

GENERAL POLICY UPDATE - COMMUNITY GRANTS POLICY INCLUDING COUNCILLOR DISCRETIONARY FUNDS

FBS | 63/8/12-07 | #7911907

RECOMMENDATION:

That Council adopts the Community Grants Policy.

INTERESTED PARTIES:

Not applicable

EXECUTIVE SUMMARY:

This report recommends several changes to Schedule 9 of the Community Grants Policy (the Policy), which relates to Councillor Discretionary Funds. The recommended changes are:

- Timing – applications for allocation should be made before 31st March each year;
- Conflicts of interest – the proposed changes to the Policy clarify that conflicts of interest need to be declared, and (when conflicts exist) allow the approver to seek a resolution of Council before approving;
- Acquittal – third party recipients of Discretionary Funds over \$2,000 will be required to provide an acquittal; and
- Procurement Policy – third party recipients of Discretionary Fund will be required to meet the requirements of Council's Procurement Policy, including declaring any conflicts of interest.

BACKGROUND:

Council's existing Community Grants Policy was adopted on 17th September 2025. Despite not being due for renewal, several changes are proposed that intend to strengthen the value for money and transparency values of Council when allocating Councillor Discretionary Funds. This is particularly important with the value of discretionary allocations doubling from \$50,000 to \$100,000 and larger value projects occurring as a result.

COMMENT:

The following changes are proposed to schedule 9 (Councillor Discretionary Funds) of the Community Grants Policy:

- Timing
 - A guidance note is proposed to clarify expectations regarding the timing of allocations towards the end of the financial year.

- The proposal is that all applications should be made prior to 31st March each year.
- This guidance note is consistent with the discretionary fund legislative framework where the objective is to allocate and utilise the funds within the applicable financial year and carry forward / accumulation is not allowed.
- Conflicts of Interest (COI)
 - A new section regarding COI is proposed, including the ability for an approver to seek a resolution of Council before approving.
 - The requirement for Councillors to declare a COI already exists, however it is not currently noted in the Policy.
 - The ability for the approver to seek a Council resolution before approving is intended to provide greater transparency when conflicts exist.
- Acquittal Obligations
 - The proposed Policy includes a new requirement for third party recipients to acquit Discretionary Funds received over \$2,000.
 - The current Policy states that no acquittal is required.
 - This change brings Discretionary Funds in line with the balance of the Community Grants Policy and is intended to ensure that funds allocated are spent as intended.
- Procurement Obligations
 - The proposed Policy includes a new requirement for third party recipients to follow Council's Procurement Policy and declare any Conflicts of Interest.
 - The current Policy is silent regarding procurement obligations
 - This proposed requirement is intended to ensure that Value For Money is achieved with any Discretionary Funds allocated, and any Conflicts between the receiving organisation and any parties carrying out work funded by Discretionary Funds are declared prior to allocation.

OPTIONS:

Option 1 (Recommended):

That Council adopts the Community Grants Policy.

Or

Option 2:

That Council does not adopt the Community Grants Policy and seeks amendments.

CONSIDERATIONS:

Statutory:

Section 195 of the Local Government Regulation 2012 requires Council to prepare and adopt a Community Grants Policy.

Section 109 of the Local Government Act and sections 189, 201 and 202 of the Local Government Regulation 2012 sets out the requirements for Councillor Discretionary Funds.

CONSULTATION:

The revised policy was workshopped with Council in July 2026.

In reviewing the policy, consideration was given to:

- The relevant sections of the Act;
- The CMC report *Probity in councillors use of councillor discretionary funds*; and
- Previous legal advice obtained by Council.

ATTACHMENTS:

Attachment 1: Community Grants Policy – Marked Up Version (#2333559)

Attachment 2: Community Grants Policy – Clean Version (#2333559)



Jason Ritchie
Executive Manager Finance



Lisa Whitton
Chief Financial Officer

Attachment 1: Community Grants Policy – Marked Up Version (#2333559)

CAIRNS REGIONAL COUNCIL



General Policy

COMMUNITY GRANTS POLICY

Intent: To guide the delivery of Council's Community Grants Program which provides assistance to community-based groups and organisations.

Objective: To support community-based groups and organisations which provide programs, activities, events and projects that enrich the diversity of cultural, social, sport and economic development opportunities available to the residents and businesses located in the Cairns region.

PROVISIONS

This Policy is compliant with the specific community grant program requirements of *the Local Government Regulation 2012*.

Community organisations are defined in the statutory regulations as follows:

Community organisation means—

- an entity that carries on activities for a public purpose; or
- another entity whose primary object is not directed at making a profit.

To be eligible for grants under this policy, applicants must fit within the above definition.

Grant Categories

The Community Grants Program provides assistance for activities to be undertaken largely within the boundaries of the Cairns Regional Council area, under the following grant streams:

- Go Clubs Essentials Assistance
- Arts and Cultural Venue Hire and Resources Assistance
- Nature-Based Learning
- Sustainability and Climate Action
- Go Clubs Community Infrastructure
- Arts and Culture Partnerships
- Community Partnerships
- Industry and Economic Development
- Councillor Discretionary Funds
- Revegetation of Natural Areas

Each stream has goals, objectives, applicant eligibilities, application eligibilities, application processes and evaluation criteria identified in separate Guidelines and Application forms.

Given the finite budget allocations for grant streams and acknowledging specific grant streams assessment criteria, Council will as a general principle reserve the right to ensure equity in the distribution of grant funding to community organisations across financial years.

Resource and Performance Agreements

Council will, as required, consider entering into tailored agreements with specific community organisations to support programs, events and activities that are considered by Council to be in the public interest and to be of substantial benefit to the Cairns region, broadly consistent with the following criteria:

That the event or activity is a:

- local community festival of significance; or
- sporting and/or other community event held locally; or
- local community facility development activity; or
- team competing in State or National competitions; or
- local community cultural facility activity; or
- economic development activity; or
- environmental protection or enhancement activity.
- Other programs, events and activities considered to be in the public interest and be of substantial benefit to the Cairns region.

Events, activities or projects that fit the above criteria should be considered for a Resource and Performance Agreement.

These agreements are subject to funding through the Community Grants budget and will be used to provide a contractual basis for specific situations and/or extraordinary purposes where:

- a funding agreement may be required for several years
- a funding commitment is required at very short notice; or
- the support levels exceed the maximum available amounts under the grant funding streams contained within this policy;
- the request for funding is of a substantial nature and has arisen following assessment and consideration of a business case by Council or by officers appropriately delegated by Council.

Assessment and Approval Responsibilities:

- Applications do not need to form part of a competitive grant round.
- Applicants are required to complete the appropriate application form.
- Applications will be assessed by Council officers. Decisions will be made by the full Council unless delegated.

Reporting Obligations:

Recipients of a Resource and Performance agreement may be required to submit an acquittal no later than two months following the event, activity or project. A template will be provided.

Decision making (excluding Councillor Discretionary Funds)

Whilst each grant stream may have differing assessment processes, all decision-making powers regarding the approval or denial of a grant rest with the full Council unless delegated. To ensure transparency, a report to a full Council meeting is required in order to award, or deny, a grant.

The decision-making process for Councillor Discretionary Funds, is detailed in Schedule 910 of this Policy.

Provision of financial information

It is important when assessing applications that sufficient financial information is provided by the applicant. Given the diversity of funding programs it is not appropriate to adopt a one size fits all approach therefore the level of information provided reflects the nature of the funding / support being provided.

If the request or assistance exceeds \$5,000 then the applicant must:

- Supply the organisation's previous 2 years financial statements as submitted to the Office of Fair Trading or,
- Applications must submit the organisation's latest treasurer's report covering the previous 24 months and evidence of the organisation's current bank balance at the time of application.

If the request for assistance is \$5,000 or less, then the applicant must supply the above upon request.

Applicant requirements

Applicant eligibility rules will vary per grant stream however, except for the Nature Based Learning Grant, applicants must be registered as Not-for-Profit.

For the purposes of this policy, Not-for-Profit is defined as:

- any local organisation, club, state or national organisation, who holds incorporated status under the Associations Incorporations Act 1981, or is a company limited by guarantee under the Corporations Act 2001, and does not operate for the profit or gain (either direct or indirect), of its individual members either from ongoing operations or on its winding up.

Only one funding stream from Council will be successfully approved per event, activity or project with the exception of the Councillor Discretionary Fund stream, which can be applied for in addition to other funding from Council:

Regional Arts Development Fund Grants may also be approved in association with certain events, activities or projects granted through streams within this policy.

Applicants must advise Council of their intent to apply for other Council assistance for their event, activity or project, including the status of the application.

