

 <p>Mackay REGIONAL COUNCIL</p>	COUNCIL POLICY	
	GRANTS POLICY	
	POLICY NO	031
	DEPARTMENT	COMMUNITY & CLIENT SERVICES
PROGRAM	COMMUNITY LIFESTYLE	
ENDORSED BY COUNCIL	23 June 2021	ORD-2021-173

1.0 Scope

This policy is designed to meet the statutory requirement and to outline Council's commitment to supporting communities in the region by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation and make a positive and ongoing contribution to the region.

2.0 Purpose

This policy aims to support the distribution of funds in an equitable, transparent and sustainable manner.

The Council will provide grants only when the Council is satisfied that:

- The grant is appropriate having regard to other priorities and available resources;
- The receiving community organisation, entity or community members meet the eligibility criteria set out in this policy and in the supporting guidelines for the specific funding program;
- The grant will be used for a purpose that is in the public interest; and
- The grant will meet a community and/or social need in the local community.

3.0 Reference

- *Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999.*
- *Local Government Act 2009*
- *Local Government Regulations 2012*
- *Public Sector Ethics Act 1994*
- *Crime and Corruption Act 2001*

4.0 Definitions

To assist in interpretation the following definitions shall apply:

Acquittal the process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

Auspicing is an agreement from one organisation to apply for funding on behalf of a second organisation. The Auspicing organisation agrees to act legally and financially on the applicant's behalf.

Conflict of Interest is a conflict between:

- a) an officer's or Councillor's personal interests (including person interests arising from their relationships or club memberships for example); and
- (b) the public interest that might lead to a decision that is contrary to the public interest.

Council shall mean the Mayor and Councillors of Mackay Regional Council.

Grant refers to funds provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with council policy, where a recipient is selected on merit against a set of criteria.

Incorporated Organisation shall mean an organisation whose status is registered with the Office of Fair Trading and operates within the scope of the Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999.

MRC shall mean Mackay Regional Council.

Not-for-profit organisations shall mean an organisation that is not operating for the profit or gain of its members.

Recurrent nature shall mean an agreement to provide a financial or in-kind assistance on more than one occasion over a specified time period to achieve a specific outcome.

Regional shall mean an area defined by electoral boundaries of Mackay Regional Council.

5.0 Background

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

- Assist Council to achieve its strategic goals and identified key initiatives; and
- Align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which state that grants will be used for a purpose that is in the public interest.

This Policy is to be read in conjunction with any supporting guidelines for specific funding programs. This Policy does not apply to sponsorship, donations, advertising, naming rights and/or service level agreements.

6.0 Policy Statement

This Policy provides the framework for the provision of financial assistance to not-for-profit organisations and individuals.

6.1 Grant Categories

- Small Equipment Grants
- Community Grants
- Regional Arts Development Fund
- Arts and Culture Grants
- Junior Sporting Grants
- Christmas Grants
- Australia Day Grants
- Graffiti Grants
- Building Improvement Rebate
- Activate My Place
- Covid-19 Hardship Grant

Attached is a summary of each funding program including purpose, eligibility, selection criteria and accountability requirements. Full grant details are outlined in the separate funding guidelines.

6.2 Grant program key processes

Each separate Council funding program (as listed in section 6.1) will adhere to the following key processes:

1. Guidelines and criteria;
2. Application form;
3. Assessment process;
4. Accountability requirements.

The minimum requirements for each process are listed below:

1. Guidelines and Criteria

- Descriptions of grant
- Eligibility requirements, including any specific exclusions
- Selection criteria
- Conditions of funding
- Insurance obligations

2. Application form

- Applicant details
- Selection criteria
- Budget breakdown
- Signed verification

3. Assessment process

- Clearly defined assessment process
- Applications assessed against criteria
- Funding recommendations approved by Management and/or Council endorsement as further defined in policy attachment.

