

ORDINARY MEETING	6
22 NOVEMBER 2023	

MAJOR EVENTS SPONSORSHIP POLICY

52/1/16 | #7264942

RECOMMENDATION:

That Council:

1. **Adopts the new Major Events Sponsorship Policy as set out at Attachment 1 to this report; and**
2. **Adopts the revised Community Grant Policy as set out at Attachment 3 to this report.**

INTERESTED PARTIES:

Nil

Note: The identification of interested parties is provided on a best endeavours basis by Council Officers and may not be exhaustive.

EXECUTIVE SUMMARY:

This report seeks Council's endorsement of a new Major Events Sponsorship Policy. Previously, Council sponsorship of events within the Economic Development & Advocacy (ED&A) Directorate was split between the Procurement Policy and Community Grant Policy depending on the status of the event applicant and/or the value of Council funding sought.

The new policy is a key recommendation resulting from an external review of the current Major and Economic Events portfolio undertaken by Basco Consulting. The review also included recommendations for the future management and structure of the portfolio to maximise the targeted outcomes achieved through Council's sponsorship investments in this area.

BACKGROUND:

Council's Major and Economic Events team manage Council's sponsorship of a portfolio of events that deliver significant economic and regional benefits for the community of Cairns. From a policy perspective, these events have historically been administered via a combination of Council's Community Grant Policy and Procurement Policy depending on the status of the event applicant (not for profit organisation versus private sector entity) and/or the scale of Council funding sought. This approach is confusing and fragmented. An external review of Council's Major and Economic Events portfolio has recommended that a dedicated Major Events Sponsorship Policy be created and applied to all current and future events sponsored through the ED&A Directorate.

This report provides an overview of the proposed new policy and seeks Council's endorsement of it. Amendment of Council's Community Grant Policy to remove the Economic Event Partnerships stream is also recommended as part of this change.

COMMENT:

During 2023, Council engaged an independent consultant, BASCO Consulting (BC), to comprehensively review Council's Major and Economic Events sponsorship program. The review was designed to assist in providing an assessment of the overall value of Council's portfolio of events in this area, ensuring that Council can fully understand:

- The actual value of events to the Cairns region;
- The total return on investment of events (not just financial);
- The actual exposure benefit value for events/benefits valuation and associated weighting (including advertising value equivalent); and
- The comparative return on investment and performance of all events within the portfolio.

The review has resulted in a clear and measurable system for objectively assessing the performance of events in the portfolio at both the individual event, and overall portfolio level.

As part of the review, BC also recommended:

- Simplifying the portfolio name from 'Major and Economic Events' to 'Major Events' to better align with event industry terminology/expectations; and
- A new dedicated policy be established to apply to all events (both current and future) in the portfolio.

The rationale for a new dedicated policy being established was as follows:

- The current two-category sponsorship policy system is unclear and creates confusion with event applicants.
- BC advised that a number of other councils with significant major event portfolios have adopted dedicated policies which is widely considered to be a best practice approach.
- The requirements of a successful sponsorship application and the expected outcomes to be achieved through Council investment have been updated during the recent portfolio assessment project. The current policies do not currently reflect these changes.

This report contains three attachments:

- Attachment 1: Proposed new Major Events Sponsorship Policy.
- Attachment 2: Marked up version of the Community Grant Policy (mark ups relate to the removal of the Economic Events Partnerships Stream from this policy).
- Attachment 3: Proposed amended Community Grant Policy (clean copy incorporating marked up amendments per Attachment 2).

The proposed new Major Events Sponsorship Policy has been reviewed by BC as well as by Council's Finance, Governance, Procurement and Lifestyle and Community teams. A workshop was also conducted with councillors regarding the new policy on 1 November 2023.

Decision making authority under the new policy (if adopted) would remain consistent with current arrangements, whereby all eligible applications (regardless of sponsorship value and/or term) continue to be decided by Council.

Should Council endorse the recommendation in this report, the Economic Event Partnerships grant stream would also be rescinded from the Community Grant Policy. These changes are reflected in Attachments 2 and 3.

