

City of Ipswich

Community Funding and Support Program Guidelines



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INTRODUCTION

Ipswich City Council (council) is committed to supporting initiatives and partnerships that encourage participation in community life, foster social cohesion, celebrate culture and diversity, and contribute to a vibrant, healthy and sustainable local economy and city.

Council's Community Funding and Support Programs aim to meet and respond to key themes of council's strategic plan, iFuture Corporate Plan 2021-2026, specifically:

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation.

The Community Funding and Support Programs are competitive and applicants are encouraged to read these guidelines before applying.

The Community Funding and Support Policy provides the framework for the delivery of council's programs.

Information about council's Community Funding and Support Programs is available at ipswich.qld.gov.au. If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or via communityfunding@ipswich.qld.gov.au



COMMUNITY FUNDING AND SUPPORT PROGRAM ELIGIBILITY

Eligibility Criteria

Organisations and individuals may be eligible to apply through council's Community Funding and Support Programs in order to provide community benefit to the Ipswich local government area. Projects will align to the key themes of council's strategic plan, iFuture Corporate Plan 2021-2026.

Relevant guidelines for each funding and support program will further define the eligibility and assessment criteria under which council funding and support will be provided. General eligibility criteria are as detailed below:

- Applicants must not have overdue debts with council and have satisfactorily accounted to council for the expenditure of any previous council funding
- Applicants must demonstrate the expected outcomes for the community in line with the key themes of Ipswich City Council's strategic plan, iFuture Corporate Plan 2021-2026
- Applicants are required to give permission for council to publish the name of the recipient and the funding amount in accordance with council's requirements under the *Local Government Act 2009* and the *Local Government Regulation 2012*
- Applicants must disclose if other funding or support has been requested from or provided by council, and acknowledge that the provision of funding or support through council's varied funding programs may prohibit eligibility to apply for additional funding or support.

All successful applicants will receive the approved funding or support from council subject to the terms and conditions which are outlined in the relevant guidelines for each funding and support program.

General exclusions and ineligibility

Council does not provide funding and support to:

- requests that are considered by council to be the funding responsibility of other levels of government
- projects or activities run by or involved with political groups seeking to promote their core beliefs
- projects or activities that have already started or have been completed prior to approval from council
- organisations that have outstanding council acquittals or have not satisfactorily acquitted funds
- applications received outside of the application timeframes.



COMMUNITY FUNDING AND SUPPORT PRINCIPLES

Council is committed to providing funding avenues and support to organisations and individuals, and ensure an equitable, open, transparent and accountable decision making process.

The following principles underpin council's approach to the administration of community funding and support:

- **evidence based approach** – that acknowledges and responds to the needs and aspirations of our community and aspires to the best use of council's funds
- **good governance** – decision making is undertaken in the public interest, processes are effective and efficient and feedback and evaluation mechanisms ensure opportunities for improvement are identified and addressed
- **transparency and fairness** – processes are transparent, applications are assessed objectively against eligibility and assessment criteria and any conflicts of interests are addressed and declared
- **access and equity** – documents, resources and application forms are publically available, easy to access and understand, and provide all necessary information in a clear and concise manner.

Ethics Framework

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

- discriminate, or encourage discriminatory behaviour, including discrimination on the basis of age, disability, race, religion 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.

COMMUNITY FUNDING AND SUPPORT PROGRAMS MANAGEMENT

Application

Applications for community funding and support must be completed online via SmartyGrants. Application forms are available when the funding round opens. Some programs, such as Event Sponsorships and In-Kind Assistance are open all year round and online application forms are always available. For further details visit ipswich.qld.gov.au/services/funding-and-support

Applications must be submitted by the due date at 11.59 pm AEST.

Council does not accept late applications.

Application support

Your application must be well-developed, address all criteria and answer all compliance questions. It must include documentary evidence and support as required. If you require additional support and have any questions, please refer to:

- **In person support** – contact the Community Funding Team on (07) 3810 6648 or email communityfunding@ipswich.qld.gov.au
- **Online resources** – ipswich.qld.gov.au/services/funding-and-support
- **Information sessions** – for applicants to learn about funding and support and discuss proposed projects with one of our staff
- **Grant writing workshops** – these take place twice a year in March and September. Contact the Community Funding Team on (07) 3810 6648 or email communityfunding@ipswich.qld.gov.au

Assessment

Assessments for community funding programs are undertaken by a panel of council officers with relevant experience in the community and/or project subject matter. Elected officials are not part of the Assessment Panel, nor do they contribute to the assessment panel's decisions.

Approval

The Chief Executive Officer, or delegate, is responsible for approving funding and support program decisions and expenditure with the exception of discretionary funding which is the responsibility of Councillors..

Event Sponsorship and Major Community Event Sponsorship applications which exceed \$15,000 are submitted to council for approval.

Notification process

We will notify you in writing of the outcome of your application within 15 working days of approval.

Applicant contribution

Council values and recognises the importance of applicant cash and in-kind contributions. Applicants that demonstrate a commitment to the project through either cash or in-kind support are considered favourably.

Applicant contributions may include:

- in-kind contributions such as donated supplies, materials or services
- volunteer time such as labour and administration (volunteer labour hours should be estimated and costed at \$40.35/hour)
- direct cash input to the project through donations, income generated or the applicant's financial contribution.

Funding agreements

Council finalises funding agreements with successful applicants within four (4) weeks of approval. You may be required to enter into a funding agreement with us before funds are released and before the project can start.

The funding agreement may include:

- a description of the project for which funding is being provided
- the amount of cash funding to be received
- specific performance criteria for the project
- benefits you will provide council in return for the community funding or support
- a payment schedule (where relevant)
- the deadline for submission of the project acquittal.

Reporting and monitoring

You must report on and acquit the project as detailed in your funding agreement. Reports provide feedback to council on the success of the project in terms of the outcomes, relevant data and any lessons learnt.

You must provide detailed financial reports, copies of receipts, copies of marketing and promotional material (where relevant), photographs and images of your project and proof of invitations issued to the Mayor and Councillors (where required)..

Final reports must be submitted no later than one month after the agreed completion date of the project as stated in the funding agreement, unless otherwise agreed.

Evaluation and learning framework

We invite feedback at the end of each application period and after the acquittal has been completed. This helps us improve future community funding and support programs and processes.

We use this feedback to:

- measure the degree to which stated outcomes are being achieved
- provide a transparent methodology and process for continuous improvement
- build evaluative capacity of council staff and recipients
- inform and shape future funding and support programs.

Legislative framework

The Community Funding and Support Program is governed by:

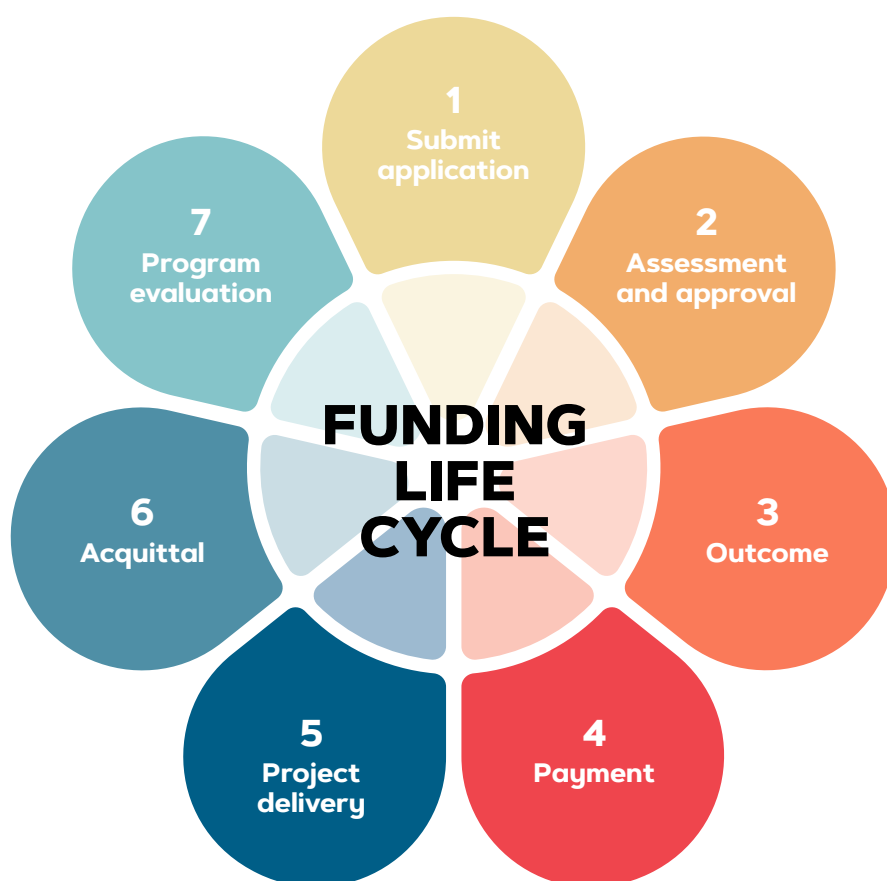
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- iFuture Corporate Plan 2021-2026
- Community Funding and Support Policy
- Event Sponsorship Policy
- Ipswich Enviroplan Program and Levy Policy
- Community Development Strategy
- Active Ipswich Strategy.

