

# ISAAC COMMUNITY GRANTS GUIDELINES PROGRAM GUIDELINES

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# GRANT TYPES

## GRANT TYPES

Isaac Regional Council's Community Grants program funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors. The program consists of the following funding categories:

### MINOR OR MAJOR GRANTS

Isaac's Minor and Major grant program assists local not-for-profit community groups and organisations undertaking innovative projects or activities across the following categories:

- Community Development.
- Community Events.
- Community Facilities.
- Sport, Recreation and Healthy Living.
- Cultural Development.

### INDIVIDUAL OR TEAM DEVELOPMENT GRANTS

Funding is available to support Isaac Regional Council local government area residents who are performing, competing or representing the region at national or international competitions or events across the areas of sport, culture, academia, community or environment.

### SCHOLASTIC BURSARIES

Scholastic bursaries enable our local school communities to identify the significant contribution of their students during and post-school and serves to recognise and support academic and sporting excellence, outstanding achievement, community spirit and cultural leadership.

### SPECIFIC PURPOSE GRANTS

Periodically Council may introduce specific purpose grants programs, funded from the Community Grants budget of other sources to address specific community needs. These grants are administered by way separately adopted guidelines which are broadly based on the principles of the Community Grants Guidelines. Examples include: Special Emergency Community Grants in response to COVID19, Moranbah 50<sup>th</sup> Anniversary Civic Events Grants and Dry Lands to High Hopes Drought Support Grants.



# MINOR OR MAJOR GRANTS

## MINOR OR MAJOR GRANTS

### PROGRAM DETAILS

Isaac's Minor and Major grant program assists local not-for-profit community groups and organisations undertaking innovative projects or activities which benefit the community across the areas of community development; community events; community facilities, sport, and recreation and healthy living.

### PRIORITIES

Applications need to be submitted prior to the project or activity taking place and need to align with one or more of the following priorities for our region:

- Supports the objectives of the Isaac Community Plan – see [www.isaac.qld.gov.au/community-plan](http://www.isaac.qld.gov.au/community-plan)
- Activates community and promotes social cohesion
- Encourages healthy and active communities
- Builds resilience and community capacity
- Positively engages with audiences including local youth, the aged, Aboriginal and Torres Strait Islander peoples and multicultural communities.
- Enhances mental health awareness.
- Promotes access, inclusion, diversity and equity for all.
- Promotes community safety.

### WHO CAN APPLY?

Council will apply the following qualifying criteria to community organisations when considering applications for assistance:

A not-for-profit entity as recognised by the Australian Taxation Office, inclusive of incorporated associations, registered charities or bodies exempt from incorporation under other legislation; and

- Holds a current public liability insurance certificate with a coverage value of not less than \$20 million; and
- Is located in the Isaac Region and operates to benefit the communities of the region; and
- Undertakes projects in the public interest which align with the objectives of the Isaac Community Plan.

If a community organisation does not meet the qualifying criteria to be eligible, an application may be auspiced and administered by a qualifying entity on its behalf. The auspicing organisation will be responsible for fulfilling all requirements of any funding agreement with Council.

### WHO CANNOT APPLY?

Applications for assistance submitted, or auspiced on behalf of, the following types of organisations are not eligible for consideration:

- Not-for-profit community organisations who hold a gaming license under the Gaming Machine Act 1991 and where the application is for community facility improvements that are not for the direct benefit of the sport.
- Government agencies or departments of Local, State or Federal Government.
- Educational, religious or medical organisations, where the application is for the organisation's core business.
- Commercial Businesses.

Councillors and/or employees of Isaac Regional Council in their capacity as external office bearers of community organisations are encouraged not to make applications on behalf of an eligible entity. Such applications should be made by an authorised alternate office bearer. However, it is acknowledged that on occasion this may not be practical. In the event, there is no practical alternative but for a Councillor and/or employee to lodge an application on behalf of an organisation, clear evidence of the organisation's governance body authorising the application (e.g. management committee minutes) needs to be submitted with the application. All council personnel will ensure conflict of interest protocols are adhered to in the processing of all applications.

