



Blackall-Tambo **Regional Council**

Community Grants Program Policy (Financial & In-Kind)

1. PURPOSE

The purpose of this policy is to provide a framework which guides the administration of Council's grants programs in a manner that is aligned to Council's corporate strategic priorities and in accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

This policy is to be read in conjunction with the supporting guidelines for the specific funding of each program.

2. OUTCOME

The outcomes of this policy include:

- Achieving the objectives of Council's Corporate Plan.
- Providing community organisations with in-kind and financial support to meet identified community need and provide benefit to the broader Blackall-Tambo community.
- Developing vibrant, engaged and more resilient communities.
- Providing a standard approach and framework to establish community partnerships.
- Distributing funds in an equitable, transparent and sustainable manner.

3. SCOPE

This policy applies to the community grants and in-kind programs.

This policy does not apply to:

- Sponsorship, donations, advertising, naming rights and service level agreements
- Iconic events within the Blackall-Tambo region*
- Business grants; and
- Regional Arts Development Fund (RADF)¹

*Better in Blackall Festival, Circus Carnival, Blackall and Tambo annual shows and any other event deemed iconic by Council.

¹ Administration of the RADF Program is managed by the State Government.

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4. POLICY STATEMENT

Blackall-Tambo Regional Council recognises the vital contribution that community organisations and groups make to the economic, environmental, social and cultural wellbeing of Blackall-Tambo communities.

Through the provision of community grants (subject to budget allocations), Council is committed to supporting the implementation of community initiatives and partnerships that align with Council's corporate priorities and criteria and demonstrate a purpose that is in the interest of the Blackall-Tambo region.

The *Community Grants Policy* is developed with a philosophy of partnership, whereby Council provides a grants program (cash and in-kind) to encourage, engage, and support groups within the community to make a positive and ongoing contribution to the region. With an emphasis on development and strategic and sustainable investment, this policy aims to build community capacity, encourage participation, reduce volunteer burnout, and develop vibrant, engaged and resilient local communities.

The *Community Grants Policy* has been developed to ensure an equitable, open and transparent process for Community organisations to seek financial and in-kind assistance which complies with relevant legislation. The policy and associated supporting guidelines act as tools to ensure that decision-making around the provision of community grants enriches the sense of community in our vibrant and diverse region.

5. GUIDING PRINCIPLES

The following principles provide a consistent approach to the administration of the policy and the delivery of Council's community grants program:

- Community organisations are provided with funding support to provide community benefit to the Blackall-Tambo region, in line with Council's strategic corporate priorities;
- Vibrant, engaged and more resilient communities are developed through capacity building and partnerships;
- Community organisations are enabled to attract other funding and in-kind support;
- Community organisations and volunteers are acknowledged for the positive contribution they make to the local community and Council's vision for the future; and
- Funds are distributed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 2009* and *Local Government Regulation 2012*.

5.1. Eligibility Criteria

Applications for Community grants funding must meet the eligibility criteria below.



a) Who Can apply?

Community organisations or groups, as defined in this policy, are eligible to apply for funding if they meet all the following criteria:

- Operate within the Blackall-Tambo local government area or are able to demonstrate that the project or program will benefit residents of the Blackall-Tambo local government area .
- Have appropriate insurance and adhere to sound Workplace Health and Safety practices.
- Are able to demonstrate viability.
- Have no debt with Council or have entered into scheduled payment arrangements with Council which are being adhered to, and/or met their acquittal conditions for previous Council grants.
- Meet the specific eligibility criteria of the funding program as set out in the supporting guidelines.

b) Who Cannot apply?

- Government agencies or departments of local, State or Federal government
- Educational, religious or medical organisations, where an application is for the organisation's core business
- Businesses.

5.2. Project/Program Eligibility

To be eligible for funding, community grant applications must:

- Demonstrate a purpose that is in the public interest
- Align with the priorities of Council's Corporate Plan; and
- Adhere to the terms and conditions set out in the supporting guidelines for the specific funding program.

5.3. Ineligible Projects/Programs

Ineligible Projects/Programs include, but are not restricted to:

- The development of privately-owned facilities, except for use of habitat improvements on privately-owned land
- Events, programs or services run solely for commercial profit
- Activities that have already commenced prior to the grant application being submitted
- Payment of debt
- Political activities
- Operational costs.