4. Accountability requirements

Applicants successful in receiving a Council grant will be required to:

- Provide a copy of their current Certificate of Currency or that of their auspicing organisation (where grants are provided to an individual);
- Notify in writing changes to agreed project/funding terms;
- Prepare a report on project outcomes and/or provide receipts of grant expenditure (as per the specific grant guidelines);
- Return unexpended funds to Council or obtain approval for variation to agreed funding.

For grants over the amount of \$10,000 the following additional accountability requirements will apply:

- A copy of the organisations Incorporated Association Certificate;
- Names and contact details of current Executive or Management Committee;
- Copy of recent bank statement in the name of the organisation.

6.3 Conflict of Interest

To ensure an accountable and transparent assessment process is maintained, Councillors, Council Officers and members of the public assessing grant applications are required to declare any perceived or potential conflict of interests prior to the assessment process commencing. This may include but is not limited to personal connections with any applicant or personal involvement with any organisation. Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the specific application.

6.4 Grievance process

All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

Applicants can request, in writing, a review of the decision if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

6.5 Unacquitted grants

In the circumstance that an organisation or individual has not complied with acquittal timeframes and requirements in accordance with a grant Agreement, the following actions will be considered:

- Council will issue an Outcome Report to be completed and returned by the sponsorship recipient no more than four (4) weeks after the conclusion of the project.
- If the sponsorship remains unacquitted the sponsorship recipient will be made ineligible to apply for future council sponsorship for a period of at least three years.

- At the discretion of the Chief Executive Officer, actions may be taken to recover unacquitted funds.

7.0 Review

Grants Program:

The Council grants program will be reviewed, at a minimum, annually to include a breakdown across the grant programs of successful applicants and grant amounts provided. This information will be directed to the Director of Community & Client Services in the first instance, and to the Executive Leadership Team at their discretion.

Review of Policy:

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed annually.

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	New Policy		Council	12.09.18
2	Review of Policy	Amendments to Policy	Council	13.11.19
3	Review of Policy	Amendments to Policy	Council	24.06.20
4	Review of Policy	Amendments to Policy	Council	10.02.21
5	Corrections		Council	23.06.21

NAME OF GRANT PROGRAM:

SMALL EQUIPMENT GRANT

Purpose:

The small equipment grant program seeks to support the development of not-for-profit organisations and/or its volunteers with the purchase of items under \$1,500.00 (i.e., computers, office equipment, kitchen appliances)

Eligibility:

- Located within and servicing the Mackay Regional Council community.
- Be an incorporated association with not-for-profit status or auspiced by an eligible organisation.
- Be free of debt with Mackay Regional Council.
- Have satisfactorily acquitted any previous Mackay Regional Council grant.
- Have a valid public liability certificate.
- Submit a detailed budget as per the budget page of the application.
- Submit the organisations (or sponsoring organisations) most current financial statement or latest treasurer's report.

The following requests will not be considered eligible:

- Ongoing salaries/wages for staff.
- Recurrent costs associated with day-to-day operations of the organisation.
- Retrospective funding.
- Items/programs that are the core business of a Government Department.
- Business/commercial ventures.
- Clubs that have a Gaming Machine License.
- Equipment that does not benefit the Mackay Regional Council community.

Selection Criteria:

Grants will be assessed against the following criteria:

1. The equipment provides a direct or indirect benefit, including social and economic, for residents in the community. (75%)
2. Local businesses or contractors are being used for the purchase. (25%)

Approval:

Small equipment grant applications will be assessed and approved by a Delegated Officer under current level of financial delegation.

A summary of approved grants will be presented to Council as part of the relevant Department's Monthly Report.

Timelines:

A minimum of two rounds will be called each financial year with application closing dates announced following adoption of council's budget. Check Council's website for closing dates.

Accountability:

Successful applicants must provide a financial acquittal of funds including receipts relating to grant expenditure within 4 weeks of the small equipment purchase being made.

NAME OF GRANT PROGRAM:

COMMUNITY GRANT

Purpose:

The community grants program provides assistance to local community groups/organisations who make positive contributions to the quality of life in the local government area.

