

## Community Grants Policy

<b>Responsible Manager</b>	Manager, Corporate Services
<b>Head of power</b>	Local Government Act 2009 Local Government Regulation 2012
<b>Authorised by</b>	Council
<b>Authorised on</b>	27 June 2023
<b>Implemented from</b>	1 July 2023
<b>Last reviewed</b>	2021
<b>Review history</b>	2012, 2013, 2015, 2016, 2018 2020 2021
<b>To be reviewed on</b>	June 2024
<b>Corporate Plan</b>	People, Sustainability and Prosperity

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## **1. Purpose**

Council is strongly committed to supporting and promoting community organisations which provide programs, activities, events, and projects that enrich the diversity of Cultural, Social, Sports and recreation and Economic development opportunities available to the residents and businesses located in the Torres Strait Island Regional Council Local Government Area.

Council is also committed to supporting individuals to participate in events in and outside the region which are in the public interest for them to achieve results and bring back new experiences to share with the region.

This policy seeks to guide the delivery of Council's Community Grants Program which provides financial and in-kind assistance to community organisations including individuals.

The purpose of this policy is to ensure that any decision-making in relation to Council's Community Grants Program is undertaken in an equitable, open, and transparent way in accordance with the local government principles which are:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors, local government employees and councillor advisors.

In assessing Funeral Grants and Funeral Travel Grants under this Policy, consideration must be given to Ailan Kustom and applicable cultural protocols.

## **2. Application**

This policy applies to the Community Grants Program and applies to all forms of financial support and in-kind activities to be provided to community organisations and individuals.

## **3. Legislation/policies**

This policy is established with reference to obligations specified in the Local Government Act 2009 and Local Government Regulation 2012.

## **4. Objectives**

The objectives of Council's Community Grants Program are consistent with Council's Corporate Plan including to:

- Ensure we preserve cultural heritage, history, and place;
- Ensure our communities are safe, healthy, and active;
- Ensure accessibility to community support services;
- Ensure the sustainability and future of our individual communities and region;
- Ensure investment into the retention of key skills within the region; and
- Ensure opportunity is brought to the region.

## 5. Interpretation

**Cultural** means:

- (a) of or relating to the shared knowledge and values of a society;
- (b) denoting or deriving from or distinctive of the ways of living, built up by a group of people;
- (c) of or relating to the arts and manners that a group favour.

**Economic development** means:

- (a) the creation of wealth from which the community may realise benefits.

**Social** means:

- (a) of or relating to communal living; and
- (b) of or relating to human society and its modes of organisation.

**Sports and recreation** means:

- (a) physical activity governed by a set of rules or customs and engaged in competitively and the vast array of activities people pursue in their leisure time.

**Ground-truthing** means:

- (a) checking of facts relating to event or applicant;
  - i. does the applicant live in the Council local government area;
  - ii. is the event happening on ground;
  - iii. is the event scheduled?

## 6. Eligible applicants — projects/activities

Applications may be written on behalf of an Applicant, but an Applicant must be a community organisation which is defined in the *Local Government Regulation 2012* to mean:

- (a) an **entity** that carries on activities for a public purpose; or
- (b) another **entity**, the primary object of which is not directed at making a profit.

An entity can include a person or an unincorporated

body. To be eligible, an Applicant must not:

- (a) have breached an agreed current payment plan with Council; or
- (b) be a registered political party; or
- (c) have exceeded the maximum funding an Applicant can access per financial year as per section 15 of this Policy.

## 7. Eligibility criteria - projects/activities

Eligible applications must be:

- (a) applying for a project or activity taking place within the Torres Strait Island Regional Council Local Government Area which is in the public interest; or
- (b) applying for a project or activity benefiting current Torres Strait Island Regional Council residents which is in the public interest; or
- (c) applying to participate in an event in or outside the Torres Strait Island Regional Council Local Government Area to achieve results and bring back new experiences to share with their community which are in the public interest.

Eligible applications must not be:

- (a) Requesting funding or support for a project or activity:
  - (i) that has already occurred; or
  - (ii) where necessary permits and approvals have not been obtained; or
  - (iii) that does not involve a Torres Strait Island Regional Council resident or community.
- (b) For projects or activities that:
  - (i) duplicate existing services or programs; or
  - (ii) have a purely political purpose; or
  - (iii) have a life greater than 12 months from date of application for funding.

