

# City of Ipswich **Community Funding and Support Program Guidelines**

2020



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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, Advance Ipswich, specifically:

- strengthening our local economy and building prosperity (jobs)
- managing growth and delivering key infrastructure
- caring for our community
- caring for our environment
- listening, leading and financial management.

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



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# COMMUNITY FUNDING AND SUPPORT PROGRAM ELIGIBILITY

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## 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, Advance Ipswich.

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, Advance Ipswich
- 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.

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# COMMUNITY FUNDING AND SUPPORT PROGRAMS MANAGEMENT

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

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](mailto:communityfunding@ipswich.qld.gov.au)
- **Online resources** – [ipswich.qld.gov.au](http://ipswich.qld.gov.au)
- **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 February and July. Contact the Community Funding Team on (07) 3810 6648 or email [communityfunding@ipswich.qld.gov.au](mailto:communityfunding@ipswich.qld.gov.au)

## Assessment

Applications for funding and support may be assessed by a panel of council officers, or members of the community or business sector, depending on the program type.

## 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 10 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 and invoices, copies of marketing and promotional material (where relevant) and photographs and images of your project.

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

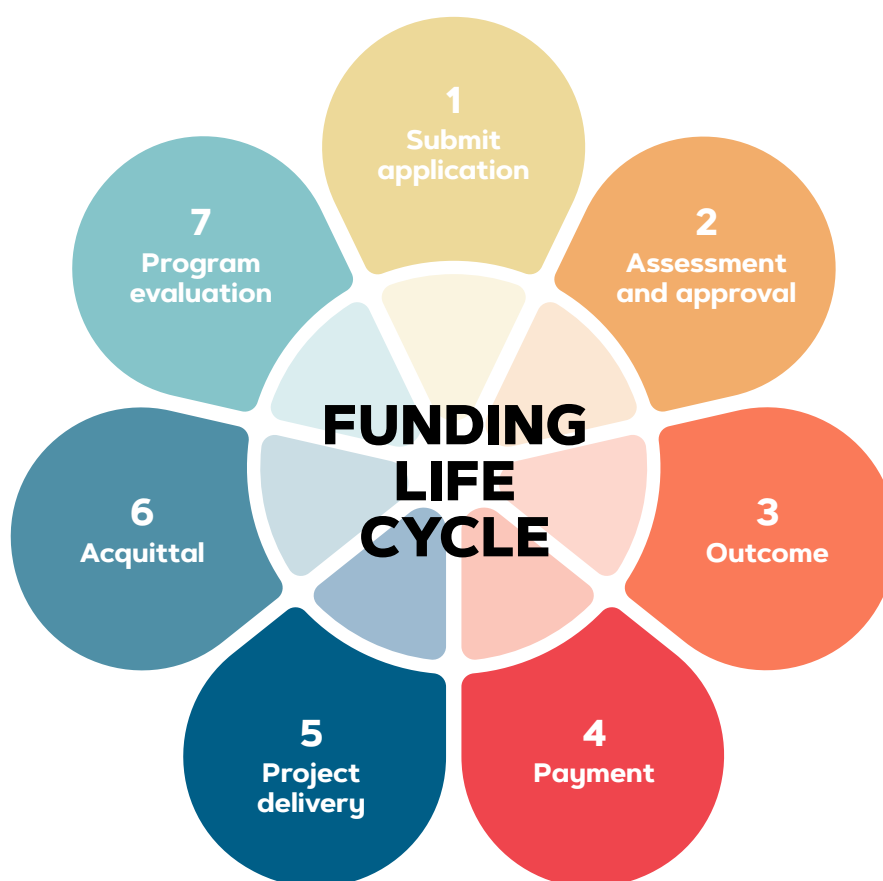
The Community Funding and Support Program is governed by:

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- Advance Ipswich
- Corporate Plan 2017–2022
- Community Funding and Support Policy
- Event Sponsorship Policy.

