

COMMUNITY GRANT POLICY

Intent: To guide the delivery of Council's Community Grant Program which provides financial and in kind 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—

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

To be eligible for grants, applicants must fit within the above definition, with the exception of the Arts and Cultural In-kind grant category wherein individuals are also eligible for assistance and the Nature-Based Learning Grant where only schools are eligible for assistance.

Grant Categories

The Community Grant Program provides assistance for activities to be undertaken largely within the boundaries of the Cairns Regional Council area, under three categories:

Resource and Performance Agreements

Council will, as required, consider entering into tailored agreements with specific community or commercial 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.

The event or activity is a:

- local community festival of significance; or
- major sporting and/or other community event held locally; or
- major local community facility development activity; or
- team competing in State or National competitions; or
- major local community cultural facility activity; or
- economic development activity; or
- environmental protection or enhancement activity.

Programs, events and activities that are the subject of repeat annual grant applications and which fit the above criteria, should be considered for a Resource and Performance Agreement.

These agreements will generally have the following characteristics:

- involve funding arrangements lasting up to several years;
- be used to provide a contractual basis for special situations and/or extraordinary purposes where:

- i. funding commitment is required at very short notice; or
 - ii. the support levels substantially exceed the maximum available amounts under the competitive application grant funding streams outlined below; or
 - iii. the funding is required in advance to initiate a program or event with funds being recovered through commission, royalties and other revenue when the event is held;
- have a detailed performance specification that the agreement's beneficiary must meet over the lifetime of the agreement in order to receive the prescribed Council support; and
 - have arisen following assessment and consideration of a business case by Council or by officers appropriately delegated by Council.

These agreements will be subject to formal Council approval.

Mayoral Discretionary Fund

The Mayor will operate a Discretionary Fund to spend for a community purpose or to allocate funds to a community organisation for a community purpose – refer Council's Mayoral Discretionary Fund General Policy for further details.

Competitive Grant Program Allocations

Applications will be called annually for the following community grant funding streams.

Sport and Recreation

Young People in Sport
 Go Clubs Infrastructure Assistance Grant
 Go Clubs in Kind Assistance (Field Maintenance)
 Go Clubs in Kind Assistance (Essentials)

Arts and Cultural

Regional Arts Development Fund (refer separate General Policy for further details)
 Arts & Culture In-Kind Assistance
 Arts and Cultural Infrastructure Grant

Community Services

Community Services

Events

Local Community Events
 Regional Events
 Major Tourism Events
 Events In-Kind Assistance
 Sports Tourism Events
 Christmas and New Year's Events

Economic Development

Economic Diversification Fund and Industry Development Fund (refer separate General Policy for further details)

Environment and Sustainability

Community Sustainability
 Nature-Based Learning

Each stream has particular 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.

It is important when assessing applications 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 it is proposed that the level of information provided reflects the nature of the funding / support being provided. At a high level, the following principles will apply to all grants:

In-kind and Small grants:

Maximum \$5,000 in-kind and \$2,000 cash

- No specific financials required other than those already provided through Council's Go Clubs program.

Medium Grants:

Usually cash between \$2,000 - \$15,000

- 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; and
- Provide a one year financial forecast for the organisation.

Major Grants:

Cash or In-Kind over \$15,000

- 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; and
- Provide a three year financial forecast for the organisation.

All applications are to include:

- Details of all other external funding sources for the project, event or activity, including the status of this external funding (e.g. approved, application pending etc.)
- Intent to apply for other Council funding (cash or in-kind) for the project, event or activity, including the status of application (e.g. approved, application to be lodged at later date).

Only one funding stream from Council will be successfully approved.

This required detail will be clearly articulated in the grant forms and on Council's grants website.

Applicant eligibility rules will vary from grant stream to grant stream, however, with the exception of the Arts and Cultural In-kind grant, Regional Arts Development Fund, and Young People in Sport categories wherein individuals are also eligible for assistance, eligible applicants for all grants include:

- Not-for-profit organisations*; or
- Charitable organisations registered or sanctioned under the Collections Act 1966; or
- Groups that undertake activities for a public purpose or whose primary objective is not directed at making a profit; or
- Groups that demonstrate strong community benefit or need and support for a project or activity.

****A not for profit organisation is an entity which is not operated to make a profit for its members. The entity itself may generate profits as long as that money is put back towards the purposes of the organisation and does not flow into the pockets of the members or operators of the organisation.***

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 or other form of education institution*
- be an Individual*

****excluding the Arts and Cultural In-kind Grant category, the Regional Arts Development Fund, Young People in Sport, and Nature-Based Learning Grant category***

Furthermore, generally eligible applications must not be:

- requesting funding or support for a project, event or activity that has already occurred;
- for projects, events or activities that are the subject of litigation;
- for general operating costs;
- for projects that duplicate existing services or programs;
- for interstate or international travel costs (with the exception of the Young People in Sport and the Regional Arts Development Fund grants);
- for projects with a sole religious or political purpose;
- for projects, events or activities outside the boundaries of Cairns Regional Council.

Acquittals

Grant recipients will be required to acquit the assistance received by providing:

- proof that the project, activity or event took place (e.g. photograph of attendees participating);
- proof of expenditure (e.g. copy of receipts);
- proof of the acknowledgement of Council assistance (e.g. including Cairns Regional Council logo on website, event program, newsletter or plaque);
- proof of performance - by providing the actual values that eventuated for Key Performance Indicators.

