

Community Grants Policy



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1. Purpose

1.1 Overview

The purpose of this policy is to guide Logan City Council's approach to the provision and management of community grants. The policy establishes a framework for supporting positive social, environmental, cultural and economic outcomes in the City of Logan, ensuring that grant funding is allocated transparently, equitably, and in alignment with Council's strategic priorities.

1.2 Legislative Context

Section 195 of the *Local Government Regulation 2012* (Qld) requires Council to have a community grants policy. This policy is administered in accordance with the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld). Council's community grants align with the Corporate Plan and city vision, supporting initiatives that meet eligibility criteria, benefit the Logan community and are for a purpose that is in the public interest.

2. Principles

Council applies a consistent approach to the management of community grants, guided by the following principles:

2.1 Good Governance

Council manages community grants with integrity, ensuring responsible use of public funds, ethical decision-making, and alignment with Council's strategic priorities. Grant programs are designed to deliver value for money and are regularly reviewed for effectiveness and improvement.

2.2 Transparency, Fairness and Accountability

Council administers grant programs through open, transparent processes and objective assessment against published criteria. All applicants have equal opportunity to apply, and grant decisions are publicly reported. Conflicts of interest are identified

and managed in line with the *Local Government Act 2009* (Qld) and Council policy.

2.3 Access and Equity

Council ensures that information about grant programs is accessible, clear, and easy to understand. Support is provided where possible to help all eligible applicants participate in grant opportunities.

3. Our Approach to Community Grants

3.1 Grant Programs

Council provides a range of community grant programs, including but not limited to:

- Community Events Fund
- Community Benefit Fund (Councillors' discretionary funding)
- Community Partnership Project Fund
- EnviroGrants
- Regional Arts Development Fund
- Sport and Recreation Funding
 - Active People (travel assistance grants)
 - Active Spaces (maintenance grants)

Grant funding is subject to Council's annual budget process.

3.2 Eligibility

To be eligible for any Council community grant program, applicants must:

- have no overdue debts with Council, excluding applicants for Sport and Recreation Funding – Active Spaces (maintenance grants) and EnviroGrants, who may be eligible if they have entered into a scheduled payment arrangement with Council and are adhering to it.
- have no outstanding grant acquittals with Council.
- not be a political party.

- not be a Controlled Entity.
- have a bank account in the applicant's name.
- hold and maintain all permits, licences, and approvals required by law or regulation for the funded activity.
- hold and maintain appropriate insurance for the funded activity. This includes, where applicable, public liability insurance of \$20 million. Current and valid certificates of currency must be provided to Council upon request.
- have appropriate workplace health and safety policies, where required.

If Council specifies additional types of insurance or higher coverage limits for a particular activity, those requirements must be met for the applicant to remain eligible for funding.

Council does not accept auspice arrangements.

Notwithstanding that Controlled Entities are not eligible to receive a grant from the Community Grants Programs referred to in clause 3.1, Council may give a grant to a Controlled Entity in accordance with clause 3.8 of this policy.

Community Events Fund

The following eligibility criteria apply to the Community Events Fund.

Who can apply:

- Not-for-profit organisations
- Primary and secondary schools
- Parents & Citizens Associations
- Neighbourhood Watch groups
- Social enterprises.

Eligible organisations must have an Australian Business Number (ABN). Applicants must be based in Logan or can demonstrate how the event will benefit the Logan community.

Community Benefit Fund (Councillors' discretionary funding)

The Community Benefit Fund (CBF) is a discretionary fund that helps the Mayor and Councillors provide financial support to community organisations for community purposes.

The CBF operates under, and Council allocates an annual budget in accordance with, sections 201B and 202 of the *Local Government Regulation 2012*. Discretionary funds will not be allocated for any capital works or improvements, or for another community purpose, through this program.

Applications are open until 30 April each financial year or until divisional funds run out (whichever comes first). Incomplete applications are unable to be reopened or finalised after 30 April.

