

Community Grants and Donations Policy

POL-005**VERSION:**
5**EFFECTIVE FROM:**
July 2025**REVIEWABLE FROM:**
January 2028**INTENTION:**

Weipa Town Authority (WTA) recognises the valuable contribution of community groups and individuals towards achieving the shared vision of enhancing community wellbeing and diversity of social, cultural, and economic opportunities within Weipa. WTA offers support with the aim to build community capacity, encourage participation and develop a vibrant, engaged and resilient region.

This policy provides a framework for the allocation of funding through sponsorships, grants and donations in a manner that aligns with WTA's values and in accordance with the Local Government Act 2009 (Qld) and Local Government Regulation 2012 (Qld). Funding will be allocated in an equitable, transparent and fair manner to ensure good governance and adherence of legislation. WTA will only provide funding when it will be used for a purpose within the public interest and complies with the rules within this policy.

SCOPE

This policy applies to the provision of community sponsorships, grants and donations by WTA. This policy does not extend to fee waiver or refund requests.

DEFINITIONS

Acquittal: Final stage of the grant process where the recipient demonstrates, in writing, funds have been expended in accordance with the funding agreement

Community Group: Any organisation who primarily conducts activities for a community purpose and whose primary objective is not directed at making a profit. Any profit made by the organisation goes back into the operation of the project, activity or event or to carry out its purpose and is not distributed to any members or individuals.

Community purpose: Delivers social, economic, environmental and/or cultural benefits and aligns with the public interest of Weipa residents.

Specifically has regard to:

- building stronger communities by improving connectivity and inclusion
- increasing individual and/or community health and wellbeing

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- contributing to a sense of place, and strengthen shared community values
- improving community and economic capacity and building social capital
- contributing to a positive, vibrant image for the community

Donation: Charitable, unconditional contribution of cash or in-kind support without expectation of return

Grant: Funds provided for a specified purpose, directed at achieving goals and objectives, and where the recipient is selected on merit against set criteria

In-kind support: The supply of resources besides cash. See section 7 for an exhaustive list.

Major event: Large scale event activities that provide significant economic and regional benefits

Not-for-profit organisation: an organisation that does not operate for, direct or indirect, profit, personal gain or other benefit of particular people and holds incorporated status under the *Associations Incorporations Act 1981* (Qld)

Sponsorship: A formal agreement where cash is provided in return for rights associated with the event.

POLICY

1. General Requirements

1.1. Funding Programs

WTA offers six (6) funding programs, each with their own intention and requirements.

- Major Event Sponsorship (<\$10,000)
- Community Group Grant (<\$2,000)
- Emergency Services Donation (\$3,000)
- Youth Achievement Donation (\$500)
- Member Discretionary Fund (<\$1,000)
- General Donation (<\$500)

1.2. Eligibility Criteria

To be considered eligible for the funding programs, the following criteria must be met:

- organisations must primarily operate in Weipa, and individuals must permanently reside in Weipa
- applicants are able to demonstrate viability or proficiency of the project, activity or event
- projects, activities or events must be for a community purpose
- eligibility requirements listed in the individual funding program.

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Applicants for all funding programs will be considered ineligible if any of the following criteria are met:

- be political, discriminatory or commercial
- have outstanding debts to WTA (e.g. lease rent, rates, fees, etc)
- have outstanding acquittals (either not completed within required timeframes or not be satisfactorily completed) dating back 2 years
- applied for retrospective funding
- a subject of litigation
- receive government operational funding, or is a government event
- have received funding from another WTA funding program for the project, activity or event in the same financial year.

1.3. Acknowledgement

WTA will release media statements for all success recipients for all programs (excluding General Donations), unless express denial from the recipient.

1.4. Funding

Funding will be available year-round for all funding programs. The merits of the application, intention of the policy and program, and respective assessment principles will be taken into consideration in the assessment of all applications.

All funding will be approved by the Superintendent with sole discretion to approve or reject eligible applicants. Consideration will be given to the WTA budget for the year and all other forms of financial or in-kind support provided by WTA to the organisation or individual in the current and previous financial years.

Funding will not be applied where it could be seen, or reasonably interpreted, to be a reward or encouragement as a favour or preferential treatment.

All funding must be claimed within 4 weeks of notification, or the successful applicant will be seen to have forfeited the funding. In-kind support is not included in any financial sponsorship, grant or donation.

