



Community Grants Policy

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Policy Owner	Community Services
Contact Officer	Director Community Services

PURPOSE

This policy demonstrates and outlines Council's role in supporting the community. Community grants extend the community's capability to conduct activities, create opportunities for community capacity building, develop and maintain sustainable community infrastructure and build strong partnerships for community benefit.

This policy also assists Councillors and Council employees to achieve consistency in corporate processes and procedures when developing, assessing, monitoring, acquitting and evaluating grants.

This policy meets Councils statutory requirement to provide a clear process for allocating Council support (cash and in-kind) under the Community Grants Program.

OBJECTIVES

The objective of this policy is to provide a framework for applicants and assessors that enables council to allocate support to community groups and projects.

COMMENCEMENT OF POLICY

The commencement date will be the date of approval.

SCOPE

This policy applies to all expenditure by Council to eligible applicants, in the form of cash or in-kind support, through the Community Grants Program.

HUMAN RIGHTS COMMITMENT

Council has considered the human rights protected under the *Human Rights Act 2019* (Qld) (the Act) when adopting and/or amending this policy. When applying this policy, the Council will act and make decisions in a way that is compatible with human rights and give proper consideration to human rights relevant to the decision, in accordance with the Act.

POLICY

STATEMENT

Council will provide support to applicants who meet the eligibility criteria stated, for projects which are in the public interest, and provide local community benefit within Diamantina Shire.

CONTEXT

Council is required under Section 195 of the *Local Government Regulation 2012* to adopt a Community Grants Policy. Community grants provide a mechanism by which Council can allocate funding to eligible applicants for projects and purposes which are in the public interest and provide local community benefit within Diamantina Shire.

Community Grants may include funds managed by Council on behalf of another organisation or agency. Council support through this program will have clear and accountable criteria, monetary value, and reporting requirements.

STANDARDS AND PROCEDURES

SPECIFIC AND STANDARD

Funding through Councils Community Grants program is divided into the following categories:

- Cash Grants - Competitive funding available for a specific project that will have a significant positive impact to the Diamantina Shire. The amount of funding available in this category is partly determined by the external funding partners and Council's Budget allocation.
- In-kind support - An offer of support for a specific project, calculated based on Council's fees and charges, plant hire and/or wages. The amount of funding available in this category is determined in Councils budget.

APPLICANT ELIGIBILITY CRITERIA

An eligible applicant must operate within the Diamantina Shire or be able to demonstrate that the project is in the public interest and provide local community benefit within Diamantina Shire. Applicants may be individuals, businesses or not for profit organisations. An individual, business or unincorporated not for profit organisation can only apply for a grant provided that the application is auspiced and administered by an incorporated not for profit community organisation. An incorporated not for profit organisation may auspice one or more individuals or community groups which are not incorporated.

All applications must:

- demonstrate that the grant will be used for a purpose in the public interest and benefit the Diamantina Shire community
- have met all acquittal conditions of previous Council grants
- have no debt to Council
- be a compliant organisation and ensure Health and Safety requirements are met
- be financially viable
- be submitted on the required form

Additionally, applications for grants over \$1,000 must:

- provide proof of incorporation, and a copy of the Certificate of Incorporation is to be attached with the application. A copy of the latest audited financial statement should also be required. If the organisation is not incorporated, a sponsoring organisation must be obtained with relevant evidence supplied.
- provide copies of insurances, including public liability (Certificate of Currency). Council's insurance policy does not cover persons or property in activities or events not organised by Council.
- demonstrate a need for support and show that other avenues of support have been explored (e.g. other grant funding, sponsorship etc.).
- show how the in-kind application will be applied to the budget for the activity

PROJECT ELIGIBILITY CRITERIA

To be eligible for funding a project **must**:

- Not include retrospective funding or cost already incurred
- Have the approval of the landholder
- Have necessary insurances, approvals and licences
- Not bring the Council into disrepute
- Include co-funding contributions or other external funding
- Be in the public interest
- Not have solely a religious or political purpose
- Not be primarily for commercial benefit

INELIGIBILITY CRITERIA

Unless exceptional circumstances can be demonstrated Council will **not approve** funding for:

- General operating costs (such as Public Liability Insurance)
- Security
- Prize money
- Trophies
- Any costs for which a receipt cannot be provided
- Interstate or international travel costs
- Vehicles and related costs
- Alcohol
- Any goods for resale (such as merchandise)
- Any clothing that will become the property of individuals

FUNDING ROUNDS

Council has two separate streams of its Community Grants Program:

Community Grants less than \$1,000

Consideration will also be given to grants for less than \$1,000 outside of the advertised grant round. This will be on a case-by-case basis and there is no guarantee that there will be funds available. Applications must meet all criteria and conditions stated in this policy. Approval of these applications can be made by the Chief Executive Officer.

Community Grants more than \$1,000

There are limited funds available through a competitive process with applications being assessed on individual merit and the criteria established in this policy. Applications must meet all criteria and conditions stated in this policy and applicants are required to lodge an acquittal post event/project.

