

	Council POLICY	
	Community Grants Council Policy	
	Policy Number	CP049
	Directorate	Strategy, Community & Development
	Owner	Community Development and Engagement
	Last Approved	30/06/2025
	Review Due	30/06/2028

1. PURPOSE

The purpose of this Policy is to provide Council with a framework to ensure that Community Grants Program, Councillor Discretionary Funds and the Mayor's Donations and Sponsorship Fund are provided in a fair and equitable manner that is aligned with Council's corporate strategic priorities while ensuring compliance with the relevant legislative requirements.

The following principles underpin Council's approach to the administration of community funding and support Provide eligible community organisations with support to meet identified community needs:

- Build community skills, capacity and resilience
- Develop and maintain community infrastructure
- Provide opportunities for community organisations to leverage Council's assistance to obtain funding from other sources
- Provide opportunities for community organisations to assist Council to deliver on Councils strategic goals and identified key initiatives

2. SCOPE

This Policy applies to the Council's Community Grants Program, The Mayor's Donations and Sponsorship Fund and Councillor Discretionary Funds.

This Policy and applies to Councillors, employees and members of the public.

3. HEAD OF POWER

Local Government Act 2009

Local Government Regulation 2012 sections 194 & 195

4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

"Acquittal" means an accurate reporting on the funded activities, projects or events in accordance in the program guidelines.

“Applicant” means the entity or individual making application to Council for sponsorship

“Assessment Criteria” means the applicable selection criteria developed to guide and assess applications to Council’s Community Grants Program

“Auspice” means an organisation that takes legal and financial responsibility for ensuring the funds are used as specified in the sponsorship application for a non-incorporated community group. The auspicing organisation is responsible for the administration and acquittal of all sponsorship support (financial and in-kind) provided.

“Business” means any activity or enterprise conducted for the purpose of making a profit.

“Chief Executive Officer” means the person appointed as the Chief Executive Officer of Council under the Local Government Act 2009.

“Community benefit” means the demonstrated positive impact and/or outcome for the community resulting from funding received under the grant program

“Community Grants program” means grant programs offered by Council to support projects, activities and events across the Fraser Coast Region. The Community Grants Program includes, but is not limited to, the following grants:-

- Community Grants Program;
- Small Township Festive Decorations;
- Festive Fraser Coast Events; and
- Australia Day.

“Community Organisation” as defined in Schedule 8 Local Government Regulations 2012, means:

- An entity that carries on activities for a public purpose; or
- Another entity whose primary object is not directed at making a profit.

“Community Purpose” means any activity that:

- encourages physical or intellectual activity through participation in sporting, recreational, cultural, and social pursuits
- fosters an understanding and appreciation of the region’s heritage and cultural diversity
- promotes and encourages environmental protection and sustainability
- supports and builds relationships with disadvantaged or vulnerable groups in our community
- provides economic benefits to the region including promoting employment opportunities
- encourages and promotes educational opportunities and initiatives and contributes to community wellbeing.

“Council” means the Fraser Coast Regional Council.

“Discretionary Funds” as defined in s109 *Local Government Act 2009* are funds in Council’s operating budget that are:

- budgeted for community purposes; and
- allocated by a Councillor at the Councillor’s discretion.

“Economic Benefit” means the quantifiable outcome such as revenue generation or jobs created.

“Executive Leadership Team” means the formal meeting of senior management team including Chief Executive Officer and Directors.

“Grant” mean an arrangement for the provision of financial and/or in-kind assistance by Council to a recipient for a specific purpose to meet set objectives and outcomes in accordance with specific terms and conditions.

“Individual” means a singular entity, as distinguished from a group, who carries on activities for a community purpose and benefit. The individual cannot apply the funds to make a profit.

“In-Kind” means the provision of Council’s services, equipment, plant or facilities at no charge to assist with an activity, project or event.

“Mayor’s Donations and Sponsorship Fund” are funds allocated in Council’s operating budget that are:-

- budgeted for community purposes; and
- allocated by a panel comprised of the Mayor, Deputy Mayor and Chief Executive Officer.

“Not-for-profit Community Organisation” is defined by the Australian Charities and Not-for-profits Commission to mean a community organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives).

“Prescribed Amount” is defined in s201B(5) Local Government Regulations 2012 to mean 0.1% of council’s revenue from general rates for the previous financial year.

5. POLICY STATEMENT

Council is committed to supporting community initiatives that align with the Community Purpose definition in this Policy.

This policy confirms Council’s commitment to providing funding opportunities to support community organisations and ensures an equitable, open, transparent and accountable decision-making process.

Council’s Community Grants Management Framework includes:

- Community Grants Council Policy
- Community Grants Management Policy
- Grant Program guidelines

5.1. Roles and responsibilities

Councillors

Councillors are responsible for making decisions about the allocation of funds to the community grants program through Council’s annual budget process.

Councillors set the principles of the grant funding program through approval of this policy.

Councillors are also responsible for approving discretionary funds expenditure, in accordance with the related policy.

Chief Executive Officer (CEO)

The CEO (or delegate) is responsible for approving the allocation of grant funding to community groups.

Community Development & Engagement - Grants Team

The Grants team, within the Community Development & Engagement Team, is the primary administrator of Council's community grant funding program, working in collaboration with various Council groups to develop, promote, manage and regularly review the program/s. The Grants team plays a lead role in provision of support and advice to potential funding applicants.

5.2. Criteria

Community organisations may be eligible to apply through Council's grant funding programs in order to provide community benefit to the Fraser Coast community.