## INELIGIBLE ITEMS

- Ongoing operational or recurrent costs including, but not limited to:
  - Wages, salaries and other forms of personal compensation including judging fees
  - Rent and leasing fees
  - Fuel and plant consumables.
  - Scheduled maintenance of assets and plant
  - Insurance premiums, excepting irregular payments for specific event coverage
- Projects / Events / Activities that have already begun prior to submitting a grant application.
- Projects / Events / Activities which do not have the relevant Local or State Government approvals (food license, liquor license, planning or building permit).
- Projects / Events / Activities proposed for venues where the applicant does not have: approved/secured tenure, consent of the approved leaseholder or private owner or an approved facility/open space booking for Council-owned or controlled venues and/or land.
- The core business of educational, religious or medical organisations.
- Projects that develop, improve or maintain school grounds or infrastructure.
- Projects that form part of a school's curriculum and participation is a requirement for students.
- Development of privately-owned facilities.
- Projects covered by insurance.
- Payment of debt pertaining to the project, event or activity.
- Items included and/or covered by another Council grant application.
- Political projects / events / activities.
- Projects / Events / Activities run solely for commercial profit.
- Projects / Events / Activities without demonstrable community benefit.

- Uniforms.

*NOTE: Uniforms are any attire which is gifted to a wearer or held by an organisation for repeat use. Commemorative or single-event clothing which is auctioned off charity or sold for fundraising is excluded.*

## LEVEL OF FINANCIAL ASSISTANCE AVAILABLE

GRANT TYPE	AMOUNT
MINOR GRANT	Up to \$1,000 (excluding GST)
MAJOR GRANT	Up to \$5,000 (excluding GST) Unless otherwise approved by Council resolution

Applicants requesting amounts over \$5,000 or seeking commitment for 1-3 years must discuss their application with Council's Engaged Communities department prior to submission.

## APPLICATION ROUNDS AND ASSESSMENT

### MINOR GRANTS

Minor Grant applications are open year-round and are managed administratively by the Engaged Communities department in consultation with the relevant Divisional Councillor.

A report will be presented to Council each month on the grant applications considered by the Manager Engaged Communities. Major grants over \$1000 are managed by way of Council resolution.

Applications MUST be received a minimum of four weeks prior to the project / event / activity start date or they will not be considered.

Applicants may submit only one Minor Grant application per project/event/activity and the maximum values of minor grants issued per financial year will not exceed \$6000 per applicant to ensure equitable availability of funds to community.

### MAJOR GRANTS

Major Grant applications are assessed in four set rounds through the financial year (July 1 - June 30). An applicant may only receive one Major Grant per financial year, unless exceptional circumstances are warranted. This applies to the applicant group and not the auspricing body. This is to ensure equitable access to funding for eligible applicants.

Applications are assessed for eligibility by a Council Officers in consultation with Divisional Councillor/s and internal subject matter experts. Recommendations are then made to Council through ordinary meetings for final resolution.

Major Grant rounds are scheduled annually in accordance with the following timetable. Applicants are also encouraged to submit their applications in earlier rounds where possible.

#### **Round 1 – Summer Round (For projects between 12 November and 11 February)**

Closes 12 September for determination at October Ordinary Council Meeting.

#### **Round 2 – Autumn Round (For projects between 12 February and 11 May)**

Closes 12 December for determination at January Ordinary Council Meeting.

#### **Round 3 – Winter Round (For projects between 12 May and 11 August)**

Closes 12 March for determination at April Ordinary Council Meeting.



## Round 4 – Spring Round (For projects between 12 August and 11 November)

Closes 12 June for determination at July Ordinary Council Meeting.

Council may also elect to consider out-of-round major grant applications where exceptional circumstances warrant. Exceptional circumstances may include emergent or unforeseen eligible expenses that impact community group operations, emergent and critical eligible expenses associated with community event delivery, or other eligible expenses that, if no action is taken, may give rise to significant social and community impacts

### CO-FUNDING

Council cannot be the sole funder for every project, event or activity. Depending on the amount requested, funds from other sources may be required. These could include:

- Applicant cash contributions.
- In-kind contribution of volunteer labour
- Grants from other funding bodies.
- Sponsorship.
- Other In-kind support (excludes use/supply of Council facilities or equipment as listed in Fees and Charges).

Co-funding is required for requests over \$1,000. The table below outlines co-funding requirements.

AMOUNT REQUESTED FROM COUNCIL	MINIMUM CO-FUNDING REQUIREMENT
UP TO \$1,000	N/A
BETWEEN \$1,001 TO \$2,500	20% of total project costs
BETWEEN \$2,501 TO \$5,000	30% of total project costs
\$5,001+	40% of total project costs

Council, at its sole discretion, may elect to lower or waive the requirement for a funding co-contribution where:

- Applicants can demonstrate financial hardship which may limit their capacity to make a co-contribution, and/or
- Council believes the community benefit derived from fully funding an application warrants special consideration.

