



# WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

## Grants to Community Organisations Policy

### Document Control

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## 1. Origin / Authority

Wujal Wujal Aboriginal Shire Council.

Local Government Regulation 2012 (section 199).

## 2. Purpose and Scope

### Purpose

The purpose of this policy is to establish a framework for the consistent and transparent administration of Community Grants, Fee Reduction, In-kind Assistance, Donations and Sponsorships, to support initiatives which address community, economic, social and environmental outcomes.

This Community Grants and Support Policy provides guidelines and criteria for eligible grant applicants and guide the administration of Council's Community Grants Programs to ensure:

- the grants assist Council to achieve its strategic goals and identified key initiatives.
- the grants align with the intent of the *Local Government Act 2009* and the *Local Government Regulation 2012*, which state that (community) grants will be used for a purpose that is in the public interest.

### Scope

This policy applies to all Wujal Wujal Aboriginal Shire Council staff and councillors responsible for the administration, assessment, and approval of applications, as well as all community groups and to any individuals that wish to apply for support through Council's Grants Program.

This policy does not apply to requests for sponsorship for individuals who are not associated with a non-for-profit community organisation. Any such request is managed by The Sponsorship Request Policy.

## 3. Policy Statements

Council recognises and values the contribution of community groups and organisations within the Shire and acknowledges that provision of support to these groups can foster the enjoyment, appreciation and development of sports, arts, heritage, recreation and other community activities within the Shire.

This Policy is to be read in conjunction with any supporting guidelines and Grant Procedures for specific funding programs.

Wujal Wujal Aboriginal Shire Council supports community organisations, groups, and individuals to develop community projects, activities, and events via the distribution of funds or non-financial assistance through its grants program, in an equitable, transparent, and responsible manner.

The following principles apply under this policy:

- Council will conduct its funding programs in accordance with the legislative and regulatory regime applicable at the time
- Council will ensure funding decisions are made in accordance with the Local Government Principles.
- In accordance with Section 194 of the Local Government Regulation 2012, Council cannot give a grant to a community organisation in a way that is inconsistent with the provisions of this policy.

Council must be satisfied that the request/project meets the following:

- The funded initiative aligns with Council's vision and mission and will contribute to achieving Council's Corporate Plan priorities, Operational Plan outcomes, and strategic initiatives.
- The recipient entity meets the eligibility criteria outlined in this policy or Council's grants procedures and specific program guidelines.
- The funding will be utilised for a purpose that is in the public interest.
- The funding will address an identified need in the community.

### 3.1 Definitions

Term	Definition
Acquittal	Means the process by which the recipient of grant funding demonstrates in writing to Council that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.
Application	A formal written submission from a community organisation, group, or individual seeking to be considered for a grant, fee reduction or in-kind assistance under this policy, which will be subject to review and assessment against relevant program criteria.
Auspice	An entity that applies on behalf of a community organisation, group or individual without an ABN/Public Liability Insurance/Incorporation.
Assessment Panel	A panel comprised of a minimum of three Council employees who, based on their relevant subject matter knowledge, review and score applications for a program under this policy. Evaluation panel members shall have equal grant score weighting for all eligible applications within a particular program.
Caretaker Period	Section 90A of the <i>Local Government Act 2009</i> provides, in effect, that the Caretaker Period starts on the day when public notice of the holding of the election is announced by the Electoral Commission of Queensland and ends on the day on which the last declaration of the poll is displayed by the Returning Officer.
Community grant	Means a grant approved in accordance with this policy and provided to an eligible community organisation, group or an individual.
Community organisation	An entity that carries on activities for a public purpose, or another entity whose primary object is not directed at making a profit ( <i>Local Government Regulation 2021</i> ).
Conflict of interest	A conflict between the public duty and private interests of a Councillor, employee, contractor, or volunteer in which the Councillor, employee, contractor, or volunteer has private interests which could improperly influence the performance of their official duties and responsibilities.
Council	Means the Wujal Wujal Aboriginal Shire Council.
Council Employee	Means a local government employee as defined in the <i>Local Government Act 2009</i> .
Donation	Any charitable contribution made by Council to assist a person or entity.
Eligibility Criteria	A set of predefined factors used to assess the eligibility of a grant application under this policy.
Fee Reduction	Council services that attract a fee or charge that may be reduced.
Funding agreement	An agreement between Council and the grantee outlining the terms and conditions of a grant provided by Council.
In-kind Assistance	<p>In-kind' support is the donation or provision of goods or services other than cash contributions. In this policy this applies to those goods and services available from within Council's core business.</p> <p>Refer to this example to understand in-kind support versus financial contribution.</p> <p><i>A football club needs new uniforms including a new logo design, purchase of the uniforms, screen printing and shipping costs. The total cost would normally be \$2,000, however a graphic designer associated with the club has offered to do the logo design for free, and the local accountant has offered to pay for half of the uniforms. This brings the shortfall to \$1,200, which is what needs to be requested from the grant provider. The graphic designer's time is in-kind support, and the accountant's donation is a co-contribution.</i></p>

