

# Community Grants Policy

*Local Government Act 2009*



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# 1. Policy Statement

Townsville City Council (Council) is committed to utilising a clear, effective and transparent approach to providing community grants to community organisations in accordance with section 195 of the *Local Government Regulation 2012* (the Regulation).

This policy:

- outlines the types of available Council community grants; and
- provides a framework to enable good governance of outgoing grant administration from Council to external organisations.

This policy should be read in conjunction with the relevant grant program guidelines available on Council's public website ([www.townsville.qld.gov.au](http://www.townsville.qld.gov.au)).

# 2. Principles

This policy has been developed in alignment with Sections 194 and 195 of the Regulation.

Council acknowledges its role in supporting and assisting community organisations that provide key services that meet community needs and further Council's aims and objectives. This policy supports the distribution of funds in an equitable, transparent and responsible manner.

Council will provide funding only when it is satisfied that:

- the funding activity aligns with the outcomes and/or goals within the Council's Corporate Plan;
- the recipient entity (i.e. community organisation) meets the eligibility criteria outlined in this policy and within the relevant guidelines; and,
- the funding will be utilised for a purpose that is in the public interest, provides value with public money and is outcome-orientated.

This policy supports applications whose outcomes meet community needs, offer a mix of funding sources and do not use funding as a source of financial gain.

# 3. Scope

This policy applies to community organisations involved in applying for a grant, including cash and/or in-kind support from Council and extends to Councillors and/or workers involved in the assessment or approval of these activities. These include:

- all outgoing grants and in-kind support provided by Council, including all aspects of community grants application processes, decision-making, relevant guidelines, funding agreements, activity acquittals and variations; and
- circumstances where grants include a component of funding that is from an external party. In such circumstances, Council will have regard to the relevant external funding agreement that is in place (i.e. Regional Arts Development Fund). This extends to financial support distributed by Councillors through the Mayor's Community Assistance Fund and Councillor's Discretionary Grants when such funding is available (as required under Section 202 of the Regulation).

This policy does not apply to:

- partnerships, sponsorships, subsidies or donations; or

- incoming grants or funding received by Council.

## 4. Responsibility

Role	Responsibility
<b>Councillors and Workers</b>	Councillors and relevant workers are responsible for: <ul style="list-style-type: none"> <li>• understanding and adhering to this policy; and,</li> <li>• modelling respectful and fair behaviour in accordance with their relevant Code of Conduct and the ethics principles under the <i>Public Sector Ethics Act 1994</i>.</li> </ul>
<b>Director, Planning, Environment and Lifestyle</b>	Responsible for ensuring that this policy is understood and adhered to by all Councillors and relevant workers.
<b>General Manager, Community and Lifestyle</b>	Responsible for the administration and management of the outgoing Community Grants programs.
<b>Grants and Partnership Team</b>	Responsible for collaborating with applicants and relevant workers to: <ul style="list-style-type: none"> <li>• assess applications;</li> <li>• review evidence provided;</li> <li>• assess applicant eligibility;</li> <li>• administer the assessment of applications;</li> <li>• develop funding agreements for successful applicants; and,</li> <li>• administer funding in accordance with this policy. This includes, but is not limited to, end-to-end grant administration on behalf of Council.</li> </ul>

## 5. Definitions

Role	Responsibility
<b>Acquittal</b>	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.
<b>Community Organisation</b>	means an entity that carries out not-for-profit activities for a public purpose or another entity whose primary object is not directed at making a profit.
<b>Conflict of Interest (COI)</b>	<b>For Councillors</b> - as defined in the <i>Local Government Act 2009</i> . <b>For Workers</b> - involves a conflict between the official duties and private interests of a worker in which the worker has private or

