

**DETAILS**

Effective from:	7 June 2017	
Contact officer:	Coordinator Controlled Entities & Community Grants	
Next review date:	April 2019	
File reference:	FN296/73	
iSpot #	This policy	26453523
	Value Proposition	52038453

**OBJECTIVES AND MEASURES**

Objectives	<ul style="list-style-type: none"> <li>• Foster community support and participation through local not-for-profit incorporated organisations consistent with the Council of the City of Gold Coast's (Council) vision and the key focus areas outlined in its current Corporate Plan;</li> <li>• Detail Council's grants and donations programs and processes which are designed to support and stimulate projects and activities the Council considers will benefit the Gold Coast community;</li> <li>• Ensure:             <ul style="list-style-type: none"> <li>○ the consistent and legally compliant administration of grant making across Council, as required by Section 195 of the <i>Local Government Regulation 2012</i>;</li> <li>○ that Council's grants and donations programs and processes are transparent, equitable, inclusive, compliant with relevant legislation and consistent with the principles that underpin the <i>Local Government Act 2009</i>.</li> </ul> </li> </ul>
Performance Measures	<ul style="list-style-type: none"> <li>• Amount of financial assistance provided to not-for-profit community organisations through grants and donations for each Program.</li> <li>• Number of not-for-profit community organisations assisted by grants and donations.</li> <li>• Number of Multiple Year Funding Agreements entered into with not-for-profit community organisations.</li> </ul>
Risk assessment	Low

**POLICY STATEMENT**

Council is committed to supporting not-for-profit incorporated community organisations that service the needs and priorities of the Gold Coast community (including schools, education establishments, religious institutions, chambers of commerce and welfare groups) through the provision of grants and donations where Council is satisfied such funds will be used for a purpose that is in the public interest.

Council provides grants and donations to build community capacity and to assist with social, cultural, recreational and environmental outcomes, in alignment with the desired outcomes and strategies detailed in its Corporate Plan. Due to the limited funds available and the competitive nature of the programs, community organisations should not rely on Council's grants and donations as recurrent funding for operational costs.

Council generally provides access to grant and donation funds through its open and competitive programs. Recognising the need to be responsive to its community and proactive in building community capacity, the Council also provides donations outside of its open and competitive programs for Community Events and a range of miscellaneous projects including Local Promotions.

Council has regard to the following principles when considering the granting of financial assistance to community organisations:

- a. recognising the diversity of the Gold Coast community and aiming to provide grant funds for purposes in a manner it considers to be in the public interest;
- b. transparency in the administration of its financial assistance programs;
- c. acting fairly in assessing applications and allocating funds;
- d. providing equitable opportunities to community organisations that apply for available funds;
- e. late applications will not be considered unless endorsed by Council resolution;
- f. incomplete applications will not be considered unless endorsed by Council resolution;
- g. Council does not provide funding under this policy to individuals;
- h. funding will not be provided for projects or activities that have already been completed unless exceptional circumstances exist and endorsed by Council resolution;
- i. funding will not be provided for projects or events conducted or held specifically for the purpose of raising funds for transfer to a third party unless exceptional circumstances exist and endorsed by Council resolution;
- j. funds granted must be fully spent in the financial year in which they are awarded unless approved by the Chief Executive Officer;
- k. funding will not be provided to government or semi government organisations (except schools and educational institutions);
- l. funding will not be provided to organisations with a delinquent debt to Council (excluding interest free loans);
- m. funding will not be provided to organisations that have not provided the required acquittal reports for prior grants or where an acquittal report is deemed unsatisfactory;
- n. decisions about the extent and type of assistance are final and there are no appeal mechanisms;
- o. where recipients wish to vary an approved project, the Chief Executive Officer (or delegate) may approve such requests;
- p. all unspent and/or uncommitted funds must be returned to Council;
- q. all applications for financial assistance to community organisations will only be considered on an annual financial year basis.

Council may make both a Divisional Donation and a Community Grant to a community organisation for the one project or activity where it considers there should be both a divisional and a whole-of-city contribution to the project or activity. This will be subject to the applicant fully disclosing in each of the applications that assistance is being sought via both programs.

Unincorporated not-for-profit community organisations can apply for assistance through eligible incorporated sponsor organisations. Sponsor organisations must agree to take responsibility for the receipt, application and acquittal of the assistance provided.

This policy conforms to the requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*.

## Community Grants Policy

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### **Types of Assistance**

Council provides assistance to incorporated community organisations via the following programs:

- Mayoral Donations Program
- Divisional Donations Program
- Community Grants Program (incorporating Seniors Week grants)
- Community Facility Contributions Program
- Community Events and Local Promotions Program
- One-off Donations

Detailed information for each of these Programs is set out in a Procedure at the rear of this Policy (see Attachments A to E).

### **Opening and Closing Dates for Applications**

Opening and closing dates for applications for Council's competitive programs can be found in the relevant Procedures (see Attachments A and B).

### **Assessment Process**

Applications will be checked against eligibility criteria detailed in the relevant procedure. Successful applicants may not receive the full amount of funding requested. Decisions about the extent and type of assistance are final. There are no appeal mechanisms.

### **Acquittal**

An acquittal report must be submitted for any grant or donation in excess of \$2,000. Council reserves the right to seek clarification of information supplied and to request additional information as deemed appropriate. Council may decline funding of future applications where it is not satisfied that the acquittal conditions have been satisfied.

### **Conflict of Interest**

Council employees involved in the assessment and/or determination of applications must adhere to the requirements detailed in the Code of Conduct for Employees Policy and Conflicts of Interest for Employees Policy with regard to any real or perceived conflict of interest. Where the holders of delegations believe they have a real or perceived conflict of interest the application should be referred to the Chief Executive Officer (or relevant Director) for determination.

Councillors must declare (in writing) to the Chief Executive Officer or nominated delegate any real or perceived conflict of interest or material personal interest relating to an application before such applications are determined (including those determined under delegated authority). All declarations made by Councillors must be communicated to the Council via the relevant Program Manager.

### **Performance Reporting**

Council provides a summary of assistance provided to community organisations in its Annual Report. Grants and donations Program Managers are required to provide timely reports to the Council on the assistance provided under the various community assistance programs. Program Managers must ensure that all financial and other assistance provided to community organisations is accurately recorded according to the systems, processes and standards determined by the Council.

## Community Grants Policy

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### SCOPE

This policy provides for Council to make grants and donations to not for profit, incorporated community organisations for community development and capacity building, cultural, historical, recreational and environmental purposes, in alignment with the current Corporate Plan, via the competitive and non-competitive programs (detailed in Attachments A to D).

This policy also provides for the Council to provide one-off donations to incorporated community organisations, independent of its open and competitive programs, for projects or activities which closely align with the current Corporate Plan and/or where it considers it to be in the public interest to do so (detailed in Attachment E).

The following are outside the scope of this policy:

- a. provision of financial assistance to individuals;
- b. procurement of services from incorporated organisations, other businesses or individuals;
- c. concessions for Council rates and charges;
- d. funding of Council's infrastructure charges;
- e. negotiated sponsorship arrangements;
- f. funding of events eligible for assistance under the Gold Coast City Events Strategy administered via the Economic Development and Major Projects Committee (which are deemed to be sponsorships);
- g. funding provided to individuals under the Regional Arts Development Fund and related arts programs initiated from time to time;
- h. funding provided to private landholders for ecological restoration projects through the Nature Conservation Assistance Program Policy;
- i. grants, donations and/or other financial assistance in connection with commercial and other business awards, operational partnerships and strategic initiatives with commercial businesses, partnerships and/or individuals administered by the Economic Development & Major Projects Directorate; and
- j. funding provided to Council's controlled entities and other entities deemed to be Beneficial Enterprises under Section 40 of the *Local Government Act 2009*.

