



City of
Ipswich

**IPSWICH
CITY
COUNCIL**

AGENDA

of the

COMMUNITIES COMMITTEE

**Held in the Council Chambers
2nd floor – Council Administration Building
45 Roderick Street
IPSWICH QLD 4305**

On Tuesday, 22 October 2019
At 10.30 am or within any period of time up to a maximum of 10 minutes after the
conclusion of the Growth and Infrastructure Committee.

<u>MEMBERS OF THE COMMUNITIES COMMITTEE</u>	
Interim Administrator Greg Chemello (Chairperson)	

COMMUNITIES COMMITTEE AGENDA

*10.30 am or within any period of time up to a maximum of
10 minutes after the conclusion of the Growth and Infrastructure
Committee, on **Tuesday**, 22 October 2019*
Council Chambers

Item No.	Item Title	Page No.
1	Community Donations Report	6
2	Triennial Grants Program	11
3	Young Performing Artists Bursary	29
4	Community Meeting Rooms and Printing Requests	32

** Item includes confidential papers

COMMUNITIES COMMITTEE NO. 10

22 OCTOBER 2019

AGENDA

1. **COMMUNITY DONATIONS REPORT**

This is a report providing detail about the year to date allocation of community donations, as at 31 August 2019 (Attachment 1), and providing a summary of these community donations by recipient type, (Attachment 2).

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the report be received and the contents noted.

2. **TRIENNIAL GRANTS PROGRAM**

This is a report concerning the allocation of funds through the Triennial Grants Program for 2019-2020.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) approve triennial funding of:

\$8,461.02 (excl GST) Year 1 2019-2020

\$4,465.79 (excl GST) Year 2 2020-2021

\$2,307.27 (excl GST) Year 3 2021-2022

to Multicultural Australia Limited to support the Balance Project.

3. **YOUNG PERFORMING ARTISTS BURSARY**

This is a report concerning the allocation of funds through the Young Performing Artists Bursary Program for 2019-2020.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) approve funding of \$700.00 (ex-GST) to Allstar Dance, towards the cost of attending workshops and participating in three (3) performances in Disney Florida, as outlined in the report by the Community Grants Coordinator dated 23 September 2019.

4. COMMUNITY MEETING ROOMS AND PRINTING REQUESTS

This is a report concerning the provision of meeting rooms and printing which were previously provided through divisional offices.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council continue to provide free meeting spaces in Ipswich Libraries and consideration be given that Ipswich Libraries' meeting rooms be available beyond business hours.
- B. That with the exception of ANZAC Day program printing requests, Council encourage organisations to move to electronic distribution of information. For those organisations that require printing, self-serve printing facilities will continue to be available at Ipswich Libraries.

** Item includes confidential papers

and any other items as considered necessary.

Doc ID No: A5777784

ITEM: 1
SUBJECT: COMMUNITY DONATIONS REPORT
AUTHOR: COMMUNITY GRANTS COORDINATOR
DATE: 10 SEPTEMBER 2019

EXECUTIVE SUMMARY

This is a report providing detail about the year to date allocation of community donations, as at 31 August 2019 (Attachment 1), and providing a summary of these community donations by recipient type, (Attachment 2).

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

That the report be received and the contents noted.

RELATED PARTIES

There are no known related party matters associated with this report.

ADVANCE IPSWICH THEME

Caring for the Community and Listening, Leading and Financial Management

PURPOSE OF REPORT/BACKGROUND

Through the provision of community donations, Ipswich City Council seeks to support the role of community organisations and recognise the significant role they play in developing and delivering initiatives that encourage participation in community life, foster social cohesion, celebrate diversity, and contribute to a vibrant, healthy and sustainable city.

The Community Donations Program allows for funds to be allocated to not-for-profit community organisations for community purposes and supports community organisations to deliver initiatives that address identified local community needs.

Management and Coordination of the Community Donations Program

The Community Development Branch manages the receipt, assessment and allocation of funding applications received through the Community Donations Program in accordance with the Community Donations Policy and associated Administrative Guidelines.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009 and Local Government Regulation 2012

Specifically, section 109 of the *Local Government Act 2009* provides local governments with the ability to utilise discretionary funds in accordance with the requirements prescribed under the *Local Government Regulation 2012*.

Section 202 of the *Local Government Regulation 2012* prescribes a number of requirements for –

- a) a local government for making discretionary funds available; and
- b) a councillor for using discretionary funds.

Discretionary funds allocated are required to be publically reported under section 202 of the Local Government Regulation 2012.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL/RESOURCE IMPLICATIONS

Within the Community Development Branch, the Community Grants Team is responsible for the management and coordination of Council's Community Donations Program and Community Grants and In-Kind Assistance Program. The Community Grants Team is a team of two (2) full-time staff.

Funding for the provision of community donations is contained within the Community Engagement Branch 2019-2020 financial year budget.

There are no additional resourcing or budget implications associated with this report.

COMMUNITY AND OTHER CONSULTATION

The contents of this report did not require any community consultation.

CONCLUSION

Applications for funding through the Community Donations Program are assessed in accordance with the eligibility criteria and assessment process outlined in the Community Donations Policy and associated Administrative Guidelines.

This report provides detail about the allocation of community donations for the 2019-2020 financial year up to 31 August 2019 (Attachment 1), and provides a summary of these community donations by recipient type (Attachment 2).

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Community Donations Report August 2019 ↓ 
2.	Community Donation Recipient Type ↓ 

Josie Berry

COMMUNITY GRANTS COORDINATOR

I concur with the recommendations contained in this report.