OPTIONS:

Option 1: (Recommended):

That Council:

1. Adopts the new Major Events Sponsorship Policy as set out at Attachment 1 to this report; and
2. Adopts the revised Community Grant Policy as set out at Attachment 3 to this report.

Option 2:

That Council **does not** adopt the new Major Events Sponsorship Policy or the revised Community Grant Policy at this time.

CONSIDERATIONS:

Risk Management:

Council officers will continue to assess individual applications on their respective merits and against the assessment criteria. This will include assessment of any potential risks associated with the application and/or Council contributing funding towards the event.

Council Finance and the Local Economy:

The proposed amendments are intended to simplify the process for Council officers and event proponents. Under the revised event assessment methodology developed as part of the BC review, the maximisation of economic returns from event sponsorship is a key focus. The changes contained within this report will have no budgetary impact.

Corporate and Operational Plans:

The recommendation supports Council's Corporate Plan 2021 – 2026 Focus Area One: Robust Economy – to optimise visitation and tourism opportunities to achieve growth in visitation and high-profile events.

Statutory:

The proposed Major Events Sponsorship Policy and is compliant with the requirements of the *Local Government Regulation 2012*.

CONSULTATION:

The proposed amendments have been designed following consultation with the following external parties/stakeholders:

- Basco Consultancy
- Tourism Tropical North Queensland
- Tourism & Events Queensland

ATTACHMENTS:

Attachment 1 – Proposed Major Events Sponsorship Policy #7270061

Attachment 2 – Proposed revised Community Grant Policy (changes to existing tracked) #2333559

Attachment 3 – Proposed revised Community Grant Policy #2333559



Nick Masasso
Director – Economic Development and Advocacy

Attachment 1 - Proposed Major Events Sponsorship Policy



CAIRNS REGIONAL COUNCIL

General Policy

MAJOR EVENTS SPONSORSHIP POLICY

Intent: This document defines the Cairns Regional Council (Council) policy for investment in attracting and supporting Major Events, and the required assessment, procurement, and contracting activities to be undertaken by Council officers.

Objective: To assess, negotiate and approve Council's Major Event sponsorships – creating a range of partnered events across each financial year with the highest possible regional benefit from the investment of Council funds.

Strategic

Alignment: The Policy ensures that the assessment, contracting, and collating of results for Council's sponsorship of Major Events aligns with the regional goals outlined in the current "Cairns and Great Barrier Reef Event Strategy".

Definition: A 'Major Event' is defined as large-scale event activities that provide significant economic and regional benefits, through a commercial partnership between the external event owner/operator and Council. The Sponsorship Agreement can be for a single event or a calendar of event activity across a financial year or multiple financial years that together create the targeted outcomes. For the avoidance of doubt, business events, conferences and incentive programs are not included under this policy.

Required Outcomes:

1. Attracting and partnering with a range of events that provide the following benefits to the Cairns Local Government Area (LGA):
 - Drive regional direct economic benefits;
 - Increase external visitation to the region;
 - Enhance the profile and appeal of the Cairns region;
 - Build local business opportunities, profile, and experience;
 - Create and build community pride; and
 - Provide links and promotional opportunities for Council's broader strategic goals.
2. Consistency of assessment and approval processes for Council investment in Major Events.
3. Clearly outline assessment models and approval systems related to Major Event opportunities, sponsorship applications, and negotiation of agreements and contracts.
4. Increase efficiency and speed of decision making relevant to Major Events to minimise loss of opportunities and cost to Council, while retaining an elevated approval process for more significant financial investments and those of a significant duration.

Eligibility Criteria:

Applications for Major Event funding from Council are based on a proposal for sponsorship from an external entity that owns or operates a 'Major Event.' The applicant must be:

- A legal entity (either an incorporated entity or an individual) with the rights and resources to deliver and control the specific Major Event noted within the application;
- Able to commit to all negotiated contract clauses should an agreement be approved; and
- Able to provide an Australian address and contact details (or Council-approved alternative), ABN, and legal entity; and

- Able to provide Public Liability Insurance noting Council as an interested party, and Workers Compensation Insurance.

