

LIVINGSTONE COMMUNITY GRANTS PROCEDURE

1. Scope

The Livingstone Community Grants Procedure (this 'Procedure') applies to all Livingstone Shire Council employees, Elected Members, and Assessment Panel Members associated with the administration of the Livingstone Community Grants to eligible community organisations within the Livingstone Shire local government area.

2. Purpose

The purpose of the Livingstone Community Grants Procedure is:

- 1) to ensure a fair, equitable, accountable, and transparent framework is established and maintained in the administration and provision of funds for eligible initiatives within the Shire through the Livingstone Community Grants; and
- 2) to clearly establish a process which enables the allocation of funds through the Livingstone Community Grants to support and enhance community wellbeing and liveability by building the capacity and resilience of not-for-profit community organisations within the Shire.

3. Related Documents

Primary

Community Assistance Programmes Policy

Secondary

Local Government Act 2009

Local Government Regulation 2012

Crime and Corruption Act 2001

Public Sector Ethics Act 1994

Related Documents

Code of Conduct

Financial Delegations Directive

Procurement Policy

Queensland Government Guidelines for Local Government Administration of Community Grants

Rates Rebates and Remissions Policy

Records Management Directive

4. Definitions

To assist in interpretation, the following definitions shall apply:

Donation	Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily.
Government Agency	A local, state, or federal government department, agency, or body.

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.
Incorporated	A community organisation incorporated under the: (a) <i>Associations Incorporations Act 1981</i> (Qld); (b) <i>Corporations Act 2001</i> ; (c) <i>Cooperatives Act 1997</i> (Qld); (d) <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> ; or (e) <i>Another relevant Act which mandates compliance with one or more of (a) to (d).</i>
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 assistance which is provided as a once-off allocation in a single financial year.
Community Organisation	Interchangeable with a 'club', 'association', or 'community group', including those which meet the eligibility criteria outlined within this procedure and provides programmes and services to the community.
Sponsoring Body	An incorporated community organisation sponsoring an application under Council's scheme where the applicant is a non-incorporated community organisation.

5. Procedure Statement

5.1 Livingstone Community Grants Classifications

The programme provides once-off funding to initiatives which:

- build the capacity and resilience of community organisations;
- strengthen social cohesion, inclusion, and collaboration;
- enhance the Shire's overall liveability; and
- meet one or more of the themes and associated goals captured within the Livingstone Community Plan: Towards 2050.

5.1.1 Programme Rounds

Applications for funding from the Livingstone Community Grants will be called a minimum of twice per financial year, generally February and August. Each round will be advertised publicly for a minimum of two (2) weeks prior to the nominated closing date.

The amount of funds available within each round will be determined following the adoption of Council's annual budget.

Council will establish an Assessment Panel to evaluate applications in order to ensure fair, accountable, and transparent practices are maintained and to ensure resources are utilised efficiently and effectively to maximise community benefit (as outlined in section 5.2.1).

5.1.2 Eligible Applicants

Community Organisations must demonstrate compliance with the following criteria in order to be eligible to submit an application to the programme:

- a) primary operation within the Shire;
- b) primary objectives provide a benefit to communities within the Shire;
- c) sole not-for-profit status is established and maintained;
- d) be properly constituted and incorporated;
- e) hold public liability insurance (minimum \$20,000,000 coverage); and
- f) have no outstanding matters before Council.

5.1.3 Ineligible Applicants

The following entities are ineligible to submit an application to the programme:

- a) community organisations which do not meet the requirements outlined in section 5.1.2;
- b) community organisations that have received funding through the Livingstone Community Grants round immediately previous to the current round, or within the current financial year;
- c) government agencies;
- d) for-profit organisations;
- e) individuals;
- f) political organisations; and
- g) TAFE, Universities, or Colleges.