Abbey Richards

COMMUNITY ENGAGEMENT MANAGER

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

“Together, we proudly enhance the quality of life for our community”

Community Donations Register

Year	Approval Date	Recipient	Purpose of Funding	Funded Amount
2019	26/06/2019	Ipswich & District Rifle Club Inc	Ipswich and District Rifle Club 160th Anniversary Open Prize Meeting	\$2,211.55
2019	26/06/2019	Ipswich Cycling Club`	State Junior Road Cycling Championships	\$2,181.00
2019	26/06/2019	Dinmore Bushrats Soccer and Sports Club Inc	R2R Return to Riverview	\$2,650.99
2019	26/06/2019	Tivoli Social Enterprises Limited	Tivoli STEM Show	\$1,000.00
2019	26/06/2019	Leichhardt State School	NAIDOC Day Celebrations	\$1,545.00
2019	11/07/2019	LiveCity Church Ltd	Redbank Plains Christmas Carols 2019	\$15,000.00
2019	11/07/2019	Ipswich Softball Umpires Inc	Ipswich Softball Umpires Inc Start Up Project	\$3,545.63
2019	25/07/2019	Friends of Lakes Cultural Association	Ponnonam 2019	\$2,000.00
2019	06/08/2019	Staines Memorial College	IMPACT Celebration	\$3,750.00
2019	06/08/2019	Marburg and District Residents Association Inc	Black Snake Creek Festival	\$1,050.00
2019	06/08/2019	Springfield Lakes Nature Care Inc.	Richmond Birdwing Butterfly Recovery Workshop	\$558.75
2019	14/08/2019	Fusion Arts Inc	Performances in Local Nursing Homes	\$9,707.48
2019	14/08/2019	Lions Club of Rosewood Inc	Lions Club of Rosewood Christmas Street Carnival	\$1,303.40
2019	14/08/2019	Raceview State School P & C Association	2019 Spring Fair	\$471.00
2019	14/08/2019	Tivoli Social Enterprises Ltd	Chrismtas in Ipswich	\$13,500.00
				\$60,474.80

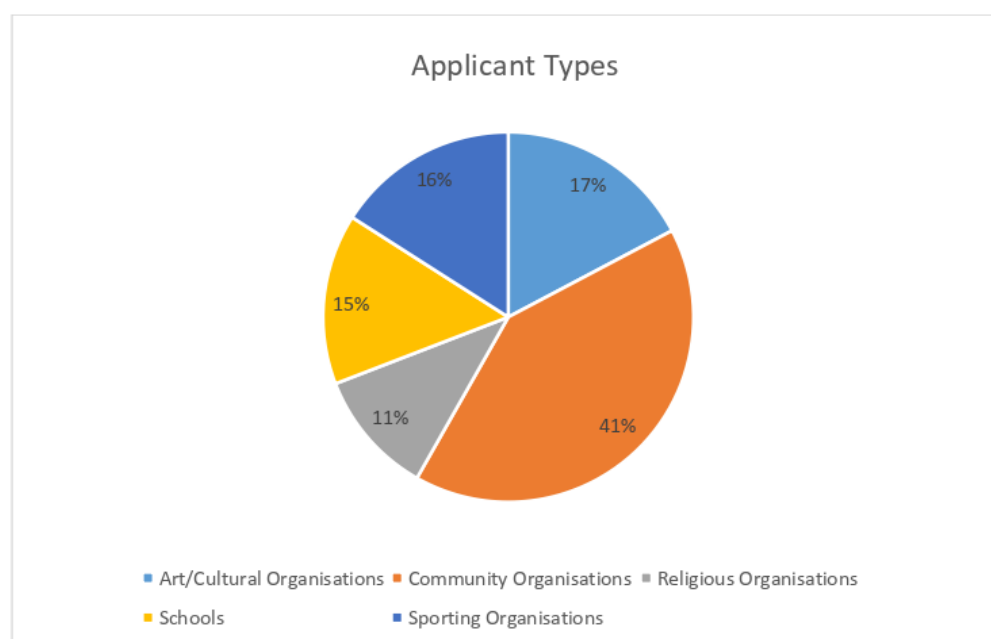
Categorised Recipient Types

Council approved community donations totalling \$60,474 to various community groups during the period 1 July 2019 to 31 August 2019.

Community donations are reported on within the month that the payment was processed. Accordingly, as the payment for some approved community donations in June 2019 did not occur until July 2019, they are included in this report.

Recipients of Council community donations have been categorised into applicant types as outlined below:

- Arts & Cultural Organisations \$ 9,707
- Community Organisations \$19,412
- Religious Organisations \$15,000
- Schools \$ 5,766
- Sporting Organisations \$10,589



Doc ID No: A5780182

ITEM: 2
SUBJECT: TRIENNIAL GRANTS PROGRAM
AUTHOR: COMMUNITY GRANTS COORDINATOR
DATE: 10 SEPTEMBER 2019

EXECUTIVE SUMMARY

This is a report concerning the allocation of funds through the Triennial Grants Program for 2019-2020.

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) approve triennial funding of:

\$8,461.02 (excl GST) Year 1 2019-2020

\$4,465.79 (excl GST) Year 2 2020-2021

\$2,307.27 (excl GST) Year 3 2021-2022

to Multicultural Australia Limited to support the Balance Project.

RELATED PARTIES

Multicultural Australia Limited manages the Redbank Plains Community Centre which is owned by Council. Council entered into a lease agreement with Multicultural Australia Limited in 2018 and the organisation manages the day-to-day operations of the community centre in accordance with a Management Agreement. Ipswich City Council and Multicultural Australia Limited have, and continue, to collaborate on a multi-year Social Impact Assessment for the Community Centre.

ADVANCE IPSWICH THEME

Caring for the Community and Listening, Leading and Financial Management.

