

# Community Grants Policy

<b>Policy Type:</b>	Statutory
<b>Policy Owner:</b>	Director Community and Environmental Services
<b>Responsible Manager:</b>	Manager Community Services, Sport and Recreation
<b>Corporate Plan link:</b>	Our Vibrant Communities
<b>Approved By:</b>	Council
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## Objective

This policy outlines City of Moreton Bay's (Council's) approach to administering grants to Community Organisations.

A Community Grants Policy is a requirement under Section 195 of the *Local Government Regulation 2012*, and must be developed in accordance with local government principles outlined in Section 4 of the *Local Government Act 2009*.

## Statement

Council recognises that community organisations make an important contribution to enhancing the city's vibrant lifestyle, and delivering on Council's goal of "*vibrant communities that proudly come together to participate in and celebrate different cultures and life experiences, with access to the services and facilities they need.*" (City of Moreton Bay Community Wellbeing Strategy 2042).

Through its Corporate Plan 2022 - 2027 and corporate strategy suite, Council is committed to providing and supporting services that deliver on its vision of: "*Our Moreton Bay. Amazing places. Natural spaces*". The provision of community grants is one of the ways in which Council enables community organisations to contribute towards this vision.

This policy guides the administration of community grants which support initiatives that deliver positive social, cultural, economic and environmental outcomes for the city, as highlighted in Council's relevant corporate strategies and plans.

## Principles

The following principles underpin Council's approach to the administration of community grants:

1. Funding is allocated in the public interest and towards projects that support the achievement of Council's strategic priorities;
2. Projects supported represent good value for money and achieve meaningful community impact;
3. Grant administration processes are transparent, accountable, inclusive, and effective;
4. Documentation and resources are publicly available, easily accessed and understood by the community, and provide all information required by applicants; and
5. Applicants and recipients are treated fairly.

## Grant Programs

Under the provisions of this policy, Council may establish community grant programs in the following ways:

1. Through inclusion in Council's adopted annual budget; or
2. By resolution at a Council General Meeting.

All community grant programs established by Council will have clear objectives and be supported by program guidelines that stipulate program eligibility and all relevant program requirements.

Council may allocate grant funding to Community Organisations via a program established under this policy, in the following ways:

1. By resolution at a Council General Meeting; or
2. By approval of the Chief Executive Officer (or delegate), where an appropriate delegation has been provided by Council.

Grant funding will only be provided to a community organisation under a community grant program where Council or its delegate is satisfied that:

- The grant will be used for a purpose that is in the public interest; and
- The community organisation meets the eligibility criteria stated in this policy (refer below) and the relevant program guidelines.

#### Other Grants

In addition to grants allocated to community organisations via grant programs established under this policy, Council may also, at its discretion, allocate the following grant types to community organisations:

1. Community Operational Support Grants

- Council may provide a Community Operational Support Grant to a community organisation for the delivery of services or activities that provide public benefits to residents of the City.

Community Operational Support Grants may be approved by Council via inclusion in its adopted annual budget, or by resolution of Council at a General Meeting.

2. City Project Grants

- Council may provide a City Project Grant to a community organisation towards the delivery of community infrastructure projects and/or capital purchases that provide significant public benefits to residents of the City.

City Project Grants may be approved by Council by resolution at a General Meeting.

Community Operational Support Grants and City Project Grants will only be provided to a community organisation where Council is satisfied that:

- The grant will be used for a purpose that is in the public interest; and
- The community organisation meets the eligibility criteria stated in this policy (refer below).

#### Eligibility Criteria

To be eligible to receive a community grant under this policy, the community organisation must:

- operate within the City of Moreton Bay, or be able to demonstrate that the project will provide significant benefit to residents of City of Moreton Bay;
- have appropriate insurance and workplace health and safety policies in accordance with the program guidelines (where relevant) and funding agreement;
- have met all acquittal conditions of previous Council grants and sponsorships provided under Council's Community Grants Policy, Discretionary Funds Policy and Sponsorships Policy;
- have no outstanding debt to Council; and
- demonstrate financial solvency.

Additional eligibility criteria for specific community grant programs will be included in the relevant community grant program guidelines, as developed and amended from time to time.

#### **Conflict of interest provisions**

All officers or Councillors are responsible for recognising and declaring any actual, potential or perceived conflicts of interest under the *Local Government Act 2009*, *Public Sector Ethics Act 1994* and *Crime and Corruption Act 2001*. This may include, but is not limited to, personal connections with the applicant. Team members are required to meet their obligations under the Managing Conflicts of Interest Operational Directive (2180-090).

Anyone having a determined conflict of interest should not debate or be involved in any discussions on any matter relating to the specific application.

#### **Application**

This policy applies to all Council team members and Councillors that are involved in the administration and decisions associated with Council community grants.

## Related Documents

### Relevant statutory documents

- *Local Government Act 2009*
- Local Government Regulation 2012
- *Public Sector Ethics Act 1994*
- Code of Conduct for Councillors in Queensland 2020

### Council documents

- Code of Conduct for Employees
- Managing Conflict of Interest Operational Directive
- Corporate Plan 2022-2027
- Innovate Reconciliation Action Plan 2023-2025
- Community Wellbeing Strategy 2042
- Environment and Sustainability Strategy 2042
- Regional Economic Development Strategy 2020-2041
- Discretionary Funds Policy

## Definitions

Term	Definition
<b>Acquittal</b>	A report completed by the grantee to demonstrate that grant funds were expended as agreed in the Funding Agreement and to provide proof that all other requirements of the grant were met.
<b>Community Organisation</b>	As defined in Schedule 8 of the Local Government Regulation 2012, community organisation means: (a) an entity that carries on activities for a public purpose; or (b) another entity whose primary object is not directed at making a profit. N.B Schedule 1 of the Acts Interpretation Act 1954 defines "entity" to include a person and an unincorporated body.
<b>Conflict of Interest</b>	A potential, perceived or actual conflict between a team member's or Councillor's official duties and responsibilities in serving the public interest and their private interests. A conflict of interest can arise from gaining a personal advantage or avoiding a personal loss, either pecuniary or non-pecuniary. This includes advantages to relatives, friends and business associates.
<b>Councillors</b>	All elected representatives, including the Mayor.
<b>Team members</b>	All employees of Council, whether employed on a permanent, temporary, or part-time basis. This definition also includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of, Council.

## Document Control

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