### DEFINITIONS

**Capital Works** – *construction of additional assets and/or expansion of existing assets.*

**Caretaker period** - *section 90A of the Local Government Act 2009 provides that the caretaker period starts on the day when public notice of the holding of the election is announced by the Electoral Commission of Queensland and ends on the day on which the last declaration of the poll is displayed by the Returning Officer.*

**Community Grant Funding Agreement** – *the agreed terms and conditions for annual Community Grants.*

**Community organisation** – *an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members.*

**Council** – *Council of the City of Gold Coast.*

**Divisional Community Event** – *an event that:*

- *is organised and delivered by one or more incorporated community organisations, generally in consultation with the local Councillor(s);*
- *the general community is invited to observe or participate; and*

## Community Grants Policy

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- *the Council deems to provide local or divisional benefits to the community and therefore any funding allocated is sourced from the respective divisional Local Area Works & Services Budgets (either Concerts & Functions or Divisional Donations allocations).*

**Donation** – *funds provided with limited conditions.*

**Grant** – *any financial or other assistance conditional upon agreed terms and conditions.*

**Incorporated** – *incorporated under the Associations Incorporations Act 1981 or other relevant legislation.*

**In-kind support** – *includes the provision of any service, facility or activity by Council that would normally attract a fee as well as services procured by Council from external suppliers at its cost.*

**Local Promotion** - *An event or activity designed to promote a local precinct in which the Council collects Markets & Roadside Dining fees with a view to benefiting traders in such precinct.*

**Multiple Year Funding Agreement** – *an agreement the Council resolves is in the public interest for it to enter into with a community organisation to provide a resolved amount of grant funds for a specified number of years in lieu of such organisation having to make application via the annual Community Grants Program. Funding provided via such agreements shall be the totality of Council's financial support, unless otherwise resolved by the Council.*

**Not-for-profit organisation** – *an organisation that does not operate for the profit or gain of its individual members. The constitution (rules) states that any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members both while it is operating and when it winds up.*

**Procurement of service** – *a negotiated contractual arrangement to engage the services of an organisation or individual for reward.*

**Project** – *a service, event, activity, equipment purchase or other operational function for which an organisation might seek assistance.*

**Public Interest** - *For the purpose of this Policy, public interest is about the extent to which the wellbeing of the community will be enhanced through funding the delivery of perceived benefits (largely social, cultural and/or environmental) of proposed projects and activities, having regard to competing interests and/or priorities.*

**Special Event** – *an event defined in the Gold Coast City Events Strategy which attracts significant numbers of visitors from outside the city and which is eligible for funding via the Economic Development and Major Projects Committee.*

**Sponsorship** – *negotiated arrangement entailing the provision of funds, or services or in kind support in exchange for advertising, publicity or other benefits.*

**Whole-of-city Community Event** – *an annual (financial year) event that:*

- *is organised and delivered by one or more incorporated community organisations, generally in close consultation with the Mayor and/or local Councillor(s);*
- *the general community is invited to observe or participate;*

## Community Grants Policy

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- *the Council deems to provide city-wide benefits to the community and therefore warrant funding from its annual Community Grants Program Budget. The Council may offer funding via a Multiple Year Funding Agreement or approve the allocation of additional funds sourced from divisional Local Area Works & Services Budgets (either Concerts & Functions or Divisional Donations allocations);*
- *is not an event eligible for funding under the Gold Coast City Events Strategy.*

### **RELATED POLICIES AND DELEGATIONS**

Council Leasing Policy

Code of Conduct for Employees Policy

Conflicts of Interest for Employees Policy

Local Area Works and Services Program Policy

Procurement Policy and Standards

Rate Donation, Infrastructure Charges and Development Application Fee Discount Policy

Signage and Branding Policy

Gold Coast Brand Guide

Gold Coast 2020 (Corporate Plan)

Gold Coast City Events Strategic Plan

Culture Strategy 2013 – 2023

Delegation No DE02110

Delegation No DE01951

Delegation No DE01801

### **LEGISLATION**

*Local Government Act 2009*

Section 4 - underpinning principles

Section 40 – beneficial enterprises

Section 109 - discretionary funds

*Local Government Regulation 2012*

Section 189 – requirements for reporting expenditure on grants in Annual Report

Section 194 – requirements for making grants

Section 195 – requirement to have a Community Grants Policy

Section 202 – requirements for use of discretionary funds

*Associations Incorporation Act 1981*

*Corporations Act 2001*

### **SUPPORTING DOCUMENTS**

Procedure for Mayoral and Divisional Donations (Attachment A)

Procedure for Community Grants (Attachment B)

Procedure for Community Facilities Contributions Program (Attachment C)

Leaseholder Sustainability Framework (Attachment C1)

Community Events & Local Promotions Program (Attachment D)

One-off Donations (Attachment E)

### **RESPONSIBILITIES**

Sponsor	Director, Community Services
Owner	Manager, Executive Services

## Community Grants Policy

### VERSION CONTROL

Document	Date	Approved	Amendment
26453523 v28	07.06.17	iSpot 62376969	Minor corrections
26453523 v27	28.04.17	GA17.0419.005/G17.0428.013	Major changes
26453523 v26	02.11.15	GA15.1029.002/G15.1102.016	Major changes – effective 1 April 2016
26453523 v25	01.12.15	GA15.1126.010/G15.1201.019	Major change caretaker period
26453523 v24	31.07.15	iSpot 50687098	Minor correction
26453523 v23	05.05.15	iSpot 49031459, G15.0505.025	Major changes
26453523 v22	02.04.15	G15.0402.029	Minor amendment
26453523 v21	30.01.15	G15.0130.020	Amendment to Attachment F
26453523 v20	17.06.14	GA14.0612.004/G14.0617.018	Minor change
26453523 v19	11.02.14	GA14.0206.003/G14.0211.011	Major
26453523 v18	23.07.13	GA13.0718.004/GA13.0606009	Major
26453523 v17	12.02.13	G13.0212.021	Major
26453523 v16	29.01.13	GA13.0124.004/G13.0129.034	Title of policy and other major changes
26453523 v14	19.03.12	G12.0319.019	Major
26453523 v13	01.11.11	G11.1017.018, G11.1031.010 GA11.1026.001.	Major
26453523 v10	22.08.11	G11.0822.016	Change of ownership and other major changes
26453523 v9	08.09.11	iSpot 32413450	Minor
26453523 v8	02.03.11	iSpot 30579935, 30589449, 32413450	Minor
26453523 v7	14.02.11	CC11.0209.004/G11.0214.013	Major
26453523 v6	19.07.10	G10.0719.033	Major
26453523 v4	24.05.10	G10.0524.011 iSpot 27917486	Major
26453523 v2	18.02.10	iSpot 27509258, 27575931.	Minor
26453523 v1	24.08.08	GF09.0819.004/G09.0824.017	

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## **1. PROGRAM OBJECTIVES**

### **Mayoral Donations Program**

The Mayoral Donations Program is aimed at supporting and stimulating projects or activities (including equipment purchases) that generally have a whole-of-city focus.

### **Divisional Donations Program**

The Divisional Donations Program is aimed at supporting and stimulating projects or activities, (including equipment purchases) that have a divisional or local focus. Applicants may make application to more than one Divisional Councillor subject to the applicant disclosing on the form that assistance is being sought from one or more Divisions.

## **2. KEY REQUIREMENTS & INFORMATION**

- a. a maximum annual allocation of \$50,000 for the Mayor and each Divisional Councillor applies;
- b. up to \$5,000 per project or activity per year;
- c. recipients of donations in excess of \$2,000 under these Programs will be required to submit a funds acquittal report;
- d. Councillors may elect to hold between one and three funding rounds per year;
- e. the funds available for allocation in each round by the Mayor and each Divisional Councillor and the application process will be advertised on Council's website within 20 days of the Council adopting its Budget;
- f. applications must be submitted on Council's application form;
- g. applicants may apply to more than one Divisional Councillor subject to the applicant disclosing on the form that assistance is being sought from more than one Division;
- h. applications are assessed in consultation with the Mayor or Divisional Councillor against a standard checklist to ensure that the applicant is eligible for assistance and that the request for assistance aligns with policy objectives and the criteria for eligible projects and activities, as defined in the policy and related procedures;
- i. applications will be approved under delegation by the Chief Executive Officer or delegate;
- j. applications from individual surf life-saving clubs and rural fire brigades will not be accepted as the Council opts to provide financial assistance to the delivery of these important services via the respective regional bodies.
- k. all funds allocated will be advertised on Council's website;
- l. the distribution of approved funds is generally by electronic transfer and will occur in consultation with the Mayor and/or relevant Councillor;
- m. successful applicants are required to appropriately acknowledge or recognise Council's support;
- n. un-incorporated Neighbourhood Watch Groups are eligible for funding under these programs;
- o. the advertising, assessment and determination of applications for these Programs will not take place during the caretaker period;
- p. the exercise of any officer's delegation is to be suspended during the caretaker period.

