

# Show Societies Grants Program 2015-16

## Funding Program Guidelines

August 2015

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## Introduction

The Show Societies Grants Program provides State Government funding to show societies towards the cost of running annual agricultural shows and to maintain existing showground facilities.

## Overview

In recognition of the significant cultural, social and economic contribution annual agricultural shows make to local communities, the Queensland Government provides financial support to the Queensland Chamber of Agricultural Societies Inc (QCAS) and organisations throughout Queensland to conduct annual agricultural shows and to maintain existing showground facilities.

The Show Societies Grants Program has a total funding allocation of \$2 million per annum and grants are awarded annually to eligible recipients.

## Funding available

From 1 July 2015 to 30 June 2016 this program has a funding allocation of \$2 million. Funding is provided annually to eligible recipients.

## Objective

The Show Societies Grants Program provides financial support to meet the operational costs (excluding salary or wage related costs) associated with the conduct of annual agricultural shows and costs towards the maintenance of showground assets.

## Eligibility

Grant recipients under this program are:

- Show societies, councils or other incorporated entities which:
  - conduct an annual agricultural show
  - maintain showground facilities
  - meet the affiliation criteria of the Queensland Chamber of Agricultural Societies, are a member of QCAS and conduct an annual agricultural show (please refer to the Queensland Chamber of Agricultural Societies By-Laws - <http://www.queenslandshows.com.au/>)
  - are the owner or trustee of the showground (where the applicant is not the owner or trustee, a grant will be considered subject to confirmation from the owner about suitable arrangements for the show society to hold annual agricultural shows on the land)
- Queensland Chamber of Agricultural Societies Inc. and other organisations deemed by the Minister to be an eligible recipient under this program.

Where the Minister approves funding for an organisation that is not a council or a member of QCAS, the organisation will be required to:

- be incorporated under the Corporations Act 2001 or the Associations Incorporation Act 1981
- provide evidence of appropriate insurance cover for their agricultural shows
- report gate attendance/takings each year and costs from their most recent annual agricultural show; and
- report other information as requested by the Department of Infrastructure, Local Government and Planning (the Department).

## Eligible costs

Funding provided under the 2015-16 Show Societies Grants Program (the Funding Program) can be used to pay for agricultural show related purchases, operational costs, and the maintenance of existing assets essential to the operation of the annual agricultural show. This includes the upgrade and maintenance of existing showground facilities.

Other eligible costs include: entertainment, utilities (including electricity), insurance and plumbing costs. Show societies are encouraged to use their funding to enhance the cultural components of their show.

## Ineligible costs

Ineligible costs are costs not directly associated with the conduct of an agricultural show. Ineligible costs include:

- construction of show related assets
- wages and salaries of staff engaged by the organisation
- prize money, donations and payment of judges, and
- costs associated with hiring staff from State Government agencies (e.g. hiring police officers, ambulance officers and or security guards).

## Funding details

The funding period for the Funding Program is the financial year from 1 July 2015 to 30 June 2016. Grant recipients must expend their annual funding allocation within the financial year funded and cannot carry over their allocation to the following year.

Eligible grant recipients will receive a funding allocation that is based on minimum and maximum allocations, and calculated using the annual show gate attendance provided by QCAS, weighted to compensate for the locality of the show and economies of scale.

## Important timeframes

Funding Program certificate of expenditure forms are due to the Department within three months after the grant recipient's show.

Funding allocations will be made to grant recipients following the annual approval of grants by the Minister responsible for Local Government.

Funding allocation payments each year will be subject to the grant recipient providing all relevant documentation to the Department, including: a Funding Program certificate of expenditure form for the previous year, a signed Acknowledgment of Funding Acceptance form, a Recipient Created Tax Invoice (if GST registered) and an EFT form if the grant recipient's bank account details have changed.

Payments are made via electronic funds transfer within ten working days of documentation being received by the Department.

