

Community Grants Policy

DETAILS

Council Admin

Effective from:	31 August 2021	
Contact officer:	Executive Officer, Council and Councillor Support	
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File reference:	FN296/73	
eDRMS	Policy	A20882966
	Value Proposition	A41266665

OBJECTIVES AND MEASURES

Objectives	<ul style="list-style-type: none"> • Council of the City of Gold Coast (Council) demonstrates high standards of corporate governance in the administration of its grants programs. • Council administers its grants programs in a manner which aligns to Council's Corporate Plan and key City strategies. • Council uses its grants programs to respond to community issues and trends and to provide opportunities for social inclusion and community engagement. • Council ensures public confidence in the effective and efficient management of Council resources provided to grant recipients. • Council ensures transparent, fair and effective processes for decision making with its community grant programs. • Council's discretionary funds are administered in accordance with the discretionary funding provisions of the <i>Local Government Regulation 2012</i>.
Performance Measures	<ul style="list-style-type: none"> • Council properly reports on its grant activities within the Annual Report. • All grants are acquitted by recipients within the applicable timeframe. • Council complies with relevant legislative and regulatory requirements.
Risk assessment	Medium

POLICY STATEMENT

Council has established its funding programs under the Community Grants Policy (the policy) in order to support community organisations to meet changing community, social, environmental and economic objectives. This policy prescribes a high level of corporate governance in the delivery of these funding programs and Council's role in supporting the community through financial and in-kind support.

Council will conduct its funding programs under this policy in accordance with the legislative and regulatory regime applicable at the time and ensure that funding decisions are made in accordance with the Local Government Principles. The Standards to this policy prescribe eligibility criteria for each funding program and procedures to achieve consistency when assessing, monitoring and acquitting funding programs and administering Councillor's discretionary funds.

In accordance with Section 194 of the *Local Government Regulation 2012*, Council cannot give a grant to a community organisation in a way that is inconsistent with the provisions of this policy. Further, Council may only give a grant to a community organisation if the grant will be used for a purpose that is in the public interest and if the community organisation meets the criteria as set out in this policy. To ensure transparency and consistency in its community grant-making, Council will not determine a community grant via a General Business Item to a Standing Committee or Council.

The use of discretionary funds via the Discretionary Grants Program (Attachment E) may only be provided to a community organisation for a community purpose and in accordance with the provisions of this policy and as set out in the *Local Government Regulation 2012*.

Community Grants Policy

SCOPE

In scope

This policy applies to Council, Councillors, Council employees and all applicants for financial or in-kind grants made pursuant to this policy. This policy sets out eligibility criteria and program specific requirements in order for Council to consider, and community organisations to receive, a community grant.

Out of scope

There are a number of grant programs that are delivered by Council that due to the nature and intent of the program and/or grant recipients, are not considered to fall within the scope of this policy.

The programs below are delivered subject to a Council decision pursuant to Section 9 of the *Local Government Act 2009* and administered in accordance with the Local Government Principles contained within Section 4 of the *Local Government Act 2009*.

Subject to the terms and conditions of the programs listed below, a community organisation may apply and receive funding for these programs.

Grant Program	Program Description
Regional Arts Development Fund	<ul style="list-style-type: none"> Grant recipients can include community organisations. Focus on the development of the arts sector within the local government area.
Arts Organisations Triennial Funding Program	<ul style="list-style-type: none"> Grant recipients can include community organisations. Focus on the development of the arts sector within the local government area.
Music Business Improvement Grant Program	<ul style="list-style-type: none"> Grant recipients can include community organisations, however the program is focused on providing funding to businesses operating in the city. Provision of grants to musically focused entities in the city that in turn, provide support to Gold Coast based musicians and artists.
Creative Tourism Grants	<ul style="list-style-type: none"> Grant recipients can include community organisations. Provision of grants to support projects that are creatively or artistically focused and can demonstrate a reasonable level of tourism impact.
Nature Conservation Assistance Program	<ul style="list-style-type: none"> Grant recipients can include community organisations. Provision of grants to support the delivery of conservation programs on private land. This program is delivered pursuant to the provisions of the Nature Conservation Assistance Program Policy.
Partnership Program	<ul style="list-style-type: none"> Grant recipients can include community organisations. Provision of grants to encourage new and innovative events and programs that provide a high economic return to the local government area.
Local Promotions Program	<ul style="list-style-type: none"> Grant recipients are community organisations. A divisionally based funding program applicable only to those areas where roadside dining fees are collected and where Council has resolved to allocate an equivalent amount to those specific areas. The purpose is to provide a benefit to the area surrounding businesses from which roadside dining fees are collected via events and activations.
Residential Tree Scheme	<ul style="list-style-type: none"> The provision of residential trees to individuals and community organisations outside of an established community grants program is administered pursuant to the Council's Residential Trees Policy.