Applications can be submitted under three categories:

- Community Grant
- Minor Infrastructure
- Minor Assets Grant

Eligibility:

- Located within and servicing the Mackay Regional Council community.
- Be an incorporated association with not-for-profit status or auspiced by an eligible organisation.
- Be free of debt with Mackay Regional Council.
- Have acquitted any previous Mackay Regional Council grant satisfactorily.
- Have a valid public liability certificate.
- Submit a detailed budget as per the budget page of the application.
- Submit the organisations (or sponsoring organisations) most current financial statement or latest treasurer's report.

The following requests will not be considered eligible:

- Ongoing salaries/wages for staff.
- Recurrent costs associated with day-to-day operations of the organisation.
- Retrospective funding.
- Items/programs that are the core business of a Government Department.
- Business/commercial ventures.
- Clubs that have a Gaming Machine License (this restriction does not apply if the application is for a minor asset or minor infrastructure grant).
- Projects that do not benefit the Mackay Regional Council community.

Selection Criteria:

Each application will be assessed against the following criteria:

1. The project provides a direct or indirect benefit, including social and economic, for residents in the community (75%)
2. The application demonstrates that attempts have been made to raise funds from other sources (5%)
3. The applicant organisation is contributing a minimum of 20% of the financial cost (cash or in-kind) of the project/program/event (excluding small equipment grants) (10%)
4. Local business or contractors are being used for the project/program/event. (10%)

Approval:

Community Grants to be decided by way of assessment committee which shall comprise of:

- Nominated Councillors
- Director Community and Client Services, or nominated delegate;
- Manager Financial Services

Assessment recommendations will be approved by a Delegated Officer under current level of financial delegation.

A summary of approved grants will be presented to Council as part of the relevant Department's Monthly Report.

Timelines:

A minimum of two rounds will be called each financial year with application closing dates announced following adoption of council's budget. Check Council's website for closing dates.

Accountability:

Successful applicants must provide a financial acquittal of funds including receipts relating to grant expenditure within 4 weeks of the completion of their event or project.

NAME OF GRANT PROGRAM:**REGIONAL ARTS DEVELOPMENT FUND****Purpose:**

A grant delivered in partnership between Queensland Government through Arts Queensland and local government.

Promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities across Queensland.

Eligibility:

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators who:
 - Are based in the Mackay Regional Council area, or if based outside the Council area are able to demonstrate how the project will directly benefit arts and culture in the Council area;
 - Are permanent residents or Australian citizens;
 - Have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.
- Incorporated arts and cultural organisations based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.
- Unincorporated organisations, auspiced by an incorporated body, that are based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.
- Have a valid public liability certificate.

Selection Criteria:

- Quality – contributes high quality arts and cultural initiatives for the local community.
- Reach – provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.
- Impact – demonstrates cultural, artistic, social and economic benefit either to the individual or to the broader community.
- Viability – evidence of good planning and partnership capacity.

Timelines:

Three rounds a year offered usually in October, February and May, final dates are approved at the time of confirmation of funding from Arts Queensland.

Approval:

Regional Arts Development grants to be decided by way of assessment committee which shall comprise of:

- Minimum of 2 Councillors
- Up to 10 community representatives

Assessment recommendations will be approved by a Delegated Officer under current level of financial delegation.

A summary of approved grants will be presented to Council as part of the relevant Department's Monthly Report.

Accountability:

Successful applicants must complete a Project Outcome Report within 8 weeks of the completion of their project.

Grants of \$10,000 or more must seek feedback either from partners, participants or community.

NAME OF GRANT PROGRAM:
ARTS AND CULTURE GRANT

Purpose:

Encourages the further development of groups and individuals in their chosen field of arts. This grant provides support for individuals who have been invited to participate in exhibitions/events of a state or national significance.

Eligibility:

- Reside within the Mackay Regional Council area.
- Have been invited to represent the State or Nation in their chosen art field.
- Must provide a CV with their application.

