Procedure

Community Grants and Assistance

October 2026

Document Control

This page will be re-issued every time amendments are made to controlled documents. Amended documents will have their revision status and issue date updated accordingly.

Version	Clause(s)	Changes	Author	Issue Date
		Initial Document	Engagement & Communications	
		Review conducted – minor amendments made	Governance & Property	
		Adopted by Council	Council Meeting 20-24/0158	14/10/2020
		Addition to Public Halls Assistance Grant – Adopted by Council	Council Meeting 20-24/0602	20/07/2022
		Reviewed minor amendments	Engagement & Communications	July 2023
		Reviewed	Governance	August 2023
		Adopted by Council	Council Meeting 20-24/0902	16/08/2023
		Review of documents and changes to categories 1,2 and 3	Engagement & Communications	16/07/2025
		Adopted by Council	Council Meeting 24-28/0352	16/07/2025
		Amendment to categories 1 & 2	Engagement & Communications	20/08/2025
		Adopted by Council	Council Meeting 24-28/0381	20/08/2025
		Amendment to categories 3 and 6	Engagement & Communications	16/09/2026
		Governance review	Governance & Property	7/09/2026
		Reviewed	Principal Engagement & Communications	24/9/2026
12		Adopted by Council	Council Meeting 24-28/0673	28/10/2026

Contents

1. Introduction 4
2. Objective 4
3. Definitions 4
4. Responsibilities 5
   4.1 Council Responsibilities 5
   4.2 Applicants Responsibilities 5
5. Process Overview 6
6. Eligibility for Grants and Assistance 6
7. Categories for Grants and Assistance 7
8. New Application Details 7
9. Funding Conditions 8
10. Acknowledgement of Assistance 8
11. Conflict of Interest 8
12. Delegation 8
13. Human Rights Statement 9
14. Privacy Statement 9
15. Relevant Legislation 9
16. Related Documents 9
17. Annexures 10
   17.1 Category 1 – Major Community Grants Program 10
   17.2 Category 2 – Minor Community Grants Program 14
   17.3 Category 3 – Ambassador Support and School Dux Bursary 16
   17.4 Category 4 – Event Assistance 17
   17.5 Category 5 – Rate Rebates and Remissions 19
   17.6 Category 6 – School Chaplaincies 20
   17.7 Category 7 – Public Halls Assistance 21
   17.8 Category 8 – Anzac Day Remembrance 22
   17.9 Category 9 – Community Environment Grant 24
   17.10 Category 10 – Community Sporting Complex 25

1. Introduction

This procedure outlines the Grants, Donations, Fee Waivers, Bursaries, Scholarships 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.

2. Objective

The objective of this 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 operating within the Lockyer Valley region in an open, accountable and responsible manner and with reference to the Corporate Plan 2022 – 2027:

- Lockyer Community – Council seeks to understand community needs, resulting in partnerships that realise long term benefits for the community in a timely manner.

3. Definitions

The following definitions apply for the purpose of this procedure:

Acquittal	The process by which a recipient demonstrates that Council funding or assistance has been used for its approved purpose.
Community Benefit	Demonstrable social, cultural, environmental, recreational or economic outcomes that benefit the Lockyer Valley community.
Community Organisation	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.
Donation	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.
Fee Waiver	A reduction or removal of a Council fee or charge approved in accordance with the Community Grants and Assistance policy and this procedure.
Grant	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.
In-kind Assistance	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 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 or the provision of facilities such as meeting rooms.
Scholarship/Bursary	Financial assistance provided to an individual to support educational, cultural, sporting or leadership development.
Sustainability	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.

4. Responsibilities

4.1 Council Responsibilities

Council is responsible for:

- adopting the Community Grants & Assistance Policy and this Community Grants 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.

4.2 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.

5. Process Overview

Council receives numerous requests from individuals and Community Organisations to provide either cash and/or In-kind Assistance 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 Council;
- 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 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.

6. Eligibility for Grants and Assistance

Council will consider providing assistance to Community Organisations, teams or individuals where:

- the Community 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 applicant does not have sufficient funds of its own;
- the Community Organisation has a management structure and skills appropriate to its size and functions;
- 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 applicant 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 applicant 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.

7. Categories for Grants and Assistance

There are ten categories under which funding and assistance can be sort. These categories have been established to ensure Community 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 – Major Community Grants Program
- Category 2 – Minor Community Grants Program
- 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

Details of each category of assistance is set out in the Annexure.

