

Mayor and Councillors' Community Benefit Fund Program Guideline

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Approved by:	General Manager Organisational Services
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Version:	6

Scope

In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*:

- To provide guidance in the allocation of monies from the Mayor's Community Benefit Fund to individuals and community based organisations.
- To provide guidance in the allocation of monies from the Councillors' Community Benefit Fund to community based organisations.
- To meet the annual reporting requirements under section 189 of the *Local Government Regulation 2012*.

Purpose

To define the processes and establish criteria for the allocation of funds to individuals (Mayor only) and community organisations in the Redlands through the Mayor and Councillors' Community Benefit Fund Program.

Mayor and Councillors are allocated community benefit funds to use in assisting individuals (Mayor only) and eligible community organisations across the City. These funds are used at a Councillor's discretion (based on certain criteria).

Actions and Responsibilities

Councillors

1. Provide decisions on funding applications.
2. Assess and support applications transparently and fairly.
3. Declare any conflicts of interest in relation to an application.

Program Coordinator and Eligibility Assessor (Councillors' Executive Support Team)

1. Administer the application process including:
 - a. Advertising
 - b. Provision of support and assistance
 - c. Receipt and recording of applications
2. Assess applications received to ensure eligibility criteria for both applicant and activity is met.
3. Follow up any outstanding requirements with applicant.
4. Distribute eligible applications electronically to Councillors for funding and conflict of interest consideration.
5. Submit applications for final assessment.

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6. Provide notification of successful applicants and applications to the Office of the CEO and update the Website.
7. Provide notification to applicants following the decision and process payment of successful applications
8. Manage the acquittal process.
9. Provide monthly reports to the Governance Service Manager on outstanding acquittals.

Final Assessor (Councillors' Executive Support Team Leader)

1. Provide support and advice to Councillors' Executive Support Officers on applications.
2. Review applications by applying the assessment criteria and make a recommendation to the decision maker.

Decision Maker (Governance Services Manager)

1. Administer, monitor and evaluate the Mayor and Councillors Community Benefit Fund Program to ensure that it achieves its policy objectives and obligations under relevant legislation.
2. Review the recommendation provided from the Final Assessor and make a decision on the outcome of the application.
3. Approve extension requests up to six months.
4. Oversee the outstanding acquittals process.

Program Lead (Corporate Governance Group Manager)

1. Approve extension requests greater than six months.
2. Approve change of purpose requests.

Funding

In accordance with the *Local Government Regulation 2012*, funding available per financial year is 0.1% of the local government's revenue from general rates for the previous financial year.

Program Timeframes

Applications will open on 1 July and close on 31 May each year.

The program will not operate during the six-month period prior to a quadrennial local government election. The program will re-open after the election results have been published.

Monitoring and Evaluation

The Mayor and Councillors Community Benefit Fund will be monitored and evaluated on a regular basis to ensure that provision of funds to the community sector is achieving Council's strategic intent. Performance measures will be built into Council's recording system to enable efficient and accurate evaluation of the program.

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Program Criteria and Guidelines

