



City of  
**Ipswich**

**IPSWICH  
CITY  
COUNCIL**

**AGENDA**

*of the*

**COMMUNITIES COMMITTEE**

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

On Tuesday, 10 September 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.

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

## 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**, 10 September 2019*  
Council Chambers

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\*\* Item includes confidential papers

**COMMUNITIES COMMITTEE NO. 9**

**10 SEPTEMBER 2019**

AGENDA

1. **SPORT AND RECREATION GRANTS ROUND THREE**

This is a report concerning the applications for round three of the Sport and Recreation Grants.

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) provide funding of \$11,910 (including GST) through the Sport and Recreation Event Grant program to the applicants outlined in the report by the Sport and Recreation Officer dated 13 August 2019.
- B. That Council (Interim Administrator of Ipswich City Council) provide funding of \$6,000 (including GST) through the Sport and Recreation Participation Grant program to the applicants outlined in the report by the Sport and Recreation Officer dated 13 August 2019.
- C. That Council (Interim Administrator of Ipswich City Council) provide funding of \$5,000 (including GST) through the Sport and Recreation Minor Facility Grant program to the applicants outlined in the report dated 13 August 2019.

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2. **CHRISTMAS AND FESTIVE SEASON GRANTS 2019-2020**

This is a report concerning the allocation of funds through the Christmas and Festive Season Grants Program for 2019-2020.

**RECOMMENDATION**

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to LiveCity Church, towards the Redbank Plains Christmas Carols 2019 as outlined in the report by the Community Grants Officer dated 21 August 2019.

- B. That Council (Interim Administrator of Ipswich City Council) approve funding of \$442.70 (ex-GST) to Focal Community Living Inc, towards the Focal Christmas in the Park as outlined in the report by the Community Grants Officer dated 21 August 2019.
- C. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to Gailles Residents Committee Inc, towards Christmas on Karina as outlined in the report by the Community Grants Officer dated 21 August 2019.
- D. That Council (Interim Administrator of Ipswich City Council) approve funding of \$750.00 (ex-GST) to Foundations Care, towards the 2019 Foster Carer's and Children's Christmas Party as outlined in the report by the Community Grants Officer dated 21 August 2019.
- E. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,055.46 (ex-GST) to Tivoli Social Enterprises Ltd, towards Christmas in Ipswich for Kids as outlined in the report by the Community Grants Officer dated 21 August 2019.
- F. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to the Marburg and District A&I Association Inc, towards the Marburg Christmas Carnival as outlined in the report by the Community Grants Officer dated 21 August 2019.
- G. That Council (Interim Administrator of Ipswich City Council) approve funding of \$637.50 (ex-GST) to the Leichhardt Baptist Church, towards the Leichhardt Community Christmas Carols as outlined in the report by the Community Grants Officer dated 21 August 2019.
- H. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,302.24 (ex-GST) to the Anglican Parish of Rosewood on behalf of the Marburg Community Carols Committee, towards the Marburg Community Carols as outlined in the report by the Community Grants Officer dated 21 August 2019.
- I. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to the Kruger Parade Baptist Church, towards the Kruger Christmas Carols 2019 as outlined in the report by the Community Grants Officer dated 21 August 2019.
- J. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500 (ex-GST) to the Raceview Congregational Fellowship Inc, towards Christmas Carols under the Christmas Tree as outlined in the report by the Community Grants Officer dated 21 August 2019.
- K. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to the Domestic Violence Action Centre, towards the DVAC End of Year Christmas Party as outlined in the report by the Community Grants Officer dated 21 August 2019.

- L. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,012.50 (ex-GST) to Multicultural Australia Ltd, towards the Redbank Plains Outdoor Christmas Cinema as outlined in the report by the Community Grants Officer dated 21 August 2019.
- M. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to Churchill Baptist Church, towards Carols in the Park 2019 as outlined in the report by the Community Grants Officer dated 21 August 2019.
- N. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,000.00 (ex-GST) to ALARA Qld Ltd, towards the Annual Christmas Party for People with a Disability as outlined in the report by the Community Grants Officer dated 21 August 2019.
- O. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to the Lions Club of Rosewood, towards the Rosewood Lions Christmas Street Carnival as outlined in the report by the Community Grants Officer dated 21 August 2019.
- P. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,125 (ex-GST) to Glebe Road Uniting Church, towards Carols in the Park as outlined in the report by the Community Grants Officer dated 21 August 2019.
- Q. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to Collingwood Park Primary School P&C Association, towards Carols by Torchlight 2019 as outlined in the report by the Community Grants Officer dated 21 August 2019.
- R. That Council (Interim Administrator of Ipswich City Council) approve funding of \$181.45 (ex-GST) to Rosewood and District Support Centre, towards Rosewood's Community Christmas Carols as outlined in the report by the Community Grants Officer dated 21 August 2019.
- S. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,345.50 (ex-GST) to Churches of Christ Care, towards the Family Christmas Winter Wonderland Party as outlined in the report by the Community Grants Officer dated 21 August 2019.

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3. COMMUNITY DEVELOPMENT GRANTS ROUND 1 2019-2020

This is a report concerning allocation of funds through round 1 of the Community Development Grants Program for 2019-2020.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) approve funding of \$918.99 (ex-GST) to Australian Kookaburra Kids Foundation Ltd, towards the mental health early intervention project as outlined in the report by the Community Grants Coordinator dated 20 August 2019.
- B. That Council (Interim Administrator of Ipswich City Council) approve funding of \$5,000.00 (ex-GST) to Brisbane Multicultural Arts Centre (BEMAC) Inc, towards the Get Prep'D for Songwriting project as outlined in the report by the Community Grants Coordinator dated 20 August 2019.
- C. That Council (Interim Administrator of Ipswich City Council) approve funding of \$528.28 (ex-GST) to Centro Church, towards purchasing polo shirts for camp facilitators as outlined in the report by the Community Grants Coordinator dated 20 August 2019.
- D. That Council (Interim Administrator of Ipswich City Council) approve funding of \$2,038.68 (excl-GST) to Churches of Christ Care towards the 'Connecting with Nature and Building Community' project as outlined in the report by the Community Grants Coordinator dated 20 August 2019.
- E. That Council (Interim Administrator of Ipswich City Council) approve funding of \$2,748.07 (excl-GST) to Neami National, towards the Mental Health Week activity as outlined in the report by the Community Grants Coordinator dated 20 August 2019.
- F. That Council (Interim Administrator of Ipswich City Council) approve funding of \$2,500.00 (incl-GST) to the Queensland Burundian Community Social Club towards the Employability Training program as outlined in the report by the Community Grants Coordinator dated 20 August 2019.
- G. That Council (Interim Administrator of Ipswich City Council) approve funding of \$2,874.16 (excl-GST) to Rosewood and District Support Centre to establish a community garden and workshop as outlined in the report by the Community Grants Coordinator dated 20 August 2019
- H. That Council (Interim Administrator of Ipswich City Council) approve funding of \$2,302.80 (incl-GST) to Springfield Lakes Nature Care Inc, towards costs associated with producing resources to increase awareness of birdlife in the Greater Springfield Region as outlined in the report by the Community Grants Coordinator dated 20 August 2019.
- I. That Council (Interim Administrator of Ipswich City Council) approve funding of \$705.45 (excl-GST) to STAR Community Services Ltd for the Singalong project as outlined in the report by the Community Grants Coordinator dated 20 August 2019.

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4. REGIONAL ARTS DEVELOPMENT FUND - GRANT APPLICATIONS

This is a report concerning allocation of funding through the Regional Arts Development Fund (RADF).

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) approve funding of \$10,490 (incl-GST) to Greg Huglin towards the Noosa Film Academy Filmmaking Workshop Incursion Roadshow as outlined in the report by the Community Grants Coordinator dated 21 August 2019.

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5. COMMUNITY DONATIONS REPORT

This is a report providing detail about the year to date allocation of community donations, as at 31 July 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.

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6. RESIN PTY LTD - FINDING SANTA AR EXPERIENCE

This is a report concerning the Quote Consideration Plan for Finding Santa, a city augmented reality experience supplied by Resin Pty Ltd.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That Council (Interim Administrator of Ipswich City Council) resolve to adopt the Quote Consideration Plan for Finding Santa AR Experience as outlined in the report by the Manager, Marketing and Promotions dated 27 August 2019 in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.

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\*\* Item includes confidential papers

and any other items as considered necessary.



Doc ID No: A5720513

ITEM: 1

SUBJECT: SPORT AND RECREATION GRANTS ROUND THREE

AUTHOR: SPORT AND RECREATION OFFICER

DATE: 13 AUGUST 2019

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### EXECUTIVE SUMMARY

This is a report concerning the applications for round three of the Sport and Recreation Grants.

### RECOMMENDATION/S

**That the Interim Administrator of Ipswich City Council resolve:**

- A. That Council (Interim Administrator of Ipswich City Council) provide funding of \$11,910 (including GST) through the Sport and Recreation Event Grant program to the applicants outlined in the report by the Sport and Recreation Officer dated 13 August 2019.**
- B. That Council (Interim Administrator of Ipswich City Council) provide funding of \$6,000 (including GST) through the Sport and Recreation Participation Grant program to the applicants outlined in the report by the Sport and Recreation Officer dated 13 August 2019.**
- C. That Council (Interim Administrator of Ipswich City Council) provide funding of \$5,000 (including GST) through the Sport and Recreation Minor Facility Grant program to the applicants outlined in the report dated 13 August 2019.**

### RELATED PARTIES

Organisation	Position
Woogaroo Swimming Club	President
Woogaroo Swimming Club	Club Manager
Woogaroo Swimming Club	Secretary
Woogaroo Swimming Club	Treasurer
Ipswich Vigoro Association	President
Ipswich Vigoro Association	Secretary

Organisation	Position
Ipswich Vigoro Association	Vice President
Ipswich Vigoro Association	Treasurer
Ipswich Squash Inc	President
Ipswich Squash Inc	Vice President
Ipswich Squash Inc	Secretary
Ipswich Squash Inc	Treasurer
Ipswich Squash Inc	Assistant Secretary/ Treasurer
Ipswich Squash Inc	Results Secretary
Ipswich Cats AFC	President
Ipswich Cats AFC	Vice President Seniors
Ipswich Cats AFC	Vice President Juniors
Ipswich Cats AFC	Secretary
Ipswich Knights Soccer Club	President
Karalee Swim Club	President
Karalee Swim Club	Secretary
Karalee Swim Club	Treasurer
Karalee Swim Club	Coach
Marburg Mt Crosby Thunder Cricket Club	President
Marburg Mt Crosby Thunder Cricket Club	Vice President
Marburg Mt Crosby Thunder Cricket Club	Secretary
Marburg Mt Crosby Thunder Cricket Club	Treasurer
Ipswich and West Moreton Cricket Association	President
Ipswich and West Moreton Cricket Association	Vice President
Ipswich and West Moreton Cricket Association	Secretary
Ipswich and West Moreton Cricket Association	Treasurer

## ADVANCE IPSWICH THEME LINKAGE

Caring for the community

### PURPOSE OF REPORT/BACKGROUND

The Sport and Recreation Grants program offers three categories of funding to support organisations to provide opportunities for community participation in sport. The categories are:

- Event
- Participation; and
- Minor Facility

During the 2018-2019 financial year, Council supported 19 events to the value of \$111,550, seven participation programs to the value of \$10,370, and six facility projects to the value of \$28,000. Applications for round three opened on 1 July and closed on 31 July 2019 with a total of 9 eligible applications received.