## **3. CLOSING TIME & DATE**

Applications for the Divisional and Mayoral Donations Programs must be received by 4pm on the nominated closing date.

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#### **4. ELIGIBLE ORGANISATIONS**

Council provides donations where it can be demonstrated that the assistance will make a positive and ongoing contribution to the public interest of the Gold Coast community.

Applicants\* must meet all of the following criteria:

- not-for-profit incorporated community organisation (QPS approved Neighbourhood Watch Groups excepted);
- can demonstrate the project or activity will benefit residents of the Gold Coast and, for the Divisional Donations Program, the residents of the relevant division;
- can demonstrate that the organisation has the capacity to manage the project or activity and to properly administer any funding or other assistance provided by Council;
- can ensure that all permits and other approvals relating to the application are addressed and there is adequate insurance cover for the project;
- be free of debt to Council (excluding interest free loans).

*\*Note: individuals are not eligible*

If your organisation is not incorporated, you can apply through an eligible sponsor organisation able to accept legal and financial responsibility for the donation.

A sponsor organisation can lodge an application on its own behalf.

Schools (public and independent), educational establishments, religious institutions, chambers of commerce and welfare groups are eligible to apply for assistance.

All projects must be conducted in the City of Gold Coast.

Projects must be in the public interest of the Gold Coast community.

#### **5. INELIGIBLE ORGANISATIONS**

The following organisations are not eligible for assistance:

- a. applications from individual surf life-saving clubs and rural fire brigades will not be accepted in the Divisional or Mayoral Donations Programs as the Council opts to provide financial assistance to the delivery of these important services via the respective regional bodies;
- b. destination-based marketing or regional tourism organisations;
- c. Government or semi government organisations (except schools and educational institutions) (e.g. hospitals);
- d. organisations with a delinquent debt to Council (excluding interest free loans); and
- e. organisations that have not provided a funds acquittal report deemed to be satisfactory by Council.

#### **6. INELIGIBLE ACTIVITIES**

The following projects are ineligible:

- a. economic, regional or tourism development activities and projects;

- b. funding to incorporated community organisations for Local Promotions;
- c. the purchase of services from individuals or organisations;
- d. grants for commercial activities;
- e. payment of debt;
- f. loan repayments;
- g. addressing bankruptcy, insolvency, or liquidation problems;
- h. projects eligible for funding under the Regional Arts Development Fund and other arts programs initiated from time to time;
- i. concessions for rates and charges;
- j. funding of Council's infrastructure charges;
- k. events eligible for funding via the Economic Development and Major Projects Committee;
- l. recurrent operational funding;
- m. negotiated sponsorship arrangements;
- n. funding for the construction and/or maintenance of fixed improvements on Council-owned or controlled land (may be eligible for funding via the Community Facility Contributions Program);
- o. funding of lease establishment costs for lessees occupying Council leasehold land pursuant to the Council Leasing Policy;
- p. funding of Council's Controlled Entities (and Gold Coast Tourism Corporation Ltd) in accordance with respective service and management agreements;
- q. funding to community organisations that Council has entered into a Multiple Year Funding Agreement with, unless otherwise resolved by the Council;
- r. funding of local Surf Life Saving Clubs and Rural Fire Brigades;
- s. donations and awards for commercial or business activities;
- t. funding for projects or events conducted or held with the purpose of raising funds for transfer to a third party;
- u. completed projects.

## **7. WORKS ON COUNCIL-OWNED OR CONTROLLED LAND**

Council provides funding assistance to community organisations for the construction of fixed improvements (i.e. works) or maintenance of facilities on Council-owned or controlled land via the Community Facilities Contributions Program. Financial assistance for non-fixtures such as sporting or other free-standing equipment is provided to lessee organisations via the Divisional Donations Program.

## **8. PREPARING A DIVISIONAL OR MAYORAL DONATION APPLICATION**

Application forms can be downloaded from Council's website. Completed applications are to be lodged with your local Councillor.

Contact details for each Councillor are available on Council's website at [www.goldcoast.qld.gov.au](http://www.goldcoast.qld.gov.au)

Please note substantiation in support of the funding request may be required.

## **9. ASSESSMENT PROCESS**

Information provided in your application will be assessed in terms of:

- a. compliance with eligibility criteria set by the Council for funding;

- b. benefit to a Division and /or residents of the Gold Coast;
- c. alignment with relevant strategic and operational plans and the like;
- d. compliance with statutory requirements;
- e. any alternative income or assistance that is available for the project;
- f. other assistance provided by Council in the same or previous financial year(s);  
and
- g. the available budget.

Submitting an application is not a guarantee that your application will be funded.

Decisions about the extent and type of assistance are final. There are no appeal mechanisms.

#### **10. NOTIFICATION PAYMENT AND ACQUITTAL**

Applicants will be notified in writing of the success of their application including the payment method and all applicable terms and conditions. All requests for non-order payments will be accompanied by supporting documentation including copies of the Council resolution and approval letter signed by the recipient as accepting the terms and conditions of funding as a minimum.

Funds may only be used for the approved purpose and in accordance with any agreed terms and conditions. If the recipient is unable to apply the funds for the agreed purpose due to variation or cancellation of the project or is unable to comply with any agreed conditions, Council must be notified immediately. Written permission must be obtained from the Council or delegate to vary projects.

The allocation of Divisional and Mayoral donations will be published on Council's website and will include details of the organisation, amount and purpose.

Recipients of donations in excess of \$2,000 must submit a funds acquittal report within eight weeks of project completion. This may include providing receipts, invoices and evidence of project expenditure, along with a report outlining activities that were conducted. It is recommended applicants keep all receipts for funds received. Council reserves the right to seek clarification of information supplied and to request additional information as deemed appropriate. Council may decline funding of future applications where it is not satisfied that the acquittal conditions have been satisfied.

Any unexpended funds must be returned to Council.

#### **11. REPORTING**

A report will be presented to the Council by the Program Manager as soon as practicable following each round providing the details of organisations funded in each division or through a Mayoral donation. Such report shall detail any conflict(s) or perceived conflict(s) as declared by the Divisional Councillor or Mayor.

#### **12. ACKNOWLEDGMENT**

Successful applicants are required to appropriately acknowledge or recognise Council's support. Examples of acknowledgment may include the following:

- any relevant publicity;
- on the organisation's website;
- at appropriate functions; or
- in relevant documents such as newsletters and annual (financial year) reports.

### **13. CONTACT**

Your Divisional Councillor or the Mayor

Post: PO Box 5042  
GCMC QLD 9729

### **14. PRIVACY**

Council collects personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain customer information records. Applicant information is handled in accordance with the Information Privacy Act (Qld) 2009 and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. Council's current Privacy Statement will be detailed in the application form. For further information go to:

<http://www.goldcoast.qld.gov.au/privacy-81.html>.

### **15. OTHER COMMUNITY ASSISTANCE AVAILABLE FROM COUNCIL**

#### **15.1 Regional Arts Development Fund (RADF)**

The RADF is a partnership program between Council and the Queensland Government which provides project based financial assistance to support professional and emerging artists and cultural development activities. For further details and application forms for RADF refer to Council's website.

#### **15.2 Concessions for rates, fees and charges**

Subject to conditions, community organisations may be eligible to apply to Council for a concession on:

- general rates and charges (see Rate Donation, Infrastructure Charges and Development Application Fee Discount Policy);
- refuse disposal fees (see the Waste Disposal Fee Concession Policy or contact the Waste Management Section); or
- fees and charges relating to works on a Council reserve

For further details refer to Council's website.

#### **15.3 Community halls**

Under certain conditions, community organisations may be eligible to use a Council community hall for a discounted rate. For further details refer to Council's website.

#### **15.4 Community Grants Program**

Funding is available through one round per year to incorporated not-for-profit community organisations to support and stimulate projects with a whole-of-city focus. For details, refer to Council's website.

#### **15.5 Seniors Week Grants**

Seniors Week Grants are part of the Community Grants Program. Council provides small grants to community organisations for activities that support Seniors Week during August each year. For further details refer to the Community Grants Program Procedure.

