

Somerset

REGIONAL COUNCIL

Policy Title	COMMUNITY ASSISTANCE GRANTS POLICY				
Policy Number	C/001				
Date of Adoption	23 July 2008				
Effective Date	1 July 2026				
Document Custodian	Executive Assistant				
Review Date	1 August 2029				
Associated Documents	Community Assistance Grants Development Process Flowchart Appendix A				
Relevant Legislation	<u>Local Government Regulation 2012</u>				
VERSION DETAILS (see end of document for Revision History)	Date of Council Decision	Decision (Doc Id.) or Item Reference (Resolve)	Notice No	Effective Date	Notes
Review	22 April 2026	2026-824		1 July 2026	Policy revised to ensure allocation amounts reflect inflation and application requirements including acquittal requirements are clear.

1. PURPOSE

The purpose of this policy is to comply with the legislative requirement to adopt a community grants policy¹ and ensure:

- the grant will be used for a purpose that is in the public interest;
- the community organisation meets the criteria stated in the community grants policy; and
- the grant is given in a way that is consistent with the community grants policy.²

The policy is to ensure that funding and assistance made available by Council:

- aims to build community capacity and/or provides supplementary funding;
- assists with social, cultural, recreational and environmental outcomes that contribute to the development of inclusive and sustainable practices of community groups throughout the Somerset region; and
- enhances Council's profile in the community.

This policy will:

- ensure public money and in-kind assistance to community organisations and individuals within the Somerset region is distributed in an open, accountable and equitable manner;
- enable community assistance grant funds to be utilised for projects, events and services that benefit the community and further Council's aims and objectives for the region;
- identify how the Community Assistance Grants program is promoted to the community;
- determine the criteria for assessing community grant applications; and
- outline the process for distributing grant funding.

2. SCOPE

2.1 What this policy applies to

This policy covers:

- a) direct financial or in-kind support for community organisations, projects, events or services within the Somerset region;
- b) payment of general rates and Council cost recovery fees, on behalf of community organisations;
- c) assets given to community organisations;
- d) payments to individuals and teams as excellence bursaries.

2.2 What this policy does not apply to

- a) This policy does not apply to grants or concessions requested by commercial organisations or individuals other than those referred to in 3.1 and 3.2.
- b) Applications will not be considered for the payment of insurance premiums, water supply and sewerage accounts from Queensland Urban Utilities, other utility

¹ s195 of the Local Government Regulation 2012.

² s194 of the Local Government Regulation 2012.
C/001 Community Assistance Grants Policy

accounts such as electricity and telecommunications or the following charges levied with Council general rates:

- o Utility charges;
- o Separate rates and charges;
- o Special rates and charges; and
- o State Government Emergency Levy.

- c) The following entities are not eligible to apply for a community assistance grant:
- i. Government agencies or departments of local, state or federal government.
 - ii. Education, religious or medical organisations where the application is for the organisation's core business;
 - iii. Entities that are established as companies⁷.

3. BACKGROUND

3.1 Legislation

Section 194 of the Local Government Regulation 2012 (the Regulation) allows Council to give a grant to a community organisation if satisfied:

- the grant will be used for a purpose that is in the public interest;
- the community organisation meets the criteria stated in the community grants policy; and
- the grant is given in a way that is consistent with the community grants policy.³

Section 195 of the Regulation specifies that Council must adopt a policy about local government grants to community organisations, which includes criteria for a community organisation to be eligible for a grant from the local government.

Council must:

- allow public access to the community grants policy;⁴
- keep written records stating:
 - o the risks local government's operations are exposed to, to the extent they are relevant to financial management,
 - o the control measures adopted to manage the risks; and
 - o include a copy of its community grants policy with these written records;⁵
- include a summary of the local government's expenditure on grants to community organisations for the financial year in its annual report.⁶

3.2 Principles

Applicants shall meet one of the following classifications:

- a) a sporting / leisure / cultural organisation which is a non-profit group whose primary aim is to advance the social, cultural, leisure or sporting needs of its members and/or residents of the Somerset region;
- b) a charitable organisation that is a non-profit group whose primary aim is to improve the quality of life of under-privileged sections of the community within the Somerset region;

³ s194 of the Local Government Regulation 2012.

⁴ s199 of the Local Government Regulation 2012.

⁵ s164 of the Local Government Regulation 2012.

⁶ s189 of the Local Government Regulation 2012.

⁷ Council, at its discretion, may accept applications from ineligible entities where it is considered in the public interest to do so.

- c) a community service provider whose primary aims are to provide a community service to all or specific sections of the community within the Somerset region; or
- d) an educational institution within the Somerset region.

Applicants for community assistance grants must be either incorporated entities or the grants must be auspiced by an incorporated organisation.

