Community Grants & Assistance Procedure

December 2017

Introduction

The Community Funding & Assistance Procedure outlines the grants, donations, fee waivers and in-kind assistance programs available to eligible community organisations and individuals and the process for applying for this assistance from Council.

Funding and assistance made available by Council is aimed at building community capacity and/or providing supplementary funding to assist with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Lockyer Valley.

Objective

The objective of the Community Funding & Assistance Procedure is to establish the framework within which Council will provide financial and non-financial assistance to community-based organisations and individuals within the Lockyer Valley region.

The focus is on community development, arts and cultural development, social services, recreational, environmental or educational activities that:-

- Support the development of projects designed to enhance the well-being of the community and which address a demonstrated need in the community
- Encourage community activities, initiatives and economic development outcomes
- Enhance the region's capacity for long term sustainability and overall liveability
- Strengthen social cohesion, collaboration and inclusion.

Council will deliver public money and in-kind assistance to community organisations and individuals within the Lockyer Valley Region in an open, accountable and responsible manner and with reference to the Corporate Plan 2017 – 2022: 1.4 – Council seek to understand community needs, resulting in partnerships that realise long term benefits for the community in a timely manner.

Definitions

Community Organisation is an entity that carries on activities for a public purpose and whose primary object is not to make a profit. It might include sporting clubs, social clubs, schools, arts, cultural and environmental groups and service organisations.

Sustainability is the capacity to endure. By collectively addressing environmental, economic, social and governance circumstances in decision-making and actions we can significantly enhance our ability to ensure the sustainability of current and future generations at individual, organisational and community levels.

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Grant is a sum of money given to organisations or individuals for a specified purpose directed at achieving goals and objectives. It generally includes a funding arrangement where the recipient is selected on merit against a set of criteria.

Events of Regional Significance are defined as major community events that will attract both local and regional patronage and deliver economic and social benefits to a wide sector of the community.

Projects of Regional Significance are defined as major community projects that will increase the economic base of the Region and/or increase the community's access to recreational, sporting, cultural or social opportunities.

In-kind support includes activities or actions or the provision of services, equipment, plant or facilities to assist an event or project conducted by an individual or community-based not-for-profit organisation. Examples may include the use of Council plant or equipment by Council staff in their own time for authorised activities, assistance by Council staff in the operation or conducting of an event or project, the provision of facilities such as meeting rooms.

Donation is a cash contribution to an organisation that may be associated with a particular event, purpose or project but does not carry with it any specific requirements for use. In addition, the contribution does not seek benefits in exchange.

Acquittal is the provision of documentation to show how funds provided by Council have been spent.

Responsibilities

Council Responsibilities

Council is responsible for:
- Adopting the Community Grants & Assistance Policy and the Community Funding and Assistance Procedure
- Explaining the policy and procedure to local community organisations
- Implementing the policy and procedure
- Complying with the policy and procedure
- Considering proposals for assistance from the community
- Administering available funds.

Applicants Responsibilities

Community organisations and individuals applying for financial assistance are responsible for:-
- Reading and understanding the policy and procedure
- Complying with the policy and procedure
- Adhering to the acquittal process.

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Process Overview

Council receives numerous requests from individuals and organisations to provide either cash and/or in-kind support for projects, functions, events and initiatives. This procedure has been established to ensure that all such requests are dealt with:

- In a fair and equitable manner
- With an appropriate level of consistency across the organisation
- In accordance with legislation, standards, policies, procedures and resource provisions.

Council will allocate funds within its annual budget for the provision of assistance to community organisations, not-for-profit organisations and individuals.

Assistance and partnerships with businesses and government bodies may be considered providing the intent of the project is to address an identified outcome and can demonstrate community benefit.

All funding requests will be subject to application, assessment, approval, acknowledgement and acquittal requirements, specific to the type of support rendered and appropriate to the level of funding provided.

These requirements will facilitate a fair, accountable and transparent process for the distribution of funding across the Lockyer Valley community and ensure that Council's contribution is recognised and recorded.