*NOTE: Any waiver will be conditional on terms set out in the Funding Agreement.*

### GRANT CATEGORIES

#### COMMUNITY DEVELOPMENT

This category funds projects and activities which respond to an identified local need and build more inclusive, engaged, and safer communities.

The goal of this category is to facilitate a focused range of social, cultural, recreational, health and education services and programs to build thriving and resilient communities. It aims to facilitate and encourage strategic partnerships that enable self-sustainable community associations and volunteer groups to pursue their diverse aspirations.

## **COMMUNITY EVENTS**

Funds projects and activities that support sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our communities.

The category's goal is to facilitate events that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities. The category's goal is to facilitate events that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities. It aims to grow the number of community-based and initiated events that focus on connection to locality and place.

## **COMMUNITY FACILITIES**

Funds projects which improve the amenities provided by groups and organisations for broader benefit of the community and through betterment contributes to the social, cultural and sporting activation of venues.

## **SPORT, RECREATION AND HEALTHY LIVING**

Funds projects and activities which promote community participation in sport and recreational pursuits across the Isaac Regional Council local government area. The category's goal is to facilitate services and programs to promote liveability (including urban design), health and wellbeing and community safety across the region. It aims to improve the levels of community health and safety against regional, state and national benchmarks. It aims to improve the levels of community health and safety against regional, state and national benchmarks.

## **CULTURAL DEVELOPMENT**

Funds projects which enable the practical foundations for a range of creative arts and cultural projects and activities.



# INDIVIDUAL OR TEAM DEVELOPMENT GRANTS

# INDIVIDUAL OR TEAM DEVELOPMENT GRANTS

## PROGRAM DETAILS

Up to \$1,000 is available to support Isaac Regional Council area residents who are performing, competing or representing the region at national or international competitions or events in the following categories:

- Sports
- Culture
- Academia
- Community
- Environment

Applications need to be submitted prior to the representation and receipts of expenses will need to be presented to Council within 4 weeks of representation.

Applications are to be submitted by the individual, or organisation (team) with documentation to be submitted to support your application or have an accepted nomination.

Individuals must be selected by a recognised national body. Evidence of level of representation must be provided.

In some instances, Council may choose to only part-fund the project / event / activity. Please refer to the State Government website for further funding / grant opportunities -

<https://www.qld.gov.au/recreation/sports/funding>.

## WHO CAN APPLY?

Individuals and teams who meet all of the following criteria:

- Have been a permanent resident of the Isaac Regional Council local government area for at least the preceding 12 months.
- Are representing the region by performing, competing or presenting at national or international competitions or events.
- In addition to the above, applications for sporting events must be:
  - Competing in official national and international championships, recognised by a National Sporting Organisation (NSO) that is endorsed by the Australian Sports Commission.
  - Selected by an official Queensland or Australian team, endorsed by the relevant National Sporting Organisation (NSO).
- For non-sporting applications, the assessment panel will confirm the status of the representation required.

## WHO CANNOT APPLY?

Applications must be made by individuals or teams. Applications will not be accepted on their behalf from:

- Government agencies or departments of Local, State or Federal Government.
- Educational, religious or medical organisations, where the application is for the organisation's core business.

- Commercial Businesses.
- Coaches, team managers, trainers and support crew (in addition to representative level judges, referees or umpires) are not eligible for assistance

#### ELIGIBLE ITEMS

- Travel.
- Accommodation.
- Nomination / registration fees.
- Representative-level uniforms

#### INELIGIBLE ITEMS

- School based competitions / representation.
- Travel insurance.

#### LEVEL OF FINANCIAL ASSISTANCE AVAILABLE

LEVEL OF REPRESENTATION	TEAM*	INDIVIDUAL
<b>NATIONAL (REPRESENTING QUEENSLAND)</b>	Up to \$500	Up to \$250
<b>INTERNATIONAL (REPRESENTING AUSTRALIA)</b>	Up to \$1,000	Up to \$750

*NOTE: A team is defined by three or more individuals from the same organisation representing the Isaac region by performing, competing or representing at national or international competitions or events.*

# SCHOLASTIC BURSARIES

# SCHOLASTIC BURSARIES

## PROGRAM DETAILS

Scholastic bursaries enable our local school communities to identify the significant contribution of their students during and post-school and serves to recognise and support academic and sporting excellence, outstanding achievement, community spirit and cultural leadership.

