

---

**INDUSTRY AND ECONOMIC DEVELOPMENT FUND GRANT POLICY**

**Intent** To guide the delivery of Council's Industry and Economic Development Fund (IEDF) Grant Policy which provides financial and in kind assistance to organisations in support of specific industry and economic development activities.

**Objective** To support the Economic goals of the Cairns Regional Council Corporate Plan, specifically: *Economy: A strong, diversified and resilient regional economy that supports the growth of new and existing industry, business activities and provides long term employment opportunities* and to support the delivery of Council's Economic Development Strategy

**PROVISIONS**

Council will operate the IEDF Grant Policy which is compliant with the Local Government Act 2009 and Regulation 2012.

**Eligible Applicants must:**

- Be based within the boundaries of Cairns Regional Council;
- Be a properly constituted not-for profit organisation that has the majority of its members living/based in the Cairns Regional Council area; and
- Have a valid public liability certificate to a value considered appropriate having regard to the organisation's operations.

**Eligible Applicants must not:**

- Be a political group or political organisation;
- Be a discriminatory group or discriminatory organisation;
- Have outstanding Council grants that have not been acquitted within the required timeframes or Council grants that have not previously been satisfactorily acquitted;
- Have overdue outstanding payments to Council for rents, rates, fees, council guarantor loan repayments etc; or
- Be an Individual.

**Assistance Type and Amount**

Under this policy, Council can provide assistance through financial contributions and/or an in-kind contribution. For IEDF grants, the maximum amount of assistance available per application is \$30,000 (excluding GST).

**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. Applications should be lodged by email to: [economicdevelopment@cairns.qld.gov.au](mailto:economicdevelopment@cairns.qld.gov.au). 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; and
- 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 Authority**

### **Assessment & 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 Council.

### **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 funding or in kind 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 financial and/or inkind 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.

◆◆◆◆◆

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

**Responsible for Review:**

**Executive & Support Branch**

**ORIGINALLY ADOPTED: 30/10/2013**  
**CURRENT ADOPTION: 24/10/2018**  
**DUE FOR REVISION: 24/10/2022**  
**REVOKED/SUPERSEDED:**



**John Andrejic**  
**Chief Executive Officer**