#### **15.6 Active and Healthy Program**

Council's Active and Healthy Program provides support for events run by community organisations that encourage residents to lead active and healthy lifestyles. The type of events supported include health and lifestyle expos, local community events held in parks with a focus on family and children and events held during focus weeks, including Youth, Seniors and Heart Weeks. Application forms and additional information are available on Council's website.

#### **15.7 Interest Free Loans**

Council does not provide assistance to community organisations in the form of interest free loans.

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## 1. COMMUNITY GRANTS PROGRAM OBJECTIVES

The Community Grants Program provides financial assistance to not-for-profit incorporated community groups for projects, events or activities which have a whole-of-city focus. Seniors Week grants are included in this Program. Projects with a divisional or local focus must be directed to the Divisional Donations Program.

## 2. KEY REQUIREMENTS & INFORMATION

- a. One round of funding per year with the allocation of funding to generally be determined between April and June. Remittance of grants will generally occur in July or August for that financial year (i.e. commencing on July 1);
- b. Grants are made on an annual (financial year) basis and should not be relied on as a continual source of income and instead are considered an aid in the development of, projects, events or activities. Projects may be part-funded.
- c. Council will only consider one Community Grant and one Seniors Week grant application per organisation per year with the exception of sponsor organisations that may submit one additional application on behalf of a non-incorporated organisation;
- d. Council may resolve to enter into a multiple year funding agreement with certain community organisations where it believes it is in the public interest. Such funding shall be the totality of Council's financial support unless otherwise resolved by the Council;
- e. Seniors Week Grants are incorporated into this program;
- f. Applications are assessed by an assessment panel that may comprise officers and Councillors having regard to the current Corporate Plan objectives and outcomes and degree of public benefit (based on the information provided);
- g. All grant funds are allocated by way of Council resolution;
- h. Successful applicants must claim grant funding within one month of notification;
- i. Recipients of grants in excess of \$2,000 will be required to acquit the funds to confirm that the funds were used for the purpose sought and in accordance with the terms and conditions imposed;
- j. Relevant details for all stages of the process will be published on Council's website. The commencement of each annual program may be advertised in a local newspaper;
- k. Successful applicants are required to appropriately acknowledge or recognise Council's support;
- l. Organisations that fail to comply with any condition of a grant may not receive funding from future programs.

## ' . CLOSING TIME & DATE

Grant applications must be received by 4pm on the nominated closing date. Late or incomplete applications may not be accepted.

Applications can be hand delivered to Council's administration centres and branch offices. Please check Council's website at [www.goldcoast.qld.gov.au](http://www.goldcoast.qld.gov.au) for locations and opening/closing times. All applicants will receive an acknowledgment of the submitted application. If you do not receive notice that your application(s) has been received within one week of submission, please contact Council. Council does not take any responsibility for missing applications.

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#### **( . GRANT CATEGORIES**

The Council determines grant funding categories, having regard to the priorities, outcomes and supporting strategies of its current Corporate Plan. Indicative funding limits apply to each category.

The funding categories are incorporated within annual grant application forms.

#### **) "ELIGIBLE ORGANISATIONS**

Applicants must meet all of the following criteria:

- a. must be a not-for-profit incorporated community organisation;
- b. can demonstrate the project, event or activity will benefit residents of the Gold Coast;
- c. can clearly demonstrate that the organisation has the capacity to manage the project and to properly administer any funding or other assistance provided by Council;
- d. ensure that all permits and other approvals relating to the application are addressed and there is adequate insurance cover for the project;
- e. be free of debt to Council (excluding interest free loans);
- f. have submitted a funds acquittal report for previous funding deemed satisfactory by Council.

*\*Note: individuals are not eligible*

If your organisation is not incorporated, you can apply through an eligible sponsor organisation able to accept legal and financial responsibility for the grant. Written confirmation of the sponsor arrangement should be submitted with your application.

A sponsor organisation can lodge one application on its own behalf. Schools (public and independent), educational establishments, religious institutions, chambers of commerce and welfare groups are eligible to apply for assistance.

All projects must be conducted within the Gold Coast city.

Projects must be in the public interest of the Gold Coast community.

#### **6. INELIGIBLE ORGANISATIONS**

Subject to Council's discretion, the following organisations are not eligible for assistance:

- a. applications from individual surf life-saving clubs and rural fire brigades will not be accepted as the Council opts to provide financial assistance to the delivery of these important services via the respective regional bodies;
- b. destination-based marketing or regional tourism organisations;
- c. funding to individuals;
- d. government or semi government organisations (except schools and educational institutions) (e.g. hospitals);
- e. organisations with a delinquent debt to Council (excluding interest free loans); and
- f. organisations that have not provided a funds acquittal report deemed to be satisfactory by Council.

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## **7. INELIGIBLE ACTIVITIES**

The following projects, events and activities are ineligible:

- a. grants for economic, regional or tourism development projects;
- b. funding to incorporated community organisations for Local Promotions;
- c. the purchase of services from individuals or organisations;
- d. grants for commercial activities;
- e. payment of debt;
- f. loan repayments;
- g. addressing bankruptcy, insolvency, or liquidation problems;
- h. projects eligible for funding under the Regional Arts Development Fund and related arts programs initiated from time to time;
- i. concessions for rates and charges;
- j. funding of Council's infrastructure charges;
- k. events eligible for funding via the Economic Development and Major Projects Committee;
- l. recurrent operational funding;
- m. negotiated sponsorship arrangements;
- n. funding for the construction and/or maintenance of fixed improvements on Council-owned or controlled land (eligible for funding via the Community Facility Contributions Program);
- o. funding of lease establishment costs for lessees occupying Council leasehold land pursuant to the Council Leasing Policy;
- p. annual (financial year) funding of Council's controlled and funded entities in accordance with respective service and management agreements;
- q. donations and awards for commercial or business activities;
- r. funding for projects or events conducted or held with the purpose of raising funds for transfer to a third party;
- s. funding for completed projects.

## **8. WORKS ON COUNCIL-OWNED OR CONTROLLED LAND**

Council provides funding assistance to community organisations for the construction of fixed improvements (i.e. works) or maintenance of facilities on Council-owned or controlled land via the Community Facilities Contributions Program. Financial assistance for non-fixtures such as sporting or other free-standing equipment is provided to lessee organisations via the Divisional Donations Program.

## **9. PREPARING A COMMUNITY GRANT APPLICATION**

Ensure your project aligns with the objectives of the relevant funding category. Council staff can provide advice regarding the alignment of your project with the funding categories.

If your project entails the purchase of items over \$10,000, please include copies of at least one quote with your application.

Identify any permits, approvals and licences you may require, as your organisation will be responsible for obtaining these where necessary.

Ensure you submit your application on the required application form and before the due date. Applications received after the closing date may not be accepted. Incomplete applications may not be considered.

Keep a copy of your application and related documents as we are unable to return submitted documents.

#### **10. ASSESSMENT**

Applications will be evaluated against a set of assessment criteria as part of a competitive process.

Applications are assessed by a Grants Assessment Panel that may comprise Council officers experienced in each category as well as Councillors.

Information provided in your application will be assessed in terms of:

- a. compliance with eligibility criteria and the categories set by the Council for funding (incomplete or unsigned applications may not be considered);
- b. perceived public benefit of the project to the Gold Coast community (based on the information provided);
- c. applicant's capacity to manage the funds and the project, taking into account the acquittal report for any previous grants;
- d. compliance with statutory requirements;
- e. any alternative income or assistance that is available for the project;
- f. the applicants income;
- g. other assistance provided by Council in the same financial year;
- h. the budget is complete, realistic and provides value for money;
- i. the project responds to identified needs and emerging local issues;
- j. the contribution to be made to the project by the applicant; and
- k. stakeholder support.

Organisations applying for a grant must declare all income received, or likely to be received for the project, such as ticket sales, and applications for assistance from any government or non-government agency.

Only information that is contained in the application is assessed. Don't assume that Council knows about the particulars of your project or organisation.

Submitting an application is not a guarantee that your application will be funded.

The Community Grants Program is a competitive process and should not be relied on as a continual source of funding. Applications will be approved depending on available funds and number of applications. Council reserves the right to part-fund an application.

The number and the value of grants supported will be at the Council's discretion and will reflect the strength of the application and particular needs of the city. The Council's decision regarding funding allocations is final. There are no appeal mechanisms.

A report detailing eligibility and recommended funding allocations will be presented to the Council for consideration and approval.

