

Policy Title	COMMUNITY GRANTS POLICY
Policy Number	FIN_005
Business Unit	CORPORATE SERVICES / FINANCE
Policy Type	STATUTORY POLICY
Responsible Officer	CHIEF EXECUTIVE OFFICER
Date of Adoption	26 November 2024
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Date Repealed	

Document History	Date	Council Resolution Number	Notes (including the prior Policy number, details of change/s, etc)
Original	2009		
Version 2	30/07/2013	2.7.300713	FIN_005 Community Grants Policy
Version 3	26/02/2019	7.1-260219	FIN_005 Community Grants Policy
Version 4	29/08/2023	C13.8.-29082023	FIN_005 Community Grants Policy
Version 5	26/11/2024	C8.6-26112024	FIN_005 Community Grants Policy

1. POLICY SUMMARY

This policy is designed to outline Northern Peninsula Area Regional Council's commitment to supporting communities in the region by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation and make a positive and ongoing contribution to the region.

This policy sets out how the Council will support our community in an equitable, transparent and sustainable manner. Council will provide grants only when:

- the grant is appropriate having regard to other priorities and available resources;
- the receiving community organisation or entity meet the eligibility criteria set out in this policy and in the supporting guidelines for the specific funding program;
- the grant will be used for a purpose that is in the public interest; and
- the grant will meet a community and/or social need in the local community.

2. POLICY OBJECTIVES

This policy guides the administration of council's grant programs ensuring grants:

- assist council to achieve its strategic goals and identified key initiatives outlined in the corporate plan; and
- align with the intent of the Local Government Act 2009 and the Local Government Regulation 2012, which states that grants will be used for a purpose that is in the public interest.

The objectives of this Policy are to establish:

- the purposes for which Council will provide grants, remissions and assistance (support) to community organisations;
- the types of support which Council may give;
- the criteria to be applied by the Council in giving such support;
- the requirements and obligations the Council will impose in respect of such support; and
- the reporting by the Council of support provided.

3. SCOPE

This policy applies to all Councillors and Council employees of NPARC.

4. POLICY STATEMENT

a. Grant Categories and Types

Council offers grants in the following categories:

- i. Facility Management;
- ii. Special Projects; or
- iii. Sport and Recreation Club.

The grants provided will be

in kind support undertaken by the Council to a specified value.

b. Conflict of interest

To ensure an accountable and transparent assessment process is maintained, Councillors, and Council Officers assessing grant applications are required to declare any declarable and prescribed conflict of interests prior to the assessment process commencing. This may include a personal connection with any applicant or personal involvement with any organisation. Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the application.

c. Grant Program Process

- i. Each funding program in section 4a must adhere to the following processes:
 - guidelines and criteria
 - application form
 - assessment process
 - accountability requirements.
- ii. In the circumstance that an organisation or individual has not complied with acquittal timeframes and requirements in accordance with a grant agreement, the follow actions will be considered:
- iii. If the grant remains unacquitted the grant recipient will be made ineligible to apply for future council sponsorship for a period of at least three years.
- iv. At the discretion of the Chief Executive Officer, action may be taken to recover unacquitted funds.

d. Eligibility

To be eligible applicants must:

- i. Be free from debt with Council.
- ii. Be community based and provide services and activities of benefit to the residents of the Northern Peninsula Area.
- iii. Ensure that all proposed projects generally occur within the financial year in which funded.
- iv. Be operating on a not-for-profit basis or providing a project for non-commercial gain.

e. Ineligible Applications

The following applications will **not** be considered:

- i. Proposals for projects held outside of the Northern Peninsula Area, unless the applicant can demonstrate a direct community need.

f. Selection Criteria

Applicants that meet the eligibility requirements will be assessed on their merits and consideration will be given to the following criteria:

- i. Benefit to the Northern Peninsula Area community;
- ii. The ability of the organisation to raise funds by other means;

- iii. Community participation, and
- iv. Achievable aims and objectives.

g. In-Kind Assistance

- i. Council will provide assistance to organisations by providing the use of Council plant on the provision that Council personnel are operating the plant;
- ii. All works in-kind will be subject to the availability of plant and plant operators;
- iii. In-kind support can also be provided through a purchase order at Umagico Supermarket or Bamaga Stores to a maximum donation amount
- iv. In-kind support can be provided through minor repairs and maintenance at facilities on the provision that works are completed by Council staff or sub-contractors
- v. The donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages, including travel time and stand down time and the value of the purchase order raised.

h. Administration

- i. The level of financial assistance allocated to the Grants and Donations budget will be determined each year within Council's budget process.
- ii. Requests for grants and donations of any kind must be approved by Council through a report provided by the CEO.

i. Reporting

- i. A monthly report to be provided to Council by the Finance Manager that outlines Grants and Donations for the financial year.

j. Applications

- i. All applications are to be made in writing and forwarded to the Chief Executive Officer.

k. Conditions of Use

All community grants and donations awarded by Northern Peninsula Area Regional Council are subject to the following conditions:

- i. The money should not be used for any other purpose than that for which it is awarded.
- ii. All organisations requesting assistance will be required to make a submission each year.

l. Council's Rights

Decisions made by the Northern Peninsula Area Regional Council with regard to the allocation and endorsement of any funds under this policy shall be final and no discussion will be entered into.

m. Lodging Your Application

All applications should be posted to:

Chief Executive Officer
Northern Peninsula Area Regional Council
PO Box 200
Bamaga, QLD, 4876

5. LEGISLATION

- a. Local Government Act 2009
- b. Local Government Regulation 2012, Chapter 5, Part 5

6. DEFINITIONS

- a. Councillors: the Mayor, Deputy Mayor and Councillors as elected representatives of Northern Peninsula Area Regional Council.

- b. CEO: Chief Executive Officer of NPARC, including people temporarily acting in the role.
- c. Councillor Administrative Support Staff (Support Staff): an NPARC employee who assists the Mayor and Councillors in meeting the responsibilities of their roles and delivery of important services and infrastructure for local communities.
- d. NPARC Employee: all persons employed by NPARC on a permanent, temporary or casual basis and includes persons engaged under a contract of service, and volunteers.
- e. NPARC: Northern Regional Area Regional Council.
- f. Community Organisation see Local Government Regulation 2012 Eligible Community Organisation means a community organisation that:
 - i. is an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient.
- g. Note – Unincorporated groups are eligible to apply, providing that their application is made through an eligible community organisation acting as an auspice.
 - i. (public liability insurance over \$20 million.
 - ii. has acquitted all previous Northern Peninsula Area Regional Council grants.
 - iii. has no outstanding debt to Council.
 - iv. has more than 80% of members who are residents within the NPA local government area
- h. Grant: Is a form of assistance that supports an individual or organisation to develop a specific project. It may also include in-kind assistance such as the provision of Council facilities or services.

7. EVALUATION AND REVIEW

This policy will be reviewed when any of the following occur:

- a. The related legislation or governing documents are amended or replaced; or
- b. Other circumstances as determined by resolution of Council or the CEO.

8. OTHER RELATED NPARC POLICIES AND DOCUMENTS

- a. Councillor Code of Conduct
- b. Employee Code of Conduct
- c. Corporate Plan 2022-2026
- d. Council Budget

9. HUMAN RIGHTS COMPATABILITY STATEMENT

This policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019.

When an individual feels that they are the subject of NPARC's failure to act compatibly with human rights, they can make a complaint directly to NPARC. These complaints will be assessed against the Human Rights Act 2019.



Kate Gallaway
CHIEF EXECUTIVE OFFICER
26/11/2024