5.1.4 Ineligible Initiatives

Ineligible initiatives which will not be considered under the programme include:

- a) ongoing or current maintenance, salaries, or standard costs associated with the operation of the organisation (for example; insurance, rent, utilities, uniforms etcetera);
- b) initiatives which have already commenced or have been completed;
- c) initiatives which will be delivered (part or in full) outside the Shire;
- d) initiatives which support political or discriminatory ideologies and/or practices;
- e) initiatives which contravene laws and regulations set by Government agencies; and
- f) initiatives which are eligible under the following alternative funding programmes:
 - i) Rates Rebates and Remissions Policy;
 - ii) Regional Arts Development Fund;
 - iii) Event Sponsorship Programme; and/or
 - iv) In-Kind Support Programme.

5.1.5 Goods and Services Tax and Australian Business Number

Depending upon the applicant's status with the Australian Tax Office, funding from the Livingstone Community Grants may attract goods and services tax. Community organisations submitting an application for funding are therefore required to declare whether or not they are goods and services tax registered and provide an Australian Business Number.

Organisations which do not have an Australian Business Number must supply a Statement of Supplier form indicating the reason for not quoting an Australian Business Number. Without an Australian Business Number or Statement of Supplier form, Council will be required to withhold and forward 48.5 per cent of any approved grant to the Australian Tax Office.

5.2 Assessment

5.2.1 Assessment Panel

The Chief Executive Officer or delegated officer will establish an Assessment Panel to evaluate applications received under the Livingstone Community Grants. The Assessment Panel will consist of up to five (5) people which may include Council Officers, Councillors, and community representatives.

Pursuant to the *Local Government Act 2009*, *Public Sector Ethics Act 1994*, and Council's *Code of Conduct*, members of the Assessment Panel are required to declare any conflict of interest in the evaluation of applications, and if necessary withdraw from any evaluations of applications and / or round of applications.

The Chief Executive Officer or delegated Officer may appoint replacement members to the Assessment Panel where panel members are unable to take part in evaluations.

Should the Assessment Panel consider it appropriate, it may seek advice from appropriate Council officers on specialist matters relating to individual applications, however these officers will not take part in the decision making processes, deliberations, or evaluations completed by the Assessment Panel.

The Assessment Panel may consider it appropriate to meet and review eligible applications prior to completing individual assessments. The Assessment Panel will evaluate all eligible applications in accordance with Council's *Community Assistance Programmes Policy*, the Livingstone Community Grants assessment criteria (as outlined in section 5.2.2), and with respect to the relevant Council budget allocation. Applications that are evaluated and scored less than fifty per cent (50%) will not be considered for funding.

The Assessment Panel will ensure compliance with the evaluation process to ensure fair, equitable, accountable, and transparent evaluations are completed. The Assessment Panel will utilise the electronic platform established by Council and adhere to all associated requirements in the evaluation of eligible applications.

All records will be retained by Council in accordance with Council's Record Management Directive.

The Assessment Panel will have its membership reviewed annually, generally in September, to inform and guide any associated updates and / or changes. This review process will be completed by the Chief Executive Officer or delegated officer.

5.2.2 Assessment Criteria

Eligible applications submitted to the Livingstone Community Grants will be evaluated in accordance with the following criteria:

- a) evidence which confirms the initiative's budget, detailing requested funding amount, associated quotations, and (if required) applicant contribution;
- b) evidence which demonstrates the initiative can be delivered within the required timeframes;
- c) evidence which identifies the need for the initiative within the community;
- d) evidence which demonstrates the initiative will address the identified need;
- e) evidence which clarifies alignment of the initiative to one or more themes and associated goals captured within the Livingstone Community Plan: Towards 2050;

- f) evidence which confirms the number of participants / community members who will benefit from the delivery of the initiative;
- g) evidence which details the initiative's potential to attract visitors to, or growth of the Shire; and
- h) evidence which demonstrates the initiative will support and enhance community wellbeing and liveability by building capacity and resilience of the applicant.

