



AGENDA

Special Council Meeting Thursday, 9 March 2023

I hereby give notice that a Special Meeting of Council will be held on:

Date: Thursday, 9 March 2023

Time: 09:00 AM

**Location: Council Chambers
23 West Street
Mount Isa**

**Dale Dickson
Chief Executive Officer**

Order Of Business

1 Opening of the Meeting/Acknowledgement of Country 5

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1 OPENING OF THE MEETING/ACKNOWLEDGEMENT OF COUNTRY

Acknowledgement of Country

Mount Isa City Council acknowledges the Kalkadoon and the Indjilandji people, Traditional Custodians of the land on which we meet today and pay our respects to their Elders past, present and emerging.

We extend that respect to Aboriginal and Torres Strait Islander peoples here today.

Recording of Council Meeting

Please note this Special Meeting of Mount Isa City Council may be live streamed and recorded in accordance with Council's 'Recording of Council Meetings Policy'.

As a visitor in the public gallery, your presence may be recorded.

By remaining in Chambers, it is assumed your consent is given if your image is inadvertently broadcast.

2 APOLOGIES/LEAVE OF ABSENCE

3 DECLARATIONS OF CONFLICTS OF INTEREST

4 CONSIDERATION OF CONFIDENTIAL BUSINESS ITEMS

4.1 SPONSORSHIP APPLICATION FROM ISA RODEO LTD - ROAD TO RODEO MOUNT ISA

Document Number: 788671

Author: Manager Economic and Community Development

Authoriser: Chief Executive Officer

Directorate: Executive Services

Portfolio: Finance, Customer Services, Economic Development, Promotion & Community Development, Arts

Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 275 of the <i>Local Government Regulation 2012</i> .
Sub-clause and Reason:	c - the local government's budget.

EXECUTIVE SUMMARY

Isa Rodeo Ltd is seeking sponsorship from Council to support a new event in the Road to Rodeo Event Series, Road to Rodeo Mount Isa.

RECOMMENDATION

THAT Council approves sponsorship to Isa Rodeo Ltd in the amount of \$40,000.00 (+GST) cash to support the 2023 Road to Rodeo Mount Isa event, to be held at Buchanan Park Event Complex on 7 May 2023.

AND

THAT Council approves a fee waiver for the hire of Buchanan Park for the period 3-8 May 2023, at an estimated value of \$6,045.00 (GST inclusive), to run the Road to Rodeo Mount Isa event.

AND

THAT Council authorises the CEO to finalise a Memorandum of Understanding between Isa Rodeo Ltd and Council for the 2023 Road to Rodeo Mount Isa Event.

OVERVIEW

As part of Mount Isa 100-Year events, Council approached Isa Rodeo Ltd to assist and run a smaller, more localised rodeo. Isa Rodeo is planning to include this event as part of their Road to Rodeo Series and is seeking the financial support of the Council to assist with the costs of running the event.

BACKGROUND

On 13 February 2023, Isa Rodeo Ltd submitted an incomplete sponsorship application requesting financial assistance to the value of \$60,000 for the Road to Rodeo Mount Isa Event. Isa Rodeo Ltd presented to Councillors and EMT on 15 February 2023 the sponsorship proposal. It was unclear at the time that Isa Rodeo Ltd was seeking an out of rounds application as Round 2 of the Community Grants and Sponsorship Program was open.

Further information was sought from Isa Rodeo to ensure the application's eligibility, with audited financial statements received on 28 February 2023.

Council is supporting this event through the 100-Year BBRF funding with the allocation of funds for the live concert component of the event in the Forecourt area. Council is also hosting the 100-Year Gala Dinner in the Forecourt area on 6 May 2023 (the night before the Rodeo event) resulting in a crossover of area use between Isa Rodeo and Council.

Dates of the event

May 3	Bump in for Council and Isa Rodeo Ltd
May 4	Bump in for Council and Isa Rodeo
May 5	Bump in for Council and Isa Rodeo
May 6	100-Year Gala Dinner – Forecourt Area
May 7	Road to Rodeo Mount Isa Event
May 8	Bump out for Council and Isa Rodeo Ltd

A Memorandum of Understanding will be entered into with Isa Rodeo to ensure that the responsibilities of Council and Isa Rodeo are clearly defined, particularly as Council is using the area within the bump in and out dates of the Isa Rodeo hire period. The venue will be required to be fit for purpose.

Special conditions will be included in the funding agreement to ensure requirements for licencing (such as liquor, food Stall, security, and others) are met by Isa Rodeo Ltd.

All costing for the venue hire have been calculated from the current Commercial Fees and Charges 2022-23 Schedule.

Proposed Event Sponsorship Benefits

- Undercover and fully catered food and beverage package in the Corporate Area for 8 guests
- Separate reserved seating in the grandstand seating 8 guests,
- Naming Rights to one of ten Chutes,
- Naming Rights to a Rodeo Event, presentation to the winner, and name on the winning trophy,
- 2 Arena signs – sponsorship includes producing, erecting, removing, and storing signage,
- Acknowledgement of your support via arena announcements,
- One corporate flag was raised by horse and rider as part of the Grand Entry on Sunday. Flag to be provided by Council,
- Logo on poster, website, and event program,
- Opportunity for the Mayor to officially open the event on Sunday, 7 May 2023 in the opening and closing ceremony,
- Recognition as the naming rights partner in all media releases and announcements for the Road to Rodeo 2023 event and,
- Naming rights to Arena and Precinct signage and whip flag opportunities (signage at Council expense).

