



Community Organisation *Partnership* Guidelines

Local Government Act 2009



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1 GUIDELINE STATEMENT

This guideline outlines the administration of the Community Organisation Partnerships Program of Council including the eligibility, application, and selection process to be followed and the assessment criteria. To determine if your organisation is eligible for this program, please read the below information.

This guideline should be read in conjunction with Council's Community Grants and Partnerships Policy and [Corporate Plan](#).

2 ABOUT THE PROGRAM

This program creates mutually beneficial agreements with local Not-for-profit or Auspiced Organisations to support the ongoing delivery of community outcomes for Townsville.

This program is focused on enabling ongoing successful Activities through the provision of annual or multi-year funding. Funding for a multi-year agreement is for a maximum of three years.

This program is most suited to community organisations that seek operational funding and/or in-kind support to facilitate ongoing Activities which align with the public interest and improve the quality of life for residents in Townsville.

You may be a recipient of a Community Organisation Partnership and still apply for other Council grants, however in your application you must disclose all types funding and in-kind support your organisation is receiving from Council.

2.1 PROGRAM OBJECTIVES

The objective of this program is to identify, assess, and administer funds for Activities that will achieve some or all of the below outcomes:

- Directly support at least one of Council's Corporate Plan goals;
- Respond to a direct community need; e.g. fostering social connections, building cultural ties, sharing knowledge;
- Promote liveability and vibrancy of Townsville as a community through recurrent social, environmental, and/or economic Activities; e.g. sporting events, regional attraction, community events;
- Build community expertise, capacity, skills and networks;
- Raise awareness of the Townsville region as a destination; e.g. tourism events, sporting events;
- Enhance community awareness of Council objectives and/or services.

2.2 KEY DATES

Applications are open throughout the year and close 1 May annually. Applications for Activities will be considered until funds for Grants and Partnerships are exhausted.

You are encouraged to apply as early as possible to allow up to 45 days for approval notification.

You will be updated when the status of your application changes via the online application platform and email.

If your application is approved, and you have signed an agreement then you will need to send an invoice to Council to receive the funds. Note that the timeframe for the transfer of funds may vary.

3 VALUE OF FUNDING

Individual program Activities can receive funding between \$250 to \$50,000.

4 ELIGIBILITY REQUIREMENTS

You will need to ensure that your Organisation's proposed Activity supports at least one of [Council's Corporate Plan](#) goals. Council goals may change and be updated as required. Please visit Council's website to view the most current Corporate Plan.

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Please note that satisfaction of the eligibility and application criteria does not guarantee applications will be approved.

4.1 GENERAL ELIGIBILITY REQUIREMENTS

Your organisation must meet all of the below requirements to be considered eligible:

- Is a Not-for-profit organisation or is Auspiced by a Not-for-profit Organisation that is able to accept legal and financial responsibility for the project and its Activities.
- Be a financially viable organisation;
- Reside and/or primarily provide services within the Townsville Local Government Area (LGA), or be able to demonstrate that the Activity promotes Townsville;
- Be free of debt to Council;
- Successfully completed Council's acquittal requirements from all prior Activities funded by Council;
- Hold appropriate public liability Insurance per Activity;
- Submission of a complete grant application form, including provision of all relevant documentation;
- Not be an ineligible applicant. This includes:
 - Government departments and agencies, or tertiary education institutions.
 - Is in good repute with the community.
 - In determining, whether the Applicant is in good repute, Council may consider complaints received from the community which prima facie are of concern to Council notwithstanding whether the claims have been substantiated.

Items that will not be considered for funding under this grant program include but are not limited to:

- Consumable items such as alcohol, fuel, food (including catering);
- Costs paid directly to applicant, applicant/organisation or auspice;
- Retrospective costs such as reimbursement of any costs already incurred from the Activity or reimbursement of Council in-kind support;
- Money budgeted or set aside for contingencies or costs not yet incurred (i.e. allowances);
- Capital works such as costs of repairs, extensions or renovations to buildings;
- Capital equipment such as the purchasing of any items that have a lifespan beyond the Activity, including, but not limited to: whitegoods, office equipment, portable shade structures, machinery (mowers, vehicles and trailers etc.), costumes, sheet music and furniture or the like;
- Prize money, prizes or trophies, competitions;
- Vouchers, inc. pre-paid or store cards;
- Payment of debts and loans;
- Fees for services (grant writer or grant assistance fees, project management fees, auspice fees);
- Items purchased prior to approval;
- Items ordered, committed to (with a signed document or paid deposit) or bought before the funding has been approved;
- A Duplicate Funding Activity.

