



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



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- 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.



- 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.



- 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



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.



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.

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.



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.



- 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 and 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.



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*