



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Community Grants Policy

RESOLUTION NO. **OM35/06/19** VERSION **V2**

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.

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 Sharon Ibardolaza
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
		REVIEW DUE	06.2020

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



1. PURPOSE

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:

1. Detail how Mount Isa City Council ("Council") will provide local community and sporting groups/organisations seeking sponsorship, donations, or in-kind Council assistance; and
2. Outline the circumstances under which Council will provide small value in-kind support to local non-profit community and sporting organisations; and
3. To authorise Council reimbursement of some of the costs of the Waste Service Charge to local non-profit community and sporting organisations and educational facilities.

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

- a) Community Grants Programme
- b) Major Events Sponsorship Programme
- c) Small and In-kind Donations Programme
- d) Waste Service Charge Donations Programme

2. COMMENCEMENT

This policy will commence on and from 1st July 2019. It replaces all other policies or arrangements governing sponsorship, donations, in-kind support, funding and grants (whether written or not).

COMMUNITY GRANTS PROGRAMME and MAJOR EVENTS SPONSORSHIP PROGRAMME

3. APPLICATION

For the Community Grants and Major Events Sponsorship funding programmes, this policy applies to applicants based within the Mount Isa City Council local government area, or 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 in the public interest of the community of the Mount Isa City Council local government area.

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 programme, 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

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

The advertisement for each funding round shall contain the funding pool amount for the Community Grants Programme only. There is to be no advertisement of the funding pool for the Major Events Sponsorship Programme. Funding amounts will be determined by Council with regard to the budget and Council's financial position at the time.

There are two funding rounds each year 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. Should applications be received outside open funding periods, the applicant will be asked to re-apply within an appropriate funding round.



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.

Where relevant and agreed upon, Mount Isa City 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).

Applicants may only submit one application per funding round.

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 programme but submit a separate request in writing to Council.

GST: where applicable, all applications are to be GST inclusive.

The Mount Isa City Council's Chief Executive Officer, or their delegate, may approve departure from the procedure by Council if:

- 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

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) Capital improvement to create a community asset;
- f) Meet a demonstrated need within the community;
- g) Promote a healthy and active lifestyle;
- h) Enhanced environmental sustainability;
- i) Innovation and technology.

Applicants shall have no overdue debt (including leases, infringements, rates and water bills) to Mount Isa City Council at the time the application is submitted to Council.

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

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) Projects that do not involve the Mount Isa City Council regional community.

7. LETTERS OF SUPPORT

Applicants are encouraged 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 Programme or the Major Events Sponsorship Programme.

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

	Round Two	Round One
Applications Open	First Council business day in February each year	First Council business day in August each year
Applications Close	First Council business day in March each year	Last Council business day in August each year
Submitted to Ordinary Meeting	Second Wednesday in April	Second Wednesday in October
Official Advice of Funding	Third week of April	Third week of October
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

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

Successful Applicants: will receive an approval letter and, if applicable, a funding agreement and the Assistance 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.

Successful applicants will need to complete and sign the funding agreement and supply a tax invoice before any funding will be released.

Unsuccessful Applicants: will receive a letter advising that their application has been unsuccessful.

10. COMMUNITY GRANTS PROGRAMME 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. MAJOR EVENTS SPONSORSHIP PROGRAMME ADDITIONAL INFORMATION

In addition to the above eligibility criteria, to be eligible for the Major Events Sponsorship Programme, the event must:



- a) Be recurring regularly within the Mount Isa City Council 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 City Council local government area; and
- c) Have a total event budget of \$100,000 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 Financial Services and be approved 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, 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.

14. RESPONSIBILITIES

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.

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.

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.

IN-KIND (Non-Cash) DONATIONS

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.

In-kind support is available to non-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.

Applications will be reviewed and assessed on the following criteria:

1. Applicants are Not for Profit community or sporting groups, or educational facilities; and
2. That the support is for a purpose that is deemed to be in the public interest; and
3. 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
4. That the total value of support requested is not greater than \$1,000.00; and
5. That the requesting organisation meets the definition of an eligible Community Organisation; and
6. That proof the support was used for the stated purpose is provided on request; and
7. That there are still funds remaining in the small grants budget.



Approval of the grant or support is at the discretion of Council's Chief Executive Officer or their delegate.

The support provided cannot be cash.

On a six-monthly basis the Chief Executive Officer will present a report to Council detailing the support provided to organisations in the preceding six months.

WASTE SERVICE CHARGE DONATIONS

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 City Council Local Government Area.

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 and businesses and will mean that a Waste Service Charge will be applied for any commercial garbage services provided to organisations.

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

As such, within each financial year, Council may provide a donation to an eligible organisation to cover up to 100% of the costs of the Waste Service Charge only, which is applicable to all commercial services provided by Council, and paid for, on Rates Notices. In addition, the Waste Service Charge from the Hire of Commercial and Industrial Bins may also be applied for. The total value of the donation will be up to a maximum annual value of \$7,500.00 per organisation.

Applications will be reviewed and assessed on the following criteria:

1. Applicants are a not-for-profit sporting club or a not-for-profit community organisation or a not-for-profit early or primary educational facility; and
2. That applications are received on the approved "Waste Service Charge Donations Form"; and
3. The organisation is either head-quartered or primarily based in the Mount Isa City Council local government area; and
4. The organisation is actively providing services to the community that are in the public interest; and
5. Have available, for Council review, systems in place to ensure donations claimed are only for waste service charges paid by the organisations purposes (not private).

The donation will be made quarterly, in arrears, on the provision of a completed 'Waste Service Charge Donations Form' with the appropriate support documentation for costs incurred.

The payment applies to the amount of Waste Service Charge included in the Rates Notices and also the Waste Service Charge on the Hire of Commercial and Industrial Bins provided by Mount Isa City Council. It does not include other waste and cleansing charges such as the other Commercial Garbage rates or tip gate fees.

The payment is a donation and will not be subject to GST.

Any organisation provided a donation must afford, and evidence, appropriate recognition to Council for the donation.

OTHER EXTERNAL FUNDING PROGRAMMES

Organisations requesting a letter of support from the Mount Isa City Council for other funding programmes, should email Mount Isa City Council's general email address 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.

This "draft version" will be considered by the appropriate elected member of Mount Isa City 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.



Up to 5 working days are allowed for a response to be sent to the organisation requesting a letter of support.

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.

16. VARIATIONS

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

17. COMMUNICATION AND DISTRIBUTION

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

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

18. 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** – Any non-profit community, sporting, or educational organisation engaged in charitable or other community-based activities which is not established or run for the purpose of making a profit.
- f) **Financial Assistance / Support** - means any grant, sponsorship, service or funding provided by Mount Isa City Council.
- g) **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.
- h) **In-Kind**: Non-cash support such as the provision of goods or services.
- i) **Incorporated** – (of a company or other organisation) formed into a legal corporation.
- j) **Not-for-profit** - not making or conducted primarily to make a profit.
- k) **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 AND POLICIES

- *Local Government Regulation 2012*
- *Local Government Act 2009*