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

8. New Application Details

All requests to Council for Grants or other assistance are to be made on the appropriate application form or in writing and contain the following information unless otherwise stated under the relevant category:

- 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 applicant;

- details of any other funding sources;
- details of all previous assistance provided by Council to the applicant in the past 12 months;
- incorporation status (It is not mandatory to be incorporated to receive assistance);
- for all Community Organisations – a copy of their Financial Statements for the previous financial year.

9. Funding 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.

10. Acknowledgement of Assistance

Recipients of Council Grants and other assistance are required to acknowledge the Lockyer Valley Regional Council as a project sponsor. Acknowledgment is required:

- in any relevant publicity;
- on the organisation's website;
- at appropriate functions;
- in relevant documents such as newsletters and annual reports.

The Lockyer Valley Regional Council logo and appropriate signage is to be included on any relevant documentation in accordance with specified Grant conditions and Council's Corporate Logo Use Guidelines.

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

11. Conflict of Interest

If a Councillor or officer assessing applications for funding made under the categories outlined in this procedure, is connected to an organisation or group or 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.

12. 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.

13. Human Rights Statement

Council is committed to respecting, protecting and promoting human rights. Council has an obligation under the *Human Rights Act 2019* to give proper consideration to human rights when making a decision, and to act and make decisions in a way that is compatible with human rights. To the extent that an act or decision under this policy may engage human rights, Council will have regard to the *Human Rights Act 2019* in undertaking the act or making the decision.

14. Privacy Statement

Council is committed to protecting the privacy of individuals in accordance with the *Information Privacy Act 2009 (Qld)*. Personal information collected through the Grants and assistance process will be used only for the purpose of assessing applications, administering funding, and ensuring compliance with Council's procedures. Council will not disclose personal information to third parties without consent unless required or authorised by law.

15. Relevant Legislation

Local Government Act 2009
Local Government Regulation 2012

16. Related Documents

Ambassador Support Application Form
Application for Rates Remission Form
Community Grants and Assistance Policy
Community Environmental Grants Application Form
Community Environmental Grants Program Acquittal Form
Community Environmental Grants Guidelines
LVRC Corporate Logo Use Guidelines
Major Community Grants Application Form
Major Community Grants Acquittal Form
Major Community Grants Program Assistance Guidelines
Pensioner Application – Rates Remission Form

17. Annexures

17.1 Category 1 – Major Community Grants Program

Description

Non-recurrent Grants of between $1000 and $4000 will be made available to not-for-profit Community Organisations to undertake projects, activities or events which provide Community Benefit, depending upon availability of funds and the merit of projects, activities or events.

Level of Funding

Funding levels will be determined each year through Council's annual budget process.

Funding Rounds

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

Eligibility Criteria

Community Organisations that meet the following criteria are eligible to apply for Council's Major Community Grant Program:

- It is a not-for-profit organisation
- It operates within the Lockyer Valley region or can demonstrate the projects, activities or events will provide Community Benefit to Lockyer Valley residents
- It has appropriate insurance and adheres to sound work health and safety practices
- It can demonstrate viability
- It has no debt to Council, or has entered into scheduled payment arrangements with Council which are being met
- It has 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 auspiced and administered by such a group.

Submitting an application, even if it meets eligibility, does not guarantee that an organisation will be successful in receiving funding.

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 (Note: Non-profit community-based kindergartens and daycares are eligible to apply).
- businesses.
- P&C Associations if, in the opinion of Council, their project, program, or event falls inside the core responsibilities typically associated with schools or educational departments.
- Community Organisations that received funding in the previous Major Community Grant round.

Projects or activities eligible for funding

To be eligible for funding, Council will assess applications based on:

- need for the project/activity;
- evidence the applicant is working towards, or maintaining, self-sufficiency;
- Community 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; and
- being ready to proceed with a project/activity upon receiving Grant funds.

Projects not eligible for funding

The following projects are not eligible for funding or assistance:

- 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;
- projects/events seeking reimbursement for already spent funds; and
- items intended for short-term use or that are significantly depleted with use (e.g. office supplies, arts & crafts materials, sports related consumables, etc.).

Community Events

If you require funding to assist in running a community event, please read the following:

- projects/events are expected to support Sustainable community and regional events and celebrations that reflect cultural values, diversity and the lifestyle of our Lockyer Valley community;
- projects/events must be scheduled to take place after notification of funding outcomes; and
- Applicants must discuss their project with the Community Engagement Officer prior to applying.

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 where their costs are included in a registration fee;
- purchase of catering, hospitality, food and beverages;
- purchase of merchandise, trophies and prizes;
- insurance costs;
- costs related to your event that are incurred from Council; and
- administration fees.