Venue lease agreement

It is proposed that Council requires the following to be included in the lease agreement.

- Additional tickets up to 8 for the corporate area or a mix of General Admission and Corporate (Council to advise breakdown),
- Opportunities for promotion of Mount Isa and 100-Year celebration activities on the Big Screen (TBC), and
- Mount Isa City Council delegates free guided access to the rear arena area.

Indirect Social and Economic Benefits

The following are considered relevant to any investment in the May 2023 Rodeo event.

Social Benefits

- Affordable cost for entry for families and youth (\$25.00 adult, free 17 and under),
- Increase community interaction and promotes liveability,
- Assists mitigate negative press on recent youth crime narrative,
- Community event to suit all demographics, with focus on the youth, free entry,
- Forms part of the weekend event schedule and attracts visitation, and
- Allows residents the opportunity to attend concert performances (Ian Moss, Shannon Noll, and Luke Geiger). Such acts rarely visit rural and remote areas (note that Ian Moss is from Alice Springs).

Economic Benefits

- Council recognizes the importance of extending the shoulders of the tourism season and the introduction of this event will see the opportunity to increase tourist numbers and promote economic growth for local businesses,
- Additional use of the Buchanan Park facility will generate further income opportunities in the rental,
- Local community groups will be able to provide services for financial return, and
- Local procurement of goods and services.

Isa Rodeo Ltd has demonstrated it is in a strong financial position, and there are plenty of revenue "assets" associated with the event such that the financial risk is low.

The Council arguably does not have a commercial need to receive sponsorship benefits such as various forms of naming rights – these can be sold to a commercial entity (if one can be found at this late stage) and Council's cash contribution revised down further.

Looking Forward

Council is to consider the indirect benefits and add what can be seen as another significant annual event to the calendar whilst promoting the use of an existing Council asset. Sponsorship invested in this event would have far more potential benefit than being allocated to the existing, well-established Mount Isa Rodeo event held in August. This would be seen as developing new products for Mount Isa and bolstering Queensland tourism.

This new Rodeo event has the potential to become as large as the August Rodeo event and offer tourists and locals the opportunity to take advantage of a world-class facility that currently is not being utilised to its full capacity.

BUDGET AND RESOURCE IMPLICATIONS

Annually, Council has a provision of \$60,000 in the sponsorship budget for the Mount Isa Rodeo held in August each year.

Isa Rodeo Ltd has confirmed it would not be seeking financial assistance from Council for the Mount Isa Mines Rodeo in August 2023, however, would be seeking in-kind support closer to the event.

LINK TO CORPORATE PLAN

Theme:	1.	People & Communities
Strategy:	1.18	Provide 100 years Community Celebrations and community infrastructure for year 2023.

CONSULTATION (INTERNAL AND EXTERNAL)

Consultation was undertaken with internal departments including Land Use, Local Laws, Environmental Services, Town Planning, Civic Centre, Manager Economic and Community Development, and Technical Services. Councillors and Executive Management were consulted via a presentation by Isa Rodeo Ltd on 15 February 2023.

LEGAL CONSIDERATIONS

Nil

POLICY IMPLICATIONS

Community Grants Policy

RISK IMPLICATIONS

If support is not provided, the event may not proceed. Additionally, there may be a further request for support for the August 2023 Isa Rodeo event.

HUMAN RIGHTS CONSIDERATIONS

Consideration has been given to the 23 protected human rights and it is believed to not unreasonably infringe on these rights.

RECOMMENDATION OPTIONS

THAT Council approves Sponsorship to Isa Rodeo Ltd in the amount of \$40,000.00 (+GST) cash to support the 2023 Road to Rodeo Mount Isa event, to be held at Buchanan Park Event Complex on 7 May 2023.

AND

THAT Council approves a fee waiver for the hire of Buchanan Park for the period 3-8 May 2023, at an estimated value of \$6,045.00 (GST inclusive), to run the Road to Rodeo Mount Isa event.

AND

THAT Council approves the CEO to finalise the Memorandum of Understanding between Isa Rodeo Ltd and Council for the 2023 Road to Rodeo Mount Isa Event, based on the lease terms outlined in the officer's report.

OR

THAT Council does not approve Sponsorship to Isa Rodeo Ltd for the Road to Rodeo Mount Isa event.

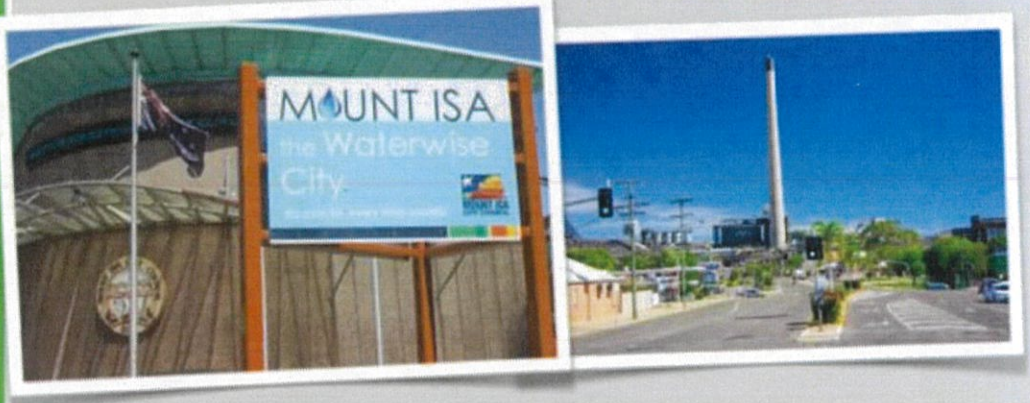
ATTACHMENTS

- 1. Community Grants and Sponsorship Guidelines**
- 2. Community Grants Policy**