Role	Responsibility
	<p>professional interests which could improperly influence the performance of their official duties and responsibilities.</p> <p>A conflict of interest may be actual, perceived or potential:</p> <p>(a) <b>Actual conflict of interest</b> - where a worker has private or professional interests that conflict with his or her duty to put the public interest first.</p> <p>(b) <b>Perceived conflict of interest</b> - where a worker appears to have private or professional interests that conflict with his or her duty to put the public interest first. This may arise even if the worker has not acted in conflict with their duties to Council, but the existence of particular circumstances and relationships may create the perception amongst other Workers or the public, that a conflict exists.</p> <p>(c) <b>Potential conflict of interest</b> - where it is reasonably possible that a worker's private or professional interests will give rise to an actual or perceived conflict of interest.</p>
<b>Councillors</b>	means elected members of Council, including the Mayor.
<b>Councillor's Discretionary Funds</b>	when applicable, are funds in Council's operating budget that are budgeted for community purposes and allocated by a Divisional Councillor at their discretion to a community organisation for a community purpose.
<b>Grant</b>	means financial contributions provided by Council to eligible community organisations, via an application and assessment process, to support projects or activities that deliver a clear community benefit and align with Council priorities.
<b>In-kind Support</b>	means the provision of goods or services (not money) including, venue in-kind and hard costs, such as Council labour, equipment, site work associated with venue hire.
<b>Manager</b>	an individual responsible for overseeing and coordinating specific functions, departments, teams or projects within Council.
<b>Mayor's Discretionary Funds</b>	when applicable, are funds in Council's operating budget that are budgeted for community purposes and allocated by the Mayor at their discretion to a community organisation for a community purpose.
<b>Townsville Local Government Area (LGA)</b>	means the area governed by Townsville City Council.
<b>Worker</b>	includes employees, contractors, volunteers and others performing work on behalf of Council.

## 6. Policy

### 6.1. Overview

The delivery of Council’s community grants program will directly contribute the following priorities:

- community driven outcomes and benefits aligned with Council’s Corporate Plan for the benefit of residents of the Townsville LGA; and
- provide purpose that supports increased community connection, access and participation, building on the principles of equity, diversity and inclusion.

### 6.2. Available Community Grants

Grant Category	Type	Value excluding GST	Description
<b>Community Quick Response Grants</b>	Rolling	\$1,000 - \$5,000	These grants provide funding for activities that support increased community connection, access and participation until funding is exhausted.
<b>Community Activation Grants</b>	Competitive	\$5,001 - \$25,000	These grants provide funding for activities that: <ul style="list-style-type: none"> <li>• support increased community connection, access and participation; and</li> <li>• focus on improving liveability and economic benefits to the Townsville LGA.</li> </ul>
<b>Community Organisation Partnerships Grants</b>	Rolling	\$5,000 - \$50,000	These grants provide funding for community groups and organisations with the delivery of activities, events and projects that: <ul style="list-style-type: none"> <li>• enhance the lives of local communities;</li> <li>• celebrate important community occasions; and,</li> <li>• provide opportunities that support increased community connection, access and participation.</li> </ul>
<b>Economic Activation Partnerships Grants</b>	Rolling	\$5,000 - \$50,000	These grants provide funding for organisations that have a proven working history with Council and seek funding and/or in-kind support to facilitate activities which:

Grant Category	Type	Value excluding GST	Description
			<ul style="list-style-type: none"> <li>grow and enhance the profile of Townsville;</li> <li>foster community pride; and,</li> <li>drive job creation and growth.</li> </ul>
<b>Regional Arts Development Fund (RADF)</b>	Competitive	\$1,000 - \$10,000	<p>These grants provide funding for organisations and individuals to deliver activities that:</p> <ul style="list-style-type: none"> <li>increase access to arts and cultural experiences;</li> <li>grow employment; and,</li> <li>provide opportunities for artists to deliver against local arts and culture priorities while promoting the value of arts, culture and heritage within the Townsville LGA.</li> </ul>

### 6.3. General Eligibility for Application

There is no guarantee of funding even if all eligibility criteria are met. All grant programs are subject to Council’s annual budget for spending on outgoing grants.