Community Grants Policy

REPORTING

All community grants approved pursuant to this policy will be published on Council's website. Council will also report on its support of community organisations in its Annual Report and a Register of Community Grants will be maintained by the Council and Councillor Support Branch which records the details of all grants made pursuant to this policy.

Discretionary Grants (i.e. the allocation of discretionary funds to a community organisation) determined by a Councillor pursuant to Attachment E will be published on Council's website within seven days of the notice of allocation being received by the Chief Executive Officer. Strict reporting obligations apply to the allocation of discretionary funds and penalties apply for non-compliance (see Council's Discretionary Funds Policy).

ALLOCATION OF GRANTS IN AN ELECTION YEAR

Community Events Grants, Discretionary Grants and Community Facility Grants Only

During the financial year in which a Council election is held, only the Divisional Allocation budget amount (inclusive of reprovisions) that is equivalent to the proportion of the year elapsed can be allocated up to the date of the election. For example, where an election is to be held in March, Divisional Allocations must not exceed 75% of allocated budget to the programs delivered under the Community Grants Policy (Community Events Grants, Discretionary Grants and Community Facility Grants Only), Council Events and Programs Policy and Local Area Works Policy.

Caretaker Period

During the caretaker period funds must not be committed from Divisional Allocation budgets. In addition, the exercise of any officer's delegation is to be suspended during the caretaker period.

Discretionary Grants

The allocation of Discretionary Grants must not take place for the period from 1 January in an election year until the end of the caretaker period.

CONFLICTS OF INTEREST

Any person included within the scope of this policy that has an actual, perceived or potential conflict of interest that arises in the determination of any individual grant application received from a community organisation is excluded from assessing that particular application and the Community Grants Conflict Register will record the particulars for self-exclusion. It is the responsibility of the program manager to update the Community Grants Conflict Register as required.

If a conflict of interest is considered present, the Councillor must manage the conflict of interest in accordance with the provisions of the *Local Government Act 2009*.

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DEFINITIONS

acquittal: An obligation of a community organisation to report to Council on the activities and expenditure of grant funding approved under this policy. All grants approved under this policy must be acquitted by the grantee.

allocation notice [For Discretionary Grants only]:

Section 202A of the *Local Government Regulation 2012*, requires that a Councillor must within seven days of allocating discretionary funds, give the Chief Executive Officer an allocation notice which must state:

- the amount allocated;
- the date the amount was allocated;
- the way the funds were allocated pursuant to Section 202(1);
- the name of the recipient community organisation; and
- the purpose for which the allocation was made, including sufficient details to identify how the funds were, or are to be, spent.

NB: An allocation notice given to the Chief Executive Officer triggers the requirement for the Chief Executive Officer to publish the allocation notice on Council's website within seven days of its receipt by the Chief Executive Officer and serves as the authority for a council employee to arrange payment of the discretionary grant.

availability notice [for Discretionary Grants only]:

Section 201B(4) of the *Local Government Regulation 2012*, requires that Council must make publicly available an availability notice within 20 business days of Council adopting its budget for the financial year. The availability notice must state:

- the amount budgeted by the Council for discretionary funds;
- how community organisations may apply for allocation of the funds; and
- all other information required under s201B of the *Local Government Regulation 2012*.

The availability notice will be published on Council's website.

application: a formal written submission from a community organisation seeking to be considered for a grant under this policy, which will be subject to review and assessment against relevant program criteria.

capital project: For the purposes of this policy, capital works includes preliminary design and consultancy costs as well as statutory and regulatory approvals associated with the development and delivery of a capital project.

caretaker period: Section 90A of the *Local Government Act 2009* provides, in effect, 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.

city – wide project: refers to a project intended to broadly benefit the whole of the city and its residents, as opposed to a project primarily intended to benefit an individual divisional area or its residents.

Examples of a city-wide project include an injured wildlife hotline or a community mental health program for children that will service the whole of the local government area.

community event grant: is a grant to one or more community organisations, for community organisation(s) to organise and deliver a community event. A community event must not restrict members of the public from attending the event.

Community Grants Policy

Community Grants Conflict Register: A register that is maintained by the policy owner that identifies instances of and the particulars associated with self-exclusion for the council employee from assessing a grant application due to a possible conflict of interest.

community grants report: A report written for Council's consideration pursuant to this policy which makes recommendations to Council regarding grant applications received under this policy. A community grants report will be presented via the relevant standing committee to Council on *generally* a quarterly basis.

community purpose: means for the purposes of this policy, a purpose that is in the public interest and achieves one or more of the following:

- (a) encourages physical or intellectual activity through participation in sporting, recreational, cultural and social pursuits;
- (b) fosters an understanding and appreciation of the City's heritage and cultural diversity;
- (c) promotes and encourages environmental protection and sustainability;
- (d) supports and builds relationships with disadvantaged or vulnerable groups in the community;
- (e) provides economic benefits to the region including promoting employment opportunities; and
- (f) encourages and promotes educational opportunities and initiatives and contributes to community wellbeing.