GUIDELINES

Community Grants
& Sponsorship Program



Correspondence: Chief Executive Officer
PO Box 815 MOUNT ISA QLD 4825
Street Address: 23 West Street, Mount Isa

Website: www.mountisa.qld.gov.au
E-mail: city@mountisa.qld.gov.au

ABN: 48 701 425 059
Phone: (07) 4747 3200
Fax: (07) 4747 3209

Message from the MAYOR



Community and sporting groups are an integral part of Mount Isa, and we at Council have long recognised their importance through our Community Grants and Sponsorship Programme.

It's thanks to the exemplary efforts of these groups that we are able to attract people to live and work in our great city.

This programme has been designed to provide financial assistance to these groups—the majority of which are run by dedicated volunteers - to enable them to continue to

undertake the terrific activities, events and work they do in, and for, the community.

In the past, the grants have been used to make improvements to, or upgrade, facilities, or to repair assets.

Council is proud to support our community and sporting groups, enabling them to continue to run sustainably and effectively.

I highly recommend that you contact Council's Community Development Officer and discuss your grant application before submitting it, to ensure all relevant information is provided and criteria are met.

I look forward to seeing applications for a wide range of community-minded projects and activities very soon.

A handwritten signature in black ink that reads "D Slade".

Her Worship Danielle Slade
Mayor of Mount Isa

Front Cover photos: Mount Isa City Council, Mount Isa by E. Theiber

COMMUNITY GRANTS & SPONSORSHIP PROGRAM GUIDELINES

Mount Isa City Council provides financial assistance to local community and sporting organisations that undertake projects and events that make positive contributions to the quality of life in the Mount Isa region. These contributions may address cultural, community, educational, sporting or recreational needs.

All applications go through a competitive process and these procedures have been developed to ensure this is fair, open and transparent for community organisations seeking financial assistance from Council.

APPLICATION LODGEMENT

Applications should be lodged with Council by **5:00pm on the due date**.
Late applications may not be accepted.

POST: Community Grants & Sponsorship Round (1 or 2)
Chief Executive Officer
Mount Isa City Council
PO Box 815
MOUNT ISA QLD 4825

FAX: (07) 4747 3209
(Attention: CEO)

E-MAIL: city@mountisa.qld.gov.au
Subject Heading: Community Grants & Sponsorship Round (1 or 2)

Submissions will be collated by the Director of Corporate & Communities, with decisions on funding success (and amounts) made at the meetings of the Mount Isa City Council as outlined in the schedules.

Successful applications will be officially approved by Council resolution.

INFORMATION ABOUT FINANCIAL SUPPORT

- Two funding rounds each financial year – August and February.
- The level of assistance available is limited by Council's budget decisions and its priorities. No applicant can be guaranteed funding or receiving the full amount requested.
- Funding for the Community Grants Program is available up to \$5,000.

COUNCIL SUPPORT

- Funding requests are to be financial only, if you require Council services, you must contact Council for a quote and include the dollar amount in your application.
- Mount Isa City Council Owned Enterprises Pty Ltd (MICCOE) do not offer in-kind support or waiver of fees for use of MICCOE venues (Outback at Isa, Civic Centre or Buchanan Park). If you wish to use those venues, please obtain a quote from MICCOE and include the dollar amount in your application.
- Any organisations wishing to apply for a waiver of fees / bills e.g. Excess Water Bills, Development Fees etc. must not apply under these programs and are to put in a separate request in writing to Council.

LETTERS OF SUPPORT

- Applicants are requested to attach relevant letters of support to show community, business and financial support for their application.
- Council may not supply letters of support from the CEO, Mayor or Councillors for any application to the Mount Isa City Council Community Grants and Event Sponsorship Programs.

ELIGIBILITY CRITERIA

- The applicant must be; 1) based within the Mount Isa City Council local government area, or 2) associated with a membership base within the Mount Isa City Council local government area, and / or be delivering a service / event / project that will be of direct benefit to the wider community of the Mount Isa City Council local government area.
- The applicant must be an incorporated not-for-profit organisation. If your organisation is not incorporated but feels it has an event or project that satisfies all other eligibility criteria, then a sponsor may be used. See "Other Important Notes" section for further details.
- Applicants shall have no overdue debt (including debtor accounts, rates and excess water bills) to the Mount Isa City Council at the time the application is assessed by the Council.
- Applicants shall have no outstanding acquittal reports from previous grant or sponsorship support.
- The applicant shall show that it has the financial capacity to carry out the project or event without the support of Council. If your financial statements do not reflect this, then you must show a proactive approach to fundraising and funding.
- Applications should seek to align with Councils Corporate Plan and may address some of the following priorities:
 - Promotion of economic development in the area
 - Enhanced economic / cultural / social opportunities for residents
 - Enhanced health and safety for residents
 - Research and development projects relevant to the region
 - Capital improvements to create a community asset
 - Meet a demonstrated need within the community
 - Promote a healthy and active lifestyle
 - Enhanced environmental sustainability
 - Innovation and technology