Term	Definition
Application and Assessment Process	<ul style="list-style-type: none"> All applications must be lodged online through the application process on Council's Website. The Mayor and Councillors will receive the application and decide if they would like to contribute funds to eligible applicants and eligible activities. The Mayor and Councillors must declare any conflicts of interests they may have.
Funding Amounts for Individuals	<p>Unless otherwise resolved by Council, each financial year eligible Individuals can apply to the Mayor's Community Benefit Fund as follows (Includes Individual Excellence in all fields (teams can only apply for one grant):</p> <ul style="list-style-type: none"> Up to \$250 for individuals who have been selected to represent Queensland to attend nationally recognised events. Up to \$500 for individuals who have been selected to represent Australia to attend an internationally recognised event. <p>No more than one application can be submitted by an individual within a six month period.</p>
Funding Amounts for Community Organisations	<p>Unless otherwise resolved by Council, each financial year eligible Community Organisations can apply to the Mayor and Councillors' Community Benefit Fund as follows:</p> <ul style="list-style-type: none"> Maximum of \$3000 per Mayor and Councillor <p>Eligible Community Organisations may apply for funds to both the Mayor and multiple Councillors up to a maximum of \$15,000 (\$3000 per Councillor limit still applies)</p> <p>Retrospective funding is not available.</p> <p>No more than one application can be submitted by a Group within a six month period.</p>
Eligible Applicants	<ul style="list-style-type: none"> Individuals (Mayor's Community Benefit Funds only). Not-for-profit incorporated organisations based in Redland City. Applicants sponsored by a not-for-profit organisation that is incorporated and able to accept legal and financial responsibility for the project or activity. Parents and Citizens (P&C) Associations only if they are able to demonstrate significant wider community benefit. School based projects must be undertaken in conjunction with other community based organisations. There must be a memorandum of agreement between the school and the community organisation that utilises the school facility that demonstrates evidence of partnership and significant wider community benefit. Religious and industry peak bodies or organisations are only eligible for funding where the project demonstrates broad community benefit primarily outside the membership of the organisation. Only industry organisations that specifically list providing community benefit in their constitution are eligible to apply. Applicants must be financially viable and free of debt to Council.

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	<ul style="list-style-type: none"> Applicants must have no overdue un-acquitted funds with Council.
Ineligible Applicants	<ul style="list-style-type: none"> For profit businesses. Unincorporated organisations (excluding P&Cs). Government or semi government organisations such as hospitals and libraries. Public and private educational institutions (primary, secondary and independent schools or tertiary institutions). Child care and after-school care service providers. Political parties and political lobby groups. Organisations that are supported through Council's operational funds to deliver community services, unless they demonstrate wider community benefit. Applicants that have applied for, or have already received funding for the same purpose in the financial year via any other Redland City Council program.
Eligible Activities	<ul style="list-style-type: none"> Activities, events or projects that demonstrate a purpose for the benefit of the Redlands community. Activities, events or projects that align with the priorities in Council's Corporate Plan. Improve community facilities located in Redland City. Only properly made applications received at least 20 working days prior to an activity are eligible for funding unless extenuating circumstances are demonstrated.
Ineligible Activities	<ul style="list-style-type: none"> Activities, events or projects that have already commenced. Projects that are for the development of privately owned facilities. Activities, events or projects that are run solely for commercial profit. Improve land and/or facilities owned and controlled by other levels of Government. Payment of debts. Political activities, events or projects. Involve expenditure that is the core business of other levels of Government. Provide a direct personal benefit to the Mayor, Councillors or Council employees. Purchase of alcohol. Include the following expenditure associated with the usual business of a community organisation:- Salary/wages, insurance, utilities, rates, administration, rent and other day to day operational costs.
Insurance	<p>It is the applicant's responsibility to obtain and maintain adequate insurance (including public liability) with a reputable insurer, in relation to projects, activities and events carried out by the applicant for the funding purpose. Council will not accept any liability.</p> <p>The applicant is also responsible for ensuring a safe work environment in accordance with Workplace Health & Safety (WH&S) Act 2011 and its associated Regulation and Codes of Practice.</p> <p>Where applicable, the applicant is to obtain and maintain workers compensation insurance in accordance with applicable legislation.</p>