Where there is a program partner, proof of acknowledgement of partner assistance is required on grant acquittal.

Schedules

In-Kind and Small Grants

- Schedule 1: Young People in Sport
- Schedule 2: Go Clubs In-Kind Assistance - Essentials
- Schedule 3: Go Clubs In-Kind Assistance – Field Maintenance
- Schedule 4: Arts and Culture In-Kind Assistance
- Schedule 5: Events In-Kind Assistance
- Schedule 6: Nature-Based Learning Grants

Medium Grants

- Schedule 7: Go Clubs Infrastructure Assistance Grant
- Schedule 8: Community Services Grants
- Schedule 9: Local Community Events Grants
- Schedule 10: Community Sustainability Grants
- Schedule 11: Sports Tourism Grant
- Schedule 12: Christmas and New Year's Events Grant

Major Grants

- Schedule 13: Regional Event Grants
- Schedule 14: Major Tourism Event Grants
- Schedule 15: Arts and Cultural Infrastructure Grant

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

General Manager Responsible for Review:

Community, Sport and Cultural Services

ORIGINALLY ADOPTED: 23/09/2009

CURRENTLY ADOPTED: 24/10/2018

DUE FOR REVISION: 24/10/2022

REVOKED/SUPERSEDED:



**John Andrejic
CHIEF EXECUTIVE OFFICER**

YOUNG PEOPLE IN SPORT**Intent/Purpose**

To assist young athletes living in the Cairns Regional Council area by providing financial assistance with the cost of representing Queensland at national sporting competitions or representing Australia at international sporting competitions (This grant is not available to school based sporting events, such as Peninsular).

Team is defined as a single entity representing a specific organisation, even in individual events ie: athletics or swimming, whereas, an individual is someone who has successfully made a State or National team.

Grants are based on the location of the competition and are allocated as follows:

- Competing within Queensland - \$100 grant per athlete
- Competing Interstate - \$300 grant per athlete
- Competing Internationally - \$500 grant per athlete.
- A maximum of \$500 per athlete per financial year is available.

In the case of members of a representative team, the level of support will be restricted to \$1,000 per team per representative event.

Associations/Clubs will be able to apply for multiple events and athletes over the course of the financial year, however the level of support will be capped at \$3000 per association/club.

The funding is to be distributed to the club that the individual(s) participates with.

Eligible Applicants Must

- Be the local sporting club or association that the athlete is a member of; and
- Be seeking support for an athlete who is a resident within the boundaries of Cairns Regional Council; and
- Be seeking support for an athlete who is 18 years of age or under at the time of the activity or event.
- Clubs must be a Level 4 Accredited Club with Council's Go Clubs Program.

Application Lodgement

Applications must be lodged prior to the event date and can be lodged at any time during the course of the financial year. Applications will be assessed subject to available budgets.

Assessment and Approval Responsibilities

- The application will be assessed by the Coordinator of Leisure Services.
- The delegation for decisions will be nominated Councillors.

Grant Acquittal

Successful applicants will be required to acquit the grant received by providing evidence of attendance at the nominated competition within two months of completion of the competition.

GO CLUBS IN KIND ASSISTANCE (ESSENTIALS)

Intent/Purpose

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

Go Clubs In Kind Assistance (Essentials) can be defined as providing support through core Council business to complete projects that assist safety requirements, compliance with legislation or lease documentation and meeting relevant Australian Standards.

Assistance Type

The fund will provide In-Kind assistance only. 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. The application must be lodged at least one month before the proposed assistance is required. 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

Clubs must be a Level 4 Accredited Club with Council's Go Clubs Program.

Eligible Applications must not be

- Supporting private and/or commercial ventures.
- For projects, events or activities that are the subject of litigation.
- Requesting in-kind contributions 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. One exception to this is the provision of wheelie bins which council actively encourages.
- 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 the Coordinator Leisure Services.
- The delegation for decisions will be nominated Councillors.

GO CLUBS IN KIND ASSISTANCE (FIELD MAINTENANCE)**Intent/Purpose**

To provide standard turf packages to Clubs to ensure turf surfaces at facilities under lease or management agreement are managed to appropriate standards.

Priority Areas

- Clubs with leases or management agreements over turf based sporting fields.
- Clubs residing on landfill sites with subsidence issue.

Assistance Type

The fund will provide In-Kind assistance only. The minimum amount per application is \$500; the maximum amount per application is \$5,000. Clubs will be given the opportunity to contribute further to projects if the maintenance requested exceeds the \$5,000 balance.

Top dressing is deemed ineligible for this grant.

Logistics

Applications can be submitted at any time during the year. The application must be lodged at least one month before the proposed assistance is required. Only one successful application per year is permitted.

Eligible Applicants must

Clubs must be a Level 4 Accredited Club with Council's Go Clubs Program.

Eligible Applications must be

Related to the maintenance and/or improvement of sports field playing surfaces.

Assessment & Approval Responsibilities

- The application will be assessed by the Coordinator Leisure Services.
- The delegation for decisions will be nominated Councillors.