Eligibility for Funding and Assistance

Council will consider providing assistance to community-based and not-for-profit organisations, teams or individuals where:

- The community or not-for-profit organisation has significant local membership
- The individual resides in the Lockyer Valley Region or has a strong connection to the region
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley Region
- The project or event will be administered and conducted on a non-discriminatory basis
- The project or service does not duplicate an existing service or facility in the Region or if so, the need for duplication is sufficiently demonstrated
- The organisation does not have sufficient funds of its own
- The organisation has a management structure and skills appropriate to it's size and functions

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- The event or project is one which Council can legally support pursuant to the Local Government Act 2009 or other statute
- Consideration is given to the amount of financial assistance Council has provided to the organisation in the preceding 12 month period
- The event or project is determined to be self-funding or self-sustainable once the funds or assistance granted by Council is exhausted
- The organisation is contributing real or in-kind value to the project or event
- Evidence of self-help, proven past performance and affiliations with accredited State and Federal bodies is demonstrated
- Funds are available within the allocations provided for in the budget for that year.

Categories for Funding and Assistance

There are eleven categories under which funding and assistance can be sort. These categories have been established to ensure organisations and individuals are seeking funding from the category appropriate to their project or activity. This allows Council to provide funding and assistance to projects within budget constraints and ensures that the appropriate process is being followed.

The following categories of funding and assistance are available:

Category 1 – Community Grants Program
Category 2 – Mayoral Donations
Category 3 - Ambassador Support and School Dux Bursary
Category 4 – Event Assistance
Category 5 - Rate Rebates and Remissions
Category 6 - School Chaplaincies
Category 7 – Public Halls Assistance
Category 8 - Anzac Day Remembrance
Category 9 – Community Environment Grant
Category 10 – Community Sporting Complex

Council supports the process outlined in this procedure and as such applications for funding and assistance will only go to Council meetings for a decision by exception.

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Categories for Funding & Assistance

Category 1 - Community Grants Program

Description

Non-recurrent grants of between $500 and $4,000 will be made available to not-for-profit community organisations to undertake projects, activities or events which benefit the wider community, depending upon availability of funds and the merit of projects, activities or events.

Level of Funding

Funding levels will be determined each year through the budget process. The 2017/18 allocation is $80,000.

Funding Rounds

Two rounds of equal funding will be made available during each financial year at six monthly intervals in February and September.

Eligibility for Community Grants Program

Who can apply for Council Community Grant?

 Not-for-profit community organisations that:

- Operate within the Lockyer Valley local government area or can demonstrate the projects, activities or events will benefit residents of the Lockyer Valley local government area
- Have appropriate insurance and adhere to sound workplace health and safety practices
- Are able to demonstrate viability
- 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

If a community organisation is not a legal not-for-profit entity or recognised by the Australian Taxation Office as a not-for-profit type, the application must be auspice and administered by such a group.

Applicants may submit only one grant application per round.

Who cannot apply

Applications cannot be made by:
- 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.
- Businesses

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Projects or activities eligible for funding
To be eligible for funding, Council will assess applications based on their ability to:

- Need for the project/activity
- Evidence the organisation is working towards or maintaining self-sufficiency
- Benefit to the people of the Lockyer Valley local government area
- Evidence of consultation and community partnerships
- Capacity of the applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project.
- Be "shovel ready".

Submitting an application does not guarantee that an organisation will be successful in receiving funding.

Projects not eligible for funding
- Ongoing operational or recurrent costs including but not limited to salaries, rent, fuel
- Activities that have already begun prior to submitting a grant application
- The core business of educational, religious or medical organisations
- Prize money, prizes or trophies
- Development of privately-owned facilities
- Payment of debt
- Political activities
- Projects run solely for commercial profit
- Items included in another council grant application
- Projects run solely for fundraising purposes, without broader community benefit.

Community Events
If you are requiring funding to assist in running a community event please read the following:
- Projects/Events that support sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our community
- Must be scheduled to take place after notification of funding outcomes. Applicants must discuss their project with the Grants Officer prior to submitting their application

Ineligible items for events
The following are not eligible for funding:
- Celebration or competition activities and events where attendance is limited to individual organisations or their members
- Judging or adjudication fees
- Uniforms
- Purchase of catering, hospitality, food and beverages
- Purchase of merchandise, trophies and prizes
- Insurance costs

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- Costs related to your event that are incurred from Council
- Administration fees

Lower priority
Lower priority is given to:
- Applicants who have been funded within the previous 12 months.
- Projects or events that have previously received council funding

Assessment
Applications will be short listed and referred to a Community Grants Assessment Committee for assessment.   Recommendations will be made in accordance with funding priorities determined by Council each year and based on the applications ability to meet the assessment criteria.