GUIDELINES**Community Grants & Sponsorship Program**

INELIGIBLE CRITERIA

The following will **NOT** be considered for funding:

- General operating costs (e.g. electricity, phone, rent, meals, accommodation and hire charges. Note:- A position created for the length of a project is considered eligible)
- Private and commercial ventures;
- Political or for-profit groups;
- Projects under litigation;
- Retrospective funding;
- Purchase of land;
- Support for an individual pursuit;
- Travel and accommodation, and uniforms for individual or team representatives
- Projects that do not involve or directly benefit the Mount Isa City Council regional community

ASSESSMENT CRITERIA

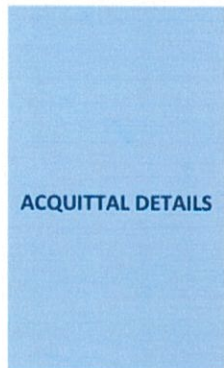
- Preference will be given to requests for financial assistance for events / projects that have the greatest potential benefit to residents and / or are new events to the area.
- Preference will be given to applications that seek funding for the total cost of the project from a variety of sources, and to applicants who demonstrate a willingness to partially self-fund.
- Each application is to be assessed on its individual merits having consideration for the total amount of funds available in the Council's budget.
- A Risk Management Plan is essential for applicants of the Events Sponsorship Program. Preference will be given to applicants of the Community Grants Program who submit a Risk Management Plan.
- Preference will be given to applications who have fully completed forms and have provided all the requested and relevant documents.

WHAT YOU MUST INCLUDE IN YOUR APPLICATION

- Applications must be made via the official application form available from Mount Isa City Council, and must include the following documentation:
 - ✓ A copy of the applicant organisation's Certificate of Incorporation or Certificate of Registration or charity status;
 - ✓ A realistic and itemised budget including committed financial and / or in-kind support by the applicant, other grant agencies or sponsorships, quotations should be included where possible;
 - ✓ A copy of the applicant organisation's Certificate of Currency (Public Liability Insurance Min \$20m);
 - ✓ A copy of the organisation's audited financial statements for the past financial year including all relevant documents such as an Auditor's / Accountant's Report, Profit and Loss Statement and Balance Sheet. If the latest audited financial statements are not available (i.e. they are currently being audited) a letter from the accountable officer is required



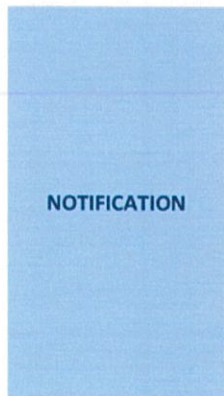
- stating this, and if successful for funding, the documents supplied before funding is issued;
- ✓ Landowner’s written permission for the event or project. This includes for Council owned venues like Parks, Civic Centre and Buchanan Park;
 - ✓ The organisation must complete a “Statement by Supplier” form if the organisation does not have an Australian Business Number (ABN).
 - ✓ Other supporting documentation where applicable (ie, 2 Quotes, Site Plans, Letters of support etc)



Applications are assessed against the selection criteria before being submitted to Council for approval.

Recipients of support from the Mount Isa City Council must submit an Acquittal Report within six (6) weeks of the completion of the event or project. Failure to complete and lodge the report may result in a demand for the return of the granted funds and may also have a detrimental effect on any future funding applications.

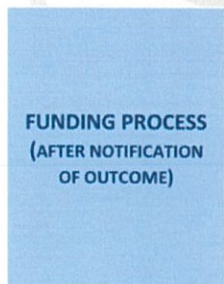
Any organisation that cannot demonstrate that funds have been expended in accordance with the purpose for which the funds were granted, will be required to return the funds to the Mount Isa City Council within three (3) months of the proposed event or project.



All applicants will receive a confirmation email to state their application has been received by Council, including details of an application reference number.

Successful Applicants will receive an approval letter, a Funding Agreement, and a link to the Acquittal Report. The Funding Agreement will include the Terms and Conditions of the funding and any special conditions that may have been attached. Successful applicants will need to return the original completed and signed Funding Agreement before any money will be transferred.

Unsuccessful Applicants will be advised in writing stating the reason for the decision. For further clarification or feedback on your application please contact Council.



For the funding process timeline, see the table below.

This is the process after notification of outcome from Council:

- Receive successful / unsuccessful outcome via email and mail
- If successful you will also receive a Funding Agreement, Acquittal Report and invitation to a presentation
- You **MUST** return a signed Funding Agreement before any money can be transferred
- Once your event/project is completed you **MUST** send an Acquittal Report to Council within six (6) weeks of the completion of the event.

APPROXIMATE FUNDING TIMELINES (subject to change at Council's discretion)

	Round One	Round Two
Applications Open	First day in August each year	First day in February each year
Applications Close	Last council business day in August each year (minimum 4 weeks)	First Council business day in March each year (minimum 4 weeks)
Submitted to Ordinary Meeting	First scheduled meeting in October	First Scheduled meeting in April
Official Advice of Funding	Within 1 week of October Ordinary Meeting	Within 1 week of April Ordinary Meeting
Final Acquittal must be received by Mount Isa City Council	Within six (6) weeks of the event occurring.	Within six (6) weeks of the event occurring.