More information

Information about how to apply for council's Community Funding and Support Programs is available at

ipswich.qld.gov.au/services/funding-and-support.

If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email communityfunding@ipswich.qld.gov.au



1	Submit application	Submission of online application with supporting documentation.
2	Assessment and approval	<ul style="list-style-type: none"> Pre-eligibility assessment of applicant and project Assessment of applications conducted by Funding Assessment Panel Approval of funding by financial delegate.
3	Outcome	<ul style="list-style-type: none"> Applicants advised of outcome Successful applicant provided with funding agreement (where relevant).
4	Payment	<ul style="list-style-type: none"> Signed funding agreement and invoice (where relevant) are returned to council. Funds are provided to successful applicants (or as per the performance measures outlined in the funding agreement).
5	Project delivery	Funded activity delivered within specified timeframe.
6	Acquittal	<p>Acquittal of funds required including:</p> <ul style="list-style-type: none"> Receipts of expenditure, copies of marketing and promotional material, and photographs and images of your projects Proof of invitations issued to the Mayor and Councillors (where required). Proof of invitations issued to the Mayor and Councillors (where required). Other information required will be outlined in the funding agreement.
7	Program evaluation	Program evaluation assists council to improve future community funding and support programs and processes.

COMMUNITY PROJECTS AND EVENTS FUNDING PROGRAM

Overview

Through the Community Projects and Events Funding Program, council provides financial support to local community and sporting groups to deliver one-off projects, activities, sporting and community events that are of benefit to the local community.

Objective

The Community Projects and Events Funding Program seeks to achieve the community's vision for a Safe, Inclusive, Creative and Active City, as outlined predominantly in Council's Corporate Plan, iFuture; Council's Community Development Strategy and the 2021-2031 Active Ipswich Strategy.

The Community Projects and Events Funding Program supports one-off projects and events that are of benefit to the local community and that aligns with one or more of the five pillars of the Community Development Strategy and/or the goals of the Active Ipswich Strategy:

Community Development Pillars

1. Capacity Building and Resilience

Our community has the information and resources needed to access services and support, and our community and charitable groups are supported, work collaboratively, and operate sustainably. Our community members are resilient and are empowered to lead a life of opportunity and overcome challenges.

2. Wellbeing

Our community members have a sense of belonging and purpose and enjoy a good sense of health, wellbeing and happiness and our community's social capital continues to increase.

3. Inclusion and Connectedness

Our community members all have the same opportunities to participate in every aspect of life to the best of their abilities and desires. Community members feel they belong regardless of age, ability or background.

4. Culture and Diversity

Our community is committed to the continued development of a harmonious and cohesive community. We acknowledge the importance of recognising the Aboriginal and Torres Strait Island peoples and communities of Ipswich. We welcome that our community is made up of people born in 163 different countries and 152 languages are spoken across Ipswich households.

5. Civic Participation and Leadership

Our community values and supports a culture of regular volunteering, our community actively participates in community life and community leaders are respected and work with council to collectively respond to community needs and aspirations.

Active Ipswich Strategy Goals

- Increased Participation
- Better Places
- Stronger Partnerships

Available Funding

Community Projects: Up to \$15,000 (ex GST) is available per application. An applicant contribution of at least 20% is required.

Community Events: Up to \$5,000 (ex GST) is available per application. An applicant contribution of at least 20% is required.

Applicant Contribution

Council values and recognises the importance of applicant cash and in-kind contributions. Applications that demonstrate strong community commitment to the project through either cash or in-kind support are considered favourably. Funds and/or support from other sources are required for Community Funding, with a minimum applicant contribution requirement of 20%, and could include:

- applicant cash contributions
- grants from other funding bodies
- sponsorship
- in-kind support.

Applications which demonstrate evidence of partnerships or collaborations are highly desirable.

Project Eligibility

To be eligible for Community Projects and Events Funding, applications must:

- provide direct benefits to residents of the Ipswich Local Government Area
- help to achieve the vision of Safe, Inclusive and Creative, Active Ipswich and/or help deliver on at least one of the Community Development Pillars and/or Active Ipswich goals .

The following activities and expenses are excluded:

- Projects and Events conducted outside of the Ipswich Local Government Area
- Ongoing operational or recurring costs such as salaries, rent, fuel, insurance, etc.
- Activities that have already begun or have been completed prior to council funding approval
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs

- Projects where the primary outcome is fundraising; that is, where the purpose of the project or event is to generate financial contributions for use in other projects
- Prize money, trophies, raffle prizes or similar
- Projects already funded by other Ipswich City Council Funding Programs
- Funding requests that are considered by council to be the funding responsibility of other levels of government
- Interstate or overseas travel
- Applications received outside of application timeframes
- Catering costs

Who can apply?

ELIGIBLE ORGANISATIONS	INELIGIBLE ORGANISATIONS
<p>Not-for-profit community organisations that meet all of the following:</p> <ul style="list-style-type: none"> ▪ operate or provide services within the Ipswich Local Government Area ▪ have an Australian Business Number (ABN) ▪ have no overdue debts and no overdue funding acquittals with Ipswich City Council ▪ have appropriate insurances and adhere to sound workplace health and safety practices ▪ are financially solvent and capable of managing public funds ▪ give permission for council to publish the name of the recipient, details of the project/event and the funding amount in accordance with council's requirements under the <i>Local Government Act 2009</i> and the <i>Local Government Regulation 2012</i>. 	<ul style="list-style-type: none"> ▪ For-profit organisations / businesses ▪ Government departments and agencies ▪ Schools and affiliated parents' associations where the project/program does not demonstrate a broader community benefit* ▪ Religious or medical organisations where the application is for the organisation's core business ▪ Individuals. <p><i>Schools and affiliated parents' associations must demonstrate broader community benefit and engage with the wider community to be eligible.</i></p>

How often can an applicant group apply?

An eligible applicant can submit one application per funding round and will not be eligible to apply for funding from the Community Projects and Events Funding Program until the previous successful application has been fully acquitted.

To ensure fairness across all community groups, applicant group who have been funded within the previous 12 months, or projects that have previously received council funding, will be given a lower priority at the assessment phase.

Assessment

Assessments for Community and Events Projects Funding are undertaken by a panel of council officers with relevant experience in the community and/or project subject matter. Elected officials are not part of the Assessment Panel, nor do they contribute to the assessment panel's decisions. Panel recommendations are provided to the Chief Executive Officer, or their delegate, for approval.

Community Projects and Event Funding applications will be assessed using the following criteria:

- Demonstrated need for the project/event
- Organisation's ability to deliver the project/event objectives
- Alignment to council's strategic outcomes, as outlined in the corporate plan, iFuture
- Alignment to council's Community Development Strategy and/or 2021–2031 Active Ipswich Strategy
- Clearly identified positive outcomes and benefits to the people of the Ipswich Local Government Area
- Evidence of community partnerships and collaborations
- Demonstration of good planning and capacity of the applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project
- Value for money to achieve program objectives.

Timing

There are three funding rounds for **Community Projects** each year.

FUNDING ROUNDS 2022–2023	ROUND 1	ROUND 2	ROUND 3
Application opening dates	1 August	1 November	1 March
Application closing dates	31 August	30 November	31 March
Notification of application outcomes	*Mid-October	*Mid-January	*Mid-May
Project timeframe	within 12 months from funding approval date		

**no later than 6 weeks from round closure*

Community Events

Applications for Community Events can be submitted all year round.

Community Event applications are assessed monthly, with notification of funding provided within 6 weeks of month end. Community Event Funding is competitive and it's important to not rely on requested funding until the applicant has received formal notification of funding.

COMMUNITY EVENT APPLICATIONS SUBMITTED	NOTIFICATION OF APPLICATION OUTCOMES
July	August/September
August	September/October
September	October/November
October	November/December
November	December/January
January	February/March
February	March/April
March	April/May
April	May/June
May	June/July
*no later than 6 weeks from month-end	

Acknowledgement of council funding

It is a condition of funding that recipients acknowledge council's financial support.

Council's corporate logo must appear prominently in all promotional and publicity activity, material and publications directly relating to the project or event. Council will provide the applicant with approved electronic logo files and logo guidelines for this purpose.

Council's support should also be acknowledged in any media statements, speeches, newsletters, annual reports, correspondence to supporters and members and events relating directly to the project.

For Community Projects, where projects are receiving \$5,000 or more in funding it is required that the Mayor and relevant Divisional Councillors (as advised by council officers) are invited to attend and participate in any media releases, media opportunities, events, openings or similar related to the project.

A similar invitation is encouraged for Community Projects where less than \$5,000 in funding has been provided.

For **Community Events**, it is requested that the Mayor and relevant Divisional Councillors (as advised by council officers) are invited to attend and participate in the event, irrespective of the funding amount.