Other eligibility restrictions may apply to specific funding categories, as set out in the supporting guidelines.



5.4. Application Process

The *Community Grants Policy* and application process enables Council to plan, prioritise and administer the distribution of funds to Community organisations and groups in a transparent, equitable and inclusive manner.

Blackall-Tambo Regional Council's Community Development Officers can help community groups develop their grant applications if required.

Applying for Community Grants

- The method for submitting community grant applications is online or hard copy of an application form. Community Development Officers can assist applicants to lodge their online application if required.

Applications must be submitted by the closing date. Applications received after the closing date will not be accepted.

5.5. Assessing Grant Applications

- Applications are checked against eligibility criteria and particular assessment criteria, as set out in the supporting guidelines, and the applicant's ability to meet the funding program's terms and conditions.
- Applications are assessed by a panel comprising of Council officers, including program specialists.
- The number and types of projects approved will depend on the demand for funding, available program budget and corporate priorities.
- In some instances, part-funding may be offered.

5.6. Acquittal Requirements

- All community grants funding must be acquitted. Timeframes and acquittal requirements are outlined in the supporting guidelines for the program.

5.7. Funding Decisions

Funding decisions in the community grants program are endorsed by Council, CEO or delegate, Decisions cannot be appealed.

Applicants who believe there has been an administrative error in the assessment of their application can contact Council to investigate their claim.

5.8. Conflict of Interest Provisions

All officers or Councillors are responsible for recognising and declaring any actual, potential or perceived conflicts of interest. This may include, but is not limited to, personal connections with the applicant.



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

5.9. Measurement of Success

The outcomes of this policy can be measured by the extent to which:

- The desired strategic outcomes are achieved, and
- There is compliance with the supporting guidelines for the funding program.

5.10. Roles and responsibilities

Council makes decisions about the allocation of funds to the Community Grants Program through its budgetary processes.

Endorsement of assessment panel funding decisions is undertaken by Council, CEO or delegate. Lifestyle and Community Directorate is the primary administrator of Council's Community Grants Program, working in collaboration with various Council groups to develop, promote, manage and regularly review the program. The Directorate plays a lead role in the provision of support and advice to potential grant applicants and participates in assessment panels to review applications and determine outcomes.

BTRC Lifestyle & Community also manages budgets and administers any legislative reporting or record keeping requirements for the Community Grants Program.

In collaboration with BTRC Lifestyle & Community, all other Council directorates, in varying capacities, review, provide feedback and assess applications, and actively assist with the evaluation, management and promotion of the Community Grants Program.

Council officers are responsible for implementing this policy when supporting, partnering, facilitating, or delivering grants-related activities to ensure a consistent approach across Council, in line with relevant legislation.

6. REFERENCE DOCUMENTS

Blackall-Tambo Regional Council (BTRC)

- BTRC Corporate Plan 2021-2025
- BTRC Economic Development Strategy
- BTRC Regional Economic Development Plan
- BTRC Multi Arts Craft and Culture
- BTRC Cultural Policy

Queensland Government Legislation

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Statutory Bodies Financial Arrangements Act 1982*

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7. DEFINITIONS

Acquittal – The process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on the completion of the activity or project.

Advertising – The communication of Council outputs and services to the public by using a medium commonly used for promoting ideas, goods or services and for which a fee is paid.

Auspecting – means that an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation. An auspecting organisation will be responsible for:

- The receipt, banking and administration of all monies
- Project monitoring and completion
- Ensuring the applicant acquits the funding on time
- Sign off on the acquittal form.

Business – A person, partnership or organisation which is not a community organisation or group and is engaged in a profit seeking enterprise or activity.

Community Benefit – Council recognises that grants funding delivers significant social, economic, environmental and/or cultural benefits to our region including:

- Building stronger communities by improving connectivity and inclusion, increasing individual and community wellbeing, contributing to a sense of place, and strengthening shared community values;
- Improving community and economic capacity and building social capital;
- Celebrating our lifestyle, environment and culture;
- Increasing commitment to sustainable practices and the promotion and protection of our natural environment; and
- Contributing to a positive, vibrant image of the region.