PURPOSE OF REPORT/BACKGROUND

Triennial Grants support community organisations to pilot or trial innovative programs that address gaps in services within the Ipswich community. Triennial Grants are allocated over a three year period and designed to support community organisations to attract further ongoing funding to assist the initiative to become sustainable.

Council undertakes one (1) funding round per financial year for Triennial Grants, with maximum funding amounts over three years as follows:

- Year 1 - Maximum funding of up to \$10,000
- Year 2 - Maximum funding of up to \$5,000
- Year 3 - Maximum of funding of up to \$2,500

The Triennial Grants Program is promoted through various channels including social media, Council's website, grant writing capacity building workshops and Council's email networks.

Applications for Triennial Grants opened on 1 July and closed on 31 July 2019. Council received one (1) eligible application. In line with the Community Grants and In-Kind Assistance Program Procedure, eligible applications were independently assessed and scored by a panel of three (3) Council staff, against weighted criteria, (as detailed within the Community Grants and In-Kind Assistance Program Applicant Guidelines – see attachment 1).

Applicants are required to provide quotes for items for which funding is sought for the first year. Applications which do not include quotes are ineligible.

The Triennial Grant application requires applicants to outline expected milestones for each year and methods of evaluation. Successful applicants will receive the first year's approved allocation. At the end of 12 months and 24 months, recipients will be required to provide a report detailing the progress of the program against the expected milestones outlined within the original grant application, budget to date and proof of expenditure. Funding for years 2 and 3 will not be released until the progress reports have been approved. At the end of year 3, Triennial Grant recipients are required to provide a full acquittal report.

Multicultural Australia Limited

Multicultural Australia Limited manages the Redbank Plains Community Centre. The Centre's goal is to make a meaningful impact to the Redbank Plains community, through creating opportunities, reducing social isolation and developing a sense of community. Multicultural Australia Limited has identified a need for meaningful youth activities and well-being programs for young people in Redbank Plains and surrounding areas, as a result of the Social Impact Assessment undertaken collaboratively with Ipswich City Council.

Multicultural Australia Limited has sought funding through the Triennial Grants Program to support the Balance Project, a six week capacity building program for young people aged 11 to 25 years. The Balance Project activities will include hands-on nutrition based cooking classes and a boot camp style exercise program. The program will be facilitated at the Redbank Plains Community Centre during school terms from 2020-2023 and aims to build peer relationships, engage participants and their families with the local community centre, develop confidence and provide life-skills to support a balanced lifestyle. Multicultural Australia Limited will facilitate four (4) Balance Projects per year (a six-week program each school term), and will investigate alternative funding sources to enable continuation of the program.

A number of organisations are involved in the delivery of this project including the Ipswich Hospital Foundation, Good Start Program, Goodna Youth Service, Ipswich Community Youth Service, Sudanese Australian Lost Boys and Girls of South Sudan, Mustard Seed Church and Tatau Fitness.

The total cost of the Balance Project is \$42,060 over the three (3) year period, from February 2020 to December 2022. In line with eligibility criteria, Multicultural Australia Limited is eligible to be considered for triennial funding as outlined below:

Year 1	\$ 8,461.02
Year 2	\$ 4,465.79
Year 3	<u>\$ 2,307.27</u>
Total	\$15,234.08

Based on the scores allocated by the Grants Panel, it is recommended that Council approves 100% of the funding requested by Multicultural Australia Limited, to a total of \$15,234.08.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions: *Local Government Act 2009 and the Local Government Regulation 2012.*

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL/RESOURCE IMPLICATIONS

Within the Community Engagement Branch, the Community Grants Team is responsible for the management and coordination of Council's Community Donations Program and Community Grants and In-Kind Assistance Program. The Community Grants Team is a team of two (2) full-time staff.

Funding for the provision of Triennial Grants is contained within the Community Engagement Branch 2019-2020 financial year budget.

There are no additional resourcing or budget implications associated with this report.

COMMUNITY AND OTHER CONSULTATION

As part of their application Multicultural Australia advises that since May 2018 they have been engaging with the local community through informal engagement, their visitor login system and their joint Social Impact Assessment with Ipswich City Council to assess the gaps to services and needs of the community. They have identified a need for meaningful youth activities and well-being programs for young people in Redbank Plains and surrounding areas.



Through engagement with local youth services, including the Goodna Youth Services, the Base Youth Agency, Ipswich Child and Youth Services and The Good Start Program they have been encouraged to facilitate programs that engage and develop key life-skills for young people in the area. They have been advised that after school hour programs would be a desirable referral pathway.

Their application also included a letter of support from the Ipswich Hospital Foundation.

CONCLUSION

Applications for funding through the Triennial Grants Program are assessed in accordance with the eligibility criteria and assessment process outlined in the Community Grants and In-Kind Assistance Policy and associated guidelines.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Community Grants and In-Kind Assistance Program Guidelines  
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Josie Berry

COMMUNITY GRANTS COORDINATOR

I concur with the recommendations contained in this report.

Abbey Richards

COMMUNITY ENGAGEMENT MANAGER

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

“Together, we proudly enhance the quality of life for our community”

Community Grants and In-Kind Assistance Program

Applicant Guidelines



ipswich.qld.gov.au



■ Image: Kindergarten in Ipswich. Photo by Talitha Rice Photography.

CONTENTS

1. Triennial Grants	3
2. Community Development Grants	5
3. Quick Response Grants	6
4. Christmas/Festive Season Grants	8
Grant Funding Principles	9
Grant Funding Priorities	10
Grant Assessment Process	11
Ethics Framework	12
Grant Funding Approval Process	12
In-Kind Assistance	13
Grant and In-Kind Assistance Applications	14

GUIDELINES

GRANTS PROGRAM OVERVIEW

Through the provision of Community Grants, Ipswich City Council seeks to support the role of community organisations and recognise the significant role they play in developing and delivering projects that encourage participation in community life, foster social cohesion, celebrate diversity, and contribute to a vibrant, healthy and sustainable city.