Successful applicants are advised in writing of the conditions of funding and details for receiving the grant payment. Unsuccessful applicants are invited to resubmit an application to a future funding round.

Acquittal
Grant recipients are to complete a Grant Acquittal Form and where applicable provide copies of promotional materials and/or other supporting information to show how Council's grant was acknowledged. The Grant Acquittal Form and supporting material must be submitted to Council within two months of the completion of the project, activity or event by the date detailed in the funding timelines (whichever is sooner).
Until all existing grants are acquitted, the organisation is not eligible to apply for an additional grant funding from Council.

Funding Conditions
Grants will be provided based on the following conditions:-
- Grant funding is spent within twelve (12) months from receiving a successful letter, otherwise funding may be forfeited, and needed to be returned
- Grants provided are to be expended on items as described in the application form and budget and not for any other purpose
- Applicants provide all required information on the grant application.
- Grants are awarded based on budgetary allocations
- The organisation will meet all reporting requirements
- Council will not accept any applications that are submitted after the closing date.
- The organisation will provide evidence of Council acknowledgement, e.g. Branding, signage etc. when acquitting the grant
- Within two (2) months of the completion of the project, funded organisations must provide a completed Grant Acquittal Form and supporting material to Council
- Following a successful application, grant recipients will not be eligible for further funding under the same Category during the same finanical year.

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- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

Council has the right to award funding above or below the amounts requested within the application.

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Category 2 – Mayoral Donations

Description
Financial contributions of up to $1,000 will be made to organisations and individuals seeking support for activities which contribute to the Lockyer Valley community.

Level of Funding
Funding levels will be determined each year through the budget process.

Funding Application
Written applications will be accepted throughout the year for funding under this Category.

Criteria
Council will consider requests for financial assistance by way of donation to local cultural, education, health, sport, welfare and other bodies where the applications demonstrate community need outside the scope of the Category 1 funding. Each case will be considered on its merit without precedent and in line with the following criteria:
- The individual resides in the Lockyer Valley Region or has a strong connection to the region
- The community or not-for-profit organisation has significant local membership
- The project or event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley Region
- The project or event is not eligible for funding under another funding category.

Assessment
Allocations will be approved by the Mayor on the recommendation of officers who will ensure that access to this funding is fair and equitable.

Acquittal
Organisations and individuals who receive funding over $500 under this Category are required complete an acquittal form within two months of the purpose of the donation being completed.

Funding Conditions
Funds will be provided based on the following conditions:-
- Funds provided are to be expended on items as described in the application and not for any other purpose
- Applicants provide details of previous funds received from Council
- Funding is awarded based on budgetary allocations
- The organisation or individual complete an acquittal form for amounts over $500
- Following the receipt of funds, organisations and individuals may not be eligible for further funding under this Category during the funding period but may be eligible to apply for other grants and funding offered by Council.
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

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Category 3 - Ambassador Support and School Dux Bursary

Description
One-off financial contributions per financial year may be made by Council to individuals who excel in sporting, academic and cultural pursuits. Council will provide assistance to individuals to partially offset the cost of representing their club, organisation or school and provide an incentive for continued success.

The following funding will be provided to individuals representing their organisation, club or school:
- State Event $100
- National Event (held in Queensland) $150
- National Event (held interstate) $200
- International Event (held in Queensland) $200
- International Event (held interstate) $250
- International Event (held overseas) $500
- Laidley State High School Dux (Clarice Ferrari Bursary) $1,000
- Lockyer District High School Dux $1,000
  (Lockyer Valley Regional Council Bursary)
- Faith Lutheran College Dux $1,000
  (Lockyer Valley Regional Council Bursary)

Level of Funding
Funding levels will be determined each year through the budget process.

