Mayor and Councillors' Community Benefit Fund Program Guideline

(GTS-001-005-G) Extract

Scope of guideline

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.*

Program criteria and guidelines

Criteria	Guideline
Application and assessment process	• 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	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 funding): • 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. • Events that have already taken place are not eligible. No more than one successful application can be submitted by an individual within a six-month period.
Funding amounts for community organisations	Unless otherwise resolved by Council, each financial year eligible Community Organisations can apply to the Mayor and Councillors' Community Benefit Fund as follows: • Maximum of $3,000 per Mayor and Councillor Eligible Community Organisations may apply for funds to both the Mayor and multiple Councillors up to a maximum of $15,000 ($3,000 per Councillor limit still applies) Retrospective funding is not available.

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	No more than one successful application can be submitted by a group within a six-month period.
Eligible applicants	• Individuals residing in the Redlands (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. • Applicants must have no overdue un-acquitted funds with Council.
Ineligible applicants	• 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). • Childcare 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 eligible costs of an activity, event or project in the financial year via any Council program, except where the Funding Gaps Following Partial Funding provision applies. • Organisations that hold a licence for more than 20 gaming machines.

Funding Gaps Following Partial Funding	• This provision is intended only to meet a genuine funding shortfall for an activity, event or project that has been partially funded through another Council grant program. It does not allow funding to be provided for costs, or for a public purpose, that Council has already funded.
	• An applicant that has been awarded partial funding for an activity, event or project through another Council grant program may apply to the Mayor and Councillors' Community Benefit Fund for some or all of the remaining unfunded eligible costs of that same activity, event or project, where:
	  ○ the other program's outcome has been finalised and notified to the applicant in writing.
	  ○ the application includes the project budget, the amount requested and awarded under the other program, and the remaining funding gap.

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	○ the funding sought relates only to costs that are eligible under this guideline and are not funded by any other Council program. ○ the applicant demonstrates a genuine funding shortfall, and the funding sought does not duplicate funding already provided by Council for the same public purpose. ○ the total Council funding across all programs does not exceed the lesser of the total eligible costs of the activity, event or project and the amount originally requested under the other program. ○ all other criteria in this guideline continue to apply, including the funding limits, the restriction on retrospective funding and the timeframes for lodging applications. • Partial funding through another Council program does not create an entitlement to funding under this program. The Mayor and Councillors retain discretion to decide whether to contribute funds, and each application must be assessed against this guideline.
Eligible activities	• 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. • Activities, events or projects that improve community facilities located in Redland City.
Ineligible activities	• Applications submitted less than 20 working days prior to the activity, event or project are ineligible for funding unless extenuating circumstances are demonstrated. • 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, gift cards, or prizes. • Requests for cash. • 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	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. 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.

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	Where applicable, the applicant is to obtain and maintain workers compensation insurance in accordance with applicable legislation.
Permits and approvals	Applicants must provide written landowners consent from Council for projects that affect Council owned facilities on Council owned or managed land as part of their application. Applicants must provide a copy of a permit and/or Council's booking acceptance for events occurring on Council owned or managed land as part of their application.
ABN and GST	**Australian Business Number (ABN)** 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. **Goods and Services Tax (GST)** Organisations must advise whether they are registered for GST. GST can affect the funding in the following ways: • Total amount paid for goods and services purchased using the funding. • Total funding approved. If an application submitted by an organisation, which is registered for GST, is successful the funding amount total will include 10% GST.
Timeframes and variations	Funding recipients must ensure that the approved funding is expended on the purpose for which it was awarded within three months of the project date, unless written approval for an extension of time is obtained. Funding must be used in accordance with the Funding Agreement. Any changes to the project activities undertaken must be approved by Council prior to expending the funds. Requests for extension of time or variations to activities must be in writing.
Acknowledgement of Council Support	Organisation funding recipients must acknowledge the financial assistance provided by Redland City Council via the Mayor and Councillors' Community Benefit Fund program in documentation t such as: • Newsletters • Social Media • Minutes • Signage
Acquittals and reporting	• Acquittals must be completed within 60 days after completion of the activity. Failure to acquit within this timeframe may result in Council recovering any funds provided. • The acquittal must include receipts, invoices and evidence of expenditure, along with a report outlining activities that were conducted and acknowledgement of the financial assistance from Council via the Mayor and Councillors' Community Benefit program. • For funding provided under the Funding Gaps Following Partial Funding provision, the acquittal must also show that the funds were spent only on eligible costs not covered by the other Council grant. • 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

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	funding. Statutory declarations or certification from external auditors in lieu of receipts or invoices will not be accepted. • 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.
Repayment of funding	Funding recipients must repay to Council: • Any part of the funding spent on purposes not approved within the Funding Agreement. • Unless a variation has been approved by Council. • Any and all unexpended and/or unaccounted funding over the value of $50.00.