All funds awarded are for the sole purpose of the scholastic bursary and applications need to be submitted prior to the award presentation or post-school education or employment taking place.

Should applicants be seeking financial assistance for ceremonies associated with the scholastic bursaries, they should refer to the minor or major grant application process. In some instances, Council may choose to only part-fund the project / event / activity.

## WHO CAN APPLY?

Schools located within the Isaac region are eligible to apply for scholastic bursaries each year to recognise outstanding students. Organisations or institutions which offer student bursaries / scholarships for post-school education or employment are also eligible to apply for scholastic bursaries annually.

## ELIGIBLE ITEMS

Bursaries may be awarded by the receiving institution for the following purposes:

- Academic excellence.
- Sports award.
- Outstanding achievement, including School Dux
- Community spirit.
- Cultural and civic leadership.
- Scholarships.

## LEVEL OF FINANCIAL ASSISTANCE AVAILABLE

BURSARY	AMOUNT	DETAILS
<b>PRIMARY SCHOOL (PREP – YEAR 6)</b>	Up to \$250	One application per year can be submitted by each primary school in the Isaac region
<b>HIGH SCHOOL (YEAR 7 – YEAR 12)</b>	Up to \$1,000	Two applications per year can be submitted by each high school in the Isaac region
<b>TERTIARY/VOCATIONAL</b>	Up to \$7,500	One application per year can be submitted by applicable organisations in the Isaac region who offer student bursaries / scholarships for post school education or employment



# **AUTHORISATIONS AND APPLICATION COMPLIANCE**



## COMPLETING A GRANT APPLICATION

A minor grant application will comprise the following elements:

- A fully completed application submitted either on the correct Isaac Regional Council form available at [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au) or via the online submission portal at [speakup.isaac.qld.au](http://speakup.isaac.qld.au). Use of expired forms and requests for assistance by letter, email or phone will be referred to the above channels.
- A copy of the applicant's Certificate of Currency for Public Liability Insurance of no less than \$20 million

In addition to the above, a major grant application also requires:

- A copy of the applicant's most recently audited financial statements or a copy of their annual return to the Office of Fair Trading
- A budget which illustrates how the grant funds will be spent, including any required funding co-contribution by the applicant
- Written quotes for any individual purchases over \$1500

Applicants should ensure that official organisational contact information is provided (Club Secretary, President, Treasurer) rather than relying on the use of personal or business contact details.

Applicants must be authorised by their group/organisation to complete an application form and agree that:

- The statements made within the application are true.
- Necessary local and state government permits / approvals will be obtained prior beginning the project.
- The project will be covered by appropriate insurance.
- All relevant health and safety standards will be met.
- Acknowledge that Council does not accept any liability or responsibility for the project.

## ASSESSMENT CRITERIA

Applications will be assessed using the following criteria:

- Demonstrated need for the project / event / activity.
- Alignment to the specific aims and priorities of the chosen category.
- Evidence the organisation is working towards or maintaining self-sufficiency.
- Benefit to the people and communities of the Isaac Regional Council local government area.
- Evidence of consultation and community partnerships and support.
- Capacity of the applicant to successfully complete the project.
- Balanced, realistic and complete project budget.
- Evidence the organisation has inclusive participation policies and practices.
- Level of funding contributed by the applicant and/or others towards the project.
- Have no debt to Council or have entered into scheduled payment arrangements with Council which are being met.
- Have met acquittal conditions for previous Council grants.

## APPROVALS

If a grant application is successful, the organisation will be required to:

- Accept the conditions of the grant in accordance with Council requirements set out in the funding agreement by signing and returning the document
- Expend the approved funds in accordance with the terms of the Funding Agreement
- Provide acknowledgement of Council's financial support in accordance with the terms of the Funding Agreement
- Provide proof of successful co-funding (other grant sources) within six months
- Complete the project within 12 months of receiving Council funding
- Ensure that Acquittal requirements are met
- Should the event/project/activity be cancelled for any reason the funding will be required to be re-paid to Isaac Regional Council.

## PAYMENT

Approved grant payments are paid within 10 business days of receiving the signed copy of the Funding Agreement.

Isaac Regional Council's preferred method of payment is via EFT – all applicants are required to complete the IRC Supplier Request section of the Application Form and provide a copy of banking verification, such as the top portion of a recent bank statement (with account balance blacked out) or a blank invoice showing ABN. The details provided will be checked and updated accordingly to ensure prompt payment.