The proposed event/events (and/or the Major Event owner/operator) must:

- Completely or partially take place within Cairns Regional Council Local Government Area (LGA) boundaries;
- Demonstrate the scale of the event/s and predicted visitor numbers and visitor nights within the Cairns region resulting from the hosting of the event;
- Demonstrate the audience type and promotional reach for Cairns through the hosting of the event;
- Demonstrate the 'uniqueness' of the event/s for the Cairns region. How does the event differ from similar events held in other locations?;
- Comply with all contractual terms relating to the representation of Council and the Cairns and Great Barrier Reef destination as a significant partner of the event;
- Outline existing and potential partnerships with local businesses, accommodation, and service providers to deliver services related to the delivery of the event;
- Advise Council's Major Events team of any sponsorship or grant funding through any other Council funding program secured prior to, or being requested after, any sponsorship proposal for Major Event funding; and
- Advise Council's Major Events team of any sponsorship or grant funding being sought, or currently secured, through other Government grant or sponsorship programs.

While not mandatory, committed partnership support for the event from Tourism and Events Queensland (TEQ) and/or Tourism Tropical North Queensland (TTNQ) will be considered favourably.

Ineligible applicants:

To be eligible, applicants must not:

- Have outstanding Council grants or funding that has not been acquitted within required timeframes, or grants/funding that have previously not been satisfactorily acquitted;
- Have overdue outstanding payments to Council (e.g. rents, rates, fees, Council guarantor loan repayments); or
- Be a political party or discriminatory group.

Ineligible event/ activities

- Events or activities that attract less than 1,500 attendees or participants, and/or create less than 1,000 visitor nights within the Cairns LGA from Primary Purpose Event Visitors (Primary Purpose Event Visitors are those visitors whose primary purpose for visiting the Cairns LGA is to participate in or spectate at the Major Event);
- Local or community events, or any event/s that cannot demonstrate clear and achievable outcomes aligned with the Major Events definition and/or eligibility criteria outlined in this Policy; and/or
- Events or projects with a sole religious, discriminatory group, or political purpose.

Furthermore, applications must not be:

- Requesting sponsorship or support for a project, event, or activity that has already occurred;
- Requesting sponsorship or support for seasonal or regular bookings of council-managed facilities;
- For projects, events or activities that are the subject of litigation;
- For projects that duplicate existing services or programs;
- For projects, events or activities entirely outside the boundaries of Cairns Regional Council; and/or
- Requesting sponsorship for any project or event that cannot provide solid evidence that the activity can adequately meet the Major Events eligibility or assessment criteria.

Sponsorship Agreements:

Should an event owner's/operator's sponsorship application be successful, the event owner/operator must enter into a formal Sponsorship Agreement with Council. Based on the event proposal and further negotiation with Council officers, the Agreement will contain clauses committing the event owner/operator to deliver all negotiated outcomes and benefits related to Council's investment. The benefits may include:

- Recognition of Council support
- Hospitality
- Branding and imagery [use](#)
- Advertising
- Onsite activations
- Direct marketing
- Broadcast media
- Event signage
- Supply of event images and video
- Community activities and activations
- Contract performance targets

Council retains the right to consider failure to deliver the agreed benefits as a breach of contract. The terms agreed in any Sponsorship Agreement shall prevail over this Policy to the extent of any inconsistency.

Applications:

Applications can be lodged at any time during the financial year and will be assessed through the Council Major Event assessment process. The applications must be lodged at least six months before the event start date (unless otherwise agreed with Council). Before applying for sponsorship, applicants are encouraged to contact Council's Major Event Partnerships team to discuss the proposed event, its alignment with this policy, and what information should be submitted as part of the application. Contact and lodgement details can be found on the Council website, or by emailing Council officers at events@cairns.qld.gov.au.

Assessment and Approval Responsibilities:

All applications will be assessed by a panel of two Council officers using the established event economic impact assessment process which assesses the performance of an event against the Assessment Criteria outlined in this policy. Any Council officer with a perceived or determined Conflict of Interest will be required to declare this and may be removed from the assessment process.