Ipswich City Council's Community Grants Program includes four categories of grants, each category seeking to support the development and implementation of innovative projects that deliver targeted social, cultural and community outcomes:

1. Triennial Grants;
2. Community Development Grants;
3. Quick Response Grants;
4. Christmas/Festive Season Grants.

In addition to the above four categories, In-Kind Assistance is provided to community organisations to support the delivery of community and sporting events in the city, discussed on page 13.

1. TRIENNIAL GRANTS

Triennial Grants support community organisations to pilot or trial innovative programs that address gaps in services within the Ipswich community. Triennial Grants are allocated over a three-year period and designed to support community organisations to attract further ongoing funding to assist the initiative to become sustainable.

TIMEFRAME

Applications will open on 1 July and close on 31 August each year to be considered at Council's October meeting.

Applications must be received by close of business on the identified closure date.

RECIPIENTS

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

FUNDING RANGE

Year 1 – maximum funding of up to \$10,000 is available
Year 2 – maximum funding of up to \$5,000 is available
Year 3 – maximum funding of up to \$2,500 is available

FUNDING AVAILABLE

The total funding available for Triennial Grants each year is subject to variation, depending on Council's annual budget allocation.

ELIGIBILITY CRITERIA

To be eligible for Triennial Grants funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- not have any outstanding debts with Council (e.g. facility hire, rates etc)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place for the initiative or program (as required)

EXCLUSIONS

The following will not be funded:

- Individuals and private profit-making organisations
- Christmas/festive season events – funding is available through the Christmas/Festive Season Grants
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Projects or activities run by, or involved with, political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same initiatives, activities and/or equipment where evidence of efforts made to ensure the sustainability of the project, activity and/or equipment has not been provided to Council and/or community outcomes are not evident
- Funding of competitions, prizes, sponsorships, bursaries, donations, gifts or fundraising activities
- Interstate or overseas travel
- Projects or activities that have already started or have been completed prior to Council approval
- Projects where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Organisations that have outstanding Council acquittals or have not satisfactorily acquitted Council funds
- Applications received outside of the application timeframes
- Applications where the financial budget has positive income (i.e. income exceeds expenses)

2. COMMUNITY DEVELOPMENT GRANTS

Community Development Grants support community organisations developing and delivering a one-off community project that addresses local needs and achieves community development outcomes.

TIMEFRAME

Two funding rounds per year (February and July).

Applications will open for one month from 1 February, for the first funding round each year to be considered at Council's April meeting. Applications will open for one month from 1 July, for the second funding round each year to be considered at Council's September meeting.

Applications must be received by close of business on the identified closure date.

RECIPIENTS

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

FUNDING RANGE

Maximum funding of up to \$5,000 is available per project per funding round.

Applicants and associated entities are eligible to apply for a maximum \$10,000 per financial year

FUNDING AVAILABLE

The total funding available for Community Development Grants each year is subject to variation, depending on Council's annual budget allocation.

ELIGIBILITY CRITERIA

To be eligible for Community Development Grants funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- not have any outstanding debts with Council (e.g. Council facility hire, rates etc)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)

EXCLUSIONS

The following will not be funded:

- Individuals and private profit-making organisations
- Christmas/festive season events – funding is available through the Christmas/Festive Season Grants
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g P&Cs), but the community organisation must be the applicant)
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same projects, activities and/or equipment where evidence of efforts made to ensure the sustainability of the project, activity and/or equipment has not been provided to Council and/or community outcomes are not evident
- Organisations that have outstanding Council acquittals or have not satisfactorily acquitted Council funds
- Funding of competitions, prizes, sponsorships, bursaries, donations, gifts or fundraising activities
- Interstate or overseas travel
- Projects or activities that have already started or have been completed prior to Council approval
- Projects where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Applications received outside of the application timeframes
- Applications where the financial budget has positive income (i.e. income exceeds expenses)

3. QUICK RESPONSE GRANTS

Quick Response Grants support community organisations delivering small community projects that address local needs and achieve community development outcomes.

TIMEFRAME

There are no application deadlines for this grant category and applications are assessed on an ongoing basis.

Applications must be submitted at least three (3) weeks before the proposed activity commences to allow sufficient time for the assessment process.

RECIPIENTS

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

FUNDING RANGE

Maximum funding of up to \$1,000 is available per initiative.

FUNDING AVAILABLE

The total funding available for Quick Response Grants each year is subject to variation, depending on Council's annual budget allocation. Further, while an application for a Quick Response Grant may be made at any time during the year, funding will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

Only one successful application (relating to one individual initiative) per financial year is permitted per community organisation.

ELIGIBILITY CRITERIA

To be eligible for Quick Response Grants funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- not have any outstanding debts with Council (e.g. Council facility hire, rates etc)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)

EXCLUSIONS

The following will not be funded:

- Individuals and private profit-making organisations
- Christmas/festive season events – funding is available through the Christmas/Festive Season Grants
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Repeat applications in consecutive years for the same projects, activities and/or equipment where evidence of efforts made to ensure the sustainability of the project, activity and/or equipment has not been provided to Council and/or community outcomes are not evident
- Funding of competitions, prizes, sponsorships, bursaries, donations, gifts or fundraising activities
- Interstate or overseas travel
- Projects or activities that have already started or have been completed prior to Council approval
- Projects where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Organisations that have outstanding Council acquittals or have not satisfactorily acquitted Council funds
- Applications where the financial budget has positive income (i.e. income exceeds expenses)

4. CHRISTMAS/FESTIVE SEASON GRANTS

Christmas/Festive Season Grants support community organisations developing and delivering a community Christmas event or activity or other celebratory event relevant for the broader community.