Activities that will not be considered for funding under this grant program include but are not limited to:

- Activities which are considered to be a requirement under an existing agreement with another organisation;
- Activities which may result in indirect or direct discrimination of members of the community as contemplated within the *Anti-Discrimination Act 1991* (Qld) (the Act);
- For example:
 - An Applicant treating or proposing to treat a person less favourably because of age, race, impairment, sexuality, gender identity or religious activity amongst others protected attributes in the Act;
 - An Applicant imposes or proposes to impose a term to which individuals of a particular age, race, impairment, sexuality, gender identity or religious activity amongst others protected attributes under

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the Act are not able to comply and a higher proportion of people without the attribute comply or are able to comply.

- Activities which are not inclusive of all members of the community, do not benefit the community at large or benefit only a select group or class of people with particular value systems;
- Activities which may result in bullying or harassment of the community or select group of people;
- Activities that are considered to be the core responsibility of other levels of government, e.g. Queensland Government departments such as the Department of Education or Queensland Health.

All applications will be checked for eligibility. Applications will proceed to assessment if deemed eligible by Council.

4.2 NUMBER OF APPLICATIONS

Your organisation may apply for an Activity to be renewed yearly, or to be structured as a multi-year Funding Agreement.

Organisations may only be in receipt of one grant per financial year per Activity.

Refer to Schedule A for the definition of an Activity.

4.3 EXAMPLE TYPES OF FUNDING ACTIVITIES

The following are examples of types of Activities (including one-off and multi-year programs) that can be funded under this program:

- Festivals;
- Events;
- Activities
- Services;
- Pilot Programs;
- General operating costs.

4.4 WHAT YOU CAN APPLY FOR

Your organisation can request support from Council in the form of both cash funding and/or in-kind support.

In-kind support may consist of:

- Council hire waiver fee;
- In-kind hard costs - costs associated with hiring the Council venue, such as Council staff and cleaning;
- In-kind marketing;
- Peppercorn Lease Agreements.

The total value of funding is the sum of cash funding and the value of any in-kind support.

This program provides funding with a total value between \$250 and \$50,000. Applications with a total value over \$50,000 will not be funded under Community Organisation Partnerships.

Organisations registered for GST, will automatically receive the additional 10% added to the total value of funding to cover the GST component. If your organisation is not registered for GST and is purchasing items that attract GST, it will be required to cover the 10% GST component. For advice on GST, contact your tax advisor or the Australian Tax Office on 13 24 78 or www.ato.gov.au

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5 APPLICATION PROCESS

5.1 PREPARING YOUR APPLICATION

The responses in the application should highlight how the Activity meets the priorities of this program.

Your organisation will need to consider the following:

- How the Activity will support the identified grant assessment criteria;
- How the Activity will benefit the community and the outcomes the Activity is expected to produce;
- How your organisation will work with the community and other organisations in the development and delivery of the Activity;
- How your organisation has the capacity to deliver this Activity; and
- How the benefits gained from this Activity will be sustained.

You must attach a copy of all the below as part of the application:

- Evidence of incorporation, constitution, or charter as Not-for-profit Organisation;
- Current certificate of currency for public liability insurance for each Activity;
- Consent from Auspice Organisation, if applicable;
- Quotations from suppliers for expenses which are greater than or equal to \$100 (excl. GST);
- Council venue fee waiver quotation, if applicable;
- Budget Expenditure, either completed in the table provided in the application form or in an attached spreadsheet;
- Project Plan, either completed in the application form (dependent on the level of funding received) or uploaded as an attachment;
- For applications greater than \$5,000, audited financial statements approved at most recent Annual General Meeting (AGM); or non-audited financial statements if your organisation is a Small Incorporated Association as defined by the Queensland Government Office of Fair Trading, and are not required to complete a full audit under another law;
- For applications greater than \$5,000, a risk management plan.
- For organisations applying for multi-year funding, demonstrate a history of being operational.

To obtain a fee waiver quote, first contact the Venues' Team directly (venues@townsville.qld.gov.au or call 13 48 10) to check venue availability. The fee waiver amount must be included in the total Activity cost in the budget.

You must ensure that the application is complete with all necessary uploads attached. Amendments to a submitted application will be allowed once, after which any errors or missing information may affect the eligibility of the application.