Decisions and approvals on funding applications (for any investment amounts and/or sponsorship period) will be made by the full Council at a Council Meeting.

Where a funding application does not meet the eligibility requirements, the application will be deemed 'ineligible' by Council Officers and will not progress through the assessment and approval process.

Reporting Obligations/ Acquittal:

A Council Major Events Sponsorship Agreement will require a detailed acquittal report to be submitted generally within three months of the completion of the event/s. It must include all necessary data for the Council's event assessment processes and a full summary report on the delivery and outcomes related to the Event/s.

Event Sponsorship Agreements will outline the amount of Council's sponsorship funding (if any) to be withheld until a full acquittal document is received. The Agreement also retains the right to reduce or cancel final milestone payments should the event fail to reach the agreed targets (visitation or other) for the event.

Potential event applicants are encouraged to supply realistic and achievable predicted event outcomes within their application to avoid the reduction or cancellation of payments. Contract targets and milestone payment terms will be fully aligned with predictions made by the operator during the event assessment phase of any contracted partnership. Changes to the sponsored event model, scale, or measurable target outcomes linked to contract milestone payments (e.g. visitation, marketing value, etc.) can only be made in consultation with Council officers under the delegation of the Chief Executive Officer. Changes will only be open for amendment where event outcomes have been disrupted by factors outside the Event organiser's control.

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

Director Responsible for Review:

Director - Economic Development & Advocacy

ORIGINALLY ADOPTED: 22/11/2023

CURRENTLY ADOPTED: 22/11/2023

DUE FOR REVISION: 22/11/2027

REVOKED/SUPERSEDED:

**Mica Martin
CHIEF EXECUTIVE OFFICER**

Attachment 2 – Proposed revised Community Grant Policy (changes to existing tracked)

CAIRNS REGIONAL COUNCIL



General Policy

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 grant streams:

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

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

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

Resource and Performance Agreements

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

That the event or activity is a:

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

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

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

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

Assessment and Approval Responsibilities:

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

Reporting Obligations:

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

Decision making (excluding Councillor Discretionary Funds)

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

The decision-making process for Councillor Discretionary Funds, is detailed in Schedule 10 of this Policy.

Provision of financial information

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

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

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

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

Applicant requirements

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

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

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

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

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

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

Other funding sources

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

Ineligibility

The following ineligibility rules apply across all grant streams:

To be eligible, applicants must not:

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

**excluding the Nature-Based Learning Grant*

Furthermore, generally eligible applications must not be:

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

**excluding the Nature-Based Learning Grant*

Acquittals

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

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

Invoicing and Goods & Services Tax

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

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

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

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

Schedules

Schedule 1: Go Clubs Essentials Maintenance
 Schedule 2: Arts and Cultural Venue Hire and Resources Assistance
 Schedule 3: Nature Based Learning
 Schedule 4: Sustainability and Climate Action
 Schedule 5: Go Clubs Community Infrastructure
 Schedule 6: Arts and Culture Partnerships
 Schedule 7: Community Partnerships
~~Schedule 8: Economic Event Partnerships~~
 Schedule ~~8~~9: Industry and Economic Development
 Schedule ~~10~~9: Councillor Discretionary Funds
 Schedule ~~11~~10: Revegetation of Natural Areas

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

Director Responsible for Review:

Director, Lifestyle & Community

ORIGINALLY ADOPTED: 23/09/2009

CURRENTLY ADOPTED: 26/07/2023

DUE FOR REVISION: 26/07/2027

REVOKED/SUPERSEDED:

Endorsed by Council 26/07/2023

Mica Martin
 CHIEF EXECUTIVE OFFICER

SCHEDULE 1

GO CLUBS ESSENTIALS ASSISTANCE

Intent/Purpose

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

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

Assistance Type

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

At Council's sole discretion, assistance provided may be cash or works performed directly by Council. Clubs will be given the opportunity to contribute further to projects if the maintenance requested exceeds the \$5,000 limit.

Logistics

Applications can be submitted at any time during the year. The application and assessment process will require a maximum of 8 weeks following which timeframes to complete works will be negotiated with successful applicants. Only one successful application per year is permitted. Clubs must supply a detailed scope of works to ensure accuracy of quoting from the relevant Council department.

