

1 PURPOSE

To establish guidelines in regard to Iolar Operational Services Pty Ltd's (IOS) approach to administering the Recycle Market Enviro Grants Program. IOS has established this grants program in conjunction with Western Downs Regional Council to provide support to community groups in recognition of the vital contribution they make to the community and environment within the Western Downs Region.

This policy demonstrates and outlines IOS's role in supporting the community and the environment. Grants extend the community's capability to conduct activities, create opportunities for community capacity building, develop and maintain sustainable community infrastructure and build strong partnerships for community benefit.

This policy also assists IOS to achieve consistency in corporate processes and procedures when developing, assessing, delivering, monitoring, acquitting and evaluating grants.

2 POLICY OBJECTIVES:

The objective of this policy is:

- ❖ To provide a framework to guide the provision of consistent grant, donation and sponsorship administration and processes across IOS;
- ❖ To ensure the administration and assessment of IOS's grants are transparent, equitable, inclusive and compliant with relevant legislation and,
- ❖ To provide merit-based support for community groups to:
 - Support and stimulate diverse and dynamic projects, programs and events through strategic investment choices;
 - Support the development of projects designed to enhance the well-being of the local community and environment and which addresses a demonstrated need within the community;
 - Develop stronger and more resilient communities through capacity building;
 - Provide leverage for increasing community benefit; and
 - Strengthen social cohesion, collaboration and inclusion.

3 POLICY GUIDELINES

ORGANISATIONAL SCOPE

This policy applies to The Recycle Market Enviro Grants Program (Chinchilla, Dalby and Miles) offered to community organisations and groups delivering a range of programs/projects within the boundary of the Western Downs Region.

BACKGROUND

The Recycle Market Enviro Grants is a joint initiative of the Western Downs Regional Council and IOS. The service contract allows for the establishment of a benefit fund using a percentage of the proceeds from the sale of goods recovered from waste at the Chinchilla, Dalby and Miles Waste and Recycling Facilities.

This document outlines the joint approach by Western Downs Regional Council and IOS to utilising 40% of the Nett Revenue (exc GST) of each Recycling Market in providing grants, donations or sponsorship to community organisations, groups and individuals, in accordance with the scope of the program and eligibility of the applicants.

The program is focussed on but not limited to, supporting initiatives with an environmental sustainability theme within the nominated region.

This document assists Council and IOS representatives forming the Assessment Panel to achieve consistency in corporate processes and procedures when assessing, delivering, monitoring, acquitting and evaluating grants, donations and sponsorship.

This program further demonstrates and outlines Council's role in supporting the local community and is complementary to the existing Council Community Grants Program.

TIMING FOR APPLICATIONS

- ❖ There will be a call for applications advertised in the local media in the months preceding the nominated date for grant applications.

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- ❖ The successful applications will be announced in the local regional media following grant approval and contacted directly by Iolar personnel.

ELIGIBILITY OF PROJECTS

- ❖ Be focussed on developing one or more of the following:
 - Environmental sustainability and/or conservation projects;
 - Educational initiatives in waste and recycling;
 - Community health and well-being assets;
 - Social outlets for members of the community
- ❖ Be intended for implementation within the boundaries of the Western Downs Region
- ❖ Demonstrate a purpose that is in the public interest.

ELIGIBILITY OF APPLICANTS

- ❖ Be organisations based or operating within the boundaries of Western Downs Regional Council;
- ❖ Be organisations that are community based and non-profit making;
- ❖ Be incorporated or sponsored by an incorporated body;
- ❖ Have appropriate insurance and adhere to sound Workplace Health and Safety practices;
- ❖ Appropriately acknowledge Council and IOS funding involvement and support with opportunities provided for publicity and participation at key activities and/or events;
- ❖ Applications from schools will be considered for innovative projects or programs outside core curricular requirements.

ELIGIBLE APPLICANTS MUST NOT:

- ❖ Be a commercial organisation;
- ❖ Be a government agency or department of local, state or federal government, schools excepted;
- ❖ Be a political group or organisation;
- ❖ Be applying for equipment or materials that are for administrative purposes.

ASSISTANCE TYPE:

- ❖ The funds are held by, and the program administered by IOS in consultation with Council;
- ❖ The number of grants and the cumulative value on an annual basis is limited by the total net income from the sale of recovered goods at the three Recycling Markets located at Chinchilla, Dalby and Miles Waste & Recycling Centres, from which 40% is available for the environmental grants program.
- ❖ Assistance will be purely of a financial nature and be provided as a cash contribution;
- ❖ Funding levels will be based upon the available amount of grant at the time grant applications are received.
- ❖ Any single grant is limited to an amount not exceeding \$20,000.

ASSESSMENT PANEL:

- ❖ For the assessment of grant applications, an assessment panel will be established and consist of two (2) representatives, one (1) each from IOS and Western Downs Regional Council;
- ❖ The panel will meet as required at the closing of applications to assess submissions and allocate funds.

ASSESSMENT CRITERIA:

- ❖ The Recycling Market Enviro Grants Program is restricted to projects meeting the eligibility criteria outlined in this policy;
- ❖ Projects must be delivered in the Western Downs Region (Refer Attachment 1)
- ❖ Determination of the successful applications will be at the Assessment Panel's discretion, working within the framework of this Policy and Evaluation Criteria (Refer Attachment 2).

4 GRANT ACQUITTAL

Successful applicants will be required to acquit the grant received, including Council and IOS acknowledgement within eight (8) weeks of project completion.

IOS is committed to supporting community groups and organisations that service the needs and priorities of the Western Downs community and its surrounding environment. An unincorporated, not-for-profit community organisation can apply through an eligible incorporated organisation. The sponsor

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organisation must agree to take responsibility for the receipt, application and acquittal of the assistance provided.

Due to the limited funds available and the competitive nature of the Program, community organisations should not rely on this grant opportunity as a means of recurrent funding for operational costs.

Preference may be given to Community Groups who contribute financially towards their project, program, activity, service or event.

5 ATTACHMENTS

- ❖ Appendix 1 Western Downs Regional Map
- ❖ Appendix 2 Evaluation Criteria

6 DEFINITIONS

Grant: A grant is a payment provided to a recipient for a specific purpose or project with the understanding that there will be a defined outcome that directly or indirectly benefits the community, but with no expectation or commercial return to IOS. Grants are subject to conditions (particularly reporting and accountability and a requirement for the funds to be expended for the direct purpose they were granted). IOS and Western Downs Regional Council require some form of recognition for grant funding, as detailed in funding agreements.

7 REVIEW

List of factors which require the policy to be reviewed:

- ❖ Periodic review, or
- ❖ Change in legislation affecting this policy, or
- ❖ Change in community priorities or circumstances relating to this policy.



Patrick Navin

22/11/2019

Managing Director IOS Pty Ltd

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Appendix 1

Western Downs Regional Council Boundary

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Appendix 2

Recycle Market - Enviro Grants Evaluation Criteria

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Enviro Grants Evaluation Criteria

Evaluation Criteria	Weighting
Does the Project satisfy the eligibility requirements set out in Policy POL 860.	Mandatory
Does the Applicant satisfy the eligibility requirements set out in Policy POL860	Mandatory
Financial viability and deliverability of Project	50%
Overall Community Benefit (local or regional)	15%
Sustainability of Project beyond its initial funding	20%
Project’s contribution to enhance the Western Downs Region’s ecological sustainability.	15%
Total	100%

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