OTHER IMPORTANT NOTES

- Only **ONE** application may be submitted per organisation per funding round.
- ALL applications must be typed.
- ALL applications must be signed by two authorised executive representatives to be accepted. Electronic signatures are not accepted.
- Please do not submit applications in a binder or have it bound (applicable to hard copy applications only).
- Sponsor details – a sponsor may be used when an organisation is not incorporated. The sponsor organisation must be incorporated and satisfy all other eligibility criteria. The sponsor organisation then becomes legally liable for the event/project and therefore must provide all the required documents and have an authorised officer of the sponsor sign the application.
- If an organisation is successful with a community grant, but the project or event must be altered from the original application, a request for a Change of Scope must be made in writing to Council's Director of Corporate and Communities and be approved by Council resolution prior to commencing or continuing the project/event.

FAILURE TO COMPLY

If an organisation that has received funding fails to comply with any requirement of this policy, Mount Isa City Council has the right to refuse future applications for grants or sponsorship.

FOR FURTHER INFORMATION

Contact:
 Mount Isa City Council
 PO Box 815
 MOUNT ISA QLD 4825
 P: 07 4747 3200 E: city@mountisa.qld.gov.au



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Community Grants Policy

RESOLUTION NO. **OM23/07/22** VERSION **V4**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Community Grants Policy**, made in accordance with the provisions of *Local Government Act 2009, Local Government Regulation 2012, Public Records Act, Mount Isa City Council's Local Laws, Subordinate Local Laws, and current Council Policies.*

Statutory Policies comply with a legislative requirement; the **Community Grants Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

David Keenan
Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Statutory Doc ID# 26630			POLICY TYPE
			Statutory (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	30.07.2014	OM50/07/14	Responsible Officer - Sports and Recreation Officer
V2	26.06.2019	OM35/06/19	Responsible Officer - Community Development Officer
V3	27.05.2020	OM25/05/20	Responsible Officer - Community Development Officer
V4	20.07.2022	OM23/07/22	Responsible Officer - Community Development Officer
			REVIEW DUE 06.2023

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	
Internal email to all councillors	X	Included in employee inductions	
Employee noticeboards		Uploaded to Council website	X
Internal training to be provided		External training to be provided	
Registered in magiQ	X		

1. PURPOSE

MOUNT ISA CITY COUNCIL STATUTORY POLICY



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Community Grants Policy

RESOLUTION NO. **OM23/07/22** VERSION **V4**

- 1.1 Under the *Local Government Regulation 2012* Part 5 Section 195, "A local government must prepare and adopt a policy about local government grants to community organisations (*a community grants policy*), which includes the criteria for a community organisation to be eligible for a grant from the local government".

The purpose of this policy is to:

- a) Detail how Mount Isa City Council ("Council") will provide community assistance payments to Not for Profit (NFP) organisations in times of exceptional circumstance from a declared disaster or health pandemic; and
- b) Detail how Council will provide local NFP community and sporting groups/organisations seeking sponsorship, donations, or in-kind Council assistance; and
- c) Outline the circumstances under which Council will provide small value in-kind support to local NFP community and sporting organisations; and
- d) To authorise Council to reimburse eligible costs for waste disposal fees incurred at the Mount Isa City Council Waste Management Facility by local NFP community and sporting organisations and educational facilities.

- 1.2 Council has the following funding programmes available to community groups, clubs, organisations and educational facilities:

- a) Community Grants Program;
- b) Event Sponsorship Program;
- c) Small and In-kind Donations Program;
- d) Waste Disposal Fee Donations Program; and
- e) From time to time, as determined by a declared disaster or health pandemic, provide community assistance payments as resolved by Council.

2. COMMENCEMENT

This policy will commence on and from 20 July 2022. It replaces all other policies or arrangements governing sponsorship, donations, in-kind support, funding and grants, excluding the Environmental Grants Policy (whether written or not).

COMMUNITY GRANTS PROGRAM and EVENT SPONSORSHIP PROGRAM

3. APPLICATION

- 3.1 For the Community Grants and Event Sponsorship funding program, this policy applies to applicants based within the Mount Isa local government area, or associated with a membership base within the Mount Isa local government area, and/or be delivering a service/event/project that will be in the public interest of the community of the Mount Isa local government area.
- 3.2 The applicant must be an incorporated not-for-profit organisation. If an organisation is not incorporated but feels it has a service/event/project that satisfies all other eligibility criteria for one of the streams of this funding program, then a sponsor may be used. The sponsor organisation must be incorporated and satisfy all the same eligibility criteria. The sponsor organisation then becomes legally liable for the service/event/project.

