

# COMMUNITY GRANTS POLICY

## SCOPE

Available to all not-for-profit organisations servicing the Banana Shire community.

Ineligible organisations include:

1. Political parties
2. State or Australian Government departments
3. Businesses
4. Events or projects exclusively supporting communities outside of the Banana Shire.

## LEGISLATION

*Local Government Act 2009*

*Local Government Regulation 2012*

## DEFINITIONS

Acquittal	Documented evidence demonstrating expenditure of contribution monies is true and accurate and the funds have been applied in accordance with the purposes of the contribution.
CEO	The Chief Executive Officer of Banana Shire Council.
Community Organisation	Non-party political, local, community, cultural, religious, charitable, service, recreational or sporting group.
Council	Banana Shire Council.
Discretionary Funds	Funds in Council's operating fund that are budgeted for community purposes and allocated by a Councillor at the Councillor's discretion. Refer to s109 <i>Local Government Act 2009</i> and s202 <i>Local Government Regulation 2012</i> .
Financial Assistance	Financial contribution including donations, grants and subsidies for a specific project.
In Kind Assistance	Assisted use of Council's organisational resources where there is a cost to Council that is not transferred to the applicant. These may include (but is not limited to): <ul style="list-style-type: none"> <li>• Labour</li> <li>• Assisted use of Council equipment</li> <li>• Earthworks, signage, lawn and garden maintenance</li> <li>• Erection of marquees, street banners, etc.</li> </ul>

Project	Any activity, program, event, service, material, equipment, building or facility construction or modification by or from any Banana Shire group or organisation.
RADF	Regional Arts Development Fund (RADF) is a collaboration between Arts Queensland and the Banana Shire Council which supports professional and emerging professional artists and arts practitioners living in regional Queensland. The RADF program focuses on the development of quality art and arts practice for, and with, regional communities.
Retrospective Funding	Funding provided after the project has already commenced or payment has been finalised.

## POLICY

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Council allocates the overall grant funding available in their annual budget. This allocation is based on Council's financial capacity and priorities as per Council's Corporate Plan and other Council obligations at that time.

Council plans to carry up to four grant rounds in a year which are spread across the year and permits an out-of-round assessment on exceptional basics with the approval of the CEO.

A maximum of \$5,000.00 will be available for any one project or event, per applicant, per year. This incorporates applications for both financial and in-kind assistance.

The CEO has delegated power to approve funding for the following:

New event.....	\$5,000
Recurring event.....	\$1,700
Project.....	\$2,500

All applications will be assessed against the eligibility criteria.

Council allocates funds at its discretion in its annual budget for RADF grants subject to continued partnership with Arts Queensland and funding by the State Government.

Council may use funds out of the Community Grants budget for financial assistance to charitable organisations at a maximum of \$200 per organisation.

Unless otherwise stated all Community Grants awarded by Banana Shire Council will be treated as GST exclusive.

Council accepts one application per round, per project/event. A maximum of \$20,000 in grants will be provided to one organisation in any financial year.

Council will make its best efforts to simplify the grant application process and adopt digitisation to suit the community needs.

## **ELIGIBILITY CRITERIA**

### **Non-RADF Grants**

#### **Applicant**

To be eligible for assistance under this policy (not including RADF grants), the applicant must:

1. Be a not-for-profit community organisation with an ABN serving the community of Banana Shire (excluding political organisations and State and Australian Government departments).
2. Be a non-party political, local, community, cultural, religious, charitable, service, recreational or sporting group.
3. Demonstrate to Council that the grant will be used for a purpose that is in the public interest, with aims and objectives consistent with providing a community benefit to the Banana Shire community.
4. Be able to demonstrate capacity for administering the project/event. This may include the project/event's viability in terms of support from any other relevant organisations and achievable timeframes and budget.
5. Promote the project/event with appropriate marketing and communications that will ensure Council's support is appropriately acknowledged and publicised.
6. Be based within the Banana Shire except where it can be demonstrated to the Council that an organisation based outside of the Shire is providing a service or benefit to Banana Shire residents.

#### **Project/Event**

The project (not including a project under the RADF program) must:

1. If an event, be held within the Banana Shire boundaries.
2. Deliver benefits to the Banana Shire community.
3. Comply with necessary statutory approvals.
4. Have achievable timeframes and budget.
5. Complement the community's aspirations as recognised in Council's Community Plan or have other demonstrated merit to the community.

### **RADF Grants**

To be eligible for RADF grants, the applicant must comply with the RADF conditions as agreed between Council and Arts Queensland. All applications for RADF grants must be made via the RADF application process which is assessed by a separate community committee. Further information can be obtained by contacting the Council's RADF Liaison Officer.

## POLICY STATEMENT

This policy **does not** address the following:

1. Applications for Council Commercial Charges or Regulatory Fees to be waived or discounted.
2. Applications for retrospective funding.
3. Remission of rates and charges and the conditions governing eligibility for such remissions.
4. Applications for Natural Disaster Relief.
5. Applications from organisations providing a service of national significance which are not represented locally.
6. Applications from organisations that have access to funds generated internally from permanently licensed premises or onsite gaming machines.
7. Applications for individual or team representation for any project or sport.
8. Applications from individuals other than those eligible under the RADF program.
9. Applications for funding for ongoing and current maintenance, salary or operating costs associated with the operations of an organisation or enterprise.
10. Applications to fund license/franchise fees.
11. Applications from Schools (public or independent). However, P&C Committees associated with Schools are eligible in which case the school can auspice/sponsor the P&C.
12. Applications to fund costs for visiting judges, including professional fees, accommodation, transport and/or meals other than those eligible under the RADF program.
13. Applications for assistance for any activity that could be covered under the RADF program.
14. Support to community organisations to run swimming pool services that are in the Queensland Department of Education' land (i.e. school precinct).
15. Support to Tourism visitor information centers.
16. Maintenance of community facilities.
17. Provide loans and loan guarantees.

## ACKNOWLEDGEMENT FOR COUNCIL CONTRIBUTIONS

Council requires organisations to recognise Council contributions appropriately as guided by Council staff.

The acknowledgement includes but is not limited to:

- Invitation for the Mayor and/or Councillors to attend committee/board meeting/presentation event.
- In the case of an event, an invitation to the Mayor and Councillors for the event.
- Acknowledgement in social media or newspaper articles.
- Permission for the Council to publish an article in Council's newsletter/magazine and social media.
- Public announcement during the event and display of Council's banner.

## HUMAN RIGHTS

This Council policy acknowledges the importance of fundamental human rights.

Council is committed to recognising and protecting these rights when creating policies and procedures that shape the frameworks, standards, behaviors, and actions of the Banana Shire Council.

An assessment of this Policy determined that it does not limit or affect any human rights under the *Human Rights Act 2019*.

## PROCEDURE

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Applicants are required to comply with Council procedures as approved and issued by the Chief Executive Officer, and subject to further revision, amendment and issue under the authority of the Chief Executive Officer.

## CERTIFICATION

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**CHIEF EXECUTIVE OFFICER**  
**BANANA SHIRE COUNCIL**

29 July 2025

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**DATE**