

# Community *Grants*

## Guidelines

*Local Government Act 2009*



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# 1 GUIDELINE STATEMENT

This guideline outlines the administration of the Community Grants Program of Council including the eligibility, application, and selection process to be followed and the assessment criteria. To determine if you are 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](#) 2025 - 2029.

## 2 ABOUT THE PROGRAM

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

This program is focused on enabling successful activities through the provision of funding.

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

You may be a recipient of a Community Grant 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 1 to 4, the Liveability Survey or RAP outcomes.
- Respond to a direct community need, e.g. fostering social connections, building cultural ties, sharing knowledge; and or
- Build community expertise, capacity, skills and networks.

### 2.2 KEY DATES

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

If your request for funding is over \$5,000 you should make your application a minimum of 3 months ahead of your planned Activity and allow approximately 90 days for approval notification. Applications that are submitted without adequate time to go through the approval process prior to the Activity Start Date may be declined.

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

If your application is successful, allow 30 days for payment.

## 3 VALUE OF FUNDING AND WHAT YOU CAN APPLY FOR

Cash	\$1,000 up to \$25,000 GST exclusive
In-Kind (Venue fee waiver, hard-costs, marketing)	\$250 up to \$25,000 GST exclusive
Total cash and in-kind combined	Not to exceed \$25,000 GST exclusive

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

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

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](http://www.ato.gov.au)

## 4 ELIGIBILITY REQUIREMENTS

All applications will be checked for eligibility. Applications will proceed to assessment if deemed eligible by Council. Applications that pass eligibility and assessment are not guaranteed to receive funding.

### 4.1 APPLICANT ELIGIBILITY REQUIREMENTS

Applicant Eligibility Criteria	Description
<b>Not-for-Profit Organisation or Auspiced</b>	Must be a not-for-profit organisation or have an auspice arrangement with a not-for-profit that can accept legal and financial responsibility for the project.
<b>Financial Viability</b>	The organisation must be financially stable and viable.
<b>Location &amp; Service Area</b>	Must reside and/or primarily provide services within the Townsville Local Government Area (LGA) or demonstrate that the activity promotes Townsville.
<b>No Debt to Council</b>	The organisation must be free of any outstanding debts to the Council.
<b>Prior Acquittal Compliance</b>	Must have successfully completed acquittal requirements for all previously funded activities by the Council.
<b>Public Liability Insurance</b>	Must hold appropriate public liability insurance for the proposed activity.
<b>Complete Application Submission</b>	A fully completed grant application form, including all relevant supporting documentation, must be submitted.
<b>Be in good repute with the community</b>	Only organisations 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 the claims have been substantiated).
Ineligible Applicants	Description
	Government departments, agencies, and education institutions and organisations already in receipt of Community Grants funding for a duplicate Activity in the same financial year.

### 4.2 ACTIVITY ELIGIBILITY

Ineligible Activity Items	Description
<b>Ongoing or General Operating Costs</b>	Includes salaries and wages, new website development, electricity, lease/rent payments, insurance, uniforms, or similar expenses.

<b>Consumable Items</b>	Alcohol, fuel, food, catering, disposable cutlery / cups, etc.
<b>Direct Payments to Applicant or Auspice</b>	Includes employee costs paid directly to the applicant, organisation, or auspice.
<b>Retrospective Costs</b>	Items ordered, committed to, or purchased before funding approval, including reimbursement of Council in-kind support.
<b>Contingency Funds</b>	Budgeted or set-aside funds for costs not yet incurred (i.e. allowances).
<b>Capital Works</b>	Costs for repairs, extensions, or renovations to buildings.
<b>Capital Equipment</b>	Purchases with a lifespan beyond the activity, such as whitegoods, office equipment, portable shade structures, work tools, work clothing, machinery (mowers, vehicles, trailers, etc.), signage, costumes, sheet music, and furniture.
<b>Prize Money, Prizes, Medals or Trophies</b>	Funds used for awarding prize money, medals, prizes, or trophies.
<b>Vouchers</b>	Includes pre-paid or store cards.
<b>Debt or Loan Payments</b>	Funds used for repayment of debts or loans.
<b>In-Kind Waste Removal</b>	Allowance for in-kind waste removal via Council Waste Services.
<b>Administrative Fees</b>	Fees for services related to grant application and implementation, such as grant writer or grant assistance fees, activity project management fees, and auspice fees.
<b>Duplicate Funding Activity</b>	Activities that have already received funding from Townsville City Council in the same financial year.
<b>Non-Economy Airfares</b>	Costs associated with premium or business-class airfares.
<b>Unreasonable Accommodation Costs</b>	Accommodation expenses that are not reasonable or proportionate to the activity.
<b>Ineligible Activities</b>	<b>Description</b>
<b>Activity</b>	Activities which may result in indirect or direct discrimination of members of the community as contemplated within the <i>Anti-Discrimination Act 1991</i> (Qld) (the Act). For example:

### 4.3 NUMBER OF APPLICATIONS

Your organisation may apply for funding once per Financial Year per Eligible Activity to facilitate the Activity. There is no guarantee for ongoing funding under the Community Grants program.