5.2 SUBMITTING YOUR APPLICATION

The application must be completed through the online application platform, which can be accessed from Council's Grants and Partnership webpage. Your organisation will receive notifications via the online platform or email.

You may receive a request for more information regarding the application. You will have 10 business days to respond and provide the required information before a final reminder. You will have an additional 10 business days to respond to the final reminder. Failure to provide the required information to the specific timeframe may result in the application being closed by Council.

The assessment process will not commence until Council deems the application to be eligible and complete. Failure to supply a complete application or altering the information in an existing application may delay the start of the assessment period.

Refrain from submitting Duplicate Funding Activity requests until the initial application has been processed. You may withdraw or cancel the application at any point in the eligibility or assessment process. Refer to Schedule A for a definition of a Duplicate Funding Activity.

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6 ASSESSMENT PROCESS

6.1 OVERVIEW OF ASSESSMENT PROCESS

Once an application is deemed eligible, it is scored against Council's Assessment Criteria (Criteria) by an Assessment Panel. You will be notified via the online platform or email if the application has progressed to assessment.

The number of members in an Assessment Panel may differ depending upon the size of the funding request.

Your assessment score will determine if your application will be recommended. If the amount of funds requested is between \$5,001 and \$50,000, your application will need to be approved in an Ordinary Council meeting. You will be notified of the Ordinary Council meeting your application will be presented. Ordinary Council Meeting dates are subject to change at Council's discretion, which may impact the assessment period. Ordinary Council Meeting dates can be found [here](#).

You will be notified of the assessment outcome along with clear instructions on how to proceed via the online platform or email.

6.2 ASSESSMENT CRITERIA AND WEIGHTING

Community Organisation Partnerships will be assessed against the Criteria. The questions asked from applicants will depend on the total value of funding requested.

Criteria	Description	\$250-\$5,000	\$5,000-\$25,000	\$25,000-\$50,000
Contribution to City	<p>Contribution to the Townsville LGA. This should align with the corporate plan and include for example:</p> <ul style="list-style-type: none"> Increase activity in community arts, sports and recreational activities Increased advocacy of Townsville LGA as a hub for modern industry Increased capacity building to demonstrate Townsville LGA as a leading center of education, training and research Physical contributions such as public art 	-	10%	10%
Economic Return	<p>An assessment of the economic benefits of an Activity, examples may include:</p> <ul style="list-style-type: none"> Economic activation (e.g. increased expenditure) Increased tourism Increased number of overnight stays Increased investment attraction from external entities by promoting Townsville as hub for modern industry Boosting employment in Townsville through education, training and research facilities 	-	-	10%
Participation Rates	<p>Increased levels of participation in the associated grant Activity. This may include:</p> <ul style="list-style-type: none"> Year on year increased levels of participation in events aligned to Council's Corporate Plan Increased levels of volunteering Promoting diversity in community participation 	-	-	10%

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Criteria	Description	\$250-\$5,000	\$5,000-\$25,000	\$25,000-\$50,000
	<ul style="list-style-type: none"> Participation rate of target audience (e.g. post code) by connecting them to what they need at the time they choose 			
Public Acknowledgement of Council Contribution	<p>Public acknowledgement of Council's support for the grant Activity. This may include:</p> <ul style="list-style-type: none"> Promotion and recognition of Council on social media Mayoral or Councillor attendance or profile at Activities Marketing collateral including the use of Council logo and statements Public awareness of Council's role, policies, corporate objectives and financial and in-kind support 	25%	22.5%	17.5%
Social Inclusion	<p>Levels of diversity and social inclusion amongst grant activity participants, including minority groups within the community. This may include for example</p> <ul style="list-style-type: none"> Increased areas to support services Increased connectedness to link communities with what they need at the time they choose Increased opportunity for participation in society by promoting Townsville as a circular economy (e.g. employment, access) 	25%	22.5%	17.5%
Liveability	<p>The broader societal impact of an Activity or program including indirect social benefits. This may include for example:</p> <ul style="list-style-type: none"> Improved liveability by connecting the community to what they need at the time they choose Improved health outcomes Reduction in anti-social behaviour 	25%	22.5%	17.5%
Sustainability	<p>The ability of the Townsville community to be self-sustaining financially. This may include for example:</p> <ul style="list-style-type: none"> Decreased future reliance on Council for future funding Building a circular economy with greater collaboration and resource sharing between community groups Diversification of industry to support the growth of Townsville Expansion of business operations by promoting Townsville LGA as a hub for modern industry 	25%	22.5%	17.5%