Eligible Applicants Must

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

Eligible Applications must not be:

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

Assessment & Approval Responsibilities

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

SCHEDULE 2

ARTS AND CULTURAL VENUE HIRE AND RESOURCES ASSISTANCE

Intent/Purpose

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

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

Assistance Type

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

Logistics

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

Eligible Applicants must:

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

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

Eligible Applications Must not be:

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

Assessment Criteria

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

Assessment & Approval Responsibilities

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

SCHEDULE 3

NATURE-BASED LEARNING**Intent/Purpose**

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

Objectives

To increase school student access to:

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

Assistance Type

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

Application Eligibility

Schools based within the Cairns local government area.

Assessment Criteria

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

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

Assessment and Approval Responsibilities

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

Acquittal Obligations

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

SCHEDULE 4

SUSTAINABILITY AND CLIMATE ACTION

Intent/Purpose

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

Objectives

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

Assistance Type

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

Application Eligibility

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

Assessment Criteria

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

Assessment and Approval Responsibilities

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

Acquittal Obligations

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

SCHEDULE 5

GO CLUBS COMMUNITY INFRASTRUCTURE

Intent/Purpose

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

Objectives

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

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

Assistance Type

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

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

Logistics

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

The grant will flow as follows:

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

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

Eligibility

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

Assessment Criteria

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

Assessment & Approval Responsibilities

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

Acquittal Obligations

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

ARTS AND CULTURAL PARTNERSHIPS

Intent/Purpose

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

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

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

Objectives:

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

Assistance Type

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

Eligible Applicants must:

- Be applying for venue hire and resources assistance for projects within the local government area of Cairns
 - Be carrying out activities of a cultural, arts or performing arts nature
 - Provide Council with a relevant detailed project outline and a clear and detailed budget
- Be an entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit
- Provide Council with evidence of not-for-profit status
 - Provide Council with a quote for the requested venue hire and resources
 - Submit the organisation's previous 2 years financial statements (as submitted to the Office of Fair Trading) or the latest treasurer's report covering previous 24 months and provide evidence of the organisation's current bank balance at the time of application.
 - in all cases if the request for assistance exceeds \$5,000
 - upon request if the request for assistance is \$5,000 or less

Eligible Applications Must not be:

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

Assessment Criteria

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

- Demonstrated focus of the event, activity or project on the development and/or presentation of new works.

Logistics

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

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

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

Assessment & Approval Responsibilities

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

Acquittal Obligations

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

SCHEDULE 7

COMMUNITY PARTNERSHIPS

Intent/Purpose

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

Objectives

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

Assistance type

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

Funding Terms

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

Applicant eligibility

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

Logistics

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

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

Assessment Criteria

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

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

Assessment & Approval Responsibilities

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

Acquittal Obligations

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

SCHEDULE 8

ECONOMIC EVENT PARTNERSHIPS

Intent/Purpose

To nurture and grow a diverse portfolio of events that will drive positive economic returns for the Cairns community, raise the profile of the Cairns region nationally and internationally, generate positive social and cultural benefits and inspire the residents of Cairns. Economic Event Partnerships facilitate visitation growth to the region to achieve positive community and economic outcomes. Visitation tends to be intrastate and interstate focused, typically attracting a minimum of 500 participants/overnight visitors staying 2 to 10 nights. Events securing Economic Event Partnership funding will also have 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
- ▲ Enhance the profile and appeal of the Cairns region
- ▲ Strong social media outcomes
- ▲ Demonstrate future growth and sustainability

Assistance Type

The minimum amount per application is \$5,000 the maximum amount per application is \$50,000.

The amount of funding granted per event is directly related to the economic impact of the event as demonstrated in the Funding Application. Whilst economic impact is the primary consideration when assessing the amount of funding to be awarded (if any), other factors such as community and environmental impact will also be considered.