Funding Application
Applications must be made in writing using the Ambassador Application Form by the person's group or club, or by the individual, prior to attending the representative event and:
- Be signed by an official of the person's club, association or school; and
- Include verification by the controlling body of the selection e.g. a copy of the letter or document of selection.

Dux Bursaries will be provided to the relevant school prior to the annual award ceremony upon receipt of a letter from the school requesting the funds.

Criteria
To be eligible for consideration for ambassador support funding, the person must be -
- A resident of the Lockyer Valley Regional Council area;
- Selected as: -
  - An Australian representative participating in an international event; or
  - A Queensland representative participating in a national event; or
  - A Queensland representative participating in a state event
- Affiliated with a club or association, or school, and the representative honours must be a result of such affiliation.

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Assessment

Applications received under this Category will be assessed in accordance with the criteria by a Council officer.

Acquittal

No acquittal requirements exist under this Category. Schools are required to write to Council to provide details of the Dux recipient and to invite a Council representative to present the dux recipient with the funds.

Funding Conditions

Funds will be provided based on the following conditions:-

- Funding is awarded based on budgetary allocations
- A Council representative must be invited to present the recipient with the funds
- Following the receipt of funds, individuals will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.
- If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

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Category 4 – Event Assistance

Description
Contributions may be made to organisations seeking support (in-kind or cash) for events being held in the Lockyer Valley Regional Council area, by an organisation based in the Lockyer Valley region.

Level of Funding
Funding levels will be determined each year through the budget process. Commitment of support to community events is made up of cash and in-kind contributions.

Funding Rounds

The following is a list of events that Council provides assistance to. This list is not exhaustive and may change from year to year.

- Clydesdale & Heavy Horse Field Days
- Gatton Campdraft
- Gatton Street Sprints
- HCVAQ Truck and Machinery Show
- Helidon Heritage Fair
- Lights on the Hill Convoy

Criteria
Council will accept requests for in-kind event assistance on a case-by-case basis in accordance with the following criteria:
- The event is held in the Lockyer Valley Region area
- The community or not-for-profit organisation holding the event has significant local membership
- The event will deliver tangible benefits of an economic, social or environmental nature to residents of the Lockyer Valley region and where possible, encourage tourism to the region
- Evidence of a Temporary Entertainment Permit application submission which includes
  a) Event Management Plan
  b) Public Liability Insurance
  c) Traffic Guidance Scheme if applicable

Assessment
Allocations will be assessed by Council officers in accordance with the above criteria and will ensure that access to this assistance is fair and equitable.

Acknowledgement of Support
Organisations who receive funding under this Category are required to acknowledge the support of Council for the event through:
  a) Installation of signage supplied by Council - Proudly Supported by Lockyer Valley Regional Council

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b) Provide opportunity for a Council representative to speak if appropriate
c) Inclusion of Council's logo on printed promotional material, television commercials or mentions in radio advertising

Funding Conditions

Funds will be provided based on the following conditions:-

- Assistance provided is to be used for the purpose described in the application letter/form and not for any other purpose.
- Applicants are to provide details of previous funding and assistance received from Council
- Funding is awarded based on budgetary allocations
- The organisation is required to acknowledge the support of Council for the event.
- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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Category 5 - Rate Rebates and Remissions

Description
This funding aims to help pensioner property owners to remain in their own homes by reducing the impact of rates and charges and Non-profit, community, sporting and cultural groups may be eligible for rate exemption from rates and charges levied by Council.

Level of Funding
Funding levels will be determined each year through the budget process.

Funding Rounds
Application for Rate Remission must be made to Council in writing for assessment and resolution. Pensioners must apply yearly to receive the rebate. A multi-year application (4 year Council term) is available for community groups.

Criteria
Pensioner Rate Subsidy Scheme:
To be eligible under the Queensland Government Pensioner Rate Subsidy Scheme the applicant must be an approved pensioner who:
- Is and remains an eligible holder of a:
  - Queensland 'Pensioner Concession Card' issued by Centrelink, on behalf of the Department of Family and Community Services, or the Department of Veterans' Affairs, or
  - Queensland 'Repatriation Health Card - For All Conditions' (Gold Card) issued by the Department of Veterans' Affairs; and
- Is the owner or life tenant (either solely or jointly) of the property which is located in Queensland and which is his/her principal place of residence; and
- Has, either solely or jointly with a co-owner, the legal responsibility for the payment of rates and charges as defined herein, which are levied in respect of the said property by the Lockyer Valley Regional Council.