Other funding sources

All applications are to include details of all other external funding sources for the event, activity or project including the status of this external funding (i.e. approved, successful, application pending).

Ineligibility

The following ineligibility rules apply across all grant streams:

To be eligible, applicants must not:

- have outstanding Council grants that have not been acquitted within required timeframes, or grants that have previously not been satisfactorily acquitted
- have overdue outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments)
- be a political party or discriminatory group
- be a school, university or TAFE college*
- be an individual
- be an organisation that own, lease, manage or operate premises with poker machines

**excluding the Nature-Based Learning Grant*

Furthermore, generally eligible applications must not be:

- requesting funding or support for a project, event or activity that has already occurred;
- requesting funding or support for seasonal or regular bookings of Council managed facilities
- for projects, events or activities that are the subject of litigation;
- for usual business operating expenses;
- for projects that duplicate existing services or programs;
- for projects with a sole religious or political purpose;
- for projects, events or activities outside the boundaries of Cairns Regional Council*.

**excluding the Nature-Based Learning Grant*

Acquittals

Grant recipients will be required to complete a post event report which is called an acquittal. An acquittal template will usually be provided. The acquittal requires:

- proof that the project, activity or event took place (e.g. photograph of attendees participating)
- proof of expenditure (e.g. copy of receipts)
 - in all cases if the cash payment to applicant exceeds \$2,000
 - upon request if the cash payment to applicant is \$2,000 or less
- proof of the acknowledgement of Council assistance (e.g. including Cairns Regional Council logo on website, event program, newsletter or plaque)
- sometimes additional reporting and acquittal information is required.

Invoicing and Goods & Services Tax

All amounts included in this policy are exclusive of Goods & Services Tax (GST). Prior to payment of a grant to a community organisation, an invoice is required to be provided to Council which should include GST if applicable.

The table below shows the difference in treatment between a community organisation registered for GST and one that is not:

	Grant total (excluding GST)	Invoice total	GST included in invoice	Invoice net of GST
Organisation registered for GST	\$5,000	\$5,500	\$500	\$5,000
Organisation not registered for GST	\$5,000	\$5,000	-	\$5,000

When acquitting grants, care must be taken to ensure that community organisations do not include GST as part of their expenditure if they are registered for GST.

Schedules

Schedule 1:	Go Clubs Essentials Maintenance
Schedule 2:	Arts and Cultural Venue Hire and Resources Assistance
Schedule 3:	Nature Based Learning
Schedule 4:	Sustainability and Climate Action
Schedule 5:	Go Clubs Community Infrastructure
Schedule 6:	Arts and Culture Partnerships
Schedule 7:	Community Partnerships
Schedule 8:	Industry and Economic Development
Schedule 9:	Councillor Discretionary Funds
Schedule 10:	Revegetation of Natural Areas

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This policy is to remain in force until otherwise determined by Council.

Director Responsible for Review:

_____ Director, Lifestyle &
Community

ORIGINALLY ADOPTED: 23/09/2009

CURRENTLY ADOPTED: ~~17/09/2025~~

DUE FOR REVISION: ~~22/11/2027~~

REVOKED/SUPERSEDED:



Endorsed by Council 17/09/2025

Ken Gouldthorp
CHIEF EXECUTIVE OFFICER

GO CLUBS ESSENTIALS ASSISTANCE**Intent/Purpose**

To provide services that can be delivered by Council that support improved asset management initiatives (maintenance) including turf management.

Go Clubs Essentials Assistance can be defined as providing support to complete projects that assist with safety requirements, minor facility upgrades, turf management, compliance with legislation or lease documentation and meeting relevant Australian Standards.

Assistance Type

The maximum amount per application is \$5,000.

At Council's sole discretion, assistance provided may be cash or works performed directly by Council.

Clubs will be given the opportunity to contribute further to projects if the maintenance requested exceeds the \$5,000 limit.

Logistics

Applications can be submitted at any time during the year. The application and assessment process will require a maximum of 6 weeks following which timeframes to complete works will be negotiated with successful applicants. Only one successful application per year is permitted. Clubs must supply a detailed scope of works to ensure accuracy of quoting from the relevant Council department.

Eligible Applicants Must

Eligible applicants must be a member of Council's Go Clubs program and have provided appropriate compliance documentation.

Eligible Applications must not be:

- Supporting private and/or commercial ventures
- For projects, events or activities that are the subject of litigation
- For routine maintenance tasks
- For projects that duplicate existing services or programs
- For ground hire fees
- For the reimbursement of Council fees
- For the purchase of equipment
- Funded by existing Council grant or assistance

Assessment & Approval Responsibilities

The application will be assessed by Council officers. Decisions will be made by delegation to the Chief Executive Officer.

ARTS AND CULTURAL VENUE HIRE AND RESOURCES ASSISTANCE

Intent/Purpose

A key priority of Cairns Regional Council's Strategy for Culture and the Arts 2022 is to provide grant funding that builds and sustains the viability and productivity of community-based organisations and enhances the capacity and capability of local artists and cultural and creative practitioners.

The Arts and Cultural Venue Hire and Resources Assistance Grant therefore aims to make available Council resources and capabilities to support Arts and Cultural projects and activities that make a positive creative contribution to the region.

Assistance Type

Venue hire and resources assistance only (not cash) for events, activities and projects. The minimum amount per application is \$500 the maximum amount per application is \$5,000.

Logistics

Applications can be submitted at any time during the year, however the application must be lodged at least six weeks prior to the start of the event, activity or project. Events, activities and projects are to commence and be completed within twelve months of the approval date. Applicants can receive a maximum of \$5,000 per year.

Eligible Applicants must:

Applicants must be a registered Not-for-Profit organisation, and eligible as defined by the Community Grants Policy. They must also:

- Be applying for venue hire and resources assistance for projects within the local government area of Cairns
- Be carrying out activities of a cultural, arts or performing arts nature
- Provide Council with a relevant detailed project outline and a clear and detailed budget
- Be an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit
- Provide Council with evidence of not-for-profit status
- Provide Council with a quote for the requested venue hire and resources

Eligible Applications Must not be:

- Requesting assistance from Council for resources or services that Council has to procure from outside organisations. As a general rule this includes anything that is not core Council business

Assessment Criteria

- Demonstrated ability of the event, activity or project to align with the funding stream intent/purpose
- Demonstrated cultural and artistic merit of the event, activity or project
- Demonstrated ability of the applicant to successfully manage the event, activity or project

Assessment & Approval Responsibilities

The application will be assessed by the Director, Lifestyle & Community. Decisions will be made by delegation to the Chief Executive Officer.

NATURE-BASED LEARNING

Intent/Purpose

To foster an appreciation of our world-renowned natural environment in the younger generation through financial support for nature-based excursions undertaken by schools in the Cairns local government area.

Objectives

To increase school student access to:

- National Parks / Wet Tropics Rainforest / Marine Parks / Great Barrier Reef
- Sustainable Agriculture Farms / Community Gardens
- Wildlife Parks / Environmental Education Centres
- Habitat Restoration Sites
- Council Waste / Recycling and Water / Wastewater Facilities

Assistance Type

Assistance is purely financial in nature, provided as a cash contribution. The maximum will be \$2,000.

Application Eligibility

Schools based within the Cairns local government area.

Assessment Criteria

- Completeness and quality of the application, including supporting documentation
- Demonstrated need for financial support to deliver the proposed activity

Given the finite budget allocations for grant streams, and acknowledging specific assessment criteria, Council reserves the right to ensure equity in the distribution of grant funding to schools across financial years.

Assessment and Approval Responsibilities

Applications will be assessed by a panel of three Council officers. Decisions will be made by delegation to the Chief Executive Officer.

Acquittal Obligations

Grant recipients are required to complete and submit a Council grant acquittal report template within two months of activity completion.

SUSTAINABILITY AND CLIMATE ACTION

Intent/Purpose

To support community projects that reduce greenhouse gas emissions, strengthen environmental resilience, or build community capacity in relation to sustainability.

Objectives

- Emissions reduction: Reducing greenhouse gas emissions in the Cairns region (e.g., through education, energy efficiency, renewable energy generation or sustainable transport.)
- Natural environment: Strengthening species and / or ecosystem resilience to human induced environmental pressures (e.g., through education, citizen science and / or on-ground action)
- Community resilience and capacity: Strengthening community resilience in relation to food, water, energy, waste, or disaster preparedness.

Assistance Type

Assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount will be \$500 and the maximum will be \$5,000.