ARTS AND CULTURAL (IN-KIND)

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 In-Kind Grant therefore aims to make available Council resources and capabilities to support Arts & Cultural projects and activities that make a positive creative contribution to the region.

The Arts and Cultural In-Kind grant category is available to individuals as well as Not-For-Profit organisations.

Assistance Type

The fund will provide In-Kind assistance only. 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 one month prior to the start of the project, event or activity. Projects and activities 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:

- Be applying for in-kind assistance for projects within the local government area of Cairns
- Be a professional artist, emerging artist, arts worker or creative industry professional carrying out activities of a cultural, arts or performing arts nature (not a hobbyist)
- 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; or
- Be a not for profit organisation, or an individual (not a private company).

Eligible Applications Must not be:

- Requesting in-kind contributions 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
- Be a registered political party or religious group.

Assessment Criteria

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

Assessment & Approval Responsibilities

The application will be assessed by the Manager Cultural Services. The delegation level for decisions will be nominated Councillors.

EVENTS IN-KIND ASSISTANCE

Intent/Purpose

To provide assistance to organisations that wish to host events which make a positive contribution to community and quality of life in the Cairns Region.

This program makes available Council resources to support events; specifically to:

- Celebrate important occasions for the local community ;
- Foster community pride;
- Contribute to the region's balanced portfolio of community, arts & cultural and sporting events
- Showcase the importance of events for local communities and businesses
- Support events that benefit charities and other worthwhile causes
- Celebrate the rich traditions of communities and the importance of these to the Cairns region.

Assistance Type

The fund will provide In-Kind assistance only. The maximum amount per application is \$3,000.

Logistics

Applications can be submitted at any time during the year, however the application must be lodged at least one month prior to the start of the event or activity. Events and activities are to commence and occur within twelve months of the application being lodged. Events can receive a maximum of \$3,000 per year.

Eligible Applications must not be

- Requesting in-kind contributions 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.
- For seasonal or regular bookings of Council managed facilities
- Requesting additional assistance on top of that already received through another Council grant program for the event.

Assessment Criteria

- Foster community pride (50% weighting).
- Provide a positive contribution to the community and quality of life in the Cairns (weighing 40%)
- Contribute to a balanced events portfolio (10% weighting).

Assessment & Approval Responsibilities

The application will be assessed by the Events Development Officer. The delegation level for decisions will be nominated Councillors.

NATURE-BASED LEARNING GRANT

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

Application Eligibility

Schools based within the Cairns local government area.

Assistance Type

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

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.

Application Lodgement

Complete and submit the signed application form along with supporting documentation to grants@cairns.qld.gov.au.

Assessment and Approval Responsibilities

Applications will be assessed by a panel of three Council officers. The delegation level for decisions will be nominated Councillors.

Acquittal Obligations

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

GO CLUBS INFRASTRUCTURE ASSISTANCE GRANT**Intent/Purpose**

To assist local sport and recreation organisations with the development of improved facilities.

Priority Areas

- Shade
- Storage
- Spectator Seating
- Building upgrades and Improvements (such as sustainability initiatives, access and equity type projects and compliance with contemporary standards).

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 \$10,000. 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 shortlisted 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.

Eligible Applicants Must

- Clubs must be a Level 4 Accredited Club with Council's Go Clubs Program.
- Occupy a facility that is situated on Council owned or controlled land.
- 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; and
- Provide a one year financial forecast for the organisation.

Assessment Criteria

- Does the project, activity or event align with the Community Grant Objectives? If yes, which objectives will your project align with? (5% weighting)
- Please detail how your project aligns with the relevant Community Grant Objectives (as above)? (20% weighting)
- Evidence of community need for the project, activity or event? (25% weighting)
- Evidence of capability of the organisation to plan, manage and deliver the project, activity or event? (5% weighting)
- Does your project benefit a large number of groups, not just your Club? If so, who are they? (25% weighting)
- Demonstrate how this project, activity or event is a priority for your Club? (20% weighting)

Assessment and Approval Responsibilities

- The application will be assessed by the Coordinator Leisure Services.
- The delegation for decisions will be the full Council.

Acquittal Obligations

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

COMMUNITY SERVICES GRANTS

Intent/Purpose

To enable community groups and organisations to design, implement and complete projects that enhance the lives of the communities of the Cairns Regional Council area. Specifically the purpose of the grants is to:

- Improve the capacity and wellbeing of groups within the community that experience disadvantages and/or have difficulty being heard;
- Improve the quality and opportunities for use accessibility and/or safety of community spaces across the region;
- Provide opportunities to develop social cohesion, connection and harmony.

Assistance Type

Assistance will be of a purely financial nature and be provided as a cash contribution.

The minimum amount per application is \$400 and the maximum amount per application is \$4,000.

Grant Categories

There are five categories these being:

- Community Service Grant. This is a once a year competitive round depending on available budget. Projects and activities to commence and be completed within twelve months of the approval date;
- Youth Week – Available for activities held during Youth Week. One funding round per financial year in the period leading up to Youth Week;
- NAIDOC – Available for activities held during NAIDOC Week. One funding round per financial year in the period leading up to NAIDOC Week;
- Multicultural Month – Available for activities held during Multicultural Month. One funding round per financial year in the period leading up to Multicultural Month;
- Disability Action Week – Available for activities held during Disability Action Week. One funding round per financial year in the period leading up to Disability Action Week.