4. INFORMATION ABOUT ALL COUNCIL SUPPORT

- 4.1 The level of assistance and sponsorship available is limited by Council's annual budget and its priorities as detailed in Council's Operational Plan. No applicant can be guaranteed to either receive funding or to receive the full amount requested.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Community Grants Policy

RESOLUTION NO. OM23/07/22 VERSIONV4

- 4.2 The advertisement for each funding round shall contain the funding pool amount for the Community Grants Program only. There is to be no advertisement of the funding pool for the Event Sponsorship Program. Funding amounts will be determined by Council with regard to the budget and Council's financial position at the time.
- 4.3 There are two (2) funding rounds each year for the Community Grants and Event Sponsorship Program and all applications must be received by the due date. Late submissions or applications may not be considered and are subject to Council's discretion. A schedule of funding rounds is contained within this policy.
- Applications for the Community Grants received outside open funding rounds, will be asked to re-apply within an appropriate funding round. Event Sponsorship applications received outside open funding rounds may be directed to re-apply in the next round. If the timing of the next round will result in retrospective funding, a request in writing must be made for the Chief Executive Officers consideration of an out of rounds application. A sponsorship application form and all supporting documents must accompany the request.
- The decision of Council on applications is final. Financial support may require compliance with specific conditions before payment. Should these conditions not be met by the specified date, Council reserves the right to revoke the offer of support.
- 4.4 Where relevant and agreed upon, Council expects agreed acknowledgement of support (for example: inclusion and display of the Council logo, invitation of Council staff and/or elected members to events, openings or ceremonies, and acknowledgement of Council support in media and promotional efforts).
- 4.5 Applicants may only submit one application per funding round.
- 4.6 Any organisation wishing to apply for a waiver of Council fees, charges, rates or bills (e.g. Excess Water Bills, Development Fees etc) must not apply under this program but submit a separate request in writing to Council.
- 4.7 GST: where applicable, all applications are to be GST inclusive.
- 4.8 Council's Chief Executive Officer ("CEO"), or their delegate, may approve departure from the procedure by Council where:
- a) It is within the limits of their financial delegation; and
 - b) The departure would be in the public interest; and
 - c) Where the departure is reasonable and necessary having regard to the community wellbeing that is to be promoted.

5. ELIGIBLE CRITERIA

- 5.1 Applications may seek to address some of the following priorities:
- a) Promotion of economic development in the area;
 - b) Enhanced economic / cultural / social opportunities for residents;
 - c) Enhanced health and safety for residents;
 - d) Research and development projects relevant to the region;
 - e) Small scale capital improvement to create a community asset;
 - f) Meet a demonstrated need within the community;
 - g) Promote a healthy and active lifestyle;
 - h) Community education opportunities;
 - i) Innovation and technology.



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Community Grants Policy

RESOLUTION NO. OM23/07/22 VERSION V4

- 5.2 Applicants shall have no overdue debt (including leases, infringements, rates and water bills) to Council at the time the application is processed by Council.
- 5.3 The applicant shall show that they have the financial capacity to carry out the project or event. If financial statements do not reflect this, then the organisation must show a proactive approach to fundraising and other funding sources.

6. INELIGIBLE CRITERIA

- 6.1 The following will NOT be considered for funding:
 - a) General operating costs (e.g. electricity, phone, rent, meals, salaries/wages, accommodation and hire charges. A position created for the length of a project is considered eligible);
 - b) Private and commercial ventures;
 - c) Political or for-profit groups;
 - d) Projects under litigation;
 - e) Retrospective funding;
 - f) Purchase of land;
 - g) Support of an individual pursuit;
 - h) Travel and accommodation, and uniforms for individual or team representatives;
 - i) Projects that do not involve the Council regional community.

7. LETTERS OF SUPPORT

- 7.1 Applicants are encouraged to attach relevant letters of support to show community, business and financial support for their event or project.
- 7.2 Council may not supply letters of support from the CEO, Mayor or Councillors for any application to the Mount Isa City Council Community Grants Program or the Event Sponsorship Program.

8. APPROXIMATE FUNDING TIMELINES (subject to change at Council's discretion)

	Round One	Round Two
Applications Open	First Council business day in August each year	First Council business day in February each year
Applications Close	Last Council business day in August each year	First Council business day in March each year
Submitted to Ordinary Meeting	Third Wednesday in October	Third Wednesday in April
Official Advice of Funding	Fourth week of October	Fourth week of April
Final Acquittal must be received by Mount Isa City Council	Within six weeks of the event or project occurring	Within six weeks of the event or project occurring



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
 Community Grants Policy

RESOLUTION NO. OM23/07/22 VERSION V4

9. NOTIFICATION

- 9.1 All applicants will receive a generic email to state their application has been received by Council, including a reference number.
- 9.2 Successful applicants will receive an approval letter and, if applicable, a funding agreement and the Acquittal Form. The funding agreement will include the terms and conditions of the funding and any special conditions that may have been attached to the funding.
- 9.3 Successful applicants will need to complete and sign the funding agreement and supply a tax invoice before any funding will be released.
- 9.4 Unsuccessful applicants will receive a letter advising that their application has been unsuccessful.

10. COMMUNITY GRANTS PROGRAM ADDITIONAL INFORMATION

Funding requests are to be financial only. If an applicant wishes to utilise Council services, they must first contact Council for a quote and include the dollar amount in their application.

11. EVENT SPONSORSHIP PROGRAM ADDITIONAL INFORMATION

In addition to the above eligibility criteria, to be eligible for the Event Sponsorship Program, the event must:

- a) Be recurring regularly within the Mount Isa local government area i.e. be an annual or bi-annual event (if the event is a new event, it should aim to be annual or bi-annual); or
- b) Be a significant one-off event of benefit to the community within the Mount Isa local government area; and
- c) Should have a total event budget of \$20,000 or more.

Sponsorship requests are to be financial only, if an applicant wishes to apply for Council services, they must contact Council for a quote and include the dollar amount in their application.

12. CHANGE OF SCOPE

If an organisation is successful with a community grant or sponsorship application, but the project or event must be altered from that as outlined in the original application, a request must be made in writing to Council's Director of Corporate and Community Services and be approved by Council resolution before the event / project commences.