Refer to Schedule A for the definition of an Activity.

### 4.4 EXAMPLE TYPES OF ELIGIBLE FUNDING ACTIVITIES

The following are examples of types of one-off Activities that can be funded under this program:

- Festivals
- Events
- Competitions
- Workshops
- Services (i.e. strategic planning)

## 5 APPLICATION PROCESS

### 5.1 PREPARING YOUR APPLICATION

The responses in the application should highlight how the Activity meets the objectives of this program. Your organisation will need to demonstrate 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 the Activity will be sustained.

For applications of \$10,000 ex GST and above, you will be asked to:

- Provide evidence of other grants (i.e. Federal, State) and co contributions you have applied for/secured.
- Evidence the known outcome of those applications if available at the time of submission.
- Evidence the amount that your organisation has been approved for; and
- Demonstrate that Council funding is required for the Activity to proceed.

Please note that applications that evidence other grant funding or alternative funding streams have been sourced may be assessed more favorably.

**You must attach the following to your 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).
- Evidence of any funding applications that have been submitted for the activity and the outcome of the applications if known.
- Budget Income and Expenditure for the full activity, in the table provided in the application form (refer to Attachment 1 of this document for a sample budget).
- Project Plan, for applications exceeding \$5,000 (excl GST).
- Audited Financial Statements for applications exceeding \$5,000 (excl GST).
- A risk management plan; and
- Council venue fee waiver including hard costs quotation, if applicable.

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

## 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.

### 6.2 WHO WILL ASSESS YOUR APPLICATION

All Community Grant applications are administered by the Grants and Partnerships team. Assessment process is as below:



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

## 6.3 ASSESSMENT CRITERIA AND WEIGHTING

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

Criteria	Description	\$250 -	\$5,001 -	\$10,001 -
		\$5,000	\$10,000	\$25,000
Contribution to City	Contribution to the Townsville LGA. This should align with the corporate plan and include for example: <ul style="list-style-type: none"> <li>• Increase activity in community arts, sports and recreational activities</li> <li>• Increased advocacy of Townsville LGA as a hub for modern industry</li> <li>• Increased capacity building to demonstrate Townsville LGA as a leading center of education, training and research</li> <li>• Physical contributions such as public art.</li> </ul>	20%-	20%	15%
Economic Return	An assessment of the economic benefits of an Activity, examples may include: <ul style="list-style-type: none"> <li>• Economic activation (e.g. increased expenditure)</li> <li>• Increased tourism</li> <li>• Increased number of overnight stays</li> <li>• Increased investment attraction from external entities by promoting Townsville as hub for modern industry</li> <li>• Boosting employment in Townsville through education, training and research facilities.</li> </ul>	-	-	17.5%
Participation Rates	Increased levels of participation in the associated grant Activity. This may include: <ul style="list-style-type: none"> <li>• Year on year increased levels of participation in events aligned to Council's 5-year Corporate Plan</li> <li>• Increased levels of volunteering</li> <li>• Promoting diversity in community participation.</li> <li>• Participation rate of target audience (e.g. post code) by connecting them to what they need at the time they choose</li> </ul>	25%	25%	17.5%

Public Acknowledgement of Council Contribution	Public acknowledgement of Council's support for the grant Activity. This may include: <ul style="list-style-type: none"> <li>Promotion and recognition of Council on social media</li> <li>Mayoral or Councillor attendance or profile at activities</li> <li>Marketing collateral including the use of Council logo and statements</li> <li>Public awareness of Council's role, policies, corporate objectives and financial and in-kind support</li> </ul>	5%	5%	5%
Social Inclusion	Levels of diversity and social inclusion amongst grant Activity participants, including minority groups within the community. This may include for example <ul style="list-style-type: none"> <li>Increased areas to support services</li> <li>Increased connectedness to link communities with what they need at the time they choose</li> <li>Increased opportunity for participation in society by promoting Townsville as a circular economy (e.g. employment, access)</li> </ul>	25%	20%	17.5%
Liveability	The broader societal impact of an Activity or program including indirect social benefits. This may include for example: <ul style="list-style-type: none"> <li>Improved liveability by connecting the community to what they need at the time they choose</li> <li>Improved health outcomes</li> <li>Reduction in anti-social behaviour</li> </ul>	25%	20%	17.5%
Sustainability	The ability of the Townsville community to be self-sustaining financially. This may include for example: <ul style="list-style-type: none"> <li>Decreased future reliance on Council for future funding</li> <li>Building a circular economy with greater collaboration and resource sharing between community groups</li> <li>Diversification of industry to support the growth of Townsville</li> <li>Expansion of business operations by promoting Townsville LGA as a hub for modern industry</li> </ul>	-	10%	10%

## 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 written notification from Council if the application is approved for funding.

