



DATE 29-8-202

PAY LONG DRIVE FOR DROUGHT	NOT NEGOTIABLE
THE SUM OF FIVE HUNDRED DOLLARS	

\$ 500-00

SECURITY FEATURE IN THIS CHEQUE CONTAINS INCORPORATED OPTIC VARIATION. IN THE ABSENCE OF WHICH MAY INDICATE A FALSIFIED CHEQUE.

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CHRC central highlands regional council



Community Support Program

SPONSORSHIPS, DONATIONS AND FEE WAIVERS

COMMUNITY SUPPORT PROGRAM

Central Highlands Regional Council is proud to support the sustainable delivery of community, cultural, sporting and service initiatives that demonstrate benefit to the Central Highlands local government area.

Council has established a program to provide organisations with the opportunity to apply for various levels of assistance through the form of financial donations, in-kind assistance and fees and charges waivers.

The Community Support Program enables council to create conditions that:



SUPPORTS local community organisations to effectively and efficiently deliver events and programs that benefit communities in the Central Highlands region.



STIMULATES community participation and engagement amongst residents and groups.



PARTNERS with organisations to deliver shared outcomes.



FOSTERS community pride and enables opportunities for community to gather, participate and celebrate.



GENERATES an increase of visitor numbers to the region.



Community Donations

FINANCIAL ASSISTANCE ONLY

Council acknowledges the contributions made by community organisations in the local government area and where possible, commits limited funds to help these organisations achieve their objectives. Council has established a **Donations Program** to provide community organisations with the opportunity to apply for financial assistance. Applications are considered on merit, taking into account the eligibility criteria and available funds.

Community Donations are assessed and determined in accordance with the **CHRCP 0078: Community Support Program Policy**. Applications for this program are accepted all year round.

Categories for the Community Donations Program are:

Category 1 - School/College Bursaries and Awards (Maximum Bursary - \$200/institution)

Intent: To assist to fund bursaries and/or awards conferred upon students enrolled at educational institutions in the Central Highlands region. This category does not require an application and each school (primary and secondary schools separately), or college will receive funding automatically upon approval of the annual council budget.

Category 2 - Performing Arts (generally funding limit - \$500/annum/group)

Intent: To provide funding assistance to those local organisations that coordinate events that aggregate the efforts of performing arts groups.

Additional Selection Criteria; Applicants must be engaged in:

Staging a cooperative/aggregated program involving local performing arts groups; and/or
Offer a public concert showcasing the performers as part of the event.

Category 3 - Small Communities Donations (Maximum \$500/annum/community)

Intent: To provide funding assistance to small communities who may wish to hold their own events of national or state significance, and where council is not hosting an event for the same reason in the same community e.g., Australia Day, Anzac Day.

Category 4 - Sporting Groups and Community Organisations (Maximum \$500/annum/group)

Intent: To provide funding assistance to sporting groups and community organisations that are staging a cooperative/aggregated program involving local groups.

Category 5 - State Based Organisations (Maximum \$10,000/annum/group)

Intent: To provide funding assistance to State Based Organisations (E.g. Rural Flying Doctors Service) who provide services within the region. Council will decide annually which organisations it will support.

Category 6 - General Community Grant up to \$1,000 (per application)

Intent: To donate or grant funds to community groups for purposes other than those described elsewhere in this policy within budgetary limits.

Eligibility and Selection Criteria:

Directly support a demonstrated need within the community;
Provide a direct or indirect benefit for residents in the community;
Demonstrate that attempts have been made to raise funds from other sources.





Event Assistance Program

FINANCIAL ASSISTANCE, IN-KIND ASSISTANCE AND FEES & CHARGES WAIVERS



PROGRAM CATEGORIES

Council offers various forms of sponsorship for groups and organisations seeking assistance.

Program categories include:



FINANCIAL ASSISTANCE

Refers to:

A cash amount or component provided for the assistance of the event or program.