TIMEFRAME

One funding round per year (July). Applications will open on 1 July and close on 31 July each year to be considered at Council's September meeting. Applications must be received by close of business on the identified closure date.

RECIPIENTS

This is a competitive grant category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

FUNDING RANGE

Maximum funding of up to \$2,000 is available per initiative per funding round.

FUNDING AVAILABLE

The total funding available for Christmas/Festive Season Grants each year is subject to variation, depending on Council's annual budget allocation.

ELIGIBILITY CRITERIA

To be eligible for Christmas/Festive Season Grant funding, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- have a committee of management that accepts responsibility for the administration of the grant
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- not have their own grant giving program or fundraising program that provides money to finance another organisation's community initiatives
- not have any outstanding debts with Council (e.g. Council facility hire, rates etc)
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (as required)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)

EXCLUSIONS

The following will not be funded:

- Individuals and private profit-making organisations
- Funding requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Projects or activities run by or involved with political groups seeking to promote their core beliefs
- Funding of competitions, prizes, sponsorships, bursaries, donations, gifts or fundraising activities
- Interstate or overseas travel
- Projects or activities that have already started or have been completed prior to Council approval
- Projects where professional fees (i.e. labour, salary or wages) or administrative costs (i.e. stationery) represent more than 50% of the total grant funding requested from Council
- Operational expenses such as insurances and rental subsidies
- Organisations that have outstanding Council acquittals or have not satisfactorily acquitted Council funds
- Applications received outside of the application timeframes
- Applications where financial budget has positive income (i.e. income exceeds expenditure)

GRANT FUNDING PRINCIPLES

Ipswich City Council applies the following principles when providing support through its four Community Grants Programs:

- Asset based thinking and building on the strengths that exist within our community
- Evidence based approach that acknowledges and responds to the needs and aspirations of our community
- Access and equity to ensure a socially inclusive community
- Valuing local collaborations and partnerships
- Valuing the social, economic and environmental sustainability of our City

In addition, Council is committed to the efficient and effective delivery of the Community Grants Program and transparency and accountability in decision making.

GRANT FUNDING PRIORITIES

Ipswich City Council's Community Grants Programs support projects that:

CONNECT PEOPLE

- Increase participation of people who are at risk of isolation
- Increase trust, awareness and understanding between people and across community groups
- Facilitate inclusion and equitable access to facilities, services, open spaces and activities
- Provide access to information and training

INCREASE OPPORTUNITY

- Facilitate access to education, training and employment opportunities
- Improve social and physical wellbeing through a prevention and early intervention approach
- Encourage participation in civic and community activity for marginalised community members
- Encourage engagement with and/or self determination of vulnerable and disadvantaged community members

BUILD COMMUNITY CAPACITY

- Increase capability and coordination of community services and participation in decision making
- Raise awareness about social sustainability in the community
- Strengthen governance and accountability in community organisations
- Improve collaboration and coordination of community support and services
- Encourage participation in civic and community activity
- Share knowledge through the creative use of existing resources, new technologies and/or the knowledge and experiences of our diverse communities

APPRECIATION OF ARTS AND CULTURE

- Increase cultural education
- Increase access to and participation in creative expression and arts and cultural experiences
- Raise awareness about the value and importance of the arts and culture
- Improve collaboration and coordination within the arts and cultural community
- Contribute to artistic and cultural outcomes for marginalised community members

GRANT ASSESSMENT PROCESS

All grant applications will initially be assessed against the eligibility and exclusion criteria as detailed above. Council Officers will then assess grant applications against funding priorities and the following assessment criteria:

1. Alignment to community outcomes (30% weighting)
 - Are the aims and expected outcomes of the proposed project clearly identified?
 - Has the application articulated a measurement and evaluation plan (that is, has the application detailed how the aims and expected outcomes will be measured)?
2. Community need (30% weighting)
 - Is there a clearly identified and demonstrated local need for the proposed project?
 - Does the proposed project clearly and effectively address this need?
 - Is there a clear link between the community need, community outcomes and the project proposed?
 - Is there community support for the proposed initiative?
3. Organisational capacity (20% weighting)
 - Is the application well planned and achievable within the allotted timeframe?
 - Does the proposed initiative encourage connectedness and/or develop partnerships and collaborations with other organisations?
 - Does the applicant have the expertise and capacity to successfully manage and evaluate the project?
 - Will the project be sustainable beyond Council funding?
4. Financial viability (20% weighting)
 - Does the proposed budget accurately reflect the scope and scale of the application?
 - Have other funding sources been identified?
 - Have the resources that are required to deliver the project been clearly identified?
 - Is the application financially viable and does it demonstrate sound management?