Higher Priority

Higher priority is given to applications:

- where quotes are from Lockyer Valley supplier (if a supplier is available);
- where letters of support are provided from reputable community representatives not connected to the Community Organisation making the application;
- where the applicant has not received funding through the Major Community Grants Program within the previous 3 years; and
- made by Community Organisations who have attended Council's Grant writing workshops.

Lower priority

Lower priority is given to:

- applicants who have been funded within the previous 3 years;
- projects or events that have previously received Council funding;
- Community Organisations with substantial funds available to self-fund their projects or events, and that are not reserving these funds for a large-scale program; and
- Events where funding is applied for on an annual basis without demonstrating growth or intent and ability to self-fund.

Assessment

Applications will be shortlisted and referred to the Community Grants Review Committee for assessment. Recommendations will be made in accordance with funding priorities determined by Council each year and based on the application's ability to meet the eligibility 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 the Major Community Grants Acquittal Form and where applicable provide copies of promotional materials and/or other supporting information to show how Council's Grant was acknowledged. The Major Community Grants 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 Community Organisation is not eligible to apply for any 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 would need 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 applicant will meet all reporting requirements.
- Council will not accept any applications that are submitted after the closing date.
- The applicant will provide evidence of Council acknowledgement, (e.g. branding, signage etc.) when acquitting the Grant.
- Within two months of the completion of the project, funded recipients 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 financial year.
- 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.
- A Grant recipient is required to provide bank details in the name of the Community Organisation that applied for funding.

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

17.2 Category 2 – Minor Community Grants Program

Description

Financial contributions of up to $1000 will be made to Community Organisations seeking support for non-profit projects or activities which provide Community Benefit to the Lockyer Valley community.

Level of Funding

Funding levels will be determined each year through Council's annual budget process.

Funding Application

Applications will be accepted throughout the financial year for funding under this category. Requests must be in writing setting out details of the request and its purpose.

In addition to details of the application, applicants are required to describe their fundraising activities over the past 12 months, including how much they have raised and how those funds have been spent.

Eligibility Criteria

Council will consider requests for financial assistance to local cultural, education, health, sport, welfare and other bodies where the applicants demonstrate community need outside the scope of the Category 1 funding.
Each case will be considered on its merits without precedent and in line with the following eligibility criteria:

- the need for the project/activity is linked to a community purpose;
- the applicant resides in the Lockyer Valley region or has a strong connection to the region;
- funding for the project or activity is not the responsibility of another level of government or funding body;
- the Community Organisation has significant local membership;
- the project or event will deliver tangible Community 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;
- applicants have no outstanding debt with Council (including rates);
- the Community Organisation has met Acquittal conditions for previous Council Grants where applicable; and
- the amount of funding and In-kind Assistance previously provided by Council to the applicant.

The following are ineligible organisation types for this category of funding:

- Political groups;
- Educational bodies (Note: Non-profit community-based kindergartens and daycares are eligible to apply);

- Businesses; and
- P&C Associations if, in the opinion of Council, their project, program, or event falls inside the core responsibilities typically associated with schools or educational departments.

The following activities are not eligible for funding or assistance:

- fundraising or commercial activities; and
- activities already completed or funded elsewhere.

Assessment

Allocations will be assessed by the Community Grants Review Committee in accordance with the eligibility criteria outlined above.

Council is not obliged to fund an application, even if it meets eligibility, and the decision of the Community Grants Review Committee will be final.

Acquittal

Grant recipients are required to submit a one-page Acquittal report within two months of the completion of their funded activity detailing:

- the use of the allocated funding
- the timeframe of expenditure
- the number of beneficiaries; and
- a financial summary of the funded activity.

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.
- Funding is awarded based on budgetary allocations per financial year.
- Following the receipt of funds, Community Organisations may not be eligible for further funding under this category during the financial year 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 the funds to be repaid.

A Grant recipient is required to provide bank details in the name of the Community Organisation that applied for funding.

17.3 Category 3 – Ambassador Support and School Dux Bursary

Description

Council may make one-off financial contributions per financial year to individuals aged 25 years and under who excel in amateur sporting, academic, or cultural pursuits. These contributions are intended to partially offset the costs associated with representing their club, organisation, or school, and to provide an incentive for continued success in their chosen field.