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Permits and Approvals	<p>Applicants must provide written land owners consent from Council for projects that affect Council owned facilities on Council owned or managed land as part of their application.</p> <p>Applicants must provide a copy of a permit or Council's booking acceptance for events occurring on Council owned or managed land as part of their application.</p>
<i>ABN and GST</i>	<p>Australian Business Number (ABN)</p> <p>All applicants must have an ABN or submit a Statement by a Supplier form. Organisations that have not registered for an ABN will have the withholding tax (PAYG) deducted from their payment if they do not complete a 'Statement by a supplier' form.</p> <p>Goods and Services Tax (GST)</p> <p>Applicants must advise whether they are registered for GST.</p> <p>GST can affect the grant in the following ways:</p> <ul style="list-style-type: none"> • Total amount paid for goods and services purchased using the grant funding. • Total grant funding approved. <p>If an application submitted by an organisation, which is registered for GST, is successful an additional 10% will be automatically added to the grant amount to cover the GST component. This will ensure no out of pocket expenses for organisations that are registered for GST.</p>
Timeframes and Variations	<p>Funding recipients must ensure that the grant is expended on the purpose for which it was awarded within 12 months of the approval of the funds, unless written approval for an extension of time is obtained.</p> <p>Funding must be used in accordance with the Funding letter. Any changes to the project activities undertaken must be approved by Council before monies expended.</p> <p>Requests for extension of time or variations to activities must be in writing.</p>
Acknowledgement of Council Support	<p>Funding recipients must acknowledge assistance provided by Council in any relevant publicity and documentation including but not limited to:</p> <ul style="list-style-type: none"> • Newsletters • Social Media • Advertising • Signage

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Acquittals and reporting	<p>Acquittals must be completed within 90 days after completion of the activity. Failure to acquit within this timeframe may result in Council recovering any funds provided.</p> <p>The acquittal must include receipts, invoices and evidence of expenditure, along with a report outlining activities that were conducted and acknowledgement of Council support.</p> <p>Funding recipients must submit adequate receipts or proof of payment (invoice showing nil balance or invoice with a copy of the banking transaction) of approved expenses that at least equal the amount of the funding. Statutory declarations or certification from external auditors in lieu of receipts or invoices will not be accepted.</p> <p>Funding recipients who do not acquit their funding remain ineligible to apply for any other funding until their acquittal is received and deemed properly acquitted by Council.</p>
Repayment of Funding	<p>Funding recipients must repay to Council:</p> <ol style="list-style-type: none"> a) Any part of the funding spent on purposes not approved within the Funding letter; b) Unless otherwise agreed, within 30 days of the earlier of: <ol style="list-style-type: none"> i) The project, activity or event end date: or ii) Termination of the Funding letter c) Any and all unexpended and/or unaccounted funding over the value of \$50.00.

Reference Documents

This guideline supports the application and administration of GTS-001-P Financial Assistance to the Community Sector Policy ([A196657](#))

Associated Documents

GTS-001-P Financial Assistance to the Community Sector Policy ([A196657](#))
Our Future Redlands – A Corporate Plan to 2026 and Beyond

Document Control

Only the General Manager Organisational Services can approve amendments to this document.

Any requests to change the content of this document must be forwarded to relevant Service Managers(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

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Version Information

Version Number	Date	Key Changes
1	April 2019	Separate Councillors' Small Grants and relevant information from GL-3082—001 Financial Assistance to the Community Sector into an independent Guideline.
2	June 2019	<ul style="list-style-type: none"> • Added 'P&C' into Eligible Applicants (behind Parents & Citizens) • Added 'excluding P&Cs' into Ineligible Applicants • Added new section 'Closure of Program'
3	October 2019	<ul style="list-style-type: none"> • Added clarification of 'Redlands' organisations to Purpose • Added \$50.00 value as threshold for value of repayment of unexpended funds.
4	August 2020	<ul style="list-style-type: none"> • Changes to legislative requirements. • Changes to funding allocation from legislative changes.
5	February 2021	<ul style="list-style-type: none"> • Minor administrative updates performed by CMRT: <ul style="list-style-type: none"> ○ Placed document on new template ○ Linked associated documents ○ Review of formatting <p>No approval required and review date remains unchanged.</p>
6	March 2023	<ul style="list-style-type: none"> • New section added – Actions and Responsibilities • Program Criteria and Guidelines name update • Added Funding Amounts for Individuals and Community Organisations • Minor administrative amendments • Additional information added for variations and a 90 day timeframe