Funding Terms

Funding Period	From 1 to 3 years
Funding Amount	From \$5,000 to \$50,000
Ineligible Funding Items	Gifts Standard Business operating expenses Alcohol and tobacco products Council may choose to exclude additional items from time-to-time as deemed appropriate and under delegation of management

Applications

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

Applications must be made in writing and lodged via email, addressing the relevant eligibility and assessment criteria outlines in this policy. Prior to lodging an application for funding applicants are encouraged to contact a member of Council's Economic Event Partnership team to discuss the proposed event, its alignment within this policy and what information should be submitted as part of the application. Contact and lodgement details can be found on our website.

Eligibility Criteria

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

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

- The event must take place wholly within the Cairns region or show significant value to 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);
 - daily expenditure of attendees (including locals);
 - economic impact data for the event;
 - alternative sources of income through sponsorship;
 - commentary on how the event will positively enhance the region's profile as a visitor destination;
 - size and type of media coverage for the event.
- The applicant must receive event support from Tourism Tropical North Queensland
- Committed funding support for the event from Tourism and Events Queensland (TEQ), whilst not mandatory, will be considered favourably
- Provision of evidence to demonstrate the organisation's operational and financial capacity to deliver the event. This may include provision of an event budget and details of the applicants previous experience and capabilities delivering events of a similar scale and nature
- Submit the organisation's previous 2 years financial statements (as submitted to the Office of Fair Trading) or
The latest treasurer's report covering the previous 24 months and provide evidence of the organisations current bank balance at the time of application
- Provide evidence of the organisation's current bank balance at the time of application
- Council may also request further information to that outlines above having regard to the specific event in question to assist in assessing event eligibility or performance against the Assessment Criteria

Assessment Criteria

- Demonstrate economic return via visitor expenditure to the Cairns Economy (55%) including:
 - attracting significant intrastate and interstate visitors to the Cairns region
 - Enhance the profile of the Cairns region through media awareness and reach
- Foster community pride (10%).
- Demonstrate future growth and sustainability (10%)
- Contribute to a balanced Economic Event Partnerships portfolio (20%)
- Demonstrate no adverse environmental impact (5%)

Applicants are expected to demonstrate a reduced reliance on Council funding over time in order to deliver an event that will be financially sustainable in the long term.

Assessment & Approval Responsibilities

The application will be assessed by a panel of two Council officers in consultation with Tourism Tropical North Queensland. Decisions will be made by the full Council unless delegated.

Acquittal

A detailed acquittal report must be submitted within three months of the completion of the event and must include data on event visitation and economic impact (where available). Other specific reporting and acquittal requirements will be determined on a case-by-case basis and be advised to successful grant applicants at the time the grant is awarded.

INDUSTRY AND ECONOMIC DEVELOPMENT

Intent/Purpose

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

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
- The project must be consistent with and complementary to Council's Economic Development Strategy.

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

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

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

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

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

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

Approval Responsibilities

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

Notification of Decision, Acquittal and Reporting

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

COUNCILLOR DISCRETIONARY FUNDS

Intent/Purpose

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

Assistance Type

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

Applicant Eligibility and Logistics

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

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

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

No other types of Discretionary Funds are available.

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

Assessment Criteria

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

Assessment and Approval Responsibilities

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

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

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

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.

REVEGETATION OF NATURAL AREAS GRANT

Intent/Purpose

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

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

Objectives

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

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

Assistance Type

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

Application Eligibility

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

Application requirements

All applications must include the following:

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

Assessment Criteria

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

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

Assessment and Approval Responsibilities

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

Report & Acquittal Obligations

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

- A Funding Agreement will be entered into, detailing all funding conditions, and agreed outcomes.
- Yearly progress and acquittal reports delivered and site visits with Council arranged by the recipient.

- Grant recipients are required to complete and submit a final report and acquittal report within two months of activity completion.

Attachment 3 – Proposed revised Community Grant Policy

CAIRNS REGIONAL COUNCIL



General Policy

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 grant streams:

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

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

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

Resource and Performance Agreements

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

That the event or activity is a:

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

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

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

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

Assessment and Approval Responsibilities:

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

Reporting Obligations:

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

Decision making (excluding Councillor Discretionary Funds)

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

The decision-making process for Councillor Discretionary Funds, is detailed in Schedule 10 of this Policy.