Terms and conditions that apply to successful applicants

Successful applicants will be notified of the outcome of their submission within 15 working days of funding approval and will receive funding from council subject to the following terms and conditions:

- The applicant will be required to become a signatory to a standard funding agreement which details all funding conditions and agreed performance outcomes/measures. This must be submitted before funds are issued.
- Council may make funding conditional on other specific conditions being met.
- Funds must be claimed within 30 days of notification (except where other specific conditions must be met prior to payment, or an extension has been granted).
- Successful applicants are required to acknowledge council's support actively and publicly in any promotional material or publicity features with both inclusion of council's logo and written acknowledgement as appropriate.
- Where funding provided for a Community Project for \$5,000 and above, successful applicants are requested to invite elected representatives (as outlined above in Acknowledgement of Council) to attend and participate in any event, opening or media opportunity related to the project.
- Where funding is provided for a Community Event, successful applicants are requested to invite elected representatives (as outlined above in Acknowledgement of council) to attend and participate in the event.
- All projects and events must be completed within twelve months of the funding approval date.
- If council's funds are not spent, all remaining funds must be returned to council.
- Changes must not be made to the approved activity without the prior agreement of council. Council will endeavour to approve changes where the level of community benefit is maintained or improved as per the application.

Funding evaluation and acquittal

To ensure appropriate accountability by recipients regarding use of funds, all funding provided by council will require an evaluation report and financial acquittal, outlining the use of funds (including proof of expenditure) and the achieved outcomes of the activity. The acquittal form will be available to successful applicants online through the SmartyGrants portal.

All questions must be completed on the acquittal form and evidence supplied including:

- receipts
- photographs of the project/activity
- proof of council acknowledgement (logo placement on flyers, advertisements, social media etc.)
- proof of invitations issued to Mayor and Councillors (where required).

Specific evaluation requirements will be outlined in each individual funding agreement. Organisations that have not satisfactorily acquitted council funds within an appropriate timeframe agreed by council will be deemed ineligible for council funding and support until acquittal documentation has been received and approved.

More Information

Information about how to apply for the Community Projects and Events Funding Program is available at ipswich.qld.gov.au/services/funding-and-support. If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email communityfunding@ipswich.qld.gov.au.

QUICK RESPONSE FUNDING

Overview

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

Objective

The Quick Response Funding Program seeks to achieve the community's vision for a Safe, Inclusive, Creative and Active City, as outlined predominantly in Council's Corporate Plan, iFuture; Council's Community Development Strategy and the 2021-2031 Active Ipswich Strategy.

The Quick Response Funding Program supports one-off projects and events that are of benefit to the local community and that aligns with one or more of the five pillars of the Community Development Strategy and/or the goals of the Active Ipswich Strategy:

Community Development Pillars

1. Capacity Building and Resilience

Our community has the information and resources needed to access services and support, and our community and charitable groups are supported, work collaboratively, and operate sustainably. Our community members are resilient and are empowered to lead a life of opportunity and overcome challenges.

2. Wellbeing

Our community members have a sense of belonging and purpose and enjoy a good sense of health, wellbeing and happiness and our community's social capital continues to increase.

3. Inclusion and Connectedness

Our community members all have the same opportunities to participate in every aspect of life to the best of their abilities and desires. Community members feel they belong regardless of age, ability or background.

4. Culture and Diversity

Our community is committed to the continued development of a harmonious and cohesive community. We acknowledge the importance of recognising the Aboriginal and Torres Strait Island peoples and communities of Ipswich. We welcome that our community is made up of people born in 163 different countries and 152 languages are spoken across Ipswich households.

5. Civic Participation and Leadership

Our community values and supports a culture of regular volunteering, our community actively participates in community life and community leaders are respected and work with council to collectively respond to community needs and aspirations.

Active Ipswich Strategy Goals

- Increased Participation
- Better Places
- Stronger Partnerships

Available Funding

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

Applicant Contribution

Council values and recognises the importance of applicant cash and in-kind contributions. Applications that demonstrate strong community commitment to the project through either cash or in-kind support are considered favourably. Funds and/or support from other sources are required for Community Funding, with a minimum applicant contribution requirement of 20%, and could include:

- applicant cash contributions
- grants from other funding bodies
- sponsorship
- in-kind support.

Applications which demonstrate evidence of partnerships or collaborations are highly desirable..

Eligibility

To be eligible for Quick Response Funding applications must:

- provide direct benefits to the residents of the Ipswich local government area
- demonstrate the expected outcomes for the community in line with council's strategic plan, iFuture Corporate Plan 2021-2026.

The following activities are **excluded**:

- Projects and Events conducted outside of the Ipswich Local Government Area
- Ongoing operational or recurring costs such as salaries, rent, fuel, insurance, etc.
- Activities that have already begun or have been completed prior to council funding approval
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs
- Projects where the primary outcome is fundraising; that is, where the purpose of the project or event is to generate financial contributions for use in other projects
- Prize money, trophies, raffle prizes or similar
- Projects already funded by other Ipswich City Council Funding Programs
- Funding requests that are considered by council to be the funding responsibility of other levels of government
- Interstate or overseas travel
- Applications received outside of application timeframes
- Catering costs.

Who can apply?

Eligible Organisations

Not-for-profit community organisations that meet all of the following:

- operate or provide services within the Ipswich Local Government Area
- have an Australian Business Number (ABN)
- have no overdue debts and no overdue funding acquittals with Ipswich City Council
- have appropriate insurances and adhere to sound workplace health and safety practices

- are financially solvent and capable of managing public funds
- give permission for council to publish the name of the recipient, details of the project/event and the funding amount in accordance with council's requirements under the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Ineligible Organisations

- For-profit organisations / businesses
- Government departments and agencies
- Schools and affiliated parents' associations where the project/program does not demonstrate a broader community benefit*
- religious or medical organisations where the application is for the organisation's core business
- individuals.

Schools and affiliated parents' associations must demonstrate broader community benefit and engage with the wider community to be eligible.

How often can an applicant apply?

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

Assessment

Assessments for Community and Events Projects Funding are undertaken by a panel of council officers with relevant experience in the community and/or project subject matter. Elected officials are not part of the Assessment Panel, nor do they contribute to the assessment panel's decisions. Panel recommendations are provided to the Chief Executive Officer, or their delegate, for approval.

Quick Response Funding applications will be assessed using the following criteria:

- Demonstrated need for the project/event
- Organisation's ability to deliver the project/event objectives
- Alignment to council's strategic outcomes, as outlined in the corporate plan, iFuture
- Alignment to council's Community Development Strategy
- Clearly identified positive outcomes and benefits to the people of the Ipswich Local Government Area
- Evidence of community partnerships and collaborations

- Demonstration of good planning and capacity of the applicant to successfully complete the project
- Balanced, realistic and complete project budget
- Level of funding contributed by the applicant and/or others towards the project
- Value for money to achieve program objectives..

Timing

Applications can be submitted at any time during the year.

Applications must be lodged at least four (4) weeks before the proposed activity commences to allow sufficient time for the assessment.

While an application for Quick Response Funding 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.

Acknowledgment of council funding

It is a condition of funding that recipients acknowledge council's financial support.

Council's logo must appear (where appropriate) in all promotional and publicity activity, material and publications directly relating to the project. Council will provide the successful applicant with approved electronic logo files and logo guidelines for this purpose.

Council's support should also be acknowledged in any media statements, speeches, newsletters, annual reports, correspondence to supporters and members and events relating directly to the project.

Funding recipients are encouraged to invite the Mayor and relevant Divisional Councillors to attend and participate in any media releases, media opportunities, events, openings or similar related to the project.

More Information

Information about how to apply for Quick Response Funding is available at ipswich.qld.gov.au/services/funding-and-support. If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email communityfunding@ipswich.qld.gov.au



ENVIROPLAN LEVY COMMUNITY FUNDING

Overview

Natural and Sustainable is a significant theme in council's strategic plan, iFuture Corporate Plan 2021-2026. Through the Enviroplan Levy Community Funding Program, natural environment outcomes can be supported by providing assistance for community led initiatives that contribute to the protection and enhancement of the environment within the Ipswich City Council area.

The program aims to encourage community involvement in the achievement of environmental awareness, tree planting and land restoration.

Objective

The Enviroplan Levy Community Funding Program supports projects that:

- increase community understanding of the value of the natural environment and local environmental issues and impacts
- increase community action that benefits the natural environment
- improve the condition of bushland or the conservation of native flora and fauna on private or public land.

Examples of initiatives that may be applied for include:

- conservation projects, programs and events
- improvements to native habitat, waterways and parks
- fauna and flora protection and conservation
- tree planting
- wildlife protection programs
- species recovery activities for rare and threatened species
- purchase of equipment and materials for environmental initiatives. Materials may include local native plants, tree guards, materials that assist plant growth, weed control methods, tools and equipment to care for wildlife
- community environmental education and awareness events
- incorporation or establishment costs of environmental groups
- conservation initiatives by environmental groups.

Available Funding

CATEGORY	MAXIMUM FUNDING	APPLICANT CONTRIBUTION
Groups and organisations	\$2,000	Applicant contribution of at least 20% required
Wildlife carers	\$1,000	Applicant contribution of at least 20% required

Applicant Contribution

Council values and recognises the importance of applicant cash and in-kind contributions. Applications that demonstrate strong community commitment to the project through either cash or in-kind support are considered favourably. Funds and/or support from other sources are required for Community Funding, with a minimum applicant contribution requirement of 20%, and could include:

- applicant cash contributions
- grants from other funding bodies
- sponsorship
- in-kind support.

Applications which demonstrate evidence of partnerships or collaborations are highly desirable.