In addition to any criteria included in the relevant grant program guidelines, to be eligible to receive grant funding from Council, the applicant must:

- have submitted their application prior to the project commencement date;
- offer an activity that will be delivered within the Townsville LGA and designed primarily to engage residents of Townsville;
- demonstrate financial viability;
- have the appropriate level of public liability insurance;
- be in good repute with the community;
- be an incorporated association, community organisation, community club, not-for-profit organisation or auspiced organisation. For some programs, individuals or for-profit organisations may be eligible. This will be detailed in the relevant grant program guidelines.

Note - For some programs, applications should be submitted 90 days prior to the project commencement date to enable proper consideration by the Council. This will be detailed in the relevant grant program guidelines.

The following are ineligible for grant funding under this policy:

- government departments, agencies and education institutions;
- organisations already in receipt of Council community grant funding for any duplicate activity in the same financial year;
- an applicant who has an outstanding debt, report or acquittal to Council;
- an applicant that is in legal conflict with Council; and,
- an activity which:

- is not inclusive of all members of the community;
- does not benefit the community at large; or,
- benefits only a select group or class of people with particular value systems.

## 6.4. Assessment

All community grant programs will be assessed against the assessment criteria identified in the relevant grant program guidelines, available on Council’s public website.

Council may engage external assessment panels on a program-by-program basis as determined by the relevant General Manager, particularly for RADF, where specialist expertise and impartial advice enhance decision-making.

Council reserves the right to:

- not consider applications that do not meet eligibility or assessment criteria as identified in relevant grant program guidelines;
- request further information to inform our assessment;
- recommend partial funding; and,
- require normal permits for all projects (if relevant).

## 6.5. Approval

Funding decisions will be made by Ordinary Council unless delegated in accordance with Council’s Delegations Policy. Approval methods will be specified in the relevant grant program guidelines.

### 6.5.1 Outcome Disputes

Applicants who believe there has been an administrative error in the assessment or outcome of their application may request that Council investigate their claim. When necessary, the decision will be reviewed by the Director, Planning, Environment and Lifestyle.

Complaints will be managed in accordance with Council’s Complaint Management Policy and associated Procedure.

## 6.6. Acquittal

All grant recipients must provide evidence to Council (to a standard commensurate with the value of the assistance) that the funding has:

- been used for the approved purpose; and
- has produced the intended community outcome benefit.

Grant recipients must submit the required acquittal documentation within six weeks of completing the approved activity unless otherwise agree in writing by Council or 6.7 of this Policy applies

## 6.7. Variation

Grant recipients are required to submit a variation request with the appropriate documentation if:

- there is a proposed change requested to the terms of the grant agreement; and
- it is proposed or identified that changes have occurred to the scope of the project.

Council must be notified in writing within 21 calendar days if changes have occurred that impact the grantees’ ability to deliver the agreed activities.

## 6.8. Conflicts of Interest (COI)

Councillors and workers have obligations under the *Local Government Act 2009* and the Regulation in relation to declaring and managing COI.

Councillors and workers are responsible for recognising and declaring any actual, potential or perceived COI arising in any way from any application for a grant under this policy.

A worker assessing or otherwise managing a grant application must, as soon as practicable, inform the relevant General Manager of any actual, potential or perceived COI. The General Manager will provide direction about assessing and managing the grant application.

A Councillor seeking to allocate discretionary funds to a community organisation for a community purpose must, prior to making the allocation, inform the Chief Executive Officer (CEO) of any actual, potential or perceived COI. The CEO will provide direction, and where required, approval for a discretionary funding application where a Councillor has declared an actual, potential or perceived COI.

## 7. Legal Parameters

*Human Rights Act 2019*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Public Sector Ethics Act 1994*

## 8. Associated Documents

Code of Conduct

Code of Conduct for Councillors in Queensland

Community Activation Grants Guidelines (Competitive) (\$5,001 - \$25,000)

Community Organisation Partnerships Guidelines

Community Quick Response Grants Guidelines (\$250 - \$5,000)

Complaint Management Policy and associated Procedure

Corporate Plan

Delegations Policy

Economic Activation Partnerships Guidelines

Regional Arts Development Fund Guidelines