Grants should be provided in an equitable manner. That is, grants should not benefit one group of the community and exclude another. Arrangements for making grants, should be made on a whole of region basis.

Grants should be provided to achieve an identified benefit to the community generally. The Council should ensure that the benefits are obtained. The process of awarding grants should be open and accountable.

4. POLICY

4.1 The main process

In granting direct financial support for community organisations, projects, events or services, the following criteria apply:

- Council provides non recurrent grants of up to \$10,000 to not for profit community organisations to undertake projects, activities or events that deliver a clear benefit to the wider community, subject to the availability of funds and the merit of the application.
- As a general guide, Council will typically fund applications up to a maximum of \$5,500. Funding above this amount, up to \$10,000, may be considered where the applicant can clearly demonstrate exceptional circumstances, such as larger scale projects, extended delivery timeframes, or significant community benefit.
- Council generally expects applicants to contribute approximately 50 percent of the total project cost, either through financial contribution or in-kind support. A lower contribution may be considered where the applicant can demonstrate merit, limited capacity to contribute, or where the project delivers a significant community outcome.
- Community organisations may submit one application per funding round, with two rounds available per financial year. This allows an organisation to:
 - submit a single larger application (up to \$10,000) for a project delivered over an extended period, with one acquittal required, or
 - submit two separate applications across the financial year (one per round), each assessed on its own merit, with separate acquittals required for each funded project.
- Applicants must have met all acquittal requirements for any previous Council grant prior to the opening of the next funding round for their application to be considered.
- One rates remission application (if applicable) may also be submitted per community organisation per financial year.

Funding for events held within the Somerset Region will be considered at the following levels:

C/001 Community Assistance Grants Policy

Effective Date: 01/07/2026

Review Date:01/08/2029

Page 4 of 10

Small scale event up to \$1000

- o 200 or less patrons expected; or
- o Restricted to a particular group of patrons (e.g. membership required)

Large scale event up to \$2,000

- o 200 – 1000 patrons expected to attend
- o The first annual event for a group/organisation
- o Event will be advertised throughout the Somerset Region
- o A maximum of half of the grant funding may be allocated as prizemoney.

Annual Agricultural Shows up to \$4,000

- o Restricted to annual agricultural shows held within the Somerset Region.
- o A maximum of half of the grant funding may be allocated as prizemoney.

Regional event up to \$4,000

- o An event with 1000 or more patrons expected
 - o Evidence of previous event success provided (i.e. not a first annual event). First or previous annual events are to have met the criteria of a large scale event.
 - o Unrestricted attendance
 - o Event will be advertised throughout the Somerset Region
 - o Event may require a Traffic Management Plan
- Community groups can apply for community bins (to a maximum of 20) via a Community Assistance Grant. Events not held on Council land can only apply for bins through a Community Assistance Grant.
 - Ticket sales and entry fees are not considered membership.
 - Additional consideration may be provided to grant applications which involve a co-contribution from the applicant and/or where the applicant has sought additional grant funding, sponsorship, or donations from other sources for the relevant project. Council typically prefers 50% co-contribution to funding applications (e.g. project based) that are not an event.
 - Because Council's intent is to use grants to enhance its profile in the community, Council would prefer not to provide funding for fundraising events but rather fund the cause that is the subject of the fund-raising event directly where appropriate.
 - Council will give lower priority to applicants that have been funded within the previous 12 months.
 - Council would prefer to not fund general recurrent costs of community organisations such as uniforms, insurance, or salaries.
 - Council would prefer not to fund government entities through community assistance grants. Council will not fund entities that operate more than 30 gaming machines through community assistance grants.
 - Council will not approve funding for projects, activities, or events if the project, activity or event is conducted on privately owned property without relevant Council approvals and insurances, or the proposed project, activity or event would entail improvements to this property which could potentially benefit an individual or business.
 - Applicants will be required to:

- a) demonstrate the community benefit that the project, event or service will provide.
 - b) provide a copy of the organisation's most recently audited financial statements where the organisation is legally required to be audited; or a copy of the organisation's most recent signed unaudited financial statements together with relevant verification statement and copies of an extract of bank statements at the balance date (balance date being the closing date of financial statements representing all of the organisation's bank accounts and loans).
 - c) provide details of the organisation's ABN and status in relation to GST including the provision of a "Statement By A Supplier" if required.
 - d) provide written quotations, where applicable, to support the amounts included in the application.
 - e) provide details demonstrating that any other approvals required for the application have been obtained. For example, where the application is for funding the building of a shed on Council land, the applicant must obtain an approval from Council, as the property owner, prior to lodging the funding application.
 - f) provide details of any financial contribution to be made by the organisation or from another grant program, as preference may be given to applications that include such co-contributions.
 - g) acknowledge their understanding that where a community assistance grant is provided for the purchase of a non-current asset and the asset is sold within twelve (12) months after the date on which Council grants the funds for the purchase, the grant provided must be repaid to the Council.
- Applications that do not include all supporting documentation will not be considered further.
 - Notwithstanding the closing dates of funding rounds, applications submitted outside of funding rounds may be considered by Council where the community organisation can demonstrate exceptional circumstances that would necessitate application outside of specified funding rounds.
 - Councillors have no discretionary funds available to them and as such cannot, as an individual, make any decision regarding the allocation of Community Assistance Grants.
 - All decisions by Council are final.

