



C.01 Community Assistance Policy

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Policy Owner: Council
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1 OBJECTIVE

The objective of this policy is to provide a structure for providing assistance to community organisations which is open, transparent, legal, equitable, and furthers the aims and objectives of the Council and to ensure that financial assistance, gifts and concessions to community organisations are provided in an equitable and accountable manner and produce the benefits towards which they are aimed.

2 SCOPE

This policy covers any request from the community or community organisations outside of established works programs and Council operations. The scope includes financial assistance to community organisations, assistance to businesses and sponsorship requests.

Requests for funding will be considered using a “merit based” approach.

What this policy does not apply to:

The awarding of grants under the Regional Arts Development Fund (RADF) are not covered under this policy. RADF grants will be assessed, awarded and distributed under the guidelines of the RADF Program.

Events that are undertaken with the purpose of making a profit or raising funds for other uses or charities will not be funded.

3 STATEMENT

3.1 BACKGROUND

Quilpie Shire Council (Council) receives a range of requests for financial support and assistance from community organisations and individuals to assist with the development of sports, arts, heritage, recreation or other community activities within the Shire. Council needs to respond to these requests in a fair, equitable and transparent manner taking into account the financial pressures and demands placed on Council.

3.2 PRINCIPLES

Assistance should be provided in an equitable manner. That is, it should not benefit one group of the community and exclude another notwithstanding that financial assistance should only be awarded based on merit and need. The arrangements for approving requests for assistance should be made on a whole of Shire basis.

Assistance from Council should be provided to achieve an identified benefit to the community generally. The Council should ensure that the benefits are obtained.

The process for approving assistance should be open and accountable.

3.3 PROGRAM PRIORITIES

The identified priorities for funding under this program are:

- To assist a community organisation where there is a genuine need or hardship preventing them from operating or undertaking core activities;
- To enhance existing events or programs to increase the benefits to the community;

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- To enhance economic development and skills base in the Shire;
- To develop open spaces and sport and recreation facilities within the Shire;
- To promote active participation from a range of community sectors such as youth, aged, family, urban, rural etc; and
- To promote local procurement.

3.4 COMMUNITY ASSISTANCE PROGRAM PROCESS

Requests for Community Assistance may be received by the 1st of the Month so that it can be considered at the next council meeting. Council meetings are generally held on the 3rd Tuesday of each month. Outcomes of applications will be provided by the end of the week of the council meeting when the report is presented.

For Community Assistance Grants requesting in-kind support only, staff will provide a report to the CEO. Please allow 1 week for a response to this request This policy delegates authority to the CEO to approve / deny minor assistance grants for in-kind requests and fee waiver.

Staff will provide a report to the Council at a subsequent Council meeting.

Requests may be considered by Council between meetings if circumstances genuinely preclude waiting for the next Council meeting.

Preference must be given to local businesses for procurement of goods and services for any funding provided by Council.

3.5 PAYMENTS

Payments will generally be provided and processed immediately after approval.

3.6 WAIVER OF FEES AND CONCESSIONS

Approval may be sought for the waiver or reduction of fees associated with the hire of Council operated facilities and associated plant or equipment. The CEO may decide to grant a particular type of concession (eg. hall hire) to a specified category of community organisation. This concession would then apply to all community organisations in that category. CEO may grant a standing concession to a particular community organisation.

Where applicable, bonds must be paid by the community organisation regardless of any concessions of fees waived.

Applications for waiver of fees and concessions do not require a Community Assistance Application Form (C.01-C) to be completed. Requests must be received in writing (email acceptable). For Minor Community Assistance Grant Applications, the Community Services Officer will complete a one page form for the CEO to approve for minor where an application has not been completed by the applicant.

Council will recognise the value of this support in its operational budget.

In consideration of granted concessions, Council will pay the hire fees (or concessional amount) on behalf of the community organisation. Funds for this purpose will be allocated in the annual Council Community Grants budget.

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3.7 ACQUITTALS

All funds must be expended in the financial year they are granted. No further assistance will be considered until previous outstanding programs are acquitted.

The Council will require, as a condition of each approval, that the organisation submits an Acquittal Form confirming that the funds have been used for the purpose intended. This should include a copy of the receipt for payment of goods of the organisation supported by an explanation, if necessary. A requirement for special audit reports should be avoided unless the Council has reason to suspect that the reports submitted are misleading or incorrect.

Acquittal Forms must be posted to, emailed or hand delivered to the Quilpie Shire Council NO LATER than eight (8) weeks after the completion of the project.

Applications for waiver of fees and concessions, and Applications for in-kind assistance from Council do not require a Community Grant Acquittal Form (C.01-D) to be completed.

4 HUMAN RIGHTS COMPATIBILITY STATEMENT

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

5 DEFINITIONS

Community Organisation	A not for profit organisation consisting of people having common interests. Includes sporting clubs, social clubs, school P&F / P&C associations, arts and cultural groups and service organisations. Community organisations exclude schools, businesses and government agencies.
Concessions	A discount given for a service to a certain category of organisation/person/group as determined by Council.
Donation	“Giving of funds” where there is no formal agreement or restrictions on how the money is to be spent. The essence of this agreement relies upon the honour of the recipient for its fulfilment, rather than being in any way enforceable.
Fee Waiver	Waiver of the fees and charges that Council would usually charge for providing a service or product.
Grants	Grants are defined as “the giving of funds” where the recipient agrees to the conditions of the benefactor as to how the monies are to be spent. The agreement contains specific benefactor – imposed restrictions on how the money is spent. The recipient is required to formally acquit the funds as specified by the benefactor.
In Kind Support	Council chooses to provide goods or services at no cost to a Community Organisation. These can be professional services, product and assets donations, in lieu of payment of cash.

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Recipient An organisation which receives grant funding, concessions or donations from Council.

6 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

IX #	Details
118153	C.05-A Community Assistance Application Form
118154	C.05-B Community Assistance Acquittal Form

7 VERSION CONTROL

V1	15-Aug-12	Developed and adopted
V2	08-Apr-14	Reviewed and adopted
V3	10-Jun-16	Reviewed and adopted
V4	8-Nov-16	Reviewed and adopted
V5	13-Apr-18	Reviewed – no changes
V6	17-May-19	Reviewed and adopted
V7	12-Jun-20	Reviewed and adopted
V8	20-Feb-24	Reviewed, new format and adopted
V9	27 Nov-24	Reviewed and adopted

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