Criteria for Community Group Rate Remissions:
Non-profit, community, sporting and cultural groups may be eligible for rate exemption under the Local Government Act 2009.

Council may consider an application for remissions of rates in the following circumstances:
- The organisation is a non-profit community based organisation
- The applicant organisation must be the owner or lessee of the land and be able to demonstrate that they are required to pay the rates levied.
- The land or any part of the land must not be rented or leased to a third party on a commercial basis.
- A Liquor Licence (allowing trading on more than 3 days per week) must not be held by the organisation or any affiliate relating to the property subject to the application.
- Where General Rates do not apply to a property by virtue of a condition contained in a lease of a reserve from Council no further relief will be available.

Council will not approve requests for financial contributions to reimburse rates payments, charges or development application fees unless hardship under the Local Government Act 2009 can be demonstrated.

Assessment
The Executive Manager Corporate & Community Services will assess all applications in accordance with the criteria.

Acquittal
No acquittal requirements apply to this Category of assistance.

Funding Conditions
- Funding is awarded based on budgetary allocations

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Category 6 - School Chaplaincies

Description
Funding for Chaplaincies is provided to three schools in the Lockyer Valley as listed below in order to assist this program to deliver positive social outcomes for high school students in the Lockyer Valley.

Level of Funding
Funding levels will be determined each year through the budget process.

1. $2,500   Gatton State School
2. $2,500   Lockyer District High School
3. $5,000   Laidley State High School which also services the small Schools in the area.

Funding Rounds
These payments are made at the beginning of each financial year.

Criteria
Schools that provide a chaplaincy program which delivers positive social outcomes for high school students in the Lockyer Valley.

Assessment
Inclusion of additional schools will be at the discretion of Council and will be considered on a case by case basis in accordance with the criteria.

Acquittal
There are no acquittal requirements for this category.

Funding Conditions
Funds will be provided based on the following conditions:-
* Assistance provided is to be used for the purpose described under this Category and not for any other purpose.
* Funding is awarded based on budgetary allocations
* Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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Category 7 – Public Halls Assistance

Description

Council will make provision for a single annual payment to Public Hall Committees and School of Arts Committees to assist with the maintenance and ongoing costs associated with running a public hall including the provision of public liability insurance.

Level of Funding

Funding levels will be determined each year through the budget process.

List of eligible Public Halls:

1. Forest Hill School of Arts
2. Blenheim
3. Mulgowie
4. Glenore Grove
5. Lockyer Waters
6. Ma Ma Creek
7. Fordsdale
8. Murphy's Creek
9. Junction View
10. Stockyard Creek
11. Postmans Ridge
12. Gatton Senior Citizens Centre

Funding Rounds

Payments to halls will be made in January each year.

Criteria

To be eligible, the public hall must:
- Be on the approved list of public halls (refer to list above)
- Not be Council controlled
- Be made available, at all times, to Council for public functions and to members of the public
- Not have direct access to funds generated from licensed premises or gaming machines.

Assessment

Inclusion of additional facilities will be at the discretion of Council and will be considered on a case by case basis in accordance with the criteria.

Acquittal

There are no acquittal requirements for these specific allocations. However, Hall Committees are required to submit a copy of their Annual Financial Statements to Council each year prior to receiving the next year's allocation.

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Funding Conditions

Funds will be provided based on the following conditions:-

- Assistance provided is to be used for the purpose of the Category and not for any other purpose.
- Funding is awarded based on budgetary allocations
- A copy of the Annual Financial Statements of the Hall Committee is submitted to Council each year.
- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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Category 8 - Anzac Day Remembrance

Description
Council will provide financial assistance to the specified organisations to assist with the cost of catering at events/functions/ceremonies which recognise Anzac Day and are held on 25th April.