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## **11. GRANT CONDITIONS**

Funds may only be used for the approved purpose and in accordance with any agreed terms and conditions. All terms and conditions will be determined by the Chief Executive Officer (or delegate) unless otherwise resolved by the Council.

### **Notification**

Applicants will receive written notification about the success of their grant application and confirmation of conditions.

### **Failure to Comply with Conditions**

Organisations that fail to comply with any condition of the grant may not be funded in future Council programs. If the recipient is unable to comply with the conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

### **Funding to be Spent in Year Awarded**

Funding provided must be fully spent in the financial year in which it is awarded.

### **Variation or Cancellation of Project**

If the recipient is unable to apply the funds for the agreed purpose due to variation or cancellation of the project (e.g. due to inclement or extreme weather), Council must be notified immediately. Written permission must be obtained from Council to vary projects.

### **Insurance**

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability), in relation to activities carried out by the applicant for the project event or activity.

The applicant is also responsible for ensuring a safe work environment in accordance with Workplace Health & Safety (WH&S) standards.

### **GST**

Generally GST does not apply to community grants.

Applicants must claim the funds within one month of notification by providing an invoice.

For advice on GST, contact your tax advisor, or the Australian Taxation Office on 13 72 26 or [www.ato.gov.au](http://www.ato.gov.au)

Recipients of Council grants are required to acknowledge the Council of the City of Gold Coast as a project supporter. Acknowledgment is required:

- in any relevant publicity;
- on the organisation's website;
- at appropriate functions; and
- in relevant documents such as newsletters and annual (financial year) reports.

Council's logo and appropriate signage is to be included on any relevant documentation in accordance with specified grant conditions.

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Where Council provides a significant contribution to a project, the Mayor, Divisional Councillor or a Council representative should be invited to attend relevant ceremonies or promotional activities.

### **Acquittal**

Recipients of grants in excess of \$2,000 must acquit funds within eight weeks of project completion using the Community Grants Program Acquittal Report form. This includes providing receipts, invoices and evidence of project expenditure, along with a report outlining activities that were conducted. It is recommended you keep all receipts for funds received. Council reserves the right to seek clarification of information supplied and to request additional information as deemed appropriate. Council may decline funding of future applications where it is not satisfied that the acquittal conditions have been satisfied.

Any unexpended funds must be returned to Council.

If applicants need to change or vary the project for which funds have been approved, please contact the Community Grants Administrator.

## **12. REPORTING**

The Program Manager will establish and maintain a record of all community grant funding to community organisations and provide an annual (financial year) report to the Council detailing the performance of the previous year's grants program.

## **13. CONTACT**

Community Grants Administrator

Phone: 5581 5240

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

Post: PO Box 5042  
GCMC QLD 9729

## **14. PRIVACY**

Council collects personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain customer information records. Applicant information is handled in accordance with the Information Privacy Act (Qld) 2009 and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. Council's current Privacy Statement will be detailed in the application form. For further information go to:

<http://www.goldcoast.qld.gov.au/privacy-81.html>.

## **15. OTHER COMMUNITY ASSISTANCE AVAILABLE FROM COUNCIL**

### **15.1 Regional Arts Development Fund (RADF)**

The RADF is a partnership program between Council and the Queensland Government which provides project based financial assistance to support professional and emerging artists and cultural development activities. For further details and application forms for RADF refer to Council's website.

### **15.2 Concessions for rates, fees and charges**

Subject to conditions, community organisations may be eligible to apply to Council for a concession on:

- general rates and charges (see Rate Donation, Infrastructure Charges and Development Application Fee Discount Policy);
- refuse disposal fees (see the Waste Disposal Fee Concession Policy or contact the Waste Management Section); or
- fees and charges relating to works on a Council reserve

For further details refer to Council's website.

### **15.3 Community halls**

Under certain conditions, community organisations may be eligible to use a Council community hall for a discounted rate. For further details refer to Council's website.

### **15.4 Divisional Donations Program**

Funding up to \$5,000 per project or activity per year aimed at supporting and stimulating projects that have a divisional rather than whole-of-city focus.

For details refer to Council's website or contact the relevant Councillor.

### **15.5 Mayoral Donations Program**

Funding up to \$5,000 per project or activity per year aimed at supporting and stimulating projects that have a whole-of-city focus.

For details refer to Council's website or contact the Office of the Mayor.

### **15.6 Seniors Week Grants**

Seniors Week Grants are part of the Community Grants Program. Council provides small grants to community organisations for activities that support Seniors Week during August each year. For further details refer to the Community Grants Program Procedure.

### **15.7 Active and Healthy Program**

Council's Active and Healthy Program provides support for events run by community organisations that encourage residents to lead active and healthy lifestyles. The type of events supported include health and lifestyle expos, local community events held in parks with a focus on family and children and events held during focus weeks, including Youth, Seniors and Heart Weeks. Application forms and further information are available on Council's website.

### **15.8 Interest Free Loans**

Council does not provide assistance to community organisations in the form of interest free loans.

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## **1. COMMUNITY FACILITY CONTRIBUTIONS PROGRAM OBJECTIVES**

The Community Facility Contribution Program provides financial contributions for the purposes of carrying out maintenance, renewal or capital works (improvements) to facilities on City-controlled land that support community, sport & recreational and educational activities.

## **2. KEY REQUIREMENTS & INFORMATION**

- a. This program provides for the allocation of funds for carrying out capital works, renewal and/or facility maintenance works on Council-controlled land occupied by not for profit, incorporated community organisations for the purposes of pursuing sport, recreational, cultural or educational interests and activities;
- b. Leaseholder organisations can request funding assistance either via the relevant asset custodian or Divisional Councillor;
- c. In assessing the potential allocation of funds, Council will have regard to its Leaseholder Sustainability Framework which has been implemented to raise the sustainability of the lease portfolio across the city. Asset custodians will prepare Divisional Leaseholder Sustainability Reports to the Council that will encompass:
  - i. current condition of facilities
  - ii. maintenance and renewal status
  - iii. current levels of organisational capacity and progress by organisations against their Sustainability Action Plan
  - iv. identified gaps in agreed levels of embellishment for facilities
  - v. current and future projected capacity levels of current sporting parks and projected future infrastructure requirements;
- d. The Council may either allocate funds to itself to carry out the works or allocate the funds to the relevant community organisation for it to carry out the works;
- e. All funding allocations will be made by way of a Council resolution;
- f. Where the Council allocates funds to a community organisation, a grant acquittal process will be administered by the relevant asset custodian.

## **3. LEASEHOLDER SUSTAINABILITY FRAMEWORK**

The Leaseholder Sustainability Framework (refer to attachment C1) has been implemented to assist community leaseholders to achieve more sustainable practice. Key objectives of this framework are:

- a. high levels of organisational capacity;
- b. well maintained leased assets; and
- c. evidence based future provision.

A key initiative of the framework is the provision to Councillors of Divisional Leaseholder Sustainability Reports to keep them informed in regard to the status of community facilities and the organisational capacity of leaseholders within their Division. The report provides detailed information relating to:

- a. current condition of facilities;
- b. maintenance and renewal status;
- c. current levels of organisational capacity and progress by organisations identified against their Sustainability Action Plan;
- d. identified gaps in agreed levels of embellishment for facilities;

- e. current and future projected capacity levels of current sporting parks and projected future infrastructure requirements.

The Council has endorsed the above framework as a mechanism to assist in determining the merit of a proposed/requested Community Facility Contributions.

#### **4. COMMUNITY FACILITY CONTRIBUTIONS PROCESS**

Contributions can be allocated to projects undertaken by Council or provided to community organisations for them to carry out the works.

Eligible organisations wishing to progress projects are advised to approach Council's Asset Custodian or the relevant Divisional Councillor to discuss their individual circumstances. An initial assessment by Council officers in consultation with the Divisional Councillor will then take place.

A Councillor Request is then raised to the relevant Asset Custodian, who will obtain any further documentation required and once received review the proposed contribution in regard to eligibility and assessment criteria.

If the proposed contribution meets the eligibility criteria, the Asset Custodian will provide advice relating to their assessment of the project to the Council via the Community Services Committee.

If the organisation or the project is ineligible the Councillor who raised the request and the relevant organisation will be advised of this fact and the reason(s) why the organisation and/or project is not eligible. Details will also be provided (if applicable) as to what is required for the organisation or project to become eligible.