Additionally, due consideration will be given to the following matters when assessing grant applications:

EXPECTED PROGRAM OUTCOMES

Ipswich City Council expects that projects for which a grant is provided will have measureable social, cultural and community outcomes, including, for example:

- Development of new skills and capabilities within the community
- Development of strong networks where organisations share resources and acquire new knowledge and skills
- Strengthened local connections
- Increased awareness and opportunities for residents and others to participate in social, cultural and sustainable grassroots initiatives
- Improved social wellbeing, reduced isolation and increased cultural participation
- Enhanced positive social, cultural and sustainable outcomes for local communities
- More sustainable creative organisations through greater emphasis on self-generated income
- Public spaces activated with cultural and creative projects and greater public participation in arts and creative projects

ETHICS FRAMEWORK

Ipswich City Council will not support any activities, entities, or individuals associated with entities, that are considered to:

- Discriminate, or encourage discriminatory behavior, including discrimination on the basis of age, disability, race, religion, sex and/or sexual orientation
- Contribute to, or advocate for, the infringement of human rights
- Demonstrate behaviour that does not align to Council's strategic intent for the City and community of Ipswich
- Pollute land, air or water, or otherwise damage the natural environment
- Market, promote or advertise products or services in a misleading or deceitful manner
- Produce, promote or distribute products or services likely to be harmful to the community
- Entice people into financial over-commitment
- Exploit people through the payment of below-award wages or poor working conditions
- Represent a reputational risk for Ipswich City Council to partner with or support, or be seen to partner with or support

GRANT FUNDING APPROVAL PROCESS

Final decisions and approval of successful applications are made by Council at a designated Council meeting.

TERMS AND CONDITIONS THAT APPLY TO SUCCESSFUL APPLICANTS

All successful applicants will receive the approved funding from Council subject to the following terms and conditions:

- With the exception of Triennial Grants, the applicant's proposed project must be completed within 12 months
- The applicant will be required to become a signatory to a standard funding agreement which details all grant conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features
- Council may make funding conditional on other specific conditions being met
- If Council's grant funds are not spent, all remaining funds must be returned to Council

GRANT EVALUATION AND ACQUITTAL

To ensure appropriate accountability by grant recipients with regard to the use of grant funding, all funding provided by Council will require an evaluation report and financial acquittal, outlining the use of the funds (including proof of expenditure) and the achieved outcomes of the activity.

Specific evaluation requirements will be outlined in each individual funding agreement and will depend on the nature and size of the grant.

Organisations that have not satisfactorily acquitted Council funds within an appropriate timeframe agreed by Council will be deemed ineligible for Council funding or in-kind assistance for 12 months from the acquittal due date.

IN-KIND ASSISTANCE

In-Kind Assistance is provided to community organisations to support the delivery of community and sporting events within the City of Ipswich that engage the broader community and improve the social, economic and/or environmental outcomes of the community.

In-Kind Assistance is limited to Council store items (including star pickets, star picket rammers, barrier mesh, cable ties, and witches hats), provision of refuse bins and portable toilets.

TIMEFRAME

Applications can be submitted at any time during the year.

Any application must be lodged at least six weeks before the proposed assistance is required. Late applications due to extenuating circumstances may be considered at the discretion of the General Manager, Community, Cultural and Economic Development Department, however, any late fees incurred (including delivery or cleaning charges), will be the responsibility of the applicant community organisation, and/or associated entities.

Applicants and associated entities may receive two successful applications to a maximum value of \$10,000 per financial year.

RECIPIENTS

This is a non-competitive category open to community organisations that meet the eligibility criteria and do not fall within any of the exclusions.

FUNDING AVAILABLE

Funding is not available within this grant category, only in-kind assistance. Council's ability to provide in-kind assistance each year is subject to variation, depending on Council's annual budget allocation. Further, while in-kind assistance may be requested at any time during the year, in-kind assistance will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

ELIGIBILITY CRITERIA

To be eligible for In-Kind Assistance, community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich (local community organisations are prioritised)
- be a not-for-profit community organisation
- have an Australian Business Number (ABN)
- hold an adequate public liability insurance policy to cover the staff, members and the general public as appropriate
- have satisfactorily accounted to Council for the expenditure of any previous Council grants or other funding (if relevant)
- not have any outstanding debts with Council (e.g. Council facility hire, rates etc)
- comply with all other relevant Australian and Queensland legislation, including accounting and auditing requirements; anti-discrimination laws; privacy, confidentiality and freedom of information laws; registration or accreditation of professional employees; and preparation and dissemination of annual reports
- have an adequate risk management plan in place (as required)

EXCLUSIONS

The following will not be provided In-Kind Assistance:

- Individuals and private profit-making organisations
- Requests that are considered by Council to be the funding responsibility of other levels of government
- Applications from primary or secondary schools (Council encourages partnerships between schools and community organisations (e.g. P&Cs), but the community organisation must be the applicant)
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Applications received outside of the application timeframes, unless in extenuating circumstances, where the application has been approved by the Chief Operating Officer, Arts, Social Development and Community Engagement
- Applicants and associated entities may receive either the maximum two successful applications per financial year with each application relating to one individual project) or to a maximum value of \$10,000 per financial year

GRANT AND IN-KIND ASSISTANCE APPLICATIONS

Applications must be made using the online Community Grants and In-Kind Assistance Program application forms. Additional information can be attached as required.

Additional information supporting your application may be included such as:

- research to demonstrate identified needs/emerging issues
- letters of support which demonstrate community support for your project

Submissions must include:

- Copies of quotes received where the purchase of goods and services form part of your proposal. Wherever possible goods and services should be purchased from Ipswich-based providers.

Incomplete applications will not be considered for funding. This includes applications without essential documentation.

If you require assistance in preparing your application, please contact the Community Grants Team on (07) 3810 6666 or email: communityfunding@ipswich.qld.gov.au

Funding applications must be submitted via the online application form

Once submitted you will receive an electronic confirmation notice.

Doc ID No: A5804992

ITEM: 3
SUBJECT: YOUNG PERFORMING ARTISTS BURSARY
AUTHOR: COMMUNITY GRANTS COORDINATOR
DATE: 23 SEPTEMBER 2019

EXECUTIVE SUMMARY

This is a report concerning the allocation of funds through the Young Performing Artists Bursary Program for 2019-2020.

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) approve funding of \$700.00 (ex-GST) to Allstar Dance, towards the cost of attending workshops and participating in three (3) performances in Disney Florida, as outlined in the report by the Community Grants Coordinator dated 23 September 2019.