community organisation: Schedule 8 of the *Local Government Regulation 2012* defines a community organisation as an entity that carries on activities for a public purpose or another entity whose primary object is not directed at making a profit. For the purposes of this policy, a community organisation must be able to demonstrate it is a community organisation for the purposes of Schedule 8 of the *Local Government Regulation 2012* by either being:

- an association incorporated pursuant to the *Incorporated Associations Act (Qld) 1981*;
- a company incorporated pursuant to the *Corporations Act (Cth) 2001*; or
- a primary or secondary school pursuant to the *Education (General Provisions) Act 2006*; or
- an unincorporated association recognised by a government entity (for example, Neighbourhood Watch Associations that are recognised by the Queensland Police Service).

conflict of interest: a conflict between the public duty and private interests of a councillor, employee, contractor or volunteer in which the employee, contractor or volunteer has private interests which could improperly influence the performance of their official duties and responsibilities. A Councillor must manage any conflict of interest in accordance with Chapter 5A of the *Local Government Act 2009*.

Council: means Council of the City of Gold Coast.

Council employee: A person who is engaged by the Council of the City of Gold Coast (Council) pursuant to a contract of employment on a permanent or casual basis, or for a specified period of time or task as a Local Government Employee, Senior Executive Employee or Councillor Advisor.

Councillor: means a councillor of the Council of the City of Gold Coast (including the Mayor).

division: A division of the Gold Coast as gazetted by the Electoral Commission of Queensland.

Divisional Allocation: is the annual budget allocation determined by Council for the purposes of allocating funds to primarily divisionally focused projects, programs and events.

divisional project: A project primarily intended to benefit an individual divisional area or its residents.

Examples of a divisional project include a community garden or neighbourhood watch flyer drop.

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eligibility criteria: A set of predefined factors used to assess the eligibility of a grant application under this policy.

evaluation panel: A panel comprised of a minimum of three Council employees who, based on their relevant subject matter knowledge, review and score applications for a program under this policy. Evaluation panel members shall have equal grant score weighting for all eligible applications within a particular program. All evaluation panels (no matter the size) shall have one employee who represents the Office of the Mayor.

funding agreement: an agreement between Council and the grantee outlining the terms and conditions of a grant provided by Council.

Gold Coast: Gold Coast Local Government Area.

government bodies: Any Commonwealth, State or Local Government controlled or semi-controlled entity including but not limited to departments, agencies, institutions (including tertiary institutions), commissions, foundations and authorities. For the purposes of this policy, primary and secondary schools are not considered government bodies.

grant: Funding or in-kind support given to a community organisation for a specified purpose and subject to certain terms and conditions.

grantee: a community organisation that receives grant funds pursuant to a program delivered under this policy.

grant score: The per cent score that a grant application receives when assessed against relevant program criteria under this policy.

ineligible applicants: The following organisations are ineligible to apply for grant funding under this policy:

- Council's controlled entities;
- Placemakers Gold Coast Ltd;
- Gold Coast Education and Training Network Incorporated;
- Gold Coast Tourism Corporation Ltd;
- community organisations that receive funding raised via any special rate, separate levy or charge of Council (for example, Volunteer Fire Brigade Charge) in the same financial year in which an application for grant funding is received under this policy;
- political advocacy groups or those who provide political donations;
- government bodies (excluding primary and secondary schools);
- political parties, chambers of commerce, industry associations or body corporates;
- Any community organisation that has an overdue or incomplete acquittal for grant funding received under this policy.
- Any community organisation that has an outstanding debt to Council (for example rates or lease costs).

in-kind grant: The provision of a Council product or service to a community organisation as opposed to money. The value of an in-kind grant must not exceed \$250. The following in-kind grants can be provided to a community organisation by Council:

- Native tubestock from the City Nursery;
- Photocopying – maximum 1500 pages per request; and
- Hire costs associated with Council controlled land and buildings (for example, meeting room hire).

Community Grants Policy

Local Government Principles: pursuant to section 4(2) of the *Local Government Act 2009* are:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors and local government employees.

multiple year funding agreement: An agreement (subject to a Council resolution) to provide a resolved amount of grant funds for a specified number of years containing specific terms and conditions regarding project delivery and acquittal requirements.

NAIDOC Week: The annual celebration (generally in July) of the history, culture and achievements of Aboriginal and Torres Strait Islander peoples as nominated by the National Aborigines and Island Observance Committee (NAIDOC).

operational costs: The costs incurred by a community organisation in the ordinary course of business for example, insurance and electricity. A grant provided under this policy cannot include funding for staffing costs or reimbursement for other personal costs such as fuel or uniforms.

political donation:

section 113A (1) of the *Local Government Electoral Act 2011* defines a political donation as:

- (a) a gift made to or for the benefit of—
 - (i) a political party; or
 - (ii) a councillor of a local government; or
 - (iii) a candidate or group of candidates in an election;
- (b) a gift made to or for the benefit of another entity—
 - (i) to enable the entity (directly or indirectly) to make a gift mentioned in paragraph (a) or to incur electoral expenditure; or
 - (ii) to reimburse the entity (directly or indirectly) for making a gift mentioned in paragraph (a) or incurring electoral expenditure;
- (c) a loan from an entity other than a financial institution that, if the loan were a gift, would be a gift mentioned in paragraph (a) or (b).

program: A grants funding program that is specifically included in Council's community grants policy.

program manager: The program manager is responsible for overall program management and resourcing including coordination and management of budget allocation activities, collation of program relevant data for the annual report, acquittal management and preparation of grant documentation.

project: A service, event, activity, equipment purchase or other operational function for which a community organisation might seek assistance, pursuant to an application.

public interest: The extent to which service to and/or the wellbeing of the community will be enhanced through the funding of projects under this policy.

Register of Community Grants: A central register of all grants determined pursuant to this policy including:

- name of each community organisation;
- amount allocated;
- purpose of each allocation;
- date of allocation;
- acquittal status.

Community Grants Policy

Seniors Month: The annual celebration of Seniors Month which is coordinated by the Queensland Government's, Council on the Ageing. Seniors Month is intended to promote positive community attitudes towards older people and ageing, facilitate community participation and enhance community connections.

RELATED POLICIES AND DELEGATIONS

Code of Conduct for Employees Policy
Communication Guide Policy
Discretionary Funds Policy
Investigation (Inappropriate Conduct of Councillors) Policy
Managing Employee Conflicts of Interest Policy

Delegation No DE02110
Delegation No DE02467
Delegation No DE02468
Delegation No DE02470
Delegation No DE02471

LEGISLATION

Local Government Act 2009

Section 4 – Local Government Principles
Section 109 – Councillor's discretionary funds
Section 150D – Councillor code of conduct
Section 170 – Giving directions to local government staff
Section 257 – Delegation of local government powers

Local Government Electoral Act 2011

Section 113A – Meaning of political donation

Local Government Regulation 2012

Section 189 – Grants to community organisations and discretionary funds
(requirements for reporting expenditure on grants and councillor's discretionary funds
in Annual Report)
Section 194 – Grants to community organisations
Section 195 – Requirement to have a Community Grants Policy
Section 201B – Requirements for local government about discretionary funds
(notice of availability).
Section 202 – Requirements for councillors about discretionary funds
Section 202A – Requirements for notice of allocation

SUPPORTING DOCUMENTS

Attachment A - Community Grant Policy Requirements for Applicants
Attachment B - Standards for City-wide Grants Program
Attachment C - Standards for NAIDOC Week Grants Program
Attachment D - Standards for Seniors Month Grants Program
Attachment E - Standards for Discretionary Grants Program
Attachment F - Standards for Community Facility Grants Program
Attachment G - Standards for Community Event Grants Program
Attachment H - Standards for Catchment and Citizen Science Grants Program
Attachment I - Standards for Emergency and Extraordinary Grants Program

Corporate Plan

Community Grants Policy

RESPONSIBILITIES

Sponsor	Chief Operating Officer
Owner	Executive Officer, Council and Councillor Support

VERSION CONTROL

Document	Date	Approved	Amendment
A20882966 v33	31.08.21	GAF21.0825.007/G21.0831.051	Major changes
26453523 v31	25.08.20	GA20.0820.003/G20.0825.045	Minor changes
26453523 v30	28.07.20	GA20.0723.006/G20.0728.042/G20.0728.043	Major changes
26453523 v29	16.01.18	iSpot 67931206	Minor corrections
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 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	

Community Grants Policy

Attachment A – Community Grant Policy

Requirements for Applicants

PURPOSE

The requirements below apply to all community organisations that intend to submit an application to any program falling within the scope of this policy.

These requirements are to be read in conjunction with the relevant Program Standard within this policy. Please note, in the event of any inconsistencies, the relevant Program Standard takes precedence.