#### Sport and Recreation Event Grant Applicants

There were four eligible applications received for round three of the Sport and Recreation Event Grant. The below table outlines the applicant, event and recommended funding:

Applicant	Event	Recommended Funding
Woogaroo Sporting Club	Woogaroo Swimming Club Long Course Preparation Meet	\$6,250
Ipswich Vigoro Association	Family Fun 90 <sup>th</sup> Reunion Gala Day	\$2,160
Ipswich Squash Inc	Ipswich Closed Squash Tournament	\$500
Ipswich Cats AFC	AFLQ Brisbane Junior Finals	\$3,000

A report on the applications as well as the assessments conducted by Council staff has been extracted from Smarty Grants (Attachment 1). In the case that there was a discrepancy in the amount of funding recommended from the assessing officers, an average of the two amounts has been taken.

#### Sport and Recreation Participation Grant

There were four eligible applications received for round three of the Sport and Recreation Participation Grant. The below table outlines the applicant, program and recommended funding.

Applicant	Participation Program	Recommended Funding
Ipswich Knights Soccer Club	Come and Try Day	\$2,000
Karalee Swim Club	Macca's Mini Meet	\$1,500
Marburg Mt Crosby Thunder Cricket Club	Woolworths Master Blaster Program	\$1,500

Ipswich and West Moreton Cricket Association	Junior Recruitment	\$1,000
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A report on the applications as well as the assessments conducted by Council staff has been extracted from Smarty Grants (Attachment 2).

### **Sport and Recreation Minor Facility Improvements Grant**

There was one eligible application received for round three of the Sport and Recreation Minor Facility Grant. The below table outlines the applicant, project and recommended funding.

Applicant	Infrastructure Project	Recommended Funding
Ipswich Knights Soccer Club	Smart Irrigation Upgrades	\$5,000

A report on the application as well as the assessments conducted by Council staff has been extracted from Smarty Grants (Attachment 3).

### **FINANCIAL/RESOURCE IMPLICATIONS**

The total yearly budget for the Sport and Recreation Grant program is \$150,000. The total amount of funding being recommended through round three of the program is \$22,910 which will leave \$127,090 in the budget for the 2019-2020 year. Round four of the program will open on 1 February 2020.

### **RISK MANAGEMENT IMPLICATIONS**

The risk associated with providing the recommended funding are that the funds are used in a different way than they were intended to be used. This risk is mitigated by the Sport and Recreation Grant program acquittal process which requires and monitors receipting of expenditure.

The risk associated with not approving the recommended funding are that the events, programs or projects applied for may not go ahead.

### **LEGAL/POLICY BASIS**

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

### **COMMUNITY AND OTHER CONSULTATION**




The Sport and Recreation Minor Facility Grant for Ipswich Knights Soccer Club was consulted with Council's Infrastructure Strategy Branch and confirmed that the related Facility Improvement Request had been submitted and approved.

### **CONCLUSION**

The Sport and Recreation Grants program offers three categories of funding to support organisations to provide opportunities for community participation in sport. A total of 9

applications were received in round three. The event grant received four eligible applications with a total recommended funding of \$11,910. The Participation Grant received four eligible applications with a total recommended funding of \$6,000. The Minor Facility Improvements Grant received one eligible application with a total recommended funding of \$5,000.

#### **ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS**

1.	Sport and Recreation Event Grants Round Three <a href="#">↓</a> 
2.	Sport and Recreation Minor Facility Grants Round Three <a href="#">↓</a> 
3.	Sport and Recreation Participation Grants Round Three <a href="#">↓</a> 

Louise Rovera

#### **SPORT AND RECREATION OFFICER**

I concur with the recommendations contained in this report.

John Bolton

#### **PRINCIPAL OFFICER (SPORT AND RECREATION PROGRAMS)**

I concur with the recommendations contained in this report.

Don Stewart

#### **MANAGER, COMMUNITY AND CULTURAL SERVICES**

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”***

# Sport and Recreation Event Grant Round Three Applications

## EG19/20-R3-01

Application ID	EG19/20-R3-01
Grant Program	Sport and Recreation Grants
Grant Round	Sport and Recreation Event Grant 2019/20 - Round 3

### Application Forms

#### Sport and Recreation Event Grant Application Form 19/20

Organisation Name	Woogaroo Sporting Club
Project Title	Woogaroo Swimming Club Long Course Preparation Meet
Brief Project Description	WSC have been selected, for the second year in a row, by Brisbane Swimming, to host a Long Course Preparation Meet in the Brisbane Swimming Calendar for the Long Course season of 2019/2020. WSC will be hosting the all day event at Bundamba Aquatic Centre, inviting 25 - 30 swimming clubs in the Brisbane Swimming District - from Indooroopilly all the way through to the western corridor to the Darling Downs. It is anticipated that this event will attract approximately 300 - 400 people to the Aquatic centre for this event. Competitive swimmers aged 8 - open will use this event to be able to qualify for further events on the Brisbane Swimming Calendar, with the objective to qualify for Brisbane Long Course Championships in early 2020. Swim event distances on the day range between 50 metre swims to 1500 metre swims.
Project Start Date	23/11/2019
Project End Date	23/11/2019
Event Location	Bundamba Aquatic Centre - The Brisbane Swimming Association now recognise Woogaroo SC as a Premier Swimming Club - one of the top elite swimming clubs in the Brisbane Swimming Association. This is an honour Woogaroo SC were awarded last year, based on participation of our swimmers in competitive swimming meets. It is an honour we hold in very high regard and we intend to stay in this elite group of Premier Clubs in the 2019/2020 season as well. Given our Premier status, this will undoubtedly entice many swimmers to this meet to participate in an event that is clearly now a well regarded meet on the Brisbane Swimming Calendar.

### Assessment Forms

#### Sport and Recreation Event Grant Assessment Form 19/20

Weighted Score	67.5
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**Item 1 / Attachment 1.**

Sport Event Decision	Approved
Recommended Funding Amount	6,500.00
Comments	
Weighted Score	62.5
Sport Event Decision	Approved
Recommended Funding Amount	6,000.00
Comments	Applicant indicates no future funding will be required but also states that they received funding from Council last year therefore this may impact the sustainability of the event.

## EG19/20-R3-05

Application ID	EG19/20-R3-05
Grant Program	Sport and Recreation Grants
Grant Round	Sport and Recreation Event Grant 2019/20 - Round 3

### Application Forms

#### Sport and Recreation Event Grant Application Form 19/20

Organisation Name	Ipswich Vigoro Association
Project Title	Family Fun 90th Reunion Gala Day
Brief Project Description	We are celebrating our 90th season in Ipswich this year and would like to host a Family Fun Gala Day. We will be inviting all past and present players from across not only Ipswich but the great Queensland area to come along with their extended families to help us recognise this wonderful achievement. This will also act as a recruitment day where we are hoping to boost junior grassroots participation with the aim of past players bringing along grandchildren etc that are not currently playing our sport.
Project Start Date	26/10/2019
Project End Date	26/10/2019
Event Location	Ipswich Vigoro Association Joyce Street East Ipswich QLD 4305

### Assessment Forms

#### Sport and Recreation Event Grant Assessment Form 19/20

Weighted Score	55.0
Sport Event Decision	Approved
Recommended Funding Amount	2,160.00
Comments	Eligible for more however have only requested \$2,160
Weighted Score	55.0
Sport Event Decision	Approved
Recommended Funding Amount	2,160.00
Comments	



## EG19/20-R3-09

Application ID	EG19/20-R3-09
Grant Program	Sport and Recreation Grants
Grant Round	Sport and Recreation Event Grant 2019/20 - Round 3

### Application Forms

#### Sport and Recreation Event Grant Application Form 19/20

Organisation Name	Ipswich Squash Inc
Project Title	Ipswich Closed Squash Tournament
Brief Project Description	This event is a competitive squash tournament and has been occurring annually since 1962. Both Junior and Senior players are encouraged to enter into the competition to determine their level of competency in playing squash and increase their fitness. This is an Ipswich event and it therefore promotes the city and the region.
Project Start Date	06/11/2019
Project End Date	13/11/2019
Event Location	Ipswich PCYC Squash Centre, 1C Griffith Rd, Eastern Heights QLD 4305 Ipswich Healthworks Squash Centre, 30 Workshops St, Brassall QLD 4305

### Assessment Forms

#### Sport and Recreation Event Grant Assessment Form 19/20

Weighted Score	37.5
Sport Event Decision	Approved
Recommended Funding Amount	500.00
Comments	Eligible for more however have only requested \$500
Weighted Score	45.0
Sport Event Decision	Approved
Recommended Funding Amount	500.00
Comments	

## EG19/20-R3-10

Application ID	EG19/20-R3-10
Grant Program	Sport and Recreation Grants
Grant Round	Sport and Recreation Event Grant 2019/20 - Round 3

### Application Forms

#### Sport and Recreation Event Grant Application Form 19/20

Organisation Name	Ipswich Cats AFC
Project Title	AFLQ Brisbane Junior Finals - Ivor Marsden Oval
Brief Project Description	<p>The Club has been selected to host the AFLQ Brisbane Junior Finals on two weekends in August. In the past two seasons the Club has hosted a single weekend of finals. AFLQ have recognised the ability of the Club by awarding two weekend events this season.</p> <p>In the past two seasons the Club has hosted all finals in a particular AFLQ player group e.g. Division 2 Girls from U11 through to U17. The finals host is required to be independent of the Clubs participating in the finals and therefore all teams competing will be outside of the Ipswich area. The event will draw teams from areas across Brisbane, Moreton Bay, Somerset and Scenic Rim Regions.</p> <p>With players, team support staff and supporters over the day totally 350 attending it is anticipated that the event will result in up to 3,500 supporters from outside of Ipswich attending.</p>
Project Start Date	17/08/2019
Project End Date	26/08/2019
Event Location	Ivor Marsden Oval 202 Old Toowoomba Road Amberley

### Assessment Forms

#### Sport and Recreation Event Grant Assessment Form 19/20

Weighted Score	62.5
Sport Event Decision	Approved
Recommended Funding Amount	3,000.00
Comments	Eligible for more however have only requested \$3,000
Weighted Score	55.0
Sport Event Decision	Approved
Recommended Funding Amount	3,000.00
Comments	Budget indicates spend on advertsign but the event is a finals event which doesn't enable community participation.