The following funding will be available to individuals representing their organisation, club or school:

State Event	$150
National Event (held in Queensland)	$200
National Event (held interstate)	$250
International Event (held in Queensland)	$250
International Event (held interstate)	$300
International Event (held overseas)	$600
Laidley State High School Dux (Clarice Ferrari Bursary)	$1000
Lockyer District High School Dux (Lockyer Valley Regional Council Bursary)	$1000
Faith Lutheran College Dux (Lockyer Valley Regional Council Bursary)	$1000
Sophia College Dux (Lockyer Valley Regional Council Bursary)	$1000

Level of Funding

The quantum of funding available each financial year for applications under this category will be determined each year through Council's annual 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.

Eligibility 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 regional representative participating in a state event; and
- affiliated with a club or association, or school, and the representative honours must be a result of such affiliation.

Assessment

Applications received under this Category will be assessed in accordance with the Eligibility Criteria by a Council officer with appropriate administrative delegation.

Acquittal

No Acquittal requirements exist under this Category.

Ambassador support recipients are requested to either attend a cheque handover photo opportunity at Council or submit a high-resolution, media-quality photograph of themselves participating in their supported event to be eligible for future funding 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.
- Recipients who progress to a higher representative level within the same financial year may apply for additional funding. Any additional funding will be limited to the difference between the amount already received and the funding amount applicable to a higher representative level.
- Recipients may apply for funding for more than one activity or event within a financial year, provided that each application is for a representative level for which they have not previously received funding.
- Funding will not be provided more than once for the same representative level within a financial year.
- 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.

17.4 Category 4 – Event Assistance

Description

Contributions may be made to Community Organisations seeking support (in-kind or cash) for events being held in the Lockyer Valley Regional Council area, by a Community Organisation based in the Lockyer Valley region.

Level of Funding

Funding levels will be determined each year through Council's annual budget process. Commitment of support for community events is made up of cash and In-kind Assistance.

Assessment Criteria

Requests must be submitted to Council in writing outlining the event and assistance sought. Eligible applicants may be invited to submit a formal application through Council's online grants management system.

Council will accept requests on a case-by-case basis in accordance with the following criteria:

- The event is held in the Lockyer Valley region.
- The Community Organisation holding the event has significant local membership.
- The event will deliver tangible Community 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:
    - Event Management Plan
    - Public Liability Insurance
    - Traffic Guidance Scheme (if applicable).

Assessment

Allocations will be assessed by Council officers with appropriate administrative delegation in accordance with the above Assessment 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:

- installation of signage supplied by Council – "Proudly Supported by Lockyer Valley Regional Council";
- providing an opportunity for a Council representative to speak (if appropriate); and
- inclusion of Council's logo on printed promotional material, television commercials or mentions in radio advertising in accordance with Council's Corporate Logo Use Guidelines.

Funding Conditions

Funds will be provided based on the following conditions:

- Assistance provided is to be used for the purpose described in the application for funding 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 recipient is required to acknowledge the support of Council for the event.

Following the receipt of assistance, Community Organisations will not be eligible for further funding under the same Category during the financial year but may be eligible to apply for other Grants and funding offered by Council.

17.5 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. Community Organisations, including sporting and cultural groups, may also be eligible for exemption from rates and charges levied by Council.

Level of Funding

Funding levels will be determined each year through Council's annual budget process.

Funding Rounds

Applications for rate rebates or remissions must be made to Council in writing by using the either the Application for Rates Remission form or the Pensioner Application – Rates Remission form (as appropriate). Pensioners must apply yearly to receive the rebate. A multi-year application (4-year Council term) is available for Community Organisations.

Eligibility Criteria for Pensioner Rate Subsidy Scheme

To be eligible under the Queensland Government Pensioner Rate Subsidy Scheme, the applicant must be a 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 the Lockyer Valley, 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, which are levied in respect of the said property by the Lockyer Valley Regional Council.

Eligibility Criteria for Community Organisations 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 by a Community Organisation in the following circumstances:

- The applicant is a Community Organisation

- The applicant must be the owner or lessee of the rateable 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 by the applicant 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 applicant or any affiliate relating to the property the 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 – refer to Council's Hardship Policy.

Assessment

The Manager Financial Services will assess all applications in accordance with the relevant eligibility criteria.

Acquittal

No Acquittal requirements apply to this category of assistance.

Funding Conditions

Funding is based on budgetary allocations.

17.6 Category 6 – School Chaplaincies

Description

Funding for Chaplaincies is provided to three state schools in the Lockyer Valley for further distribution to all schools within their chaplaincy clusters, as determined by chaplaincy committees. Council's contribution is intended to complement funding from local churches and the community to assist this program to deliver positive social outcomes for school students in the Lockyer Valley.