The opportunity to apply for grants will be available twice a year, and will be promoted through social media, Community Newsletter and Community email groups.

Funding will be in two (2) rounds as follows:

1. The October round for events to be held from 1 January to 30 June; and
2. The March round for events/ activities to be held between 1 July and 31 December

Funding Round	Applications Open	Applications Close	Outcome Advised	Project delivery timeframe
Round 1	5 October 2025	Friday 30 October 2025	30 November 2025	Project must be completed by 30 June 2026
Round 2	2 March 2026	Friday 27 March 2026 at 5:00pm	24 April 2026	Project must be completed by 31 December 2026

Submission of an application does not guarantee approval, and all decisions are at Council's absolute discretion.

Consideration will also be given to grants outside of the advertised grant round. This will be on a case-by-case basis and there is no guarantee that there will be funds available. Applicants will preferably apply during the advertised grant period.

APPLICATION ASSESSMENT

The process for awarding grants will be assessed on a merit basis against eligibility and assessment criteria. Assessment criteria may change to meet the needs of the program.

To ensure consistency within the application process, entities are required to submit applications on the following basis:

- All applications must be submitted on the Community Grants program application form and signed by the applicant. (letters or verbal applications will not be accepted).
- Organisations wishing to apply for more than one event or activity are only required to complete one application form detailing all events or activities.
- Applications for Community Grants under the value \$1,000 are required to be received by Council four (4) weeks prior to proposed event or activity.
- Applications for Community Grants over \$1,000 must meet the eligibility criteria.
- Should the application, either in part or wholly, be requesting in-kind support from Council then the application must include a Council quote for value of assistance sought. Council's Community Coordinator can assist with this.
- Any Council equipment must be returned in good, clean and undamaged condition or charges may be imposed as outlined in the conditions of use.

Where Council receives more funding applications than it can support, successful applications will be those that best respond to the assessment criteria.

GRANT APPLICATION

The Community Grants Application must be completed fully with copies of required certificates and documents. Only applications received on the current Community Grants Application Form will be accepted. Applications will be registered in Council's Records Management System and an acknowledgement will be sent to the applicant on receipt.

GRANT ALLOCATIONS

Council will annually apportion for that financial year the amount for Community Grants available. Community Grants will be provided in an open and equitable manner. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested. Applicants will be advised of the application outcome as soon as practicable following approval. Grant allocations will be fully paid on receipt of a signed funding agreement. The grant recipient must obtain all appropriate insurance covers, permits/approvals etc. relating to the project or service.

GRANT ACQUITTAL

Recipients of community grants are required to provide an acquittal report. An acquittal form will be issued with Council's payment and will request the applicant to return the form within 60 days of the completion date. The acquittal form will require proof of payment, copies of invoices or other documentary evidence. No further funding can be applied for until the money is fully acquitted or remaining funds returned to Council. If any project runs over budget, Council is not responsible in any way for meeting the shortfall.

DEFINITIONS

Term	Definition
CEO	Chief Executive Officer
Council	Diamantina Shire Council
The Program	Community Grants Program
Grant	Is a payment provided to a recipient for a specific purpose or project, generally as part of an approved Council program, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of commercial return to Council. Grants are subject to conditions (particularly reporting and accountability and a requirement for the funds to be expended for the direct purpose they were granted). Council requires some form of recognition for grant funding, as detailed in funding agreements.
Community Organisation or Group	As defined in the dictionary schedule of the Local Government Regulation 2012, an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit. This can include clubs and associations.
Donation	means any charitable contribution made by Council to assist a person or entity.
In-Kind Support	means the provision of goods or services (not money), such as the waiver of hire fees.
Partnership	means an agreement between two entities to provide an amount of money or in-kind value based on shared and similar objectives that work together in an equal and mutually beneficial relationship.
Officers	includes employees, contractors, volunteers and all others who perform work on behalf of Council.
Sponsorship	Is a formal reciprocal arrangement between individuals, groups or companies, which can include both cash and in-kind contributions in return for the right to associate the sponsor's name, product or service with the sponsored organisation's product or service.

SUPPORTING DOCUMENTATION

Legislation	<i>Local Government Regulation 2012</i>
Council Policies	Nil
Council Delegations	Nil
Council Forms	DSC Form – Community Grants Program Application Form DSC Form – In Kind Request Form DSC Form – Community Grant Funding Agreement DSC Form – Community Grants Acquittal Report
Supporting Documents	Corporate Plan 20222-2027 Operational Plan 2025-2025 DSC Info – Community Grants Program Guidelines

VERSION CONTROL

Version	Adopted	Comment	eDRMS #
1	20 July 2015	Minute No. 2015.07.20-OM7	
2	14 March 2016	Minute No. 2016.03.14-OM-4	
3	20 November 2017	Minute No. 2017.11.20-OM-7	
4	18 March 2019	Minute No. 2019.03.18-OM-5	
5	15 March 2021	Minute No. 2021.03.15-OM-15	
6	13 October 2025	Resolution: CNL/25/253	329673