

# COMMUNITY ASSISTANCE PROGRAMMES POLICY

## (STATUTORY POLICY)

### 1. Scope

The Community Assistance Programmes Policy (this 'Policy') applies to all Livingstone Shire Council employees and Elected Members who provide grants, sponsorship, funding and/or in-kind support to community organisations and/or individuals.

This Policy does not apply to the Rates Rebate and Remissions Policy (which is a separate policy and budget allocation).

### 2. Purpose

This Policy establishes a commitment to the process of providing grants, sponsorship, funding and/or in-kind support to eligible community organisations and individuals within the Livingstone Shire Council local government area.

### 3. References (legislation/related documents)

#### Legislative reference

*Crime and Corruption Act 2001*  
*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Public Sector Ethics Act 1994*

#### Related documents

Award Programmes Procedure  
 Code of Conduct  
 Event Sponsorship Programme Procedure  
 Financial Delegations Directive  
 Livingstone Community Grants Procedure  
 Mayor's Discretionary Fund Procedure  
 Procurement Policy  
 Regional Arts Development Fund Procedure

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Grant	A financial payment from Council for non-commercial projects, activities or items which meet specific criteria within a formal application, assessment, and acquittal process.
In-Kind	Products or services provided by Council in lieu of, or in addition to, cash grants.
Mayor's Discretionary Fund	Assistance provided to organisations and/or an individual outside of the Community Grants Scheme, Events Grant and In-Kind Programme.

Not-For-Profit	An organisation which does not operate for the profit, personal gain, or other benefit of a particular person, people, or members.
Once-Off Funding	Financial or in-kind assistance which is provided as a once-off allocation.
Recurrent Funding	An agreement to provide repeat financial or in-kind assistance on an annual basis over a specified time to achieve specific outcomes.
Sponsoring Body	An incorporated community organisation sponsoring an application under Council's scheme where the applicant is a non-incorporated community organisation.
Sponsorship	A mutually beneficial contract involving the purchase of intangible and exploitable potential, which is associated with an event, organisation or project, and results in tangible benefits to Council as the sponsoring organisation.

## 5. Policy Statement

This Policy is in accordance with section 195 of the *Local Government Regulation 2012* which states:

### **195 Community grants policy**

*A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from local government.*

Council is acutely aware of the positive impact social and cultural initiatives deliver to communities across the Shire. As such, Council is committed to providing worthwhile support and meaningful assistance to eligible organisations and/or individuals through the administration of the its programmes including:

- (i) Livingstone Community Grants;
- (ii) Regional Arts Development Fund;
- (iii) Events Sponsorship Programme;
- (iv) In-kind Support Programme; and
- (v) Mayor's Discretionary Fund.

These programmes will provide funding to eligible organisations and/or individuals in support of initiatives which deliver benefits to the Livingstone community, and enable eligible organisations to work towards realising their individual desires and aspirations.

Council's Community Assistance Programmes will be established and maintained to ensure that the provision of funding is achieved in the most efficient manner and to provide the most effective outcomes for eligible organisations, the Livingstone community, and Council.

Initiatives seeking funding from these programmes must not have received funding from any other sources within Council.

All applications and submissions made to programmes detailed in this policy must meet associated eligibility criteria, demonstrate a properly made submission, complete a formal acquittal, and adhere to all necessary requirements in accordance with the corresponding procedure.

## 5.1 Classifications

Council's grant programmes consist of the following assistance components:

### 5.1.1 Livingstone Community Grants

Council will provide two funding rounds per financial year for eligible community organisations, generally in February and August. Applications for this once-off funding will be administered in line with the allocation specified by Council's annual budget process.

Applicants need only apply where a submission can demonstrate the following:

- (i) organisations must be based within the Shire and provide services and/or activities to benefit residents and improve the overall liveability of the Shire;
- (ii) organisations must be solely not-for-profit;
- (iii) organisations must not have received adequate funding from another source; and
- (iv) organisations must be incorporated or alternatively sponsored by an incorporated body.

### 5.1.2 Regional Arts Development Fund

This funding is delivered in partnership between the Queensland Government's Arts Queensland and Livingstone Shire Council.

Applicants need only apply where a submission can demonstrate the following:

- (i) a clear focus on investment in quality locally determined arts and cultural experiences and priorities; and
- (ii) relevance to the explicit objectives and priorities stipulated annually in the advertisement and promotion of the Fund; and compliance with the categories and associated requirements of a formal application.

### 5.1.3 Events Sponsorship Programme

Council provides opportunities for recurrent funding within this programme, through a negotiated agreement, for major and minor non-political events, festivals, fetes, and celebrations up to the allocation specified by Council's annual budget.

Applications for support through this programme can be made by eligible applicants at any time. Support through this programme will be provided to applications which showcase the Shire and attract economic and/or tourism opportunities, and enhance community identity and provide community benefit and/or fundraising opportunities.

Support can be provided as either cash, in-kind, or a combination of both cash and in-kind.

Applicants are considered eligible where a submission can demonstrate the following:

- (i) organisations must be based within the Shire and provide services and/or activities to benefit residents and improve the overall liveability of the Shire; and

- (ii) organisations must align with the relevant ideals and values outlined in Council's Corporate and Operational Plans.

#### 5.1.4 In-Kind Programme

Council can provide non-cash contributions to organisations applying under 5.1.3 or 5.1.4. Such in-kind contributions could include, but are not limited to, provision of bins, waiving of fees, or provision of assistance such as traffic control and turning on lights.

Applications for such assistance will be considered where requests can demonstrate they meet the specified criteria for in-kind assistance.

#### 5.1.5 Mayor's Discretionary Fund

The Mayor's Discretionary Fund allocation supports local organisations and/or individuals with administration of prompt once-off funding up to the allocation specified by Council's annual budget.

Applicants need only apply where a submission can demonstrate the following:

- (i) organisations and/or individuals can demonstrate an advantage for the broader community of the Shire;
- (ii) organisations and/or individuals can seek in-kind support (for example internal transfer of funds to contribute to hall hire fees);
- (iii) organisations must be solely not-for-profit; and
- (iv) organisations and/or individuals have not received adequate funding, sponsorship and/or in-kind support from other sources.

The Chief Executive Officer approves written proposals from the Mayor's Discretionary Fund up to the value of \$500, based upon the Mayor's recommendation. Amounts greater than \$500 will be referred by the Chief Executive Officer to Council for determination.

## 6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

1. The related information is amended/replaced; or
2. Other circumstances as determined from time to time by Council.

## 7. Repeals/Amendments

This Policy repeals the former Livingstone Shire Council Policy titled 'Community Assistance Programme Policy (v1)'.

Version	Date	Action
1	08/04/2014	Adopted
2	21/08/2018	Amended Policy Adopted
2.1	02/10/2018	Administrative Amendments – removal of repeated definitions

**CHRIS MURDOCH**  
**CHIEF EXECUTIVE OFFICER**