Projects and activities to commence and be completed within the timeframe allocated.

Eligible Applications shall:

- If an incorporated association or established community group be registered with Council's Go Clubs Program.
- If unincorporated or new groups must be auspiced by a Go Clubs registered organisation or a Not For Profit organisation <http://www.cairns.qld.gov.au/goclubs/home>

Eligible Applicants must:

- 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; and
- Provide a one year financial forecast for the organisation.

Eligible Applications must not be

Requesting additional assistance on top of that already received through another Council grant program for the project or event.

Assessment Criteria

- How does your project/event/activity benefit your community? (20% weighting).
- How will your project benefit the broader Cairns community? (30% weighting)
- How is your project/event/activity relevant to the grant category you are applying for?(20% weighting).
- How well do you think you will be able to plan, manage and deliver your project/event/activity? (30% weighting).

Assessment & Approval Responsibilities

- The application will be assessed by Council Officers.
- The delegation for decisions will be the full Council.

Acquittals

Grant recipients will be required to acquit the assistance received within three months of the completion of the activity, event or project by providing:

- proof that the project, activity or event took place (e.g. photograph of attendees participating);
- proof of expenditure (e.g. copy of receipts);
- proof of the acknowledgement of Council assistance (e.g. including Cairns Regional Council logo on website, event program, newsletter or plaque);
- proof of performance - by providing the actual values that eventuated for Key Performance Indicators.

LOCAL COMMUNITY EVENTS GRANTS

Intent/Purpose

To support organisations in the delivery of events that are for the benefit of local communities. Local community events serve to enrich the lives of residents and celebrate important occasions for the community. These events do not usually attract visitors from outside of town specifically for the event.

Objectives

- Drive community and social outcomes to enhance the overall quality of life in local communities.
- Drive future growth and financial sustainability of the event.
- Contribute to the region's balanced portfolio of community, arts & cultural and sporting events.
- Showcase the importance of events for local communities and businesses.
- Celebrate the rich traditions of communities and the importance of these to the Cairns region.

Application Eligibility

- Not-for-profit organisations*; or
- Charitable organisations registered or sanctioned under the Collections Act 1966; or
- Groups that undertake activities for a public purpose or whose primary objective is not directed at making a profit; or
- Groups that demonstrate strong community benefit or need and support for a project or activity.

Eligible Applicants must:

- 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; and
- Provide a one year financial forecast for the organisation.

Assistance Type

This stream can provide provide assistance through cash or in-kind contributions or a combination of both cash and in-kind. The minimum amount per application is \$2,000 the maximum amount per application is \$15,000.

Assistance Available

Funding Period	1 year only
Maximum Number of successful applications	Up to a maximum of 3 applications. After this time, events will need to demonstrate either: <ul style="list-style-type: none"> - Demonstrated effort to grow to a regional event; or - Reduced reliance on Council funding in an attempt to be financially self-sufficient and sustainable
Funding Amount	From \$2,000 to \$15,000 per year per application
Approved Funding Uses	<ul style="list-style-type: none"> - Engagement of short term specialised personnel - Hire of temporary infrastructure - Use/Hire of Council resources and capabilities to support the delivery of the event - Marketing costs - Venue hire costs - Appearance fees and travel costs - Entertainment

Logistics

There will be four funding rounds per financial year. The event is to occur within the identified timeframes and eligible event dates, nominated each year.

Eligible Applications must not be:

- Requesting in-kind contributions 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
- For seasonal or regular bookings of Council managed facilities;
- Requesting additional assistance on top of that already received through another Council grant program for the event.

Assessment Criteria

- Enhance the profile of the Cairns region (30% weighting)
- Foster community pride (40% weighting).
- Demonstrate future growth and sustainability of the event (15% weighting)
- Contribute to a balanced events portfolio (10% weighting)
- Demonstrate no adverse environmental impact (5% weighting).

Where appropriate any additional outcomes may be taken into account for assessment purposes. These include increased sports participation, health and wellbeing, education and cultural benefits, multiculturalism, indigenous culture, environment and sustainability, trade relations, and upgrades to, and utilisation of public infrastructure such as stadiums, arenas, parks and transport systems. In particular, development, awareness and acceptance of cultural ideals and customs should be favourably viewed.

Assessment & Approval Responsibilities

The application will be assessed by a panel of two Council Officers. The delegation level for decisions will be the full Council.

Acquittal Obligations

A detailed outcomes report must be submitted within two months of the completion of the event.

COMMUNITY SUSTAINABILITY GRANT

Intent/Purpose

To encourage the community to develop and implement projects which reduce the region's non-renewable resource consumption, reduce waste, conserve/restore biodiversity values and enhance the community understanding of sustainability and resilience.

To provide financial assistance to eligible community groups to develop and implement retrofit projects, events and community and educational programs in the following areas: Save energy, save water, reduce waste, active travel, sustainable food production and biodiversity improvements.