The Asset Custodian will then work with the relevant organisation to meet these requirements including keeping the Divisional Councillor informed in regard to progress made.

Community Facility Contributions must be allocated in a way that is consistent with this Policy.

Due to the requirements of the Local Government Act (Local Government Principles), contributions for Capital Works (upgrades to current facilities or the development of new facilities) **cannot** be requested via the General Business Item process. This is due to the fact that this process does not provide sufficient time for a 'considered decision' of a capital works type project to be made.

All organisations which receive a Community Facility Contribution will be subject to a grant acquittal process.

#### **5. EMERGENCY REPAIRS OR MAINTENANCE**

**Under extreme circumstances** emergency contributions for maintenance, repairs relating to damage, or other similar circumstances can be made via the General Business Item process.

Please note: Contributions requested via the General Business Item process are still subject to the same conditions, eligibility and assessment process detailed in this procedure.

## 6. ELIGIBLE ORGANISATIONS

Organisations for which a Community Facility Contribution request is made must meet the following general eligibility criteria:

- a. have a current lease over City-owned or controlled land or;
- b. be a community organisation who is eligible for a Council lease;
- c. not have an outstanding debt to Council or if in debt to Council be in a current payment arrangement; and
- d. have provided the required acquittals for any previous Council assistance.

If the contribution is for **Capital Works** the organisation must also meet the following eligibility criteria:

- a. be identified as being a sustainable organisation after undertaking a Leaseholder Sustainability Audit;
- b. have no outstanding Maintenance and Renewal Program (MRP) works or rectification notices at the time of the request;
- c. have not received a Community Facility Contribution relating to a rectification notice in the past twelve (12) months.

## 7. ELIGIBLE PROJECTS

If the organisation is eligible to receive a Community Facility Contribution **the project** must then meet the following eligibility criteria.

- a. be conducted within the City of Gold Coast;
- b. be in the public interest of the Gold Coast community;
- c. aligned to the current Corporate Plan, long term asset management strategy, Leaseholder Sustainability Framework and the current Leased Facilities Asset Management Plan;
- d. be supported by the relevant Asset Custodian, Property Services, and the Department of Natural Resource and Mines or Education Training & Employment (if applicable).

If the organisation or the project is ineligible the Councillor who raised the Councillor Request or General Business Item will be advised of this fact and the reason(s) why the organisation and/or project is not eligible. The Councillor will also be provided with details (if applicable) as to what is required for the organisation or project to become eligible. The Asset Custodian will then work with the relevant organisation to meet these requirements and once achieved place the project on the Community Services Committee Agenda.

## 8. FURTHER ASSESSMENT CRITERIA FOR CAPITAL WORKS PROJECTS

Capital Works projects must also meet the following additional assessment criteria:

- a. be in response to a genuine identified community need and/or emerging issue;
- b. be compliant with any relevant regulations, policies, codes and standards;
- c. include a budget which is complete, realistic and the cost estimates and/or quotes provided display value for money;

- d. the organisation delivering the project has secured the necessary funding, can demonstrate the capability to manage the project, and has the capacity to maintain the new or improved facility.

### **9. COMMUNITY FACILITY CONTRIBUTION CONDITIONS**

Funds may only be used for the approved purpose and in accordance with any terms and conditions imposed by the City. If the recipient organisation is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council reserves the right to withdraw the contribution or seek the return of all or part of the funds.

Organisations that are offered Community Facility Contributions will be asked to confirm in writing that they agree to the terms and conditions of the funding.

It is the recipient's responsibility to obtain and maintain adequate insurance (including public liability not less than \$20 million), in relation to activities carried out by the organisation for the project.

Recipient organisations must ensure that all necessary building and other regulatory approvals are obtained and that all works are of a professional standard and carried out by suitably qualified persons.

The recipient is responsible for ensuring a safe work environment in accordance with the Work Health & Safety Act 2011 and relevant codes and standards.

### **10. NOTIFICATION AND PAYMENT**

Organisations will receive written confirmation that a Community Facility Contribution has been allocated, the payment method and all applicable terms and conditions. All requests for non-order payments will be accompanied by supporting documentation including copies of the Council resolution and approval letter signed by the recipient as accepting the terms and conditions of funding as a minimum.

### **11. ACKNOWLEDGEMENT OF ASSISTANCE**

Recipients of all Community Facility Contributions are required to acknowledge the City of Gold Coast as a supporter. Acknowledgment is required:

- a. in any relevant publicity;
- b. on the organisation's website;
- c. at appropriate functions;
- d. in relevant documents such as newsletters and annual (financial year) reports;  
and
- e. any signage within the organisation's premises.

Where Council provides a significant contribution to a project, the Mayor, Divisional Councillor or a Council representative should be invited to attend relevant ceremonies or promotional activities.

## **12. ACQUITTAL**

All organisations that receive a Community Facility Contribution will be subject to a grant acquittal process. This may include providing receipts, invoices and evidence of project expenditure, inspection of works, along with a report outlining activities that were conducted.

Once confirmation is received in regard to the terms and conditions a percentage of the contribution will be released to the organisation, with the amount to be negotiated on a case by case basis. In instances where multiple payments are to be made further release of funds may be subject to the satisfactory standard of works as determined by Council officers via a site inspection.

All unexpended funds must be returned to Council.

## **13. RECORDING OF CONTRIBUTIONS**

The Program Manager shall record all contributions approved/remitted in the corporate Register of Grants and Donations – to facilitate Council's reporting obligations under Section 189 of the *Local Government Regulation 2012*.

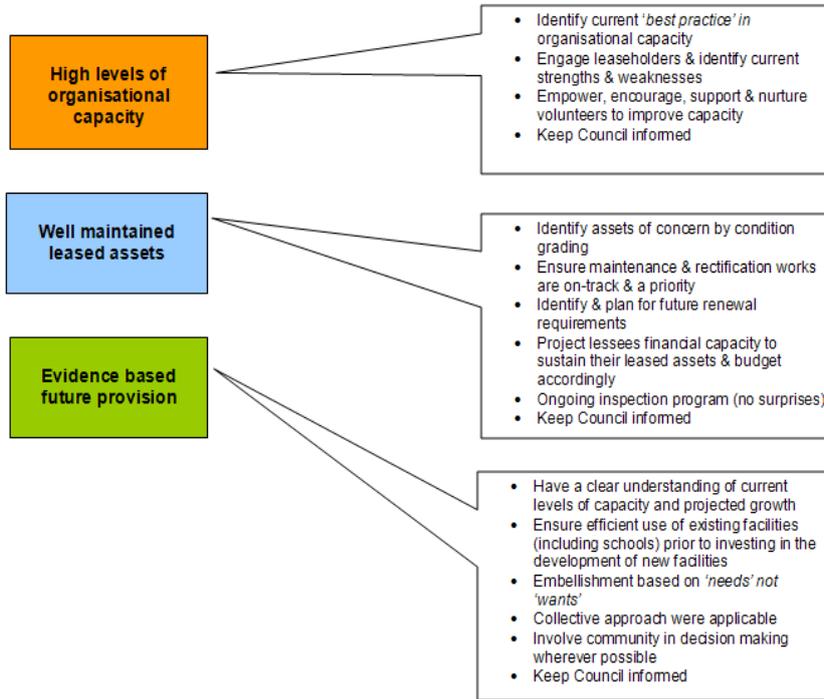
## **14. REPORTING**

The Program Manager will establish and maintain a record of all capital works and maintenance contributions to community organisations and provide an annual (financial year) report to the Council. The report will include details of funding provided to each community organisation and an assessment of grant program performance.