Selection Criteria:

If an applicant meets all eligibility requirements, they are deemed a successful applicant.

Timelines:

Open all year. Applications must be received at least 1 month prior to event.

Approval:

Arts and Culture Grants will be assessed and approved by a Delegated Officer under current level of financial delegation.

Accountability:

- Some form of document that evidences participation in the event e.g. Photo, attendance certificate etc.
- Receipts of use of grant monies towards event costs.
- To be supplied within 4 weeks of the completion of the event.

NAME OF GRANT PROGRAM:

JUNIOR SPORTS GRANT

Purpose:

To provide financial assistance toward the costs of team levies, registration, uniforms, travel and other costs associated with junior sports persons participating in National or International competitions outside the boundaries of Mackay, Whitsunday and Isaac.

Eligibility:

The applicant must have been selected as a:

- Queensland or equivalent representative participating in a national event.
Or
- Australian representative participating in an international event.
- Be a resident of the Mackay Regional Council area.
- Be an amateur sports person.
- Be no older than 21 years of age at the conclusion of the event.
- The event is recognised as a National or International event by the relevant sporting body.
- Sporting events must be outside of the Local Government boundaries of Mackay, Whitsunday and Isaac.

Selection Criteria:

If an applicant meets all eligibility requirements, they are deemed a successful applicant.

Timeline:

Open all year. Applications must be received at least 30 days prior to the event.

Approval:

Junior Sports Grants will be assessed and approved by a Delegated Officer under current level of financial delegation.

Accountability:

- Some form of document that evidences participation in the event e.g. Photo, attendance certificate etc.
- Receipts of use of grant monies towards event costs.
- To be supplied within 4 weeks of the completion of the event.

NAME OF GRANTS PROGRAM:

GRAFFITI REMOVAL GRANT

Purpose:

Open to businesses/and or organisations as a means of supporting the removal of graffiti from non-Council owned facilities, so as not to create a visual or general impact on the community.

Eligibility:

- The graffiti must be deemed by Council to have a community impact.
- Quotes to the satisfaction of Council should be obtained for the cost of removal of the applicable graffiti.
- Council's commitment to each facility for each graffiti event is to a maximum of \$500 (plus GST) and to a maximum of \$2000 per financial year for multiple applications.

Selection Criteria:

Council reserves the absolute right and discretion whether to grant the applicable funding to a facility and/or graffiti event.

Timeline:

Open all year.

Approval:

Graffiti Removal Grants will be assessed and approved by a Delegated Officer under current level of financial delegation.

Accountability:

- Graffiti must be removed within 14 days of approval of funding (unless a longer period is specifically approved).
- Images of removal to be provided within 2 weeks of completion.

NAME OF GRANT PROGRAM:

AUSTRALIA DAY GRANTS

Purpose:

To provide non-profit groups and organisations with monetary support to hold community activities/events in celebration of Australia Day.

Eligibility:

- Located within and servicing the Mackay Regional Council community.
- Be an incorporated association with not-for-profit status or auspiced by an eligible organisation.
- Event to take place on Australia Day.
- Have sufficient risk control measures in place to provide a safe event.
- Be open to all members of the public.
- Be free to attend.
- Recognise Mackay Regional Council's support for the event on the day and in all promotional material.
- Have a valid public liability certificate.

Selection Criteria:

- Does the event meet the expected level of community engagement/participation?
- Does the event have a 'flavour' of Australia Day?
- Does the event have any partners or in-kind support from other organisations?
- Will the event provide benefit to the broader community?

Timeline:

Opens and closes in the November.

Approval:

Australia Day Grants will be assessed and approved by a Delegated Officer under current level of financial delegation.

Accountability:

- Provide complete event details to Council (confirmed times, location, activities etc.)
- Complete an Australia Day Grant Outcome Form within 4 weeks of the event completion

NAME OF GRANT PROGRAM:**CHRISTMAS GRANT****Purpose:**

To provide non-profit groups and organisations with monetary support to hold community activities/events in celebration of Christmas.