Objectives

- Saving Energy – reducing energy consumption from mains power (i.e. energy efficiency upgrades and renewable energy installation).
- Saving Water – reducing water consumption from potable water supply (i.e. water efficiency upgrades and local storage).
- Reducing Waste – reducing waste going to landfill (i.e. increasing recycling, on-site waste treatment and organic waste treatment).
- Active Travel – reducing fossil fuels associated with transport (i.e. end of trip facilities, bike storage, education)
- Sustainable Food Production – reducing food miles and producing local sustainably grown food (i.e. community gardens, local food education).
- Biodiversity Improvements – improving local habitat and flora and fauna biodiversity (i.e. tree planting, soil and erosion control).
- Cultivating Community – initiatives that build capacity and promote best practice in sustainability (ie: events, consultant services, training and skill development.).

Application Eligibility

- The project must demonstrate a measureable 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.

Eligible Applicants must:

- 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; and
- Provide a one-year financial forecast for the organisation.

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.

Assessment Criteria

- Demonstration of how the project will educate and deliver outcomes in one or more of the Grant Objectives (40% weighting)
- Demonstrate community need and benefit resulting from the project (30% weighting)
- Describe how the project outcomes will be measured (10% weighting)
- Provide evidence of the capability of the Organisation to plan, manage and deliver the project and acquit grant funds. (10% weighting)
- Description of how the expenditure budget represents the best value for money- please provide evidence with quotations. (10% weighting)

Application Lodgement

Complete and submit the signed application form along with supporting documents to grants@cairns.qld.gov.au.

Assessment and Approval Responsibilities

Applications received will be assessed by Council officers. The delegation level for decisions will be the full Council.

Acquittal Obligations

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

SPORTS TOURISM EVENT GRANT

Intent/Purpose

The sports tourism events grant program provides funding to support eligible local, regional, state or national sporting bodies to develop and deliver successful sports tourism events that contribute to the region's economic prosperity, community wellbeing and diverse lifestyle.

A sports tourism event is a sporting event of regional, state or national significance that provides economic, social, media and community outcomes for the region. The goal of the grant program is to assist communities in attracting and growing quality sporting events.

Objectives

- Generate key economic outcomes for the Cairns region (event attendance, visitor nights, overnight visitor expenditure, visitors to region)
- Attract external visitation to the Cairns region
- Promote and enhance the appeal of the Cairns region
- Drive community and social outcomes to enhance the overall quality of life for the Cairns region
- Drive future growth and financial sustainability
- Assist in the creation of a balanced event portfolio for the Cairns region

Application Eligibility

- Not-for-profit organisations*; or
- Charitable organisations registered or sanctioned under the Collections Act 1966; or
- Groups that undertake activities for a public purpose or whose primary objective is not directed at making a profit; or
- Groups that demonstrate strong community benefit or need and support for a project or activity.
- State sporting associations (must be recognised by Queensland Sport and Recreation)
- National sporting organisations (must be recognised by the Australian Sports Commission)
- Private event organisations (sanctioned or supported by a national sporting organisation and/or state sporting association)
- Local sporting clubs and associations (must be affiliated with state sporting association recognised by Queensland Sport and Recreation)

Eligible Applicants must:

- 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
- Submit the organisation's current bank balance at the time of application; and
- Provide a one year financial forecast for the organisation.

Assistance Type

This stream can provide cash or in-kind assistance to organisations to assist with event delivery. The minimum amount per application is \$5,000; the maximum amount per application is \$15,000.

Assistance Available

Funding Period	1 year only
Maximum Number of successful applications	Up to a maximum of 3 applications. After this time, events will need to demonstrate either: <ul style="list-style-type: none"> - Growth to a regional or major event; or - Financially self-sufficient and sustainable
Funding Amount	From \$5,000 to \$15,000 per year per application
Approved Funding Uses	<ul style="list-style-type: none"> - Engagement of short term specialised personnel - Hire of temporary infrastructure - Use/Hire of Council resources and capabilities to support the delivery of the event - Marketing costs - Appearance fees and travel costs - Entertainment

Logistics

Applications can be lodged at any time during the course of the financial year and will be assessed subject to available budgets. The application must be lodged at least six months before the proposed assistance is required. Only one successful application per year is permitted

Eligible Applications must not be:

- For School based Regional, State or National championship events;
- For costs of event bids;
- For events already supported through Council's Grant program;
- For events that do not have the support of the recognised state and national sporting association;
- Requesting in-kind contributions 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;
- For seasonal or regular bookings of Council managed facilities;
- For recurrent operating costs, for example rent and utility costs
- Requesting additional assistance on top of that already received through another Council grant program.

Eligibility Criteria

To be eligible to apply for funding through the Sports Tourism Event Grant program, an event must meet the following:

- The event must be a sporting event with a state, national or international component such as:
 - Regional, State or National Championships;
 - Regional, State or National youth or master's events;
 - Events that support the outcomes of a state and/or national body strategic plan.
- The event must take place wholly within the Cairns region.
- The applicant must demonstrate the size of the event in terms of:
 - event audience
 - spectator numbers
 - participant numbers, and/or
 - media profile
- The applicant must be able to demonstrate the capacity of the event to grow from its initial starting position (or first application to Council)

Assessment Criteria

Contribute to the Cairns economy (20% weighting)

- Attract visitors to the Cairns region (20% weighting).
- Enhance the profile of the Cairns region (20% weighting)
- Foster community pride (10% weighting).
- Demonstrate future growth and sustainability (10% weighting)
- Contribute to a balanced events portfolio (15% weighting)
- Demonstrate no adverse environmental impact (5% weighting)

Where it is appropriate additional outcomes may be taken into account for assessment purposes. These include increased sports participation, health and wellbeing, education and cultural benefits, multiculturalism, indigenous culture, environment and sustainability, trade relations, and upgrades to, and utilisation of public infrastructure such as stadiums, arenas, parks and transport systems. In particular, development, awareness and acceptance of cultural ideals and customs should be favourably viewed.