Application Eligibility

- Applicants must be a registered Not-for-Profit organisation, and eligible as defined by the Community Grants Policy.
- The project must demonstrate a measurable improvement toward at least one of the stated Grant Objectives.
- The project must provide community education (relevant to the project) in relation to at least one of the stated Grant Objectives.

Assessment Criteria

- Demonstration of how the project will deliver on one or more of the Grant Objectives (50%)
- Description of anticipated number of community members that will be reached by the project and how this will be measured (30%).
- Provide evidence of the capability of the Organisation to plan, manage and deliver the project and acquit grant funds, or ensure the Organisation is a member of Go Clubs (10%).
- Description of how the expenditure budget represents the best value for money – please provide evidence with quotations (10%).

Assessment and Approval Responsibilities

The application will be assessed by Council officers. Decisions will be made by delegation to the Chief Executive Officer.

Acquittal Obligations

Grant recipients are required to complete and submit a Council grant acquittal report template within two months of activity completion.

GO CLUBS COMMUNITY INFRASTRUCTURE

Intent/Purpose

Assists local sport, recreation, arts, culture and community organisations with the development of improved facilities.

Objectives

This stream aims to support renewed or upgraded community infrastructure that:

- Ensures club assets remain relevant and continue to meet relevant standards.
- Enhances accessibility of community facilities to increase use and promote inclusion.
- Improves club capacity and viability
- Contributes to greater community safety.

Assistance Type

Assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount per application is \$1,500 the maximum amount per application is \$25,000.

This cash contribution will be paid directly to the successful clubs to undertake the approved project. In order to build stronger, sustainable and long-term relationships between Council and community groups, Council will favour applicants that financially contribute to the project.

Logistics

There will be one funding round per financial year. Projects are to commence and to be completed within twelve months of the approved date.

The grant will flow as follows:

- A competitive application process will enable a discreet number of clubs to be shortlisted for funding.
- Eligible organisations can only apply for one project per facility
- Council will provide a one-off cash grant to each successful club to implement their approved project
- Upon completion of the approved project, grant recipients will be required to acquit the assistance in accordance with the funding agreement

Projects are not to commence prior to execution of a funding agreement. Applicants are expected to have undertaken all the necessary planning required to deliver the project prior to submitting an application.

Eligibility

- Applicants must be a registered Not-for-Profit organisation, and eligible as defined by the Community Grants Policy and
- Be registered with Council's Go Clubs Program
- Occupy a facility that is owned in freehold by the club or subject to a long term non-commercial lease arrangement
- If the request or assistance exceeds \$5,000 then the applicant must:
 - Supply the organisations previous 2 years financial statements a submitted to the Office of Fair Trading or,
 - Applications must submit the organisations latest treasurer's report covering previous 24 months and evidence of the organisations current bank balance at the time of application

Assessment Criteria

- Detail how your project aligns with the objectives? (60%)
- Does your project provide broad community benefit? If so, how? (20%)
- Demonstrate how this project is a priority for your organisation. (10%)
- Evidence of capability of the organisation to plan, manage and deliver the project. (10%)

Assessment & Approval Responsibilities

Applications will be assessed by a panel of two Council Officers. Decisions will be made by the Full Council unless delegated.

Acquittal Obligations

Grant recipients are required to complete and submit a Council grant acquittal report template within two months of activity completion.

ARTS AND CULTURAL PARTNERSHIPS

Intent/Purpose

A key priority of Cairns Regional Council's Strategy for Culture and the Arts 2022 is to provide grant funding that builds and sustains the viability and productivity of community-based organisations and enhances the capacity and capability of local artists and cultural and creative practitioners.

The Arts and Cultural Partnerships Grant therefore aims to make available Council resources and capabilities to support Arts and Cultural projects and activities that make a positive creative contribution to the region's arts and cultural profile.

The Arts and Cultural Partnerships grant category is available to Not-For-Profit organisations for the development and/or presentation of new works in partnership with Cairns Regional Council's arts and cultural presentation team.

Objectives:

- to partner with arts and cultural organisations in order to build their capacity and capabilities to develop and present bold and innovative new works while minimising financial risk
- increase collaborative programming that attracts new audiences and provides employment opportunities in creative industries

Assistance Type

The fund will provide venue hire and resources assistance only (not cash) for events, activities and projects. The minimum amount per application is \$500 the maximum amount per application is \$10,000.

Eligible Applicants must:

- Be applying for venue hire and resources assistance for projects within the local government area of Cairns
- Be carrying out activities of a cultural, arts or performing arts nature
- Provide Council with a relevant detailed project outline and a clear and detailed budget

Be an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit

- Provide Council with evidence of not-for-profit status
- Provide Council with a quote for the requested venue hire and resources
- Submit the organisation's previous 2 years financial statements (as submitted to the Office of Fair Trading) or the latest treasurer's report covering previous 24 months and provide evidence of the organisation's current bank balance at the time of application.
 - in all cases if the request for assistance exceeds \$5,000
 - upon request if the request for assistance is \$5,000 or less

Eligible Applications Must not be:

- Requesting assistance from Council for resources or services that Council has to procure from outside organisations. As a general rule this includes anything that is not core Council business
- a registered political party or religious group
- a school, university or TAFE college
- be an individual
- be an organisation that has outstanding payments to Council or grants that have previously not been satisfactorily acquitted

Assessment Criteria

- Demonstrated ability of the event, activity or project to align with the funding stream intent/purpose and objectives
- Demonstrated cultural and artistic merit of the event, activity or project
- Demonstrated ability of the applicant to successfully manage the event, activity or project
- Demonstrated focus of the event, activity or project on the development and/or presentation of new works.

Logistics

Applications can be submitted at any time during the year, however the application must be lodged at least six weeks prior to the start of the event, activity or project. Events, activities and projects are to commence and be completed within twelve months of the approval date.

Applicants can receive a maximum of \$10,000 (ex GST) of venue hire and resource assistance per year for the provision of a guarantee against financial loss to organisations. In the case of profitable events, activities and projects Council will retain revenue to cover all outgoing expenses and any further revenue will be split 50/50 upon reconciliation.

Funding agreements may be considered for up to three years on a case by case basis.

Assessment & Approval Responsibilities

The application will be assessed by the Executive Manager, Creative Life. Decisions will be made by the Full Council unless delegated.

Acquittal Obligations

Grant recipients are required to complete and submit a Council grant acquittal report template within two months of activity completion if receiving more than \$2,000 (plus GST) cash.

COMMUNITY PARTNERSHIPS

Intent/Purpose

To assist community groups and organisations with the delivery of events, activities and projects that enhance the lives of local communities, celebrate important community occasions and provide opportunities to develop social cohesion, connection in the Cairns region.

Objectives

- Drive community and social outcomes to enhance the overall quality of life in local communities
- Contribute to the region's balanced portfolio of community, arts, cultural and sporting events
- Celebrate the rich traditions of communities and the importance of these to the Cairns region
- Drive future growth and sustainability of local events, activities and projects
- Improve the capacity and wellbeing of groups within the community that experience disadvantage and/or have difficulty being heard

Assistance type

This grant provides assistance through cash and the provision of Council venues and resources. The maximum amount per application is \$25,000.

Funding Terms

Funding period	1 – 3 years only
Funding amount	Up to \$25,000 per event, activity or project
Ineligible funding items	Gifts Prize Money Usual business operating expenses Alcohol and tobacco products Council may choose to exclude additional items from time-to-time as deemed appropriate and under delegation of management

Applicant eligibility

Applicants must be a registered Not-for-Profit organisation, and eligible as defined by the Community Grants Policy.

Logistics

Approximately four grant rounds are available per financial year.** The event, activity or project is to occur within the identified timeframes nominated.

- If the request or assistance exceeds \$5,000 then the applicant must:
 - Supply the organisations previous 2 years financial statements a submitted to the Office of Fair Trading or,
 - Applications must submit the organisations latest treasurer's report covering previous 24 months and evidence of the organisations current bank balance at the time of application
- Organisations requesting assistance for \$5,000 and under for the hiring of a Council venue and its associated resources are eligible to apply at any time of the year. Ideally applications need to be lodged at least six weeks prior to the start of the event, project or activity occurring

Assessment Criteria

- Please explain your event/project/activity in detail (25%)
- Demonstrated experience and ability to plan, manage and deliver the event, activity or project (25%)
- How does your project/event/activity benefit our community, foster community pride and improve the quality of life for the residents of the Cairns Region (45%)
- Demonstrate no adverse environmental impact (5%).

Where appropriate any additional outcomes may be considered for assessment purposes. These include increased sports participation, health and wellbeing, education and cultural benefits, multiculturalism, indigenous culture, environment and sustainability.

