

Grants to Community Organisations Policy

Policy Details

Directorate:	Community and Lifestyle
Branch:	Office of the Director
Responsible Manager:	Community Development Manager
Date adopted:	19/02/2020 (minute number 9/2020) Amended 27/7/2022 (minute number 69/2022)
Date for review:	4 years from the date of adoption or date of last review
Legislative basis:	<i>Local Government Act 2009</i> Local Government Regulation 2012
Related Documents - forms and procedures	Community Benefit Fund Policy (DM: 13145389) Community Project Grants Applicant Guideline (DM: 12970715) Regional Arts Development Fund (RADF) (DM: 13446867) Community Events Funding Program - Minor Grants Procedure (DM: 13450918) Active People – Travel Assistance Guidelines (DM: 10108206) Active People - Club Equipment Guidelines (DM: 12232804) Active Spaces - Maintenance Guidelines (DM: 12231795) Active Spaces – Upgrade/New Facility Guidelines (DM: 10192419) Active Organisations – Grant Writer Guidelines (DM: 10326168) EnviroGrants Guidelines (DM: 13433268) Environmental Levy Policy (DM: 6057976) Signing of EnviroGrants Agreements Delegation of Authority (DM: 8744496 and DM: 8431286)

1. Policy Purpose

To provide corporate guidelines on the provision of grants and subsidies to community organisations, and to meet the requirements of section 195 of the Local Government Regulation 2012 which requires Council to prepare and adopt a policy about local government grants to community organisations, which includes the criteria for a community organisation to be eligible for a grant from the local government.

2. Scope

This policy applies to all Councillors, employees and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual.

For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors.

3. Policy Statement

This policy sets out the minimum requirements that any Council grants to community organisations must comply with to ensure that Council complies with the requirements of the *Local Government Act 2009*.

To receive a grant from Council, a community organisation must be able to meet the following eligibility criteria:

- (a) Applicants must not have overdue debts with Council (unless a specific grants program has alternate arrangements in place to manage overdue debts).
- (b) Political parties are ineligible for funding.
- (c) Requests must be for non-profit community based purposes (unless permitted under a particular grants program).
- (d) The request must meet the community purpose requirements specified in this policy, as well as any additional requirements under a specific grants program.
- (e) The applicant must have, or will ensure, that all permits and other approvals relating to the funding application are addressed and that there is adequate insurance to cover the project.
- (f) Funding recipients are required to provide proof of use of the funding for the prescribed purpose. This proof will involve producing receipts or bank statements verifying expenditure of the funds, along with the completion of an evaluation form (unless an evaluation form is not required under a particular grants program).
- (g) The applicant must spend and acquit any approved funds within eight (8) weeks of the event/funding purpose.
- (h) If the funding is not fully acquitted within eight (8) weeks of the event/funding purpose the recipient must return the allocated funding.
- (i) Where funding is not acquitted as described above, applicants will be ineligible to receive further funding from Logan City Council.
- (j) Where acquittal requirements are not met Council reserves the right to commence a debt recovery process.
- (k) The applicant is to disclose other grant applications for the same purpose that were successfully funded by Council or are currently under consideration by Council.
- (l) Applications will only be accepted in the format specified by each individual grant program, and only complete applications will be considered.
- (m) Applicants are required to give permission for Council to use the grant information for promotional and public information, including (where deemed appropriate by Council) the use of photographs, publications, annual reports and placement of permanent ceremonial plaques acknowledging Council's financial contribution.
- (n) If one of the foregoing criteria cannot be met, a community organisation may seek special consideration by contacting the relevant Council branch administering the grant to apply for exceptional circumstances or special consideration under the relevant grant guidelines (not applicable to Community Benefit Fund).

- (o) Successful applicant's details, including the name of community organisation, amount and purpose of grant, will be published on Council's website and displayed on Council's public noticeboard when required under the *Local Government Act 2009*.

4. Definitions

The following definitions apply to this policy and the associated procedure.

TERM	DEFINITION
Community organisation	As defined in the dictionary schedule of the Local Government Regulation 2012, community organisation means: (a) an entity that carries on activities for a public purpose; or (b) another entity whose primary object is not directed at making a profit. N.B Schedule 1 of the Acts Interpretation Act 1954 defines "entity" to include a person and an unincorporated body.
Community purpose	For the purpose of this policy, "community purpose" is defined as activities that: (a) encourage a vibrant, engaged and resilient community (b) build on the strengths in the local community (c) value local collaboration and partnerships (d) encourage participation in community life and foster social cohesion (e) promote and encourage environmental protection and sustainability (f) support our city vision of 'Innovative, Dynamic, City of the Future' (g) support Council's Corporate Plan priorities
Councillor	All elected representatives including the Mayor.
Employee	Any person employed directly by Logan City Council regardless of their employment status, and contractors undertaking duties on behalf of Council.

Document Control

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Amendment History

Version Number	Description of Change	Author / Branch	Date
1.0	Original version	Corporate Governance	19 February 2020
2.0	Review 2022	Corporate Governance	27 July 2022