



Blackall-Tambo

Regional Council

Community Grants & Support Policy

Policy Number: Stat 48	Effective Date: 18.9.2024
Version Number: One	Review Date: 30.6.2025
Policy Compiled by: Group Manager Customer and Council Support Services	
Policy Approved by: Director of Organisational Performance	

1. PURPOSE

The purpose of this Community Grants and Support Policy is to establish a framework for the consistent and transparent administration of community grants, fee reduction, in-kind assistance, donations and sponsorship to support initiatives which address community, economic, social and environmental outcomes for the Blackall-Tambo Regional Council.

This policy is to guide the administration of Council's grants programs so that the grants:

- assist Council to achieve its strategic goals and identified key initiatives as outlined in the Corporate Plan;
- align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which state that the grant will be used for a purpose that is in the public interest and meets the criteria stated in the local government's community grants policy (*Local Government Regulation 2012, s194A (a) (i) (ii)*).
- This policy is to be read in conjunction with any supporting guidelines and grant procedures for specific funding programs.

The grants program aims to provide limited in-kind assistance in relation to the development of a program, project and/or activity. It is not intended to be relied upon as a primary source of support. Council encourages co-support from other sources.

This policy does not apply to individuals or to commercial organisations.

2. SCOPE

This policy applies to all Blackall-Tambo Regional Council staff and Councillors responsible for the administration, assessment and approval of received applications and all community groups that wish to apply for support the Council's grants programs which includes the following programs:

- Fee Reduction / Waiving
- In-kind Assistance
- Sponsorship / Donations

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- Rate Concessions

3. PRINCIPLES

The following principles apply under this policy:

Council will conduct its funding programs under this policy in accordance with the legislative and regulatory framework and ensure that funding decisions are made in accordance with the Local Government Principles.

The Blackall-Tambo Regional Council supports community organisations and groups to develop community projects, activities, and events via the distribution of funds or assistance in an equitable, transparent and responsible manner.

Council must be satisfied that the request meets the following:

- The recipient entity meets the eligibility criteria outline in this policy or specific program guidelines.
- The funding will be utilised for a purpose that is in the public interest.

4. ELIGIBILITY

A community group or organisation will be eligible to apply for a fee reduction, sponsorship, in-kind assistance or rate concession if they meet the following criteria:

- must have a community service, charitable, sporting, recreational, cultural or educational purpose; and
- primarily provide services in the Blackall-Tambo Regional Council area; or
- primarily provide services outside the Blackall-Tambo Regional Council area, but the project is in the public interest or of community benefit to Blackall-Tambo Regional Council residents; and
- be incorporated and have an ABN or be sponsored by an incorporated body with an ABN. Organisations which are not incorporated may be eligible for support under this policy provided the organisation meets all other criteria; and
- organisations must appropriately and publicly acknowledge the Blackall-Tambo Regional Council's contribution to their organisation, activity or event.

School P&C Associations, although not incorporated, are eligible to receive Council support.

Categories available for submission:

Category 1 – Regional Events Support

Intent

To provide support to major regional events run by organisations other than Council for broad public benefit.

Additional Selection Criteria

Organisations must demonstrate that the event for which funding is requested:

- Be an event of regional significance.
- Provide an opportunity for people of the region to gather, celebrate and participate.
- Trigger positive media and other favourable coverage of the region.
- Generate an increase in visitor numbers to the region.
- Provide a positive injection to the local economy.
- Foster a sense of community pride.

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Category 2 – In-Kind Assistance

Intent

To provide in-kind support to local organisations that are holding events within the Blackall-Tambo Regional Council region for public benefit. The fee waiver would be to an agreed amount for items such as hall hire, waste disposal, photocopying, plant hire etc. The in-kind amount will be calculated in accordance with Council’s current fees and charges, plant hire and wages (if applicable).

Note: Council may allow plant to be made available to organisations provided the plant is operated by appropriately qualified Council personnel. Wages include travel time and stand-down time.

A Community Organisation using in-kind support items and/or equipment shall be responsible for (where appropriate):

- a) Collection and return of the equipment to the relevant location in good order and condition. If items are not returned in good order and condition the cost to repair, rectify or replace will be deducted from the bond.

A Community Organisation using Council buses shall be responsible for:

- a) Payment of the bond prior to collection of the vehicle.
- b) Collection and return of the vehicle to the appropriate township.
- c) The vehicle must be returned free of damage, in a clean condition and fully fuelled.
- d) Where a vehicle is returned in an unclean state and/or not fuelled, a charge equal to actual cost-plus GST plus 10% will be levied.

Category 3 – Sporting Groups and Organisations

Intent

To provide assistance to sporting groups and organisations that are delivering sport and recreation programs to the community.

Category 4 – Rate Concessions

Remission of rates will be for net general rates only. No utility charges (i.e. water, sewerage and cleansing charges) will be refunded.

Category 4 – Sponsorship

Sponsorship/monetary donations will only be considered in special circumstances.

5. BOND

The requirement to pay a bond and/or hire fees by persons/organisations who wish to hire Council facilities is at the discretion of the CEO.

As a general principle where alcohol is being sold or consumed a bond and fees will be required.

Exemptions may be considered for small community organisations who wish to hire the facility and are for activities that will benefit the local community.

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6. PROCEDURES

- Applications:

Applications for assistance must be made prior to the adoption of Council's annual budget by completing the appropriate form. Late applications will be considered on a case-by-case basis only after an application has been properly made.

- Finance:

Where appropriate, recipient organisations must provide to Council all necessary information about organisation details (e.g. ABN, bank account details) to facilitate payment of monetary donations.

- Approval

Applications will be assessed and approved by Council when adopting the annual budget. Applications received after the adoption of the annual budget are to be assessed and determined upon by the Chief Executive Officer or a delegated officer.

- Budget

The total assistance provided to community organisations must be within the annual budget limits approved by Council.

7. INELIGIBLE ITEMS

The following will not be considered for funding:

- Ongoing salaries/wages for staff
- Recurrent costs associated with day-to-day operations.
- Retrospective funding – Programs, projects and/or activities that have commenced or completed prior to acknowledgement of support outcomes.
- Items/programs that are the core business of a Government Department, tourism or economic development organisations.
- Programs, projects and/or activities that do not involve the Blackall-Tambo Regional Council community.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Assets Council believe have an unacceptable risk of being damaged, lost, causing injury or quickly losing value.
- Insurance costs.
- Payment of debt.
- Grant writing costs.

8. WORK, HEALTH AND SAFETY

Recipients of community grants and support should consider their Work, Health and Safety responsibilities to eliminate risks and if this is not possible, then take all necessary steps to minimise risks and manage them to what is considered reasonably practicable. Refer to *Work Health and Safety Act 2011*, section 17 and 18.

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