# Sport and Recreation Minor Facility Grant Round Three Applications

## MFG19/20-R3-02

Application ID	MFG19/20-R3-02
Grant Program	Sport and Recreation Grants
Grant Round	Sport and Recreation Minor Facility Grant 2019/20 - Round 3

### Application Forms

#### Sport and Recreation Minor Facility Grant Application Form 19/20

Organisation Name	Ipswich Knights Soccer Club Inc
Project Title	Smart irrigation Upgrades
Brief Project Description	Ipswich Knights plan to implement a smart irrigation system at its facility at Bundamba. This will include weather station, app based controller, soil moisture sensors and new sprinkler heads. In addition the club will be undertaking major rehabilitation works of the turf to improve turf quality and carrying capacity. The additional carrying capacity is required to support new programs under the clubs "Football for All" program
Event Location	254 Brisbane Road Bundamba
Project Start Date	30/09/2019
Project End Date	31/10/2019

### Assessment Forms

#### Sport and Recreation Minor Facility Grant Assessment Form 19/20

Weighted Score	75.00
Sport Event Decision	Approved
Recommended Funding Amount	5,000.00
Comments	
Weighted Score	72.50
Sport Event Decision	Approved
Recommended Funding Amount	5,000.00
Comments	

# Sport and Recreation Participation Grant Round Three Applications

## PG19/20-R3-04

Application ID	PG19/20-R3-04
Grant Program	Sport and Recreation Grants
Grant Round	Sport and Recreation Participation Grant 2019/20 - Round 3

### Application Forms

#### Sport and Recreation Participation Grant Application Form 19/20

Organisation Name	Ipswich Knights Soccer Club Inc
Project Title	The Ipswich Knights Come and Try Day
Brief Project Description	<p>The Ipswich Knights Soccer Club has a vision to be a football club for all. In line with this vision, the Club has identified the need to provide greater opportunities for women of the Ipswich community, of all ages and from all backgrounds to participate in football. The foundation for achieving this vision is to expose as many females to the sport while reinforcing that exposure by offering tailored options for ongoing participation.</p> <p>The Come and Try Day is the initial component of the program to engage females in football. The Come and Try Day will be conducted by the Club's qualified coaches, led by the Club's Technical Director. The program will consist of two streams aligned with the Football Federation of Australia to cater for all levels of experience and capability of participants:</p> <p>1) Participation (those just wishing to try football for the first time - 3 hours)</p> <p>2) Pathway (those aspiring to competitive levels of the sport - 6 hours)</p>
Project Start Date	30/11/2019
Project End Date	07/12/2019
Event Location	254 Brisbane Rd Bundamba

### Assessment Forms

#### Sport and Recreation Participation Grant Assessment Form 19/20

Weighted Score	78.00
Sport Event Decision	Approved
Recommended Funding Amount	2,000.00

**Item 1 / Attachment 3.**

Comments	
Weighted Score	72.30
Sport Event Decision	Approved
Recommended Funding Amount	2,000.00
Comments	

## PG19/20-R3-05

Application ID	PG19/20-R3-05
Grant Program	Sport and Recreation Grants
Grant Round	Sport and Recreation Participation Grant 2019/20 - Round 3

### Application Forms

#### Sport and Recreation Participation Grant Application Form 19/20

Organisation Name	Karalee Swim Club
Project Title	Maccas Mini Meet
Brief Project Description	Swimming Qld offer swim clubs that have membership that is majority under 12 years old to hold a Maccas Mini Meet on site . This event is open to all swimming Qld members in the area. they send International level swimmers to run a training session plus a meet and greet . They also provide a speech to the kids . This event is to be held onsite at the Karalee Swim Club pool. they go for 4 hours and we would need to provide food to the swimmers and carers.
Project Start Date	09/11/2019
Project End Date	09/11/2019
Event Location	Karalee Swim Club Karalee State School pool

### Assessment Forms

#### Sport and Recreation Participation Grant Assessment Form 19/20

Weighted Score	
Sport Event Decision	
Recommended Funding Amount	
Comments	
Weighted Score	57.85
Sport Event Decision	Approved
Recommended Funding Amount	1,500.00
Comments	
Weighted Score	66.05
Sport Event Decision	Approved
Recommended Funding Amount	1,500.00
Comments	

## PG19/20-R3-06

Application ID	PG19/20-R3-06
Grant Program	Sport and Recreation Grants
Grant Round	Sport and Recreation Participation Grant 2019/20 - Round 3

### Application Forms

#### Sport and Recreation Participation Grant Application Form 19/20

Organisation Name	Marburg Mt Crosby Thunder Cricket Club
Project Title	Marburg Mt Crosby Thunder Woolworths Master Blaster Program
Brief Project Description	Master Blaster is a program designed by Cricket Australia which forms the second stage of the designated pathway for junior cricket in Australia. The initial introductory program is the Junior Blaster program for 4 to 7 year olds which our club already runs. This introduces kids to the skills of cricket in a fun relaxed environment. The Master Blaster program then takes this to the next step and introduces game play. Teams of 6 play games against each other on the outfield with plastic bats and soft balls. It is designed for 7 to 9 year olds both boys and girls. Previously this program has been run by our association in a central hub, however the association has decided it is best to foster the links with the clubs early and for the clubs to run their own programs. The program runs for 8 weeks pre-Christmas holidays and 6 weeks post holidays. The program lasts for 1 1/2 hours each session and is run one night per week. Coaching is also undertaken in the skill zone while players are waiting to bat thus improving the participants skill levels whilst they learn about game play.
Project Start Date	18/10/2019
Project End Date	13/03/2020
Event Location	Tivoli Sporting Fields. 69 Church St Tivoli

### Assessment Forms

#### Sport and Recreation Participation Grant Assessment Form 19/20

Weighted Score	
Sport Event Decision	
Recommended Funding Amount	
Comments	
Weighted Score	73.00
Sport Event Decision	Approved
Recommended Funding Amount	1,500.00
Comments	

**Item 1 / Attachment 3.**

Weighted Score	56.95
Sport Event Decision	Approved
Recommended Funding Amount	1,500.00
Comments	



## PG19/20-R3-08

Application ID	PG19/20-R3-08
Grant Program	Sport and Recreation Grants
Grant Round	Sport and Recreation Participation Grant 2019/20 - Round 3

### Application Forms

#### Sport and Recreation Participation Grant Application Form 19/20

Organisation Name	Ipswich and West Moreton Cricket Assoc.
Project Title	Junior recruitment social media
Brief Project Description	Training and develop templates for social media strategy for constituent clubs.  Social media has proved to be a very effective tool for recruiting Junior players. Last season Central's recruitment was approx 30% via social media. The association would like to extend this strategy to all clubs.
Project Start Date	01/08/2019
Project End Date	31/03/2020
Event Location	Limestone park

### Assessment Forms

#### Sport and Recreation Participation Grant Assessment Form 19/20

Weighted Score	41.95
Sport Event Decision	Approved
Recommended Funding Amount	1,000.00
Comments	Whilst the program isn't directly increasing physical activity, a social media recruitment campaign may help to boost participation for the season.
Weighted Score	51.95
Sport Event Decision	Approved
Recommended Funding Amount	1,000.00
Comments	

Doc ID No: A5734061

ITEM: 2

SUBJECT: CHRISTMAS AND FESTIVE SEASON GRANTS 2019-2020

AUTHOR: COMMUNITY GRANTS OFFICER

DATE: 21 AUGUST 2019

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### **EXECUTIVE SUMMARY**

This is a report concerning the allocation of funds through the Christmas and Festive Season Grants Program for 2019-2020.

### **RECOMMENDATION/S**

**That the Interim Administrator of Ipswich City Council resolve:**

- A. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to LiveCity Church, towards the Redbank Plains Christmas Carols 2019 as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- B. That Council (Interim Administrator of Ipswich City Council) approve funding of \$442.70 (ex-GST) to Focal Community Living Inc, towards the Focal Christmas in the Park as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- C. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to Gailes Residents Committee Inc, towards Christmas on Karina as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- D. That Council (Interim Administrator of Ipswich City Council) approve funding of \$750.00 (ex-GST) to Foundations Care, towards the 2019 Foster Carer's and Children's Christmas Party as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- E. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,055.46 (ex-GST) to Tivoli Social Enterprises Ltd, towards Christmas in Ipswich for Kids as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- F. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to the Marburg and District A&I Association Inc, towards the**

**Marburg Christmas Carnival as outlined in the report by the Community Grants Officer dated 21 August 2019.**

- G. That Council (Interim Administrator of Ipswich City Council) approve funding of \$637.50 (ex-GST) to the Leichhardt Baptist Church, towards the Leichhardt Community Christmas Carols as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- H. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,302.24 (ex-GST) to the Anglican Parish of Rosewood on behalf of the Marburg Community Carols Committee, towards the Marburg Community Carols as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- I. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to the Kruger Parade Baptist Church, towards the Kruger Christmas Carols 2019 as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- J. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500 (ex-GST) to the Raceview Congregational Fellowship Inc, towards Christmas Carols under the Christmas Tree as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- K. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to the Domestic Violence Action Centre, towards the DVAC End of Year Christmas Party as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- L. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,012.50 (ex-GST) to Multicultural Australia Ltd, towards the Redbank Plains Outdoor Christmas Cinema as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- M. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to Churchill Baptist Church, towards Carols in the Park 2019 as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- N. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,000.00 (ex-GST) to ALARA Qld Ltd, towards the Annual Christmas Party for People with a Disability as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- O. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to the Lions Club of Rosewood, towards the Rosewood Lions Christmas Street Carnival as outlined in the report by the Community Grants Officer dated 21 August 2019.**

- P. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,125 (ex-GST) to Glebe Road Uniting Church, towards Carols in the Park as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- Q. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,500.00 (ex-GST) to Collingwood Park Primary School P&C Association, towards Carols by Torchlight 2019 as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- R. That Council (Interim Administrator of Ipswich City Council) approve funding of \$181.45 (ex-GST) to Rosewood and District Support Centre, towards Rosewood's Community Christmas Carols as outlined in the report by the Community Grants Officer dated 21 August 2019.**
- S. That Council (Interim Administrator of Ipswich City Council) approve funding of \$1,345.50 (ex-GST) to Churches of Christ Care, towards the Family Christmas Winter Wonderland Party as outlined in the report by the Community Grants Officer dated 21 August 2019.**

#### **RELATED PARTIES**

Council officers who assess community grants are required to declare if they have, or could be perceived to have, a conflict of interest. There were no declarations of conflict of interest.

