



COUNCIL POLICY 2.6

Grants to Community Organisations

Version: V1

PURPOSE

In recognition for the efforts of residents in the Shire, Torres Shire Council has developed a Grants to Community Organisations Policy to provide in-kind, financial assistance and other forms of assistance including grant and donation funds through which the Council will help, strengthen and enhance community capacity of not-for-profit organisations to continue providing services and activities that benefit constituents of the Torres Shire Local Government Area.

S 194 of the Local Government Regulation 2012:

A local government may give a grant to a community organisation only—

(a) if the local government is satisfied—

(i) the grant will be used for a purpose that is in the public interest; and

(ii) the community organisation meets the criteria stated in the local government's community grants policy; and

(b) in a way that is consistent with the local government's community grants policy.

PROVISIONS

Council generally provides access to grant and donation funds through its open and competitive programs. Recognising the need to respond to community needs and being proactive in building community capacity. Council also provides donations outside of its open and competitive programs for Community Events and a range of miscellaneous projects including Local Promotions.

Council has regard to the following principles when considering the granting of financial assistance to community organisations:

- a. recognising the diversity of constituents residing in the Torres Shire Local Government Area with an intent to provide grant funds for purposes in a manner it considers to be in the public interest;
- b. transparency in the administration of its financial assistance programs;
- c. acting fairly in assessing applications and allocating funds;
- d. providing equitable opportunities to community organisations (does this relate to non-Government Organisations that also receive funding from State and Commonwealth, or is this not-for-profit community organisations that apply for available funds;
- e. late applications will not be considered unless endorsed by CEO or a delegate
- f. incomplete applications will not be considered unless endorsed by CEO or a delegate
- g. Council does not provide funding under this policy to individuals
- h. funding will not be provided for projects or activities that have already been completed unless exceptional circumstances exist and endorsed by CEO or delegate

- i. funding will not be provided for projects or events conducted or held specifically for the purpose of raising funds for transfer to a third party unless exceptional circumstances exist and endorsed by CEO or delegate
- j. funds granted must be fully spent in the financial year in which they are awarded unless approved by the Chief Executive Officer;
- k. funding will not be provided to government or semi-government organisations (except schools and educational institutions);
- l. funding will not be provided to organisations with a delinquent debt to Council (excluding interest free loans);
- m. funding will not be provided to organisations that have not provided the required acquittal reports for prior grants or where an acquittal report is deemed unsatisfactory;
- n. decisions about the extent and type of assistance are final and there are no appeal mechanisms;
- o. where recipients wish to vary an approved project, the Chief Executive Officer (or delegate) may approve such requests;
- p. all unspent and/or uncommitted funds must be returned to Council;
- q. all applications for financial assistance to community organisations will only be considered on an annual financial year basis.

The Council will allocate total annual **funds not to exceed \$10,000** dependant on the respective annual budget and may advertise for submissions for grants each financial year. Grants may take the form of monetary donations, reimbursement of net general rates, reimbursement of Council fees or a donation equivalent to the cost of plant hire.

ELIGIBILITY CRITERIA

Each application for assistance submitted for a grant will be considered by applying the following criteria:

- Organisations must be community-based and provide services and activities of benefit to Torres Shire residents.
- The objective of the organisation must be solely non-profit making.
- Organisations that operate a licensed premises and/or gaming machines will not be eligible for assistance.
- State and Commonwealth Government agencies will not be eligible for assistance.
- Organisations should be incorporated or sponsored by an incorporated body.
- Organisations that are not incorporated may be eligible for assistance under this policy provided that the organisation meets all other criteria. Unincorporated not-for-profit community organisations can apply for assistance through eligible incorporated sponsor organisations. Sponsor organisations must agree to take responsibility for the receipt, application and acquittal of the assistance provided.
- All organisations requesting assistance will be required to make a submission on each occasion with the exception of rate reimbursements where the term of the assistance is determined by Council.

Note: Preference will be given to requests towards a specific project, e.g. fee relief towards a building project, or work to be carried out for safety reasons.

MONETARY DONATIONS

Monetary donations, aside from sponsorship, will only be given towards specific capital Projects and seeding grants. Proof of full or partial completion of the project within the financial year will be required before funds are paid.

RATE REIMBURSEMENT

Reimbursement of rates will be for net general rates only. No utility charges, e.g. water or sewerage charges, will be refunded.