Community Organisation – An entity that carries out activities for public purpose; or another entity whose primary object is not directed at making a profit², i.e. not-for-profit organisation. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members³. A community organisation operates with the primary purpose of providing services to the community.

Community Purpose – A purpose that is in the public interest to the residents of the Blackall-Tambo local government area.

Conflict of Interest – A conflict of interest is a conflict between:

- a) An officer's or Councillor's personal interests (including personal interests arising from their relationships or club memberships, for example); and
- b) The public interest

² Local Government Regulation 2012, Schedule 7

³ Australian Taxation Office 2011, Not for profit organisations, <https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations>



That might lead to a decision that is contrary to the public interest.⁴

Donations – A voluntary gift of product, service or cash without expectation of return.

Grant – Funds provided to a recipient through a formal program for a specified purpose, directed at achieving goals and objectives consistent with Council policy, where the recipient is selected on merit against a set criteria.

In-kind Support – Includes paid and volunteer labour, administrative support, rent-free accommodation or donations, materials, equipment or services.

Naming rights – The right to name property, either tangible or an event, usually granted in exchange for financial consideration.

Privately-owned – Belonging to an individual person, i.e. a private residence or land.

Service Level Agreements – A formally negotiated agreement between Council and an organisation, individual or community group that details the nature, quality and scope of a service to be provided. The purpose of a service level agreement is to formalise the services of a provider and outline the responsibilities of both Council and the provider in the provision of a defined service.

Sponsorship – A contractual business arrangement under which a sponsor, for a specified period, provides a contribution in cash and/or in-kind (“contra”) in return for specified negotiated commercial benefits. Benefits purchased may include the right to public recognition or association with a service, program, event, activity or infrastructure. Sponsorship is different from grants funding, where money or goods are provided to recipients through a formally recognised program for a specified purpose, but with no expectation of commercial return.

⁴ *Local Government Act 2009, s173*



Community Grants Program

Financial Assistance Guidelines

PROGRAM OVERVIEW

The Blackall-Tambo Regional Council Community Grants Program supports projects that contribute to the delivery of Council's corporate priorities as informed by our long-term strategic policy positions on community, economic development and environment. The program aims to acknowledge and strengthen the valuable contribution that community groups and their volunteers make towards achieving our corporate vision of being a progressive, liveable, sustainable region where Council and community work together to solve the challenges of living in a remote locality.

This program is guided by Council's Community Grants Policy and the BTRC Community Strategy. You can view these documents at www.btrc.qld.gov.au.

In line with Council's Community Strategy, we welcome applications that contribute towards the following strategy outcomes:

- Healthy and active communities - empower our community to live healthy and active lifestyles.
- Vibrant communities - focus on ensuring community places and spaces are vibrant, inclusive, accessible, adaptable and meet the needs of people of all ages, abilities and backgrounds.
- Inclusive communities - strengthen connection, inclusion, awareness and opportunity for all people in our communities.
- Connected and resilient communities - build capacity in our communities to be connected, resilient and to respond to local issues.
- Creative and innovative communities - nurture creative and innovative approaches to building a strong community.

The Blackall-Tambo Regional Council Community Grants Program provides \$200,000 annually to community groups and organisations.

The community grants listed below are offered twice each year under two separate funding rounds (March round & August round)

A total of \$100,000 is available at each grant round across two grant program categories:

- Major Community Grants (Major Grants)
- Community Events Grants (Minor Grants)

Community groups can apply for grants between \$500-\$15,000.

(Please note Arts & Cultural Grants are advised to continue to apply through BTRC's RADF grant rounds)

MAJOR AND MINOR GRANTS

Major and minor grants support community organisations to deliver one-off projects, events and activities that align with Council's strategic priorities and demonstrate a community purpose.

- Minor Grants < \$2000
- Major Grants \$2001 - \$15,000

WHO CAN APPLY

Not-for-profit community organisations that meet all the following:

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- Are a legal entity with not-for-profit status or are registered with the Australian Charities and Not for Profits Commission (ACNC)*
- Operate within the Blackall-Tambo Local Government Area or can demonstrate the project or program will benefit residents of the Blackall-Tambo Local Government Area.
- Have appropriate insurance and adhere to sound workplace health and safety practices
- Are able to demonstrate viability
- Have no debt to Council, or have entered into scheduled payment arrangements with Council, which are being met
- Have met acquittal conditions for previous grants

*If a community organisation is not a legal entity or registered with the ACNC, the application must be auspiced and administered by such a group.