All approved grant funding is GST exclusive.

If the application is being auspiced, payment will be made to the auspicating organisation.

Council fees and charges will not be covered in-kind – the applicant's budget needs to reflect the costs as cash and will be paid as such. It is the applicant's responsibility to pay Council's relevant fees and charges.

## GRANT ACQUITTAL REQUIREMENTS

All grant monies must be acquitted no later than twelve weeks after project completion or prior to a subsequent major grant application, whichever is the lesser.

A form will be provided to grant recipients to assist with completing this process.

Organisations will not be considered for a further major grant if an existing major grant-funded project is incomplete, or a completed project has not been acquitted to Council's satisfaction.

Grant recipients with an outstanding major grant acquittal are still able to apply for minor grants, provided it is for an unrelated purpose.

## COUNCIL ACKNOWLEDGEMENT

As a condition of funding, successful applicants are required to actively and publicly acknowledge Isaac Regional Council's financial support for their project/event/activity.

The level of acknowledgement is determined by the amount funded and outlined in the Funding Agreement. A failure to appropriately acknowledge Council's support may jeopardise future grant opportunities.

### FUNDING AMOUNT

### ACKNOWLEDGEMENT

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#### UP TO \$1,000

- IRC logo on flyer/poster/Facebook post.

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#### BETWEEN \$1,001 TO \$2,500

- IRC logo on flyer/poster/Facebook posts/invitation.
- Where possible, naming rights for a minor activity associated with the funded project, event or activity.
- Where logo is not suitable on Facebook, written acknowledgement is to be provided.
- Written or verbal acknowledgement in all written media and advertising materials including media releases.
- If speaking opportunities are available, invitation for Councillor or Mayor to speak.
- Photo opportunity made available with Council representative.
- Mention of sponsorship in emcee script or voice overs.

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#### BETWEEN \$2,501 TO \$5,000

- IRC logo on all promotional materials such as flyer/poster/Facebook posts/invitation.
- Where logo is not suitable on Facebook, written acknowledgement as either 'sponsored by Isaac Regional Council or tag Isaac Regional Council's Facebook page in the post.
- Where possible, naming rights for a medium activity associated with the funded project, event or activity
- Written or verbal acknowledgement in all written media and advertising materials including media releases.
- If speaking opportunities are available, invitations for Councillor or Mayor to make a short speech.
- Photo opportunity made available with Council representative.
- Onsite banner/s display.
- Mention of sponsorship in emcee script or voice overs.
- Where the grant is for a large asset or site improvements, valued above \$2500, Council to provide the applicant with a permanent naming plate, sticker or signage acknowledging the financial support provided by Council to be affixed.

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## AMOUNTS OVER \$5,000

- IRC logo on all promotional materials such as flyer/poster/Facebook posts/invitation.
- Where logo is not suitable on Facebook, written acknowledgement as either 'sponsored by Isaac Regional Council' or tag Isaac Regional Council's Facebook page in the post.
- Where possible, naming rights for a major activity associated with the funded project, event or activity.
- Written or verbal acknowledgement in all written media and advertising materials including media releases.
- If speaking opportunities are available, invitations for Councillor or Mayor to make a short speech.
- Photo opportunities made available with Council representative/s.
- Arrangements made with Council for a selection of photographs to be taken with appropriate permissions.
- Onsite banner/s display.
- Mention of sponsorship in emcee script or voice overs.

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## PRIVACY

Your personal information is dealt with in accordance with Council's Privacy Policy.

Council will use any personal information provided for the purpose of processing your grant application and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other local government Acts. Your personal information is only accessed by persons authorised to do so.

Please note the information provided on your grant application and in any related documentation / discussions may be provided to members of the Community Grant assessment panel in order to assist Council in processing your grant application.

## APPLICANT SUPPORT

For further information or help completing on-line applications, please contact Isaac Regional Council's Communities Team:

1300 ISAACS (1300 472 227)

communitygrants@isaac.qld.gov.au

Council's Community Relations Officers are also available to assist to develop your project and explore other funding opportunities.

Office hours are 8.30am – 5.00pm, Monday – Friday (excluding public holidays).

These guidelines should be read with Isaac Regional Council's Community Grants Policy. You can view the policy at [www.isaac.qld.gov.au/isaac-community-grants](http://www.isaac.qld.gov.au/isaac-community-grants)