Assessment & Approval Responsibilities

Applications will be assessed by a panel of two Council Officers. Decisions will be made by the Full Council unless delegated.

Acquittal Obligations

Grant recipients are required to attend a debrief with Council officers if requested and submit the required acquittal documentation within two months of completion of the event, activity or project.

INDUSTRY AND ECONOMIC DEVELOPMENT

Intent/Purpose

To guide the delivery of Council's Industry and Economic Development Fund (IEDF) which provides assistance to organisations in support of specific industry and economic development activities and to support the Economic goals of the Cairns Regional Council Corporate Plan, and to support the delivery of Council's Economic Development Strategy

Assistance Type

Council can provide assistance to the maximum amount of \$15,000 per application.

At Council's sole discretion, assistance provided may be cash or works performed directly by Council.

Eligible Applicants must:

- Be a registered Not-for-Profit organisation, and eligible as defined by the Community Grant Policy; and
- Have a valid public liability certificate to a value considered appropriate having regard to the organisation's operations.

Application Lodgement

Applications can be lodged at any time during the year. Applications must be made in writing and address the relevant eligibility and assessment criteria outlined in this policy. Prior to lodging an application for funding, applicants are encouraged to contact a member of Council's Economic Development team to discuss the proposed project, its alignment with this policy and what information should be submitted as part of any application.

Project Eligibility and Assessment Criteria

The project for which an Applicant is seeking funding must meet the following requirements in order to be eligible for funding under this policy:

- The project must have **not** already occurred or commenced (i.e. IEDF Grants are for future projects)
- The project must be a discretely identifiable project
- The project must result in clear development outcomes for a particular industry/ies and/or must result in clear positive impacts for economic growth and/or economic diversification for the Cairns region
- The breadth to which the benefits from the project will be spread will also be a consideration. Projects that deliver benefits to a small number of stakeholders/businesses are unlikely to be considered for funding under this policy
- There must be a budget for the project detailing how Council's proposed contribution to the project (and contributions from others) will be spent
- The project must be consistent with and complementary to Council's Economic Development Strategy.

For funding requests over \$10,000, the proponent will generally be expected to provide a matched contribution dollar for dollar from either their own funds or another source (other than Council) towards the project.

The following activities are not eligible for funding under the IEDF:

- Ongoing salaries/wages for staff however if a position is created for the length of a project, funding may be considered
- Recurrent costs associated with day-to-day operations of the organisation/group
- Items/programs that are the core business of a Government Department
- Projects involving the construction of infrastructure or purchase of capital equipment
- Training

The fact that a project/application may meet the above eligibility criteria is not a guarantee that IEDF funding will be approved as a decision in this regard will be subject to Council's assessment of the project's/application's performance against the relevant assessment criteria and consideration of any Council budgetary constraints.

Applications will be assessed against a range of assessment criteria. These assessment criteria will be adapted to the specific circumstances relevant to the individual application/project and may include:

- The extent to which the project itself and the anticipated outcomes from it are clearly defined and measurable;
- Potential of the project to deliver an economic benefit;
- Potential for the project to support employment and local business development;
- Potential for the project to attract investment to the region and/or support export growth;
- Potential for the project outcomes to provide a lasting legacy for the economy;
- Potential for the funded activity to grow in size over time and to become sustainable;
- Potential of the project to positively impact the diversity of the local economy;
- The extent to which the project is reliant on Council support for it to proceed including the potential for the applicant to source funding for the project from its own or other sources;
- Demonstrated feasibility in responding to an identified need or opportunity of economic benefit to the community;
- The extent to which the project is consistent with and complementary to the objectives contained within Council's Corporate Plan and Economic Development Strategy;
- An Applicant's demonstrated success delivering previous projects of this type;
- Requirement for direct support from or involvement of staff from Council in delivering the project;
- Level of financial support from industry, partners, other sources and from the applicant itself (the greater the leveraging of other funds, the better the application will be viewed);
- Level of potentially negative impacts on surrounds, environment, others; and
- Letters or statements of support from relevant Government Departments and others.

Approval Responsibilities

For IEDF Grant Applications, Council Officers will prepare a report to Council with recommendations on whether the grant should be approved or declined. The authority for approval of IEDF grant applications rests with Full Council unless delegated.

Notification of Decision, Acquittal and Reporting

Applicants will be notified in writing of the decision made in respect of their application and any terms and conditions attaching to the assistance to be provided by Council (if the application has been successful). If the application is successful, this written notification will also include details relating to the timing for the provision of support, relevant milestones and the information and reporting that must be provided by the Applicant in order to acquit any funding provided by Council pursuant to this policy. These reporting and acquittal requirements may differ from project to project depending on the individual circumstances.

COUNCILLOR DISCRETIONARY FUNDS

Intent/Purpose

To provide the Mayor and Councillors with a discretionary fund that can be allocated to Capital Works of Council, for a community purpose.

Assistance Type

As part of the annual budget process Council will set the budget for Councillor Discretionary Funds, which will be published on Council's website within 20 days of the Council adopting its annual budget. At Council's sole discretion, assistance provided may be cash or works performed directly by Council.

Applicant Eligibility and Logistics

No application is required for a Councillor to allocate Discretionary Funds, however Community Organisations may apply for funds. Within 20 days of Council adopting its budget, a notice will be published on Council's website detailing how applications may be made.

For a project to be eligible for funding it must result in:

- Capital Works of Council, for a community purpose; or
- The purchase of Capital equipment, which is owned by Council but maintained and renewed by a Community Organisation; or
- Capital improvements to a Community Organisation facility that is on Council land and which will, at the expiration of the lease, become Council property.

No other types of Discretionary Funds are available.

Councillors can only allocate Discretionary Funds in the year that they are budgeted.

Assessment Criteria

- Once a Councillor supports a project, Council Officers will review the project for eligibility and available budget and advise the Councillor of the outcome of the review.
- Councillors have sole discretion to reject any or all projects applied for by Community Organisations regardless of eligibility.

Assessment and Approval Responsibilities

All allocations of Discretionary Funds must be approved by the Mayor and CEO, or the Deputy Mayor and CEO if the Mayor is allocating Discretionary Funds.

When approving allocations of Discretionary Funds, the Mayor / Deputy Mayor and CEO must give regard to Council's 5-year Corporate Plan, Asset Management Plans and Budget.

No approval can be given that will result in a Councillor exceeding the Discretionary Fund budget for the year.

[Guidance Note – Discretionary Fund applications should be made prior to 31st March to ensure that allocation and delivery occur prior to the end of the financial year in which the discretionary funds are allocated.](#)

Conflicts of Interest

[If the Councillor making the Discretionary Fund allocation has a declarable conflict with the group to which they are applying Discretionary Funds, it must be declared for the consideration of the approver. The approver may then seek a resolution of Council before approving.](#)

Acquittal Obligations

[No acquittal is required. Third party grant recipients are required to complete and submit a Council grant acquittal report template within two months of activity completion if receiving more than \\$2,000 \(plus GST\) cash.](#)

Procurement Obligations

To ensure that value for money is achieved, third party grant recipients are required to follow Council's procurement policy, including regarding the need to obtain multiple quotes or run a public tender when procurement policy thresholds are reached. Evidence of these obligations will be required prior to payment of any funds.

When assessing Value For Money, receiving organisations may take into account any volunteer time that they are able to utilise, however they will still need to demonstrate that using volunteers achieves an overall cost saving when compared to utilising an external party to complete any works funded by Discretionary Funds.

Third party organisations must declare any Conflicts of Interest with any parties completing works funded by Discretionary Funds, including, but not limited to, members of the receiving organisation supplying materials or completing the work being funded by Discretionary Funds.

Notice of allocation

Within 7 business days of allocating funds, Councillors must provide the CEO a notice stating:

- The amount and date allocated; and
- The name of the Community Organisation receiving the allocation
- The purpose of the allocation

Within 7 business days of receiving the above notice, the CEO must publish the notice on Council's website.

REVEGETATION OF NATURAL AREAS GRANT

Intent/Purpose

Council recognises the importance of working together with our community to achieve an environmentally sustainable future.

The Revegetation of Natural Areas Grant aims to achieve environmental outcomes with an opportunity to undertake on-ground activities to rehabilitate degraded landscapes, protect and improve habitat/biodiversity and improve the climate resilience of the Cairns natural environment.

Objectives

Support revegetation projects in natural areas with focus on Council land.

- Empower not-for-profit organisations with relevant skills and resources through a collaborative approach to revegetation management.
- Encourage environment and sustainable ethics and behaviour with the community.
- Increase environmental activities and collaboration from the community by supplying direct and indirect funding for revegetation projects and initiatives.
- Project resulting in environmental improvements through revegetation such as pest management, habitat improvements, erosion control, fire risk mitigation and storm tide inundation risk mitigation.