WHO CANNOT APPLY

- Government agencies or departments of local, state or federal government
- Educational, religious or medical organisations, where the application is the organisation's core business*
- Businesses

*School P & Cs and P & F groups can apply for initiatives that are not normally funded by school

PROJECTS ELIGIBLE FOR FUNDING

Applications must:

- Demonstrate a purpose that is in the public interest, with significant community need and benefit
- Demonstrate strong alignment with Council's priorities as described in current Council strategies, plans or policy positions
- Adhere to terms and conditions of this funding program

To be eligible for funding for an event, events must be scheduled to take place after notification of funding outcomes.

PROJECTS AND ITEMS NOT ELIGIBLE FOR FUNDING

- Ongoing operational or recurrent costs including salaries, rent, fuel etc.
- Activities that have already begun prior to grant application being submitted
- The core business of educational, religious or medical organisations
- Donations, prizemoney, prizes or trophies
- Development of privately owned facilities
- Payment of debt
- Political activities
- Projects run solely for commercial profit
- Catering, hospitality, food and beverages for events

CO-FUNDING REQUIREMENTS

Council cannot be the sole source of funding for every project. Depending on the amount requested, funds from other sources may be required.

The table below outlines co-funding requirements:

Amount Requested from Council	Minimum Co-funding Requirement
Up to \$2,000	Co-funding is not required
\$2,001 - \$5,000	25% of project costs come from other sources
\$5,001 - \$15,000	50% of project costs come from other sources

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*Up to 15% of the co-funding requirement can be volunteer hours, valued at no more than \$43.30p/h
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ASSESSMENT CRITERIA

Major and Minor grant applications are assessed using the intent, specific purpose and priorities detailed above, as well as the following criteria:

- Need for project/activity/event
- Benefit to the people of the Blackall-Tambo Local Government Area
- Evidence of consultation and community partnerships and collaboration
- Strength of alignment with council's corporate priorities as described in current Council strategies, plans or policies
- Capacity of applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project
- Evidence the organisation has inclusive participation practices
- Evidence the organisation is working towards or maintaining self-sufficiency

Further consideration will be given to projects that:

- Build skills, capacity and governance of community groups
- Activate places and spaces
- Procure from local businesses, social enterprises and or First Nations businesses

Lower priority is given to applicants who have been awarded a Council major or minor grant within the previous 12 months.

LODGING AN APPLICATION

Application forms are submitted online via Council's webpage (www.btrc.qld.gov.au)

(Please note that these forms will be made available on Council's website when the relevant round is open)

Quotes are required for all items over \$500 and must be included in the application.

The delivery of the Community Grants program is subject to annual budget allocations.

BTRC Lifestyle and Communities Community Development staff can give assistance with applications.

ASSESSMENT

Grants are assessed by a panel, which include Council staff experienced with community programs, along with Council officers.

In some instances, part-funding may be offered.

PAYMENT

Successful applicants will be notified via email and will be directed to fill in the online Funding Agreement Form before payment can be made.

Funds must be claimed within eight weeks of notification, except where an extension has been granted.

In some instances, there may be specific Conditions of Funding that need to be met before payment can be made.

If the applicant is being auspiced, payment will be made to the auspicing organisation.

ACKNOWLEDGEMENT

All successful applicants are required to acknowledge Council's support actively and publicly. The level of acknowledgement required is outlined in the funding program agreement and associated acknowledgement guidelines.

Council's logo and Acknowledgement Guidelines will be emailed to successful applicants following notification.



Community Grants Program Financial Assistance Guidelines

In addition, funding recipients must also ensure that Council's positive reputation is maintained at all times.

ACQUITTAL

Acquittals must be submitted showing where the allocated funds were spent.

All successful applicants must submit an online acquittal within eight weeks of the project completion. Organisations will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met. (Please note that you will be required to return funds if you do not submit a satisfactory acquittal that includes proof of expenditure.)

APPLICANT SUPPORT

BTRC Lifestyle and Communities Community Development staff can help community groups develop their project and applications.