#### **ADVANCE IPSWICH THEME**

Caring for the community and Listening, leading and financial management.

#### **PURPOSE OF REPORT/BACKGROUND**

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

Council undertakes one (1) funding round per financial year for Christmas/Festive Season Grants, with a maximum grant amount of \$2,000.

The Christmas/Festive Season Grants Program is promoted through social media, Council's website, grant writing capacity building workshops and Council's email networks.

Applications for Christmas/Festive Season Grants opened on 1 July and closed on 31 July 2019, and Council received nineteen (19) eligible applications. In line with the Community Grants and In-Kind Assistance Program Procedure, the 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).

For information on applicant organisations, event details, and funding details for the nineteen (19) eligible applications, please see Attachment 2.

Please note the following two (2) applicants have received funding through the Community Donations Program towards other costs associated with their Christmas/Festive Season events. These are:

1. Tivoli Social Enterprises has been allocated \$13,500.00 towards the entertainment, children's rides, Welcome to Country, and sound, light and stage costs for the Christmas in Ipswich for Kids event.
2. Lions Club of Rosewood has been allocated \$1,303.40 towards traffic management costs for the Rosewood Lions Christmas Street Carnival.

### **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 Grant Teams is a team of two (2) full-time staff.

Funding for the provision of Christmas/Festive Season 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**

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

### **CONCLUSION**

Applications for funding through the Christmas/Festive Season 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 - Applicant Guidelines  
2.	Christmas and Festive Season Grants - Applications 2019-2020  

Sarah Sheehy  
**COMMUNITY GRANTS OFFICER**

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](http://ipswich.qld.gov.au)



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

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## GUIDELINES

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### 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.

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## 1. TRIENNIAL GRANTS

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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)

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## 2. COMMUNITY DEVELOPMENT GRANTS

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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)

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## 3. QUICK RESPONSE GRANTS

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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)

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## 4. CHRISTMAS/FESTIVE SEASON GRANTS

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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)

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## GRANT FUNDING PRINCIPLES

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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.

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## GRANT FUNDING PRIORITIES

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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



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## GRANT ASSESSMENT PROCESS

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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

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## ETHICS FRAMEWORK

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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

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## GRANT FUNDING APPROVAL PROCESS

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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.

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## IN-KIND ASSISTANCE

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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](mailto:communityfunding@ipswich.qld.gov.au)

**Funding applications must be submitted via the online application form**

Once submitted you will receive an electronic confirmation notice.

Item 2 / Attachment 2.

Christmas/Festive Season Grant Applications 2019-2020

Application ID	Organisation	Project Title	Description	Estimated number of attendees	Event Date	Venue	Total Expenditure	Amount Requested	Amount Eligible	Total Score Average	Recommended Funding %	Amount Recommended	(GST)
CF5201904	LiveCity Church	Redbank Plains Christmas Carols 2019	Redbank Plains Christmas Carols 2019 is an event for people of all diversities within the community of Redbank Plains and surrounds. Strong community participation and encouragement for social cohesion within the community has grown the event with expected attendees now reaching approx. 2,500 – 3,000 people. The event will include children's rides, entertainment, food stalls, and raffles.	2,500 - 3,000	8 December 2019	Redbank Plains Recreational Reserve / Bears Hill grounds (off Cedar Road and Moreton Avenue, Redbank Plains)	\$ 41,800.00	\$ 2,000.00	\$ 2,000.00	77	75	\$ 1,500.00	Yes
CF5201905	Royal Community Living Inc	Royal Christmas in the Park	The annual Christmas in the Park festival will include carols, live music, and fun activities for all ages. Currently, Carers Australia and Lifecare have confirmed that they will be attending and hold information stalls on the day. FOCAL will also be liaising with Aged Care Service providers to participate on the day, e.g. Alzheimers Queensland. FOCAL aims to continue providing a local event that is not only celebrating Christmas but providing fun festivities to the community and specifically to people with a disability and frail aged. This also enables the rest of the community to get together, be introduced to the wonderful abilities of our participants and develop a better understanding, awareness and listen to the success stories of people who live with a disability, are a frail elderly person, have experienced health and mental health issues, and in some part of their lives have been homeless or experienced homelessness and social isolation. Last year's event brought approx. 250 people together, strengthened the community spirit, and enhanced the sense of belonging and feel connected.	150	9 December 2019	Browns Park North Ipswich	\$ 2,470.00	\$ 620.00	\$ 563.63	71	75	\$ 422.70	Yes
CF5201906	Gables Residents Committee Inc	Christmas on Karina	Christmas on Karina is a community event open to families, seniors and whole of community. With entertainment provided for children and carols sung by local musicians, this event is well received by all. Food is offered at no cost and every child aged 0-12 years of age gets the opportunity to have a photo with Santa. This year's entertainment will be jumping castle, face painting and roving entertainment with balloon animals and giant bubbles. We provide a BBQ dinner of sausage sizzle and bread with desserts of pavlova, cheesecake and jelly and custard for the children.	250	21 December 2019	30 Karina Street Gables	\$ 2,231.00	\$ 2,000.00	\$ 2,000.00	62	75	\$ 1,500.00	Yes
CF5201907	Foundations Care	2019 Foster Carers and Children's Christmas Party	The Foundations Care Foster Carers and Children's Christmas Party is a special event for children in care and their foster carers. The children will arrive to an evening of great food catered by a local caterer and an ice cream van, jumping and running around having fun in a contained area with a Balloon Twister and Face Painter. Santa will arrive on the local fire truck which has been organised and will hand out trolleys, a personalised gift to each of the children and a hamper sack to the carers. The children look forward to this party and it also provides an opportunity for foster carers to meet and offer support to each other.	120	7 December 2019	Inflatable World Ipswich	\$ 7,596.50	\$ 1,500.00	\$ 1,500.00	53	50	\$ 750.00	Yes
CF5201908	Tivoli Social Enterprises Ltd	Christmas in Ipswich for Kids	Christmas in Ipswich will utilize the Drive-In movie screen, outdoor community stage, community hall and catering facilities to provide opportunities to strengthen and celebrate our diverse community. There will be amusement rides and Santa's Workshop where the Workshop Elves will be providing free photography for children as well as other hands on activities provided by Burnings West Ipswich. The stage show will feature the talents of local schools, e.g. Karalee School Choir, Queensland Police Service, the Wallace Dance Academy, Highland Dance Company, NY Dance Company, as well as other high profile acts highlighting the strong cultural diversity in Ipswich and celebrating the spirit of Christmas. Roving entertainment will also engage and delight children with photo opportunities. Christmas in Ipswich will also provide an opportunity for local businesses to connect with the broader Ipswich community. Following on from the live performances, the Tivoli Drive-In will be screening a family Christmas movie to bring the night to an enjoyable close.	3,500	30 November 2019	Tivoli Drive In 50 Coal Road, Chuwar	\$ 30,568.01	\$ 1,500.00	\$ 1,407.28	64	75	\$ 1,055.46	Yes
CF5201909	Marburg and District A & I Association Inc.	Marburg Christmas Carnival	The Marburg Christmas Carnival will be a safe and fun filled afternoon for families, children and extended families with horse riding, games, colouring competition, face painting, glitter tattoos, an animal farm, jumping castle, gift from Santa and prizes for best dressed outfit, which is free for all primary school aged and younger children. There will be food and drinks for sale on the night, however, families are also welcome to bring their own and sit at the tables or have a picnic on the grass, to reduce the cost to them for the evening. There will be a spinning wheel to win a ham, a large raffle, and a variety of market stalls. The Carnival will be advertised through the local schools, in local businesses and on social media.	600	7 December 2019	Marburg Showgrounds 45 Queen Street, Marburg	\$ 5,908.20	\$ 2,000.00	\$ 2,000.00	63	75	\$ 1,500.00	Yes
CF5201911	Leichhardt Baptist Church	Leichhardt Community Christmas Carols	The Leichhardt Community Christmas Carols is a joint initiative of the Leichhardt Baptist Church and the Leichhardt State School. The afternoon will include jumping castles and face painting alongside a low-cost BBQ. This is followed by the carols at which each school class presents an item, with special guest singers and the Leichhardt Brass Band. In previous years the school P&C also runs a fundraising raffle for the school. It is expected that over 500 people will attend the Carols from the school and the local community, helping to build stronger community links and participation.	500	7 December 2019	Leichhardt State School 72 Sanford Road, Leichhardt	\$ 2,711.82	\$ 850.00	\$ 850.00	73	75	\$ 637.50	Yes
CF5201912	Anglican Parish of Rosewood on behalf of the Marburg Community Carols Committee	Marburg Community Carols	The Marburg Community Carols includes a free sausage sizzle, Entertainment, Face-Painting and Craft. The entertainment, which includes community singing, is provided by local musicians and singers. The evening concludes with a time of fellowship during supper. The event will be advertised in the local papers, and with a letter-box drop in towns and the wider community. It is expected that approx. 200 people will attend this year.	200	13 December 2019	Community Park Marburg 108 Queen Street, Marburg	\$ 1,870.04	\$ 1,870.04	\$ 1,758.32	66	75	\$ 1,302.24	Yes
CF5201913	Kruger Parade Baptist Church	Kruger Christmas Carols 2019	Kruger Parade Community Christmas Carols is a family friendly event with a jumping castle, sausage sizzle and entertainment targeted towards families with children in the local community. This event runs on two evenings to allow as many of the community to attend as possible. The event will be promoted through a letterbox drop and on social media. The aim is to enable the community to have access to a local Christmas Carol event where the real meaning of Christmas is celebrated as well as providing a low cost family activity.	500	6 & 8 December 2019	Kruger Parade Baptist Church	\$ 3,443.70	\$ 2,000.00	\$ 2,000.00	67	75	\$ 1,500.00	Yes
CF5201915	Raceview Congregational Fellowship Incorporated	Christmas Carols under the Christmas Tree	The annual Christmas Carols will once again be held under the 130 year old Christmas tree, which is on the property of a local family in Raceview, for the residents of Raceview, Kinders View and the surrounding suburbs. Song sheets for carols are provided for the community to join in and sing, as well as special items from local artists, Raceview State School and the Congregational Kindergarten. The Bundamba Salvation Army Band and the Cambrian Youth Choir lead the singing and provide items. The event is promoted through a letterbox drop, in local businesses and schools and on social media. This is a family friendly event and no alcohol and smoke free.	1,500	1 December 2019	141 Willey Street, Raceview	\$ 4,417.72	\$ 2,000.00	\$ 2,000.00	73	75	\$ 1,500.00	No
CF5201917	Domestic Violence Action Centre	DVAC end of year Christmas Party	DVAC will host an end of year celebration for women, children and young people who are accessing/have accessed some of their programs throughout 2019. Many women, young people and children who have experienced DV or sexual violence experience isolation and the end of year/Christmas party is an opportunity for connection and community. The event will be held at a local pool with big games, food and fun. A BBQ and games suitable for adults, young people and children will be organised.	200	19 December 2019	Bundamba Pool	\$ 3,090.00	\$ 2,000.00	\$ 2,000.00	61	75	\$ 1,500.00	Yes
CF5201918	Multicultural Australia Ltd	Redbank Plains Outdoor Christmas Cinema	The RPCC Christmas Outdoor Cinema aims to provide a free of charge family friendly Christmas event in Redbank Plains inviting families (100 people maximum) in the community to attend an outdoor cinema in the backyard of Redbank Plains Community Centre screening the Christmas movie Home Alone (1990). During the event, popcorn, drinks and food will be available. Residents will be required to register online with a number of tickets to be held for vulnerable families who do not have access to internet or due to low literacy levels are unable to register online. Prior to the movie, there will be Christmas-themed activities for the children such as face painting and Christmas crafts. NAB will also be approaching local services to offer an opportunity for a small number of information stalls to be present prior to the movie.	120	13 December 2019	Redbank Plains Community Centre 180 School Road, Redbank Plains	\$ 5,620.00	\$ 1,450.00	\$ 1,350.00	64	75	\$ 1,012.50	Yes
CF5201919	Churchill Baptist Church	Carols in the Park 2019	Annual Community Christmas Carols in Lobley Park at Churchill for all those in the Churchill and surrounding community. The event starts with free family activities including sausage sizzle, face painting, animal nursery, jumping castle and bungee run followed by a program of community carols singing and fireworks.	400 - 450	7 December 2019	Lobley Park off Warwick Road & Lob Street, Churchill	\$ 7,318.99	\$ 2,000.00	\$ 2,000.00	65	75	\$ 1,500.00	Yes
CF5201921	ALARA QLD Limited	Annual Christmas Party for People with a Disability	Each year ALARA hosts a major Christmas party for local children and adults with a disability and their carers. With approx. 400 people attending, the function involves a meal, entertainment to suit all ages (including an inflatable fun house) and a visit from Santa, who each year arrives in a different mode of transport supplied through the community.	400	7 December 2019	Ipswich Turf Club	\$ 13,305.00	\$ 2,000.00	\$ 2,000.00	59	50	\$ 1,000.00	Yes
CF5201922	Lions Club of Rosewood	Rosewood Lions Christmas Street Carnival	The Street Festival will include entertainment provided by locals such as the school children's choir, a brass band and a Bush Poet, rides, food stalls, and a ham and a cake wheel. The Carnival also offers an opportunity for local not-for-profit organisations to join in a community event to raise their awareness and to raise funds for their groups. There is no charge for rides and the organisations are encouraged to have different themes. The businesses in John Street are welcome and also encouraged to trade during the carnival and Santa Claus arrives on a fire truck for the young children.	2,500	8 December 2019	John Street, Rosewood	\$ 3,602.00	\$ 2,000.00	\$ 2,000.00	70	75	\$ 1,500.00	No
CF5201923	Glebe Road Uniting Church	Carols in the Park	This is a free community event, which will include a jumping castle, sausage sizzle, face painting, and animal farm with pony rides, craft activities and carols involving items of song, dance and media. The event will be advertised through a letterbox drop, through the local schools, and on social media. This event aims to foster community spirit in the local area by engaging with people of all age groups and backgrounds. All activities, including the sausage sizzle, is offered to the community free of charge. There has been strong attendance from the local community with approx. 400 people expected to attend this year. It is an event that the local community look forward to each year.	400	14 December 2019	Cameron Park Booval	\$ 5,107.27	\$ 1,500.00	\$ 1,500.00	70	75	\$ 1,125.00	Yes
CF5201925	Collingwood Park Primary P&C Association	Carols by Torchlight 2019	Carols by Torchlight has been an annual event, hosted by Collingwood Park State School P&C Association for many years. The event will be a fun and enjoyable evening that includes school and local community group performances. There will be market stalls, rides, carols and an amazing firework display. It is an opportunity to bring the community together at this special time of year.	500 - 800	10 December 2019	Collingwood Park State School - Oval	\$ 9,100.00	\$ 2,000.00	\$ 2,000.00	70	75	\$ 1,500.00	Yes
CF5201926	Rosewood and District Support Centre Inc	Rosewood's Community Christmas Carols	This free event for those living in Rosewood and in the surrounding rural areas, will commence with a free sausage sizzle entertainment will be provided by a local band and carol singers. All carols will be displayed on to a large screen within the hall so everyone can sing along. Fun games will be run throughout the evening and there will also be lucky door prizes. This will be a joint project with the support from all local church representatives and the local community centre, who will also be in attendance supporting the event. The Carols night increases community participation, provides a free event so families who may be struggling financially can participate, increases a sense of community and belonging, reduces social isolation for those in our rural areas, and demonstrates capacity building with churches and other community groups working closely together to achieve a successful event. The event will be promoted through the local paper, churches, schools, and community centre and on social media.	100	13 December 2019	Rosewood State Primary School Hall	\$ 3,400.00	\$ 1,250.00	\$ 241.80	73	75	\$ 181.35	Yes
CF5201927	Churches of Christ Care	Family Christmas Winter Wonderland Party	The Family Christmas Winter Wonderland Party will be held to celebrate with all Churches of Christ Care's South West Fostering Carers, the young people in their care and their families. The day will include jumping castles, themed craft activities for the family (i.e. gingerbread man decorating, build a snowman, etc.), reindeer races, a photo booth, DJ and themed food. Each young person in foster care will also receive a gift from Santa. The celebration allows an opportunity for the young people, their carers and families to come together for a morning of fun activities, a whole lot of laughter, and an opportunity to create supportive relationships with each other. Sadly many of the young people in foster care have not celebrated the festive season previously or received gifts of any kind.	200	17 December 2019	Whitehill Church of Christ 219 Whitehill Road, Raceview	\$ 5,294.00	\$ 1,794.00	\$ 1,794.00	71	75	\$ 1,345.50	Yes