Eligibility:

- Located within and servicing the Mackay Regional Council community.
- Be an incorporated association with not-for-profit status or auspiced by an eligible organisation.
- Have sufficient risk control measures in place to provide a safe event
- Be open to all members of the public.
- Be free to attend.
- Recognise Mackay Regional Council's support for the event on the day and in all promotional material.
- Have a valid public liability certificate.

Selection Criteria:

- Does the event meet the expected level of community engagement/participation?
- Does the event have any partners or in-kind support from other organisations?
- Will the event provide benefit to the broader community?

Timeline:

Opens and closes in October.

Approval:

Christmas Grants will be assessed and approved by a Delegated Officer under current level of financial delegation.

Accountability:

- Provide complete event details to Council (confirmed times, location, activities etc.)
- Complete a Christmas Grant Outcome Form within 4 weeks of the event completion

NAME OF GRANT PROGRAM:

BUILDING IMPROVEMENT REBATE

Purpose:

The Building Improvement Rebate can be provided by Council to work in partnership with property and business owners as well as real estate agents and property managers to facilitate and support the revitalisation of commercial facades.

Terms and Conditions:

- Applications and approval of funds under the rebate, must be made prior to the project commencing
- Council will not grant funds retrospectively to works completed prior to the approval of an application
- Applications will not be accepted for projects that have already received previous Building Improvement Rebate grant funding from Council within a period of two years.
- Applications can be submitted by anyone but must be accompanied by the building owner's consent.
- Council will not provide funds for operational or administrative costs related to the project.
- Grants will not pay for business marketing or promotion.
- Building works that involve a heritage-listed building may require development approval or an exemption certificate. It is recommended that applicants seek advice from Council prior to lodging a rebate application
- All work being carried out must have the required permits and planning approvals.
- Rebate applications may be submitted for improvements that:
 - Buildings provide key active frontages with street-orientated development
 - Where buildings are built up to the front property boundary to form a traditional 'main street' character; or
 - Where building façades are visible from the public realm (e.g. adjacent to a public laneway)
- The applicant must provide their matched contribution in cash and not in-kind
- Applicants must provide documentation and/or plans detailing the proposed improvements
- Applicants must submit high resolution before photos of the proposed building with completed application
- Two written quotes from licensed contractors are to be submitted with the application
- Only one rebate application can be lodged per business/property; however, a number of businesses/ properties may jointly make a combined application.

Selection Criteria:

- Applications will be assessed against the rebate guidelines at Council's absolute discretion and all applications may not be successful
- Council reserves the right to seek further information or clarification of a proposal to facilitate an improved outcome
- Council may only authorise the approval of the grant funds, if the funds are available and within the budget approved by Council
- Rebates are awarded based on merit and not all applications that meet the assessment guidelines will be funded

Timeline:

- Applicants will be notified of the outcome of their application within two weeks of submission. If the application is approved, a letter of acceptance will be sent to successful applicants and must be signed and returned within seven days of the issue date,
- Council reserves the right to withdraw the acceptance should the letter not be returned within the required timeframe.
- Once approved, applicants will be required to enter into a funding agreement with Council. This agreement will outline the level of funding approved and timeframes for work to be undertaken and completed

- The applicant's proposed works are to be carried out as detailed in the approved proposal within three months of signing the letter of agreement

Approval:

Building Improvement Rebate grants will be assessed and approved by a Delegated Officer under current level of financial delegation.

Accountability:

- An outcome report is required to be submitted by the applicant within two weeks of the project's completion
- A document must be submitted from the applicant to Council, demonstrating proof of payment from the applicant to the licensed contractor/s
- High resolution images must be submitted (free from obstruction) showcasing the completed works
- Council will release grant funding to the successful applicant once the improvement works have been completed
- Payment will be processed within 30 days after appropriate documentation has been submitted.