Level of Funding
Funding levels will be determined each year through the budget process. The 2017/18 allocation is:

- Gatton RSL $2,500
- Laidley RSL $2,500
- Helidon RSL $1,000
- Withcott Progress Association $ 400
- Grantham/Ma Ma Creek RSL $ 400

Events/functions/ceremonies supported under this category will be provided with funding on a recurring basis. The above payments are a contribution towards the cost of catering provided at the event. Additional costs incurred by organisations in running their ANZAC Day event which are above the Council cash allocation outlined in this procedure will not be met by Council.

Council will continue to provide in-kind assistance for ANZAC Day events outside the funding provided under this Category.

Funding Round
Payments under this Category will be paid in February each year.

Criteria
Funding may be provided to organisations that:
- Conduct events/functions/ceremonies which recognise Anzac Day;
- Are in the Lockyer Valley Regional Council area; and
- Hold events on 25th April.

Assessment
Inclusion of events/functions/ceremonies will be at the discretion of Council and will be considered on a case by case basis in accordance with the criteria.

Acquittal
There are no acquittal requirements for these allocations.

Funding Conditions
Funds will be provided based on the following conditions:-
- Assistance provided is to be used for the purpose described in this Category and not for any other purpose.
- Funding is awarded based on budgetary allocations

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- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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Category 9 – Community Environmental Grant

Description
The Community Environmental Grant Program is available to community groups, schools or organisations to undertake environmental projects involving the management, conservation and education about our natural environment.

Level of funding
Dependent upon budget availability, the Community Environmental Grant Program provides a total of $20,000 for the financial year 2017/18 which is offered as non-recurrent grants of up to $5,000 per community group, school or organisation, excluding GST.

Funding rounds
One round of funding will be made available each financial year during September.

Assessment criteria
Applications for funding will be evaluated and assessed against criteria as part of the competitive process. Applicants will be assessed by Council on how well the proposed project achieves the CEG funding objectives, in line with the guidelines as set out in Council's Community Grants and Assistance Procedure June 2014, available on the Council website. The objectives for the 2017/18 funding round include:
- Protection, maintenance and restoration of the natural environment supporting native fauna and flora
- Education of the community about the importance of protecting, maintaining and restoring the natural environment
- Flora and fauna survey work which assists in protecting and or restoring the environmental values of the LVRC area
- Promotion and implementation of catchment management such as the restoration of waterway vegetation communities

Submitting an application does not guarantee that a community group, school or organisation will be successful in receiving funding nor can any applicant be guaranteed to receive the full amount requested.

Assessment
Applications will be shortlisted and referred to the Community Environmental Grants Committee for assessment. Recommendations will be made in accordance with the above criteria in line with guidelines as set out in Councils Community Grants and Assistance Procedure June 2014.

Applicants will be notified in writing of the success or otherwise of their applications, of any conditions associated with the grant payments and details of the grant payments as appropriate.

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Acquittal
Grant recipients are to complete the Grant Acquittal, which includes a final report, all financial documentation including invoices and receipts, copies of any promotional materials and any supporting information to show how Councils grant was acknowledged.

The Grant Acquittal form is to be completed by the date detailed in the Grant Fact Sheet and Application Form for that financial year.

If grant recipients fail to fully complete and lodge the Grant Acquittal by the required date it may result in a request for the return of the grant funds and will result in ineligibility for future grant rounds. Recipients are not eligible to apply for any additional grants from Council until all outstanding acquittals are submitted.

Funding conditions
Community Environmental Grants are provided based on the following conditions:
- Grant money is to be expended as per the approved application
- Applicants complete the application form in full, including details of previous grant applications
- Community Environmental Grants are approved based on an applications' achievement of funding objectives
- That the recipient group / school / organisation meet all required reporting requirements
- That the recipient group / school / organisation provide evidence of the acknowledgement of Council's contribution to the project e.g. through branding, signage
- The Final Report and Grant Acquittal form is to be completed by the date detailed in the Community Environmental Grant Fact Sheet and Application Form
- If the recipient group / school / organisation is unable to expend the funds for the approved purpose or is unable to comply with the agreed conditions, Council is to be notified immediately. In such circumstances Council will require that the funds are repaid.

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Category 10 – Sporting Complex Assistance

Description
Financial contributions will be made to organisations to assist in the maintenance and upkeep of approved sporting complexes which contribute to the Lockyer Valley community.

Level of Funding
Funding levels will be determined each year through the budget process.