### Leaseholder Sustainability Framework

**AIM:** For all leaseholders to reach current 'Best Practice' in Governance, Program and Facility Management

#### Key Objectives



#### Key Actions

- Identify current 'best practice' in organisational capacity
  - Engage leaseholders & identify current strengths & weaknesses
  - Empower, encourage, support & nurture volunteers to improve capacity
  - Keep Council informed
- Identify assets of concern by condition grading
  - Ensure maintenance & rectification works are on-track & a priority
  - Identify & plan for future renewal requirements
  - Project lessees financial capacity to sustain their leased assets & budget accordingly
  - Ongoing inspection program (no surprises)
  - Keep Council informed
- Have a clear understanding of current levels of capacity and projected growth
  - Ensure efficient use of existing facilities (including schools) prior to investing in the development of new facilities
  - Embellishment based on 'needs' not 'wants'
  - Collective approach were applicable
  - Involve community in decision making wherever possible
  - Keep Council informed

#### Key Stakeholders

- Leaseholders
- State & Regional governing bodies
- Council Officers
- State Government Officers
- Councillors
- State Members
- DETE

#### Agreed values & behaviours

- Open & honest communication
- Listen to each others perspective
- Culture based on trust & respect
- All stakeholders work together toward agreed outcomes

## Community Grants Policy

### Attachment D - Procedure for Divisional Community Events & Local Promotions Program

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#### **1. COMMUNITY EVENTS & LOCAL PROMOTIONS PROGRAM OBJECTIVES AND DESCRIPTION**

This Program provides for Council to approve requests from Councillors for the allocation of funds from their divisional Local Area Works & Services budgets to incorporated community organisations, on both a cash and in-kind basis, to assist with the delivery of important community events within the city, events that the general public is invited to observe or participate in.

Council approves such allocations outside of its competitive programs on public interest grounds.

Community events are categorised as either Whole-of-City Community Events or Divisional Community Events (see below).

#### **2. KEY REQUIREMENTS & INFORMATION**

##### **Whole-of-City Community Events**

These are generally annual events that are deemed to deliver city-wide benefits to the community and are therefore eligible for funding through the annual (financial year) Community Grants Program. Notwithstanding any Community Grant funding provided by Council, individual Councillors may request approval for the allocation of additional funds to community organisations, on both a cash and in-kind basis, to assist with the delivery of such events, typically where such events are held in their Division.

##### **Divisional Community Events**

These are generally traditional events that are held annually across the city - that the general public is invited to observe or participate in. Events currently classified as Divisional Community Events are:

- Christmas carol events
- New Year's Eve events
- minor Australia Day events
- Anzac Day events
- Remembrance Day events
- sporting grand final events
- other like community events where the public is invited to observe or participate

##### **Local Promotions**

Local Promotions are defined as:

*An event or activity designed to promote a local precinct in which the Council collects Markets & Roadside Dining fees with a view to benefiting traders in such precinct.*

Local Promotions only apply to precincts in which Council collects Markets & Roadside Dining Fees, with a view to benefiting the traders that operate in such precincts (see Definitions section) – and where the Council has allocated an annual budget to fund such promotions.

Individual Councillors may request the Council to approve the allocation of funds, on both a cash and in-kind basis, to community organisations to assist in the delivery of such events. Requests may be made either via Full Council, the relevant Standing Committee or via the nominated officer delegate. The Chief Executive Officer holds delegated power to determine

## Community Grants Policy

### Attachment D - Procedure for Divisional Community Events & Local Promotions Program

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requests from individual Councillors to allocate funds to support Divisional Community Events up to and including \$10,000.

Requests for funding assistance from community organisations are assessed on their merits by the respective Divisional Councillor as and when received.

Recipients of grants in excess of \$2,000 are required to submit a completed Community Events & Local Promotions Program Acquittal Report to the Program Manager within eight weeks of the event.

#### **3. PROGRAM MANAGER**

The Manager of this Program is the Manager Council Support.

#### **4. APPLICATIONS**

Community organisations seeking financial assistance shall make application in writing to the respective Divisional Councillor.

#### **5. ELIGIBILITY**

Applicants must meet all of the following criteria:

- a. not-for-profit incorporated community organisation;
- b. can demonstrate the event will benefit residents of the Gold Coast;
- c. can clearly demonstrate that the organisation has the capacity to manage the event and to properly administer any funding or other assistance provided by Council;
- d. ensure that all permits and other approvals necessary for the event have been addressed and there is adequate insurance cover for the event;
- e. be free of debt to Council (excluding interest free loans);
- f. have submitted a funds acquittal report deemed satisfactory by Council for any previous funding.

**Note** - Individuals are not eligible

Subject to Council's discretion, the following organisations are not eligible for assistance:

- a. Precinct marketing and promotional entities (alliances);
- b. government or semi government organisations (except schools and educational institutions) (e.g. hospitals);
- c. organisations with a delinquent debt to Council (excluding interest free loans); and
- d. organisations that have not provided a funds acquittal report deemed to be satisfactory by Council.

#### **6. ASSESSMENT**

Applications from community organisations are assessed by the respective Divisional Councillor as and when received. Decisions by Councillors as to whether requests for funding support are progressed to Council for determination or not are final.

Applications for funding assistance will be assessed in terms of:

## Community Grants Policy

### Attachment D - Procedure for Divisional Community Events & Local Promotions Program

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- a. perceived public benefit of the event to the Gold Coast community (based on the information provided);
- b. community support for the event
- c. applicant's capacity to manage the funds and the event, taking into account the acquittal reports for any previous grants;
- d. other assistance provided by Council in the same financial year.

#### **7. CONDITIONS**

The Council, Chief Executive Officer (or delegate) may determine conditions to be imposed with any funds approval.

##### **Notification and Payment**

Applicants will receive written notification from the respective Divisional Councillor that the funding allocation has been approved, the payment method and all applicable terms and conditions. All requests for non-order payments will be accompanied by supporting documentation including copies of the Council resolution and approval letter signed by the recipient as accepting the terms and conditions of funding as a minimum.

##### **Recording of Funding Allocations (Donations)**

The Program Manager shall record all donations approved/remitted in the corporate Register of Grants and Donations – to facilitate Council's reporting obligations under Section 189 of the *Local Government Regulation 2012*.

##### **Failure to Comply with Conditions**

Organisations that fail to comply with any condition of the grant may not be funded in future Council programs. If the recipient is unable to comply with the conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

##### **Cancellation of Event or Promotion**

If the recipient is unable to apply the funds for the agreed purpose due to variation or cancellation of the event (e.g. due to inclement or extreme weather), Council must be notified immediately.

##### **Acknowledgement of the City**

Recipients of Council grants are required to acknowledge the Council of City of Gold Coast as a project supporter. Acknowledgment is required:

- in any relevant publicity;
- on the organisation's website;
- at the subject event; and
- in relevant documents such as newsletters and annual (financial year) reports.

Council's logo and appropriate signage is to be included on any relevant documentation in accordance with specified grant conditions. Where Council provides a significant contribution to an event, the Mayor or Divisional Councillor should be invited to attend relevant ceremonies or promotional activities.

## Community Grants Policy

### Attachment D - Procedure for Divisional Community Events & Local Promotions Program

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#### **Insurance**

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability), in relation to activities carried out by the applicant for the event.

The applicant is also responsible for ensuring a safe work environment in accordance with Work Health & Safety (WH&S) standards.

#### **GST**

Generally GST does not apply to community event or local promotion funding.

For advice on GST, contact your tax advisor, or the Australian Taxation Office on 13 72 26 or [www.ato.gov.au](http://www.ato.gov.au)

#### **8. ACQUITTAL OF FUNDS**

Recipients of grant funds in excess of \$2,000 are required to submit a completed Community Events & Local Promotions Program Acquittal Report to the Program Manager within eight weeks of the event. This includes providing receipts, invoices and evidence of project expenditure, along with a report outlining activities that were conducted. It is recommended that applicants keep all receipts for funds received. Council reserves the right to seek clarification of information supplied and to request additional information as deemed appropriate. Council may decline funding of future applications where it is not satisfied that the acquittal conditions have been met.

Any unexpended funds must be returned to Council.

#### **9. ELECTION PERIOD / CARETAKER PERIOD**

Generally, no funding allocations will be approved for Community Events during an election caretaker period. However, a Councillor may submit to Council that divisional funding should be allowed if the event or promotion meets one or more of the following criteria:

- there is little or no discretion to change the date of the Community Event or Local promotion to a date outside the caretaker period;
- the Community Event or Local Promotion is organised by a community organisation and is regularly held at the same time each year and is routinely supported through divisional funding; and
- the event or promotion meets the criteria defined in this Policy for a Community Event or Local Promotion.

Council shall determine whether any proposed funding will be allocated. The exercise of any officer's delegation is to be suspended during the caretaker period.

#### **10. REPORTING**

The Program Manager will establish and maintain a record of all community event funding to community organisations and provide an annual (financial year) report to the Council. The report will include details of funding provided to community organisations and an assessment of program performance.