NAME OF GRANT PROGRAM:
ACTIVATE MY PLACE

Purpose:

Activate My Place! (AMP!) is a placemaking grants program that supports communities and businesses across the Mackay region to create and deliver inspiring, inclusive and vibrant projects in public spaces.

Eligibility:

Any person or organisation based in the Mackay region who: has an appreciation of placemaking; can demonstrate community support; and has the ability to manage the project, is eligible to apply to the AMP! grants program. Not-for-profit organisations, registered businesses, individuals, artists, community groups, and service organisations are all encouraged to apply.

If the applicant does not have an ABN, the application must be auspiced by an incorporated organisation or an individual with an ABN (known as the auspice body) who manages the grant on behalf of the applicant. The auspice body is responsible for providing a financial report on completion of the project.

AMP grants will support projects that:

- Create vibrant, innovative, and inclusive places
- Encourage more people to visit, invest, live, work, play
- and spend time in a place, improving the health and wellbeing of the community
- Show or create collaboration between individuals or groups and connect with the broader community
- Have a reasonable financial contribution to the project (in-kind, material or cash)
- Demonstrate the ability to deliver the project to a high standard within 12 months of date of approval
- Occur in the Mackay Local Government area, in publicly accessible spaces (the project may be on private land, with permission from owner)

Selection Criteria:

Essential:

- The project is proposed in a publicly accessible location in the Mackay Local Government Area.
- Ability to obtain all development approvals, permits and licenses. *(Where public art is proposed the applicant must obtain prior written approval from Council before the installation of any public works. For more information and to access the Installation of Art in Public Places application form, visit: https://www.artspacemackay.com.au/learning/collection/public_art).*
- Ability to obtain public liability to a minimum of \$20,000,000.

Desirable:

- The application demonstrates how the project will create vibrant, innovative, and inclusive places. (30%)
- The application demonstrates how the project will encourage people to visit, invest, live, work, play and spend time in a place, improving the health and well-being of the community. (25%)
- The application shows or creates collaboration between individuals or groups and connects with the broader community. (20%)
- The application demonstrates the applicant's ability to deliver the project to a high standard within 12 months of date of approval. (15%)
- The application demonstrates a reasonable financial contribution to the project (in-kind, or cash). (10%)

Timeline:

Application opening and closing dates to be determined by Manager Economic Development.

Approval:

Activate My Place Grants are to be assessed by Economic Development and Tourism officers in consultation with officers from relevant Council programs. Assessment recommendations will be approved by Council at an Ordinary Meeting.

Accountability:

- An outcome report is required to be completed no more than 4 weeks after the conclusion of the project.

NAME OF GRANT PROGRAM:

COVID-19 HARDSHIP GRANT

Purpose:

The COVID-19 Hardship Grant is offered to local community and sporting groups/organisations that have been impacted by the COVID-19 pandemic.

Eligibility:

- Located within and servicing the Mackay Regional Council community
- Be an incorporated association or company with not-for-profit status
- Have a valid public liability certificate.

The following Organisation types are ineligible:

- Religious Groups
- Fundraising bodies/groups (where this is the primary purpose)
- Parents and Citizens Associations
- Member body organisations
- Service Clubs
- National Groups/Service Agencies with a local presence.

Selection Criteria:

- Applications will be assessed on:
- the nature of the ongoing impact being experienced by the applicant organisation
- the organisation's limited ability to meet its annual operational expenses as demonstrated through provision of treasurers reports for the last 2 financial years evidencing the hardship
- the long-term sustainability measures being implemented by the organisation to guarantee future operations.

Funding available

Grants up to \$2,000 are available to support organisations that clearly demonstrate a level of ongoing hardship coupled with a demonstrated recovery strategy.

Timeline:

Application opening and closing dates to be determined by the Chief Executive Officer.

Approval:

COVID-19 Hardship Grants to be approved through delegation of the Chief Executive Officer and Management.

Accountability:

- Recipients are required to provide evidence as to how this grant was used to support the organisation.