

# Gladstone Regional Council

## Council Policy

<b>Title</b>	<b>COMMUNITY INVESTMENT POLICY</b>
<b>Policy Number</b>	<b>P-2022-09</b>
<b>Business Unit/s</b>	<b>COMMUNITY DEVELOPMENT AND EVENTS</b>
<b>Date of Adoption</b>	<b>4 OCTOBER 2022</b>
<b>Resolution Number</b>	<b>GM/22/4846</b>
<b>Review Date</b>	<b>4 OCTOBER 2027</b>
<b>Date Repealed</b>	

### 1.0 PURPOSE:

Gladstone Regional Council recognises the value provided by local not for profit organisations, individuals and businesses in delivering initiatives, projects and services that contribute to a liveable, sustainable and vibrant community.

This policy outlines a consistent, equitable, transparent and efficient framework under which all donations, grants, in-kind contributions and sponsorships are made to organisations delivering initiatives within the Gladstone Regional Council area. It ensures Council conforms to the legislative requirements prescribed under Section 194 and 195 of the *Local Government Regulation 2012* as the decision-making authority disseminating Council funds through donations, grants, in-kind contributions and sponsorships.

### 2.0 SCOPE:

Council is committed to ensuring our communities thrive. Through the Community Investment Policy we provide funding, expertise and support to organisations that deliver outcomes aligned to Council's plans and strategy.

The Community Investment Policy enables Council to:

1. Support our communities in attaining the resources and skills to identify and respond to local areas of need;
2. Partner with organisations to deliver community led outcomes;
3. Activate community participation amongst residents;
4. Support the community sector with planning, risk mitigation and capacity building initiatives; and
5. Contribute to the development of local students and sportspersons.

The following funding programs are outside the scope of this Policy:

- Existing Council Policies that make provision for funding as adopted from time to time; and
- Funding provided to organisations and/or individuals under the Regional Arts Development Fund and Council's Biosecurity Plan 2021-25.

**3.0 RELATED LEGISLATION:**

*Local Government Act 2009*  
*Local Government Regulation 2012*

**4.0 RELATED DOCUMENTS:**

Code of Conduct Policy  
 Community Investment Corporate Standard  
 Councillor Conduct Code Policy  
 Gladstone Regional Council Community Development Strategy  
 Gladstone Regional Council Community Investment Program Guidelines  
 Gladstone Regional Events Strategy 2019-2024  
 Privacy Policy

**5.0 DEFINITIONS:**

To assist in the interpretation of this policy the following definitions apply:

<b><i>Australian Registered Charity</i></b>	Means an organisation that is registered with the Australian Charities and Not-for-profits Commission (ACNC)
<b><i>Community Hall</i></b>	<i>Means a facility owned and/or operated by a not-for-profit community organisation where the primary purpose of the facility is for general community use (via a hire or other authorised use arrangement) where members of the public gather for group activities, social support, public information, entertainment, education and other social purposes. It excludes those facilities where community use is not the primary purpose and may be only a minor ancillary use of the facility.</i>
<b><i>Community Organisation</i></b>	Means an entity that carries out activities for a public purpose or an entity whose primary objective is not directed at making a profit
<b><i>Donation</i></b>	Means a contribution of goods or cash to an organisation without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily
<b><i>Educational Institution</i></b>	Means primary schools, secondary schools, universities and TAFE / Technical Colleges as recognised by the State and Federal Government
<b><i>Grant</i></b>	Means a financial payment from Council for non-commercial projects, activities or items which meet specific criteria within a formal application, assessment and acquittal process and any financial or other assistance given is conditional upon agreed terms and conditions
<b><i>Incorporated Association</i></b>	Means an organisation incorporated under the <i>Association Incorporation Act 1981</i> or other relevant legislation

<b><i>In-kind contribution</i></b>	Means the provision of any service, product or use of facility that would normally attract a fee and includes services procured by Council from external suppliers at its costs. This contribution may be provided in lieu of and/or in addition to a monetary contribution
<b><i>Not-For-Profit</i></b>	Means an organisation which does not operate for the profit, personal gain, or benefit of a particular person, people or members
<b><i>Project</i></b>	Means a service, event, activity or equipment purchase for which an organisation might seek assistance
<b><i>Public Interest</i></b>	Means the extent to which the community will be enhanced through funding the delivery of perceived benefits (social, educational, economic, environmental, cultural, and sport and recreational) of proposed projects and activities, having regard to competing interests or priorities
<b><i>Religious or Worship Group</i></b>	For the purposes of this Policy means an organisation or group which is based on, or otherwise connected with the practice, teaching, observance or belief in a Religion. The definition of Religion as defined by the High Court of Australia ' <i>means first, belief in a supernatural being, thing or principle; and second, the acceptance of canons of conduct in order to give effect to that belief, though canons of conduct which offend against the ordinary laws are outside the area of any immunity, privilege or right conferred on the grounds of religion</i> '
<b><i>Sponsorship</i></b>	Means a mutually negotiated arrangement entailing the provision of funds and/or in-kind contribution associated with an event, organisation or project, and results in tangible benefits (advertising, publicity or other) to Council as the sponsoring organisation
<b><i>Sporting Club</i></b>	Means sporting bodies that are not-for-profit and provide sporting facilities and opportunities for the public to engage in sport