RELATED PARTIES

There are no related party matters associated with this project.

ADVANCE IPSWICH THEME

Caring for the Community and Listening, Leading and Financial Management.

PURPOSE OF REPORT/BACKGROUND

The Young Performing Artist Bursary was established in 1994 and offers young performing artists the opportunity to further develop their skills by providing financial assistance to attend workshops, and/or be involved in performances and competitions outside of the region.

Applicants may apply once per year for maximum funding of up to \$500.00 per individual or \$700.00 for group applications, from a total annual budget allocation of \$4,000.00.

Allstar Dance

Allstar Dance seeks a Young Performing Artists Bursary towards costs associated with workshops and performances in Disney Florida, USA. In December 2019, Allstar Dance

students will travel to the USA to attend dance workshops and performances in Disney Springs and Universal Studios.

Of the twenty dance students participating in this professional development opportunity, thirteen live in Ipswich.

The total cost of the project is \$37,180.00. Some sponsorship has been confirmed and Allstar Dance continues to fundraise for this activity.

The application has been assessed as eligible against the criteria outlined in Council's assessment criteria.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions: *Local Government Act 2009 and the Local Government Regulation 2012.*

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL/RESOURCE IMPLICATIONS

Within the Community Development Branch, the Community Grants Team is responsible for the management and coordination of Council's Community Donations Program, Community Grants and In-Kind Assistance Program and Young Performing Artists Bursary Program. The Community Grants Team is a team of two (2) full-time staff.

There are no additional resourcing or budget implications associated with this report.

COMMUNITY AND OTHER CONSULTATION

The contents of this report did not require any community or other consultation.

CONCLUSION

Funds for the provision of the Young Performing Artists Bursary Program are contained in the Community Development Branch 2019-2020 budget. Applications for funding through the Young Performing Artist Bursary are assessed against eligibility criteria. After Council approves the funding recommended in this report, funds of \$3,300.00 will remain available for allocation under the Young Performing Artist Bursary Program for the remainder of the 2019-2020 financial year.

Josie Berry

COMMUNITY GRANTS COORDINATOR

I concur with the recommendations contained in this report.

Abbey Richards

COMMUNITY ENGAGEMENT MANAGER

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

“Together, we proudly enhance the quality of life for our community”

Doc ID No: A5814857

ITEM: 4
SUBJECT: COMMUNITY MEETING ROOMS AND PRINTING REQUESTS
AUTHOR: COMMUNITY GRANTS COORDINATOR
DATE: 26 SEPTEMBER 2019

EXECUTIVE SUMMARY

This is a report concerning the provision of meeting rooms and printing which were previously provided through divisional offices.

RECOMMENDATIONS

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council continue to provide free meeting spaces in Ipswich Libraries and consideration be given that Ipswich Libraries' meeting rooms be available beyond business hours.**
- B. That with the exception of ANZAC Day program printing requests, Council encourage organisations to move to electronic distribution of information. For those organisations that require printing, self-serve printing facilities will continue to be available at Ipswich Libraries.**

RELATED PARTIES

There are no related party matters associated with this project.

ADVANCE IPSWICH THEME

Caring for the community

PURPOSE OF REPORT/BACKGROUND

Meeting Rooms

The Ipswich City Council's divisional offices included meeting rooms which were made available to certain community organisations at no cost. At least 42 community organisations met regularly at the various divisional offices, many having done so for several years.

Following the closure of divisional offices in June 2019, council committed to provide meeting venues at no cost for affected organisations until the end of 2019.

Additionally, information was sought from five (5) Councils within South East Queensland regarding the availability of free meeting spaces for community organisations. The following information was obtained:

- All of the councils surveyed reported that library meeting spaces are available to community organisations at no cost;
- Most of the councils surveyed reported that non-library council venues were available for hire and community organisations could apply for fee reduction;
- All of the councils surveyed reported that Councillors do not have exclusive access to meeting spaces which could be made available to organisations at no cost;
- All of the councils surveyed reported that Councillors cannot have fees waived, but could advise community groups of the fee reduction policy.

A total of 42 organisations used divisional offices for meetings and Council was able to make contact with 37 of those groups. Of those:

- 16 groups made their own arrangements;
- 2 groups who initially indicated that they would need assistance, did not respond to subsequent Council correspondence;
- Council assisted 14 groups to arrange alternative meeting venues, and the venue hire fees are currently being charged to Council;
- 5 groups were unable to arrange meeting space due to unsuitable venue availability or lack of public liability insurance.

Council has undertaken a review of venues suitable for meeting space. Ipswich Libraries are the only facilities which have meeting rooms available free of charge, as outlined below:

Springfield Central Library	2 meeting rooms for 2 to 4 people 2 meeting rooms for 4 to 6 people 2 event spaces for up to 50 people
Ipswich Central Library	2 meeting rooms for up to 10 people
Redbank Plains Library	1 meeting room for up to 10 people

Ipswich Libraries meeting rooms can be booked through an online booking system:

- Bookings can be made by any individual who has an Ipswich library card;
- Rooms are not available for perpetual use and bookings are open for up to 3 months in advance;

- Meeting rooms are available during library hours of operation. (Currently there is no after-hours access to library meeting rooms).

Council has identified a number of alternative meeting places (both Council and non-Council) which are available to community organisations. All of these venues have a charge associated with room usage, and are spread across the region.

It is recommended that organisations who are unable to afford venue hire costs be advised of the process to book meeting rooms at the Ipswich Library, Redbank Plains Library and Springfield Central Library.