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6.3 WHO WILL ASSESS APPLICATIONS

All Community Organisation Partnership applications are administered by the Grants and Partnerships team. Approvals are as below:

Funding Tier		
\$250 - \$5,000	\$5,001 - \$25,000	\$25,001 - \$50,000
Assessment Officer	Assessment Panel	Assessment Panel
Coordinator Grants & Partnership	Comparative Assessment Committee	Comparative Assessment Committee
Committee for Noting	Committee for Endorsing	Committee for Endorsing

7 NOTIFICATION PROCESS

You will receive notification as your application progresses through the stages of Eligibility, Assessment and Approval.

7.1 SUCCESSFUL APPLICANTS

You will receive notification from Council if the application is approved for funding.

7.2 UNSUCCESSFUL APPLICATIONS

You will receive notification if the application has been marked as unsuccessful during the eligibility or assessment stage through the online platform or email.

You will receive feedback from a Grants and Partnership officer if the application is deemed ineligible.

You may receive feedback from the Assessment Panel members if the application is eligible but did not proceed from the assessment stage.

Due to the number of applications Council receives, it recommended that applicants consider the below:

A subsequent application will be assessed if:

- A prior application for the same Activity has already been marked as unsuccessful; and
- You wish to submit a complete application after failing to provide additional information 10 business days after the final reminder and the application form automatically cancelled; or
- You wish to materially modify answers to the questions to better address the Council assessment criteria; or
- Your Activity plan has been materially changed to better reflect Council priorities; or
- An error was made on the original form that could materially impact the outcome.

A subsequent application will not be assessed if your organisation:

- is currently marked as a flagged party because of prior dealings with Council; or
- has already been rejected in the assessment stage two times.

8 FUNDING PROCESS

Council can only release funds after receiving a signed and returned Funding Agreement (Agreement). Council will request the organisation to send an invoice/tax invoice for the approved amount to Council.

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Council has the ability to partially fund, or not fund, Activities depending on Council budget allocation. Council will advise if there are expenditure items deemed ineligible for the program.

8.1 FUNDING AGREEMENTS

You will be provided with a Funding Agreement if the application is deemed successful. A Funding Agreement may include Activity specific funding schedules alongside Council's general standard terms and conditions. A funding schedule may include, but is not limited to:

- Key performance outcomes required from the Activity;
- Conditions of funding;
- Activity delivery reporting requirements;
- Post activity acquittal reporting requirements.

The Funding Agreement must be signed by an authorised representative of organisation and submitted back to Council before it is considered complete.

Once signed, any changes to the Funding Agreement including changes to the Agreement Details, Schedule's or General Terms and Conditions must be submitted via Variation Request Form via the online platform. A Variation Request Form must be submitted and approved by Council prior to any changes being made by the applicant.

Awarded grant funds for one off Activities must be expended within 12 months of the Activity start date as listed on the signed Funding Agreement.

In the case of multi-year partnerships, there is an annual evaluation process conducted before the subsequent payment is made.

All unspent funds must be returned to Townsville City Council.

9 EVALUATION AND ACQUITTAL

The evaluation, acquittal and reporting requirements will be defined within the Funding Agreement. The evaluation and acquittal reporting requirements will be commensurate with the purpose and funding amount.

9.1 EVALUATION PROCESS

Multi-year partnerships will undergo an annual evaluation process to ensure performance against the performance metrics defined in the Agreement. Council may request applicants to provide evidence supporting performance against the requirements. Applicants will be required to provide all requested evidence to Council when requested.

9.2 ACQUITTAL PROCESS

The acquittal process will be commensurate with the funding amount.

Recipients will need to complete an Acquittal and/or Outcome Report through the online platform within three months of Council's initial request, unless otherwise agreed.

Where the recipient has completed their Activity and has not spent the entire funding amount, or has not acquitted to the satisfaction of Council, they will be issued with an invoice to repay the funds to Townsville City Council. The recipient will have an opportunity to appeal and undergo a reconciliation with Townsville City Council sixty days before an invoice is issued for the return of funds to Council.

If an invoice is issued, the recipient will be required to return/repay the funds to Council within thirty days of the date on the invoice.