Application Submission			
1	<p>The following application limits apply to the grant programs under this policy:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>One application may be submitted per annum to each of the following programs:</p> <ul style="list-style-type: none"> • City-wide Grants Program • NAIDOC Week Grants Program • Seniors Month Grants Program • Discretionary Grants Program • Community Facility Grants Program • Catchment and Citizen Science Grants Program • Emergency and Extraordinary Grants </td> <td style="width: 50%; vertical-align: top;"> <p>Two applications may be submitted per annum to the Community Event Grants Program.</p> <p>Four in-kind grant requests may be submitted per annum for in-kind grants provided pursuant to this policy.</p> </td> </tr> </table>	<p>One application may be submitted per annum to each of the following programs:</p> <ul style="list-style-type: none"> • City-wide Grants Program • NAIDOC Week Grants Program • Seniors Month Grants Program • Discretionary Grants Program • Community Facility Grants Program • Catchment and Citizen Science Grants Program • Emergency and Extraordinary Grants 	<p>Two applications may be submitted per annum to the Community Event Grants Program.</p> <p>Four in-kind grant requests may be submitted per annum for in-kind grants provided pursuant to this policy.</p>
<p>One application may be submitted per annum to each of the following programs:</p> <ul style="list-style-type: none"> • City-wide Grants Program • NAIDOC Week Grants Program • Seniors Month Grants Program • Discretionary Grants Program • Community Facility Grants Program • Catchment and Citizen Science Grants Program • Emergency and Extraordinary Grants 	<p>Two applications may be submitted per annum to the Community Event Grants Program.</p> <p>Four in-kind grant requests may be submitted per annum for in-kind grants provided pursuant to this policy.</p>		
2	<p>Applicants must:</p> <ul style="list-style-type: none"> • operate within the Gold Coast; • deliver projects that benefit residents of the Gold Coast; • propose a project that will be delivered within the Gold Coast; • have an adequate level of public liability insurance for the project (where appropriate); • appropriately acknowledge Council's contribution to the project (noting that where Council's contribution exceeds 50% of the project budget, additional acknowledgement requirements will apply); and • not be an ineligible applicant (see definitions). 		
3	Late applications will not be accepted for any program under this policy.		
4	Council may, at its discretion, transfer an application to another program under this policy for consideration without notice to the applicant. The transferred application will be determined under the provisions of that program.		
Application Scoring and Assessment			
5	<p>All applications received pursuant to this policy are assessed in accordance with the following process:</p> <ol style="list-style-type: none"> 1. Application submitted. 2. Application assessed for eligibility against policy and relevant Program Standard. 3. Application reviewed and scored by evaluation panel (Program Standards B, C, D, F and H only). 4. Moderation session held to prepare grant funding recommendations (Program Standards B, C, D, F and H only). 5. Grant funding determined by Council or its delegate. 6. Funding awarded and application advised (successful / unsuccessful). 7. Applicant to acquit grant funding. 		
6	Council or its delegate, may determine, at its discretion, to partially fund an application.		
7	All applications received under this policy will be assessed against the relevant program standard, and where relevant, will also be assessed by the evaluation panel using program specific scoring criteria.		

Community Grants Policy
Attachment A – Community Grant Policy
Requirements for Applicants

	<p>Please note, grant scoring only applies to the following programs:</p> <ul style="list-style-type: none"> • City-wide Grants • NAIDOC Week Grants • Seniors Month Grants <p>In determining recommendations to Council, the evaluation panel will, where a program under this policy has been oversubscribed, use the following scale as a guide in recommending partial funding:</p> <ul style="list-style-type: none"> • <i>Grant Score 70 - 100 – 100% funding</i> • <i>Grant Score 65 - 69 – 75% funding (except for applications that indicate that the project cannot be delivered with partial funding)</i> • <i>Grant Score 60 – 64 – 50% funding (except for applications that indicate that the project cannot be delivered with partial funding)</i> • <i>Grant Score 51 – 59 – 25% funding (except for applications that indicate that the project cannot be delivered with partial funding).</i> • <i>Remaining funds are divided equally across all partially funded applications.</i>
8	Grants recommendations will be rounded to the nearest \$1.00 and any remaining funds from the relevant program budget will be split equally across all partially funded applications.
9	Applications that receive a minimum grant score of less than 50% will not be eligible to receive funding under this policy.
Community Organisations	
10	<p>The following organisations are considered to be ‘community organisations’ provided that the entity carries on activities for a community purpose and is not an entity whose primary object is directed a making a profit:</p> <ul style="list-style-type: none"> • incorporated associations; • companies limited by guarantee (provided Constitution confirms not for profit objects and no distribution of proceeds to members); • Unincorporated Associations (where endorsed by a State or Federal Body for example, Neighbourhood Watch being recognised by the Queensland Police Service) • primary and secondary schools. <p>The following persons / organisations are not eligible for funding under this policy:</p> <ul style="list-style-type: none"> • individuals; • commercial businesses; • informal or unincorporated community organisations; and • ineligible applicants (see definitions).
Projects	
11	<p>Applications will not be considered where:</p> <ul style="list-style-type: none"> • the project budget includes salaries or other personal costs such as fuel reimbursement; • the project includes capital improvements on non-Council owned or controlled land or land that is not owned by the applicant; • where the project proposes the provision of a financial benefit to an individual. Examples of individual benefits include: <ul style="list-style-type: none"> ○ gift vouchers; ○ reimbursement for personal costs (e.g. fuel); ○ uniforms; ○ care packs / hampers; ○ participant registration costs; and ○ subsidy programs (for example, pet desexing vouchers).