Assessment & Approval Responsibilities

The application will be assessed by a panel of two Council officers. The delegation level for decisions will be the full Council.

Acquittal Obligations

A detailed outcomes report must be submitted within three months of the completion of the event.

CHRISTMAS AND NEW YEARS EVENTS GRANT

Intent/Purpose

To support organisations in the delivery of Christmas or New Years themed events that are for the benefit to local communities. These community events serve to enrich the lives of residents and celebrate important festive occasions for the community.

Objectives

- Drive community and social outcomes to enhance the overall quality of life in local communities.
- Drive future growth and financial sustainability.
- Encourage community participation in festive celebrations and/or activities.
- Contribute to the region's balanced portfolio of community, arts & cultural and sporting events.
- Showcase the importance of events for local communities and businesses.
- Celebrate the rich traditions of communities and the importance of these to the Cairns region.

Application Eligibility

- Not-for-profit organisations*; or
- Charitable organisations registered or sanctioned under the Collections Act 1966; or
- Groups that undertake activities for a public purpose or whose primary objective is not directed at making a profit; or
- Groups that demonstrate strong community benefit or need and support for a project or activity.

Eligible Applicants must:

- 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
- Submit the organisation's current bank balance at the time of application; and
- Provide a one year financial forecast for the organisation.

Assistance Type

This stream can provide assistance through cash or in-kind contributions or a combination of both cash and in-kind. The minimum amount per application is \$1,500 the maximum amount per application is \$5,000.

Assistance Available

Funding Period	1 year only
Maximum Number of successful applications	Up to a maximum of 3 applications. After this time, events will need to demonstrate financially self-sufficiency and sustainability
Funding Amount	From \$1,500 to \$5,000 per year per application
Approved Funding Uses	<ul style="list-style-type: none"> - Engagement of short term specialised personnel - Hire of temporary infrastructure - Use/Hire of Council resources and capabilities to support the delivery of the event - Marketing costs - Venue hire costs - Appearance fees and travel costs - Entertainment

Logistics

There will be one funding round per financial year. The event is to occur within the identified timeframes and eligible event dates, nominated each year.

Eligible Applications must not be:

- Requesting in-kind contributions 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;
- For seasonal or regular bookings of Council managed facilities;
- Requesting additional assistance on top of that already received through another Council grant program.

Assessment Criteria

- Enhance the profile of the Cairns region (30% weighting)
- Foster community pride (40% weighting).
- Demonstrate future growth and sustainability (20% weighting)
- Contribute to a balanced events portfolio (5% weighting)
- Demonstrate no adverse environmental impact (5% weighting).

Assessment & Approval Responsibilities

The application will be assessed by a panel of two Council Officers. The delegation level for decisions will be the full Council.

Acquittal Obligations

A detailed outcomes report must be submitted within two months of the completion of the event.

REGIONAL EVENT GRANTS

Intent/Purpose

To nurture and grow a diverse portfolio of events that will drive economic development, raise the profile of the Tropical North Queensland region nationally and internationally, generate positive social and cultural benefits and inspire the residents of Tropical North Queensland. Regional events build a sense of local pride, foster confidence and strengthen the local community. They have the potential to develop into major events within three years. Visitation tends to be intrastate focused, typically attracting 500-1000 participants/overnight visitors and has strong local support.

Objectives

- Generate key economic outcomes for the Cairns region (event attendance, visitor nights, overnight visitor expenditure, visitors to region)
- Attract external visitation to the Cairns region
- Promote and enhance the appeal of the Cairns region
- Drive community and social outcomes to enhance the overall quality of life for the Cairns region
- Drive future growth and financial sustainability
- Assist in the creation of a balanced event portfolio for the Cairns region

Application Eligibility

- Not-for-profit organisations*; or
- Charitable organisations registered or sanctioned under the Collections Act 1966; or
- Groups that undertake activities for a public purpose or whose primary objective is not directed at making a profit; or
- Groups that demonstrate strong community benefit or need and support for a project or activity.

Eligible Applicants must:

- 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; and
- Provide a three year financial forecast for the organisation.

Assistance Type

This stream can provide assistance through cash or in-kind contributions or a combination of both cash and in-kind. The minimum amount per application is \$5,000 the maximum amount per application is \$50,000.

Assistance Available

Funding Period	From 1 to 3 years
Maximum Number of successful applications	Up to a maximum of 3 applications. After this time, events will need to demonstrate either: <ul style="list-style-type: none"> - Demonstrated effort to grow to a major event; or - Reduced reliance on Council funding in an attempt to be financially self-sufficient and sustainable
Funding Amount	From \$5,000 to \$50,000 per year per application
Approved Funding Uses	<ul style="list-style-type: none"> - Engagement of short term specialised personnel - Hire of temporary infrastructure - Use/Hire of Council resources and capabilities to support the delivery of the event - Marketing costs - Appearance fees and travel costs - Entertainment

Logistics

Applications can be lodged at any time during the course of the financial year and will be assessed subject to available budgets. The application must be lodged at least six months before the proposed assistance is required. Only one successful application per year is permitted

Eligible Applications must not be:

- Requesting in-kind contributions 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;
- For seasonal or regular bookings of Council managed facilities;
- Requesting additional assistance on top of that already received through another Council grant program for the event.