Doc ID No: A5710421

ITEM: 3

SUBJECT: COMMUNITY DEVELOPMENT GRANTS ROUND 1 2019-2020

AUTHOR: COMMUNITY GRANTS COORDINATOR

DATE: 20 AUGUST 2019

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### **EXECUTIVE SUMMARY**

This is a report concerning allocation of funds through round 1 of the Community Development Grants Program for 2019-2020.

### **RECOMMENDATION/S**

**That the Interim Administrator of Ipswich City Council resolve:**

- A. That Council (Interim Administrator of Ipswich City Council) approve funding of \$918.99 (ex-GST) to Australian Kookaburra Kids Foundation Ltd, towards the mental health early intervention project as outlined in the report by the Community Grants Coordinator dated 20 August 2019.**
- B. That Council (Interim Administrator of Ipswich City Council) approve funding of \$5,000.00 (ex-GST) to Brisbane Multicultural Arts Centre (BEMAC) Inc, towards the Get Prep'D for Songwriting project as outlined in the report by the Community Grants Coordinator dated 20 August 2019.**
- C. That Council (Interim Administrator of Ipswich City Council) approve funding of \$528.28 (ex-GST) to Centro Church, towards purchasing polo shirts for camp facilitators as outlined in the report by the Community Grants Coordinator dated 20 August 2019.**
- D. That Council (Interim Administrator of Ipswich City Council) approve funding of \$2,038.68 (excl-GST) to Churches of Christ Care towards the 'Connecting with Nature and Building Community' project as outlined in the report by the Community Grants Coordinator dated 20 August 2019.**
- E. That Council (Interim Administrator of Ipswich City Council) approve funding of \$2,748.07 (excl-GST) to Neami National, towards the Mental Health Week activity as outlined in the report by the Community Grants Coordinator dated 20 August 2019.**



- F. That Council (Interim Administrator of Ipswich City Council) approve funding of \$2,500.00 (incl-GST) to the Queensland Burundian Community Social Club towards the Employability Training program as outlined in the report by the Community Grants Coordinator dated 20 August 2019.**
- G. That Council (Interim Administrator of Ipswich City Council) approve funding of \$2,874.16 (excl-GST) to Rosewood and District Support Centre to establish a community garden and workshop as outlined in the report by the Community Grants Coordinator dated 20 August 2019**
- H. That Council (Interim Administrator of Ipswich City Council) approve funding of \$2,302.80 (incl-GST) to Springfield Lakes Nature Care Inc, towards costs associated with producing resources to increase awareness of birdlife in the Greater Springfield Region as outlined in the report by the Community Grants Coordinator dated 20 August 2019.**
- I. That Council (Interim Administrator of Ipswich City Council) approve funding of \$705.45 (excl-GST) to STAR Community Services Ltd for the Singalong project as outlined in the report by the Community Grants Coordinator dated 20 August 2019.**

#### **RELATED PARTIES**

There are no related party matters associated with this project.

#### **ADVANCE IPSWICH THEME LINKAGE**

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

#### **PURPOSE OF REPORT/BACKGROUND**

Community Development Grants support community organisations developing and delivering one-off community projects that address local needs and achieve community development outcomes.

Council undertakes two (2) funding rounds per financial year for community development grants (July and February), with a maximum grant amount of \$5,000.

The Community Development 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 Community Development Grants opened on 1 July and closed on 31 July 2019, and Council received nine (9) eligible applications. 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 goods and services for

which funding is sought, to support their application. Applications which do not include quotes are ineligible.

#### **Australian Kookaburra Kids Foundation Ltd**

The Australian Kookaburra Kids Foundation Ltd seeks funding to support up to six (6) young people from Ipswich to attend a weekend camp for children who live in families affected by mental illness. The camp will be held at the Sunshine Coast Recreation Centre where participants can take part in several activities including caving, rock climbing and creative and wellbeing activities and games. Education programs focusing on building resilience will also be included.