List of eligible sporting complexes:

1. Bichel Oval
2. Cahill Park
3. Ropehill Sporting Complex
4. Gatton Soccer Club
5. Withcott Soccer Club

Funding Application
Payments under this Category will be paid in September each year.

Criteria
To be approved, the sporting complex must:
- Be on the approved list of sporting complexes (refer to list above)
- To be Council owned
- Not to be Council managed

Assessment
Inclusion of additional facilities will be at the discretion of Council and will be considered on a case by case basis in accordance with the criteria.

Acquittal
There are no acquittal requirements for these allocations. However, sporting management Committees who receive funding under this category are required to submit a copy of their Annual Financial Statements to Council each year prior to receiving the next year's allocation.

Funding Conditions
Funds will be provided based on the following conditions:-
- Assistance provided is to be used for the purpose of the Category and not for any other purpose.
- Funding is awarded based on budgetary allocations
- A copy of the Annual Financial Statements of the management committee is submitted to Council each year.
- Following the receipt of assistance, organisations will not be eligible for further funding under the same Category during the funding period but may be eligible to apply for other grants and funding offered by Council.

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Assessment

Allocations will be assessed by Council officers in accordance with the above criteria and will ensure that access to this assistance is fair and equitable.

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New Application Details

All requests to Council will be on the appropriate application form or be in writing and contain the following information:

- Amount of assistance sought
- Total cost of the event or project for which the assistance is sought
- Purpose of the event or project
- Benefit of the event or project to the Lockyer Valley community
- Details of the value of the cash or in-kind contribution being invested into the event or project by the organisation or individual
- Details of any other funding sources;
- Details of all previous assistance provided by Council to the individual or /organisation in the past twelve (12) months;
- Incorporation Status (It is not mandatory to be incorporated to receive assistance)
- For all organisations: A copy of their Financial Statements for the previous financial year.

Conditions

All funding and assistance received may only be used for the approved purpose and in accordance with the agreed terms and conditions. If the recipient is unable to apply the funds for the agreed purpose or is unable to comply with the agreed conditions, Council must be notified immediately. In such circumstances, Council may require funds to be repaid.

Where appropriate, recipients of funding and assistance must submit a completed acquittal report within 2 months of the event or finalisation of the project confirming that the assistance has been used for the purpose intended.

The acquittal report must be signed by two authorised office bearers from the recipient organisation.

Appeals

All appeals will be treated in accordance with Council's Complaints Management Policy.

Acknowledgement of Assistance

Recipients of Council grants and donations are required to acknowledge the Lockyer Valley Regional Council as a project sponsor. Acknowledgment is required:
- o In any relevant publicity;

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- o On the organisation's website;
- o At appropriate functions; and
- o In relevant documents such as newsletters and annual reports.

The LVRC logo and appropriate signage is to be included on any relevant documentation in accordance with specified grant conditions.

Where Council provides a significant contribution to a project, the Mayor, Councilor Portfolio holder or a Council representative should be invited to attend relevant ceremonies or promotional activities.

Conflict of interest

If a panel member, or Councilor, is connected to a particular organisation or group or, in particular, is a member of an organisation or group, they must declare a conflict of interest and remove themselves from any discussion or voting surrounding that organisation's application.

Delegation

Council may delegate authority to the Chief Executive Officer, Councillor Portfolio holder or a specified committee to decide on the allocation of funds in accordance with this procedure.

Applications for assistance under Category 6 – Pensioner Rebates and Remissions will be approved by the Chief Executive Officer (who may delegate this authority further) following receipt of an accepted application which meets the criteria established.

Discretionary Funds

Councillors may be allocated funds through the budgetary process and have the discretion to allocate those funds to community groups and/or individuals in accordance with the following guidelines:

- Council will set the Councillor Discretionary Fund allocation each year when formulating the annual budget.
- Funds allocated will result in beneficial projects and activities for the Region
- The funds can be allocated for any project or activity which the Councillor believes is of local or regional importance.
- Funding will contribute to attaining the outcomes of Council's Strategic Goals as outlined in the Lockyer Valley Regional Council Corporate Plan 2012-2017.
- Funds will be used in accordance with the requirements prescribed in the Local Government Regulation 2012.

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