## More information

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

[ipswich.qld.gov.au/community/grants\\_sponsorships](https://ipswich.qld.gov.au/community/grants_sponsorships).  
If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email [communityfunding@ipswich.qld.gov.au](mailto: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"> <li>▪ Pre-eligibility assessment of applicant and project</li> <li>▪ Assessment of applications conducted by Funding Assessment Panel</li> <li>▪ Approval of funding by financial delegate.</li> </ul>
3	Outcome	<ul style="list-style-type: none"> <li>▪ Applicants advised of outcome</li> <li>▪ Successful applicant provided with funding agreement (where relevant)..</li> </ul>
4	Payment	<ul style="list-style-type: none"> <li>▪ Signed funding agreement and invoice (where relevant) are returned to council.</li> <li>▪ Funds are provided to successful applicants (or as per the performance measures outlined in the funding agreement).</li> </ul>
5	Project delivery	Funded activity delivered within specified timeframe.
6	Acquittal	<p>Acquittal of funds required including:</p> <ul style="list-style-type: none"> <li>▪ Receipts of expenditure, copies of marketing and promotional material, and photographs and images of your projects</li> <li>▪ Other information required will be outlined in the funding agreement.</li> </ul>
7	Program evaluation	Program evaluation assists council to improve future community funding and support programs and processes.



# MAJOR AND MINOR FUNDING PROGRAM

## Overview

Caring for our community is a significant theme in council's strategic plan, Advance Ipswich.

Through the Major and Minor Funding Program, council supports organisations to deliver one-off projects, events and activities for the benefit of the Ipswich local government area. The program provides financial assistance to a broad range of community organisations to assist them to deliver projects which respond to the strategies outlined in council's strategic plan, Advance Ipswich.

## Objective

The Major and Minor Funding Program supports:

- community projects that address local needs and achieve community development outcomes
- community led art initiatives, including partnerships or collaborations with community art organisations, that increase engagement in art and cultural activities across the wider community
- programs that increase physical activity and/or encourage participation in community level sport, recreation or physical activity
- programs and events that activate public spaces and facilities
- programs that create partnerships with local, state and national sporting organisations
- community led initiatives that address local environmental priorities.

## Available Funding

CATEGORY	MAXIMUM FUNDING	CO-FUNDING
Major Funding	\$15,000	Applicant contribution of at least 20% required
Minor Funding	\$2,000	Applicant contribution of at least 20% required

## 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.

Council cannot be the sole funder of every project. Funds and/or support from other sources are required for Major and Minor 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 Major and Minor Funding, applications must:

- be committed to providing 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, Advance Ipswich.

The following activities are **excluded**:

- ongoing operational or recurrent costs including salaries, rent, fuel
- activities that have already begun or have been completed prior to council approval
- projects which have been funded by the Major and Minor Funding Program previously
- projects or activities run by or involved with political or religious groups seeking to promote their core beliefs
- funding of competitions, prizes, sponsorships, bursaries, donations, gifts or fundraising activities
- funding requests that are considered by council to be the funding responsibility of other levels of government
- projects included in another council funding application or program
- interstate or overseas travel
- applications received outside of application timeframes
- applications where the financial budget has positive income (i.e. income exceeds expenses)
- 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"> <li>▪ have no overdue debts with council and have satisfactorily accounted to council for the expenditure of any previous council funding</li> <li>▪ 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></li> <li>▪ have not received other funding from council for the same project</li> <li>▪ have appropriate insurance and adhere to sound workplace health and safety practices</li> <li>▪ financially sound and capable of managing public funds</li> <li>▪ have an Australian Business Number (ABN)</li> <li>▪ have a risk management plan in place (as required).</li> </ul>	<ul style="list-style-type: none"> <li>▪ government agencies or departments of local, state or federal government</li> <li>▪ educational, religious or medical organisations, where the application is for the organisation's core business</li> <li>▪ businesses</li> <li>▪ individuals.</li> </ul>

## How often can an applicant apply?

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

## Assessment

Assessments for Major and Minor Funding are undertaken by a panel of council officers with relative experience in the subject matter. Panel recommendations are reported to the Chief Executive Officer, or their delegate, for approval.