A mental health clinician will be present throughout the camp to monitor participant wellbeing and will provide individual support and referral to appropriate services for ongoing support.

The total cost of the project is \$50,236.00. In line with eligibility criteria and based on the quotes provided which are relative to the number of participants from Ipswich, Australian Kookaburra Kids Foundation Ltd is eligible to be considered for a grant of \$1,225.32 (ex-GST) towards transport and accommodation costs.

Based on the scores allocated by the Grants Assessors, it is recommended that Council approves 75% of the eligible funding requested to Australian Kookaburra Kids Foundation Ltd, to a total of \$918.99 (ex-GST).

#### **Brisbane Multicultural Arts Centre (BEMAC) Inc**

BEMAC seeks funding to support the 'Get Prep'D for Song Writing' program which utilises local and high profile mentors and song writers who will mentor emerging song writers across South West Brisbane, including Ipswich. The project will include 4 professional development workshops in Ipswich, and will develop local emerging song writers and performers showcasing song writing skills.

The total cost of the project is \$46,000.00 over the South West Brisbane area, and in line with eligibility criteria, BEMAC is eligible to be considered for a grant of \$5,000.00 (ex-GST) towards the development and delivery of the Ipswich workshops, and promotional material.

Based on the scores allocated by the Grants Assessors, it is recommended that Council approves 100% of the eligible funding requested to BEMAC, to a total of \$5,000.00 (ex-GST).

#### **Centro Church**

Centro Church is organising a 4 day youth camp for young people from the Ipswich and Collingwood Park area, which will be held at the Sunshine Coast Recreation Centre from 30 September to 3 October 2018. The age of participants will vary between 11 to 18 year olds, with an anticipated number of 60-100 teenagers.

The grant application seeks funding towards purchasing polo shirts for 32 camp leaders who have volunteered to facilitate the camp program.



The total cost of the project is \$20,056.56. In line with eligibility criteria, Centro Church is eligible to be considered for a grant of \$1,056.56 (ex-GST) to purchase polo shirts for camp facilitators.

Based on the scores allocated by the Grants Assessors, it is recommended that Council approves 50% of the eligible funding requested by Centro Church, to a total of \$528.28 (ex-GST).

### **Churches of Christ Care**

Churches of Christ Care seeks funding for the 'Connecting with Nature and Building Capacity' project which aims to reduce social isolation. Churches of Christ has 400 social housing residents in the Ipswich LGA and the project will offer opportunities for residents to participate in excursions outside of the Region. Funding is sought towards the cost of hiring a mini bus, fuel and some catering for at least 18 full day excursions over a 12 month period.

The total cost of the project is \$16,641.36. In line with eligibility criteria, Churches of Christ Care is eligible to be considered for a grant of \$4,077.36 (ex-GST) towards costs associated with the Connecting with Nature and Building Community Project.

Based on the scores allocated by the Grants Assessors, it is recommended that Council approves 50% of the eligible funding requested by Churches of Christ Care, to a total of \$2,038.68 (ex-GST).

### **Neami National**

Neami National's Health Service Navigation service is coordinating an event during Mental Health week at Redbank Plaza on 8 October 2019. The theme of Mental Health Week 2019 is 'Take Time – for mental health', and Neami National's activity, titled 'Stop, Breath, Connect, Create', aims to build on the theme. The applicant has outlined local mental health and community organisations who will be participating in the delivery of the event which aims to promote mental health and wellbeing.

The total cost of the project is \$6,818.18 (ex-GST). In line with eligibility criteria, Neami National is eligible to be considered for a grant of \$3,664.09 (ex-GST) for costs associated with the Mental Health Week activity at Redbank Plaza on 8 October 2019.

Based on the scores allocated by the Grants Assessors, it is recommended that Council approves 75% of the funding requested by Neami National, to a total of \$2,748.07 (ex-GST).

### **Queensland Burundian Community Social Club**

The Queensland Burundian Community Social Club seeks funding towards workshops for participants to gain skills which will assist them as job seekers. The workshops will be held over an eight (8) week period at the Redbank Plains Community Centre and funding is specifically sought towards venue hire costs and driving lessons for 38 participants.

The total cost of the project is \$7,860.00 (incl-GST). In line with eligibility criteria, Queensland Burundian Community Social Club is eligible to be considered for a grant of \$5,000.00 (incl-GST) towards their program.

Based on the scores allocated by the Grants Assessors, it is recommended that Council approves 50% of the funding requested by the Queensland Burundian Community Social Club, to a total of \$2,500.00 (incl-GST).

### **Rosewood and District Support Centre Inc**

Rosewood and District Support Centre Inc seeks funding towards establishing a community garden and workshop. This project will run alongside a Skilling Queenslanders project, which supports 10 local unemployed people to undergo a paid traineeship in Certificate 1 in Construction. The trainees, with the support of their site supervisor, will assist with establishing the community garden and undertake upgrades to the existing shed on site. Funding is specifically sought to purchase building supplies.

The total cost of the project is \$12,120.19 (ex-GST). In line with eligibility criteria, Rosewood and District Support Centre Inc is eligible to be considered for a grant of \$3,832.21 (ex-GST).

Based on the scores allocated by the Grants Assessors, it is recommended that Council approves 75% of the funding requested by Rosewood and District Support Centre, to a total of \$2,874.16.

### **Springfield Lakes Nature Care Inc**

Springfield Lakes Nature Care Inc seeks funding towards the 'Identifying Birds of Springfield' project that aims to educate the community about the importance of birdlife in the area. Funding is sought to produce resources including booklets, brochures, bookmarks and a computer screen saver to increase awareness in birdlife in the Greater Springfield Region. Springfield Lakes Nature Care Inc will also host free birdwatching walks throughout the various natural areas within the Region.

The total cost of the project is \$6,025.00. In line with eligibility criteria, Springfield Lakes Nature Care Inc is eligible to be considered for a grant of \$4,605.60 (incl-GST) towards costs associated with this project.

Based on the scores allocated by the Grants Assessors, it is recommended that Council approves 50% of the funding requested by Springfield Lakes Nature Care Inc, to a total of \$2,302.80 (ex-GST).

### **Star Community Services Ltd**

Star Community Services Ltd seeks funding towards a singalong and morning tea event to be held during Mental Health Week for senior community members. The event will be held in October 2019 and is expected to attract approximately 160 participants. Funding is specifically sought towards venue hire, catering and promotion through a local newspaper, however the Grant Assessors approved funding towards venue hire and catering only, and

advised that the project could be promoted through Council's Marketing Branch, including social media channels and Ipswich First at no cost to the applicant.

The total cost of the project is \$6,638.18 (ex-GST). In line with eligibility criteria, Star Community Services Ltd is eligible to be considered for a grant of \$1,410.90 (ex-GST).

Based on the scores allocated by the Grants Assessors, it is recommended that Council approves 50% of the funding requested by Star Community Services Ltd, to a total of \$705.45 (ex-GST).

### **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 community development 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.

### **RISK MANAGEMENT IMPLICATIONS**

As part of Council's assessment criteria for community grants, applications are assessed against funding priorities and weighted assessment criteria. This has resulted in a number of applicants receiving less than they have requested and may impact their ability to deliver the project which they have applied for funding towards. As Council does not allow variations to funding agreements, all applicants will be required to confirm that they have the capacity to deliver their project as outlined within their funding application, before funds will be released.

### **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.*



### **COMMUNITY AND OTHER CONSULTATION**

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

### **CONCLUSION**

Applications for funding through the Community Development 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 Applicant Guidelines <a href="#"></a> 
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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](http://ipswich.qld.gov.au)



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

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## GUIDELINES

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### 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.

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## 1. TRIENNIAL GRANTS

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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)



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## 2. COMMUNITY DEVELOPMENT GRANTS

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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)

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## 3. QUICK RESPONSE GRANTS

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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)

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## 4. CHRISTMAS/FESTIVE SEASON GRANTS

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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)

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## GRANT FUNDING PRINCIPLES

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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.

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## GRANT FUNDING PRIORITIES

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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



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## GRANT ASSESSMENT PROCESS

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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

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## ETHICS FRAMEWORK

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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

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## GRANT FUNDING APPROVAL PROCESS

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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.



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## IN-KIND ASSISTANCE

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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](mailto: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: A5734677

ITEM: 4

SUBJECT: REGIONAL ARTS DEVELOPMENT FUND - GRANT APPLICATIONS

AUTHOR: COMMUNITY GRANTS COORDINATOR

DATE: 21 AUGUST 2019

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### **EXECUTIVE SUMMARY**

This is a report concerning allocation of funding through the Regional Arts Development Fund (RADF).

### **RECOMMENDATION**

**That the Interim Administrator of Ipswich City Council resolve:**

**That Council (Interim Administrator of Ipswich City Council) approve funding of \$10,490 (incl-GST) to Greg Huglin towards the Noosa Film Academy Filmmaking Workshop Incursion Roadshow as outlined in the report by the Community Grants Coordinator dated 21 August 2019.**

### **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**

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. The fund invests in local arts and cultural priorities as determined by local communities across Queensland and its flexibility enables local councils to tailor RADF programs to the specific needs of their communities.

RADF funding allocated to Council was guided by the population and co-investment tiers as outlined by the Queensland Government; 40% Arts Queensland (\$40,000) and 60% Ipswich City Council (\$60,000) in the 2018–2019 financial year. The RADF financial year runs from September to September.

Grant applications are assessed by the RADF Committee, a local advisory group who were appointed through an expression of interest process in May 2019, and reflect the diverse arts and culture of the Ipswich Region. Currently Council undertakes two funding rounds each year, in addition to provision for individual professional development applications assessed as Quick Response Grants.

### **Grant Application Received**

Applications for funding through the RADF Grants Program closed on 31 July 2019. One eligible application was received and a RADF Committee meeting was held on 21 August 2019 to consider the submission. RADF Committee members who were unable to attend the meeting also submitted assessments for consideration at the meeting.

An application for the Noosa Film Academy Filmmaking Workshop Incursion Roadshow was received from Greg Huglin, an Academy Award winning cinematographer. The applicant had approached a range of Ipswich secondary schools regarding his program. He decided upon nine schools and submitted a RADF grant application for \$10,490 (incl-GST) to cover costs for five of those schools:

- Bremer State High School
- Bundamba State High School
- Ipswich State High School
- Redbank Plains State High School
- Woodcrest State College

Four private Ipswich secondary schools are self-funding the program for their students.