13. ACQUITTAL

In providing financial assistance, Council requires all applicants to provide Council with an acquittal, lodged on the relevant Council acquittal form within 6 weeks of the end of the event/project, showing that the financial assistance has:

- a) Been used for the approved purposes including proof of expenditure e.g. invoices, receipts, photos etc.; and
- b) Produced a community benefit; and
- c) Evidence of the appropriate acknowledgement to Council

14. RESPONSIBILITIES

- 14.1 Applicants are required to submit all the requested documents with the application as outlined in the application form check list. Failure to provide these documents by the due date may make the application ineligible.
- 14.2 Council is required to comply, to the best of its ability, with the dates as per the schedule of funding rounds contained within this document.



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14.3 The decision to award funding is made by Council resolution only.

15. FAILURE TO COMPLY

If an organisation that has received funding fails to comply with any requirement of this policy, Council has the right to refuse future applications for grants or sponsorship and/or request the return of funds

16. IN-KIND (Non-Cash) SPONSORSHIP

16.1 It is recognised that Council plays a significant role in the Mount Isa and Camooweal communities and has a role to play in developing and supporting the social fabric that makes the community a desirable place to live. Council also recognises that we are the sole or primary supplier of a number of services that community, educational, and sporting groups require in order to be able to function effectively.

16.2 In-kind support is available to not-for-profit community and sporting groups in the form of free goods or services that Council provides, such as waste services, bin hire, road signage etc. Small value items, not exceeding \$1500.00, that are commonly procured by Council may also be considered at the discretion of the CEO.

16.3 Applications will be reviewed and assessed on the following criteria:

1. Applicants are incorporated Not for Profit community or sporting groups, or educational facilities; or
2. Other unincorporated applicants who can demonstrate that all proceeds from the activity are for a not-for-profit cause or charity; and
3. That the support is for a purpose that is deemed to be in the public interest; and
4. That applications are received on the approved "In-Kind Donation Form" and with sufficient time before the service is required and appropriate detail to allow assessment of the request and preparation of the service; and
5. That the total value of support requested is not greater than \$1,500.00; and
6. That the requesting organisation meets the definition of an eligible Community Organisation; and
7. That proof the support was used for the stated purpose is provided on request; and
8. That there are still funds remaining in the In-kind budget.

16.4 The decision to award support is at the discretion of Council's CEO or their delegate.

16.5 The support provided cannot be cash.

16.6 In-kind support for goods or services from Mount Isa City Council Owned Enterprise (MICCOE) may be considered under this policy.

17. WASTE DISPOSAL GRANT

17.1 In March 2018, the Queensland Government announced the introduction of a waste disposal levy to underpin a new Waste Management and Resource Recovery Strategy. Commencing on the 1st July 2019, the levy will be implemented within the Mount Isa local government area.

17.2 The Waste Levy will apply to all types of waste, with some exemptions, and will consist of an increase in waste disposal costs. This will directly affect both non-residential rate payers, businesses and NFP Organisations.

17.3 Council recognises that this charge can impose a significant impost on many of the small community and sporting groups within the Mount Isa local government area, which may impact on the organisations viability to provide their community service.



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- 17.4 As such, within each financial year, Council may provide reimbursement to an eligible organisation to cover up to 100% of the costs incurred for waste disposal at the Mount Isa City Council Waste Management Facility. All reimbursements are subject to budget availability at the time the application is processed.
- 17.5 Camooweal waste disposal is only available by negotiation prior.
- 17.6 **ASSESSMENT CRITERIA**
- 17.6.1 **Eligible Criteria**
- a) Applicants are a NFP sporting club or a NFP community organisation or a NFP early or primary educational facility; and
 - b) That applications are received on the approved "Waste Disposal Grant Application Form"; and
 - c) The organisation is either head-quartered or primarily based in the Mount Isa local government area; and
 - d) The organisation is actively providing services to the Mount Isa and/or Camooweal community that are in the public interest; and
 - e) The organisation is able to provide Council with a copy of a bank statement, in the name of the applicant organisation, dated within the last 3 months.
 - f) Applicants have a valid receipt from the Mount Isa City Council Waste Management Facility, dated within the last 6 months of the application date.
- 17.6.2 **Ineligible Criteria**
- a) Applications from For Profit organisations - unless it can be evidenced that the waste disposal is from an activity in the interest of the community, which Council has approved prior to occurring. (e.g., riverbed clean ups)
 - b) Receipts not issued by Mount Isa City Council Waste Management Facility
 - c) Receipts that are more than 6 months old
 - d) Reimbursements to individuals
 - e) Bank details not in the same name as the applicant organisation.
- 17.7 Applications must be received on the official "Waste Disposal Grant Application Form" and be submitted with all the appropriate support documents as listed on the application form. Applications will be processed at the end of each month, with reimbursements processed for payment within 2 weeks of the end of each month
- 17.8 Reimbursement is applicable to waste disposal fees incurred at the Mount Isa City Council Waste Management Facility only, and amounts will include GST.
- 17.9 Camooweal waste disposal is by negotiation only and must be approved prior.
- 17.10 Any organisation provided financial assistance must afford, and evidence, appropriate recognition to Council for the assistance.
- 17.11 The decision to approve the support is at the discretion of Council's CEO or their delegate.
18. **COMMUNITY ASSISTANCE PAYMENTS**
- 18.1 Council recognises that not-for-profit, community and sporting organisations within the Mount Isa local government area make an important contribution to enhancing the region's lifestyle and liveability, and assist in creating strong and inclusive communities.