IN-KIND ASSISTANCE

Refers to:

Providing materials, services, equipment, traffic management, plant hire or human resources.



FEES AND CHARGES WAIVER

Refers to:

The waiver of related fees and charges such as facility hire fees.





BEFORE YOU APPLY – GET PREPARED

Develop a project/event plan by asking:

- What does this event/project bring to the Central Highlands region?
- Is there a community need for this event/project?
- What are you proposing to do?
- How are you going to achieve this?
- When are the key dates and milestones?
- Where are the main activities happening?
- Who is involved in this project? Do they have the skills to make it happen?
- What costs are involved? What services are required?



Research and Evidence

- Who has done this type of event/project before? Talk to subject experts. Learn from their experiences.
- What are the statistics or results that support the need or benefit of your event/project?



Identify Potential Funding Sources

- Funding is competitive, so it is not wise to rely on a single funding source.
- Research - what organisations fund the type of event/project you are planning? What are their priorities?
- Consider various opportunities to generate funding - fundraising, external sponsorships, crowdfunding, membership fees, etc.
- Look for mutually beneficial partnerships



Know the Funder

- Read the relevant guidelines. What is the assessment criteria?
- Look at the categories of funding available in the program.
- Ensure you are eligible - both your organisation and the proposed project.



WHERE TO APPLY FOR THE GRANT?

All applications through council are processed online through the SmartyGrants system.

Applications will only be assessed on the information provided, therefore it is extremely important to make sure you supply all the information, documentation and evidence to support your application.

YOUR APPLICATION

Information to assist you in preparing your application

Event Details:

- Do you have the key dates for your event/project?
- Is the event/project a 'one off' or 'annual' event?
- Is this a new or existing event/project?
- Do you have a description of the event/project?
- How will the event/project contribute to the community needs and interests?
- What kind of impact will the event have on local businesses?

Request Details:

- Do you know what category of assistance you are requesting?
- Have you collected quotations/fee estimates for the items for which you are requesting financial assistance?
- Has the event/project received funding in the previous 3 years?

In-Kind Assistance and Fees and Charges

- Have you identified what services you will require from council for in-kind assistance requests?
- Have you obtained an estimated costing summary from the relevant department for the in-kind assistance before completing your application?
- Have you obtained a quotation for the fees and charges relative to the event/project?

Note: To obtain an estimated costing summary for council services, please email venues@chrc.qld.gov.au using the subject heading '**Event Assistance Quote Request - [Applicant Name] - [Event Name]**'.

Supporting Documentation:

(not all required to be supplied)

- ✓ Request Letter
- ✓ Certificate of Incorporation
- ✓ Certificate of Currency (Public Liability)
- ✓ Landowner Consent/Approval
- ✓ Costing Summaries and Quotations
- ✓ 2x Immediately previous years Audited Financial Statements; or
- ✓ Business Case; or
- ✓ Detailed Event Budget; or
- ✓ Explanation of why financial statements, business case or event budget cannot be provided.
- ✓ Event Plan
- ✓ Risk Management Plan
- ✓ Evidence of applications for relevant permits, licences, etc.

Is your organisation eligible to apply for funding?

Does your event meet the Key Selection Criteria?

Prepare your application.

Review your application.

Submit your application.
(via council's Event Assistance Program Portal)

Event Assistance Program

GUIDELINES

1. WHAT IS THE EVENT ASSISTANCE PROGRAM GRANT?

The Event Assistance Program is administered in accordance with **CHRCP: 0074 - Grants Policy**. Applicants can request sponsorship from council to support events that contribute positively to the community.

The Event Assistance Program is a yearly grant program with four (4) rounds throughout the year. Community organisations are encouraged to apply, should they meet the eligibility criteria. Applications will be assessed in accordance with these guidelines and funds will be dispersed equitably between eligible community applicants.

2. GRANT AIMS

The Event Assistance Program recognises that supporting and enhancing resilient, safe, vibrant and inclusive communities can be developed through supporting community events and initiatives facilitated by organisations other than council, for broad public benefit.