Community Grants Policy
Attachment A – Community Grant Policy
Requirements for Applicants

12	City-wide vs. divisional projects: Applicants must ensure that the city-wide or divisional benefit of the project is clearly defined to ensure that the application can be progressed. See definitions for City-wide project and divisional project.
13	The following projects will not be eligible for funding under this policy: <ul style="list-style-type: none"> • projects already funded from other Council sources; • projects that propose the repayment of a debt; • projects that propose an event where the sole purpose is fundraising for transfer of a benefit to a third party; • be for capital projects on privately owned land (for example, solar panels on private property); and • projects that have already commenced prior to receiving the funding agreement.
14	Applicants must be able to complete the project within twelve months of the date of approval of the application via Council or its delegate.
Acquittal Requirements	
15	<ul style="list-style-type: none"> • All grants provided under this program must be acquitted by 30 June in the financial year that the grant is awarded or in accordance with the funding agreement. • An applicant will be required to demonstrate how Council was appropriately acknowledged in the delivery of the project. • Any unspent or un-acquitted funds must be returned to Council with the acquittal report. • Written permission must be obtained from Council (or its delegate) prior to any variation to the project for which grant funding was received.
In-Kind Grants	
16	<ul style="list-style-type: none"> • A community organisation may submit a maximum of four in-kind grant requests per annum. • Council may provide a community organisation with a maximum of four in-kind grants per annum. See definitions for types of in-kind grants available. • Requests for in-kind grants should be directed to the relevant divisional office in the first instance, i.e. Division#@goldcoast.qld.gov.au. • The value of an in-kind grant must not exceed \$250.00. • In-kind grants for photocopying must not exceed 1500 pages per request. • In-kind grants are subject to approval by Council or its delegate and the value of the grant must be charged to the relevant divisional project number for in-kind grants.

Community Grants Policy

Attachment B – Standards for City-wide Grants Program

PURPOSE

The City-wide Grants Program is allocated funding each financial year to support community organisations to deliver projects that will broadly benefit the whole of the city and its residents, as opposed to a project primarily intended to benefit an individual divisional area or its residents.

Funding for this program is allocated by Council resolution and one funding round is run per financial year.

Please read these program standards in conjunction with Attachment A: Community Grant Policy Requirements for Applicants

Additional Program Requirements	
Rounds	1 round per annum Opening – 1 July Closing – 31 July
Ineligible Applicants	Schools and other educational providers are ineligible to apply for grant funding under this program (see Attachment E – Discretionary Grants Program).
Ineligible Applications	Projects seeking funding to undertake capital projects on Council owned or controlled land (see Attachment F – Community Facility Grants).
Project Requirements	Applicants must be able to demonstrate that the project will benefit the city and its residents, as opposed to a delivering a divisionally focused benefit.
Minimum Grant Amount	\$500* per project
Maximum Grant Amount	<p>Minor Grants – up to \$2,500*</p> <ul style="list-style-type: none"> • Category 1 - Active Communities • Category 2 - Culture and Heritage • Category 3 - Environment <p>Major Grants – up to \$20,000*</p> <ul style="list-style-type: none"> • Category 1 - Active Communities • Category 2 - Culture and Heritage • Category 3 - Environment <p>Special Funding – up to \$150,000* per annum for:</p> <ul style="list-style-type: none"> • large city-wide events; • Emergency and critical community services; and • Other (Council-supported community initiatives delivered by community organisations). <p><i>*Council may, at its discretion, determine to either increase the maximum grant amount or offer an applicant multiple year funding under this program.</i></p>
Acquittal Requirements	All grants provided under this program must be acquitted by 30 June in the financial year that the grant is awarded or in accordance with the funding agreement.
Grant Approval Process	Council resolution (Community Grants Report to Governance, Administration and Finance Committee).
Funding Source	Program funding determined by Council at budget adoption.
Program Manager	Executive Officer, Council and Councillor Support

Community Grants Policy
Attachment C – Standards for NAIDOC Week Grants
Program

PURPOSE

The NAIDOC Week Program is allocated funding each financial year to support community organisations to deliver projects that celebrate NAIDOC Week.

Funding for this program is allocated by Council resolution and one funding round is run per financial year. Applications submitted via this program should propose projects that will celebrate NAIDOC Week (see definitions).

Please read these program standards in conjunction with Attachment A: Community Grant Policy Requirements for Applicants.

Additional Program Requirements	
Rounds	1 round per annum Opening – 1 January Closing – 31 January
Minimum Grant Amount	\$500 per project
Maximum Grant Amount	\$5,000 per project
Acquittal Requirements	All grants provided under this program must be acquitted by 30 June in the financial year that the grant is awarded or in accordance with the funding agreement.
Grant Approval Process	Council resolution (Community Grants Report to Governance, Administration and Finance Committee).
Funding Source	Program funding determined by Council at budget adoption.
Program Manager	Executive Officer, Council and Councillor Support

Community Grants Policy
Attachment D – Standards for Seniors Month
Grants Program

PURPOSE

The Seniors Month Program is allocated funding each financial year to enable community organisations with an opportunity to promote positive community attitudes towards older people and ageing, facilitate community participation and enhance community connections through delivering projects that celebrate Seniors Month (see definitions).