Major and Minor Funding will be assessed using the following criteria:

- demonstrated need for the project/activity
- ability to meet one or more of the program objectives
- alignment to council's strategic goals
- clearly identified positive outcomes and benefits to the people of the Ipswich local government area
- evidence of community partnerships and collaborations
- demonstrates 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
- represents value for money to achieve program objectives.

## Timing

FUNDING ROUNDS	ROUND 1	ROUND 2	ROUND 3	ROUND 4
Application opening dates	1 July	1 October	1 February	1 April
Application closing dates	31 July	31 October	28 February	30 April
Notification of application outcomes	Mid September	Mid December	Mid April	Mid June
Project timeframe	12 months from funding approval date			

## 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 funding conditions and agreed performance outcomes/measures. This must be signed before 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 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 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.

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 Major and Minor Funding Program is available at [ipswich.qld.gov.au/community/grants\\_sponsorships](https://ipswich.qld.gov.au/community/grants_sponsorships). If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email [communityfunding@ipswich.qld.gov.au](mailto:communityfunding@ipswich.qld.gov.au)

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# QUICK RESPONSE FUNDING

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## Overview

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

## 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. Applicants that demonstrate a commitment to the project through either cash or in-kind support are considered favourably.

Council cannot be the sole funder of every project. Funds and/or support from other sources are required for Quick Response Funding, with a minimum applicant contribution of 20%, and could include:

- applicant cash contributions
- funding 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:

- be committed to providing 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, Advance Ipswich.

The following activities are **excluded**:

- ongoing operational or recurrent costs including salaries, rent, fuel and insurance
- activities that have already begun or have been completed prior to council approval
- projects which have been funded by Quick Response Funding previously

- projects or activities run by or involved with political or religious groups seeking to promote their core beliefs
- funding of competitions, prizes, sponsorships, bursaries, donations, gifts or fundraising activities
- funding requests that are considered by council to be the funding responsibility of other levels of government
- projects included in another council funding application or program
- interstate or overseas travel
- applications where the financial budget has positive income (i.e. income exceeds expenses)
- catering costs.

## Who can apply?

### Eligible Organisations

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

- have no overdue debts with council and have satisfactorily accounted to council for the expenditure of any previous council funding
- 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*
- have not received other funding from council for the same project
- have appropriate insurance and adhere to sound workplace health and safety practices
- financially sound and capable of managing public funds
- have an Australian Business Number (ABN)
- have a risk management plan in place (as required).

### Ineligible Organisations

- government agencies or departments of local, state or federal government
- educational, religious or medical organisations, where the application is for the organisation's core business
- businesses
- individuals.



## 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 Quick Response Funding are undertaken by a panel of council officers with relative experience in the subject matter. Panel recommendations are reported to the Chief Executive Officer, or their delegate, for approval.

Quick Response Funding will be assessed against the following criteria:

- demonstrated need for the project/activity
- ability to meet the program objectives
- alignment to council's strategic goals
- clearly identified positive outcomes and benefits to the people of the Ipswich local government area
- demonstrates 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
- represents value for money to achieve program objectives.

## Timing

Applications can be submitted at any time during the year.

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

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.

## More Information

Information about how to apply for Quick Response Funding is available at [ipswich.qld.gov.au](https://ipswich.qld.gov.au). If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email [communityfunding@ipswich.qld.gov.au](mailto:communityfunding@ipswich.qld.gov.au)



# ENVIRONMENT AND SUSTAINABILITY COMMUNITY FUNDING

## Overview

Caring for the environment is a significant theme in council's strategic plan, Advance Ipswich. Through the Environment and Sustainability Community Funding Program, the natural environment can be cared for by providing assistance for community led initiatives that contribute to the protection, enhancement and sustainability of the environment within the Ipswich City Council area.

The program aims to encourage community involvement in the achievement of environmental sustainability, such as bush regeneration, sediment reduction into waterways, riparian restoration, environmental awareness, tree planting and land restoration.