## **8. Conflict of Interest — applies to all matters under this Policy**

Council employees involved in assessing applications for assistance must declare to the Chief Executive Officer (in writing) (or in the case of the Chief Executive Officer, declare to the Mayor) any real, perceived or potential conflict of interest before the relevant applications are assessed.

Councillors must declare (in writing) to the Chief Executive Officer any prescribed or declarable conflicts of interest relating to an application before such applications are determined under delegated authority.

All Councillors must declare any real, actual, or perceived conflict of interest or any prescribed or declarable conflict of interest relating to an application before these are put before the Council for determination. Councillors should follow the usual meeting processes for the declaration of such conflict and comply with the *Local Government Act 2009* and *Local Government Regulation 2012*. This applies to all requests for funding and is in addition to any other requirements detailed specifically below.

## **9. In-kind assistance**

Any person may make an application for in-kind assistance for the use of Council facilities (e.g., use of Council vehicle, hire of community hall, corporate and recreational buildings etc.).

Reasonable in-kind assistance will be determined by the Chief Executive Officer (or the Mayor if the Chief Executive Officer is conflicted) having regard to the recommendation/s of the applicable Executive Director/s i.e. Executive Director of Engineering for engineering equipment and Executive Director of Community Services for divisional administration-related expenses and otherwise upon consideration of all relevant factors.

In making their assessment for any in-kind assistance, the Chief Executive Officer (or where applicable, the Mayor) will conduct Ground-truthing with the Divisional Councillor unless it is not appropriate in the circumstances to do so. The view of a Divisional Councillor is not determinative of the final decision of the decision-maker.

In-kind use of Council facilities will only be approved on a short-term basis. In-kind use is not available for ongoing utilisation.

Approved in-kind assistance will be recorded in the executive budget for accountability and transparency.

In-kind assistance will be reported as part of Council's contributions made to the community.

Approved transactions relating to in-kind assistance do not impact divisional budget allocations.

## 10. Grant programs

Council provides funding to the community via the following Community Grant Programs:

- Community Grants
- Funeral Grants Funeral
- Travel Grants.

## 11. Community Grants

### 11.1 Application and timing

Applications for Community Grants may be made at any time throughout the financial year.

Applications can include funds and/or in-kind assistance (e.g. use of Council facilities or assets through waiver of fees) for the purposes of the project/activity.

Applications are reviewed monthly, with the monthly deadline for assessment being 5pm on the last Friday of the month.

Application Forms are available from <http://www.tsirc.qld.gov.au/your-councillgrantsopportunities/community-grant-program> or by contacting the Enterprise Development and Delivery team on 4034 5741.

Applications can be submitted at any of Council's Divisional Offices or via email to [Community.Grants@tsirc.qld.gov.au](mailto:Community.Grants@tsirc.qld.gov.au).

Applicants requiring assistance in completing the application forms can contact the Divisional Office.

### 11.2 Maximum application threshold

Applications can include funds and/or in-kind assistance (e.g. use of Council facilities or assets through waiver of fees) for the purposes of the project/activity.

In all instances, there must be a budgeted allocation to cover the application amount.

The application amount can be a combination of funds or in-kind assistance; however, the maximum application amounts are:

	Individual	Other Community Organisation
<b>Community Grant Funding</b>	<b>\$2,500</b>	<b>\$10,000</b>

### 11.3 Ineligible expenditure

Non-allowable expenditure includes:

- (a) fund-raising activities
- (b) prizes - (excluding trophies which are allowable expenditure)
- (c) alcohol
- (d) uniforms where Council has funded purchase in the last three years
- (e) promotional material (including supporter apparel)
- (f) travel associated with any of the ineligible projects

### 11.4 Assessment

The grant assessment and selection process aims to fairly select projects that best meet the objectives of the grants program.

Written applications will be assessed using all of the following criteria:

Criteria	Examples
Eligible entity as per section 6.0 of this procedure	<ul style="list-style-type: none"> <li>• an individual; or</li> <li>• an entity that carries on activities for a public purpose; or</li> <li>• an entity with the primary objective of which is not directed at making a profit; and</li> <li>• an entity that has not breached an agreed current payment plan with Council; and</li> <li>• an entity that is not a registered political party.</li> </ul>
Eligible project/activity as per section 7.0 of this procedure	<ul style="list-style-type: none"> <li>• is taking place within the Torres Strait Island Regional Council Local Government Area or benefits Torres Strait Island Regional Council residents; and</li> <li>• has not already occurred; and</li> <li>• is not the subject of litigation; and</li> <li>• does not duplicate existing services or programs; and</li> <li>• does not have a purely political purpose; and</li> <li>• does not have a life greater than 12 months from date of application for funding.</li> </ul>
The alignment of the project with Council's plans and values (as stated in Council's Corporate plan)	<p><b>People:</b></p> <ul style="list-style-type: none"> <li>• Ensure we preserve cultural heritage, history, and place;</li> <li>• Ensure our communities are safe, healthy, and active;</li> <li>• Ensure accessibility to community support services;</li> </ul> <p><b>Sustainability:</b></p> <ul style="list-style-type: none"> <li>• Ensure the sustainability and future of our individual communities and region;</li> </ul> <p><b>Prosperity:</b></p> <ul style="list-style-type: none"> <li>• Ensure investment into the retention of key skills within the region;</li> <li>• Ensure opportunity is brought to the region.</li> </ul>
The community need for the project or activity	<ul style="list-style-type: none"> <li>• Letter of support from community members</li> <li>• Needs analysis, community consultation</li> </ul>

Applications are reviewed by Council's Enterprise Development and Delivery team to ensure completeness.

If insufficient detail is provided in the application form, the Enterprise Development and Delivery team will make contact with the applicant and advise of further information that is required to enable assessment. The application will not be progressed until all further information is received.

Upon receipt of a complete application, Council's Enterprise Development and Delivery team will make the initial assessment based on eligibility criteria. Council's Enterprise Development and Delivery team will conduct Ground-truthing with the Divisional Councillor unless it is not appropriate in the circumstances to do so. The view of a Divisional Councillor is not determinative of the final recommendation.

A recommendation report is then prepared for Council listing the applications that meet the eligibility criteria. Council will make the final determination at a Council meeting.

## 11.5 Approval and payment

Upon receipt of the list of endorsed applicants from the Council Meeting, the Financial Services Division will approve payment. Payments are processed via purchase order to the supplier.

A remittance advice will be sent to the supplier and the Applicant when payment is made.

## 11.6 Out of cycle funding applications

Council recognises that there may be occasions where urgent assessment of Community Grants is required. This is particularly in relation to emergent projects and/or extenuating circumstances (eg. school sporting events (Peninsula Sport), changes to arrangements due to weather impacts, for circumstances where the opportunity and event timing does not coincide with the normal grant application and approval timeline). Such requests will be assessed by the Enterprise Development and Delivery team, at request of the Chief Executive Officer, for eligibility and finally approved or rejected by the Mayor or delegate Councillor and Chief Executive Officer based on assessment and endorsement.

*Note: Where the project or activity is not emergent (ie. It does not have a very narrow window between the opportunity being made available and the subsequent event timing) and the grant application for it could reasonably have been made within the standard application timeline, then the standard 'within cycle' funding provisions shall apply. The 'out of cycle' provisions are not to be applied as a default process for late applications.*

## 11.7 Outcome reporting

Successful applicants will need to provide an Outcomes Report, including photos, where relevant, within 4 weeks after the event.

Council's Enterprise Development and Delivery team will provide the Outcome Report on confirmation of acceptance of approved funding.

If an Outcome Report is not provided, any future applications by the Applicant for Community Grants will be deemed ineligible.

## 12. Funeral Grant

### 12.1 Application and timing

Council recognises that funerals are a very culturally significant event in their region. Applications for a Funeral Grant may be made at any time throughout the financial year. An application form must be submitted to [community.grants@tsirc.qld.gov.au](mailto:community.grants@tsirc.qld.gov.au).

### 12.2 Assessment

Requests for Funeral Grants are assessed by the Enterprise Development and Delivery team for eligibility and finally approved or rejected by:

- (a) the Chief Executive Officer based on assessment and endorsement where the amount requested is \$5,000 or less; or
- (b) the Chief Executive Officer and Mayor based on assessment and endorsement where the amount requested is more than \$5,000.

In making their assessment of the Funeral Grants, the Chief Executive Officer and/or Mayor will consult with the Divisional Councillor unless it is not appropriate in the circumstance to do so.

Criteria
Protection of cultural practice
Recognition of cultural protocols
Funeral must be taking place in the Torres Strait Island Regional Council Local Government Area
Deceased must be a current Torres Strait Island Regional Council resident
Details of any special circumstances if the amount applied for is greater than \$5,000



### 12.3 Eligible expenditure

Allowable expenditure includes:

- (a) repatriation costs; and
- (b) catering costs; and
- (c) Funeral Home costs.

### 12.4 Maximum application threshold

Absent any special circumstances, the maximum amount available for a Funeral Grant is \$5,000 per funeral, which is in addition to any in-kind contributions which may be offered.

