
POLICY NAME: **Community Grants Policy**

POLICY NUMBER: **F006**

ADOPTED: **16 July 2025**

POLICY OWNER **Corporate and Financial Services**

PURPOSE: Funds provided to Community organisations support their capability to conduct activities, create opportunities for community capacity building, develop and maintain sustainable community infrastructure and build strong partnerships for community benefit.

1 SCOPE

This Policy relates to all expenditure by Council to eligible applicants, in the form of cash or in-kind support, through the annual Community Grants Program.

2 POLICY OBJECTIVE

To ensure that a transparent merit based framework for applicants and assessors that enables Council to effectively and efficiently allocate annual grant funding support to community initiatives. This policy also assists Councillors and Council employees to achieve consistency in corporate processes and procedures when developing, assessing, monitoring and acquitting community grants.

3 HEAD OF POWER

Local Government Act 2009

Local Government Regulation 2012

4 POLICY STATEMENT

4.1 Community Grants Policy Context

Council is required under Section 195 of *the Local Government Regulation 2012* to adopt a Community Grants Policy. Community grants provide a mechanism by which Council can allocate funding to eligible applicants for projects and purposes which are in the public interest and provide local community benefit within the Barcaldine region.

Section 194 states that Council may provide a grant to a community organisation only if the local government is satisfied:

- a) the grant will be used for a purpose that is in the public interest; and

- b) the community organisation meets the criteria stated in the community grants policy and in a way that is consistent with the local government's community grants policy.

The total amount of financial assistance allocated for this Policy will be determined each year via Council's annual budget process.

Pensioner, general rate and other charge concessions are determined during the annual budget process and are not part of this policy.

4.2 Outcomes Sought Under this Policy

Council invests significant budget funds into the community each year via the Community Grants program. The specific outcomes being sought through this investment include:

- Providing financial support to community projects that meet identified social community needs;
- Building community connection, skills and resilience;
- Providing opportunities for community projects to leverage Council's funding assistance to obtain funding from other sources e.g. co-funding; and
- Supporting the community to deliver on Council's strategic goals and identified key initiatives.

4.3 The Community Grants Program

Council will provide financial support to applicants who meet the specified eligibility criteria, for projects and initiatives which are in the communities interest, and provide local community benefit within the Barcaldine region.

The Chief Executive Officer or delegate may authorise the following grants under delegation:

- Cash donation – up to \$500 per annum
- Plant hire – up to the value of \$1,000 per annum
- In-kind assistance – up to the value of \$1,000 per annum
- Fee waiver – up to the value of \$500 per annum

Any request above the above limits or above a combined amount of \$1,500 per annum will be considered as part of Council's competitive community grants program.

4.4 Categories of Grant Funding

Funding through Councils Community Grants program is divided into the following categories:

1. **Cash Grants** – competitive funding available for a specific project or initiative that demonstrates a positive impact for the Barcaldine region. Funding available in this category will be determined by any external funding partners and Council's annual budget.
2. **In-kind support** – competitive funding available for a specific project or initiative that has requested in kind support only from Council, which may include a waiver of a Council fees or charge, Council staff resource support, the use of Council plant and equipment, or a combination of both. The amount of funding available in this category is determined in Councils annual budget.
3. **Combination of a cash grant and In-kind support** – a request for funding from an applicant that includes both a cash grant and in-kind support.

4.5 Grant Funding Rounds

To ensure an equitable and even playing field regarding the distribution of grant funding each year, the opportunity to apply for grants will be made available quarterly in 2025–26, and will be promoted through Social Media, Council's website, the Galilee Gazette and community email groups.

Funding will be advertised in advance of each funding round, to ensure that the Barcaldine community has sufficient opportunity to apply for funding. Applicants will be advised of the success or otherwise of their application following assessment of the application and consideration by Council at the next available ordinary meeting.

Consideration will also be given to grants outside of the advertised grant rounds, only where funding remains available following the completion of each funding round. This will be considered on a case by case basis. Applicants will be strongly encouraged to apply during the advertised grant periods.

4.6 Grant Application Assessment

The Community Grants program is a competitive application process. The process for awarding grants will be assessed on a merit basis against eligibility and assessment criteria. Assessment criteria may change to meet the needs of the program. Assessment Criteria will be based on an examination of:

- Evaluation of previous years grants program effectiveness,
- Council's corporate objectives and strategies,

- Arising trends and issues in the community,
- Gaps in existing service provision within the community, and
- The amount of funding available for disbursement.