5.2.3 Offer of Funding

Following acceptance and endorsement of the Assessment Panel's recommendations by Council through formal resolution, applicants will be advised of the outcome of their application in writing within ten (10) working days.

Unsuccessful applicants will be notified accordingly and invited to request further clarification on the evaluation of the application. Council officers will provide feedback in accordance with the evaluation of the application by the Assessment Panel.

The requisite funding agreement, payment authority form, acquittal outcome report template, and other relevant operational requirements will be provided to successful applicants, detailing the conditions for receipt and acquittal of the approved funds, acknowledgement of Council's funding, and feedback requirements.

Confirmation and acceptance of the funding agreement and payment authority form are required in accordance with the Articles of Incorporation Rules for the incorporated body or sponsoring body, and must be returned by the specified date prior to the release of any funds. Successful applicants will be advised that failure to comply may result in the offer of funding being revoked.

Details of all approved applications and associated initiatives, including name of the successful applicant, a brief description of the initiative, and the amount funded will be made public via Council's standard media and communications channels.

Funding decisions formally resolved by Council are final, subject to any appeal to the Queensland Civil and Administrative Tribunal. Appeals for reassessment will not be considered by Council however applicants may seek feedback in relation to how to improve future applications. Where any funding decision appeal is made to the Queensland Civil and Administrative Tribunal, Council will fund all other successful applications in that round while awaiting the outcome of any such appeal.

Depending upon the quantum of the appeal to the Queensland Civil and Administrative Tribunal, Council may suspend or delay further rounds of the Livingstone Community Grants.

5.2.4 Acquittal of Funding

The successful recipient must complete the acquittal documentation in accordance with the timeframe outlined in the Funding Agreement and provide evidence proving how the funding was spent (for example, receipt, invoice, or photograph).

5.2.5 Variation of funding

Upon acceptance of the funding offer, the Recipient must only spend funds on the delivery of the initiative as described in the successful application. If the recipient wishes to vary the details of the successful application, either for amendments to the initiative and / or the associated timeline, a variation form must be completed to capture the requested changes.

No funding may be spent by the Recipient, unless on the delivery of the initiative as described in the successful application, without prior written approval from Council subsequent to the submission of a complete variation form. For a variation to be approved by Council, it must meet all details outlined in Sections 5.1.2, 5.1.3, 5.1.4, and 5.2.2 of the Livingstone Community Grants Procedure and achieve the original intended outcomes of the initiative as captured in the successful application.

Any funds spent by the Recipient on an initiative not included in the details of a successful application and without prior written approval from Council, through completion of a variation form, may be required to be repaid to Council by the Recipient.

5.3 External Financial Contribution

When an external party wishes to contribute funds to the Livingstone Community Grants they must submit to Council a summary (no more than 500 words) addressing;

- a) Why the party wishes to contribute to the Livingstone Community Grants;
- b) How the party aligns with the Livingstone Community Grants intended outcomes; and
- c) How much the party wishes to contribute.

Summaries will be presented to the Council table as they are received for consideration.

Council will resolve to accept or reject the offer. If accepted as a financial contributor to the Livingstone Community Grants, the party will be acknowledged as such in all relevant promotional material.

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended / replaced or other circumstances.

7. Repeals

This Procedure repeals the Livingstone Shire Council Procedure titled 'Livingstone Community Grants Procedure (v4.0)'.

Version	Date	Action
1.0	08/04/2014	Adopted
2.0	21/08/2018	Amended Procedure Approved – previously known as Community Assistance Program Procedure
3.0	08/07/2019	Amended Procedure Approved – section 5.1.3 and 5.2.1 updated
4.0	25/11/2019	Amended Procedure Approved – definitions updated, section 5.1(iv), 5.2.2(v) updated and section 5.2.4 and 5.2.5 inserted
5.0	27/09/2022	Amended Procedure Approved – section 5.14 updated and section 5.3 inserted

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