Organisations must demonstrate that the event or initiative achieves the below listed benefits for which funding is requested:

- Be an event or initiative that provides community benefit; or
- Provides an opportunity for people of the region to gather, celebrate and participate.

3. WHO IS ELIGIBLE TO APPLY?

All organisations and entities must align with the following criteria:

- Be one of the following:
 - A charitable organisation registered with Australian Charities and Not-for-profits Commission (ACNC)
 - A registered Not-for-profit organisation with either Office of Fair Trading (Queensland) or Australian Securities & Investment Commission (Australia) Note: religious organisations are not eligible
 - An educational institution
 - An unincorporated group hosting an event of significant benefit to residents of the Central Highlands may be eligible on a case by case basis, under the authority of the approval delegate
- Must have an active Australian Business Number (ABN)
- Have the majority of members of the organisation/group reside in the Central Highlands Regional Council area.
- Operate predominately within the Central Highlands Regional Council boundaries.

Applications must:

- Be made via the correct application process in councils online SmartyGrants portal.
- Provide the following documentation:
 - Two immediately previous audited financial statements, or
 - A business case for the event or program must be provided to assess the application, or
 - Detailed budget for the program, project and/or activity, or
 - An explanation of why financial statements or a business case cannot be provided.
- Have a valid public liability certificate of currency naming or listing the event and ensure that risks are assessed and managed. *(unless otherwise exempt e.g. covered by councils casual hirers insurance)*
- Have a signed Tenure Agreement if one has been offered in excess of six months from the application date. This criterion is applicable if you are operating from council land/building.

4. INELIGIBLE APPLICATIONS

The following organisations/groups are unable to apply:

- Political groups
- Government agencies, excluding schools
- Businesses and commercial organisations
- Applicants that have access to funds generated internally from permanently licensed premises or onsite gaming machines
- Organisations whose capital and operating requirements are met directly from Federal or State Governments or their Departments or from Government owned corporations unless they demonstrate that there is a clear community need that cannot otherwise be met
- Organisations or groups that support discrimination in any form
- Have a previously unacquitted grant

The following items will not be considered for funding:

- Ongoing salaries/wages for staff
- Recurrent costs associated with day-to-day operations (*E.g. ongoing utility charges*)
- Retrospective funding – events, projects and/or activities that have commenced or completed prior to acknowledgement of grant outcomes
- Programs, projects and/or activities that do not involve the Central Highlands Regional Council community
- Payment of debt (*including council issued water and property rates notices*)
- Bond payments (*bonds may be eligible on a case by case basis at the discretion of the approval delegate*)
- High risk items, as deemed by the authorised delegate (*E.g. alcohol, fireworks, any illegal items/substances*)

5. WHAT AMOUNTS OF FUNDING CAN YOU APPLY FOR?

The program includes the following categories, with maximum amounts indicated:

Category	Maximum
Financial Assistance	\$5,000
In-Kind Assistance	\$7,000
Fees and Charges Waiver	\$3,000
Combined Request	\$10,000 <i>Financial Component - \$5,000 max</i> <i>Fees and Charges Waiver Component - \$3,000 max</i>

IMPORTANT: Requests in excess of the above maximum amounts will require a report presented to council for a General Council Meeting (GCM) resolution. Only events of **significant community importance** will be considered to be presented to council. All other applications will be capped at the maximum limits.

6. FUNDING BUDGET

The amounts allocated each financial year will be determined by council's annual budget. Once budget allocations have been expended, no further applications will be considered that financial year, unless budget revision is endorsed via a council resolution.

7. COUNCIL ASSESSMENT

The high demand for funding under the Central Highlands Regional Council's Event Assistance Program will mean that not all grant applications can be approved. Although an application may meet the assessment criteria, approval will depend on available funds and the number and quality of applications.

All funding submissions will be assessed against the assessment criteria. Preliminary assessments are made by the relevant council team (as shown below) to provide recommendations for endorsement to the approval delegate (refer to approval delegations).