FEE RELIEF

All applicants seeking a concession regarding fees must make a written application to Council. Approval may be sought for the reimbursement of one-off application fees, e.g. building application fees, sport and recreation facilities hire, etc. However, the fees must be paid to Council prior to payment of donation. If not taken up, approval will lapse at the end of the financial year. Annual licence fees will not be considered. Where Council grants a fee concession, that concession will be paid from Council's donations item and paid to the applicant granted the concession.

PLANT HIRE

The Council will provide assistance to organisations by allowing plant to be made available to organisations when not required by Council provided the plant is operated by Council personnel. The donation amount will be calculated in accordance with Council's current rates and charges for plant hire and wages and include travel time and stand down time. The Chief Executive Officer has delegated authority to approve plant hire donations to a limit of \$1,000. Donations may be refused if Council's plant hire donations budget is fully allocated.

ADMINISTRATION

The maximum level of financial assistance allocated to the donations budget will be determined each year within Council's annual budget process. Requests for monetary donations, grants, rate reimbursements or fee relief will be considered by Council on an "as needs" basis and Council will determine which, if any, organisations will receive assistance in accordance with the above criteria.

In any one financial year an organisation will be limited to:

- a monetary donation (sponsorship) to a limit of \$250;
- a seeding grant to assist community groups with set-up costs, etc. to a limit of \$250;
- a monetary donation (capital projects) to a limit of \$1,000;
- net general rate relief of \$500;
- fee relief of \$1,000;
- plant hire of \$1,000; or
- an equivalent combination of the above to a maximum of \$1,000.

Any donation greater than the amounts above must be listed for budgetary consideration or resolved by Council resolution. The Mayor and the Chief Executive Officer have delegated authority to approve donations of up to \$1,000.

IN-KIND ASSISTANCE

Council will continue to provide in-kind assistance (photocopy, faxes, etc.) from time to time with the Chief Executive Officer being delegated authority to make decisions on the amount of assistance provided.

ACQUITTAL DETAILS

Successful recipients who have received support from Torres Shire Council must submit an Acquittal Report within six (6) weeks of completing of the event and project. Failure to comply and lodge a report may result in Torres Shire Council requesting return of the funds, and this may result in future funding applications.

NOTIFICATION

All applicants will receive a confirmation email to state their application has been received by Council, including details of an application reference.

Successful applicants will receive an approval letter, and a link to the Acquittal report.

Unsuccessful applicants will be advised in writing stating the reason for the decision. For further clarification or feedback on your application please contact Council.

FUNDING PROCESS

This is the process after notification of outcome from Council:

- ✓ Receive successful | unsuccessful outcome via email and mail
- ✓ If successful you will receive a letter that will state conditions of the grant along with link to the acquittal report. You will need to sign the letter to confirm you have read and understood the conditions of the grant funding.
- ✓ You must return the signed section on the letter prior to funds being deposited into your nominated bank account.
- ✓ Once your event | project is completed you must complete and return the acquittal report six (6) after

FUNDING TIMELINE

Application Opens	Round One	-	1 July each year
	Round Two	-	1 February each year
Applications Close	Round One	-	31 July each year
	Round Two	-	1 March each year
Submitted to Council	Round One	-	First scheduled Meeting in September
	Round Two	-	First scheduled Meeting in May
Final Acquittal must be	Within (6) weeks of the event occurring		

OTHER IMPORTANT NOTES

Only one application can be submitted per organisation per funding round

All applications must be completed using the Grants to Community Organisation application form on Councils Website

Grant applicants who have received funding within the last 12 months will only be considered if sufficient budget is available.

If an organisation is successful with a community grant or sponsorship, and a variation is required from the original application, this must be done in writing to Council's CEO.

Failure to accept funding within 3 months of being issued will result in the organisations funding being withdrawn and a new application will be required.

FAILURE TO COMPLY

If an organisation that has received funding fails to comply with any requirements of this policy, Torres Shire council has the right to refuse future applications for grants or sponsorship and/or request return of the approved funds.

FURTHER INFORMATION

Contact:

Torres Shire Council

68 Douglas Street

THURSDAY ISLAND QLD 4875

P: 07 4083 1200 E: admin@torres.qld.gov.au

RELEVANT LEGISLATION

- *Local Government Regulation 2012*

DOCUMENT CONTROL

Version	Resolution Date	Resolution No.	Policy Author
V1	20 May 2025	25/5/26	Executive Manager Corporate & Community Services

Review Frequency: Yearly