The program will take place in February 2020 as nine one-day filmmaking workshops. Each workshop will begin with a career guidance and motivational movie montage screening examples of the applicant's commercial work. The voice-over explains the vocational and tertiary pathways available to Queensland's next generation of digital storytellers.

Approximately 30 students in each school will participate in the hands-on workshops which will include elements of pre-production, production and post-production. Participants will undertake activities such as acting, camera-operators, script advisors, sound technicians, clapperboard operators, data wranglers and post production editors.

Participants will be lead through the creative process of producing and editing a short-scripted film, which will also become a legacy portfolio piece for participants.

The workshop roadshow will culminate in a collaborative community screening of the nine films produced by the schools at Limelight Cinema, Ipswich.

The RADF Committee recommends funding of \$10,490 (incl-GST) subject to the applicant providing the following information:

- A copy of the risk management plan for the project. The applicant outlined storyboards and scripts dealing with current teen issues, but these weren't included with the application. Sensitive themes in the scripts may cause emotional reactions and risks must be identified and mitigated beforehand; and
- The program of activities to be undertaken in the workshops.

### **LEGAL/POLICY BASIS**

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

### **RISK MANAGEMENT IMPLICATIONS**

As mentioned above, the RADF Committee recommends funding of \$10,490 (incl-GST) subject to the applicant providing the following information:

- A copy of the risk management plan for the project. The applicant outlined storyboards and scripts dealing with current teen issues, but these weren't included with the application. Sensitive themes in the scripts may cause emotional reactions and risks must be identified and mitigated beforehand.

Subject to a satisfactory risk management plan for the project being furnished to Council, there are no risk management implications associated with this report.

If Council chose not to endorse the recommendation there is significant risk that the five Ipswich secondary schools would not be able to fund and participate in the program.

### **FINANCIAL/RESOURCE IMPLICATIONS**

Funding for the provision of the Regional Arts Development Fund (RADF) program 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 required consultation with the Ipswich RADF Committee, who assess applications and make recommendations to Council for RADF funding. The Ipswich RADF Committee meeting was held on 21 August 2019. The Ipswich RADF Committee supports the recommendation that Council provide funding to the Noosa Film Academy Filmmaking Workshop Incursion Roadshow.

### **CONCLUSION**

Applications for funding through the Regional Arts Development Fund are assessed in accordance with the eligibility criteria and assessment process outlined in the current Ipswich City Council RADF Guidelines (Attachment 1).

**ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS**

1.	Current Regional Arts Development Fund (RADF) Guidelines <a href="#"></a> 
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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”***





# Ipswich City Council Regional Arts Development Fund (RADF)

## Guidelines

[ipswich.qld.gov.au](http://ipswich.qld.gov.au)



## Guidelines

### What is the Regional Arts Development Fund?

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible Councils across the state.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and grow strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

For further information on RADF please contact Ipswich City Council's RADF Liaison Officer on 07 3810 6657. For information on other Arts Queensland programs and opportunities please visit [www.arts.qld.gov.au](http://www.arts.qld.gov.au)

### Objectives

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities
- build local cultural capacity, cultural innovation, and community pride
- deliver Queensland Government's objectives for the community

### Ipswich City Council Funding Priorities

The goals and priorities for the Ipswich City Council RADF program are:

- Collaborative projects which celebrate creative partnerships across the Ipswich Region
- Skills development and mentoring for artists and arts workers which may include arts workshops, and marketing and media workshops, to support the promotion and showcasing of projects
- Building community participation and engagement through art and cultural activities
- Applications which increase participation of priority community including children and young people, people from culturally and linguistically diverse community, Aboriginal and Torres Strait Islander people and people with disabilities



## Assessment Criteria

All projects receiving RADF funding will be assessed on the following assessment criteria.

### IMPACT

- Demonstrates cultural, artistic, social or economic returns on investment
- Supports one or more of the Queensland Government's objectives for the community including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation and conserving heritage

### QUALITY

- Produces or contributes to high quality arts and cultural initiatives for local communities
- Proven capacity to effectively support and deliver arts and cultural services

### REACH

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences
- Evidence of local demand for proposed programs
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation

### VIABILITY

- Evidence of good planning for strong governance and management of RADF at a local level
- Evidence of partnership capacity with partners including business and government

## Who can apply for a RADF grant?

Applicants must:

- Be permanent residents or Australian citizens
- Be based in the Ipswich Region or demonstrate how the project will directly benefit arts and culture in the Ipswich Region
- Have an Australian Business Number (ABN)
- Be 18 years of age
- Individual professional artists, emerging artists, arts workers, cultural workers or project coordinators
- Incorporated arts and cultural organisations based in the Ipswich Region or those based outside Ipswich that are able to demonstrate how the project will directly benefit arts and culture in the Ipswich Region

## What does RADF not support?

The following categories and organisations are not eligible for funding through the RADF Program:

- Amateur arts activities
- Overseas activities and workshops
- Applicants who have failed to acquit previous funding from Ipswich City Council, including RADF
- Activities that commence before Council approval is given
- Craft workshops
- Murals
- School art activities EXCEPT where those activities form part of broader community cultural development processes. Applications from schools must show collaboration and participation with other schools and community groups in the development and delivery of the project
- Catering costs, openings, launches and parties
- Entertainment
- Competitions, including Eisteddfods
- Summer/Winter schools
- Purchase of capital items
- Recurrent funding for arts organisations or operational expenses
- Accredited study, training or university courses
- Workshops with arts and cultural service organisations that are part of the organisation's core business
- RADF does not support 100% of any project. Applicants are required to make a significant contribution which may be in-kind

## What are the categories of funding?

### 1. Individual Professional Development

**OBJECTIVE:** For individual professional artists and arts workers living in Ipswich to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; placements with recognised arts and cultural organisations.

- RADF grants may support intrastate and interstate activities only.
- Assistance is available towards costs for registration, accommodation and travel to a maximum \$2,000 for activities in Queensland and \$3,000 for activities in other states.

Council may also support **Quick Response Grants** under this category for opportunities for professional development that unexpectedly become available out of the normal local RADF rounds. **Applications must be submitted at least six weeks before the event/activity.**

### 2. Skills Workshops to Build Community Capacity

**OBJECTIVE:** For community groups to engage a professional artist or arts worker to work with them on developing their arts practice or to run arts development workshops or community projects.

- RADF grants may support travel, accommodation and fees associated with employing professional artists or arts workers to work on community projects or workshops in the local community. Applicants should consider the expertise available within the Ipswich Region prior to engaging an artist from outside Ipswich.

### 3. Projects

**OBJECTIVE:** Encourage arts and cultural projects that stimulate the city's creativity and cultural development.

- To encourage best practice arts and creative standards
- To engage the Ipswich communities in diverse arts and cultural standards
- To provide employment opportunities for Ipswich's professional and/or emerging artists and arts workers
- To create partnerships between communities and artists and/or partnerships between the arts and cultural sectors
- To encourage arts and cultural organisations to work collaboratively, and share knowledge and resources with other organisations outside the industry

### 4. Regional Collections and Stories

**OBJECTIVE:** To preserve and provide access to locally held collections and to collect and tell stories that are locally significant and demonstrate strong community participation and ownership:

- Documentation, preservation and interpretation projects
- Collection management training through community based workshops
- Community stories documentation including videos, digital exhibitions, plays and oral histories

### 5. Cross Council (boundary) Partnerships or Strategic Partnerships

**OBJECTIVE:** Energising arts and cultural projects where artists, arts organisations and Council work in partnership with another community to achieve enhanced outcomes from RADF grants.

RADF grants may support projects that can demonstrate a partnership between:

- Artists and arts organisations
- Artists and arts organisations working with non arts organisations
- Council, artists and arts organisations
- Cross council boundary collaborations between artists, arts organisations and Councils

### 6. Concept Development

**OBJECTIVE:** To develop arts and cultural research ideas and project proposals. RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals. No specific artform product is required, however the project should demonstrate how it will contribute to future arts and cultural development.

### 7. Cultural Policy Development

**OBJECTIVE:** This category is only open to applications from Councils to support:

- Development of cultural policy, cultural mapping, visioning and planning proposals
- Partner on regional arts and cultural policy coordination activities
- Cross-regional arts and cultural planning
- Community consultation, facilitation and preparation of the documents
- RADF Committee training

### Application and Assessment Process

1. Applicants must contact the Ipswich RADF Liaison Officer on 07 3810 6657 to discuss the project (compulsory)
2. Ipswich City Council will open two (2) funding rounds per year which will be publicly notified
3. Online applications are received via Council's website and applicants should allow eight weeks from the closing date for a decision
4. The RADF Liaison Officer compiles applications to ensure eligibility, and eligible applications are sent to the Ipswich RADF Committee to assess. The Ipswich RADF Committee is a local advisory group to Council, who are informed representatives that reflect the diverse arts, culture and geography of Ipswich
5. Applications will be assessed on their impact, quality, reach and viability as outlined in the assessment criteria and how they align to Council's funding priorities
6. Applicants will be notified by letter of the outcome. If the application is successful, a letter of offer which constitutes an offer by Council to provide approved funding, and will be required to submit a signed letter of acceptance of grant and an invoice to receive payment

### What are the acknowledgment, reporting and acquittal processes for RADF?

All RADF funded activities are required to complete a Project Outcome Report. This will be provided to you by Ipswich City Council. The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Ipswich City Council within 8 weeks of the completion of your project.

RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products by inclusion of the RADF acknowledgment text and logos – as provided to you by Ipswich City Council.

#### Acknowledgement Text for RADF:

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Ipswich City Council to support local arts and culture in regional Queensland.

Queensland Government crest is at <http://www.arts.qld.gov.au/funding/logos.html>

Ipswich Council logo is available by contacting the Marketing Branch on 07 3810 6550 or email [MarketingRequests@ipswich.qld.gov.au](mailto:MarketingRequests@ipswich.qld.gov.au)

Join us online:



Doc ID No: A5709321

ITEM: 5  
SUBJECT: COMMUNITY DONATIONS REPORT  
AUTHOR: COMMUNITY GRANTS COORDINATOR  
DATE: 7 AUGUST 2019

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### **EXECUTIVE SUMMARY**

This is a report providing detail about the year to date allocation of community donations, as at 31 July 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 LINKAGE**

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 Engagement 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.

## **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 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.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

## **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*.

## **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 July 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 July 2019  
2.	Community Donations Recipient Type  

Josie Berry

**COMMUNITY GRANTS COORDINATOR**

I concur with the recommendations contained in this report.