Direct contact with or lobbying of elected members of Council by applicants in relation to Council grant applications is prohibited and will disqualify the application. Lobbying of Local Government Employees in relation to the grants is prohibited and will disqualify the application.

4.2 Acknowledgements

Grant recipients are required to acknowledge support provided to the organisation. This can be done by, but is not limited to Social media posts, verbal announcements at events, newsletters, signs etc.

4.3 Acquittals

Successful applicants will be required to lodge an acquittal statement evidencing the expenditure of the grant. Any unspent funding must be returned to Council. Successful applicants will be precluded from receiving further grants until previous grants have been acquitted.

Grants provided for rates remissions will not be required to provide an acquittal.

C/001 Community Assistance Grants Policy

Effective Date: 01/07/2026

Review Date:01/08/2029

Page 6 of 10

4.4 Time limit on claiming grants

Grantees are required to claim grants via a tax invoice within three (3) months of the date of approval unless an extension is sought and granted. Grants after this period, where no extension has been approved, will be cancelled. Notification of grant approval will advise of the time limit and potential implications.

5. Somerset Excellence Bursaries

Council may decide to make a grant to individuals and / or teams in order to encourage academic, cultural and sporting excellence. These applications can be received all year round, are assessed monthly, but must be received by Council prior to the event date. If not received prior to event date, Excellence Bursary applications will be deemed ineligible.

Applications for assistance shall be in writing and provide details of the selection as either an individual or team at Regional, State or National level; the venue where the event / competition is to take place; details of the achievements leading up to the selection; and confirmation of their residence within the Somerset Region.

5.1 Conditions for Team applications:

- If event attendance is via nomination not selection (regional, state or national) a covering letter is to be provided detailing the teams reason for attendance and benefits to its members, for consideration by council.

The level of financial assistance to be granted is based on level of selection as follows:

Regional Level selection - \$250

- o Representation of a region, district, or area.

State Level selection - \$500

- o Representation of an Australian state or territory.

National Level selection - \$750

- o Representation of Australia.

Selection for an event hosted internationally - \$1,000.

Team application (Regional, State or National) up to \$2,000

- o per team/group of four (4) or more individuals.

Nomination (not selection) of a team to attend an event or training program up to \$1,000

- o per team/group for nomination fees of four (4) or more individuals, whichever is lesser.

Successful excellence bursary applicants will be required to lodge an acquittal statement evidencing the expenditure of the grant. Any unspent funding must be returned to Council. Acquittal statements are to be lodged prior to the end of the financial year for which the grant was awarded, unless an extension is sought and granted for the expenditure of the funds. Successful applicants will be precluded from receiving further grants until previous grants have been acquitted.

Somerset excellence bursaries are not community grants as defined by the Local Government Regulation notwithstanding that they are to be funded from the same budget allocation as community assistance grants.

Completed applications must be received prior to the event / competition start date to be eligible. Excellence Bursaries will be considered and approved at Officer level as delegated and reported to Council's Ordinary meeting monthly.

Excellence Bursary applications will be accepted for a maximum of one per month and must be acquitted before any additional applications are submitted. A total limit of two (2) applications per selection level (total of eight (8) per financial year) will be accepted.

6. REPORTING

The expenditure will be subject to the normal accounting controls.

No person may give an indication of the likely success of an application until the decision has been made by Council or by the delegated officer (if the application is for an Excellence Bursary).

Projects, events, activities, achievements or services that commence prior to the grant application being approved by Council, will not be eligible or supported.

A summary of all grants provided shall be included in the annual report.

7. DEFINITIONS

Term	Definition
<i>community organisation</i>	<i>Schedule 8 Dictionary of the Regulation defines 'community organisation' as:</i> <i>a) an entity that carries on activities for a public purpose; or</i> <i>b) another entity whose primary object is not directed at making a profit.</i>

8. ENDORSEMENT

This policy was adopted by the Somerset Regional Council at the Ordinary Meeting of 22 April 2026 and has subsequently been endorsed for application from 1 July 2026 by the Chief Executive Officer.