Eligibility Criteria

To be eligible to apply for funding through the Regional Event Grant, an event must meet the following:

- The event must take place wholly within the Tropical North Queensland region.
- The applicant must demonstrate the historical size of the event in terms of:
 - event audience
 - spectator numbers
 - participant numbers, and/or
 - media profile
- The applicant must be able to demonstrate the capacity of the event to grow from its initial starting position (or first application to Council)
- The applicant must receive event support from Tourism Tropical North Queensland
- The applicant has received support from Tourism and Events Queensland through their Queensland Destination Events Funding Program or where unsuccessful in receiving funding through Tourism and Events Queensland's Event Funding Program, show demonstrated effort to have applied through the program.

Assessment Criteria

- Contribute to the Cairns economy (20% weighting)
- Attract visitors to the Cairns region (20% weighting).
- Enhance the profile of the Cairns region (20% weighting)
- Foster community pride (10% weighting).
- Demonstrate future growth and sustainability (10% weighting)
- Contribute to a balanced events portfolio (15% weighting)
- Demonstrate no adverse environmental impact (5% weighting)

Where it is appropriate additional outcomes may be taken into account for assessment purposes. These include increased sports participation, health and wellbeing, education and cultural benefits, multiculturalism, indigenous culture, environment and sustainability, trade relations, and upgrades to, and utilisation of public infrastructure such as stadiums, arenas, parks and transport systems. In particular, development, awareness and acceptance of cultural ideals and customs should be favourably viewed.

Assessment & Approval Responsibilities

The application will be assessed by a panel of two Council officers and one industry specialist. The delegation level for decisions will be the full Council.

Acquittal Obligations

A detailed outcomes report must be submitted within three months of the completion of the event.

MAJOR TOURISM EVENT GRANTS

Intent/Purpose

To drive economic development of the Tropical North Queensland Region through a nationally significant event, which attracts international and interstate visitation. Major Events promote and raise the profile of the region to both a national and international audience, generate positive social and cultural benefits, foster community pride and provide a lasting legacy to the region that hosts them. Typically these events attract 25,000 – 50,000 visitor nights and a \$3m - \$10m economic return to the region.

Objectives

- Generate key economic outcomes for the Cairns region (event attendance, visitor nights, overnight visitor expenditure, visitors to region)
- Attract external visitation to the Cairns region
- Promote and enhance the appeal of the Cairns region
- Drive community and social outcomes to enhance the overall quality of life for the Cairns region
- Drive future growth and financial sustainability
- Assist in the creation of a balanced event portfolio for the Cairns region

Application eligibility:

- Not-for-profit organisations*; or
- Charitable organisations registered or sanctioned under the Collections Act 1966; or
- Groups that undertake activities for a public purpose or whose primary objective is not directed at making a profit; or
- Groups that demonstrate strong community benefit or need and support for a project or activity.
- Commercial organisations who primarily support events or activities that are considered by Council to be in the public interest and to be of substantial benefit to the Cairns region; or

These Groups must:

- 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; and
- Provide a three year financial forecast for the organisation.

N.B. This will not apply to Commercial organisations.

Commercial organisations will be required to:

- Submit an event budget detailing revenue and expenditure forecasts for the term of the proposed support

Assistance Type

This stream can provide assistance through cash or in-kind contributions or a combination of both cash and in-kind. The minimum amount per application is \$50,000 the maximum amount per application is dependent on the application and discretion of Council.

Assistance Available

Funding Period	The term of support will be considered on a case by case basis.
Maximum Number of successful applications	No maximum number of applications
Funding Amount	From \$50,000 per year per application. The maximum amount per application is dependent on the application and discretion of Council assessed on a case by case basis.
Approved Funding Uses	<ul style="list-style-type: none"> - Engagement of short term specialised personnel - Hire of temporary infrastructure - Use/Hire of Council resources and capabilities to support the delivery of the event - Marketing costs - Appearance fees and travel costs - Entertainment

Logistics

Applications can be lodged at any time during the course of the financial year and will be assessed subject to available budgets. The application must be lodged at least six months before the proposed assistance is required. Only one successful application per year is permitted.

Eligibility Criteria

To be eligible to apply for funding through the Major Event Grant, an event must meet the following:

- The event must take place wholly within the Tropical North Queensland region.
- The applicant must demonstrate the historical size of the event in terms of:
 - event audience
 - spectator numbers
 - participant numbers, and/or
 - media profile
- The applicant must be able to demonstrate the capacity of the event to grow from its initial starting position (or first application to Council).
- In respect to the event, the Applicant must be able to accurately estimate the following information:
 - Total number of attendees (and by location);
 - Average length of stay of attendees (excluding locals);
 - The daily expenditure of attendees;
 - Economic impact data for the event;
 - alternative sources of income through sponsorship;
 - size and type of media coverage for the event.
- The applicant must receive event support from Tourism, Tropical North Queensland.
- The event must have received a minimum of one year of support under either the Regional or Major Event programs and have met all the requirements outlined in the agreement.
- The applicant has received support from Tourism and Events Queensland through their Destination, Significant or Major Events Funding Program.