Assistance Type

This grant provides assistance through cash and the provision of Council and resources between \$5,000, and a maximum of \$20,000.

Application Eligibility

Applicants must be a registered not-for-profit organisation, and eligible as defined by the Community Grants Policy. They must also ensure that the project outcome demonstrates a measurable improvement towards at least one of the stated objectives. Two or more eligible not-for-profit groups can work in partnership on a single project to undertake on-ground activities. Partnership applications must be of a joint nature, where one applicant submits the application with a little commitment from the other group.

Application requirements

All applications must include the following:

- A detailed revegetation management plan.
- A detailed budget.
- Evidence of, or commitment to obtain, public liability insurance coverage of \$20 million with Cairns Regional Council noted as an interested party.

Assessment Criteria

The criteria below will be used by the panel of assessors to assess all applications:

- Demonstrates clear environmental benefits to the selected area.
- Demonstrates how the project activities contribute to the long-term conservation of the selected area.
- Provides a project management plan and techniques for revegetation.
- Explains the project activities and timeframe to completion.
- Appropriate herbicide uses or pest management techniques.
- Suitable plant species and technique for planting.
- Demonstrate the capacity to manage the project.
- Effective budget breakdown and total budget cost.
- Where relevant, an applicant's past performance under other grant programs can be included and taken into consideration.

Assessment and Approval Responsibilities

Applications will be assessed by a panel of two Council Officers. Decisions will be made by the Full Council unless delegated.

Report & Acquittal Obligations

Grant recipients will receive the approved funding from Council subject to the following terms and conditions:

- A Funding Agreement will be entered into, detailing all funding conditions, and agreed outcomes.
- Yearly progress and acquittal reports delivered and site visits with Council arranged by the recipient.
- Grant recipients are required to complete and submit a final report and acquittal report within two months of activity completion.

Attachment 2: Community Grants Policy – Clean Version (#2333559)

CAIRNS REGIONAL COUNCIL



General Policy

COMMUNITY GRANTS POLICY

Intent: To guide the delivery of Council's Community Grants Program which provides assistance to community-based groups and organisations.

Objective: To support community-based groups and organisations which provide programs, activities, events and projects that enrich the diversity of cultural, social, sport and economic development opportunities available to the residents and businesses located in the Cairns region.

PROVISIONS

This Policy is compliant with the specific community grant program requirements of *the Local Government Regulation 2012*.

Community organisations are defined in the statutory regulations as follows:

Community organisation means—

- an entity that carries on activities for a public purpose; or
- another entity whose primary object is not directed at making a profit.

To be eligible for grants under this policy, applicants must fit within the above definition.

Grant Categories

The Community Grants Program provides assistance for activities to be undertaken largely within the boundaries of the Cairns Regional Council area, under the following grant streams:

- Go Clubs Essentials Assistance
- Arts and Cultural Venue Hire and Resources Assistance
- Nature-Based Learning
- Sustainability and Climate Action
- Go Clubs Community Infrastructure
- Arts and Culture Partnerships
- Community Partnerships
- Industry and Economic Development
- Councillor Discretionary Funds
- Revegetation of Natural Areas

Each stream has goals, objectives, applicant eligibilities, application eligibilities, application processes and evaluation criteria identified in separate Guidelines and Application forms.

Given the finite budget allocations for grant streams and acknowledging specific grant streams assessment criteria, Council will as a general principle reserve the right to ensure equity in the distribution of grant funding to community organisations across financial years.

Resource and Performance Agreements

Council will, as required, consider entering into tailored agreements with specific community organisations to support programs, events and activities that are considered by Council to be in the public interest and to be of substantial benefit to the Cairns region, broadly consistent with the following criteria:

That the event or activity is a:

- local community festival of significance; or
- sporting and/or other community event held locally; or
- local community facility development activity; or
- team competing in State or National competitions; or
- local community cultural facility activity; or
- economic development activity; or
- environmental protection or enhancement activity.
- Other programs, events and activities considered to be in the public interest and be of substantial benefit to the Cairns region.

Events, activities or projects that fit the above criteria should be considered for a Resource and Performance Agreement.

These agreements are subject to funding through the Community Grants budget and will be used to provide a contractual basis for specific situations and/or extraordinary purposes where:

- a funding agreement may be required for several years
- a funding commitment is required at very short notice; or
- the support levels exceed the maximum available amounts under the grant funding streams contained within this policy;
- the request for funding is of a substantial nature and has arisen following assessment and consideration of a business case by Council or by officers appropriately delegated by Council.

Assessment and Approval Responsibilities:

- Applications do not need to form part of a competitive grant round.
- Applicants are required to complete the appropriate application form.
- Applications will be assessed by Council officers. Decisions will be made by the full Council unless delegated.

Reporting Obligations:

Recipients of a Resource and Performance agreement may be required to submit an acquittal no later than two months following the event, activity or project. A template will be provided.

Decision making (excluding Councillor Discretionary Funds)

Whilst each grant stream may have differing assessment processes, all decision-making powers regarding the approval or denial of a grant rest with the full Council unless delegated. To ensure transparency, a report to a full Council meeting is required in order to award, or deny, a grant.

The decision-making process for Councillor Discretionary Funds, is detailed in Schedule 9 of this Policy.

Provision of financial information

It is important when assessing applications that sufficient financial information is provided by the applicant. Given the diversity of funding programs it is not appropriate to adopt a one size fits all approach therefore the level of information provided reflects the nature of the funding / support being provided.

If the request or assistance exceeds \$5,000 then the applicant must:

- Supply the organisation's previous 2 years financial statements as submitted to the Office of Fair Trading or,
- Applications must submit the organisation's latest treasurer's report covering the previous 24 months and evidence of the organisation's current bank balance at the time of application.

If the request for assistance is \$5,000 or less, then the applicant must supply the above upon request.

Applicant requirements

Applicant eligibility rules will vary per grant stream however, except for the Nature Based Learning Grant, applicants must be registered as Not-for-Profit.

For the purposes of this policy, Not-for-Profit is defined as:

- any local organisation, club, state or national organisation, who holds incorporated status under the Associations Incorporations Act 1981, or is a company limited by guarantee under the Corporations Act 2001, and does not operate for the profit or gain (either direct or indirect), of its individual members either from ongoing operations or on its winding up.

Only one funding stream from Council will be successfully approved per event, activity or project with the exception of the Councillor Discretionary Fund stream, which can be applied for in addition to other funding from Council:

Regional Arts Development Fund Grants may also be approved in association with certain events, activities or projects granted through streams within this policy.

Applicants must advise Council of their intent to apply for other Council assistance for their event, activity or project, including the status of the application.

Other funding sources

All applications are to include details of all other external funding sources for the event, activity or project including the status of this external funding (i.e. approved, successful, application pending).

Ineligibility

The following ineligibility rules apply across all grant streams:

To be eligible, applicants must not:

- have outstanding Council grants that have not been acquitted within required timeframes, or grants that have previously not been satisfactorily acquitted
- have overdue outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments)
- be a political party or discriminatory group
- be a school, university or TAFE college*
- be an individual
- be an organisation that own, lease, manage or operate premises with poker machines

**excluding the Nature-Based Learning Grant*

Furthermore, generally eligible applications must not be:

- requesting funding or support for a project, event or activity that has already occurred;
- requesting funding or support for seasonal or regular bookings of Council managed facilities
- for projects, events or activities that are the subject of litigation;
- for usual business operating expenses;
- for projects that duplicate existing services or programs;
- for projects with a sole religious or political purpose;
- for projects, events or activities outside the boundaries of Cairns Regional Council*.

**excluding the Nature-Based Learning Grant*

Acquittals

Grant recipients will be required to complete a post event report which is called an acquittal. An acquittal template will usually be provided. The acquittal requires:

- proof that the project, activity or event took place (e.g. photograph of attendees participating)
- proof of expenditure (e.g. copy of receipts)
 - in all cases if the cash payment to applicant exceeds \$2,000
 - upon request if the cash payment to applicant is \$2,000 or less
- proof of the acknowledgement of Council assistance (e.g. including Cairns Regional Council logo on website, event program, newsletter or plaque)
- sometimes additional reporting and acquittal information is required.

Invoicing and Goods & Services Tax

All amounts included in this policy are exclusive of Goods & Services Tax (GST). Prior to payment of a grant to a community organisation, an invoice is required to be provided to Council which should include GST if applicable.