## Objective

The Environment and Sustainability Community Funding Program supports projects that:

- increase community understanding of the value of the natural environment and local environmental and sustainability issues and impacts
- increase community action that benefits the natural environment and/or sustainability
- improve the condition of bushland or the conservation of native flora and fauna on private or public land
- effectively engage the community in improved waste reduction, reuse and recycling.

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
- sustainability projects
- 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
<b>Groups and organisations</b>	\$2,000	Applicant contribution of at least 20% required
<b>Wildlife carers</b>	\$1,000	Applicant contribution of at least 20% required

## 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 volunteer support are considered favourably.

Applicants can seek the following support from council:

- funding
- in-kind contributions such as provision of native trees, mulch or gloves.

Applicants are expected to contribute to the project in the form of cash, voluntary labour or provision of materials. Volunteer labour hours should be estimated and costed at \$40.35/hour (with specialist resources to be agreed in consultation with council).

## Eligibility

To be eligible for Environment and Sustainability Community Funding, applicants must:

- be committed to providing direct benefits to the natural environment and sustainability 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
- for projects which involve ongoing conservation, environmental or sustainability work, the establishment phase of the project is to be completed within 12 months of receiving the funding.

The following activities are **excluded**:

- ongoing operational or recurrent costs including salaries, rent, fuel
- projects without an environmental or sustainable 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
- projects which have been funded previously through the Environment and Sustainability Community Funding Program
- 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*
- applications received outside of application timeframes
- catering costs.

## Who can apply?

ELIGIBLE ORGANISATIONS	INELIGIBLE ORGANISATIONS
<p>To be eligible for Environment and Sustainability Community Funding, applicants must be either:</p> <ul style="list-style-type: none"> <li>▪ a not-for-profit community organisation</li> <li>▪ a not-for-profit community group</li> <li>▪ a primary or secondary registered school</li> <li>▪ a registered childcare centre</li> <li>▪ a wildlife carer</li> </ul> <p><b>and</b></p> <ul style="list-style-type: none"> <li>▪ have no overdue debts with council and have satisfactorily accounted to council for the expenditure of any previous council funding</li> <li>▪ 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></li> <li>▪ have not received other funding from council for the same project</li> <li>▪ can demonstrate sound workplace health and safety practices</li> <li>▪ financially sound and capable of managing public funds</li> <li>▪ have a risk management plan in place (as required)</li> <li>▪ have evidence of owners consent to undertake the project (if relevant).</li> </ul>	<ul style="list-style-type: none"> <li>▪ government agencies or departments of local, state or federal government</li> <li>▪ businesses.</li> </ul>



## 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 Environment and Sustainability Community Funding program until the previous successful application has been fully acquitted.

## Assessment

Assessments for Environment and Sustainability Community Funding are undertaken by a panel of council officers with relative experience in the subject matter. Panel recommendations are reported to the Chief Executive Officer, or their delegate, for approval.

Environment and Sustainability 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 alignment with an existing biodiversity corridor)
- 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 habitat connection areas and strategic environmental corridors within the nature conservation strategy
- 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 level of maintenance required following completion of the initiative, planning by the applicant to complete any maintenance required and the intended use of the 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 Environment and Sustainability 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	ROUND 1	ROUND 2	ROUND 3	ROUND 4
Application opening dates	1 July	1 October	1 February	1 April
Application closing dates	31 July	31 October	28 February	30 April
Notification of application outcomes	Mid September	Mid December	Mid April	Mid June
Project timeframe	12 months from funding approval date			

## 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 funding conditions and agreed performance outcomes/measures. This must be signed before grant funds are issued
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features
- Council may make funding conditional on other specific conditions being met
- If council's 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 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.

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 Environment and Sustainability Community Funding is available at [ipswich.qld.gov.au/community/grants\\_sponsorships](https://ipswich.qld.gov.au/community/grants_sponsorships). If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email [communityfunding@ipswich.qld.gov.au](mailto:communityfunding@ipswich.qld.gov.au)

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# REGIONAL ARTS DEVELOPMENT FUND (RADF)

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## Overview

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and Ipswich City Council. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities as determined by local communities across Queensland.