	Maximum per funeral
<b>Funeral Grant</b>	<b>\$5,000 unless special circumstances</b>

### 12.5 Approval and payment timing

Council acknowledges the urgency of Funeral grants. In the event that the required payment date falls within the normal creditor payment timeframes, payments will be processed as part of Council's regular creditor payment run every Wednesday and Friday.

Alternatively, if the payment is considered urgent and authorised by the Chief Executive Officer, payments can be processed via a special creditor payment run at the discretion of the Financial Services Division.

Payments are processed via purchase order to the supplier.

A remittance advice will be sent to the supplier and the Applicant when payment is made.

## 13. Funeral Travel Grant

### 13.1 Application and Timing

Council recognises that funerals are a very culturally significant event in their region. Applications for Funeral Travel Grants may be made at any time throughout the financial year.

An application form must be submitted to [community.grants@tsirc.qld.gov.au](mailto:community.grants@tsirc.qld.gov.au).

### 13.2 Assessment

Requests for Funeral Travel Assistance are assessed by the Enterprise Development and Delivery team for eligibility and finally approved or rejected by the Chief Executive Officer based on assessment. In making an assessment of an application for Funeral Travel Grant, the Chief Executive Officer will consult with the Divisional Councillor unless it is not appropriate in the circumstance to do so.

Criteria
Protection of cultural practice
Recognition of cultural protocols
Deceased must have a strong and enduring connection to communities within Council's local government area, and the Torres Strait Region

### 13.3 Eligible expenditure

Allowable Expenditure includes:

- (a) Travel cost



### 13.4 Maximum application threshold

The maximum amount available for Funeral Travel Grants is \$5,000 per funeral per community.

	Maximum per funeral per community
<b>Funeral Travel Grant</b>	<b>\$5,000</b>

### 13.5 Approval and payment timing

Council acknowledges the urgency of funeral travel. In the event that the required payment date falls within the normal creditor payment timeframes, payments will be processed as part of Council's regular creditor payment run every Wednesday and Friday.

Alternatively, if the payment is considered urgent and authorised by the Chief Executive Officer, payments can be processed via a special creditor payment run at the discretion of the Financial Services Division.

Payments are processed via purchase order to the supplier.

A remittance advice will be sent to the supplier and the Applicant when payment is made.

## 14. Maximum application threshold for all grants and donations

Applications may include funds and/or in-kind assistance (e.g. use of Council facilities or assets through waiver of fees for the purposes of the project/activity).

In all instances, there must be a budgeted allocation to cover the application amount.

Applications may be a combination of cash or in-kind support, however, the maximum application amount applicable for grants are:

	Individual	Community Entity
<b>Community Grant Funding</b>	<b>\$2,500</b>	<b>\$10,000</b>
<i>Maximum funding per applicant per financial year (exclusive of funeral donations)</i>		

	Maximum per funeral
<b>Funeral Donations</b>	<b>\$5,000</b>

	Maximum per funeral per community
<b>Funeral Travel Assistance</b>	<b>\$5,000</b>

The amounts quoted above are GST Exclusive.

## 15. Annual budget allocations

The budget for the Community Grants, Funeral Grants and Travel Grants are allocated on the basis of each Island.

The total combined annual budget allocation for the Community Grant Program, Funeral Grant and Funeral Travel Grants are tabled below:

Program Name	Annual Budget Allocation
Community Grants, Funeral Grant and Funeral Travel Grant Badu	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Boigu	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Dauan	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Erub	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Hammond	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant lama	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Kubin	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Mabuiag	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Mer	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Poruma	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Saibai	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant St Pauls	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Ugar	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Warraber	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Yorke	\$25,000
Community Grants, Funeral Grant and Funeral Travel Grant Torres Strait Island Regional Council Local Government Area	\$15,000
<b>TOTAL</b>	<b>\$390,000</b>

## 16. Unexpended balances at end of financial year

Community Grant balances held as unexpended at financial year end, will not be carried forward to the next financial year, in accordance with the legislation.

## 17. Further considerations

In approving a request for assistance Council will consider:

- The benefit to the community;
- Whether funds have already been received from another program and/or for another event;
- The impact on Council's operations of any provision of plant, equipment and materials for in-kind donations;
- The availability of funds within the Council's annual budget.

Manager Responsible for Review

Manager, Corporate Services



**Adoption:** June 2023

**Due for Revision:** June 2024

James William  
Chief Executive Officer