## Community Grants Policy

### Attachment D - Procedure for Divisional Community Events & Local Promotions Program

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#### **11. CONTACT**

Council Support – Branch Support Administrator

Phone: 5581 6461

Email: [divdonations@goldcoast.qld.gov.au](mailto:divdonations@goldcoast.qld.gov.au)

Post: PO Box 5042

GCMC QLD 9729

#### **12. PRIVACY**

Council collects personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain customer information records. Applicant information is handled in accordance with the Information Privacy Act (Qld) 2009 and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to:

<http://www.goldcoast.qld.gov.au/privacy-81.html>.

# Community Grants Policy

## Attachment E - Procedure for One-off Donations Program

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### **1. ONE-OFF DONATIONS PROGRAM DESCRIPTION**

This Program provides for the Council to respond to community needs through making donations to incorporated community organisations outside of its competitive programs, where the Council considers it to be in the public interest to do so (see Section 5 below for public interest considerations). The Council considers matters falling into the following categories as eligible for such consideration:

- a. Financial assistance to community organisations that, for reason of circumstances applicable at the time, it determines to be in the public interest to support.
- b. Financial assistance to community organisations that manage Council facilities or assist with the delivery of community programs and services on its behalf, with all funds allocated to be acquitted. Recipients will be required to provide supporting information that substantiates the financial position of the organisation and the desired outcomes and benefits to the community.
- c. Financial assistance to community organisations in connection with lease establishment costs for occupation of Council leasehold land utilising funds from divisional Local Area Works & Services Budgets.
- d. Financial assistance to schools (and related parents and citizens organisations).
- e. Financial assistance to community organisations for projects eligible for funding under the Regional Arts Development Fund and related arts programs initiated from time to time (which are predominantly aimed at assisting individuals).
- f. Financial assistance to community organisations in connection with mutually beneficial partnerships which various directorates and/or branches enter in to from time to time and which contribute to the achievement of Council's strategic priorities.
- g. Financial assistance (annual rent Council receives from Telcos) to community organisations that occupy buildings on Council-owned or controlled land as compensation for the erection of ICT infrastructure on such buildings.
- h. In-kind assistance (garaging and maintenance of buses) to incorporated organisations providing transport services to people with a disability, as specifically resolved by the Council.
- i. Financial assistance (contribution to annual rent expenses) to Gold Coast Community Legal Centre and Advice Bureau, as specifically resolved by the Council.

### **2. PROGRAM MANAGER**

The Manager of this Program is the Manager Council Support.

### **3. APPLICATIONS**

For donations sourced from Mayoral and/or Divisional Local Area Works & Services allocations, applicant community organisations shall make application in writing to the Mayor or respective Divisional Councillor. For donations sourced from corporate operational budgets, applicant community organisations shall make application in writing to the relevant officer (where appropriate).

### **4. ELIGIBILITY**

Applicants must meet all of the following criteria:

- a. not-for-profit incorporated community organisation;
- b. can demonstrate the promotion will benefit residents of the Gold Coast;
- c. can clearly demonstrate that the organisation has the capacity to manage the project and to properly administer any funding or other assistance provided by Council;

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- d. ensure that all permits and other approvals necessary for the promotion have been addressed;
- e. be free of debt to Council (excluding interest free loans);
- f. have submitted a funds acquittal report deemed satisfactory by Council for any previous funding.

**Note** - Individuals are not eligible

Subject to Council's discretion, the following organisations are not eligible for assistance:

- a. Council-owned precinct marketing and promotional entities (alliances);
- b. government or semi government organisations (except schools and educational institutions) (e.g. hospitals);
- c. organisations with a delinquent debt to Council (excluding interest free loans); and
- d. organisations that have not provided a funds acquittal report deemed to be satisfactory by Council.

### **5. ASSESSMENT**

#### Public Interest Considerations

In considering whether the making of a donation outside of Council's competitive programs is in the public interest (or not), the Council (or delegate) may consider:

- whether there is sufficient justification to make the donation outside of Council's competitive programs;
- whether making the donation will set an undesirable precedent, potentially leading to an unsustainable number of applications and thereby de-valuing the competitive programs; and
- the perceived social, cultural and/or environmental benefits of the project or activity, having regard to competing interests and/or priorities.

Requests from community organisations for financial assistance sourced from Mayoral and/or Divisional Local Area Works & Services allocations are assessed on their merits by the respective Divisional Councillor as and when received, having regard to the above public interest considerations. Decisions by Councillors as to whether requests for funding support are progressed to Council for determination (or not) are final.

Where corporate funds are provided to community organisations through mutually beneficial partnerships which various directorates and/or branches enter in to from time to time, officers shall consider:

- a. perceived public benefit of the project to the community;
- b. community support for the project;
- c. applicant's capacity to manage the funds and the promotion, taking into account the acquittal reports for any previous grants;
- d. other assistance provided by Council in the same financial year.

### **6. CONDITIONS**

The Council, Chief Executive Officer (or delegate) may determine conditions to be imposed with any funds approval.

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**Notification and Payment**

Applicants will receive written notification from the respective Divisional Councillor that the donation has been approved, the payment method and all applicable terms and conditions. All requests for non-order payments will be accompanied by supporting documentation including copies of the Council resolution and approval letter signed by the recipient as accepting the terms and conditions of funding as a minimum.

**Recording of Donations**

The Program Manager shall record all donations approved/remitted in the corporate Register of Grants and Donations – to facilitate Council's reporting obligations under Section 189 of the *Local Government Regulation 2012*.

**Failure to Comply with Conditions**

Organisations that fail to comply with any condition of the donation may not be funded in future Council programs. If the recipient is unable to comply with the conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

**Cancellation of Project**

If the recipient is unable to apply the funds for the agreed purpose due to variation or cancellation of the project, Council must be notified immediately.

**Acknowledgement of the City**

Recipients of donations are required to acknowledge the Council of City of Gold Coast as a project supporter. Acknowledgment is required:

- in any relevant publicity;
- on the organisation's website;
- at the subject promotion; and
- in relevant documents such as newsletters and annual (financial year) reports.

Council's logo and appropriate signage is to be included on any relevant documentation in accordance with specified grant conditions. Where Council provides a significant contribution towards an event or ceremony the Mayor or Divisional Councillor should be invited to attend.

**Insurance**

It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability), in relation to activities carried out by the applicant for the promotion.

The applicant is also responsible for ensuring a safe work environment in accordance with Work Health & Safety (WH&S) standards.

**GST**

Generally GST does not apply to one-off donations.

For advice on GST, contact your tax advisor, or the Australian Taxation Office on 13 72 26 or [www.ato.gov.au](http://www.ato.gov.au)

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**7. ACQUITTAL OF FUNDS**

Recipients of funds in excess of \$2,000 are required to submit a completed One-off Donations Acquittal Report to the Program Manager within eight weeks of the commencement of the project. This includes providing receipts, invoices and evidence of project expenditure, along with a report outlining activities that were conducted. It is recommended that applicants keep all receipts for funds received. Council reserves the right to seek clarification of information supplied and to request additional information as deemed appropriate. Council may decline funding of future applications where it is not satisfied that the acquittal conditions have been met.

Any unexpended funds must be returned to Council.

**8. ELECTION PERIOD / CARETAKER PERIOD**

Generally, no funding allocations will be made for One-off Donations during an election caretaker period.

**9. REPORTING**

The Program Manager will establish and maintain a record of all community event funding to community organisations and provide an annual (financial year) report to the Council. The report will include details of funding provided to community organisations and an assessment of program performance.

**10. CONTACT**

Council Support – Branch Support Administrator  
Phone: 5581 6461  
Email: [divdonations@goldcoast.qld.gov.au](mailto:divdonations@goldcoast.qld.gov.au)  
GCMC QLD 9729

**11. PRIVACY**

Council will collect your personal information in accordance with the Local Government Act 2009 for the purpose of processing your grant application and for remaining in contact with you. Personal information will only be used by authorised officers within Council and will not be given to any other person or agency unless you have given us permission or we are required by law.

Council collects personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain customer information records. Applicant information is handled in accordance with the Information Privacy Act (Qld) 2009 and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to:

<http://www.goldcoast.qld.gov.au/privacy-81.html>.