These guidelines should be read in conjunction with the **Arts and Cultural Strategy 2018–2023**.

The vision of the Arts and Cultural Strategy is that Ipswich is enriched by our creative spirit and energised by our diverse community.

## Objective

RADF supports artists and community art organisations to deliver programs that align to the following five (5) categories:

### Public Art

Funding to support the delivery of public art activities which can include established forms of public art (sculptures, paintings, etc) and transitory forms (performances, dance, theatre, poetry, etc).

### Telling Ipswich's Stories

Funding for projects that document community stories through various forms and mediums including plays, film/video/audio, visual artwork, digital exhibitions, oral histories, publications, museums and galleries.

### Projects – up to 3 years duration

RADF has two types of funding under this category:

1. Funding for new projects and activities where outcomes of the activities have a broader reach within the community. This category supports the delivery of innovative and energising arts and cultural projects where artists and communities work together. Projects must be completed within 12 months of funding approval.
2. Seed funding up to 3 years is available for groups or organisations that demonstrate strong potential in the longer term. Applicants are expected to build sustainable income generation capabilities throughout the three years. Funding is allocated as follows:
  - up to \$10,000 in the first year
  - up to \$5,000 in the second year
  - up to \$2,500 in the third year.

Projects supported through seed funding will not be eligible to apply for further RADF grants.

### Skills Development and Mentoring

Skills development funding to engage professional artists to run workshops or community projects that have a focus on developing skills.

Mentorship funding is for arts and cultural practitioners to engage in significant short term developmental activities with a suitably qualified mentor or established practitioner. Appropriate mentors will have a high level of experience and identified broad networks in their chosen field. Applicants will be required to provide proof of interest and availability of the identified mentor.

### Quick Response

The quick response grants are available for arts and cultural practitioners to attend or present at professional development seminars or workshops, conferences or appropriate arts events.

Funding is available for up to 65% of the total costs to a maximum of \$1,000 for national travel or \$2,000 for international travel.

This program does not cover:

- accredited study, training or university courses
- development periods exceeding one month in duration.

Assistance is available towards costs for registration, travel and accommodation.

## RADF Priorities

The Ipswich RADF Program is informed by the **Ipswich Arts and Cultural Strategy 2018–2023**.

The priorities for the Ipswich RADF program are:

- **increased opportunities** – providing opportunities for art and cultural experiences and participation throughout the Ipswich region, across all sectors of the community
- **coordination and partnerships** – encouraging arts and cultural practitioners and organisations to collaborate across the Ipswich region
- **connected community** – supporting projects that foster engagement
- **image and identity** – promoting Ipswich's rich and unique cultural heritage and thriving arts and culture sector
- **mentorships and skills development** – providing knowledge, support and guidance to arts and cultural practitioners focussing on strengthening skills.

## Available Funding

The total funding available for the Regional Arts Development Fund each year is subject to variation, depending on partnership funding approved by State Government and council's annual budget.

## 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.

RADF does not provide 100% of project costs. Applicants are required to provide a minimum contribution of at least 20% towards the project which could include:

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

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

## Eligibility

To be eligible for RADF, applicants must demonstrate how the project will directly benefit the arts and cultural environment in the Ipswich region.

The following activities are **excluded**:

- projects which start before the application is approved
- school activities EXCEPT where those activities form part of a broader community arts or cultural collaboration, and include participation with other schools and/or community groups in the development and delivery of the project
- projects seeking funding for:
  - catering costs, openings, launches, parties and entertainment
  - competitions, including eisteddfods
  - majority funding for publishing and/or printing costs
  - purchase of capital items
  - ongoing operational expenses.

