criticism or controversial political or cultural issues.
3. Any relationship established by virtue of the grant application will be transparent, produce outcomes of integrity and deliver tangible benefits to the community.
4. Use of Council's logos must be approved by the Executive Manager involved.

5. The proposed program must be able to demonstrate community enthusiasm and support and have the initial endorsement of the Local Authority.

## Policy

Community events including festivals, sports carnivals, school parades etc., are often organised and staged by the community. They may be managed by establishing a community event committee or through the efforts of community-based organisations. The Community Benefit Grants Program is designed to assist such events and may also extend to school fund raising support, individual involvement in sports outside their community and projects which would provide ongoing employment and economic or community development.

This policy covers:

- Direct cash grants to community organisations
- Assets given to community organisations
- Concessions (e.g. rates remitted) for community organisations.

Assistance under this program will be available to:

- (a) **Individuals.** Individual residents who live within the Doomadgee Aboriginal Shire Council's boundaries who require assistance for sporting, academic, cultural and artistic endeavours including competing in their chosen field outside the community or compassionate and/or cultural purposes not covered by any other source of assistance. Individual grants may not be used for self-profit or for any other purpose than as approved.
- (b) **Groups and Organisations.** To qualify for assistance, groups and organisations must be located within the Doomadgee Aboriginal Shire Council's boundaries or the program, if it proceeds, will provide benefits to a significant number of the region's residents. The groups or organisations must be registered as not-for-profit, community based or public charities.

Financial or in-kind assistance under the Community Benefit Grants Program will be limited to \$250 to individuals or up to \$1,000 to non-profit groups and organisations. These limits may be increased or varied by Council resolution.

Grants under this program will not be available where:

- the grant is for self-profit and not for community improvement;
- any financial assistance would duplicate Council responsibilities or programs (although programs that would complement existing Council programs would be favourably considered.); and
- any financial assistance would duplicate or replace Commonwealth or Queensland Governments' assistance unless specifically approved by Council.

Funding will only be provided once per each calendar year to an individual or group.

Financial assistance must be spent in the financial year of allocation and cannot be carried over to the next financial year. Any surplus or unspent funds must be returned to Council.

Financial or in-kind assistance can only be used in the manner, and for the purposes, outlined in the original grant application.

## **Section 3 – Procedure**

In making grants, donating assets, or providing concessions to community organisations the council will use the following process:

1. An amount will be decided annually, upon which will be made available for making grants to community organisations.

2. Applications for grant assistance will be sought in two annual rounds during July and September each year and must be submitted in the first instance to the Chief Executive Officer for endorsement to Council.
3. Applications for assistance may be submitted using the official form as can be sourced from Council administration, or by written submissions that provide full explanation of the aims behind any project, the support being received from the community including a project management plan, a detailed financial budget and an outline of benefits that will flow onto the community.
4. The council will approve applications for grants/donations at its Ordinary Council meeting and consideration should be taken to the number of people likely to benefit; the amount requested per person; whether a particular organisation has benefited in previous years; the consequences of not approving the grant; alignment of the purpose of the grant with Councils aims and objectives as set out in the corporate plan.
5. The Council may resolve in an emergency to give a grant to a particular community organisation, provided the grant does not exceed \$5,000.
6. The Council will require, as a condition of each grant/donation, that the organisation submit a report confirming that the grant has been used for the purpose intended. This may be a copy of the accounts of the organisation supported by an explanation, if necessary.

## **Section 4 – Reference and Supporting Information**

### **Supporting documentation**

<b>Name</b>	<b>Link</b>
Community Grants Application Form	

## **Section 5 – Governance**

### **Policy is governed by the following legislation**

<b>Name</b>	<b>Link</b>
<i>Local Government Regulation 2012</i>	S195

### **Responsibility**

<b>Responsible Department:</b>	Director of Corporate Services
<b>Policy Administrator:</b>	Director of Community Services

### **Review**

<b>Review Period:</b>	Annually
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### **Privacy Provision**

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently when delivering Council services and business.

### **Change History**

<b>Review Date</b>	<b>Revision Number</b>	<b>File Reference</b>	<b>Approval Date</b>	<b>Change:</b>	<b>Date of Next Review</b>
Jan 2020	1		23/1/20		Feb 2021