## 6.0 POLICY STATEMENT:

This Policy enables Council to offer access to donations, grants, in-kind support and sponsorships under the Gladstone Regional Council Community Investment Program. Recognising the need to be responsive to our community and proactive in building community capacity, Council will provide support for local initiatives, projects and community related activities where Council considers it in the public interest.

The Community Investment Program provides opportunities for financial assistance and in-kind support under the key initiatives identified below. Guidelines for all initiatives under the Community Investment Program will be publicly available on Council's website during funding rounds. Eligibility criteria for specific funds is identified in Attachment 1 and applications will only be considered if minimum criteria are demonstrated, including the provision of Financial Statements and reporting information. How eligible applications received within funding rounds will be assessed and determined is outlined in Attachment 2.

Due to the limited budget available to Council and the competitive nature of accessing community funds, organisations should not rely on the Community Investment Program as recurrent funding. In addition, applicants are encouraged to provide their ABN (or a Statement by Supplier form) and declare if they are GST registered to ensure the correct treatment of funding if approved under this Policy. GST is excluded from any funding amounts approved and will be added if required. Council reserves the right to part fund any grant application.

The Community Investment Program is separated into the following categories:

1. Grassroots Fund
2. Elevator Fund
3. Community Celebration Fund
4. Community Hall Fund
5. Charity Waste Fund
6. Bursary & Scholarships Fund
7. Gladstone and District Sports Foundation Fund
8. Strategic Projects Fund
9. Community Donations Fund

#### **6.1 Grassroots Fund**

The Grassroots Fund is intended for lower risk and lower cost proposals of up to \$10,000. Grassroots proposals can assist in developing the skills of the applicant body in preparing, delivering and acquitting funds and/or deliver an initial stage or smaller scale project for the applicant body.

#### **6.2 Elevator Fund**

The Elevator Fund is intended for higher risk, higher cost proposals of over \$10,000, which will involve a more detailed application and acquittal process. Applicants will need to demonstrate a higher level of competency, capacity and planning capability to deliver the stated outcomes than what is required for Grassroots proposals.

#### Grassroots and Elevator Funding Objectives:

The first two funds being, Grassroots and Elevator are divided into five funding objectives identified in Table 1. Applications must meet at least one of the objectives.

**Table 1: Grassroots and Elevator Fund Objectives**

<b>Objective</b>	<b>Criteria</b>
Capacity	The Capacity Objective aims to foster community led collaboration and partnerships that help communities develop their own solutions to local areas of need. Initiatives and activities under this objective will generally strengthen and build the skills, knowledge and capacity of community members and groups which can then be applied and shared. One of the key outcomes of the Capacity objective is to advance the community aspiration of collective action, cooperation and shared goals.

Objective	Criteria
Place	The Place Objective aims to foster the development of accessible, fulfilling and engaging places and spaces for community. This will be achieved through supporting the delivery of community led Initiatives, projects and activities that activate Council controlled or community owned and operated facilities, parks and open spaces to provide safe and accessible social infrastructure that meets the community's diverse needs.
Connect	The Connect Objective aims to foster community led initiatives and projects that strengthen relationships, community connection, civic participation and understanding across all sectors of the community.
Wellbeing	The Wellbeing Objective aims to foster healthy, safe and supported communities through the delivery of community led partnerships, programs, activities and resources that promote healthy lifestyles, positive wellbeing and safe communities.
Planning	The Planning Objective aims to foster and support the development of programs, plans and strategies that strengthen the community's ability to deliver well planned and sustainable organisations, facilities and activities across the region.

The funding limits that apply to each Fund will be published in the funding guidelines each year after budget adoption. Council will not retrospectively fund projects and initiatives that have already been undertaken or commenced.

### 6.3 Community Celebration Fund

Community Celebration Fund enables the development and delivery of initiatives and projects that facilitate community connection through events.

Applications will be considered under the following categories and may include a cash component and/or an in-kind contribution.