Assessment Criteria

- Contribute to the Cairns economy (20% weighting)
- Attract visitors to the Cairns region (20% weighting).
- Enhance the profile of the Cairns region (20% weighting)
- Foster community pride (10% weighting).
- Demonstrate future growth and sustainability (10% weighting)
- Contribute to a balanced events portfolio (15% weighting)
- Demonstrate no adverse environmental impact (5% weighting).

Where it is appropriate additional outcomes may be taken into account for assessment purposes. These include increased sports participation, health and wellbeing, education and cultural benefits, multiculturalism, indigenous culture, environment and sustainability, trade relations, and upgrades to, and utilisation of public infrastructure such as stadiums, arenas, parks and transport systems. In particular, development, awareness and acceptance of cultural ideals and customs should be favourably viewed.

Assessment & Approval Responsibilities

The application will be assessed by a panel of two Council officers and one industry specialist. The delegation level for decisions will be the full Council.

Acquittal Obligations

A detailed outcomes report must be submitted within three months of the completion of the event.

ARTS AND CULTURAL INFRASTRUCTURE GRANT

Intent/Purpose

A key priority of Cairns Regional Council's Strategy for Culture and the Arts 2022 is to provide infrastructure, skills and resources that support and stimulate the creative and cultural life of our community. The Arts and Cultural Infrastructure Grant therefore aims to provide financial assistance to arts and cultural organisations that wish to pursue building or material enhancements to their premises.

Specifically, the purpose of the grant is to:

- Enhance the organisation's capacity to provide ongoing services through improved building works;
- Improve the viability, productivity and wellbeing of groups who primarily engage in arts and cultural activities; and
- Increase community participation in the arts and cultural activities.

For the purposes of this grant, arts and cultural organisations means - an entity that controls and operates a building or premises in which it programs a wide range of arts and/or cultural events and activities for the purpose of:

- Enabling Cairns residents and groups to present local community, arts and cultural events and activities; and
- Providing popular entertainment and culturally enriching events and experiences for residents and visitors to the region.

Assistance Type

Assistance will be in the form of either:

- A cash payment to the organisation, or
- Advice on alternative means of securing appropriate funds.

The minimum amount per application is \$1,000; the maximum amount per application is \$50,000.

Council will favour applicants that:

- Depending on the organisation's monetary capacity, financially contribute to the project costs
- Strategically align with Council's corporate goals for culture and the arts, particularly in regard to collaborative projects that deliver an identified need for space-sharing and storage solutions.

Logistics

The Arts and Cultural Infrastructure Grant will be advertised once per year with a dedicated annual opening and closing date.

Eligible Applicants must:

- Be applying for assistance for infrastructure within the local government area of Cairns;
- Be of a cultural, arts or performing arts nature, or a community group that offers a range of artistic programming for wider community access, not a sporting or other community group;
- Have security of tenure over their land, either freehold or with a long-term lease of at least 5 years;
- Provide Council with a relevant detailed project plan, clear and detailed budget and 3 quotes per item
- Provide documentation to Council of the suitably qualified planners, certifiers and tradespersons who have been consulted to conduct the works;
- Be available if required to meet to discuss the funding and conditions;
- Provide a copy of all relevant permits required to Council prior to commencing the works; and
- Complete the project within 12 months of the signed agreement date with any amendments to be negotiated with Council as soon as the applicant becomes aware of an emergent issue.
- Provide evidence that the applicant is a not-for-profit organisation by providing a copy of the certificate of incorporation, evidence that the organisation is a registered charity or copy of the organisation's constitution outlining not-for-profit status;
- 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; and
- Provide a three year financial forecast for the organisation.

Eligible Applicants must not:

- Have outstanding Council grants that have not been acquitted satisfactorily.
- Have overdue, outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments etc.).
- Be a registered political party.
- Be a school, university or TAFE College or other form of an educational institution.
- Be an individual or private business.

Eligible Applications must not be

- Requesting funding or support for a project that has already occurred.
- For projects that are the subject of litigation.
- For general operating costs.
- For projects with a sole religious or political purpose.
- Fully funded by other levels of government.

Assessment Criteria

- How many community members use the premises, and which sectors of the community do they belong to? (20% weighting)
- How will this project benefit your organisation and its members and/or users of the facility? (20% weighting)
- How is your organisation financially contributing to the project? (30% weighting)
- Does the project include collaboration with other organisations and deliver space-sharing or storage solutions (30% weighting)

Assessment and Approval Responsibilities

The applications will be assessed by a panel of Council officers. The delegation for decisions will be the full Council.

Acquittals Obligations

Grant recipients will be required to acquit the assistance received by providing:

- Proof of expenditure (e.g. copy of receipts).
- Proof of the acknowledgement of Council assistance (e.g. including Cairns Regional Council logo on website, event program, newsletter or plaque).
- A final inspection certificate or Certificate of Classification from a Private Certifier (if building approval was required);
- A copy of any other relevant approvals, certificates and/or licences;
- Building application or certificate of occupancy following completion of construction; and Photographs of the finished project.

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