Provision of financial information

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

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

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

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

Applicant requirements

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

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

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

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

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

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

Other funding sources

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

Ineligibility

The following ineligibility rules apply across all grant streams:

To be eligible, applicants must not:

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

**excluding the Nature-Based Learning Grant*

Furthermore, generally eligible applications must not be:

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

**excluding the Nature-Based Learning Grant*

Acquittals

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

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

Invoicing and Goods & Services Tax

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

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

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

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

Schedules

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

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

Director Responsible for Review:

Director, Lifestyle & Community

ORIGINALLY ADOPTED: 23/09/2009
CURRENTLY ADOPTED: 26/07/2023
DUE FOR REVISION: 26/07/2027
REVOKED/SUPERSEDED:

Endorsed by Council 26/07/2023
Mica Martin
CHIEF EXECUTIVE OFFICER

SCHEDULE 1

GO CLUBS ESSENTIALS ASSISTANCE

Intent/Purpose

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

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

Assistance Type

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

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

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

Logistics

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

Eligible Applicants Must

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

Eligible Applications must not be:

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

Assessment & Approval Responsibilities

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

SCHEDULE 2

ARTS AND CULTURAL VENUE HIRE AND RESOURCES ASSISTANCE

Intent/Purpose

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

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

Assistance Type

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

Logistics

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

Eligible Applicants must:

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

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

Eligible Applications Must not be:

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

Assessment Criteria

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

Assessment & Approval Responsibilities

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

NATURE-BASED LEARNING

Intent/Purpose

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

Objectives

To increase school student access to:

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

Assistance Type

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

Application Eligibility

Schools based within the Cairns local government area.

Assessment Criteria

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

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

Assessment and Approval Responsibilities

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

Acquittal Obligations

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

SCHEDULE 4

SUSTAINABILITY AND CLIMATE ACTION

Intent/Purpose

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

Objectives

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

Assistance Type

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

Application Eligibility

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

Assessment Criteria

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

Assessment and Approval Responsibilities

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

Acquittal Obligations

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

SCHEDULE 5

GO CLUBS COMMUNITY INFRASTRUCTURE

Intent/Purpose

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

Objectives

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

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

Assistance Type

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

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

Logistics

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

The grant will flow as follows:

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

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

Eligibility

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

Assessment Criteria

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

Assessment & Approval Responsibilities

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

Acquittal Obligations

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

SCHEDULE 6

ARTS AND CULTURAL PARTNERSHIPS

Intent/Purpose

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

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

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

Objectives:

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

Assistance Type

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

Eligible Applicants must:

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

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

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

Eligible Applications Must not be:

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

Assessment Criteria

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

- Demonstrated focus of the event, activity or project on the development and/or presentation of new works.

Logistics

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

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

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

Assessment & Approval Responsibilities

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

Acquittal Obligations

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

SCHEDULE 7

COMMUNITY PARTNERSHIPS

Intent/Purpose

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

Objectives

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

Assistance type

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

Funding Terms

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

Applicant eligibility

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

Logistics

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

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

Assessment Criteria

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

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

Assessment & Approval Responsibilities

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

Acquittal Obligations

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

INDUSTRY AND ECONOMIC DEVELOPMENT

Intent/Purpose

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

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
- The project must be consistent with and complementary to Council's Economic Development Strategy.

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

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

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

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

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

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

Approval Responsibilities

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

Notification of Decision, Acquittal and Reporting

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

SCHEDULE 9

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.

SCHEDULE 10

REVEGETATION OF NATURAL AREAS GRANT

Intent/Purpose

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

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

Objectives

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

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

Assistance Type

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

Application Eligibility

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

Application requirements

All applications must include the following:

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

Assessment Criteria

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

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

Assessment and Approval Responsibilities

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

Report & Acquittal Obligations

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

- A Funding Agreement will be entered into, detailing all funding conditions, and agreed outcomes.
- Yearly progress and acquittal reports delivered and site visits with Council arranged by the recipient.

- Grant recipients are required to complete and submit a final report and acquittal report within two months of activity completion.