### 7.2 UNSUCCESSFUL APPLICATIONS

All unsuccessful applicants will be notified by email and the online platform of the outcome of their application. Unsuccessful applicants may receive feedback as to why the application was unsuccessful.

If you are unsuccessful, there are other grants programs that may be of interest. Please visit [Council's Alternate Funding Options Page](#) for more information.



## 8 FUNDING PROCESS

Council will 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.

Council can partially fund, or not fund, Activities depending on Council budget allocation. Council will advise if there are expenditure items deemed ineligible for the program through the eligibility or assessment phases.

Council reserves the right to negotiate elements of the funding after the assessment process.

### 8.1 FUNDING AGREEMENTS

- You will be provided with a Funding Agreement if the application is successful detailing key performance outcomes required from the Activity.
- Conditions of funding.
- Activity delivery reporting requirements.
- Post activity acquittal reporting requirements.

## 9 ACQUITTAL PROCESS

Reporting and record keeping must be maintained by the applicant through delivery of the Activity. Council may require applicants to provide detailed information as part of its acquittal process.

Recipients will complete an Acquittal through the online platform within six weeks of the Activity end date specified in the application form, unless otherwise agreed.

All unspent funds will be returned to Council.

Council may request additional evidence or comment to demonstrate achievement of funding outcomes.

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

## 10 GENERAL INFORMATION

### 10.1 ACKNOWLEDGEMENT, PROMOTION AND MARKETING

Council must be acknowledged as a funding source on all Activity promotion and marketing materials.

This will be done by using the Council's current logo (available here) 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.

Council requires Recipients to have all marketing and promotion using Council's logo be approved prior to use. Recipients should forward their materials to Community Grants ([communitygrants@townsville.qld.gov.au](mailto:communitygrants@townsville.qld.gov.au)).

[Grants-Acknowledgement-Requirements\\_Brand-Guidelines-2023.pdf \(townsville.qld.gov.au\)](#)

### 10.2 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.

### 10.3 FURTHER INFORMATION

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

Townsville City Council Grants and Partnership team

Phone: 13 48 10

Email: [communitygrants@townsville.qld.gov.au](mailto:communitygrants@townsville.qld.gov.au)

## 11 ASSOCIATED DOCUMENTS

Corporate Plan

Community Grants and Partnerships Policy

## 12 DOCUMENT HISTORY

Date	Version	Amendment	Reviewer	Approved
25.10.2023	V1	Original		
27.06.2024	V2	Minor clarifications and updates and change in Council Committee Processes	CG&P	GM C&L
04.06.2025	V3	2025-26 Grant Guideline Review Council	Council	Council






## 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 Program.
Eligible Activity/ies	An event, festival, workshop, project or service that has not already been funded in the current Financial Year.
Auspecting, Auspice or Auspiced	Means an arrangement where an eligible organisation agrees to apply for and manage a grant on behalf of another group. The auspecting organisation accepts legal and financial responsibility for the project and its activities and is responsible for all financial and acquittal requirements.
Budget Expenditure	Means expenditure for the whole Activity or Program, not just the budget for the grant funded elements or the Activity or Program.
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.
Funding	Means and monies provided to an organisation or individual through a grant, partnership, or value in-kind to support the delivery of a particular Activity. Any in-kind support requested is included within the total funding amount applied for up to a total value not exceeding \$25,000 ex GST.
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> .
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.
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: <a href="https://www.qgso.qld.gov.au/issues/3851/qld-lga-asgs-2016-townsville.pdf">https://www.qgso.qld.gov.au/issues/3851/qld-lga-asgs-2016-townsville.pdf</a> .



## Contact us

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 13 48 10  
 [enquiries@townsville.qld.gov.au](mailto:enquiries@townsville.qld.gov.au)  
 [townsville.qld.gov.au](http://townsville.qld.gov.au)

## SCHEDULE B: CONTACTS AND COMPLAINTS

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

## ATTACHMENT 1 - SAMPLE BUDGET TABLE

INCOME				Amount
Council Funding Requested				\$10,000
Additional Income	Funding Source Description	Confirmed/Unconfirmed	Amount	
Applicant cash		Confirmed		\$2,500
Applicant in-kind		Confirmed		\$2,500
Queensland Government grant	XYZ Grant	Unconfirmed		\$2,500
Other (specify)	Attendance fees	Unconfirmed		\$2,500
TOTAL INCOME				\$20,000

EXPENSES			
Expense Type	Description	Requested Council Funding Amount	Total Expense Amount
Equipment	Grandstands	\$7,500	\$10,000
Travel	Travel for 2 medics from Brisbane	\$1,500	\$2,500
Accommodation	Accommodation for 2 medics from Brisbane	\$1,000	\$5,000
Marketing	Signage	\$0	\$2,500
TOTAL EXPENDITURES		\$10,000	\$20,000

Budget Totals	Total Income	Total Expenditures	Budget Surplus or Deficit
	\$20,000	\$20,000	\$0

