

COMMUNITY GRANT POLICY

Intent: To guide the delivery of Council's Community Grant 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 Grant Program provides assistance for activities to be undertaken largely within the boundaries of the Cairns Regional Council area, under the following categories:

Sport and Recreation

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

Community Services

Community Events, Activities and Projects Grant

Events

Regional Events
Hiring of Council Venues and Resources
Sports Tourism Events
Christmas and New Year's Events

Economic Development

Industry and Economic Development Fund

Environment and Sustainability

Community Sustainability
Nature-Based Learning

Discretionary Funds

Councillor Discretionary Funds

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.

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.

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.

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:
 - funding commitment is required at very short notice; or
 - the support levels substantially exceed the maximum available amounts under the competitive application grant funding streams outlined below; or
 - 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.

These agreements do not need to form part of a competitive grant round.

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. 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 13 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 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:

Small grants:

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

Medium Grants:

- 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

Major Grants:

- 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.

Applicant requirements

Only one funding stream from Council will be successfully approved per event, activity or project.

Applicant eligibility rules will vary from grant stream to grant stream, however, with the exception of the Nature Based Learning Grants, applicants must be registered 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.

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)

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.

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
- be an organisation that manages or operates 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;
- 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 interstate or international travel costs (with the exception of the Young People in Sport grant);
- 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):
 - in all cases if cash payment to applicant exceeds \$2,000;
 - upon request if 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);
- proof of performance - by providing the actual values that eventuated for Key Performance Indicators.

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

Small Grants

- Schedule 1: Young People in Sport
- Schedule 2: Go Clubs Essentials
- Schedule 3: Go Clubs Field
- Schedule 4: Hiring of Council Venues and Resources
- Schedule 5: Nature-Based Learning Grants

Medium Grants

- Schedule 6: Go Clubs Infrastructure Assistance Grant
- Schedule 7: Community Events, Activities and Projects Grant
- Schedule 8: Community Sustainability Grants
- Schedule 9: Sports Tourism Grant
- Schedule 10: Christmas and New Year's Events Grant
- Schedule 11: Industry and Economic Development Fund

Major Grants

Schedule 12: Regional Event Grants

Discretionary Funds

Schedule 13 Councillor Discretionary Funds

◆◆◆◆◆

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: 22/07/2020

DUE FOR REVISION: 22/07/2024

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 i.e.: 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 Bronze 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 the full Council.

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 ESSENTIALS

Intent/Purpose

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

Go Clubs Essentials can be defined as providing support to complete projects that assist safety requirements, minor facility upgrades, 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.

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 Bronze accredited Club with Council's Go Club's Program

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

GO CLUBS 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 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.

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

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.

Eligible Applicants must

Eligible applicants must be a Bronze accredited Club with Council's Go Club's 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 the full Council.

HIRING OF COUNCIL VENUES AND RESOURCES

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

This grant provides access to Council venues and resources for events, activities and projects. 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 or activity. Events and activities are to commence and occur within twelve months of the application being lodged. Events can receive a maximum of \$5,000 per year.

Eligible Applications must not be

- Requesting assistance from Council for resources or services that Council has to procure from outside organisations.
- 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

- Please explain your event, activity or project in detail 25%
- Please demonstrate your 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 50%

Assessment & Approval Responsibilities

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

Reporting obligations

Recipients are required to submit an event summary report template no later than one month following the event. A template will be provided.

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 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.

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 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.

Eligible Applicants Must

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

Assesment and Aproval 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 two months of activity completion.

COMMUNITY EVENTS, ACTIVITIES AND PROJECTS GRANT

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
- 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
- Contribute to the region's balanced portfolio of community, arts, cultural and sporting events

Assistance type

This grant provides assistance through cash and the provision of Council venues and resources. The maximum amount per application is \$15,000.

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

Applicant eligibility

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

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
- be a political party or discriminatory group
- be a school, university or TAFE college or other form of education institution
- be an individual
- be an organisation that manages or operates premises with poker machines

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

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.

Funding period	1 year only
Funding amount	Up to \$15,000
Ineligible funding items	<ul style="list-style-type: none"> Gifts Prize Money Usual business operating expenses Alcohol and tobacco products

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 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

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

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;

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

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;
- 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

Assistance Type

The minimum amount per application is \$5,000; the maximum amount per application is \$15,000.

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

Assistance Available

Funding Period	From 1 year 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"> - 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
Ineligible Funding Uses	Gifts Usual business operating expenses Alcohol and tobacco products Council may, at its absolute discretion, consider a degree of flexibility to the uses of funds with appropriate justification

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

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

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

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.
- Celebrate the rich traditions of communities and the importance of these to the Cairns region.

Assistance Type

This grant provides assistance through cash and the provision of Council venues and resources. The maximum amount per application is \$5,000.

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

Application Eligibility

Applicants must be registered Not-for-Profit organisation, as defined in the Community Grants Policy.

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.

Eligible Applications must not be:

- Requesting assistance from Council for resources or services that Council has to procure from outside organisations.
- For seasonal or regular bookings of Council managed facilities;
- Requesting additional assistance on top of that already received through another Council grant program.

Assistance Available

Funding Period	1 year only
Funding amount	Up to \$5,000 per year per application
Ineligible funding items	Gifts Prize Money Usual operating expenses for the organisation Alcohol and tobacco

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.

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%).

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

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

INDUSTRY AND ECONOMIC DEVELOPMENT FUND GRANT

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, 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

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 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.

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. 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 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.

REGIONAL EVENT GRANTS

Intent/Purpose

To nurture and grow a diverse portfolio of events that will drive economic development, raise the profile of the Cairns region nationally and internationally, generate positive social and cultural benefits and inspire the residents of Cairns. 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 to five years. Visitation tends to be intrastate and interstate focused, typically attracting 500-1000 participants/overnight visitors staying 2 to 10 nights 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

Required Outcomes

- Local economic activity
- External visitation into the region: 500-1,000 overnight visitors staying 2 to 10 nights
- Enhance the profile and appeal of the Cairns region
- Strong social media outcomes
- Demonstrate future growth and sustainability

Application Eligibility

- Not-for-Profit organisations as defined in the Community Grants Policy; or
- Community Organisations as defined in the Community Grants Policy

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

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 (maximum 6 months) specialised personnel to further develop and / or market the event - Hire of temporary infrastructure that will improve access, visitor experience or the safety of the event - Use/Hire of Council resources and capabilities to support the delivery of the event - Marketing costs associated with the event that increases awareness of the Cairns region and increases visitors to Cairns - Appearance fees and travel costs - Entertainment <p>Council may, at its absolute discretion, consider a degree of flexibility to the uses of funds with appropriate justification</p>

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

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 in consultation with Tourism, Tropical North Queensland. 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.

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.

Acquittal

No acquittal is required.

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.