Please read these program standards in conjunction with Attachment A: Community Grant Policy Requirements for Applicants

Additional Program Requirements	
Rounds	1 round per annum Opening – 1 January Closing – 31 January
Minimum Grant Amount	\$500 per project
Maximum Grant Amount	\$5,000 per project
Acquittal Requirements	All grants provided under this program must be acquitted by 30 June in the financial year that the grant is awarded or in accordance with the funding agreement.
Grant Approval Process	Council resolution (Community Grants Report to Governance, Administration and Finance Committee).
Funding Source	Program funding determined by Council at budget adoption.
Program Manager	Executive Officer, Council and Councillor Support

Community Grants Policy

Attachment E – Standards for Discretionary Grants Program

PURPOSE

The Discretionary Grants Program is allocated funding each financial year to support community organisations to deliver projects primarily intended to benefit an individual divisional area or its residents. Funding for this program is allocated via one funding round per financial year.

Funds administered under the Discretionary Grants program are considered to be discretionary funds pursuant to section 109 of the *Local Government Act 2009* and section 202 of the *Local Government Regulation 2012*. Discretionary funds are budgeted for a community purpose and allocated by the Councillor at the Councillor's discretion. Under this policy, a Councillor may only use their budgeted discretionary funds to allocate a grant to a community organisation for a community purpose.

Please read these program standards in conjunction with Attachment A: Community Grant Policy Requirements for Applicants

Additional Program Requirements	
Rounds	1 round per annum The Discretionary Grants Program will open after the finalisation of the City-wide Grants Program annually, with dates to be published on Council's website.
Project Requirements	Applicants must be able to: <ul style="list-style-type: none"> • demonstrate that the project is for a community purpose; • propose a project that will primarily benefit an individual divisional area; and • have applied for funds in the way stated in the availability notice.
Ineligible Projects	Projects must not be for capital projects on Council owned or controlled land (excluding repairs and maintenance).
Minimum Grant Amount	\$250 per project
Maximum Grant Amount	\$10,000 per project
Acquittal Requirements	All grants provided under this program must be acquitted by 30 June in the financial year that the grant is awarded or in accordance with the funding agreement.
Discretionary Fund Allocation Requirements	<ul style="list-style-type: none"> • Allocation notice requirements apply. • Councillors who fail to comply with allocation notice requirements for allocation of discretionary funds risk penalty of up to 10 penalty units – Section 202A of the <i>Local Government Regulation 2012</i>. • Council's Discretionary Funds Policy provides specific guidance regarding discretionary funds.
Grant Approval Process	Allocated at a Councillor's discretion pursuant to 'Allocation Notice' requirements.
Funding Source	<ul style="list-style-type: none"> • Divisional Allocation Funds • Program funding determined in accordance with Section 201B(2) and (5) of the LGR and Council's Discretionary Funds Policy.
Program Manager	Executive Officer, Council and Councillor Support

Community Grants Policy

Attachment F – Standards for Community Facility Grants Program

PURPOSE

The Community Facility Grants Program is allocated funding each financial year to support community organisations to deliver capital projects on Council controlled land where a community organisation holds a lease or licence with Council. Applications for community facility grants are received via an ongoing application process.

Upon receipt of an application by Council, it will be assessed against the relevant eligibility criteria as developed by the program manager. If the application meets the relevant eligibility criteria, it will be assessed by the evaluation panel.

Recommendations for community facility grants will be made by the evaluation panel to the delegated officer or to Council via the community grants report. Council (or its delegate) will resolve to enter into a funding agreement with successful applicants which will set out the terms and conditions for each community facility grant.

Please read these program standards in conjunction with Attachment A: Community Grant Policy Requirements for Applicants.

Additional Program Requirements	
Eligible Applicants	Applicants must: <ul style="list-style-type: none"> hold (or have approval from Council to hold) a lease or licence over Council controlled land; not have any outstanding maintenance works or rectification notices pursuant to any leasehold interest over Council controlled land.
Capital Project Requirements	Applicants must be able to demonstrate that the project can be delivered within the timeframe and budget proposed in the community organisation's application.
Ineligible Capital Projects	Projects must not be for the funding of operational costs.
Minimum Grant Amount	\$5,000 per project
Maximum Grant Amount	\$250,000 per project
Acquittal Requirements	All grants provided under this program must be acquitted by 30 June in the financial year that the grant is awarded or in accordance with the funding agreement.
Community Facility Program Procedures	<ul style="list-style-type: none"> Applications for community facility grants can be approved under delegation up to a limit of \$20,000 per project. In making the assessment as to the merits of the application the evaluation panel or delegated officer may consult with the relevant Divisional Councillor. Any consultation with the relevant Divisional Councillor is informative only and is not to be of itself determinative of the final decision of the delegate or recommendation of the evaluation panel.
Grant Approval Process	CEO delegation (\$20,000 per community facility grant). For grants in excess of \$20,000, Council resolution (Community Grants Report to Governance, Administration and Finance Committee).
Funding Source	Divisional Allocation funding (including funding of this program) is determined at budget adoption.
Program Manager	Coordinator, Recreational Services

PURPOSE

The Community Event Grants Program is funded from Divisional Allocation funds and is intended to assist community organisations to deliver community events that are open to the public and benefit the residents of the Gold Coast. Funding for this program is allocated by Council (or its delegate) and requests for community event grants are received via an ongoing application process.

