

Logan City Council

Community Benefit Fund Procedure

Logan City Council
2020

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1 Procedure Objective

The Community Benefit Fund (CBF) is a discretionary fund established to allow Council to meet requests for financial assistance from eligible community organisations for community purposes.

2 Funding of the Community Benefit Fund

- (a) Council may set aside an appropriation in each new budget for the purpose of meeting emergent requests for financial assistance from eligible community organisations.
- (b) Separate expenditure accounts will be established for the Mayor and each councillor within the Corporate Governance branch budget for this purpose, with funds allocated to each expenditure account in accordance with the annual budget. The allocation adopted by Council in its annual budget must not be exceeded.
- (c) Funding must be allocated in accordance with the *Local Government Act 2009*, *Local Government Regulation 2012*, Council's Grants to Community Organisations Policy and Community Benefit Fund Policy, and this procedure.
- (d) Applications for funding close on 31 May each financial year, or when funds have been exhausted (whichever comes first).
- (e) Funds must be drawn by electronic funds transfer or cheque.
- (f) In the year of a quadrennial election, funds cannot be allocated during the period:
 - (i) starting on 1 January of the year of the election
 - (ii) ending at the conclusion of the election.

3 Application and Approval Process

- (a) Community organisations must submit requests for funding to Council on the 'Funding Request Form - Community Benefit Fund', setting out details of the request and its purpose. Forms must be completed accurately and completely, with sufficient detail provided in relation to the funding purpose. Electronic submission is preferred.
- (b) Requests for support from CBF, when received on the appropriate form, will be assessed by the Corporate Governance branch to ensure eligibility. The Corporate Governance branch will also check the funding balance that is available in the relevant division/s.
- (c) The Corporate Governance branch will advise councillors of ineligible applications and will communicate this outcome to the applicant.
- (d) Only eligible requests will be forwarded to the councillors for consideration.
- (e) Each councillor is authorised to support, at their discretion, eligible requests for funding under CBF. Councillors must clearly outline the reasons for their decision to support or not support a request.
- (f) Where eligible applications are not supported by the councillors, the Corporate Governance branch will communicate this outcome to the applicant.
- (g) Where eligible applications are supported by the councillors, the Corporate Governance branch will authorise the processing of the recommended allocations and will communicate this outcome to the applicant.
- (h) Details of successful applications will be made publicly available in accordance with the *Local Government Regulation 2012*.

4 Funding Eligibility

The following table details community organisations that are eligible (and ineligible) to apply:

Eligible Applicants	Ineligible Applicants
Not-for-profit community organisations	For-profit businesses
Primary and Secondary schools	Individuals
Neighbourhood Watch groups (approved by the Queensland Police Service)	Government or semi-government organisations (with the exception of schools), e.g. hospitals
Religious institutions	Council controlled entities
Parents & Citizens Associations (or equivalent)	Applicants that are based or operate outside of Logan City (unless a direct benefit can be demonstrated within the Logan community)
Welfare groups	Applicants with outstanding grant acquittals
Community sporting clubs	Applicants with overdue debts to Logan City Council (e.g. rates, hall hire fees)
Other community organisations that can demonstrate they meet all of the funding eligibility criteria and can demonstrate the funds will be utilised for a not-for-profit community purpose within the boundaries of Logan City	Applicants that have applied for, or have already received, funding for the same purpose via any other Logan City Council grant program in the past 12 months
	Political parties and political lobby groups

5 Requirements for Eligible Applicants

Eligible applicants must:

- (a) declare on the funding request form (and provide supporting evidence where possible), that:
 - (i) they are based in Logan City; and
 - (ii) the project or activity will be conducted within the boundaries of Logan City and will benefit members of the Logan community; and/or
 - (iii) the project or activity will not be conducted within the boundaries of Logan City, but will benefit members of the Logan community; and
- (b) provide the following with the funding request form:
 - (i) a detailed description of how the funding purpose meets at least one of the 'community purpose' categories defined in the Community Benefit Fund Policy; and
 - (ii) a declaration that any approved funding will be used in a manner that does not cause detriment to members of the community, or cause damage to the reputation of Logan City Council or the City of Logan; and
 - (iii) a declaration they have, or will ensure, all permits and other approvals relating to the funding application are addressed and that there is adequate insurance to cover the project; and
 - (iv) a declaration that the community organisation is not-for-profit (and provision of evidence where registered as not-for-profit); and
 - (v) a declaration that the person signing the application is over 18 and is authorised to sign documents on behalf of the applicant organisation (where applicable); and
 - (vi) a declaration that they will spend and acquit any approved funds within eight (8) weeks of the event/funding purpose; and
 - (vii) a declaration and the provision of relevant documentation that the organisation is financially viable; and
 - (viii) a declaration that the organisation has no overdue debts to Council; and

- (ix) provide sufficient documentation with the funding request form to support the request (e.g. quotes, breakdown of costs and expenditure, letters of support); and
- (x) ensure the request has been made to Council at least ten (10) business days prior to the project or activity being undertaken.

