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# COMMUNITY GRANTS POLICY

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STATUTORY POLICY  
YASC-S-POL002-V04



JUNE 19, 2025  
YARRABAH ABORIGINAL SHIRE COUNCIL  
56 Sawmill Road, Yarrabah, Qld, 4871.

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## AUTHORITY

Local Government Act 2009 (Chapter 1 Section 4.2)

Local Government (Finance, Plans and Reporting) Regulation 2009 (Part 4 Section 137-8)

Local Government Regulations 2012 – Section 195.

## RESPONSIBILITY

Responsible Director: Director Corporate Services

Policy Administrator: Chief Executive Officer

Approving Body: Yarrabah Aboriginal Shire Council

## INTENT

The intent of the Yarrabah Aboriginal Shire Council's Community Grant Policy is to provide grants, donations, sponsorship and in-kind assistance to community organisations / groups and individuals who make positive contributions to the quality of life and the community or offer benefit to the shire as a whole. Assistance for:

- Education
- Sporting; and
- Arts & Cultural Activities.

## SCOPE

This policy applies to all direct grants, sponsorship, donations, in kind assistance, indirect subsidies provided from Council (including Mayoral, Councillor and CEO discretionary funds). This policy is subject to the allocation of funding in the annual budget.

## DEFINITIONS

Grant	Is a form of financial assistance that funds a community group/ organisation to develop a specific project. It may also include in-kind assistance such as the provision of Council facilities or services.
Donation	Is a provision of cash or other items of value with no return benefits expected.
Community Events	For the purpose of this policy, community events are limited to – Survival Day, Foundation Day, NAIDOC Week, Christmas Day, New Year Eve.

## COMMUNITY GRANTS AND DONATIONS

Individual	\$150	Per year, per person
Organisation Group	\$400 capped at \$1,000	Per year, per organisation

## SPORT GRANTS

Council's sporting assistance provides financial assistance for local sporting teams, individuals and associations to assist them financially to participate in approved competition at State, National and International level and the quantum of such support.

Council recognises the cost burden that completion brings and the supportive role that Local Government can play in assisting achievers in their various fields in sport at the higher level. It also recognises the value to the community, which encourages people to excel not only for personal achievements, but also as role models for the youth of the community, and the demonstration of community spirit that involvement at high levels competition exhibits.

Council recognises the value-added potential of supporting local open sporting events/championships, which occur from time to time in the community and the economic returns to local businesses which such events generate as well as assisting the staging of these events and community promotion.

Council is prepared to provide funding sponsorships per organisations (for the purposes of staging the event or provision of trophies).

The level of assistance available through the programme is limited by Council's budget decisions and its strategic priorities.

Only one entitlement shall be considered in the financial year per individual, team or organisation that apply to the Council prior to the event for assistance and meet these criteria.

Written evidence of individuals or team's inclusion/acceptance in State, National or International competition from the respective sports umbrella body is required in order to be eligible for funding.

Three (3) or more individuals travelling to the same competition shall be considered a team for the purpose of funding.

## COMMUNITY EVENTS

Council reserves the right to tender out the planning, organisation and running of community events. The tender will be in accordance with the requirements of the Local Government Act 2009, relevant regulations and Council's policies.

## KEY PERFORMANCE CRITERIA

Will include:

- Community involvement – inclusive of all community members and forms partnerships within the community;
- Financial reporting;
- Value adding opportunities;

## ADMINISTRATION

Application

- ▶ The following procedure will apply to all applications:
- ▶ Applications are to be received a minimum of 72 hours prior to decision;
- ▶ Applications will be assessed on merit against eligibility and selection criteria. Such applications will be assessed in an open and equitable manner;
- ▶ Only one application will be accepted from each organisation/group per year;
- ▶ Organisations / group must be located within the shire and the funds must be for the benefit of people living in Yarrabah;
- ▶ Individuals MUST be a resident of Yarrabah;
- ▶ The applications not seeking financial support for re-current expenses or wages;
- ▶ The level of assistance available to the community is limited by Council's budgetary allocation. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.
- ▶ The amount provided for grants under this policy will be limited by the budget allocation.

## ELIGIBILITY

All applicants MUST:

Be free from debt with Council (including rent);

Be community based and provides, serves and / or activities for the benefit of the residents of the Yarrabah Community;

Be able to complete the proposed project within the financial year in which it is funded; and

Is registered and operating as an incorporated body (not applicable for donations);

Written evidence or individuals or team's inclusion/acceptance in State, National or International competition from the respective sports umbrella body is required in order to be eligible for funding.

### INELGIBLE APPLICATIONS

The following applications will NOT be considered:

- Proposal for project held outside of the shire, unless the applicant can demonstrate a community need and direct benefits to the broader community residents;
- Costs associated with funerals and hardship e.g. (travel to funeral, electricity bills, etc.); and
- Proposals from community groups/organisation that are based outside the shire

### SELECTION CRITERIA

Applicants that meet the eligibility requirements will be assessed on their merits and consideration will be given to the following criteria:

- a) Benefit to the Yarrabah community;
- b) The ability of the community group/organisation to raise funds by other means;
- c) Community participation; and
- d) Achievable aims and objectives.

### REPORTING

Individuals, organisations and groups will be required to submit a brief to be included in the Annual Report, Council Report and Authorised Images that can be used for promotional purposes.

A monthly report to be provided to Council by the Director Corporate Services that outlines grants and donations for the financial year.

### APPLICATION FORM

- All applications are to be made in the prescribed form. (Available at reception).
- All organisations requesting assistance will need to make a submission for each budget year as unsuccessful application/s are not carried forward.

#### *Lodging Your Application*

All applications MUST be made using the approved form and delivered to:

*Chief Executive Officer,  
Yarrabah Aboriginal Shire Council,  
56 Sawmill Road,  
Yarrabah Qld 4871.*

### IN KIND ASSISTANCE

- ▶ Council may provide assistance to an organisation by providing the use of Council plant on the provision that council's personnel is operating the plant.
- ▶ All works in-kind will be subject to the availability of plant and planter operators; and
- ▶ The donation amount will be calculated in accordance to Council's current rates and charges for the plant hire and wages, including travel and stand down time.

### CONDITIONS OF USE

All community grants and donations awarded by Council are subject to the following conditions:

The money should not be used for any other purposes than that for which it is awarded; and

The community group/organisation may be requested to provide council with a modest acknowledgement or that the provision be used for a particular purpose.

## COUNCIL'S RIGHT

Decisions made by Council with regards to the allocation and endorsement of any funds under this Policy shall be final and no discussion will be entered into.

The level or financial assistance to the grants and donation budget will be determined each year within the Council's budget process.

Council through the Chief Executive Officer **MUST** approve requests for grants and donations of any kind.

## REVIEW

It is the responsibility of Director Corporate Services to monitor the adequacy of this policy and recommend appropriate changes. This policy is ongoing and will formally reviewed as required by changes in Legislation or by Council.

## DOCUMENT CONTROL

Adoption Date:	17/02/2021	Resolution No: 05:17/02/2021	Version No. 01
Reviewed Date:	18/05/2022	Resolution No: 09:18/05/2022	Version No. 02
Reviewed Date:	29/06/2023	Resolution No: 11:29/06/2023	Version No. 03
Reviewed Date:	19/06/2025	Resolution No: 04:19/06/2025	Version No. 04
Next Review Date:	2026		



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Richard Wright  
Chief Executive Officer