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In response to an exceptional circumstance from a declared disaster or health pandemic, Council can provide quick response community assistance payments to individual or defined classes of eligible, rateable not-for-profit community and sporting organisations, via a Council resolution.

- 18.2 Council's resolution may provide for these not-for-profit community and sporting organisations, known to Council, and which meet Council's defined eligibility criteria being paid community assistance payment without being required to submit an application.
- 18.3 Eligible Criteria
- a) Not-for-profit community and sporting organisations must meet the criteria of Not-for-Profit as determined by Council's rateable reported primary and secondary land use, and in some instances, visual inspection.; and
 - b) Be based in the Mount Isa local government area; and
 - c) Be an active organisation, providing evidenced current programs to the community; and
 - d) Be a current rate paying organisation.
- 18.4 Ineligible criteria
- a) For-profit organisations
 - b) State and federal government departments and agencies
 - c) Political parties
 - d) Trade Unions
 - e) Individuals
 - f) Properties with the following differential rating categories:
 - 2 - Residential – Owner Occupied <4,000m2
 - 6 – Multi Residential: 2-4 Dwelling or Units
 - 8 – Multi Residential: 10-24 Dwellings or Units
 - 12 – Retail, Commercial Business <1,000m2
 - 13 – Retail, Commercial Business <2,000m2
 - 34 – Hotel/Licensed Clubs < 20 Accommodation Units
 - 36 – Intensive Accommodation 5-24 Rooms, Units or Sites
 - 39 – Intensive Accommodation 100-199 Rooms, Units or Sites
 - 53 – Transport, Storage Warehouse <4,000m2
- 18.5 Organisations that are deemed to be ineligible by Council, but believe they meet the eligible criteria may make a separate application in writing to Council's CEO for consideration. If approved by the CEO, the applications will also require a separate Council resolution.
- 18.6 Organisations that are deemed eligible by Council, but do not wish to receive the assistance, may submit a request in writing to Council's CEO to be excluded from the automatic distribution process.
- 18.7 All decisions for approval of a Community Assistance Payment are subject to budget availability and at the absolute discretion of the Council, determined by Council resolution only.

19. OTHER EXTERNAL FUNDING PROGRAMS

- 19.1 Organisations requesting a letter of support from the Council for other funding programs, should email city@mountisa.qld.gov.au with a document containing a "draft version" of the text required in the letter of support. This ensures that any letter from Council will address all pertinent issues.



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- 19.2 This "draft version" will be considered by the appropriate elected member of Council, alteration to the text may be made if required. If approved, the applicant will be advised, and an official copy will be forwarded on Council letterhead.
- 19.3 Where Council agrees to provide a letter of support, the letter shall be provided no later than five (5) days after the request is received by Council.
- 19.4 Letters of support in-principle are only for the purposes of funding/application processes only and do not constitute automatic Council approval for the project as a whole. Any applicant requesting a letter of in-principle support must contact Council to ensure notification of and compliance with any necessary approval requirements or costs that their project/event may incur.

20. VARIATIONS

Council reserves the right to vary, replace, or terminate this policy from time to time.

21. COMMUNICATION AND DISTRIBUTION

21.1 Council will make available to the public, the Community Grants Policy on our website at www.mountisa.qld.gov.au.

21.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

22. DEFINITIONS

- a) **Acquittal** – the accurate reporting on the funded activities and the expenditure of funding.
- b) **Applicant** – the person or organisation who makes a formal application for financial assistance from Mount Isa City Council.
- c) **Application** – a formal request to be considered by Mount Isa City Council.
- d) **Community Wellbeing** – is a concept concerned with the common good of all people and includes dimensions such as economic vitality, celebration of place, access to services and facilities, community harmony, a healthy community, participation in community life, a safer community and cultural development.
- e) **Community Organisation** -
- a) an entity that carries on activities for a public purpose; or
 - b) another entity whose primary objective is not directed at making a profit.
- f) **Declared disaster** – as defined in s64 an d69 of the *Disaster Management Act 2003*
- g) **Financial Assistance / Support** - means any grant, sponsorship, service or funding provided by Mount Isa City Council.
- h) **Grant** – are contributions for projects or events, usually tangible, and tied to specific eligibility criteria for the applicant or project/event, with specified application, acknowledgement and acquittal requirements.
- i) **Health Pandemic** – means a critical health issue, as identified by a declaration of a public health emergency made under section 319 of the *Public Health Act 2005* with respect to an actual or potential health pandemic.
- j) **In-Kind** - Non-cash support such as the provision of goods or services.
- k) **Incorporated** – (of a company or other organisation) formed into a legal corporation.
- l) **Not-for-profit** - not making or conducted primarily to make a profit.



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- m) **Sponsorship** – is a mutually beneficial contract involving the purchase of usually intangible, exploitable potential, associated with an event, organisation or project, which results in tangible benefits for the sponsoring organisation.

ASSOCIATED LEGISLATION, POLICIES AND DOCUMENTS

- *Local Government Regulation 2012*
- *Local Government Act 2009*
- *Mount Isa City Council Revenue Statement*
- *Disaster Management Act 2003*

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