Level of Funding

Funding levels for this program are:

Gatton State School	$1,375
Lockyer District High School	$1,375
Laidley State High School	$2,750

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 school students in the Lockyer Valley.

Assessment

Council intends that the distribution of funds to schools that provide a chaplaincy service is equitable and is managed by the various chaplaincy committees in the region. Council may provide the funding via a third party such as Scripture Union at the request of schools or chaplaincy committees.

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 and may be adjusted annually.

17.7 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 Council's annual budget process.

List of eligible Public Halls:

1. Forest Hill School of Arts
2. Blenheim Public Hall
3. Mulgowie Public Hall
4. Glenore Grove Public Hall
5. Lockyer Waters Public Hall
6. Ma Ma Creek Community Centre
7. Fordsdale School of Arts
8. Murphy's Creek Community Centre
9. Junction View Public Hall
10. Stockyard Creek Community Hall

11. Postmans Ridge Pioneers Memorial Hall
12. Gatton Senior Citizens Centre
13. Ingoldsby Recreation Hall
14. Steve Jones Community Centre

Funding Rounds

Payments to eligible committees will be made once each year.

Eligibility 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 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 halls or facilities will be at the discretion of Council and will be considered on a case-by-case basis in accordance with the eligibility 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.

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 financial year but may be eligible to apply for other Grants and funding offered by Council.

17.8 Category 8 – Anzac Day Remembrance

Description

Council will provide financial assistance to the specified organisations listed below 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 current allocation is:

- Gatton RSL $2,500
- Laidley RSL $2,500
- Helidon RSL $1,000
- Withcott Progress Association $ 600
- Grantham/Ma Ma Creek RSL $ 400
- Murphys Creek Progress Association $ 400

Events/functions/ceremonies supported under this category will be provided with funding on a recurring annual 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 funding allocation outlined above 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.

Eligibility Criteria

Funding may be provided to Community Organisations that:

- conduct events/functions/ceremonies which recognise Anzac Day;
- are situated, and are holding their event, 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 eligibility 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.

Following the receipt of assistance, organisations will not be eligible for further funding under the same category during the financial year but may be eligible to apply for other Grants and funding offered by Council.

17.9 Category 9 – Community Environment 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

Funding levels will be determined each financial year through Council's annual budget process. Funding amounts up to $5,000 will be available.

Funding rounds

One round of funding will be made available each financial year.

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 Community Environmental Grant funding objectives. The objectives for the Community Environmental Grant are:

- 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 Lockyer Valley regional area.
- promotion and implementation of catchment management such as the restoration of waterway vegetation communities.

Submitting a Community Environmental Grants Application Form 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 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 applicants' ability to meet the assessment criteria.

Successful applicants will be notified 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 the Community Environmental Grants Program Acquittal Form, which includes a final report, all financial documentation including invoices and receipts, copies of any promotional materials and any supporting information to show how Council's Grant was acknowledged.

The Community Environmental Grants Program Acquittal Form is to be completed by the date detailed in the Community Environmental Grants Guidelines.

If Grant recipients fail to fully complete and lodge the Grant Acquittal Form 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 meets all required reporting requirements.
- That the recipient group / school / organisation provides evidence of the acknowledgement of Council's contribution to the project e.g. through branding, signage.
- The 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.

17.10 Category 10 – Community Sporting Complex

Description

Financial contributions will be made to organisations responsible for maintaining an eligible sporting complex to assist in the maintenance and upkeep of the sporting complex which contributes to the Lockyer Valley community.

Level of Funding

Funding levels will be determined each year through Council's annual budget process.

Funding Application

Payments under this category will be paid in September each year. Eligible organisations are not required to apply for this funding. Organisations must submit a valid tax invoice to Council to receive payment, subject to budget availability, eligibility requirements and compliance with the funding conditions of this Category.

Eligibility Criteria

To be approved, the organisation must be seeking assistance in relation to a sporting complex that:

- is Council owned
- is not Council managed.

List of eligible sporting complexes:

1. Bichel Oval
2. Cahill Park Sports Complex
3. Ropehill Sporting Complex
4. Gatton Soccer Club Sporting Complex
5. Springbrook Park
6. Gatton Campdraft Grounds

Assessment

Inclusion of additional eligible sporting complexes will be at the discretion of Council and will be considered on a case-by-case basis in accordance with the eligibility criteria.

Acquittal

There are no Acquittal requirements for these allocations. However, recipients 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 financial year but may be eligible to apply for other Grants and funding offered by Council.

Assessment

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