In the year of a quadrennial election, funds will not be allocated between 1 January and the conclusion of the election. In this instance, applications are open until 30 November in that financial year.

The following eligibility criteria apply to the Community Benefit Fund.

Who can apply:

- Not-for-profit organisations
- Primary and secondary schools that run on a not-for-profit basis
- Parents & Citizens Associations
- Neighbourhood Watch groups
- Religious institutions.

Eligible organisations must have an Australian Business Number (ABN) or be able to provide other evidence of the organisation's not-for-profit status. This must be a recognised document such as a Certificate of Incorporation or the not-for-profit clause highlighted in the organisation's constitution). Applicants must be based in Logan or can demonstrate how the funding request will benefit the Logan community.

Conflicts of interest are identified and managed in line with the *Local Government Act 2009* (Qld). The Mayor and Councillors are required to declare any

conflicts of interest upon receiving an eligible CBF application.

Community Partnership Project Fund

The following eligibility criteria apply to the Community Partnership Project Fund.

Who can apply:

- Not-for-profit organisations
- Social enterprises.

Eligible organisations must have an Australian Business Number (ABN). Applicants must be based in Logan or can demonstrate how the project will benefit the Logan community.

EnviroGrants

The EnviroGrants programs require the following criteria to be met:

Environmental Partnerships and Capacity Building

Who can apply:

- Not-for-profit organisations that:
 - are able to show viability of the organisation
 - are an incorporated environmental protection organisation, or
 - are an incorporated organisation aimed at the rehabilitation of native wildlife.

On-ground Ecosystem Restoration

Who can apply:

- Individuals and private landholders who are existing members of Council's Environmental Conservation Partnerships, specifically Land for Wildlife, Voluntary Restoration Agreement, Voluntary Conservation Agreement and/or Voluntary Conservation Covenant landholders
- Not-for-profit organisations
- Educational facilities
- Businesses.

Environmental Surveys and Research

Who can apply:

- Educational facilities
- Not-for-profit organisations
- Businesses.

Environmental Education

Who can apply:

- Individuals
- Educational facilities
- Not-for-profit organisations
- Businesses.

Individual Wildlife Carer Support

Who can apply:

- Logan residents who are endorsed by a legislated wildlife rehabilitation organisation or hold an individual wildlife rehabilitation permit issued under the *Queensland Nature Conservation Act (1992)*.

Applicants must be based in Logan or can demonstrate that the project will benefit Logan's community and environment (excluding Individual Wildlife Carer Support applicants, who must be Logan residents).

Regional Arts Development Fund

The following eligibility criteria apply to the Regional Arts Development Fund.

Who can apply:

- Individual professional artists, arts workers, cultural workers or project coordinators who:
 - are permanent residents or Australian citizens
 - have an Australian Business Number (ABN)
- Partnerships, collectives or artist run initiatives
- Not-for-profit organisations.

Applicants must be based in Logan or can demonstrate how the project will benefit arts, culture and heritage in Logan.

Sport and Recreation Funding – Active People

The following eligibility criteria apply to the Sport and Recreation Funding – Active People program.

Who can apply:

- Logan residents:
 - with a letter confirming selection in a sporting event as an athlete, umpire or referee. Letter must include applicant's name, event name, date, and location.
 - who were selected to represent their region, state or nation in a sporting event.
 - applying within 6 months after the event start date, providing evidence the event was held and expenses paid.

Sport and Recreation Funding – Active Spaces

The following eligibility criteria apply to the Sport and Recreation Funding – Active Spaces Program.

Who can apply:

- Not-for-profit organisations that:
 - hold a current Sport & Recreation lease/tenure with Logan City Council or an organisation that is an authorised user of a leased facility (if the organisation is not the lessee, a letter of support from the lessee is required)
 - operate on Council-owned or controlled land
 - are based in Logan
 - are incorporated under the *Associations Incorporation Act 1981* (Qld) or similar legislation.