Eligibility

To be eligible for Enviroplan Levy Community Funding, applicants must:

- be committed to providing direct benefits to the natural environment of the City of Ipswich
- be an entity that carries on activities for a public purpose, or whose primary objective is not directed at making a profit and do not receive sole benefit from the project
- undertake the project, including wildlife rescue and release, within the geographic boundaries of the Ipswich local government area on private or public land
- complete the project within 12 months of the funding approval date.

The following activities are **excluded**:

- ongoing operational or recurrent costs including salaries, rent, fuel, insurance, etc
- projects without an environmental outcome
- projects to be undertaken outside of the Ipswich local government area
- commercial events
- projects that duplicate existing services and programs in the project area
- multiple projects by the one applicant – applicants can only make one application per funding round, and must have successfully acquitted previous environment and sustainability community funding or Enviroplan Levy Community Funding
- purchase of tools and equipment which do not remain in place for community benefit at the end of the project – on-going community benefit must be demonstrated
- normal property management
- projects which are a commercial enhancement of a property
- projects required to be undertaken as a result of compliance action under the *Biosecurity Act 2015*
- projects where the primary outcome is fundraising; that is, where the purpose of the project or event is to generate financial contributions for use in other projects
- prize money, trophies, raffle prizes or similar
- projects already funded by other Ipswich City Council Funding Programs
- funding requests that are considered by council to be the funding responsibility of other levels of government
- Interstate or overseas travel
- applications received outside of application timeframes
- catering costs.

Who can apply?

ELIGIBLE APPLICANTS	
To be eligible for Enviroplan Levy Community Funding, applicants must be either:	
<ul style="list-style-type: none"> ▪ a not-for-profit community organisation ▪ a not-for-profit community group ▪ a primary or secondary registered school 	<ul style="list-style-type: none"> ▪ a registered childcare centre ▪ a registered wildlife carer
and	
<ul style="list-style-type: none"> ▪ have no overdue debts with council and have satisfactorily accounted to council for the expenditure of any previous council funding ▪ have fully acquitted any previous Environment and Sustainability Community Funding and Enviroplan Levy Community Funding ▪ give permission for council to publish the name of the recipient and the funding amount in accordance with council's requirements under the <i>Local Government Act 2009</i> and the <i>Local Government Regulation 2012</i> 	<ul style="list-style-type: none"> ▪ have not received other funding from council for the same project ▪ can demonstrate sound workplace health and safety practices ▪ financially sound and capable of managing public funds ▪ have a risk management plan in place (as required) ▪ have evidence of owners consent to undertake the project (if relevant).
INELIGIBLE APPLICANTS	
<ul style="list-style-type: none"> ▪ government agencies or departments of local, state or federal government (excluding primary or secondary registered schools) ▪ businesses. 	

How often can an applicant apply?

An eligible applicant can submit one application per round and will not be eligible to apply for funding from the Enviroplan Levy Community Funding program until the previous successful application has been fully acquitted.

To ensure fairness across all community groups, applicant groups who have been funded within the previous 12 months, or projects that have previously received council funding, will be given a lower priority at the assessment phase.

Assessment

Assessments for Community and Events Projects Funding are undertaken by a panel of council officers with relevant experience in the community and/or project subject matter. Elected officials are not part of the Assessment Panel, nor do they contribute to the assessment panel's decisions. Panel recommendations are provided to the Chief Executive Officer, or their delegate, for approval.

Enviroplan Levy Community Funding will be assessed using the following criteria:

- how the initiative aligns to the program objectives and will improve the biodiversity values of the city (the initiative will contribute to the protection, enhancement and sustainability of Ipswich's environmental values, such as increasing an area's biodiversity, reducing threats, or improve resource efficiency

- location and size of project
- clearly identified positive outcomes and benefits to the people of the Ipswich local government area
- alignment to council's strategic goals – higher weighting will be provided to projects which align to council's Enviroplan Program and Levy Policy
- demonstrates good planning and capacity of the applicant to successfully complete the project
- balanced, realistic and complete project budget
- represents value for money to achieve program objectives
- the maintenance required following completion of the initiative, the level of ongoing maintenance/planning by the applicant that will be required, and the intended use of any materials/equipment purchased
- duration of the project, including when it will commence and the ongoing environmental benefits of the initiative.

The total funding available for Enviroplan Levy Funding is subject to variation, depending on council's annual budget allocation. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Timing

FUNDING ROUNDS 2022-2023	ROUND 1	ROUND 2	ROUND 3
Application opening dates	1 August	1 November	1 March
Application closing dates	31 August	30 November	31 March
Notification of application outcomes	*Mid October	*Mid January	*Mid May
Project timeframe	12 months from funding approval date		

**no later than 6 weeks from round closure*

Acknowledgment of council funding

It is a condition of funding that recipients acknowledge council's financial support.

Council's logo must appear (where appropriate) in all promotional and publicity activity, material and publications directly relating to the project. Council will provide the successful applicants with approved electronic logo files and logo guidelines for this purpose.

Council's support should also be acknowledged in any media statements, speeches, newsletters, annual reports, correspondence to supporters and members and events relating directly to the project.

Funding recipients are encouraged to invite the Mayor and relevant Divisional Councillors to attend and participate in any media releases, media opportunities, events, openings or similar related to the project.

Terms and conditions that apply to successful applicants

Successful applicants will be notified of the outcome of their submission within 15 working days of funding approval and will receive funding from council subject to the following terms and conditions:

- The applicant will be required to become a signatory to a standard funding agreement which details all funding conditions and agreed performance outcomes/measures. This must be submitted before funds are issued
 - Council may make funding conditional on other specific conditions being met.
 - Funds must be claimed within 30 days of notification (except where other specific conditions must be met prior to payment or an extension has been granted).
 - Successful applicants are required to acknowledge council support actively and publicly in any promotional material or publicity features with both inclusion of council's logo and written acknowledgment as appropriate.
 - Where funding is provided towards an event, successful applicants are requested to invite elected representatives to attend and participate in the event.
- All projects must be completed within twelve months of the funding approval date.
 - If council's funds are not spent, all remaining funds must be returned to council.
 - Changes must not be made to the approved activity without the prior agreement of council. Council will endeavour to approve changes where the level of community benefit is maintained as per the application.

Funding evaluation and acquittal

To ensure appropriate accountability by recipients with regard to use of funds, all funding provided by council will require an evaluation report and financial acquittal, outlining the use of funds (including proof of expenditure) and the achieved outcomes of the activity. The acquittal form will be available to successful applicants online through the SmartyGrants portal.

All questions must be completed on the acquittal form and evidence supplied including:

- receipts
- photographs of the project / activity
- proof of council acknowledgement (logo placement on flyers, advertisements, social media etc.)
- proof of invitation issued to Mayor and Councillors (where required).

Specific evaluation requirements will be outlined in each individual funding agreement.

Funding recipients that have not satisfactorily acquitted council funds within an appropriate timeframe agreed by council will be deemed ineligible for council funding and support until acquittal documentation has been received and approved.

More Information

Information about how to apply for Environment Community Funding is available at ipswich.qld.gov.au/services/funding-and-support. If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email communityfunding@ipswich.qld.gov.au

EVENT SPONSORSHIP

Overview

The Event Sponsorship Program provides funding to support a range of event sponsorship opportunities for eligible community organisations and businesses to hold events that activate the City of Ipswich and generate benefits for our communities and businesses.

Through the Event Sponsorship Program, council aims to support events that celebrate, develop and engage the city's communities. Council recognises the important contribution events make to the economy and cultural ecosystem of the city.

The positive economic impact and interest in a community that a successful event can provide not only helps to build a sense of local pride but can also strengthen the community as a whole.

Council recognises that events are also key drivers for tourism visitation, growing the local areas capacity for destination brand identification, attracting business and new residents to the region and driving social and community sporting and recreation events.

Available Funding

CATEGORY	MAXIMUM FUNDING
Category 1 Events	Up to \$15,000
Category 2 Events	Over \$15,000

The total funding available for Event Sponsorship is subject to variation, depending on council's annual budget allocation. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

Eligibility and expected program outcomes

To be eligible for Event Sponsorship, projects must contribute to the following outcomes:

- increased recognition of Ipswich nationally and internationally as a major event city
- integrated bidding and securing of major events and business events by all levels of government and the not-for-profit and private sectors
- increased economic contribution from major events (measured primarily through visitor events, event patronage and visitor spend)

- capacity for businesses in the hospitality, retail, tourism and other event supporting sectors to benefit from and leverage event audiences
- increased number of high-quality creative and business events secured which contribute to a vibrant Ipswich event calendar
- increased business patronage and economic benefit to the city
- strengthened local business and community connection
- strengthened social cohesion and diverse communities
- support the attraction and maximisation of major events across the city
- enhance visitor experience through services, information and facilities
- deliver significant economic outcomes, increase patronage and overnight visitation to the city
- increase the uptake of business development opportunities
- foster the long term sustainability of the small business sector.

The following activities are **excluded**:

- activities, events or programs occurring outside the Ipswich local government area
- activities or events that directly contravene existing council policy
- activities with safety and/or environmental hazards
- requests seeking reimbursement for funds already spent
- general fundraising activities (unless it can be demonstrated that there is significant benefit for the city and community, and it strongly aligns with the Event Sponsorship policy principles)
- ongoing operational or recurrent costs including salaries, rent, fuel and insurance.