Category Community Events	Category Sporting & Recreation Events
Responsible Team Regional Entertainment & Events	Responsible Team Sport & Recreation

Council reserves the right to:

- Request further information to assist with the assessment or to substantiate any claims made
- Contact any parties mentioned/listed within the application for verification
- Exclude applications from the assessment process that are incomplete, and/or, received after the closing date
- Offer partial funding to any application made to the Event Assistance Program

8. COUNCIL ASSISTANCE

Council officers will be available to provide assistance to applicants preparing an application.

Applications for Fee Waivers must have an existing booking for the facility in councils online booking system [Bookable](#) before completing an application form.

Applicants who are requesting In-kind Assistance or are required to contact relevant council officers to obtain estimated costing summaries and quotations before completing the application form. To request an estimated quote, please email venues@chrc.qld.gov.au using the subject heading '**Event Assistance Quote Request - [Applicant Name] - [Event Name]**'. Please ensure you outline details of services being requested for quote, including dates and amount of support required.

Council will provide guidance of whether your request is deemed financial assistance or in-kind based on the availability of councils assets.

9. TIMEFRAMES AND KEY DATES

All applications will initially be reviewed at an officer level and assessed for endorsement within specified timeframes in the key dates below. Outcome dates are **indicative only**.

Applications that require a council meeting resolution will require additional timeframes to be presented to a general council meeting for decision.

ROUND 1	
Opening Date	01 July 2026
Closing Date	30 July 2026
Notification of Outcome	September 2026

Council meeting - Wednesday 23 September 2026

ROUND 2	
Opening Date	01 October 2026
Closing Date	31 October 2026
Notification of Outcome	December 2026

Council meeting - Wednesday 16 December 2026

ROUND 3	
Opening Date	01 January 2027
Closing Date	31 January 2027
Notification of Outcome	March 2027

Council meeting - TBA

ROUND 4	
Opening Date	01 April 2027
Closing Date	30 April 2027
Notification of Outcome	June 2027

Council meeting - TBA

FEE WAIVERS ONLY			
Opening Date	01 July 2026	Closing Date	Mid June 2027

Fee Waiver ONLY applications will be assessed on an ad hoc basis.



10. ASSESSMENT CRITERIA

Applications are assessed based on the evidence provided in the application and scored accordingly against the assessment criteria (AC). Applications scoring 70% or higher will be eligible for endorsement.

Key Selection Criteria		
Objectives		Score
AC 1	Demonstration of financial viability of organisation or event. • Evidence of understanding of event costs/budgets • Evidence of attempts to raise fund through other sources • Capacity to cover all event costs or identification of long-term goal that may be evident in financial reports	30%
AC 2	Activities must provide an economic, social, cultural or environmental benefit to the Central Highlands region and its community. Must provide an opportunity for people of the region to gather, celebrate and participate.	20%
AC 3	The event must foster a sense of community pride.	15%
AC 4	The event triggers positive media and other favourable coverage of the region.	10%
AC 5	The event generates an increase in visitor numbers to the region (Tourism).	10%
AC 6	Supporting documents include an event plan, budget, timeline and risk management.	10%
AC 7	The event activities align with council's Corporate Plan, policies and strategies.	5%

11. ACKNOWLEDGEMENTS

As a condition of funding, all applications will be required to acknowledge council's support of the event/project. The level of acknowledgement depends on the funding amount you receive from council.

Acknowledgement of council can be made in the following ways:

- [Name of event/project or recipient] is proudly sponsored by Central Highlands Regional Council's Event Assistance Program.
- Use of "sponsored by Central Highlands Regional Council" tagline in media announcements and commentary at the event.
- Use of the Central Highlands Regional Council logo in marketing and promotion materials.
- Display of Central Highlands Regional Council signs/banners at the event.

12. APPROVAL OF APPLICATIONS

All applications will be reviewed and considered for approval within program budgets, under current levels of financial delegation.