## Who can apply?

ELIGIBLE ORGANISATIONS	INELIGIBLE ORGANISATIONS
<p>Individual emerging and established artists, arts and cultural practitioners, collaborations and not for profit community organisations that meet the following:</p> <ul style="list-style-type: none"><li>▪ individuals must be permanent residents or Australian citizens</li><li>▪ be based in the Ipswich region or demonstrate how the project will directly benefit arts and culture in the Ipswich region</li><li>▪ have an ABN. Applicants who do not have an ABN must be auspiced by an incorporated community organisation who will manage the funding on behalf of the applicant. The applicant is still responsible for the acquittal and providing a financial report and evidence of expenditure on completion of the project to the auspicing body to approve (the auspice body is not responsible for the artistic direction or quality of the project)</li><li>▪ if under 18, the applicant must name a person who will be legally responsible for the grant</li><li>▪ have satisfactorily accounted to council for the expenditure of any previous council funding</li><li>▪ hold an adequate public liability insurance policy (where relevant).</li></ul>	<ul style="list-style-type: none"><li>▪ government agencies or departments of local, state or federal government</li><li>▪ educational, religious or medical organisations, where the application is for the organisation's core business</li><li>▪ individuals where the application is for content directly related to educational coursework, study or research.</li></ul>

## Application Process

Applicants are required to submit an expression of interest as either a:

- written submission
- video submission

Successful applicants will be required to submit a full application within 14 days of approval of their expression of interest. Late applications will not be accepted. Applications must be received by the due date.

## 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 RADF program until the previous successful application has been fully acquitted.

## Assessment

The RADF Committee is an independent group of industry and community representatives that reflect the diverse arts and cultural practice of the Ipswich region. Committee members are selected for their expertise in the arts and/or their understanding of developing arts and cultural industries in the region. The RADF Committee assesses each application and provides recommendations for funding to council, and independent advice to support the RADF Program.

Applications will be assessed with consideration of the **Ipswich Arts and Cultural Strategy 2018–2023**. The goals of the **Ipswich Arts and Cultural Strategy 2018–2023** are:

- embracing and celebrating our cultural heritage and diversity
- activating and engaging the whole of our city
- supporting and increasing engagement with our creative community
- building creative capacity amongst our young people
- listening and providing leadership for the cultural development of our community.

Applications will also be assessed against the following considerations:

- innovation – projects that engage audiences, provide opportunities for artists to present their works and generate social and economic benefits through skills development, employment or tourism
- the artistic merit is clearly articulated, including vision, ideas, the creative process and evidence of quality of work
- projects that align to one or more of the RADF priorities
- projects that increase opportunities, access and participation in arts and cultural activities
- evidence of realistic and achievable planning and resource use, including a comprehensive budget
- clear marketing or engagement approach (where relevant)
- the role of partners (where applicable), including confirmation of involvement
- the expected outcomes of the project are well articulated.





## Timing

FUNDING ROUNDS	ROUND 1	ROUND 2	ROUND 3
Expression of Interest opening dates	1 June	1 October	1 February
Expression of Interest closing dates	30 June	31 October	28 February
Notification of application outcome	Mid September	Mid December	Mid April
Project timeframe	12 months from funding approval date, with the exceptions of seed funding projects.		

## 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 grant conditions and agreed performance outcomes/ measures. This must be signed before grant funds are issued
- The applicant acknowledges Ipswich City Council in any promotional material or publicity features
- Council may make funding conditional on other specific conditions being met
- If council's grant funds are not spent, all remaining funds must be returned to council.

## 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.

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

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

## Acknowledgements

As a condition of funding, successful applicants are required to proactively and publicly acknowledge Arts Queensland and Ipswich City Council's support in all published material associated with the funded activity. The funding agreement details the required acknowledgement. Funding recipients must ensure that the Queensland Government and council's positive reputation is maintained at all times.