Event Sponsorship activities that present additional economic benefit for the city will be highly regarded.



Who can apply?

ELIGIBLE ORGANISATIONS	INELIGIBLE APPLICANTS
<p>Registered organisations and not-for-profit community organisations that meet all of the following:</p> <ul style="list-style-type: none"> ▪ give permission for council to publish the name of the recipient and the funding amount in accordance with council's requirements under the <i>Local Government Act 2009</i> and the <i>Local Government Regulation 2012</i> ▪ have not received other funding from council for the same project ▪ financially sound and capable of managing public funds ▪ have a risk management plan in place (as required) ▪ operate within the local government area and/or be able to demonstrate that the proposed project benefits the city's community and economy and has the ability to grow year on year ▪ demonstrate adequate consideration of any environmental impacts and benefits ▪ incorporate Ipswich in the official name of the event and incorporated in the official event location tagline (some exceptions may apply) ▪ provide recognition and designation of Ipswich City Council as a 'Strategic Partner' of the event ▪ have an ABN (or ACN). Council will not fund individuals ▪ have satisfactorily accounted to council for the expenditure of any previous council sponsorships or other council funding (as required) ▪ have no outstanding debts of any kind with Ipswich City Council. ▪ hold an appropriate public liability insurance policy to cover staff, volunteers, members and general public as appropriate ▪ demonstrate that the Event Sponsorship will be used for a purpose in the public interest and in accordance with the Event Sponsorship policy ▪ demonstrate they are capable of delivering the proposed event ▪ be capable of obtaining all regulatory approvals for the event ▪ demonstrate commitment and initiatives taken by their organisation to improve environmental performance. 	<ul style="list-style-type: none"> ▪ individuals.

Event Sponsorship Funding Principles

The following five key principles are to be applied when determining Event Sponsorship arrangements in accordance with the Event Sponsorship policy.

Community Benefit

All Event Sponsorship activities must provide a specified cultural, social, environmental, financial or economic benefit to the community. Prior to entering into a major community event sponsorship, an analysis of community benefit should be undertaken.

Alignment

All Event Sponsorship arrangements must align with council's aspirations, legislative requirements, priorities, strategic direction, and vision as documented in council's Corporate Plan, and be consistent with council's policies including the Councillor Code of Conduct and the Employee Code of Conduct.

Risk Management

Potential risks to council will be assessed prior to entering into Event Sponsorship arrangements. Some examples of the inherent risks in providing or receiving major community or cultural events commonly include the following:

- conflicts of interest (actual or perceived)
- reputational risk to council
- direct or indirect personal benefits received by Councillors or council officers
- perceptions of being influenced by the sponsor/ sponsorship recipient
- perceptions of endorsing the sponsor/sponsorship recipient's products/services

Open, accountable decision-making and financial management

Event Sponsorship will be sought and provided using transparent processes. All Event Sponsorship arrangements will be assessed in line with the *Local Government Act 2009* and *Local Government Regulation 2012* and council's financial policies and guidelines.

In the negotiation of Event Sponsorship and arrangements the commercial value of the arrangement must be clearly identified and acknowledged.

Entrepreneurship and economic development

Event sponsorship activities that present additional economic benefit for the city will be highly regarded.

Assessment

Assessments for eligible Event Sponsorship applications are undertaken by a panel of council officers with relative experience in economic development, marketing and large scale events.

The assessment panel will assess Event Sponsorship applications against the following assessment criteria:

1. Community Benefit

- Are the aims and expected outcomes of the proposed event clearly identified?
- Does the event have the potential for a high level of community engagement through participation and attendance?
- Does the event have the potential to deliver economic benefit, either in the short, medium or long term, to the City of Ipswich?
- Will the event attract visitors from outside Ipswich?
- Will the event provide positive exposure to the City of Ipswich through attracting media attention or through engagement with community and business networks?
- Will the event increase recognition of Ipswich nationally and internationally as a major event city?
- Does the event compliment other events and/ or fill a gap in the city's calendar of events, particularly 'off peak' tourism seasons?
- Does the event lead to an increase in participation in community level sport, recreation or physical activity?

2. Organisational Capacity

- Does the application support council's corporate plans and strategies?
- Does the applicant present a strong marketing plan to promote the event and leverage audience attendance?
- Does the applicant demonstrate a successful track record of marketing, planning and delivering events of similar scale?
- Does the applicant provide data on past event attendees and economic impact?
- Is the application well planned and achievable within the allotted timeframe?
- Does the applicant have the expertise and capacity to successfully manage and evaluate the event?
- Has the applicant developed other partnerships and collaborations to assist with the event?

3. Financial Viability

- Does the proposed budget accurately reflect the scope and scale of the application?
- Have other funding sources been secured and/or identified?
- Have the resources that are required to deliver the event been clearly identified?
- Is the application financially viable and does it demonstrate sound management?
- Is there evidence that the event will become sustainable beyond the period of council's core funding period of one year and that reliance on council support will diminish?

Event Sponsorship Funding Approval Process

Successful Category 1 Event Sponsorship applications are approved by the General Manager (Community, Cultural and Economic Development).

Successful Category 2 Event Sponsorship applications are approved by council at a designated Council Meeting.

How often can an applicant apply?

An eligible applicant can submit one application per event but will not be eligible to apply for funding from the Event Sponsorship program until the previous successful application has been fully acquitted.

Timing

Applications for Event Sponsorships can be submitted as follows:

- applications requesting funding up to \$15,000 must apply a minimum of three (3) months in advance of the event
- applications over \$15,000 must apply a minimum of six (6) months in advance of the event.

Before lodging an application, please contact the Sponsorship Officer on (07) 3810 6891 to discuss sponsorship options, eligibility, timeframes, etc.

Terms and conditions that apply to successful applicants

Successful applicants will be notified of the outcome of their submission within 10 working days of funding approval and will receive funding from council subject to the following terms and conditions:

- The applicant will be required to become a signatory to a standard Event Sponsorship funding agreement which details all Event Sponsorship conditions and agreed performance outcomes/measures. This must be signed before Event Sponsorship 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 Event Sponsorship funds are not spent, all remaining funds must be returned to council.

Funding evaluation and acquittal

To ensure appropriate accountability by recipients with regard to use of Event Sponsorship funds, all funding provided by council will require an evaluation report and financial acquittal, outlining the use of funds (including proof of expenditure) and the achieved outcomes of the activity. The acquittal form will be available to successful applicants online through the SmartyGrants portal.

Specific evaluation requirements will be outlined in each individual funding agreement and will include but not specific to:

- final accounts (audited, if appropriate) including formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to council)
- evidence of how council was acknowledged during the event
- an assessment of the benefits realised against the benefits anticipated or estimated in the application form
- where events are ticketed, details of the number of tickets sold and the origin and demographic information of attendees

- where possible, further information obtained through surveys including length of visitor stay and spend and any measured economic impact on the city
- an overview of media coverage and photographs and images of the event
- copies of marketing and promotional materials.

Organisations that have not satisfactorily acquitted council funds within an appropriate timeframe agreed by council will be deemed ineligible for council funding and support until acquittal documentation has been received and approved.

More Information

Information about how to apply for event sponsorships is available at lpswich.qld.gov.au/services/funding-and-support. If you require additional assistance please contact the City Events Team on (07) 3810 6891.



MAJOR COMMUNITY EVENT SPONSORSHIP

Overview

Council recognises the important contribution major community events make to the local economy and cultural ecosystem of the city.

Through the Major Community Event Sponsorship Program, council aims to support:

- eligible organisations to hold major community events that engage local residents and generate benefits for our communities and businesses
- the development of major community events to reach their potential to deliver significant social, cultural and/or community outcomes
- the capacity building of major community events to transition to events of regional significance with increased visitor appeal.

Available Funding

Financial support for major community events includes:

CATEGORY	MAXIMUM FUNDING
Category 1 Events	Up to \$15,000
Category 2 Events	Over \$15,000

The total funding available for Major Community Event Sponsorship is subject to variation, depending on council's annual budget allocation. No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested.

The awarding of multi-year funding is at the sole discretion of council.

Eligibility

To be eligible for Major Community Event Sponsorship, projects must:

- demonstrate that the major community event has attracted 4,000 or more attendees when last held or demonstrate the event's potential to attract 4,000 or more attendees
- demonstrate the event's potential to deliver significant social, cultural and/or community outcomes
- incorporate (Ipswich) in the official name of the event and include it in the official event location tagline (some exceptions may apply)
- provide recognition and designation of Ipswich City Council as a principal or major sponsor of the event
- demonstrate that the major community event will be used for a purpose in the public interest and in accordance with the Event Sponsorship policy.

The following activities will not be funded:

- major community events occurring outside the City of Ipswich
- community events that attract or have the capacity to attract less than 4,000 attendees
- activities or events that directly contravene existing council policy
- activities with safety and/or environmental hazards
- requests seeking reimbursement for funds already spent
- general fundraising activities (unless it can be demonstrated that there is significant benefit for the city and community and it strongly aligns with the policy principles)
- requests associated with an organisation's operational expenses including insurances.

Who can apply?