For further information regarding the Community Grants Program contact:

- Glenys Einam, BTRC Community Services Manager – grants@btrc.qld.gov.au

If you need assistance completing your application contact:

- Vivienne Van Mosseveld, Lifestyle & Communities Manager – grants@btrc.qld.gov.au

Note: Office hours 8.30-4.30pm, Monday - Friday (excluding public holidays). If you do not have a computer you can access a computer at the Blackall Hub or Tambo library.

POLICY

The Community Grants Program assessment process is competitive and based on merit. To be considered, applications must meet the eligibility criteria outlined in these guidelines. Applicants are also encouraged to read the BTRC Community Grants & Support Policy before completing application.

CRITICAL DATES FOR AUGUST PROGRAM

1st August 2025	Applications Open- Application forms available on Website or at Blackall Lifestyle & Community Hub or Tambo MPC
31 August 2025	Applications Close at 4.30pm. No late applications will be accepted.
September/October 2025	Council Assessment
November 2025	Earliest notification to groups
12 months from notification (2026)	Project completion deadline & Acquittal returned

CRITICAL DATES FOR MARCH PROGRAM

1st March 2026	Applications Open- Application forms available on Website or at Blackall Lifestyle & Community Hub or Tambo MPC
31 March 2026	Applications Close at 4.30pm. No late applications will be accepted.
April/May 2026	Council Assessment
June 2026	Earliest notification to groups
12 months from notification (2027)	Program completion deadline & Acquittal returned



Blackall-Tambo

Regional Council

Community Grants Program In-Kind Assistance Guidelines

PROGRAM OVERVIEW

The Blackall-Tambo Regional Council's In-Kind Assistance Program provides non-monetary support to eligible community groups and organisations to help deliver events, projects, and activities that benefit the local community. This support may include the use of Council facilities, equipment, services, and Council labour.

This program complements the Community Grants Financial Assistance stream, offering an alternative form of support that helps reduce the operational costs of community initiatives.

The program aligns with Council's commitment to fostering community development, social cohesion, and regional pride through equitable and transparent support.

APPLICATIONS TIMELINE

Applications Open: Mid-January each year

Applications Close: 28/29 February (last day of February)

In-Kind Allocations Commence: 1 July (start of the new financial year)

Applications must be submitted via the online application form available on the Blackall-Tambo Regional Council website.

ELIGIBILITY CRITERIA

To be eligible for in-kind assistance, applicants must:

- Be a community group or organisation with a charitable, sporting, recreational, cultural, or educational purpose
- Primarily operate within the Blackall-Tambo Regional Council area or demonstrate that the proposed activity benefits the local community
- Be incorporated and have an ABN, or be auspiced by an incorporated body with an ABN
- Publicly acknowledge Council's support in promotional materials and at the event/activity
- School P&C Associations are eligible, even if not incorporated

WHAT IN-KIND ASSISTANCE CAN INCLUDE

In-kind support may be provided for:

- Facility hire (e.g., halls, community centres)
- Waste disposal services
- Photocopying and printing
- Plant and equipment hire (e.g., marquees, chairs, bins)
- Use of Council vehicles or buses (conditions apply)
- Council labour (e.g., setup, operation of equipment)
- Remission of General Rates

CONDITIONS OF USE

Organisations receiving in-kind support must:

- Collect plant and equipment from the location it is stored at

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Community Grants Program In-Kind Assistance Guidelines

- Return plant and equipment in good condition. Costs for damage or loss may be deducted from bond paid
- Pay bonds required on all hired items or facilities
- Comply with the terms and conditions of any hired items or facilities
- Comply with all relevant Work Health and Safety requirements

ASSESSMENT AND APPROVAL

Applications are assessed and approved by Council during the annual budget process. Late applications may be considered on a case-by-case basis by the CEO or a delegated officer. Support is subject to available budget and alignment with Council's strategic goals.

INELIGIBLE REQUESTS

The following are not eligible for in-kind assistance:

- Salaries or wages of non-Council employees
- Day-to-day operational costs
- Retrospective funding
- Core business of government or tourism/economic development bodies
- Personal items or gain
- Insurance or debt payments
- Grant writing costs
- Bond payments on Council hire items and facilities