## More Information

Information about how to apply for Regional Arts Development Fund is available at [ipswich.qld.gov.au/community/grants\\_sponsorships](https://ipswich.qld.gov.au/community/grants_sponsorships). If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email [communityfunding@ipswich.qld.gov.au](mailto:communityfunding@ipswich.qld.gov.au)

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# EVENT SPONSORSHIP

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## Overview

The Event Sponsorship Program provides funding to support a range of event sponsorships and partnership 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 one or more of 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"> <li>▪ 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></li> <li>▪ have not received other funding from council for the same project</li> <li>▪ financially sound and capable of managing public funds</li> <li>▪ have a risk management plan in place (as required)</li> <li>▪ 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</li> <li>▪ demonstrate adequate consideration of any environmental impacts and benefits</li> <li>▪ incorporate Ipswich in the official name of the event and incorporated in the official event location tagline (some exceptions may apply)</li> <li>▪ provide recognition and designation of Ipswich City Council as a 'Strategic Partner' of the event</li> <li>▪ have an ABN (or ACN). Council will not fund individuals</li> <li>▪ have satisfactorily accounted to council for the expenditure of any previous council sponsorships or other council funding (as required)</li> <li>▪ have no outstanding debts of any kind with Ipswich City Council.</li> <li>▪ hold an appropriate public liability insurance policy to cover staff, volunteers, members and general public as appropriate</li> <li>▪ demonstrate that the Event Sponsorship will be used for a purpose in the public interest and in accordance with the Event Sponsorship policy</li> <li>▪ demonstrate they are capable of delivering the proposed event</li> <li>▪ be capable of obtaining all regulatory approvals for the event</li> <li>▪ demonstrate commitment and initiatives taken by their organisation to improve environmental performance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ individuals.</li> </ul>



## 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 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

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.

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/community/grants\\_sponsorships/event\\_sponsorship](https://lpswich.qld.gov.au/community/grants_sponsorships/event_sponsorship). If you require additional assistance please contact the City Events Team on (07) 3810 6891.



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# MAJOR COMMUNITY EVENT SPONSORSHIP

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



## 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.

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/community/grants\\_sponsorships/event\\_sponsorship](https://ipswich.qld.gov.au/community/grants_sponsorships/event_sponsorship).

If you require additional assistance please contact the City Events Team on (07) 3810 6891 or email [communityfunding@ipswich.qld.gov.au](mailto: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 are Ipswich Libraries and Ipswich City Council employees (or their immediate family members)
- 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 ORGANISATIONS	INELIGIBLE ORGANISATIONS
<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"><li>▪ an individual or a community group participating in a not-for-profit capacity</li><li>▪ an adult 18 years of age or over.</li></ul>	<ul style="list-style-type: none"><li>▪ government agencies or departments of local, state or federal government</li><li>▪ educational, religious or medical organisations, where the application is for the organisation's core business</li><li>▪ individuals where the application is for content directly related to educational coursework, study or research.</li></ul>

**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).

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/community/grants\\_sponsorships/viva\\_cribb\\_bursary](https://ipswich.qld.gov.au/community/grants_sponsorships/viva_cribb_bursary). If you require additional assistance, please contact the Community Funding Team on (07) 3810 6648 or email [communityfunding@ipswich.qld.gov.au](mailto:communityfunding@ipswich.qld.gov.au)

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# SPORT ACHIEVEMENT FUNDING

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## 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 represent Queensland or Australia. The funds are provided to assist with the travel and event related costs of attending sporting championships.

## Funding Range

There are two (2) categories of funding:

- athletes selected to represent Queensland – \$200
- athletes selected to represent Australia – \$300.

## Timing

Applications can be submitted at any time during the year. Applications should be lodged at least three (3) weeks before the event.

Applications will not be considered retrospectively.

## 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"><li>▪ applicants must reside in the City of Ipswich region</li><li>▪ applicants must be participating as an athlete, referee or umpire in:<ul style="list-style-type: none"><li>– an official national championships endorsed by the relevant Sport Australia recognised national sporting organisation or School Sport Australia</li><li>– an international competition as a member of an official Australian team, endorsed by a Sport Australia recognised national sporting organisation or School Sport Australia</li></ul></li><li>▪ applicants must provide written confirmation of the applicant's selection to participate in 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.</li></ul>	<ul style="list-style-type: none"><li>▪ applicants who are not residents of Ipswich</li><li>▪ applicants who cannot provide evidence of selection in a National or International Competition by the recognised association of the chosen sport as an athlete, umpire or referee</li><li>▪ applicants that are attending a competition that is not sanctioned by the recognised state or national sporting organisation</li><li>▪ applicants who have already received two Sport Achievement Funding for the sport being applied for, in the current financial year</li><li>▪ applications for training camps, tours and coaching clinics</li><li>▪ applicants who have any outstanding debts owed to Ipswich City Council.</li></ul>



## 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
- If council's funds are not spent, all remaining funds must be returned to council.

