



# CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

Phone: (07) 4168 1866  
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## COMMUNITY GRANTS POLICY

### 1. PURPOSE

This policy is to comply with section 195 of the *Local Government Regulation 2012* (the Regulation) which requires Council to adopt a Community Grants policy.

### 2. COMMENCEMENT OF POLICY

The policy commences on adoption by Council.

### 3. APPLICATION OF THE POLICY

This Policy applies to grant applications from community organisations within the Cherbourg Aboriginal Shire Council area.

### 4. POLICY

#### 4.1. Financial Community Grants

Council will consider applications of in-kind support and applications for financial support with a funding limit up to a maximum of \$4,000 during each financial year.

All applications must be received in writing and in the appropriate form.

Limited funds are available through a competitive process with applications determined according to funding criteria and merit. Applicants must use the correct form and adhere to the Community Grant Policy. Submission of an application is not a guarantee of success. No applicant is guaranteed to receive approval for all or any funding applied for. All decisions are at Council's absolute discretion.

#### 4.2. In-Kind Community Grants under \$500

One-off in-kind donations can be accessed all year round. Wherever possible applications must be received four weeks prior to the event occurring and must meet the criteria of this policy. The Chief Executive Officer shall determine all requests for in-kind support with a value of up to \$500.

#### 4.3. Application Process

All applications must be made using the approved Community Grants program application form and signed by the applicant. Council will provide applications forms to applicants. *(Note: letters or verbal requests will not be accepted).*

Only one application may be submitted per organisation per funding round. Organisations wishing to apply for more than one event per funding round are required to complete one application form detailing all events.

In-kind applications under the value of \$500 must be received four weeks prior to the proposed event or activity.



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Applications for Community Grants must:

- i) be made within the funding round timeframes notified by Council. Applications received outside the funding round may not be considered; and
- ii) attach at least one quote with the application;
- iii) attach a copy of the audited financial statements for the past year;
- iv) attach a copy of minutes confirming the decision to seek financial assistance for the project;
- v) attach a copy of a certificate of currency for public liability insurance.

Letters of support from organisation and individuals directly involved with the project for which funding is being sought are highly recommended. Letters of support from Councillors or Council Officers will not be accepted.

#### **4.4. Eligibility Criteria**

The requested support must provide a direct benefit to the Cherbourg Aboriginal Shire community.

The applicant must be:

- based in the Cherbourg Aboriginal Shire Council region,
- have a membership base within the Cherbourg Aboriginal Shire Council region
- be delivering a service which will be of a direct benefit to members of the Cherbourg Aboriginal Shire community
- a not-for-profit community organisation.
- Individuals selected for representative activities (sporting, academic, or artistic) at a regional, state or national level.

Community Organisations must have appropriate insurance and have satisfactorily acquitted all previous grants.

#### **4.5. Ineligibility Criteria**

The applications which will generally be considered ineligible for consideration under this Policy include where:

- a) the applicant is a political organisation;
- b) the applicant has previously received support and has failed to meet the conditions of that support;
- c) the applicant has an outstanding debt with Council (including rent and other bills);
- d) the project is for a private commercial (for profit) activity;
- e) the project does not provide a direct benefit to the Cherbourg Aboriginal Shire community;
- f) the application is for retrospective support;



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- g) the request is for maintenance of community facilities that are owned by Cherbourg Aboriginal Shire Council. (These requests are to be referred to the relevant operational area of Council);
- h) the community organisation has a lease agreement or Memorandum of Understanding (MOU) where support is included as a term of that agreement or MOU;
- i) projects do not involve the Cherbourg Aboriginal Shire community;
- j) the purchase of land;
- k) operational funding for organisations;
- l) prize money;
- m) the purchase of trophies, ribbons and prizes; or
- n) the purchase of food and beverages.

## 4.6. Assessment Criteria

Preference will be given to applicants that demonstrate strong community benefit, including to local businesses and the need and support for a project or activity.

Consideration will be given to whether the applicant sought funding from a variety of sources or demonstrate a commitment to contribute funding towards the project.

Each application will be considered on its merits having regard to the community benefit and the funding available from Council's operational budget;

The assessment of applications will be conducted in a transparent and accountable manner in accordance with the Community Grants Policy.

Applications are considered and approved by Council.

## 4.7. Acquittals

Recipients who receive a financial donation are required to complete an acquittal report no later than six (6) weeks after the completion of the project, activity or event. If an applicant fails to complete and lodge the acquittal report to the satisfaction of Council or delegate, Council reserves the right to recover the granted funds. Council will provide acquittal forms to applicants.

## 4.8. Acknowledgement of Council

Organisations are required to acknowledge Council's contribution in any publications, publicity material or signage associated with the funded project or activity.

## Variations

*CASC reserves the right to vary, replace or terminate this policy from time to time.*



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## Associated Documents

- Community Grants Program Application Form
- Community Grants Program Acquittal Form

## POLICY VERSION AND REVISION INFORMATION

**Policy Type:** Statutory

**Policy Authorised by:**

**Original issue:**

**Title:** Chief Executive Officer

**Policy Maintained by:**

**Current version:** 1

**Title:**

**Date Reviewed:** August 2023

**Council Resolution:**

**Resolution date:**