ELIGIBLE ORGANISATIONS	INELIGIBLE APPLICANTS
<p>Registered organisations and not-for-profit community organisations that meet all of the following:</p> <ul style="list-style-type: none"> ▪ give permission for council to publish the name of the recipient and the funding amount in accordance with council's requirements under the <i>Local Government Act 2009</i> and the <i>Local Government Regulation 2012</i> ▪ have not received other funding from council for the same project ▪ demonstrate the organisation's capacity and commitment to transition to an event of regional significance (if applicable) ▪ financially sound and capable of managing public funds ▪ have a risk management plan in place (as required) ▪ operate within the local government area and/or be able to demonstrate that the proposed project benefits the city's community and economy ▪ demonstrate adequate consideration of any environmental impacts and benefits ▪ incorporate Ipswich in the official name of the event and incorporated in the official event location tagline (some exceptions may apply) ▪ provide recognition and designation of Ipswich City Council as a 'Strategic Partner' of the event ▪ have an ABN (or ACN). Council will not fund individuals ▪ have satisfactorily accounted to council for the expenditure of any previous council sponsorships or other council funding (as required) ▪ have no outstanding debts of any kind with Ipswich City Council ▪ hold an appropriate public liability insurance policy to cover staff, volunteers, members and general public as appropriate ▪ demonstrate that the Event Sponsorship will be used for a purpose in the public interest and in accordance with the Event Sponsorship policy ▪ demonstrate they are capable of delivering the proposed major event ▪ be capable of obtaining all regulatory approvals for the event ▪ demonstrate commitment and initiatives taken by their organisation to improve environmental performance. 	<ul style="list-style-type: none"> ▪ Individuals.

Expected program outcomes

Event project can contribute to one or more of the following outcomes:

- city-wide engagement of local residents
- delivery of significant social, cultural and/or community outcomes
- strengthened social cohesion within culturally diverse communities
- high level of community engagement through participation and attendance
- increase in participation in community level sport, recreation and attendance
- increased access to and participation in arts and cultural experiences
- provision of a platform for local community organisations, artist and/or performer involvement
- capacity building of local artists and performers
- strengthened local business and community connection
- provision of volunteering and fundraising opportunities for not-for-profit organisations
- positive exposure of the City of Ipswich through media attention or through engagement with community and business networks
- attraction of visitors to the region
- positive economic impact for businesses in the hospitality, retail, tourism and other event supporting sectors
- a vibrant Ipswich event calendar.

Major Community Event Sponsorship Funding Principles

The following five key principles are to be applied when determining major community event sponsorship arrangements in accordance with the Event Sponsorship policy.

Community Benefit

All Major Community Event Sponsorship activities must provide a specified cultural, social, environmental, financial or economic benefit to the community. Prior to entering into a major community event sponsorship, an analysis of community benefit should be undertaken.

Alignment

All Major Community Event Sponsorship arrangements must align with council's aspirations, legislative requirements, priorities, strategic direction, and vision as documented in council's Corporate Plan, and be consistent with council's policies including the Councillor Code of Conduct and the Employee Code of Conduct.

Risk Management

Potential risks to council will be assessed prior to entering into Major Community Event Sponsorship arrangements. Some examples of the inherent risks in providing or receiving major community or cultural events commonly include the following:

- conflicts of interest (actual or perceived)
- reputational risk to council
- direct or indirect personal benefits received by Councillors or council officers
- perceptions of being influenced by the sponsor/ sponsorship recipient
- perceptions of endorsing the sponsor/sponsorship recipient's products/services.

Open, accountable decision-making and financial management

Major Community Event Sponsorship will be sought and provided using transparent processes. All Major Community Event Sponsorship arrangements will be assessed in line with the *Local Government Act 2009* and *Local Government Regulation 2012* and council's financial policies and guidelines.

In the negotiation of Major Community Event Sponsorship and arrangements the commercial value of the arrangement must be clearly identified and acknowledged.

Entrepreneurship and economic benefit

Major community events that demonstrate additional economic benefit for the city will be highly regarded.

Assessment

Assessment for eligible Major Community Event Sponsorships applications are undertaken by a panel of council staff against the following assessment criteria:

1. Community Benefit

- Are the aims and expected outcomes of the proposed event clearly identified?
- Does the event have the potential for a high level of community engagement through participation and attendance?
- Does the event lead to an increase in participation in community level sport, recreation or physical activity?
- Does the event provide a platform for local community organisation, artist and/or performer involvement?
- Does the event deliver significant social, cultural and/or community outcomes?
- Will the event strengthen social cohesion within Ipswich's culturally diverse community?

- Does the event complement other events and/or fill a gap in the city's calendar of events, particularly 'off peak' tourism seasons?
- Will the event bring residents from across the City of Ipswich together to participate and/or celebrate?
- Will the event provide positive exposure to the City of Ipswich through attracting media attention or through engagement with community and business networks?
- Does the event create a positive economic impact for businesses in the hospitality, retail, tourism and other event supporting sectors?
- Does the event have the potential to deliver increased economic benefit, either in the short, medium or long term, to the City of Ipswich?

2. Organisational Capacity

- Does the application support council's corporate plans and strategies?
- Does the applicant present a strong marketing plan to promote the event and leverage audience attendance?
- Does the applicant demonstrate a successful track record of marketing, planning and delivering events of similar scale?
- Does the applicant provide data on past event attendees, visitor satisfaction and economic impact?
- Is the application well planned and achievable within the allotted timeframe?
- Does the applicant have the expertise and capacity to successfully manage and evaluate the event?
- Has the applicant developed other partnerships and collaborations to assist with the event?

3. Financial Viability

- Does the proposed budget accurately reflect the scope and scale of the application?
- Have other funding sources been secured and/or identified?
- Have the resources that are required to deliver the event been clearly identified?
- Is the application financially viable and does it demonstrate sound management?
- Is there evidence that the event will become sustainable beyond the period of council's core funding period of one year and that reliance on council support will diminish?

Major Community Event Sponsorship Funding Approval Process

Successful Category 1 Major Community Event Sponsorship applications are approved by the General Manager (Community, Cultural and Economic Development).

Successful Category 2 Major Community Event Sponsorship applications are approved by council at a designated council meeting

Timing

Applications for Major Community Event Sponsorships can be submitted as follows:

- Applications requesting funding up to \$15,000 must apply a minimum of three (3) months in advance of the event
- Applications over \$15,000 must apply a minimum of six (6) months in advance of the event.

Before lodging an application, please contact the Sponsorship Officer on (07) 3810 6891 to discuss sponsorship options, eligibility, timeframes, etc.

Terms and conditions that apply to successful applicants

Successful applicants will be notified of the outcome of their submission within 10 business days of funding approval and will receive funding from council subject to the following terms and conditions:

- The applicant will be required to become a signatory to a standard Major Community Event Sponsorship funding agreement which details all Event Sponsorship conditions and agreed performance outcomes/measures. This must be signed before Event Sponsorship 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 Major Community Event Sponsorship funds are not spent, all remaining funds must be returned to council.

Funding evaluation and acquittal

To ensure appropriate accountability by recipients with regard to use of Major Community Event Sponsorship funds, all funding provided by council will require an evaluation report and financial acquittal, outlining the use of funds (including proof of expenditure) and the achieved outcomes of the activity. The acquittal form will be available to successful applicants online through the SmartyGrants portal.

Specific evaluation requirements will be outlined in each individual funding agreement and will include but not specific to:

- final accounts (audited, if appropriate) including formal advice of funds not spent (funds not expended for the purpose outlined in the application must be returned to council)
- evidence of community benefit delivered
- an assessment of the benefits realised against the benefits anticipated or estimated in the application form
- where events are ticketed, details of the number of tickets sold and the origin and demographic information of attendees
- where possible, further information obtained through surveys including visitor satisfaction, length of visitor stay and spend and any measured economic impact on the City
- an overview of media coverage and photographs and images of the event
- evidence of how council was acknowledged
- copies of marketing and promotional materials.

Organisations that have not satisfactorily acquitted council funds within an appropriate timeframe agreed by council will be deemed ineligible for council funding and support until acquittal documentation has been received and approved.

How often can an applicant apply?

An eligible applicant can submit one application per event but will not be eligible to apply for funding from the Event Sponsorship program until the previous successful application has been fully acquitted.

More Information

Information about how to apply for Major Community Event Sponsorships is available at ipswich.qld.gov.au/services/funding-and-support. If you require additional assistance please contact the City Events Team on (07) 3810 6891 or email communityfunding@ipswich.qld.gov.au



VIVA CRIBB BURSARY

Overview

The Viva Cribb Bursary provides funding to individuals and local not-for-profit community groups towards the costs of a project which documents or records a significant aspect of the local history of Ipswich, with the applicant personally executing the majority of the project.

The project must provide an appropriate resource for inclusion in the Ipswich Libraries' Nicholas Street and Rosewood Local History Rooms, as well as online at Picture Ipswich. The project must be completed within 12 months of approval of funds.

Objectives

The funding objectives of the Viva Cribb Bursary Program are to:

- promote research and writing on a significant local history topic
- increase accessibility to documented local history information
- build the community's understanding and appreciation of the city's history and cultural heritage
- engender a sense of pride and belonging within the city by building community spirit
- encourage life-long learning within the Ipswich community
- develop a project that is of a significant benefit to other members of the community
- contribute to the development of Ipswich Libraries physical and digital local history collections (Local History Rooms and Picture Ipswich).