Upon receipt, an application for a community event grant will be assessed against the eligibility criteria as developed by the program manager. If the application meets the eligibility criteria the application may be approved by the delegated officer or a recommendation made to Council via the community grants report.

Please read these program standards in conjunction with Attachment A: Community Grant Policy Requirements for Applicants

NB: If an applicant submits an application under this program to more than two divisions for the same or a similar event, the application will be referred to the City-wide Grants Program (Attachment B) for consideration.

Additional Program Requirements	
Event Requirements	Applicants must be able to: <ul style="list-style-type: none"> • demonstrate that the event is open to the public to attend; • demonstrate that the primary purpose of the event is a general community benefit and not to benefit the community organisation itself (e.g. an annual awards night would not be eligible for grant funding); • demonstrate that the event will benefit residents of the Gold Coast; • deliver the event within twelve months of grant approval.
Ineligible Events	Events must not restrict members of the general public from attending the event.
Minimum Grant Amount	\$250 per event
Maximum Grant Amount	\$50,000 per event
Acquittal Requirements	All grants provided under this program must be acquitted by 30 June in the financial year that the grant is awarded or in accordance with the funding agreement.
Community Event Program Procedures	<ul style="list-style-type: none"> • Applications for community event grants can be approved under delegation up to a limit of \$20,000 per event. • In making the assessment as to the merits of the application the delegated officer may consult with the relevant Divisional Councillor. • Any consultation with the relevant Divisional Councillor is informative only and is not to be of itself determinative of the final decision of the delegate.
Grant Approval Process	CEO delegation (\$20,000 per community event). For grants in excess of \$20,000 per event, Council resolution (Community Grants Report to Governance, Administration and Finance Committee).
Funding Source	Divisional Allocation funding (including funding of this program) is determined at budget adoption.
Program Manager	Executive Officer, Council and Councillor Support

Community Grants Policy
Attachment H – Standards for Catchment and
Citizen Science Grants Program

PURPOSE

The Catchment and Citizen Science Grants Program is allocated funding each financial year to foster community understanding about water catchment health and to encourage community participation in on-ground actions that improve the condition of water environments across the Gold Coast.

Funding for this program is allocated by Council resolution and the program runs one funding round per financial year.

Please read these program standards in conjunction with Attachment A: Community Grant Policy Requirements for Applicants.

Additional Program Requirements	
Rounds	1 round per annum Opening – 1 July Closing – 31 July
Project Requirements	Applicants must propose a project that falls within one of the following four categories: <ul style="list-style-type: none"> • Citizen Science • Landcare Activities • Environmental Events • Waterway Litter Clean Ups
Ineligible Projects	Projects must not be for capital projects on Council owned or controlled land.
Minimum Grant Amount	\$500 per project
Maximum Grant Amount	\$30,000 per project
Acquittal Requirements	All grants provided under this program must be acquitted by 30 June in the financial year that the grant is awarded or in accordance with the funding agreement.
Grant Approval Process	Council resolution (Community Grants Report to Governance, Administration and Finance Committee).
Funding Source	Program funding determined by Council at budget adoption.
Program Manager	Coordinator, Catchment Management Unit

Community Grants Policy

Attachment I – Standards for Emergency and Extraordinary Grants Program

PURPOSE

The Emergency and Extraordinary Grants Program is allocated funding each financial year to provide an emergency or extraordinary source of grant funding for community organisations who meet the program requirements.

Applications for funding under this program will only be considered if a community organisation can demonstrate that the requirement for funding was unforeseen and therefore warrants consideration by Council (or its delegate) outside of its competitive funding programs.

Please read these program standards in conjunction with Attachment A: Community Grant Policy Requirements for Applicants

Additional Program Requirements	
Project Requirements	Applicants must: <ul style="list-style-type: none"> demonstrate that the requirement for the grant has arisen due to emergency or extraordinary circumstances; not have received an emergency or extraordinary grant from Council within the previous twelve months; demonstrate why a competitive grant application cannot be submitted via other programs under this policy.
Ineligible Projects	Projects must not be: <ul style="list-style-type: none"> funded under another program within this policy; part of the ordinary course of operations or business of the community organisation.
Minimum Grant Amount	\$500 per project
Maximum Grant Amount	\$5,000 per project
Acquittal Requirements	All grants provided under this program must be acquitted by 30 June in the financial year that the grant is awarded or in accordance with the funding agreement.
Grant Approval Process	CEO delegation or Council resolution (Community Grants Report to Governance, Administration and Finance Committee).
Funding Source	Program funding determined by Council at budget adoption.
Program Manager	Executive Officer, Council and Councillor Support