Relevant guidelines will be established and published on Council's website for each grant funding program which further defines the eligibility and assessment criteria under which Council's funding and support will be provided.

The following general eligibility criteria will apply to all applicants for the allocation of Community Grants:

- a legal not for profit entity, complying with all incorporation requirements of the State and Commonwealth as at the closing date for round
- apply for a maximum of two applications per annum
- based within the Fraser Coast LGA or is fully delivering a project within
- complies with all relevant insurances
- The applicant addresses the selection criteria set out for the specified grant
- Does not have any overdue debts with Council and have satisfactorily acquitted previous Council grant funding.

General exclusion and ineligibility include:

- requests that are considered by council to be the funding responsibility of other levels of government
- Schools are not eligible entities under this fund, however P&C organisations are eligible to apply;
- requests that are related to repairs or maintenance to buildings or assets that form part of an Organisation's responsibilities in a lease agreement with Council
- projects or activities run by or involved with political groups seeking to promote their core beliefs
- projects or activities that have already started or have been completed prior to grant approval
- applications received outside of the application timeframes.

Specific details of exclusions and ineligibility will be outlined in the Grants Program guidelines.

5.3 Mayor's Donations and Sponsorship Fund

5.3.1 Eligible Applicants for the Mayor's Donations and Sponsorship Fund

Community organisations can apply for a grant from the Mayor's Donations and Sponsorship Fund provided they meet the following criteria:

- (a) Are a legal not for profit entity, complying with all incorporation requirements of the State and Commonwealth;
- (b) Schools are not eligible entities under this fund, however P&C organisations are eligible to apply;
- (c) The grant is for a purpose that is in the public interest;
- (c) the community organisation is financially viable;
- (d) the application is complete and supporting documentation provided.

5.3.2 Conditions of Funding

For the purposes of the Mayor's Donations and Sponsorship Fund the Council nominates the Mayor, Deputy Mayor and Chief Executive Officer ("Panel Members") to assess the applications for funding. The Chief Executive Officer must determine the allocation having regard to the view of all the panel members.

Panel members must determine and declare any actual, perceived or potential conflict of interest when considering an allocation of funds. If a conflict of interest is identified, the panel member must remove themselves from the assessment of the application. If this occurs, another Councillor and/or Director may be nominated by that panel member. In the circumstances where the Chief Executive Officer identifies a conflict of interest, the Chief Executive Officer may delegate another officer to determine the allocation.

The Panel Members must be satisfied that the applicant and application meet the eligibility criteria.

The Council may require the community organisation to complete an outcome report and/or financial acquittal for grants over \$500.

5.4 Councillor Discretionary Funds

5.4.1 Local Government Regulations 2012

Section 202(1) of *the Local Government Regulations 2012* provides that:

A councillor may allocate the councillor's discretionary funds under this section in any of the following ways to maximise community benefit:

- for capital works of the local government that are for a community purpose
- to a community organisation for a community purpose
- for another community purpose

The mayor may make an allocation under subsection (1)(a) only if before the allocation is made, it is approved by deputy mayor and the chief executive officer.

A councillor may make an allocation under subsection (1)(a) only if before the allocation is made, it is approved by the mayor and the chief executive officer

A councillor or mayor may make an allocation under subsection (1)(b) only if:

- the amount stated in the availability notice under section 201B(4)(d)(i) is not exceeded if the allocation is made
- the funds are allocated to a community organisation that has applied for the funds in the way stated in the availability notice under section 201B(4)
- in a way that is consistent with the local government's community grants policy.

5.4.2 General Eligibility Provisions Councillor Discretionary Funds

- Requests must be for non-profit community based organisations or groups who can demonstrate the funds will be utilised for a community purpose
- Requests must demonstrate a purpose that is in the public interest
- Political parties, businesses (activity or enterprise conducted for the purpose of making a profit) and individuals are ineligible for funding
- Funding for schools or school affiliated clubs is acceptable provided the request supports a community benefit
- Funds cannot be used for any purpose contrary to Council's Corporate Plan, Operational Plan, adopted Council policy, strategy or resolution of Council
- Supplementary (top-up) funding for applicants that have applied for, or have already received, funding for the same project stage or segment via any other Fraser Coast Regional Council grant programme is acceptable.

5.4.3 Selection Criteria Councillor Discretionary Funds

Applicants to the Councillor Discretionary Fund will need to demonstrate:

- The community benefit from the planned activity or project
- Expected outcomes of the planned activity or project
- Willingness to work co-operatively with other organisations where possible within the confines of the project/event
- A significant input to the project by the applicant (in either funds or in-kind contribution)

5.5 Conflict of Interest

All Fraser Coast Regional Council Councillors and employees must declare any actual, perceived, potential or no conflicts of interest.

5.6 Reporting

In accordance with section 202A(2) Local Government Regulation 2012, Council will maintain a record of all grants approved under the Councillor Discretionary Funds and will publish on Council's website and display on Council's public noticeboard, the name of each community organization receiving funding and the amount and purpose of that funding within seven (7) days of the allocation.

Allocations of grants to community organisations will be reported in Council's annual report in accordance with section 189 Local Government Regulation 2012.

6. ASSOCIATED DOCUMENTS

Councillor Discretionary Fund Policy (eDocs#2377464)
Sponsorship Policy including Fee Waiver and In-Kind Support
Programme Information including guidelines and application forms
Event Management Kit
Events Strategy
Local Laws
Planning, Development and Building Regulations
Council's Corporate Plan 2023 – 2028

7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
8	Amended Policy – Adopted at Council Meeting No.6/25 – 30 June 2025	Council	30/06/2025	3150084