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1. Statement

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

This policy confirms Council's commitment to providing funding avenues and support to organisations and individuals and ensures an equitable, open, transparent, and accountable decision making process.

2. Purpose and Principles

The purpose of this policy is to provide a framework which guides the effective management of Council's community funding and support program in a manner that is aligned to Council's corporate strategic priorities and in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

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 for the best use of Council 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 publicly available, easy to access and understand, and provide all necessary information in a clear and concise manner.

This policy is to be read in conjunction with the supporting guidelines for each funding and support program.

3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Vibrant and Growing

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

4. Regulatory Authority

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Right to Information Act 2009*
- *Public Records Act 2002*
- *Public Sector Ethic Act 1994*
- iFuture 2021-2026 Corporate Plan

5. Human Rights Commitment

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

6. Scope

This policy applies to all funding and support programs administered by Council to organisations and individuals.

This policy applies to all councillors, council staff, contractors, and others that act on Council's behalf to ensure they work in accordance with the policy principles and the relevant legislation.

7. Roles and Responsibilities

The following roles include the responsibilities listed below:

Councillors

Councillors are responsible for making decisions about the allocation of funds to the community funding and support program through Council's annual budgetary processes. Councillors are also responsible for approving discretionary funding expenditure. Councillors must ensure that all conflicts of interest are appropriately recorded in accordance with Council's Meeting Conduct Policy and Procedure.

Chief Executive Officer (CEO)

The CEO (or delegate) is responsible for approving funding and support program decisions and expenditure, excepting discretionary funding which is the responsibility of Councillors.

General Managers, Branch Managers, Section Managers and Supervisors

General Managers, Branch Managers, Section Managers and Supervisors are responsible for ensuring that employees under their supervision are aware of Council's community funding and support program policy, procedure, and relevant guidelines, and, where relevant, adhering to this policy and related procedures, including the disclosure of all actual, potential, or perceived conflicts of interest.

Council officers

Council officers who are involved with community funding and support programs are responsible for having a good level of understanding of Council's community funding and support program policy, procedure, and relevant guidelines, and adhering to this policy and related procedures, including the disclosure of all actual, potential, or perceived conflicts of interest.

Community Services Section (Community, Cultural and Economic Development Department)

The Community Services Section is the primary administrator of Council's community funding and support program, working in collaboration with various Council groups to develop, promote, manage, and regularly review the program. The Community Services Section plays a lead role in provision of support and advice to potential funding applicants.

The Community Services Section also manages the budgets and administers any legislative reporting or record keeping requirements for the community funding and support program. All employees must ensure that they identify, disclose, manage, and monitor all actual, potential, or perceived conflicts of interest in accordance with relevant policies and procedures.

8. Key Stakeholders

The following will be consulted during the review process for this policy:

- The Chief Executive Officer and General Managers
- Branch and Section Managers within the Community, Cultural and Economic Development Department
- Finance Branch Manager within the Corporate Services Department
- Legal and Governance Branch Manager within the Corporate Services Department.

9. Eligibility Criteria

Organisations and individuals may be eligible to apply through Council's funding and support programs in order to provide community benefit to the Ipswich community, in line with Council's corporate strategic priorities.

Relevant guidelines will be established and published on Council's website for each funding and support program which further defines the eligibility and assessment criteria under which Council's funding and support will be provided. General eligibility criteria are detailed below:

General eligibility criteria include:

- All applicants must not have overdue debts with Council and have satisfactorily accounted to Council for the expenditure of any previous Council funding.
- Applicants must demonstrate the expected outcomes for the community in line with the key themes of Ipswich City Council's strategic plan, iFuture 2021-2026 Corporate Plan.

- 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.
- All 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.

General exclusions and ineligibility include:

- 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
- applications received outside of the application timeframes

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

10. Monitoring and Evaluation

The effectiveness of this policy can be measured by:

- Increased number of funding applications that align to Council’s corporate strategic objectives
- Audit reviews recognise good governance and compliance by Council in the administration of community funding and support
- Analytics regarding community support and satisfaction with community funding and support processes.

11. Definitions

Acquittal	The process by which a recipient demonstrates in writing to a funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the initiative.
Auspicing	Auspicing means that an organisation takes responsibility for ensuring the funds are used as specified in the funding allocation. An auspicing organisation will be responsible for: <ul style="list-style-type: none"> • the receipt, banking, and administration of all moneys • project monitoring and completion • ensuring the applicant acquits the funding on time • sign off on the acquittal form.

Bursary	Funding to an individual or Community Organisation to assist with the costs associated with undertaking a particular initiative.
Business	A person, partnership or organisation which is not a Community Organisation, and is engaged in a profit-seeking enterprise or activity.
Community funding and support program procedure	Details the roles and responsibilities across Council, and the various processes associated with the management and administration of Council's community funding and support program.
Community Organisation	An entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members.
Community Purpose	A purpose that is in the public interest to residents of the City of Ipswich.
Conflicts of Interest	<p><u>Actual conflict of interest</u> – there is a real conflict between the Council employee's official duties and their personal interests.</p> <p><u>Potential conflict of interest</u> – Personal interests that could conflict with a Council employee's official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.</p> <p><u>Perceived conflict of interest</u> - The public or a third party could form the view that personal interests could improperly influence an employee's decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.</p>
Councillors	All elected representatives including the Mayor.
Discretionary Funding	The gifting of funds to an eligible Community Organisation to be spent for a Community Purpose. Discretionary Funding is provided without expectation of reciprocated benefits.
Funding	A sum of money allocated to support a community initiative in accordance with specific terms and conditions.
Individual	A singular entity, as distinguished from a group or organisation.
Initiative	A project, service, event, activity, equipment purchase or upgrade, or other function for which an organisation or individual might seek assistance.
Organisation	An organisation may be either a Business or Community Organisation.

Sponsorship	A negotiated arrangement concerning the provision of funds or services in exchange for negotiated commercial and community benefits to the City of Ipswich.
Support	The temporary provision of items of equipment, resources, or non-monetary assistance to support a community initiative.

12. Related Documents

- Employee Code of Conduct
- Councillor Code of Conduct
- Meeting Conduct Policy
- Meeting Conduct Procedure
- Conflicts of Interest for Employees Policy
- Conflicts of Interest for Employees Procedure

13. Policy Owner

The General Manager (Community, Cultural and Economic Development Department) is the policy owner and the Senior Community Funding Officer is responsible for authoring and reviewing this policy.

Version Control

Version	Reason	Endorsed/Approved by	Date
1.0	Adopted by Council	Council Ordinary Meeting	28 January 2020
2.0	Minor administrative & format changes made to policy & update of references	General Manager (Community, Cultural and Economic Development)	21 August 2020
3.0	Adopted by Council	Council Ordinary Meeting	23 March 2023
3.1	Minor administrative & format changes made to policy to reflect correct section and role names	General Manager (Community, Cultural and Economic Development)	9 March 2024