Grant Submission Approval Delegations	
Application Request	Approved By
CASH ONLY REQUEST	
Financial Assistance up to \$1,500	Relevant Section Manager
Financial Assistance \$1,501 - \$5,000	Director Communities
IN-KIND ONLY REQUEST	
In-kind only up to \$2,000	Relevant Section Manager
In-kind only \$2,001 - \$7,000	Relevant Director
FEE WAIVER REQUEST	
Fee Waiver only up to \$1,500	Relevant Section Manager
Fee Waiver only \$1,501 - \$3,000	Relevant Director
COMBINED REQUEST Financial Component - \$5,000 max Fees and Charges Waiver Component - \$3,000 max	
Combined request up to \$10,000	Relevant Director

13. OUTCOME OF APPLICATION

Successful applicants will be:

- Notified in writing of successful outcome
- Required to complete and sign a Letter of Acceptance and all other relevant documents submitted with the approval
- Required to comply with the terms and conditions of receiving the funding
- Responsible for obtaining all appropriate permits, approvals, licences, insurances etc. to undertake the project

Unsuccessful applications will be:

- Notified in writing of unsuccessful outcome

By submitting an application, the applicant consents to council:

- Advertising events/projects that have been successfully funded by council (i.e. media release, social media); and
- Advertising successful recipient details on council's website (including but not limited to, project description, name of recipient, amount funded).

14. ACQUITTAL PROCESS

Acquittals are required by council to ensure the funding recipient has utilised funds granted under the Event Assistance Program appropriately and in accordance with the guidelines.

Funding recipients who receive Financial Assistance will be required to submit an acquittal after the event/project is completed. Acquittal forms will be made available via council's online SmartyGrants portal.

Failure to submit an acquittal and any information/documentation requested will result in the organisation being made ineligible for future council sponsorship for a period of at least three (3) years.

In the circumstance where:

- The event is cancelled
- The applicant fails to submit an acquittal within the set timeframe
- The acquittal indicates a misappropriation of funding monies received by the applicant

Council will request some, or all of the funding to be paid back to council.

It is expected that all successful applicants will:

- Complete and return letter of acceptance
- Commence the approved event, project and/or activity utilising the funds for the purpose for which they were granted
- Finalise the payment of invoices/expenses associated with the approved event, project and/or activity
- Complete and return the Acquittal Form to Council within the six (6) month timeframe. The Acquittal form must be accompanied by copies of invoices, proof of payment (receipts/paid invoices/nil statements), project summary and other associated supporting material

Definitions

APPLICANT

An individual or organisation or group applying for funding through the Community Support Program.

ACQUIT

To advise council of the outcomes of assistance provided through a sponsorship grant through the online form provided.

ASSESSMENT CRITERIA

Criteria that has been developed for assessing applications received and guiding funding distribution.

COMMUNITY ORGANISATION

Means an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit.

DONATION

Means a contribution of goods or cash to a community organisation without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily.

FEES AND CHARGES WAIVER

Means the provision of any facility, application or service that would normally attract a fee as determined by council's fees and charges structure.

FINANCIAL ASSISTANCE

Means the provision of cash or the payment of goods and services on the applicants behalf and includes services procured by council from external suppliers at its costs.

GRANT

Means the financial payment, agreement to supply services, or waiver of fees and charges from council for non-commercial projects, activities or initiatives which meet specific criteria within a formal application, assessment and acquittal process and any support given is conditional upon agreed terms and conditions.

INCORPORATED ASSOCIATION

Means an organisation incorporated under the Association Incorporation Act 1981 or relevant legislation.

IN-KIND CONTRIBUTION

Means the provision of any service or product by council that attracts an internal charge.

NOT-FOR-PROFIT

Means an organisation which does not operate for the profit, personal gain, or benefit of a particular person, people or members.

PLANT AND EQUIPMENT

Means any machinery or tool or tangible asset with a long-term life expectancy.