Signed:

Date: 22 April 2026

Name: Andrew Johnson

Title: Chief Executive Officer

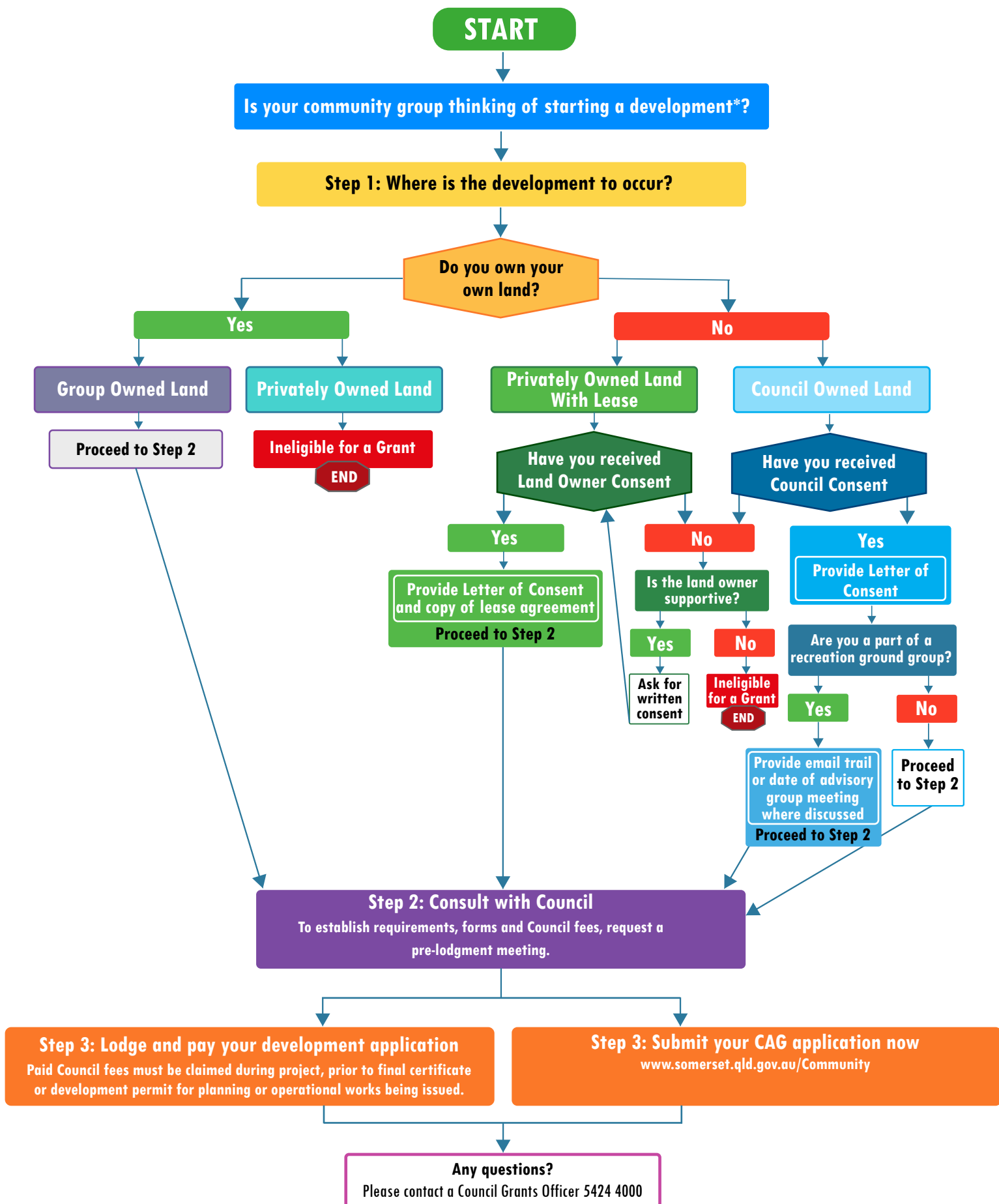
9. REVISION HISTORY

REVISION HISTORY	Date of Council Decision	Decision Notice (Doc Id.) or Item Reference No (Resolve)	Effective Date	Notes
Original Adoption	23 July 2008	Doc Id 331891		
	14 July 2010	Doc Id 464181		
	24 July 2012	Doc Id 629318		
	8 October 2014	Doc Id 781966		
	11 November 2015	Doc Id 852057		
	11 October 2017	Doc Id 995893		
	28 March 2018	Doc Id 1024321		
	27 November 2019	Doc Id 1160557		
	29 July 2022	Doc Id 1418869		
	24 July 2024	Doc Id 1646304		
	22 April 2026	Resolve Item Ref No. 2026-824	1 July 2026	

APPENDIX A



Community Assistance Grant - Development Fee Process



*Development includes building, plumbing, planning or operational works