Applicants are required to provide documentation on a topic of local historical significance identified as an area of demand in the Local History collection. Some suggestions for topic areas include:

- architects, builders, tradespeople
- businesses, industry, agriculture (shops and department stores, tradespeople, mining, farming)
- cemeteries
- community organisations or events
- cultural activities (music and theatre groups, eisteddfods)

- domestic or public architecture
- early Ipswich history (convicts, early settlers, Aboriginal and European interactions)
- individuals, families, local identities
- Indigenous history
- immigrant history and ethnic influences
- military history, defence force
- natural environment, floods, disasters
- professionals (architects, health workers, politicians, sports people)
- sport and recreational activities
- transport and infrastructure
- townships, suburbs, streets.

Project format can include, but is not limited to:

- preparation and printing of a local history book
- recording and editing of oral histories
- web resource such as an e-book publication or mobile app
- short film and/or digital stories of an aspect of Ipswich history.

Available Funding

Total funding available for Viva Cribb Bursaries is \$5,000.

One or more bursaries (totalling a combined \$5,000) may be granted in the annual funding round, dependent on applications received and amounts requested.

Eligibility

Eligible projects must:

- have a substantive connection to an identified area of Ipswich history requiring further research
- be made available for inclusion in the Ipswich Libraries' Nicholas Street and Rosewood Local History Rooms at the time of completion, if completed in a hardcopy format (i.e. published book)
- be made available for inclusion on the Ipswich Libraries' Picture Ipswich website within two years of completion (i.e. PDF ebook, digital resource).

Ineligible projects are those where:

- applicants are already receiving funding for another project through the Viva Cribb Bursary in the same funding round
- applicants are requesting additional funding for the same project in another funding round
- applicants have failed to complete a previous project funded by the Viva Cribb Bursary
- applicants who have previously completed a project funded under the Viva Cribb Bursary but have yet to provide a copy of the finished product for inclusion on Picture Ipswich
- applicants who have any outstanding debts owed to Ipswich City Council.

Who can apply?

ELIGIBLE APPLICANTS	INELIGIBLE APPLICANTS
<p>To be eligible for funding under the Viva Cribb Bursary Program, applicants and applications must adhere to the following criteria:</p> <ul style="list-style-type: none"> ▪ an individual or a community group participating in a not-for-profit capacity ▪ an adult 18 years of age or over. 	<ul style="list-style-type: none"> ▪ government agencies or departments of local, state or federal government ▪ educational, religious or political organisations, where the application is for the organisation's core business ▪ individuals where the application is for content directly related to educational coursework, study or research ▪ Ipswich Libraries and Ipswich City Council employees (or their immediate family members).

Note: Applicants who are professional historians/writers can apply, however, the Bursary funds cannot be used towards living expenses.

Funding for professionals, as with all individuals and not-for-profit groups, is only available for costs related to research materials, publishing and other legitimate expenses related to the project.

How often can an applicant apply?

An eligible applicant can submit one application per round and will not be eligible to apply for funding from the Viva Cribb Bursary program until the previous successful application has been fully acquitted.

Assessment

Eligible applications are assessed against the following assessment criteria:

- The project responds to identified needs for further research of a significant local history topic as specified in this guideline
- The project contributes to achieving two or more of the funding objectives
- The project will be of an acceptable format on completion
- The project budget is thorough and reasonable with supporting quotes for goods and services
- The project provides long term benefits for the broader community rather than just the applicant
- The project complies with copyright requirements under the *Copyright Act (1968)*
- The project is sustainable and does not require recurrent funding from council
- The project makes use of resources available in the Ipswich Libraries Local History Rooms, the Picture Ipswich website and original research using other sources.

Timing

The Viva Cribb Bursary has one (1) funding round per year.

Terms and conditions that apply to successful applicants

Successful applicants will be notified of the outcome of their submission within 10 working days of funding approval and will receive funding from council subject to the following terms and conditions:

- The applicant will be required to become a signatory to a standard funding agreement which details all conditions of funding. This must be signed before funds are issued
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features, and at the launch of the publication
- Ensure that project documentation complies with the *Copyright Act (1968)*
- Obtain copyright permission from sources for use of documents in electronic format
- Viva Cribb Bursary funds are to be spent on items detailed in the funding agreement and not for other purposes
- If council's bursary funds are not spent, all remaining funds must be returned to council
- The successful applicant will be responsible for organising a launch of their completed project (guidance can be provided regarding an appropriate guest list for any event held).

Heritage and Monuments Advisory Committee (HMAC)

Successful applicants will be invited to present their project to the members of HMAC on the commencement of the bursary.

On completion of the project, the successful applicant will again be invited to present findings to members of HMAC, at one of their bi-monthly meetings. This is a good opportunity for applicants to network with Ipswich historians and representatives of local history groups.

Legal Deposit

- The successful applicant will be responsible for acquiring an ISBN (International Standard Book Number) to be used for any publication/s resulting from the project
- Two copies of a published project must be submitted to Ipswich Libraries for inclusion in the Nicholas Street and Rosewood Library Local History Rooms
- An electronic copy of the final project must be supplied to Ipswich Libraries at the time of completion for inclusion on Picture Ipswich (the project will be added to Picture Ipswich two years after publication unless the applicant agrees to add the project before this time)
- Three copies of a published project must be provided to Ipswich Libraries for Legal Deposit to the State Library of Queensland, Queensland Parliamentary Library and National Library of Australia.

Funding evaluation and acquittal

To ensure appropriate accountability by recipients with regard to use of Viva Cribb Bursary funds provided, council will require an acquittal, outlining the use of funds (including proof of expenditure). The acquittal form will be available to successful applicants online through the SmartyGrants portal.

Applicants that have not satisfactorily acquitted council funds within an appropriate timeframe agreed by council will be deemed ineligible for council funding and support until acquittal documentation has been received and approved.

More Information

Information about Viva Cribb Bursaries is available at ipswich.qld.gov.au/services/funding-and-support. If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email communityfunding@ipswich.qld.gov.au

SPORT ACHIEVEMENT FUNDING

Overview

Sport and recreation is an integral part of life in Ipswich. The city has a proud sporting heritage and has produced many sporting champions participating in a wide range of sports. Through the Sport Achievement Funding, council aims to recognise and support local sports people, chosen to represent Queensland or Australia.

Objective

The Sport Achievement Funding is provided to assist local athletes, referees and umpires who have qualified or been selected by a peak body to attend an eligible State, National or International event. The funds are provided to assist with the travel and event related costs of attending sporting championships.

Funding Range

There are three (3) categories of funding:

- athletes selected to attend a state event – \$150
- athletes selected to attend a national event – \$300
- athletes selected to attend an international event – \$500.

Timing

Applications can only be submitted after participation at the event. Applications must be submitted within 6 months of the event start date.

Who can apply?

ELIGIBLE INDIVIDUALS	INELIGIBLE INDIVIDUALS
<p>The following eligibility criteria applies to the Sport Achievement Funding:</p> <ul style="list-style-type: none"> ▪ applicants must reside in the City of Ipswich region ▪ applicants must be participating as an athlete, referee or umpire in: <ul style="list-style-type: none"> – an official state championship as a member of a regional team (not Ipswich team), endorsed by the relevant state level sport and active recreation organisation as outlined by Queensland Government or Queensland School Sport – an official national championships endorsed by the relevant Sport Australia recognised national sporting organisation or School Sport Australia – an international competition as a member of an official Australian team, endorsed by a Sport Australia recognised national sporting organisation or School Sport Australia ▪ applicants must provide written confirmation of the applicant's selection to participate in State, National or International competition as an athlete, umpire or referee from the recognised state or national sporting organisation on their letterhead. The confirmation must include the applicants name, the name of the event selected for, location of event and date/s of event. 	<ul style="list-style-type: none"> ▪ applicants who are not residents of Ipswich ▪ applicants who cannot provide evidence of selection in a State, National or International Competition by the recognised association of the chosen sport as an athlete, umpire or referee ▪ applicants that are attending a competition that is not sanctioned by the recognised state or national sporting organisation ▪ applicants that are selected into an Ipswich representative team to attend a state championship ▪ applicants who have already received two Sport Achievement Funding for the sport being applied for, in the current financial year ▪ applications for training camps, tours and coaching clinics ▪ applicants who have any outstanding debts owed to Ipswich City Council.

How often can an applicant apply?

Applicants are eligible to receive a maximum of two Sport Achievement Funding per sport per financial year.

Assessment

Once submitted, an application will be assessed according to the eligibility and exclusion criteria. No further assessment is required for this program.

Terms and conditions that apply to successful applicants

Successful applicants will be notified of the outcome of their submission within 10 working days of funding approval and will receive funding from council subject to the following terms and conditions:

- The applicant will be required to become a signatory to a standard funding agreement which details all conditions of funding. Applicants under 18 years old, will require a parent or guardian to become a signatory to a standard funding agreement. This must be signed before funds are issued
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features

More Information

Information about how to apply for Sport Achievement Funding is available at ipswich.qld.gov.au/services/funding-and-support. If you require additional assistance, please contact the Community Funding Team on (07) 3810 6666 or email iccapapplications@ipswich.qld.gov.au





IN-KIND ASSISTANCE

Overview

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 plastic bollards or star pickets & star picket rammer, barrier mesh, cable ties, and witches hats), provision of refuse bins and portable toilets.