1.5. Resubmitting Applications

Denied applications cannot be resubmitted in the same funding round or appealed.

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2. Major Event Sponsorship

2.1. Intent

WTA encourages the development and success of large-scale events within Weipa that provide significant economic and regional benefits, increase tourism, and enhance community pride and the profile of Weipa. Major Event Sponsorships are intended to sponsor events which drive social, cultural and economic benefits for the region, and which foster ongoing partnerships and mutual benefits for WTA and local organisations.

The program is intended to support events that are inclusive and accessible to the general public.

2.2. Logistics

Applications must be submitted at least 3 months before the event.

Funding will be of a purely financial nature up to \$10,000. The sponsorship amount will be determined by reference to the sponsorship package documentation provided, and consideration of the event against Assessment Principles and budgetary constraints. In-kind support is not provided as part of a sponsorship.

Applicants must demonstrate achievable timelines, realistic budget and measurable benefits exist, and must indicate the expected cashflow from the event.

2.3. Eligibility

To be considered eligible, the following criteria must be met:

- be a registered not-for-profit organisation
- hold a registered bank account in the organisation's name and appropriate governance and financial documents
- hold valid public liability insurance appropriate for the event.

2.4. Assessment Principles

The following principles will be taken into consideration in the assessment of applications:

- uniqueness of the event and attraction of tourism
- economic growth and opportunities for the region
- partnerships, collaboration with other community groups
- social inclusion, diversity and community pride
- competency and capability
- activation of WTA facilities and spaces through the event
- reliance on WTA funding and support and/or other funding sources
- alignment to WTA values and priorities.

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2.5. Assessment Process

Applicants are to submit properly made applications and provide their sponsorship package documentation. Eligible applications will be assessed with a recommendation presented to the Superintendent for final approval. Successful applicants are required to enter into a funding agreement before payment is made.

2.6. Acknowledgement

Successful applicants are required to publicly acknowledge WTA's contribution throughout the event, use WTA's logo on promotional material and display WTA's banner.

3. Community Group Grant

3.1. Intent

WTA recognises the efforts of local community groups in enhancing community wellbeing and connection, and enriching the diversity of academic, cultural and sporting opportunities available in Weipa. WTA seeks to encourage and support these community groups to improve on the programs and activities delivered, increase community cohesion and social inclusion, and address identified needs in the community. Community Group Grants are intended to fund projects, programs and events that improve activities, increase participation and safety, and contribute to the social and cultural wellbeing of the community.

The program is not intended to fund costs associated with the ongoing operation or start-up of the group, or private events.

3.2. Logistics

Applications must be submitted before the project is started, or at least 3 months before the event.

Funding will be of a purely financial nature of up to \$2,000.

Applicants are expected to have undertaken all necessary planning, costing and consultation requirements prior to application. For events, applicants must demonstrate achievable timelines, realistic budget and measurable benefits exist.

3.3. Eligibility

To be considered eligible, the following criteria must be met:

- be a registered not-for-profit organisation
- hold a registered bank account in the organisation's name, valid public liability insurance and appropriate governance and financial documents
- if applying for an event, hold valid public liability insurance appropriate for the event
- if applying for a project, provide valid project quotes and complete all required consultation.

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3.4. Assessment Principles

The following principles will be taken into consideration in the assessment of applications:

- priority and need to the group and community
- the region's portfolio of community activities and/or local events
- social inclusion, cultural awareness and diversity
- competency and capability
- reliance on WTA funding and support
- alignment to WTA values and priorities.

3.5. Assessment Process

Applicants are to submit properly made applications. Eligible applications will be assessed with a recommendation presented to the Superintendent for final approval. Successful applicants are required to enter into a funding agreement before payment is made.

3.6. Acknowledgement and Acquittal

Successful applicants are required to publicly acknowledge WTA's contribution to the success of the project or event.

Acquittals must be completed within 3 months from the date of notification, demonstrating the funds have been used for an approved purpose and acknowledgement has occurred. In exceptional circumstances, a request can be approved for an extension of time.

4. Emergency Services Donation

4.1. Intent

WTA supports community groups which enhance community resilience and recovery through disaster prevention, preparation, and recovery activities. Emergency Services Donations encourage the continuation and sustainability of community groups that facilitate the delivery of activities and services of public interest within the Weipa Township.

4.2. Logistics

Donations are approved on an annual (financial year) basis in August each year.