Term	Definition
Ineligibility guidelines	<p>The following are <u>ineligible</u> to apply for grant funding under this policy –</p> <ol style="list-style-type: none"> <li>1. Individuals unless under the auspices of a Not-for-profit organisation</li> <li>2. Profit making organisations (Businesses).</li> <li>3. Government departments and agencies</li> <li>4. Schools and affiliated parents' associations.</li> <li>5. Kindergarten and childcare organisations</li> <li>6. Churches.</li> <li>7. Political groups</li> <li>8. Unincorporated community groups may apply through an auspice who accepts legal and financial responsibility. The auspice organisation must meet the above criteria and not be an ineligible organisation type.</li> <li>9. Organisations that hold a gaming machine licence.</li> <li>10. Organisations that commercially trade 7 days a week with a liquor license.</li> <li>11. Sport or active recreation organisations without a current lease/license or tenancy agreement with Council (applies to Facilities Grant only).</li> <li>12. Services for which Council engages an external contractor, e.g. waste collection, or provision of bins.</li> </ol>
Not-For-Profit Community Organisation	Non-for-profit organisations exist to serve community purposes and do not distribute their surplus funds to owners or shareholders but use them to help pursue their goals. They include but are not limited to those providing recreational, sporting and community services.
Project	Means a service, event, activity, or equipment purchase for which an organisation might seek assistance.
Public Interest	The extent to which service to and/or the wellbeing of the community will be enhanced through the funding of projects under this policy.
Sponsorship	Where Council provides financial assistance, or materials or delivery of a service for which Council incurs a financial cost.
Tenure Arrangement	An agreement specifying occupation rights granted to a lessee, in return for valuable consideration. A contractual right to occupy or use Council-owned or Council-controlled land, exclusively. Trustee Lease, Trustee Permit, Freehold Lease and Licence.

### 3.2. Eligibility

A community or commercial organisation, group or individual will be eligible to apply for a Council grant, fee reduction, sponsorship or in-kind assistance if they meet the following criteria:

- Reside or primarily provide services in the Wujal Wujal Aboriginal Shire Local Government Area. or
- Primarily provide services outside the Wujal Wujal Aboriginal Shire Local Government Area, but the project is in the public interest or of direct community benefit to Wujal Wujal Aboriginal Shire and Wujal Wujal Shire residents.
- Is a not-for-profit organisation.
- Is free of overdue outstanding fees or debts with Council.
- Has an active Australian Business Number.
- Has public liability insurance certificate of currency.
- Is not a government agency, or department of local, state or federal Government, political or discriminatory group or organisation, school, university or TAFE college or an organisation supported by gaming machine income.
- Has successfully acquitted any/all previous council grants.
- Meet any further eligibility criteria specified for each grant program, in this policy or program guideline documents.

### 3.3 Approval

All grant applications will be processed by the Grants Officer who can be contacted at: [grants@wujal.qld.gov.au](mailto:grants@wujal.qld.gov.au).

- Grant assessment methods will be specified in each specific grant program guideline.
- Applicants believing there has been an administrative error in the assessment of their application may request a review be undertaken by the CEO or delegated Officer.
- Information regarding eligibility, ineligibility, types of funding, funding rounds, assessment criteria, supporting documentation, application, approval and acquittal process, conditions and lodgement can be provided by the Grants Officer.

### 3.4 Conflicts of Interest

Any person included in the scope of this policy who has an actual, perceived, or potential conflict of interest that arises in the determination of any individual grant application must declare this actual, perceived, or potential conflict of interest and will be excluded from assessing that application in line with Council's Conflicts of Interest for Employees Policy and the Code of Conduct for Councillors Policy.

### 3.5 Caretaker Period and Grants

Activities approved under Community Grants and Support Policy prior to the commencement of the Caretaker Period may continue, in accordance with Council's *Caretaker Period Policy*.

Council shall not approve new grants or sponsorship activities during the Caretaker Period.

### 3.6 Public Reporting and Record Keeping

Public Reporting: Council's grants program is reported on in Council's Annual Report.

Record Keeping: The Grants Officer will maintain a Register of Community Grants provided by Council, which records the details of all grants and community support made pursuant to this policy.

### 3.7 Minor 'In-Kind' Support

The Council will continue to provide minor in-kind support to community-based organisations from time to time. The value/type of in-kind support being offered will be determined by the Chief Executive Officer, with the value of the in-kind support being capped at a maximum value of \$250.

### 3.8 Appeal

Any appeal of a Council decision under this Policy will be treated in accordance with the Council's General Complaints Management Process.

## 4. Application

This policy applies to all applications for Grants by Community Organisations.

## 5. Associated Policies, Processes and Forms

- Complaints Management Policy.
- Conflicts of Interest for Employees Policy.
- Caretaker Period Policy.
- Sponsorship Request Policy.
- Form – Application for Community Grant Funding.
- Process – Customer Service Request.

## 6. Relevant Legislation

- [Queensland Local Government Act 2009.](#)
- [Queensland Local Government Regulations 2012.](#)
- [Sponsorship Management, Crime and Corruption Commission.](#)

## 7. Review

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Two years from date of adoption.

This Policy will commence on adoption by Council. It replaces all other policies (whether written or not).



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Wujal Wujal Aboriginal Shire Council