

1 Program philosophy

The Floral Parade Entrant Grant Program is developed with a philosophy of partnership, whereby Council provides funding to encourage, involve and support not-for-profit legal entities to make a positive and ongoing contribution to the region's economic prosperity, community wellbeing and cultural life, through entering the Toowoomba Carnival of Flowers Floral Parade.

The processes and procedures provide a framework for eligible organisations to gain financial assistance under the scheme which ensures an equitable, accountable and transparent process for granting and acquittal of financial assistance provided.

Council offers a number of other grant schemes targeted to specific priorities and objectives:

Scheme	Administering Branch
Cultural and Arts Support Grant	Library and Cultural Services
Community Support Grant	Community Development, Facilities & Tourism
Community Economic Development Grant	Strategic Planning and Economic Development
Event Support Grant Program Guidelines	Community Development, Facilities and Tourism
Environment Grant	Parks and Recreation Services
Sport and Recreation Grant	Parks and Recreation Services
Sports Tourism Event Grant	Community Development, Facilities & Tourism
Youth Grant	Community Development, Facilities and Tourism
Micro Grant	Community Development, Facilities and Tourism

These guidelines apply to the Floral Parade Entrant Grant Program only. Details of the other grants are available through Council's website www.tr.qld.gov.au, or by contacting the Council's Customer Service Centre on 131 872.

2 Program priorities

The Floral Parade Entrant Grant Program seeks to respond to Council's vision, values and goals, as outlined in the Corporate Plan 2019-2024 and contribute to the community by:

1. Identifying and promoting opportunities for creative expression.
2. Enhancing the Region's livability by supporting initiatives that foster community pride/spirit.
3. Facilitating equitable access to appropriate social and cultural activities to promote community interaction.
4. Encouraging and supporting activities to achieve multicultural and intergenerational understanding and equity.
5. Strengthening social networks and providing appropriate social infrastructure to build resilience and connectivity to the community.
6. Promoting a sense of community among young people and encouraging them to participate and remain in their community.

7. Promoting the region as a tourism and cultural destination.
8. Providing opportunities for the region to host a variety of festivals and events.

Council seeks the following outcomes from the Floral Parade Entrant Grant Program:

1. The generation of community pride, celebration of place and social activity through the provision of arts, cultural, recreational, leisure and educational events.
2. Benefits to disadvantaged/vulnerable groups by the development of opportunities for women, people with disabilities, people from diverse cultural backgrounds, (including Indigenous Australians, older Australians, young people and people at risk).
3. Benefits to the region's economy.
4. Cost efficient initiatives.
5. The betterment/sustainability of established events.
6. Increased leverage for community groups to gain additional funds from various funding agencies.
7. Opportunities to sustain the environment.
8. Support for the needs of regional communities.

3 Support and assistance

Council may run workshops to provide information and assistance to applicants on a variety of Council grant programs prior to each funding round. Applicants may make appointments with relevant Council Officers to receive advice on the funding and application process and identify additional or alternative grant opportunities.

Guidelines are available on Council's website www.tr.qld.gov.au, along with any updated grant information and priorities.

Interpreter services can be made available for people who have difficulty communicating in English, through the "Telephone Interpreter Service" (TIS).

4 Timelines

The opportunity to apply for grants will be available once annually and will be promoted to Parade Entrants and on Council's website, outlining the selection criteria, the availability of application forms and guidelines, and the closing date.

Opening date	Closing Date	Notification to Applicants
1 April	1 June	July

5 Funding

5.1 Financial assistance

Grant funds are limited in the individual amounts available and the total funds available. Grants of up to \$1,000 are available for any one project or organisation, but requests for smaller grants are encouraged.

6 Applying for a grant

6.1 Who can apply

Organisations can apply for a Floral Parade Entrant Grant if:

1. The organisation is an eligible community organisation or is under the auspices of an eligible community organisation as defined in the Community Grants Policy.
2. The organisation operates or provides services within the Toowoomba Regional Council area.

3. The organisation has an Australian Business Number (ABN).
4. The application is for a project that does not form part of the core business of public and private educational institutions (primary, secondary and tertiary including Parents & Citizens and Parents & Friends Associations) and demonstrates broader community benefit.

6.2 Who cannot apply

The following are not eligible to apply:

1. Individuals.
2. For-profit companies trust and other organisations.
3. Government, semi-government organisations and statutory authorities.
4. Unions and student guilds.
5. Research foundations.
6. Professional associations.
7. An organisation that has been granted approval for support through a Toowoomba Regional Council funding program for the same project.
8. Recipients who have previously defaulted on the conditions of funding Ineligible activities/applications.
9. Events run solely for commercial profit.
10. Political activities.
11. A government agency or department of local, state or federal levels.
12. Organisations with gaming machines and/or trade regularly with a liquor license most days of the week.
13. An organisation that has not acquitted an overdue TRC funded grant application.
14. An organisation that has an overdue debtor commitment to TRC.