The table below shows the difference in treatment between a community organisation registered for GST and one that is not:

	Grant total (excluding GST)	Invoice total	GST included in invoice	Invoice net of GST
Organisation registered for GST	\$5,000	\$5,500	\$500	\$5,000
Organisation not registered for GST	\$5,000	\$5,000	-	\$5,000

When acquitting grants, care must be taken to ensure that community organisations do not include GST as part of their expenditure if they are registered for GST.

Schedules

Schedule 1:	Go Clubs Essentials Maintenance
Schedule 2:	Arts and Cultural Venue Hire and Resources Assistance
Schedule 3:	Nature Based Learning
Schedule 4:	Sustainability and Climate Action
Schedule 5:	Go Clubs Community Infrastructure
Schedule 6:	Arts and Culture Partnerships
Schedule 7:	Community Partnerships
Schedule 8:	Industry and Economic Development
Schedule 9:	Councillor Discretionary Funds
Schedule 10:	Revegetation of Natural Areas

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This policy is to remain in force until otherwise determined by Council.

Director Responsible for Review:

Director, Lifestyle & Community

ORIGINALLY ADOPTED: 23/09/2009

CURRENTLY ADOPTED: 17/09/2025

DUE FOR REVISION: 22/11/2027

REVOKED/SUPERSEDED:

**Ken Gouldthorp
CHIEF EXECUTIVE OFFICER**

GO CLUBS ESSENTIALS ASSISTANCE**Intent/Purpose**

To provide services that can be delivered by Council that support improved asset management initiatives (maintenance) including turf management.

Go Clubs Essentials Assistance can be defined as providing support to complete projects that assist with safety requirements, minor facility upgrades, turf management, compliance with legislation or lease documentation and meeting relevant Australian Standards.

Assistance Type

The maximum amount per application is \$5,000.

At Council's sole discretion, assistance provided may be cash or works performed directly by Council.

Clubs will be given the opportunity to contribute further to projects if the maintenance requested exceeds the \$5,000 limit.

Logistics

Applications can be submitted at any time during the year. The application and assessment process will require a maximum of 6 weeks following which timeframes to complete works will be negotiated with successful applicants. Only one successful application per year is permitted. Clubs must supply a detailed scope of works to ensure accuracy of quoting from the relevant Council department.

Eligible Applicants Must

Eligible applicants must be a member of Council's Go Clubs program and have provided appropriate compliance documentation.

Eligible Applications must not be:

- Supporting private and/or commercial ventures
- For projects, events or activities that are the subject of litigation
- For routine maintenance tasks
- For projects that duplicate existing services or programs
- For ground hire fees
- For the reimbursement of Council fees
- For the purchase of equipment
- Funded by existing Council grant or assistance

Assessment & Approval Responsibilities

The application will be assessed by Council officers. Decisions will be made by delegation to the Chief Executive Officer.

ARTS AND CULTURAL VENUE HIRE AND RESOURCES ASSISTANCE

Intent/Purpose

A key priority of Cairns Regional Council's Strategy for Culture and the Arts 2022 is to provide grant funding that builds and sustains the viability and productivity of community-based organisations and enhances the capacity and capability of local artists and cultural and creative practitioners.

The Arts and Cultural Venue Hire and Resources Assistance Grant therefore aims to make available Council resources and capabilities to support Arts and Cultural projects and activities that make a positive creative contribution to the region.

Assistance Type

Venue hire and resources assistance only (not cash) for events, activities and projects. The minimum amount per application is \$500 the maximum amount per application is \$5,000.

Logistics

Applications can be submitted at any time during the year, however the application must be lodged at least six weeks prior to the start of the event, activity or project. Events, activities and projects are to commence and be completed within twelve months of the approval date. Applicants can receive a maximum of \$5,000 per year.

Eligible Applicants must:

Applicants must be a registered Not-for-Profit organisation, and eligible as defined by the Community Grants Policy. They must also:

- Be applying for venue hire and resources assistance for projects within the local government area of Cairns
- Be carrying out activities of a cultural, arts or performing arts nature
- Provide Council with a relevant detailed project outline and a clear and detailed budget
- Be an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit
- Provide Council with evidence of not-for-profit status
- Provide Council with a quote for the requested venue hire and resources

Eligible Applications Must not be:

- Requesting assistance from Council for resources or services that Council has to procure from outside organisations. As a general rule this includes anything that is not core Council business

Assessment Criteria

- Demonstrated ability of the event, activity or project to align with the funding stream intent/purpose
- Demonstrated cultural and artistic merit of the event, activity or project
- Demonstrated ability of the applicant to successfully manage the event, activity or project

Assessment & Approval Responsibilities

The application will be assessed by the Director, Lifestyle & Community. Decisions will be made by delegation to the Chief Executive Officer.

NATURE-BASED LEARNING

Intent/Purpose

To foster an appreciation of our world-renowned natural environment in the younger generation through financial support for nature-based excursions undertaken by schools in the Cairns local government area.

Objectives

To increase school student access to:

- National Parks / Wet Tropics Rainforest / Marine Parks / Great Barrier Reef
- Sustainable Agriculture Farms / Community Gardens
- Wildlife Parks / Environmental Education Centres
- Habitat Restoration Sites
- Council Waste / Recycling and Water / Wastewater Facilities

Assistance Type

Assistance is purely financial in nature, provided as a cash contribution. The maximum will be \$2,000.

Application Eligibility

Schools based within the Cairns local government area.

Assessment Criteria

- Completeness and quality of the application, including supporting documentation
- Demonstrated need for financial support to deliver the proposed activity

Given the finite budget allocations for grant streams, and acknowledging specific assessment criteria, Council reserves the right to ensure equity in the distribution of grant funding to schools across financial years.

Assessment and Approval Responsibilities

Applications will be assessed by a panel of three Council officers. Decisions will be made by delegation to the Chief Executive Officer.

Acquittal Obligations

Grant recipients are required to complete and submit a Council grant acquittal report template within two months of activity completion.

SUSTAINABILITY AND CLIMATE ACTION

Intent/Purpose

To support community projects that reduce greenhouse gas emissions, strengthen environmental resilience, or build community capacity in relation to sustainability.

Objectives

- Emissions reduction: Reducing greenhouse gas emissions in the Cairns region (e.g., through education, energy efficiency, renewable energy generation or sustainable transport.)
- Natural environment: Strengthening species and / or ecosystem resilience to human induced environmental pressures (e.g., through education, citizen science and / or on-ground action)
- Community resilience and capacity: Strengthening community resilience in relation to food, water, energy, waste, or disaster preparedness.

Assistance Type

Assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount will be \$500 and the maximum will be \$5,000.

Application Eligibility

- Applicants must be a registered Not-for-Profit organisation, and eligible as defined by the Community Grant Policy.
- The project must demonstrate a measurable improvement toward at least one of the stated Grant Objectives.
- The project must provide community education (relevant to the project) in relation to at least one of the stated Grant Objectives.

Assessment Criteria

- Demonstration of how the project will deliver on one or more of the Grant Objectives (50%)
- Description of anticipated number of community members that will be reached by the project and how this will be measured (30%).
- Provide evidence of the capability of the Organisation to plan, manage and deliver the project and acquit grant funds, or ensure the Organisation is a member of Go Clubs (10%).
- Description of how the expenditure budget represents the best value for money – please provide evidence with quotations (10%).

Assessment and Approval Responsibilities

The application will be assessed by Council officers. Decisions will be made by delegation to the Chief Executive Officer.

Acquittal Obligations

Grant recipients are required to complete and submit a Council grant acquittal report template within two months of activity completion.

GO CLUBS COMMUNITY INFRASTRUCTURE

Intent/Purpose

Assists local sport, recreation, arts, culture and community organisations with the development of improved facilities.

Objectives

This stream aims to support renewed or upgraded community infrastructure that:

- Ensures club assets remain relevant and continue to meet relevant standards.
- Enhances accessibility of community facilities to increase use and promote inclusion.
- Improves club capacity and viability
- Contributes to greater community safety.

Assistance Type

Assistance will be of a purely financial nature and be provided as a cash contribution. The minimum amount per application is \$1,500 the maximum amount per application is \$25,000.

This cash contribution will be paid directly to the successful clubs to undertake the approved project. In order to build stronger, sustainable and long-term relationships between Council and community groups, Council will favour applicants that financially contribute to the project.

Logistics

There will be one funding round per financial year. Projects are to commence and to be completed within twelve months of the approved date.

The grant will flow as follows:

- A competitive application process will enable a discreet number of clubs to be shortlisted for funding.
- Eligible organisations can only apply for one project per facility
- Council will provide a one-off cash grant to each successful club to implement their approved project
- Upon completion of the approved project, grant recipients will be required to acquit the assistance in accordance with the funding agreement

Projects are not to commence prior to execution of a funding agreement. Applicants are expected to have undertaken all the necessary planning required to deliver the project prior to submitting an application.