## Evaluation and Acquittal

To ensure appropriate accountability by grant recipients with regard to the use of funding, all funding provided by council requires an acquittal, outlining the use of the funds (including proof of expenditure) and the achieved outcomes of the activity.

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 how to apply for Sport Achievement Funding is available at [ipswich.qld.gov.au/community/grants\\_sponsorships](https://ipswich.qld.gov.au/community/grants_sponsorships). If you require additional assistance, please contact the Community Funding Team on (07) 3810 6666 or email [iccapapplications@ipswich.qld.gov.au](mailto: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 star pickets, star picket rammers, 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"><li>are committed to providing direct benefits to the residents of the Ipswich local government area</li><li>have no overdue debts with council and have satisfactorily accounted to council for the expenditure of any previous council funding</li><li>have appropriate insurance and adhere to sound workplace health and safety practices</li><li>have an Australian Business Number (ABN)</li><li>have a risk management plan in place (as required).</li></ul>	<ul style="list-style-type: none"><li>government agencies or departments of local, state or federal government</li><li>applications from primary or secondary schools</li><li>businesses</li><li>individuals</li><li>projects or activities run by or involved with political or religious groups seeking to promote their core beliefs.</li></ul>

## How often can an applicant apply?

An eligible applicant may receive either the maximum two successful applications per financial year with each application relating to one individual project, or up to a maximum value of \$10,000 per financial year.

## Timing

Applications can be submitted at any time during the year.

Applications must be lodged at least three (3) 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/community/grants\\_sponsorships](https://ipswich.qld.gov.au/community/grants_sponsorships). If you require additional assistance, please contact the Ipswich City Council Applications Team on (07) 3810 6666 or email [communityfunding@ipswich.qld.gov.au](mailto:communityfunding@ipswich.qld.gov.au)

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## SUPPORTING DOCUMENTATION

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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
<b>Acquittal</b>	<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.</p>
<b>Auspecting</b>	<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"> <li>enter into a funding agreement with council</li> <li>accept grant funds and pay the auspiced grant applicant</li> <li>enter into any corresponding additional agreements with the City</li> <li>monitor and acquit the use of funds at the completion of the project.</li> </ul> <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>
<b>Bursary</b>	Funding to an individual or community organisation to assist with the costs associated with undertaking a particular initiative.
<b>Business</b>	A person, partnership or organisation which is not a community organisation, and is engaged in a profit-seeking enterprise or activity.
<b>Community Organisation</b>	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.
<b>Community Purpose</b>	A purpose that is in the public interest of residents of the City of Ipswich.
<b>Conflict of Interest</b>	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.
<b>Funding</b>	A sum of money allocated to support a community initiative in accordance with specific terms and conditions.
<b>In-Kind</b>	Non cash contributions such as voluntary labour, materials and equipment, or the provision of services that would otherwise be paid from the project budget.
<b>Incorporated Organisation</b>	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> .
<b>Individual</b>	A singular entity, as distinguished from a group or organisation.
<b>Initiative</b>	A project, service, event, activity, equipment purchase or upgrade or other function for which an organisation or individual might seek assistance.
<b>Not-for-Profit Organisation</b>	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.
<b>Partnership</b>	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.
<b>Recipient</b>	A party who has successfully applied for funding.
<b>Sponsorship</b>	A negotiated arrangement concerning the provision of funds or services in exchange for negotiated commercial and community benefits to the City of Ipswich.
<b>Support</b>	The temporary provision of items of equipment, resources or non-monetary assistance to support a community initiative.





City of  
**Ipswich**

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