3.3 Application and Assessment

All applications must be submitted via Council's online grants platform (SmartyGrants). Incomplete, emailed or handwritten applications will not be accepted. Application links are available on Council's website. Applications must be received

before the funding round closing date, where applicable. Applications are first checked for eligibility. Eligible applications are then reviewed by an assessment panel, where applicable. Council may decline an application and invite the applicant to reapply under a more suitable grant program, if relevant.

3.4 Notification of Outcome

Applicants will be notified in writing if their application is ineligible, declined or approved. Successful applicants will receive funding from Council. Where a funding agreement is issued, recipients must comply with its terms, and any additional conditions Council may require.

3.5 Acknowledgement of Council Funding

Recipients may be asked to acknowledge Council's funding support. Any acknowledgement should clearly reflect that the activity is supported by Logan City Council but independently organised and delivered by the recipient, who is responsible for all aspects of the activity, including safety, compliance and delivery.

3.6 Delivery of Funded Activities and Acquittal

Funds must only be used for the purpose for which the funding was approved. Recipients must provide evidence that the grant funds were spent as approved and the funded activity was delivered as agreed. This may include an acquittal report detailing proof of expenditure (e.g. receipts, budget breakdown) and outcomes. Acquittal reports must be submitted by the specified due date. Failure to acquit may result in Council recovering funds. Recipients will also be ineligible for further funding until the acquittal is deemed complete by Council. For grants of \$5,000 or less, receipts are not mandatory, unless specified in the grant program guidelines.

Significant changes (including changes to expenditure) require a written variation request approved by Council. Inappropriately spent funds must be repaid to Council. Unspent funds should be reallocated to enhance the funded activity's outcomes. Where no reallocation is possible,

Council may waive repayment for unspent funds that are:

- \$500 or less, or
- less than 50% of the original grant amount (whichever is lesser).

3.7 Exclusions

General exclusions for Council's community grants include:

- Applicants must not apply for or receive funding for the same project, event or activity through multiple Council grant programs (no double dipping)
- Hire of Council-operated venues and parks, except where specified in the grant program guidelines
- Operational expenses, except where specified in the grant program guidelines
- Political activities
- Purchase of alcohol and gift cards.

3.8 Controlled Entities

Council may give a grant to a Controlled Entity that is a Community Organisation where Council is satisfied that the grant will be used for a purpose that is in the public interest and the Controlled Entity enters into an agreement with Council on terms satisfactory to Council. For the avoidance of doubt, the recipient will not otherwise be subject to the requirements of this Policy.

4. Reporting

All grants provided under this policy are reported by the Community Development program in Council's annual report, as required by section 189 of the *Local Government Regulation 2012*.

5. Definitions

Capital Works or Improvements: Any works that create, develop or improve fixed assets, buildings, facilities or grounds. This may include construction, alterations, extensions, renovations, upgrades, structural improvements, landscaping or other works.

Controlled Entity: Means a controlled entity under the *Auditor-General Act 2009*, section 5, subject to the control of—

- (a) the local government, whether on its own or with 1 or more other entities; or
- (b) an entity subject to the control of the local government, whether on its own or with 1 or more other entities.

Community Grant: Financial or in-kind assistance provided by Council to eligible organisations or individuals for projects, events or activities that deliver community benefit.

Community Organisation: Means—

- (a) an entity that carries on activities for a public purpose; or
- (b) another entity whose primary object is not directed at making a profit.

Double Dipping: Applying for or receiving funding for the same project, event or activity through multiple Council grant programs.

Acquittal: The process of reporting on the use of grant funds and demonstrating that funds were spent in accordance with the approved purpose.

Eligible Applicant: An organisation or individual that meets the criteria set out in this policy.

6. Document Control

Version Control	File Number	Document Number	Council Min No.	Description of Change	Effective Date
1.0	498254-1	13376739	9/2020	Creation.	19/02/2020
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