Category	Focus area
<b>Ignite Event – Funds up to \$10,000</b> (0 – 2,500 people)	Support for events that contribute to community pride/social outcomes and regional economy that attract up to 2,500 participants.
<b>Impact Event – Funds up to \$25,000</b> (2,500 – 5,000 people)	Support for events that demonstrate tourism and regional economy benefits and attract 2,500 to 5,000 participants, with 10% out-of-region visitors.
<b>Destination Event – Funds up to \$50,000</b> (over 5,000 people)	Support for events that are well established, well designed, and clearly demonstrate return on investment, building community pride, return visitation, regional profile, economic stimulus and attract over 5,000 participants, with 15% out-of-region visitors.
<b>Signature Event</b>	Support for events that drive the primary criteria of destination profile, economic impact and overnight visitor expenditure. Attract visitors that invest in the region and over 25% out-of-region visitors.
<b>Community Event</b>	Support for community led events that are run by community organisations for broad public benefit.

#### **6.4 Community Hall Fund**

The Community Hall Fund makes funding available to provide an annual donation to assist local organisations who own, lease or manage a Community Hall within the Council area with operating costs. The hall must meet the definition of Community Hall as set out in this Policy.

#### **6.5 Charity Waste Fund**

The Charity Waste Fund aims to assist charitable organisations that accept pre-loved household belongings from the burden of having to process and dispose of general waste deposited at their facilities.

#### **6.6 Bursary and Scholarships Fund**

##### ***1. Regional Schools Bursary Fund***

The purpose of this Fund is to provide Gladstone Regional Council area educational institutions with funding to recognise and reward excellence in the areas of academic success, attitude, attendance and community contributions. Funding in the following amounts will be provided directly to the educational institution to administer and award:

- Primary -\$200
- Secondary - \$500
- Combined (primary/secondary) - \$500
- Technical College - \$500
- CQ University Gladstone - \$500
- CQU TAFE Gladstone - \$500.

##### ***2. Col Brown Memorial Award***

The purpose of this Fund is to recognise excellence and achievement for a local apprentice or trainee engaged through Apprentices and Trainees Queensland. Annually, Council will provide \$1,000 directly to Apprentices and Trainees Queensland to administer and decide the award.

##### ***3. CQ University Gladstone Campus Scholarships***

The purpose of these Scholarships is to encourage Gladstone Regional Council area students to remain in the Region and further their education at a CQ University Gladstone Campus with the objective of strengthening the future regional workforce. Seven scholarships of \$2,000 will be awarded annually to one Year 12 student from each of the seven participating regional secondary schools to contribute to the cost of studying on a CQ University Gladstone Campus. Funds will be provided directly to CQ University to administer and award the scholarships.

#### **6.7 Gladstone and District Sports Foundation Trust Fund**

This fund provides for an annual donation to the Gladstone and District Sports Foundation to support young people who reside in the Gladstone Regional Council area to compete at a State or National level. The donation is provided directly to the Trust to administer.

#### **6.8 Strategic Projects Fund**

The purpose of the Strategic Projects Fund is to strengthen not for profit organisations through the provision of financial support to upgrade existing or build new facilities where the organisation has suitable land tenure as defined in the supporting guidelines.

## 6.9 Community Donations Fund

This fund is to support initiatives that contribute positively to the community that may not align with other funding provided for in this policy. Funding of up to \$500 may be granted, with applications to be submitted as required throughout the year.

## 6.10 Governance Principles to apply for Extraordinary Requests

It is acknowledged that from time to time, Council may need to consider community funding requests or circumstances that require agility in funding provided to the community that have not been captured through this policy. In these circumstances, good governance principles and processes must still apply with officers to conduct a documented assessment of extraordinary requests against the principles and objectives contained in this Policy. Decision making on extraordinary requests are to align with the requirements set out in Attachment 2 based on the funding limits for the Grassroots and Elevator Funds.

## 7.0 ATTACHMENTS:

1. Eligibility Criteria Matrix
2. Summary of Funding Assessment Requirements.

## 8.0 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	16/9/2008	08/538	
Amendment 1	1/9/2009	09/482	
Amendment 2	5/7/2011	G/11/621	
Amendment 3	7/8/2012	G/12/1162	
Amendment 4	2/7/2013	G/13/1624	
Amendment 5	15/7/2014	G/14/2087	
Amendment 6	25/8/2015	G/15/2528	
Amendment 7	01/09/2015	G/15/2544	
Amendment 8	02/08/2016	G/16/2860	
Amendment 9	20/12/2016	G/16/2950	
Amendment 10	18/07/2017	G/17/3124	
Amendment 11	7/05/2019	G/19 /3768	Combination of previous Policies: P-2017-39, P-2014-37 & P-2105-03. New policy adopted 7 May 2019 but not to commence until 1 July 2019.