6.3 Eligible projects

- Purchase of decorations and materials to meet entrant floral parade criteria.

6.4 Ineligible projects

- Anything other than decorations and materials to meet entrant floral parade criteria

7 Assessment processing and criteria

Applications for a Floral Parade Entrants Grant for financial assistance will be assessed by an assessment panel which will make recommendations to the CEO, for approval.

Floral Parade Entrant Grant applications will be considered against the program philosophy, objectives, eligibility criteria and selection criteria.

Not all applications that meet the criteria may be successful, as grants are highly competitive and approval will depend on availability of funds, the number of applications, program priorities and geographical equity.

Council may give a lower amount than requested, and may place terms and conditions on which items may be funded by the grant.

7.1 Selection criteria

Applicants must demonstrate/meet/provide:

- A genuine need for the grant;
- Linkage to the specific aims and priorities of the Floral Parade;

- The benefit to Toowoomba Region;
- Evidence of consultation and community partnerships;
- The capacity of the applicant to successfully complete the project;
- A balanced, realistic and complete project budget;
- Evidence of appropriate insurance and adherence to sound Workplace Health and Safety practices.
- Acquittal of all conditions of previous Council grants and have no debt to Council.
- Financial viability.
- Supporting documentation.
- Evidence of inclusive participation; and
- Level of funding contributed by the applicant and/or others towards the project.

As a general rule, Council requires its financial support to be allocated as follows:

- Purchasing of elements to meet the parade theming criteria – costumes, flowers and design materials.

Council will not enter into discussion with unsuccessful applicants unless there is an error of fact in the pre-assessment process. If there is an error of fact, unsuccessful applicants may contact the Principal Tourism and Events, who will investigate the claim.

8 Receiving a grant/acquittal process

Grant recipients will be subject to a number of terms and conditions (depending on event category) which state, amongst other things, that they must:

1. Enter into a Funding Agreement with Council;
2. Use the grant only for the nominated purpose for which it is given, unless written approval is given by Council for a variation;
3. Obtain all appropriate permits, approvals, licences, insurances and indemnities etc. relating to the event;
4. Contact the relevant Council grants officer if unforeseen circumstances arise that cause delays, prevention or withholding of a proposed activity/event/project, including timeframes and budget. The grant recipient will be required to complete a Variation Request within SmartyGrants before the activity/project end date outlining:
 - a) the changes sought to the funding agreement (e.g. change to timelines, change of scope and/or location), and
 - b) outline the reasons for the change. The Variation Request will be reviewed by the relevant Council officer with a decision (outcome) to be provided in writing;
5. Submitting a compliant tax invoice and evidence of expenditure e.g., receipts of purchase, tax invoice and banks statements;
6. Expend the funds within six (6) months of being granted, unless written approval has been given by the delegated Council Officer for an extension;
7. Acknowledge Council's support as set out in the Funding Agreement;
8. Acquit the grant as set out in the Funding Agreement, within six weeks of completion of the project.

Where the support requested is to match or augment other funding, an interim acknowledgement letter of support may be provided, to be confirmed when and if the other funding is approved.

Council reserves the right to request an audit of grant expenditure and to demand repayment of any funds granted, and/or refuses consideration of further support, if the conditions set out in the Funding Agreement are not met. Any unused funds must be returned to Council.

9 Lodging your application

Applications for Council's Grants Program must be made online via SmartyGrants. Applications will only be eligible if they have been submitted by the due date and time and contain all required supporting documentation. An online application cannot be attempted without first creating an account. Intending applicants can create a SmartyGrants account (at no cost) by registering their username (e.g. email address) and password. Intending applicants who have previously used SmartyGrants may sign in using their existing username and password.

10 Frequently asked questions

Q. Can we get help in developing our project and completing the application?

A. Yes, you can make an appointment to see a Council Officer.

Q. What if our organisation doesn't have an ABN?

A. You can still apply, but you will need to provide us with a copy of the group/organisation's Certificate of Incorporation together with a Statement by a Supplier form from the Australian Tax Office. The Statement by a Supplier form is available online at www.ato.gov.au

Q. What if our organisation is not registered for GST?

A. You can still apply if your organisation is not required to be registered for GST, but GST will not apply to any grant allocated.

Q. What if our organisation is not incorporated?

A. You can still apply, but the application must be under the auspices of an eligible organisation who will take full responsibility for the grant. Council staff may be able to assist in finding sponsors for applications with clear community benefits, or assist in getting your group incorporated.

Q. Can individual persons apply?

A. No. Individual persons cannot apply as Council may only grant funding to community organisations.

Q. Can a school P&C or P&F Association apply?

A. Yes. Parents and Citizens and Parents and Friends Associations of Public and private educational institutions.

Q. If my application is unsuccessful, can I apply for the same thing next round?

A. Yes. However, it is advised that you seek feedback as to why your application was unsuccessful in the first instance. It would also be very beneficial to attend one of the public community grant workshops, as this will enhance your chance of a successful application.