Eligibility

- Applicants must be a registered Not-for-Profit organisation, and eligible as defined by the Community Grants Policy and
- Be registered with Council's Go Clubs Program
- Occupy a facility that is owned in freehold by the club or subject to a long term non-commercial lease arrangement
- If the request or assistance exceeds \$5,000 then the applicant must:
 - Supply the organisations previous 2 years financial statements a submitted to the Office of Fair Trading or,
 - Applications must submit the organisations latest treasurer's report covering previous 24 months and evidence of the organisations current bank balance at the time of application

Assessment Criteria

- Detail how your project aligns with the objectives? (60%)
- Does your project provide broad community benefit? If so, how? (20%)
- Demonstrate how this project is a priority for your organisation. (10%)
- Evidence of capability of the organisation to plan, manage and deliver the project. (10%)

Assessment & Approval Responsibilities

Applications will be assessed by a panel of two Council Officers. Decisions will be made by the Full Council unless delegated.

Acquittal Obligations

Grant recipients are required to complete and submit a Council grant acquittal report template within two months of activity completion.

ARTS AND CULTURAL PARTNERSHIPS

Intent/Purpose

A key priority of Cairns Regional Council's Strategy for Culture and the Arts 2022 is to provide grant funding that builds and sustains the viability and productivity of community-based organisations and enhances the capacity and capability of local artists and cultural and creative practitioners.

The Arts and Cultural Partnerships Grant therefore aims to make available Council resources and capabilities to support Arts and Cultural projects and activities that make a positive creative contribution to the region's arts and cultural profile.

The Arts and Cultural Partnerships grant category is available to Not-For-Profit organisations for the development and/or presentation of new works in partnership with Cairns Regional Council's arts and cultural presentation team.

Objectives:

- to partner with arts and cultural organisations in order to build their capacity and capabilities to develop and present bold and innovative new works while minimising financial risk
- increase collaborative programming that attracts new audiences and provides employment opportunities in creative industries

Assistance Type

The fund will provide venue hire and resources assistance only (not cash) for events, activities and projects. The minimum amount per application is \$500 the maximum amount per application is \$10,000.

Eligible Applicants must:

- Be applying for venue hire and resources assistance for projects within the local government area of Cairns
- Be carrying out activities of a cultural, arts or performing arts nature
- Provide Council with a relevant detailed project outline and a clear and detailed budget

Be an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit

- Provide Council with evidence of not-for-profit status
- Provide Council with a quote for the requested venue hire and resources
- Submit the organisation's previous 2 years financial statements (as submitted to the Office of Fair Trading) or the latest treasurer's report covering previous 24 months and provide evidence of the organisation's current bank balance at the time of application.
 - in all cases if the request for assistance exceeds \$5,000
 - upon request if the request for assistance is \$5,000 or less

Eligible Applications Must not be:

- Requesting assistance from Council for resources or services that Council has to procure from outside organisations. As a general rule this includes anything that is not core Council business
- a registered political party or religious group
- a school, university or TAFE college
- be an individual
- be an organisation that has outstanding payments to Council or grants that have previously not been satisfactorily acquitted

Assessment Criteria

- Demonstrated ability of the event, activity or project to align with the funding stream intent/purpose and objectives
- Demonstrated cultural and artistic merit of the event, activity or project
- Demonstrated ability of the applicant to successfully manage the event, activity or project
- Demonstrated focus of the event, activity or project on the development and/or presentation of new works.

Logistics

Applications can be submitted at any time during the year, however the application must be lodged at least six weeks prior to the start of the event, activity or project. Events, activities and projects are to commence and be completed within twelve months of the approval date.

Applicants can receive a maximum of \$10,000 (ex GST) of venue hire and resource assistance per year for the provision of a guarantee against financial loss to organisations. In the case of profitable events, activities and projects Council will retain revenue to cover all outgoing expenses and any further revenue will be split 50/50 upon reconciliation.

Funding agreements may be considered for up to three years on a case by case basis.

Assessment & Approval Responsibilities

The application will be assessed by the Executive Manager, Creative Life. Decisions will be made by the Full Council unless delegated.

Acquittal Obligations

Grant recipients are required to complete and submit a Council grant acquittal report template within two months of activity completion if receiving more than \$2,000 (plus GST) cash.

COMMUNITY PARTNERSHIPS

Intent/Purpose

To assist community groups and organisations with the delivery of events, activities and projects that enhance the lives of local communities, celebrate important community occasions and provide opportunities to develop social cohesion, connection in the Cairns region.

Objectives

- Drive community and social outcomes to enhance the overall quality of life in local communities
- Contribute to the region's balanced portfolio of community, arts, cultural and sporting events
- Celebrate the rich traditions of communities and the importance of these to the Cairns region
- Drive future growth and sustainability of local events, activities and projects
- Improve the capacity and wellbeing of groups within the community that experience disadvantage and/or have difficulty being heard

Assistance type

This grant provides assistance through cash and the provision of Council venues and resources. The maximum amount per application is \$25,000.

Funding Terms

Funding period	1 – 3 years only
Funding amount	Up to \$25,000 per event, activity or project
Ineligible funding items	Gifts Prize Money Usual business operating expenses Alcohol and tobacco products Council may choose to exclude additional items from time-to-time as deemed appropriate and under delegation of management

Applicant eligibility

Applicants must be a registered Not-for-Profit organisation, and eligible as defined by the Community Grants Policy.

Logistics

Approximately four grant rounds are available per financial year.** The event, activity or project is to occur within the identified timeframes nominated.

- If the request or assistance exceeds \$5,000 then the applicant must:
 - Supply the organisations previous 2 years financial statements a submitted to the Office of Fair Trading or,
 - Applications must submit the organisations latest treasurer's report covering previous 24 months and evidence of the organisations current bank balance at the time of application
- Organisations requesting assistance for \$5,000 and under for the hiring of a Council venue and its associated resources are eligible to apply at any time of the year. Ideally applications need to be lodged at least six weeks prior to the start of the event, project or activity occurring

Assessment Criteria

- Please explain your event/project/activity in detail (25%)
- Demonstrated experience and ability to plan, manage and deliver the event, activity or project (25%)
- How does your project/event/activity benefit our community, foster community pride and improve the quality of life for the residents of the Cairns Region (45%)
- Demonstrate no adverse environmental impact (5%).

Where appropriate any additional outcomes may be considered for assessment purposes. These include increased sports participation, health and wellbeing, education and cultural benefits, multiculturalism, indigenous culture, environment and sustainability.

Assessment & Approval Responsibilities

Applications will be assessed by a panel of two Council Officers. Decisions will be made by the Full Council unless delegated.

Acquittal Obligations

Grant recipients are required to attend a debrief with Council officers if requested and submit the required acquittal documentation within two months of completion of the event, activity or project.

INDUSTRY AND ECONOMIC DEVELOPMENT

Intent/Purpose

To guide the delivery of Council's Industry and Economic Development Fund (IEDF) which provides assistance to organisations in support of specific industry and economic development activities and to support the Economic goals of the Cairns Regional Council Corporate Plan, and to support the delivery of Council's Economic Development Strategy

Assistance Type

Council can provide assistance to the maximum amount of \$15,000 per application.

At Council's sole discretion, assistance provided may be cash or works performed directly by Council.

Eligible Applicants must:

- Be a registered Not-for-Profit organisation, and eligible as defined by the Community Grant Policy; and
- Have a valid public liability certificate to a value considered appropriate having regard to the organisation's operations.

Application Lodgement

Applications can be lodged at any time during the year. Applications must be made in writing and address the relevant eligibility and assessment criteria outlined in this policy. Prior to lodging an application for funding, applicants are encouraged to contact a member of Council's Economic Development team to discuss the proposed project, its alignment with this policy and what information should be submitted as part of any application.

Project Eligibility and Assessment Criteria

The project for which an Applicant is seeking funding must meet the following requirements in order to be eligible for funding under this policy:

- The project must have **not** already occurred or commenced (i.e. IEDF Grants are for future projects)
- The project must be a discretely identifiable project
- The project must result in clear development outcomes for a particular industry/ies and/or must result in clear positive impacts for economic growth and/or economic diversification for the Cairns region
- The breadth to which the benefits from the project will be spread will also be a consideration. Projects that deliver benefits to a small number of stakeholders/businesses are unlikely to be considered for funding under this policy
- There must be a budget for the project detailing how Council's proposed contribution to the project (and contributions from others) will be spent
- The project must be consistent with and complementary to Council's Economic Development Strategy.