<b>TABLE OF AMENDMENTS</b>			
<b>Document History</b>	<b>Date</b>	<b>Council Resolution No.</b>	<b>Notes (including the prior Policy No, precise of change/s, etc)</b>
Amendment 12	06/07/2021	GM/21/4550	Formerly P-2019-08 – Introduces changes to align with Community Development Strategy
Amendment 13	04/10/2022	GM/22/4846	Introduces Donations Fund and removes Mayors Discretionary fund and Community Led Investment fund.

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**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**



# Gladstone Regional Council

Council Policy

## Attachment 1 – Eligibility Criteria Matrix

<b>ELIGIBILITY CRITERIA</b>  <b>To apply for funding organisations MUST meet the following:</b>		GRASSROOTS FUND					ELEVATOR FUND					COMMUNITY CELEBRATION FUND					COMMUNITY HALL & CHARITY WASTE FUNDS		BURSARY & SCHOLARSHIP FUND			GLADSTONE & DISTRICT SPORTS FOUNDATION TRUST FUND	STRATEGIC PROJECTS FUND	COMMUNITY DONATIONS FUND
		Capacity	Place	Connect	Wellbeing	Planning	Capacity	Place	Connect	Wellbeing	Planning	Ignite Event	Impact Event	Destination Event	Signature Event	Community Event	Community Hall Fund	Charity Waste Fund	Regional Schools Bursary Fund	Col Brown Memorial Award	CQ University Gladstone Campus Scholarship	Gladstone and District Sports Foundation Trust Fund	Strategic Projects Fund	Community Donations Fund
<b>ELIGIBLE IF CRITERIA MARKED ✓</b>	Not-For-Profit Community Organisation based in or servicing the Gladstone Regional Council area and may be an Australian Registered Charity but not a Religious or Worship Group	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓		✓	✓	✓
	Not-For-Profit Sporting Club based in or servicing the Gladstone Regional Council area	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓								✓	✓
	Educational Institution in the Gladstone Regional Council area																		✓		✓			✓
	Business based in and servicing the Gladstone Regional Council area		✓					✓				✓	✓	✓	✓									
	Australian Registered Charity																	✓						✓
	Religious or Worship Group																	✓						✓
<b>EXCLUSIONS – THE ENTITIES SHOWN BELOW ARE INELIGIBLE FOR ALL FUNDS</b>																								
X	Political Organisations and Political Parties																							
X	Organisations that have access to funds generated from permanently licensed premises or onsite gaming machines																							
X	Educational Institutions include kindergartens, childcare organisations and schools (does not include Community Donations Fund, Regional Schools Bursary Fund and CQ University Gladstone Campus Scholarship Fund)																							
X	Local, State or Federal Government Agency (examples: air travel, hospitals, main roads, railways and public transport, public works, industrial relations, police and prisons)																							
X	Organisations that have had an unsuccessful acquittal, an overdue acquittal, or not acquitted funds by the approved due date for prior Gladstone Regional Council Community Investment Policy funding																							

Additional information on eligibility is contained in the Funding guidelines

# Gladstone Regional Council

## Council Policy

### Attachment 2: Summary of Funding Assessment Requirements

CATEGORY	ASSESSMENT LEVEL	ACQUITTAL REQUIRED
<b>Grassroots Fund</b>		
Grassroots Fund	Officer	Yes
<b>Elevator Fund</b>		
Elevator Fund	Panel → Council General Meeting	Yes
<b>Community Celebration Fund</b>		
Ignite Event	Officer	Yes
Impact Event	Panel → Council General Meeting	Yes
Destination Event	Panel → Council General Meeting	Yes
Signature Event	Panel → Council General Meeting	Yes
Community Event	Officer	Yes
<b>Community Hall &amp; Charity Waste Funds</b>		
Community Hall Fund	Officer	No
Charity Waste Fund	Officer	No
<b>Bursary and Scholarships Fund</b>		
Regional Schools Bursary Fund	Officer	No
Col Brown Memorial Award	Officer	No
CQ University Gladstone Campus Scholarship	Officer	No
<b>Gladstone and District Sports Foundation Trust Fund</b>		
Gladstone & District Sports Foundation Trust Fund	Officer	No
<b>Strategic Projects Fund</b>		
Strategic Projects Fund	Panel → Council General Meeting	Yes
<b>Community Donations Fund</b>		
Community Donations Fund	Officer	No