11 Relevant laws

Local Government Act 2009

Local Government Regulation 2012

12 Related policies/documents

Members of the public can access Council policies on Council's website. If a policy listed below does not appear on the website please contact 131 872 or email info@tr.qld.gov.au to request a copy. Staff may access policies via the [Policy Register and Review Schedule](#).

Council policies

2.59 Community Grants Policy

2.71 Sponsorship Policy

Other documents

Nil

13 Related forms

The online application forms for the relevant Grant Programs can be accessed via Council's Grant Programs and Sponsorship webpage. Applicants can click the applicable Grant Program and then complete the online application form for that Grant.

14 Definitions

Term	Definition
Assessment Panel	Council appointed working group which includes Council Officers and subject area experts.
Auspicing	Auspicing is an agreement from one organisation to apply for funding on behalf of a second organisation.
Community Economic Development Grant	Funding and/or in-kind assistance to support eligible community organisations to deliver programs or projects that are of benefit to local businesses and the broader community.
Community Organisation	An entity that carries on activities for a public purpose; or another entity whose primary object is not directed at making a profit (non-profit).
Community Support Grants	Funding and/or in-kind assistance to support eligible community organisations in their efforts to provide services, activities and events that are of benefit to the community; and/or Funding and/or in-kind assistance to support eligible community organisations to administer, maintain and improve facilities that are managed on behalf of the community.
Core Event	Annual local community events such as Australia Day, Anzac Day, Queensland Day and others as deemed by Council from time to time.
Core Community Support	Core Community Support is a Council endorsed non-competitive funding allocation to certain groups, organisations and/or committees within the Region.
Cultural & Arts Support Grants	Funding and/or in-kind assistance to support eligible community organisations to enhance opportunities for creative expression, cultural appreciation, and the preservation of our shared heritage.
Eligible Community Organisation	An organisation registered as a not-for-profit entity and recognised by the Australian Taxation Office or Australian Securities and Investments Commission in at least one of the following categories:

Term	Definition
	<ul style="list-style-type: none"> • Incorporated entity (Incorporated Associations) • Other unincorporated entity with an ABN • Australian public company, limited by guarantee • Charitable institution • Public benevolent institution (PBI) • Health promotion charity (HPC).
Environment Grant	Funding assistance to eligible community organisations to protect, maintain and enhance the environmental assets of the region, pursue sustainable water and energy strategies, and respond to climate change.
Event Support Grant	Funding and/or in-kind assistance for eligible community organisations to conduct events that have social and economic benefits to the community and region.
Floral Parade Entrant Grant	Funding assistance for eligible community organisations to participate in the Floral Parade event that have social and economic benefits to the community and region.
In-kind assistance	The supply of support in the form of staff time, Council equipment, donation of decommissioned equipment. Costs of these services will be accounted for internally so as to transparently track and report on Council's support for the community.
Micro Grant	Funding assistance to eligible community organisations to deliver one-off, innovative activities and minor resource and equipment purchases that support community strengthening initiatives and enhance the quality of life to the community and Region.
Non-profit	An organisation is non-profit if it is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.
Offset - Use/Hire/Rental - Facilities and/or service	Partially or fully subsidised use/hire/ rental of Council facilities and/or services at below commercial rates, or at no charge. Costs of these services will be accounted for internally as an 'offset' so as to transparently track and report on Council's support for the community.
Sport and Recreation Grant	Funding and/or in-kind assistance that provides financial assistance in addition to other sources, to assist eligible community organisations in the region to develop sport and recreation facilities and programs for the benefit of the community.
Sports Tourism Event Grant	Funding and/or in-kind assistance for eligible organisations to support the development and delivery of successful sports tourism events that make a positive and ongoing contribution to the region's economic prosperity, community wellbeing and diverse lifestyle.
Youth Grant	Funding and/or in-kind assistance to support youth/community organisations in their efforts to provide services, activities and events that are of benefit to the young people of our region. The Youth Grant program

Term	Definition
	aims to increase young people's engagement with their communities and targets young people 12–25 years of age.

15 Policy details

Policy category:	Council Policy	Policy version number¹:	3.00
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Approval authority:	Council		
Policy Owner:	Community Development and Facilities Branch		
Contact officer:	Principal, Tourism and Events		
Review date:	17 January 2026		

16 Revision history

Policy version	Approval date	DM Reference
1.00	15 December 2020	9289975v2
2.00	18 January 2022	10103404v1
3.00	17 January 2023	10756142v2

¹ Printed copies are uncontrolled. It is the user's responsibility to ensure that any copies of policy documents are the current issue. Any delegations should be verified via the relevant Delegation Register as it takes precedence if there is a conflict. The Chief Executive Officer will, if necessary, be the sole arbiter in resolving any issues of conflict