PROJECT

Means a service, event, activity or equipment purchase for which an organisation might seek assistance.

PUBLIC BENEFIT

Means the extent to which the community will be enhanced through funding the delivery of perceived benefits (social, educational, economic, environmental, cultural, and sport and recreation) of proposed projects and activities, having regard to competing interests and/or priorities.

SPONSORSHIP

Means a mutually negotiated arrangement entailing the provision of funds, in-kind contribution and/or fees and charges waiver associated with an event, organisation or project, and results in recognition (advertising, publicity or other) to council as the sponsoring organisation.

TRAFFIC MANAGEMENT PLAN

Any event or works carried out within the road reserve requires a Traffic Management Plan (TMP) and/or Traffic Guidance Scheme. A TMP details how the risks associated with vehicle traffic are being managed in a public space. A TMP may be required regardless of a road closure. A traffic management control company would be able to discuss your requirements and provide advice on costs.

If your application requires a Traffic Management Plan or Traffic Guidance Scheme, please contact council's Corridor Management team by lodging a request to enquiries@chrc.qld.gov.au. The customer service team will submit your request to relevant officers in the Infrastructure and Utilities team for action.

TRAFFIC CONTROL

Traffic control includes labour, materials and equipment used to control traffic through or around the event and/or public roads, including but not limited to signs, barricades, signals, pavement markings and lighting, or hand signalling devices.

ROAD CLOSURE PERMIT

Any activity likely to impact the operation of the road network or traffic flow, including any off-road activities that affects the flow of traffic, will require a permit. The permit provides permission to temporarily close a public road (Local or State Government).

APPLICATION FOR FACILITY, SPORTING OR PARKS AND OPEN SPACES HIRE

If your project is taking place on council owned or controlled land, you will be required to submit an application for the hire of the facility, sporting grounds or park and open space. Applications for the hire of council facilities can be made via councils online booking system, [Bookable](#).

If your application for event assistance includes the request for a fee waiver, please indicate in the booking checklist that you have/will be applying for a fee waiver. Please understand that fee waivers for facility use are not a guarantee and should your application not be successful, full payment of fees will be required to confirm the booking. Inability to make payment of the fees will result in cancellation of the booking.

APPLICATIONS FOR RELEVANT PERMITS AND LICENCES FOR YOUR EVENT

Liquor Permits and Licences

If your event contains alcohol sale and/or service you may be required under the Liquor Act to obtain a Liquor Permit or Liquor Licence to be able to lawfully serve alcoholic beverages. Before you lodge your application, visit [Office of Liquor, Gaming and Racing](#) to determine if your event requires a permit.

Food Safety

If your event includes the preparation and sale of food, a Temporary Caterers Permit or Food Business Licence may be required to ensure you are safely handling and serving food at your event. Before you lodge your application, contact councils Environmental Health Team or visit chrc.qld.gov.au to determine if your event requires a permit.

Entertainment Event Permit

Local Law No. 1 (Administration) 2012 Schedule 18 requires event organisers to lodge an application with council for authorised approval to operate a temporary entertainment event. Before you lodge your application, contact councils Environmental Health Team or visit chrc.qld.gov.au to determine if your event requires a permit.

If the date of the **EVENT** is within the below time frame an application must be submitted in **Round 1**.

01 OCTOBER 2026 – 31 DECEMBER 2026

If the date of the **EVENT** is within the below time frame an application must be submitted in **Round 1 or 2**.

01 JANUARY 2027 – 31 MARCH 2027

If the date of the **EVENT** is within the below time frame an application must be submitted in **Round 1, 2 or 3**.

01 APRIL 2027 – 30 JUNE 2027

If the date of the **EVENT** is within the below time frame an application must be submitted in **Round 1, 2, 3, or 4**.

01 JULY 2027 – 30 SEPTEMBER 2027

FOR MORE INFORMATION ABOUT THE PROGRAM



Visit
chrc.qld.gov.au



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Email
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