Funding will be of a purely financial nature of \$3,000.

4.3. Eligibility

To be considered eligible, groups must be an incorporated entity with a primary focus on providing emergency services to the Weipa region.

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4.4. Assessment Process

Eligible groups are identified, with a recommendation presented to the Superintendent for final approval.

5. Youth Achievement Donation

5.1. Intent

WTA recognises individuals living in Weipa face additional financial hurdles in the development and showcase of their talents. Individuals should not be disadvantaged from partaking in competitively selected events due to their location of residence. Youth Achievement Donations encourage individuals' pursuit of cultural, academic or sporting excellence outside of the region.

This program is not intended to support individuals competing in regional level events.

5.2. Logistics

Applications must be submitted at least 3 weeks before the event.

Funding will be of a purely financial nature of \$500 to eligible individual applicants and \$1,000 to eligible team applicants. Payment is made directly to the individual or team, unless specifically directed to directly pay the organisation or event.

Eligible applicants can only receive one donation per event per financial year.

5.3. Eligibility

To be considered eligible, the following criteria must be met:

- under the age of 18 years old
- selected to represent the Region at the State level, represent the State at the National level, or represent the Nation at the International level
- competitively selected by a recognised State or National body.

Individuals can apply as a team of at least 2 individuals who meet the above eligibility criteria and compete together in an event.

5.4. Assessment Process

Applicants are to submit properly made applications. A recommendation will be presented to the Superintendent for final approval for all eligible applications.

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6. Member Discretionary Donations

6.1. Intent

Member Discretionary Fund Donations intended to provide the WTA Members with a discretionary fund to be allocated for a community purpose.¹

6.2. Logistics

Funding will be of a purely financial nature of up to \$1,000. The budget for the Member Discretionary Fund is a maximum at \$2,000 for the financial year.² No approval can be provided that will result in the budget for the Member Discretionary Fund being exceeded.³

Funding is open year-round but cannot be used in the year of a quadrennial election until after the election is held.⁴

6.3. Assessment Process

Applicants are to write to the WTA Members and supply sufficient information to support the request. Eligible applications will be assessed by WTA Members and a successful resolution presented to the Chair and Superintendent for final approval.⁵

7. General Donations

7.1. Intent

WTA recognises the efforts of many community groups and individuals in contributing to the quality of life in Weipa. WTA provides general donations to help support the Weipa community, while remaining sustainable and supporting WTA's values.

There are two types of general donations: financial and in-kind support.

7.2. Logistics

Financial support is available at a maximum of \$500.

The following in-kind support is available (exhaustive list):

- Eat Street Electronic Signboard
- Mobile electronic signs
- Roadside signs and safety equipment
- Personal radio devices
- Printing (<100 pages)
- Temporary fencing
- WTA rubbish bins

¹ Local Government Regulation 2012 (Qld) s201B(1), (3).

² Ibid s201B(4).

³ Ibid s201B(2).

⁴ Ibid s202(5).

⁵ Ibid s202(2).

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7.3. Assessment Process

Applicants are to write to WTA and supply sufficient information to support the request. Eligible applications will be assessed with a recommendation presented to the Superintendent for final approval.

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LEGISLATION AND COMPLIANCE

- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)
- Rio Tinto CLASSIC-COM-GDL-0912 Community Contributions Guidance

RELATED DOCUMENTS

- Corporate Plan
- Operational Budget
- POL-003 Discounts to Fees and Charges Policy
- Relevant application forms
- Relevant assessment forms

FURTHER INFORMATION

For more information, please consult with Supervisor Corporate Services and Superintendent.

DOCUMENT HISTORY

Version	Endorsed by	Date released	Description of Amendment
1	Superintendent	November 2014	Creation of policy to allow WTA to provide grants to local community groups and individuals.
2	Superintendent	June 2017	Review of the policy to clarify components of multiple programs and assessment process. Implement policy number.
3	WTA Members	April 2019	Scheduled review. Reformat of the policy and minor grammatical changes.
4	WTA Members	December 2019	Review of the policy to clarify definitions, scope and 'Emergency Services Grant' recipients, inclusion of funding conditions, and amendment to the assessment and approval processes.
5	Superintendent; WTA Members	July 2025	Review of the policy to clarify definitions, broaden the support for events, amendment to the assessment, approval and acquittal processes for some programs. Reformat of the policy and minor grammatical changes. Minor policy name change.

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