Other Council venues available for hire include Queens Park Education Centre, Queens Park Croquet Hall, Blackstone Hall, Woodend Nature Centre and Kholo Gardens Function Centre. Organisations can hire these venues for 12 month periods, and the following fees apply:

- A key deposit of \$45.00 (refunded on return of the key);
- Bond \$460.00 (refunded after 12 months);
- A total annual fee of \$450.00 if use is for more than 4 occasions over a 12 month period.

It should be noted that one community organisation which previously used the WG Hayden Humanities Centre to undertake their activities, has relocated and has exclusive use of the Woodend Nature Centre until May 2020.

Other community meeting spaces include community centres, local Churches, sporting and club halls. The details of these are listed below:

Community centres and neighbourhood houses:

- Community centres and neighbourhood houses are located at Leichhardt, Redbank Plains, Riverview, Goodna, Springfield Lakes, Karalee, Camira, Gales and Rosewood;
- Some meeting rooms available for hire (fee per hour or per meeting);
- Key deposit and bond often required for recurrent bookings;
- Applicants must have public liability insurance.

Local Churches, sporting and club halls:

- Some meeting rooms available for hire (usually per hour);
- Key deposit and bond often required for recurrent bookings;
- Wide variance in terms and conditions related to hireage;
- Church halls typically unavailable on weekends;
- Applicants must have public liability insurance.

Community organisations can apply for financial support from Council to support venue hire for one off community events or programs, however the financial support is not available for ongoing costs of venue hire year on year.

Organisations currently being supported by Council will be provided a list of alternative meeting venues, noting that apart from the Ipswich Libraries, all venues will have fees associated with hire. Organisations will also be reminded that Council will cease to pay venue hire costs as at 31 December 2019.

Printing

Ipswich City Council divisional offices were each equipped with a multifunction printer, which was available at no cost to certain community organisations. This arrangement had been in place for many years and a breakdown of printing costs across all divisional offices for the 2017-2018 financial year follows:

Metered per page Fuji Xerox charge (higher for colour than black and white)	\$45,880.08
Paper costs	\$ 7,871.25
Staples	\$ 356.81
Total Cost	\$54,108.14

While meterage measured cannot differentiate between general office and community printing jobs, advice received from some former electorate officers suggested the community printing likely accounted for over 90 per cent of total printing. A breakdown of print jobs undertaken supports this.

Divisional offices supplied significant printing at no cost to community organisations and individual residents. This included regular newsletters, event flyers and posters, meeting minutes and agendas, seasonal printing, ANZAC Day material and other ad hoc requests. Council is currently offering an interim printing service to the community organisations who had previously utilised the divisional offices for their printing needs, until the end of 2019.

Information was sought from five (5) Councils within South East Queensland regarding availability of printing to the community. Advice provided included:

- None of the councils surveyed provide regular, high volume, no cost printing to community organisations;
- Community organisations in other local government areas can access local libraries for printing services for a fee.

Feedback received from community organisations who relied on divisional offices for printing included:

- Some community organisations cannot afford printing fees and would need to reduce or cease printing;
- Organisations responsible for annual community memorial events such as Anzac Day may be unable to provide printed materials for attendees

A review of the types of printing undertaken indicates that the larger volumes of printing are for monthly Neighbourhood Watch newsletters. The Neighbourhood Watch Queensland website provides resources for committees, including a built-in tool to create newsletters which can then be posted as an article on the NHWQ blog site and sent to local Neighbourhood Watch email distribution lists.

It is recommended that Neighbourhood Watch groups in Ipswich who were previously reliant on Council for printing, be encouraged to use the resources available on Neighbourhood Watch Queensland's website, including moving to online newsletters and electronic distribution of information. For those groups who wish to continue printing hard copies of newsletters, it is recommended that they be referred for assistance to the Ipswich Crime Prevention Programs Unit (Queensland Police Service), who manage the local Neighbour Watch program.

Divisional offices previously supported some local community organisations who carried out ANZAC Day commemorative services, by printing ANZAC Day programs. As one of Australia's most important national commemorative occasions, it is recommended that Council continue to support the requests from local community organisations for printing ANZAC Day programs through the Smarty Sheet community printing program. This is an online program delivered by the Ipswich Library Service.

With the exception of printing required for ANZAC Day services, it is recommended that the community organisations who were previously reliant on divisional offices for printing, be encouraged to distribute their information by email. This is an efficient option and reduces waste. However if they wish to continue to provide hard copies, Ipswich Libraries will continue to provide facilities for self-service printing.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Local Government Act 2009 and Local Government Regulations 2012

RISK MANAGEMENT IMPLICATIONS

The recommendations outlined in this report ensure that all community organisations receive the same level of support from Council. The risks associated with continuing to provide free meeting spaces or printing services to a select few community organisations, includes unfair advantage and lack of transparency.

Additionally, provision of exclusive use of Council facilities reduces the number of affordable meeting spaces available to other community organisations. Consistency in management of bookings of Council venues will ensure all community organisations receive the same opportunities and levels of service from Council.

FINANCIAL/RESOURCE IMPLICATIONS

Funding for the provision of printing for ANZAC Day programs will need to be considered in Council's budget process.

There are no additional resourcing or budget implications associated with this report.

COMMUNITY AND OTHER CONSULTATION

Content of this report was contributed by internal stakeholders including Ipswich Libraries, Council's Customer Services Section and the Executive Services Branch.

CONCLUSION

The provision of free meeting space and printing services has not been available to all community organisations, that is, these services were not publically advertised.

Community organisations who were previously provided these services will be provided information by Council of alternative options for meeting spaces and distribution of information.

Josie Berry

COMMUNITY GRANTS COORDINATOR

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER - COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

"Together, we proudly enhance the quality of life for our community"