For funding requests over \$10,000, the proponent will generally be expected to provide a matched contribution dollar for dollar from either their own funds or another source (other than Council) towards the project.

The following activities are not eligible for funding under the IEDF:

- Ongoing salaries/wages for staff however if a position is created for the length of a project, funding may be considered
- Recurrent costs associated with day-to-day operations of the organisation/group
- Items/programs that are the core business of a Government Department
- Projects involving the construction of infrastructure or purchase of capital equipment
- Training

The fact that a project/application may meet the above eligibility criteria is not a guarantee that IEDF funding will be approved as a decision in this regard will be subject to Council's assessment of the project's/application's performance against the relevant assessment criteria and consideration of any Council budgetary constraints.

Applications will be assessed against a range of assessment criteria. These assessment criteria will be adapted to the specific circumstances relevant to the individual application/project and may include:

- The extent to which the project itself and the anticipated outcomes from it are clearly defined and measurable;
- Potential of the project to deliver an economic benefit;
- Potential for the project to support employment and local business development;
- Potential for the project to attract investment to the region and/or support export growth;
- Potential for the project outcomes to provide a lasting legacy for the economy;
- Potential for the funded activity to grow in size over time and to become sustainable;
- Potential of the project to positively impact the diversity of the local economy;
- The extent to which the project is reliant on Council support for it to proceed including the potential for the applicant to source funding for the project from its own or other sources;
- Demonstrated feasibility in responding to an identified need or opportunity of economic benefit to the community;
- The extent to which the project is consistent with and complementary to the objectives contained within Council's Corporate Plan and Economic Development Strategy;
- An Applicant's demonstrated success delivering previous projects of this type;
- Requirement for direct support from or involvement of staff from Council in delivering the project;
- Level of financial support from industry, partners, other sources and from the applicant itself (the greater the leveraging of other funds, the better the application will be viewed);
- Level of potentially negative impacts on surrounds, environment, others; and
- Letters or statements of support from relevant Government Departments and others.

Approval Responsibilities

For IEDF Grant Applications, Council Officers will prepare a report to Council with recommendations on whether the grant should be approved or declined. The authority for approval of IEDF grant applications rests with Full Council unless delegated.

Notification of Decision, Acquittal and Reporting

Applicants will be notified in writing of the decision made in respect of their application and any terms and conditions attaching to the assistance to be provided by Council (if the application has been successful). If the application is successful, this written notification will also include details relating to the timing for the provision of support, relevant milestones and the information and reporting that must be provided by the Applicant in order to acquit any funding provided by Council pursuant to this policy. These reporting and acquittal requirements may differ from project to project depending on the individual circumstances.

COUNCILLOR DISCRETIONARY FUNDS

Intent/Purpose

To provide the Mayor and Councillors with a discretionary fund that can be allocated to Capital Works of Council, for a community purpose.

Assistance Type

As part of the annual budget process Council will set the budget for Councillor Discretionary Funds, which will be published on Council's website within 20 days of the Council adopting its annual budget. At Council's sole discretion, assistance provided may be cash or works performed directly by Council.

Applicant Eligibility and Logistics

No application is required for a Councillor to allocate Discretionary Funds, however Community Organisations may apply for funds. Within 20 days of Council adopting its budget, a notice will be published on Council's website detailing how applications may be made.

For a project to be eligible for funding it must result in:

- Capital Works of Council, for a community purpose; or
- The purchase of Capital equipment, which is owned by Council but maintained and renewed by a Community Organisation; or
- Capital improvements to a Community Organisation facility that is on Council land and which will, at the expiration of the lease, become Council property.

No other types of Discretionary Funds are available.

Councillors can only allocate Discretionary Funds in the year that they are budgeted.

Assessment Criteria

- Once a Councillor supports a project, Council Officers will review the project for eligibility and available budget and advise the Councillor of the outcome of the review.
- Councillors have sole discretion to reject any or all projects applied for by Community Organisations regardless of eligibility.

Assessment and Approval Responsibilities

All allocations of Discretionary Funds must be approved by the Mayor and CEO, or the Deputy Mayor and CEO if the Mayor is allocating Discretionary Funds.

When approving allocations of Discretionary Funds, the Mayor / Deputy Mayor and CEO must give regard to Council's 5-year Corporate Plan, Asset Management Plans and Budget.

No approval can be given that will result in a Councillor exceeding the Discretionary Fund budget for the year.

Guidance Note – Discretionary Fund applications should be made prior to 31st March to ensure that allocation and delivery occur prior to the end of the financial year in which the discretionary funds are allocated.

Conflicts of Interest

If the Councillor making the Discretionary Fund allocation has a declarable conflict with the group to which they are applying Discretionary Funds, it must be declared for the consideration of the approver. The approver may then seek a resolution of Council before approving.

Acquittal Obligations

Third party grant recipients are required to complete and submit a Council grant acquittal report template within two months of activity completion if receiving more than \$2,000 (plus GST) cash.

Procurement Obligations

To ensure that value for money is achieved, third party grant recipients are required to follow Council's procurement policy, including regarding the need to obtain multiple quotes or run a public tender when procurement policy thresholds are reached. Evidence of these obligations will be required prior to payment of any funds.

When assessing Value For Money, receiving organisations may take into account any volunteer time that they are able to utilise, however they will still need to demonstrate that using volunteers achieves an overall cost saving when compared to utilising an external party to complete any works funded by Discretionary Funds.

Third party organisations must declare any Conflicts of Interest with any parties completing works funded by Discretionary Funds, including, but not limited to, members of the receiving organisation supplying materials or completing the work being funded by Discretionary Funds.

Notice of allocation

Within 7 business days of allocating funds, Councillors must provide the CEO a notice stating:

- The amount and date allocated; and
- The name of the Community Organisation receiving the allocation
- The purpose of the allocation

Within 7 business days of receiving the above notice, the CEO must publish the notice on Council's website.

REVEGETATION OF NATURAL AREAS GRANT

Intent/Purpose

Council recognises the importance of working together with our community to achieve an environmentally sustainable future.

The Revegetation of Natural Areas Grant aims to achieve environmental outcomes with an opportunity to undertake on-ground activities to rehabilitate degraded landscapes, protect and improve habitat/biodiversity and improve the climate resilience of the Cairns natural environment.

Objectives

Support revegetation projects in natural areas with focus on Council land.

- Empower not-for-profit organisations with relevant skills and resources through a collaborative approach to revegetation management.
- Encourage environment and sustainable ethics and behaviour with the community.
- Increase environmental activities and collaboration from the community by supplying direct and indirect funding for revegetation projects and initiatives.
- Project resulting in environmental improvements through revegetation such as pest management, habitat improvements, erosion control, fire risk mitigation and storm tide inundation risk mitigation.

Assistance Type

This grant provides assistance through cash and the provision of Council and resources between \$5,000, and a maximum of \$20,000.

Application Eligibility

Applicants must be a registered not-for-profit organisation, and eligible as defined by the Community Grants Policy. They must also ensure that the project outcome demonstrates a measurable improvement towards at least one of the stated objectives. Two or more eligible not-for-profit groups can work in partnership on a single project to undertake on-ground activities. Partnership applications must be of a joint nature, where one applicant submits the application with a little commitment from the other group.

Application requirements

All applications must include the following:

- A detailed revegetation management plan.
- A detailed budget.
- Evidence of, or commitment to obtain, public liability insurance coverage of \$20 million with Cairns Regional Council noted as an interested party.

Assessment Criteria

The criteria below will be used by the panel of assessors to assess all applications:

- Demonstrates clear environmental benefits to the selected area.
- Demonstrates how the project activities contribute to the long-term conservation of the selected area.
- Provides a project management plan and techniques for revegetation.
- Explains the project activities and timeframe to completion.
- Appropriate herbicide uses or pest management techniques.
- Suitable plant species and technique for planting.
- Demonstrate the capacity to manage the project.
- Effective budget breakdown and total budget cost.
- Where relevant, an applicant's past performance under other grant programs can be included and taken into consideration.

Assessment and Approval Responsibilities

Applications will be assessed by a panel of two Council Officers. Decisions will be made by the Full Council unless delegated.

Report & Acquittal Obligations

Grant recipients will receive the approved funding from Council subject to the following terms and conditions:

- A Funding Agreement will be entered into, detailing all funding conditions, and agreed outcomes.
- Yearly progress and acquittal reports delivered and site visits with Council arranged by the recipient.
- Grant recipients are required to complete and submit a final report and acquittal report within two months of activity completion.