4.7 Who Can Apply

At a minimum, applicants must:

- Be an incorporated not-for-profit community organisation, or have an auspice arrangement with an incorporated, not-for-profit organisation. An individual, business or unincorporated not for profit organisation can only apply for a grant provided that the application is auspiced and administered by an incorporated not for profit community organisation. An incorporated not for profit organisation may auspice one or more individuals or community groups which are not incorporated. The auspicings organisation can also lodge applications on its own behalf.:
- Be applying for a project or event which directly benefits the Barcaldine region.
- Be able to demonstrate current and ongoing financial viability.
- Owe no debt to Council, (unless an agreed payment arrangement with Council is satisfactorily being met).
- Have appropriate insurances; and
- Where relevant have successfully acquitted any previous Council grants

4.8 Who Cannot Apply

Ineligible applicants include but are not limited to:

- Local, State or Federal Government agencies/departments.
- Commercial businesses and enterprises.
- Foreign entities, such as a charity formed or incorporated outside of Australia, even if it is registered to carry on business in Australia.
- Political organisations.

4.9 Application Eligibility Criteria

To be eligible for funding a project or initiative must:

- Have evidence of prior approval of the landholder where an event or initiative is being held on either private or public land;
- Have necessary insurances, approvals and licences;
- Include cofounding contributions or other external funding; and
- Be in the public interest.

4.10 Ineligible Projects, Initiatives and Expenses

Applications for projects and initiatives that request funding for the following will be considered ineligible for any cash grant or in kind support:

- Core education or curricula activities;
- Payment of debt; and
- Items or services purchased or any project activities delivered prior to notification of the grant outcome.

Applications including the following expenditure types will have those expense types considered ineligible for any cash grant or in kind support:

- Prize money;
- Trophies;
- International travel costs;
- Vehicles and related costs;
- Alcohol;
- Any goods for resale (such as merchandise), and
- Any clothing that will become the property of individuals.

4.11 Grant Applications

The Community Grants Application must be completed in full with copies of required certificates and documents provided as stated in the Application Form. Only applications received on the current Community Grants Application Form will be accepted.

Applications will be registered in Council's Records Management System and an acknowledgement will be sent to the applicant on receipt.

4.12 Grant Allocations

Council will make an annual provision in the budget for the Community Grants program, with the annual provision set taking into account financial sustainability considerations. Community Grant applications will be considered and allocated in an open and equitable manner.

No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Applicants will be advised of the application outcome as soon as practicable following approval. Grant allocations will be fully paid on receipt of a signed funding agreement.

The grant recipient must obtain all appropriate insurance covers, permits/approvals etc. relating to the event or initiative.

4.13 Grant Acquittals

Recipients of community grants are required to provide an acquittal report. An acquittal form will be issued with Council's payment and will request the applicant to return the form within 30 days of the completion date as outlined in the application.

The acquittal form will require proof of payment, copies of invoices or other documentary evidence. No further funding can be applied for until funds are fully acquitted or any remaining funds returned to Council.

5 DEFINITIONS

Acquittal	The process by which a recipient provides written proof that grant funds were used according to the funding agreement, ensuring efficient and effective use or demonstrating community value.
Auspice	An organisation that takes responsibility for ensuring grant funds are used as specified, including signing the funding agreement, managing funds, overseeing the project, and ensuring timely acquittal.
Business	An entity engaged in commercial, industrial, or professional activities for profit, including sole traders, companies, or partnerships.
Community	A group of people residing within the Barcaldine Regional Council area.
Funding Agreement	A legal agreement entered into by the successful applicant and Council noting the obligations of both parties.
Grant	Funds awarded through a formal program for a specific purpose aligned with Council policy, based on merit and subject to a written agreement outlining accountability.
Individuals	A single person engaged in activities that benefit the community.
Not-for-profit community organisation	An incorporated organisation focused

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	on providing community services, operating without direct or indirect profit for its members, both during operations and upon winding up.
Organisations	Incorporated Associations (under state legislation, often with 'Association,' 'Incorporated,' or 'Inc.' in their name); Incorporated Cooperatives (under state legislation, typically with 'Cooperative' in their name); Companies (under the <i>Corporations Act 2001</i> , either proprietary or public); and Aboriginal Corporations (under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i>).
Public Interest	The welfare of the general public, as opposed to the interests of an individual or group.

6 ASSOCIATED DOCUMENTS

Nil