Recipients who fail to satisfy their acquittal obligations may be ineligible to apply for future Townsville City Council grants or partnerships for a discretionary period of time as decided by Council.

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10 GENERAL INFORMATION

10.1 ACTIVITY DELIVERY REPORTING PROCESS

Reporting and record keeping must be maintained by the applicant through delivery of the Activity. Council may request this information to be made available during the delivery period for a performance review. Council may also require applicants to provide detailed information as part of its acquittal process.

10.2 ACKNOWLEDGEMENT, PROMOTION AND MARKETING

Townsville City Council must be acknowledged as a funding source.

This will be done by using the Council's logo in marketing and publicity materials, acknowledgement at launches and invitations for Councillors or Council representatives to attend Activities. Details of required acknowledgement will be specified in the individual Funding Agreement.

10.3 DISCLAIMER

The terms set out in these guidelines are not binding and Council reserves the right to modify, override or cancel any of the items in this guide at any time.

10.4 FURTHER INFORMATION

Applicants are encouraged to contact Council to discuss any aspect of the program or their application before applying.

Townsville City Council

Grants & Partnership team

Phone: 13 48 10

Email: communitygrants@townsville.qld.gov.au

11 ASSOCIATED DOCUMENTS

Corporate Plan

Community Grants and Partnerships Policy

Community Grant Guidelines

Economic Activation Partnership Guidelines

12 DOCUMENT HISTORY

Date	Version	Amendment	Reviewer	Approved

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13 SCHEDULE A: DEFINITIONS

Terminology	Description
Acquittal	Means information provided by a grant recipient that ensures the funds have been administered responsibly and in line with the Funding Agreement/conditions of the funding program.
Activity/ies	Means an event, festival, workshop, project or service.
Auspicing, Auspice or Auspiced	Means an arrangement where an eligible organisation agrees to apply for and manage a grant on behalf of another group. The auspicing organisation accepts legal and financial responsibility for the project and its Activities and is responsible for all financial and acquittal requirements
Community organisation	Means an entity that carries on activities for a public purpose or another entity whose primary object is not directed at making a profit.
Conditions of Funding	Means Activities, deliverables and/or outcomes required to be delivered by applicant as part of Funding Agreement and/or contract to successfully acquit Activity.
Council	Means Townsville City Council.
Duplicate Funding Activity	Means an application for a funding Activity with the same objectives, time period, forecasted outcome, supplier list, expenditure as a prior funding Activity submitted by the same applicant in the same financial year.
Funding	Means and monies provided to an organisation or individual through a grant, partnership, or in-kind support to support the delivery of a particular Activity.
Funding Agreement	Means a legally binding agreement between Council and the applicant outlining supplementary schedules and general terms and conditions.
Program	Means Community Grants and Partnership Program defined by Council with defined objectives, eligibility requirements and program overview.
Grant	Means an amount of money or in-kind value that is contributed by Council to a person or organisation, to achieve a specific purpose or outcome.
GST Act	Means the Act entitled "A New Tax System (Goods and Services) Tax Act 1999", as amended from time to time.
In-kind support	Means the provision of goods or services, and in-kind support (not money).
Not-for-profit Organisation	Means an organisation whose contribution states that any profits or surpluses must be used to further the objectives of the organisation rather than benefit an individual. A registered non-profit organisation is incorporated under the <i>Corporations Act 2001 (Cth)</i> , or the <i>Associations Incorporation Act 1981 (Qld)</i> .

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Outcomes	Means positive changes that happen as a consequence of the Activity being delivered.
Partnership	Means an agreement between two entities to provide an amount of money or in-kind value based on shared and similar objectives that work together in an equal and mutually beneficial relationship.
Pilot Program	Means a funding Activity that can be provided by an organisation to test the effectiveness of a planned Activity to the public in a small scale.
Profit	Means financial gain, the difference between amount earned and amount spent as result of operational activities.
Retrospective cost	Means all expenditure incurred prior to the execution of a Funding Agreement.
Townsville Local Government Area	Means the area within the Queensland Local Government Areas and can be found at: https://www.qgso.qld.gov.au/issues/3851/qld-lga-asgs-2016-townsville.pdf .

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Any concerns, complaints or disputes raised will be managed according to Council's [Complaints Management Policy](#).

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Contact us

-  103 Walker Street, Townsville City
-  PO Box 1268, Townsville QLD 4810
-  13 48 10
-  enquiries@townsville.qld.gov.au
-  townsville.qld.gov.au

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