Available Funding

Funding is not available within this funding category.

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.

Who can apply?

ELIGIBLE ORGANISATIONS	INELIGIBLE ORGANISATIONS/ACTIVITIES
<p>Registered not-for-profit community organisations that meet all of the following:</p> <ul style="list-style-type: none">community or sporting events held within the Ipswich local government areaevents that are open to the wider community to participate/attend and not restricted to the local organisation's members onlyhave no overdue debts with council and have satisfactorily accounted to council for the expenditure of any previous council fundinghave appropriate insurance and adhere to sound workplace health and safety practiceshave a risk management plan in place (as required).	<ul style="list-style-type: none">government agencies or departments of local, state or federal governmentapplications from primary or secondary schoolsbusinessesindividualsprojects or activities run by or involved with political or religious groups seeking to promote their core beliefs. <p><i>*exceptions are for community or sporting events open to the wider community (excluding school fetes), eg. Christmas Carols or inter-school sporting carnivals</i></p>

How often can an applicant apply?

Applicants are eligible to receive a maximum of two successful applications per financial year (up to a maximum value of \$10,000) with each application relating to one individual event.

Timing

Applications can be submitted at any time during the year.

Applications must be lodged at least six (6) 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). Any late fees incurred (including delivery or cleaning charges) will be the responsibility of the applicant community organisation.

More Information

Information about how to apply for In-Kind Assistance Program is available at ipswich.qld.gov.au/services/funding-and-support. If you require additional assistance, please contact the Ipswich City Council Applications Team on (07) 3810 6666 or email communityfunding@ipswich.qld.gov.au

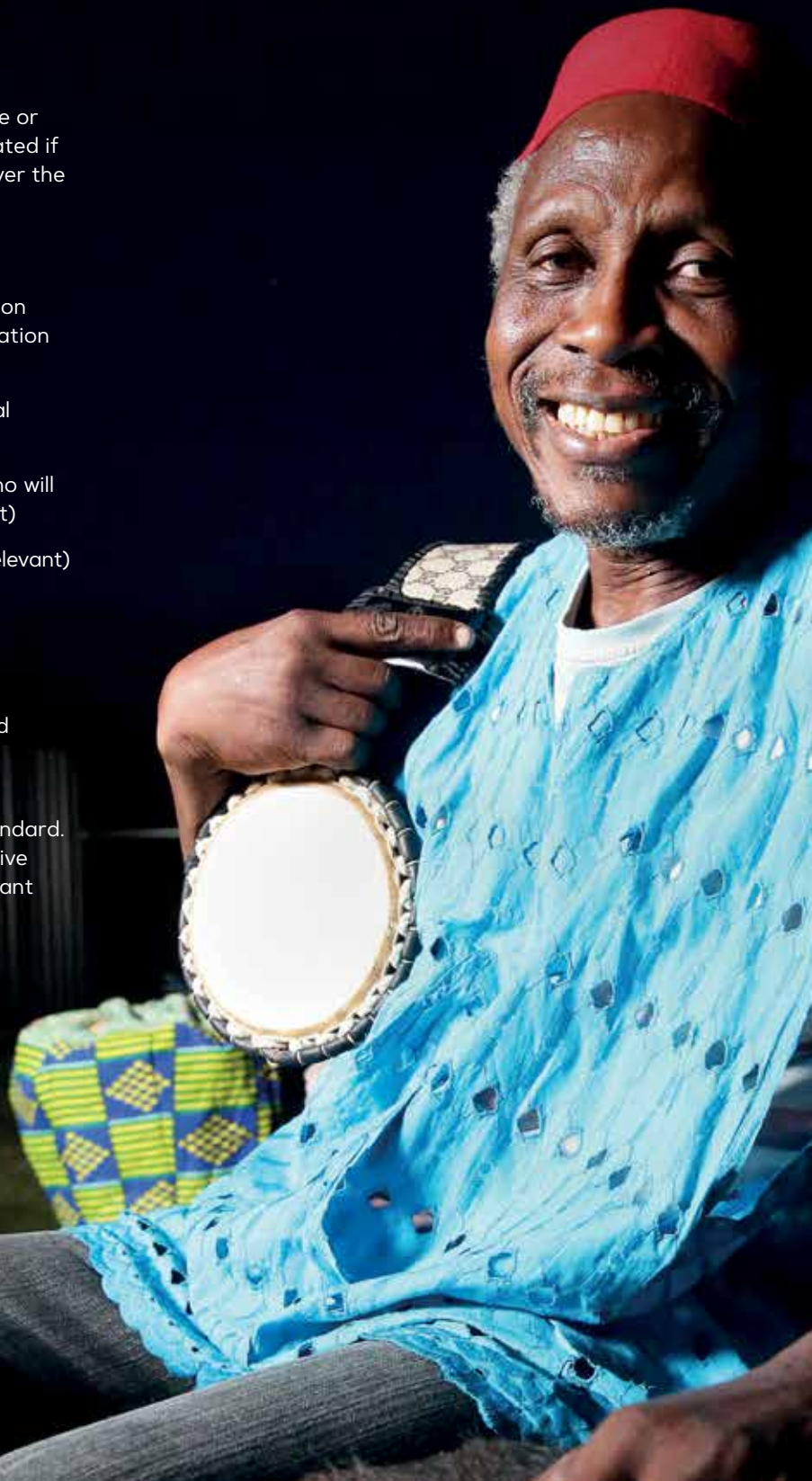
SUPPORTING DOCUMENTATION

Applicants may be asked to provide the following documentation with their online applications for funding or support from council. Please allow enough time for files to upload and aim to submit your application by the due time.

Standard supporting documentation includes:

- quotes for goods and services
- a copy of your current public liability insurance or quote for public liability insurance to be activated if your application is successful, which would cover the proposed project to the value of \$20 million
- if the applicant is a social enterprise or an unincorporated entity, the organisation must provide a copy of the organisation's constitution including a statement of purpose and organisation structure
- letters of support from any community or local business partners (if relevant)
- a list of community members or businesses who will be involved in the proposed project (if relevant)
- evidence to demonstrate owner's consent (if relevant)
- a basic site plan for the proposed project (if relevant)
- case studies of previous projects (if relevant)
- any other documents relevant to the proposed project, such as photographs, minutes from planning meetings, etc (if required).

The supporting documentation listed above is standard. Some funding programs may require more extensive documentation which will be listed under the relevant Funding Program details.



DEFINITIONS

TERM	MEANING
Acquittal	<p>A written report submitted after the funded project is complete. It details how the recipient administered the grant funds and met the project outcomes in the funding agreement. This should include promotional material, including media reports, evidences of project activities and outcomes, data that may include employment numbers, attendances and audience/stakeholder satisfaction, a detailed financial report that includes project income and expenditure and copies of receipts and invoices related to the project.</p> <p>Council provides online acquittals for funding programs through the SmartyGrants portal.</p>
Auspecting	<p>An incorporated organisation who receives, administers and acquits council funding on behalf of an applicant. The auspice is required to:</p> <ul style="list-style-type: none"> enter into a funding agreement with council accept grant funds and pay the auspiced grant applicant enter into any corresponding additional agreements with the City monitor and acquit the use of funds at the completion of the project. <p>Ideally the auspice will have the technical skills to guide and support the applicant in the delivery of the project, while acknowledging project decisions remain with the applicant.</p>
Bursary	Funding to an individual or community organisation to assist with the costs associated with undertaking a particular initiative.
Business	A person, partnership or organisation which is not a community organisation, and is engaged in a profit-seeking enterprise or activity.
Community Organisation	An entity that carries out activities for a public purpose or an entity whose primary objective is not directed at making a profit for distribution to shareholders or members.
Community Purpose	A purpose that is in the public interest of residents of the City of Ipswich.
Conflict of Interest	A conflict of interest exists when a reasonable person might perceive that a public official's personal interest could be favoured over their public duties, or where the personal interest may influence, or be seen to influence, their decisions or action in the performance of their public duties. Conflict of interest may be actual, potential or perceived.
Funding	A sum of money allocated to support a community initiative in accordance with specific terms and conditions.
In-Kind	Non cash contributions such as voluntary labour, materials and equipment, or the provision of services that would otherwise be paid from the project budget.
Incorporated Organisation	An organisation that has been incorporated in accordance with the requirements of the <i>Associations Incorporations Act 1981</i> and the <i>Associations Incorporations Regulation 1999</i> .
Individual	A singular entity, as distinguished from a group or organisation.
Initiative	A project, service, event, activity, equipment purchase or upgrade or other function for which an organisation or individual might seek assistance.
Not-for-Profit Organisation	An organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to further the organisation's purpose, must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up. This should be reflected in any applying not-for-profit organisation's constitution.
Partnership	A partnership should be a mutually beneficial arrangement, ranging from working together to deliver a one-off program (or event) to a longer-term relationship addressing a social cause.
Recipient	A party who has successfully applied for funding.
Sponsorship	A negotiated arrangement concerning the provision of funds or services in exchange for negotiated commercial and community benefits to the City of Ipswich.
Support	The temporary provision of items of equipment, resources or non-monetary assistance to support a community initiative.



City of
Ipswich

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