6 Eligible Activities

Eligible activities are activities, events or projects that demonstrate a 'community purpose' as defined in the Community Benefit Fund Policy.

An eligible activity must demonstrate a direct benefit to the wider Logan community.

7 Ineligible Activities

Activities that are ineligible for support under CBF include:

- (a) any activities that are deemed to discriminate or encourage discriminating behaviour;
- (b) any activities that are deemed to demonstrate behaviour that does not align with Council's values or strategic intent;
- (c) any activities that market, promote or advertise products in a misleading or deceitful manner;
- (d) any activities that produce, promote or distribute materials or services likely to be harmful to the community or Council's reputation;
- (e) councillors spending for a community purpose (e.g. purchasing items to be provided to a community organisation for a raffle, purchase of corporate promotional items to be distributed at community events, purchase of tickets for themselves or community members to attend an event);
- (f) commercial activities;
- (g) overseas trips (e.g. to attend training, charity missions);
- (h) private events (e.g. ceremonies, functions);
- (i) payment of charges imposed by Council (e.g. funding of Council's infrastructure charges or concessions for rates and charges);
- (j) payment of debt, addressing bankruptcy, insolvency, or liquidation;
- (k) donations for transfer to a third party;
- (l) funding of prizes, purchase of raffle tickets, or bidding on auction items;
- (m) donations and awards for commercial or business activities;
- (n) ongoing operational expenses (e.g. insurances, rent, electricity bills and wages);
- (o) hire of items from Logan City Council via internal transfer (e.g. bins, bollards);
- (p) sponsorships;
- (q) purchase of alcohol;
- (r) any other funding purpose that does not provide a benefit to the wider Logan City community.

8 Reasons an Eligible Application may not be supported

While the councillors are authorised to support eligible requests for funding at their discretion, applications may not be supported for the following reasons:

- (a) The applicant has already received funding from Logan City Council.
- (b) Other applications have demonstrated a greater community benefit.
- (c) Further information was requested by the councillor to assist them in making their decision, but insufficient information was provided.
- (d) Funding has already been provided for similar projects.
- (e) Funding for the purpose is available from another source.
- (f) The funding purpose does not have a wide enough community benefit.
- (g) The councillor allocates funding proportionally throughout the financial year and has insufficient funds available at the time to support the request.
- (h) It is not considered that at this time it is in the community's interest to support the application.
- (i) Funding has already been provided to the applicant during this financial year.
- (j) The funding purpose does not align with the priorities or values of Logan City Council.
- (k) While there is a benefit to members of the Logan community, the project or activity will be held outside of the boundaries of Logan City. Preference is given to projects and activities that are delivered within the boundaries of Logan City.

9 Funding Acquittal

- (a) Funds must only be used for the purpose for which the funding was approved.
- (b) All allocations from CBF must be acquitted in full within eight (8) weeks of the event/funding purpose.
- (c) Funding recipients are required to provide proof of use of the funding for the prescribed purpose. This proof will involve producing receipts or bank statements verifying expenditure of the funds, along with the completion of an evaluation form.

In extenuating circumstances other documentation may be accepted, however, this is at the sole discretion of the Corporate Governance Branch. Any unexpended funds must be returned to Council.
- (d) If the funding is not fully acquitted within eight (8) weeks of the event/funding purpose the recipient must return the allocated funding.
- (e) Where funding is not acquitted as described above, applicants will be ineligible to receive further funding from Logan City Council.

10 Councillor Conflicts of Interest

Councillors are required to declare if they have any conflicts of interest in relation to each application received for their division. Where a conflict of interest has been declared and the councillor wishes to support the request, the application must be referred to Council for a decision by resolution.

11 Definitions

Definitions for terms used within the Procedure can be found in the Community Benefit Fund Policy (DM: 13145389).