Abbey Richards

**COMMUNITY DEVELOPMENT 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	Tivoli Social Enterprises Limited	Tivoli STEM show	\$1,000.00
2019	26/06/2019	Leichhardt State School	NAIDOC Day celebrations	\$1,545.00
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	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
				<b>\$30,134.17</b>

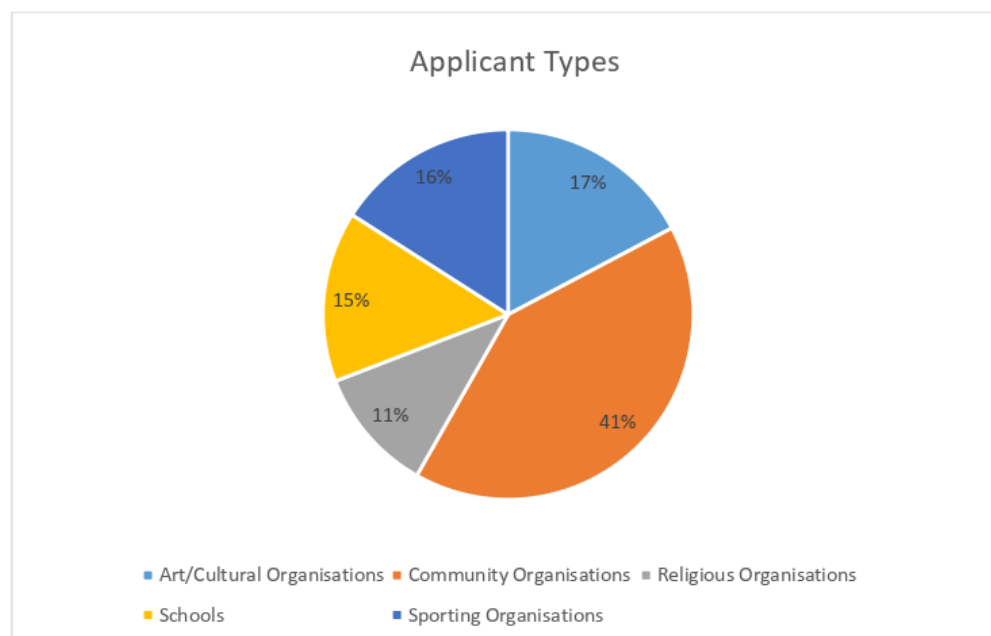


### Categorised Recipient Types

Council approved community donations totalling \$30,134 to various community groups during the period 1 July 2019 to 31 July 2019. Some of the community donations were approved in late June, and the payment was processed on 1 July. Those donations have been included in the community donation report for July 2019 for transparency.

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

- Community Organisations                      \$ 3,000
- Religious Organisations                      \$15,000
- Schools    \$ 1,545
- Sporting Organisations                      \$10,589



Doc ID No: A5752979

ITEM: 6  
SUBJECT: RESIN PTY LTD - FINDING SANTA AR EXPERIENCE  
AUTHOR: MARKETING AND PROMOTION MANAGER  
DATE: 27 AUGUST 2019

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### **EXECUTIVE SUMMARY**

This is a report concerning the Quote Consideration Plan for Finding Santa, a city augmented reality experience supplied by Resin Pty Ltd.

### **RECOMMENDATION**

**That the Interim Administrator of Ipswich City Council resolve:**

**That Council (Interim Administrator of Ipswich City Council) resolve to adopt the Quote Consideration Plan for Finding Santa AR Experience as outlined in the report by the Manager, Marketing and Promotions dated 27 August 2019 in accordance with section 230(1)(b) of the *Local Government Regulation 2012*.**

### **RELATED PARTIES**

There are no conflicts to be declared.

### **ADVANCE IPSWICH THEME**

Caring for the community

### **PURPOSE OF REPORT/BACKGROUND**

Finding Santa is an augmented reality digital walking trail that will guide families and visitors on a festive adventure through the city centres and streets of Ipswich. This activation forms part of the city-wide Christmas in Ipswich Celebrations which includes Wonderland, Christmas Light Competition, Community Christmas Carol events and New Year's Eve.

Finding Santa is an off-the-shelf product created by visual effects studio Resin. There are no known comparable alternatives in the market and Finding Santa provides a cost-effective opportunity for a Queensland first activation in Ipswich after successful activations in Adelaide and Geelong.

## LEGAL/POLICY BASIS

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

## RISK MANAGEMENT IMPLICATIONS

The risk analysis has been undertaken in relation to this report, with all potential risks assessed between low and not applicable as provided in Attachment 1 Section 5 of the Quote Consideration Plan for Risks and Associated Mitigation Strategies.

## FINANCIAL/RESOURCE IMPLICATIONS

There are no resource or budgeting implications. The cost associated with the proposed short term contract (September to December 2019) is a total of \$35,000 +GST. This cost is within the allocated events budget for Christmas activations.

## COMMUNITY AND OTHER CONSULTATION

Council's Procurement Branch has been consulted and approved the Quote Consideration Plan.

Consultation is underway with local stakeholders and businesses to generate awareness and promote opportunities to leverage the activity.

Consultation has been undertaken with Geelong City Council to understand their experience and optimise the Ipswich implementation.

## CONCLUSION

There are no known comparable alternatives to Finding Santa in the market and it is recommended that council engage the services of Resin PTY LTD to activate a city-wide AR Christmas experience in what will be a Queensland first.

## ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Quote or Tender Consideration Plan  
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Carly Gregory

**MARKETING AND PROMOTION 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”***

9/08/2019

### **MEMORANDUM**

TO: GENERAL MANAGER (COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT)

FROM: EVENT SERVICES MANAGER

RE: QUOTE OR TENDER CONSIDERATION PLAN: RESIN PTY LTD

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This Quote or Tender Consideration Plan provides the information required to comply with the Local Government Regulation 2012 Section 230 to justify the use of the plan as an effective and appropriate alternative to seeking quotes or to calling for open tenders, in particular for circumstances where providers have been identified as sole or unique suppliers.

This Quote or Tender Consideration Plan presents the information required to comply with the regulation and seeks approval to enter into an agreement with an industry specialist to provide an existing Christmas themed augmented reality digital app, with an expected value of \$35,000 ex GST.

#### **1. Objectives of the Plan**

This plan has been prepared to formalise a short term contract with Resin Pty Ltd to utilise the *Finding Santa* augmented reality app during Council's 2019 Christmas in Ipswich Celebrations.

**This quote or consideration plan is intended to fulfil the following objectives:**

#### **ALIGNMENT TO COUNCIL STRATEGIES**

- Caring for our Community – Strengthen council's branding of Ipswich to align with our identity and changing communities.

#### **CITY OF IPSWICH DESTINATION MANAGEMENT PLAN**

- Extend the positioning and activation of Ipswich Central as a regionally significant economic and activity precinct.
- Enhance the events and activations delivered within Ipswich Central ensuring they reach audiences in the greater South East Queensland marketplace.

#### **ARTS AND CULTURAL STRATEGY 2018–2023**

- GOAL 1: Embracing and celebrating our cultural heritage and diversity – Action 1.7 – Use Apps and digital communication to connect with and interpret our heritage assets.

- GOAL 2: Activating and engaging the whole of our city – Action 2.4 – Integrate creative lighting and public art to create safe and lively city spaces, parks and precincts.

## **2. How the objectives will be achieved**

*Finding Santa* is an augmented reality digital walking trail that will guide families and visitors on a festive adventure through the city centres and streets of Ipswich in an event that forms part of the overall 2019 Christmas in Ipswich Celebrations.

Showcasing the city in a whole new light *Finding Santa* will highlight Ipswich's architecturally significant buildings and key locations as users search for loveable Christmas characters.

This event offers residents, workers and visitors to the city a unique festive experience whilst showcasing the city as a vibrant and exciting location at Christmas time.

Users download the app, available for free on Apple and Android devices and use the GPS enabled map to locate markers all over the city. Once activated markers will reveal eight customised festive animations at over 40 separate locations with the potential to activate citywide – specifically at the key 'city of centre' locations. The event will run from 15 November to 24 December and will feature in selected sites within Ipswich Central, Rosewood and Springfield.

## **3. How the objectives will be measured**

Indicators for measuring the delivery of outcomes and success of use of this tender consideration plan include:

- The volume of activations at each marker (location) will be recorded
- A hashtag will be developed that will allow Ipswich City Council to track the user-generated content posted online
- Digital engagement with the app will be measured

## **3. Any alternative ways of achieving the objectives and why the alternative ways were not adopted**

There are no known comparable alternatives in the market. *Finding Santa* is an off the self-product developed by visual effects studio Resin Pty Ltd. The augmented app was implemented in Adelaide and Geelong and will be a Queensland first.

To provide some context around value for money, the development of the Finding Santa App for Adelaide City Council cost around \$150,000 (which Adelaide used for three years). Council's \$35,000 investment is a fraction of the cost of a custom-built application and also has the benefit of proven engagement metrics from previous host sites. We sought costings for additional custom animations for the application and were quoted \$15,000 per animation.

As per *Local Government Regulation 2012* Section 230, a Quote or Tender Consideration Plan is prepared for adoption by council for providers which have been identified as sole or unique suppliers.

**4. The proposed terms of contract for the goods and services**

Council intends to enter a contract which spans September to December 2019 and covers the cost of supplied content for a total cost of \$35 000.00 +GST

**5. A risk analysis of the market from which the goods or services are to be obtained**

The following general risks and mitigation strategies have been identified in relation to continuation of the proposed short term contract.

Financial Risk		Risk Level
Likelihood	Possible	Low
Consequence	Minimal	

There is no perceived Financial Risk.

Legal/ Governance Risk		Risk Level
Likelihood	Unlikely	Low
Consequence	Minimal	

There is no perceived Legal / Governance Risk.

Political/ Reputation Risk		Risk Level
Likelihood	N/A	N/A
Consequence	N/A	

There is no perceived Political / Reputation Risk

Environmental/ Public Health Risk		Risk Level
Likelihood	N/A	N/A
Consequence	N/A	

There is no perceived Environmental or Public Health Risk

Workplace Health & Safety Risk		Risk Level
Likelihood	N/A	NA
Consequence	N/A	

There is no WH&S Risk.

**Item 6 / Attachment 1.**

Service Delivery/ Business Continuity Risk		Risk Level
Likelihood	Unlikely	Low
Consequence	Minimal	

There is no perceived Delivery/ Business Continuity Risk

Cyber Security, security & Confidentiality Risk		Risk Level
Likelihood	Unlikely	Low
Consequence	Minimal	

There is no specific perceived Cyber Security, Security or Confidentiality Risk.