

Community Grants Policy - Organisation		 Longreach Regional Council Ilfracombe Isisford Longreach Yaraka
Policy Number:	11-06	
Policy Category:	Community Support	
Authorised by:	Res-2025-10-297	
Date approved:	16 October 2025	
Review Date:	16 October 2027	

1. PURPOSE

The purpose of this policy is to provide a transparent, equitable and accountable framework for the Longreach Regional Council (Council) Community Grants Program – Organisation.

2. SCOPE

This policy applies to community organisations, based within the Longreach Regional Council area, applying for a grant from Council, under its Community Grants Program – Organisation.

This policy does not apply to:

- Existing program partnerships and agreements
- Community Grants Program - Individual
- Sponsorship Program
- Regional Arts Development Fund (RADF).

3. LEGISLATION

Local Government Act 2009

Local Government Regulations 2012, section 194-195

4. DEFINITIONS

Acquittal – the process by which a recipient demonstrates in writing to Council that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.

Community Organisation – an incorporated entity that carries on activities for a public purpose or whose object is not directed at making a profit.

Grant – an amount of money and/or in-kind value that is contributed by Council to an organisation, as part of the Community Grants Program – Organisation.

In-Kind – means the provision of goods and services (not money), such as waiver of hire fees

Program – the Community Grants Program – Organisation

5. POLICY STATEMENT

Council is committed to supporting local community organisations through the Program. The aim of the Program is to:

- Develop the capacity and sustainability of a community organisation to meet the needs of its members.
- Support a community organisation to acquire equipment or to upgrade facilities owned by the community organisation.
- Assist a community organisation to deliver improved liveability to the community.

6. ELIGIBILITY

Under the Program, the applicant must:

- Be a Community Organisation that has a property address located in the Longreach Regional Council area
- Have met the acquittal conditions for previous Grants
- Not have any overdue debt with Council.

7. INELIGIBLE APPLICATIONS

The following applications are ineligible under the Program:

- Agencies or departments of local, state or federal governments
- Businesses or entities whose purpose includes obtaining a profit or conduct profit making activities.
- Activities and projects funded from other Council funding programs.
- Applications where Council funds will be used for:
 - Wages or salaries for staff
 - Recurrent costs of day-to-day operations
 - Retrospective expenses
 - Equipment or other expenditure that is personal or for personal gain
 - Payment of Council rates
 - Items that would otherwise be funded by other government bodies

Applications where proceeds will be donated to another cause will only be eligible for in-kind grants.

8. LODGEMENT OF APPLICATIONS

Applications are to be made using the Program's prescribed form and must include specified supporting documentation.

Applications must be received by 5pm on the first day of each month, to be considered by Council, in that month.

9. GRANT CRITERIA

- a) Applicants must demonstrate strong community benefit or need and support for the project or activity (e.g. will it contribute to the region's livability).
- b) The applicant must meet the eligibility criteria set out in this policy.
- c) The proposed project or activity must be based within the Longreach Regional Council area.
- d) The applicant must demonstrate how funds from other sources will support the event or project.
- e) Applicants must be able to demonstrate financial viability of the event through a detailed budget submitted with the application.

10. DELEGATED AUTHORITY

The Chief Executive Officer is responsible for the administration of the Program.

11. GRANT AMOUNTS

- a) Each community organisation is eligible to apply for a maximum grant of \$5,000 per financial year including in-kind.
- b) In-Kind support will only be considered for council services which are listed in the fees and charges schedule.

Council will approve a total budget allocation for the Program as part of its budget deliberations each financial year.

12. ASSESSMENT OF APPLICATION

Applications will be assessed by a panel of council officers, against the eligibility assessment criteria within the guidelines.

Any panel member who has a conflict of interest with an application must declare their conflict and not participate in the assessment.

The Chief Executive Officer is authorised to approve eligible Grants of \$1,000 or less without a Council resolution.

Recommendations from the panel for other Grants will be presented for approval by Council resolution.

The Council has the discretion, when considering the recommendations, to ensure the application fulfils the spirit and intent of this policy.

13. ACKNOWLEDGEMENT

Acknowledgement of Council 's Grant must include:

- featuring Council's logo in project signage, promotional material, media advertising
- public acknowledgements in speeches and media materials
- invitations to participate in the event ceremonies
- incorporating Council supplied materials in information packs.

The level of acknowledgement should be commensurate with the amount of Council funding.

14. ACQUITTAL PROCESS

The successful funding recipient must acquit the spending of Council's Grant in a method determined by Council, within three months of the nominated event date.

15. ASSOCIATED DOCUMENTS

Community Grants Application Form
Community Grants Guidelines
Community Grants Assessment Form
Community Grants Acquittal Form

16. AUTHORISATION

Authorised by Council resolution on 16 October 2025:



Brett Walsh
Chief Executive Officer