## Application of GST

The funding allocation paid to the grant recipients by the Department is a 'taxable supply' of services within the meaning of the *New Tax System (Goods and Services Tax) Act (1999)*. As a result, providing grant recipients are GST registered, recipients must issue a valid Tax Invoice for the supply of the service or enter into a Recipient Created Tax Invoice Agreement with the Department.

## Right to Information (Freedom of Information)

The Queensland Government has made a commitment to provide access to information held by the Government. Please refer to the following Acts:

- *Right to information Act 2009*
- *Information Privacy Act 2009*.

## Acknowledgement requirements

Grant recipients must acknowledge funding received from the Queensland Government. Information on acknowledgement requirements is available on the Department's website, at <http://dilgp.qld.gov.au/grants-and-subsidies-programs/acknowledgement-requirements.html>.

## Prescribed forms

Downloaded the following forms from the Department's website (<http://dilgp.qld.gov.au/grants-and-subsidies-programs/show-programs/show-societies-grant.html>):

- Show Societies Grants Program Certificate of Expenditure form
- electronic funds transfer form.

## Contact information

Finance and Funding

Department of Infrastructure, Local Government and Planning

PO Box 15009 City East Qld 4002

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Tel +61 7 3452 6730

[lgfundingunit@dilgp.qld.gov.au](mailto:lgfundingunit@dilgp.qld.gov.au)

[www.dilgp.qld.gov.au](http://www.dilgp.qld.gov.au)

## Conditions of funding

### Head Deed of Funding Agreement

The grant recipients have entered into a Head of Deed of Funding Agreement (Head of Agreement) with the Department. The Head Agreement addresses the general conditions of funding.

### Acknowledgement of Funding Acceptance form

The grant recipient is required to sign and return to the Department the Acknowledgement of Funding Acceptance form before any approved funding allocation is made.

Signing this form confirms the grant recipient will abide by the Head Agreement and these funding guidelines.

The form will provide details of any special conditions, if there are any, of the approved funding allocation associated with delivery of the 2015-16 Show Societies Grants program (Funding Program).

### Relationship between Head Agreement and the Show Societies Grants funding guidelines

These Funding Guidelines and Acknowledgment of Funding Acceptance form are subordinate to the Head of Agreement in all respects. The Head of Agreement should be read in conjunction with these two documents.

### Payment schedule

Payment schedule milestone	
<b>First payment 100%</b>	<p>The funding allocation will be paid to the grant recipient within 10 working days of the Department receiving:</p> <ul style="list-style-type: none"> <li>• the signed Acknowledgment of Funding Acceptance form;</li> <li>• a completed 2014-15 Show Summary and Expenditure Report for 2014-15 grant if not already submitted.</li> </ul> <p>If the grant recipient's details have CHANGED since 2014 the following forms are to be completed and provided:</p> <ul style="list-style-type: none"> <li>• a valid Tax invoice or a signed Recipient Created Tax Invoice (RCTI) Agreement or a Statement by a Supplier if the grant recipient does not have an ABN (Note: if you are not GST registered an RCTI is not required); and</li> <li>• a signed Electronic Funds Transfer form.</li> </ul>



## Grant payment and acquittal

The Department agrees to pay the grant recipient the approved funding allocation the funding allocation for operational and asset maintenance costs associated with the conduct of the grant recipient's annual agricultural show and/or to maintain existing showground facilities.

The grant recipient agrees that the approved funding allocation provided by the Department is a subsidy only and the grant recipient will meet all other costs associated with the conduct of the annual show and the maintenance of existing showground facilities.

Payments will be paid by electronic funds transfer (EFT). Payment by way of EFT is subject to the grant recipient having completed the Payment by Electronic Funds Transfer form provided by the Department.

Payment of the approved funding allocation is further subject to the Department being satisfied with:

- the grant recipient meeting any special conditions detailed in the Acknowledgment of Funding Acceptance form;
- the general performance and accountability of the grant recipient in relation to these funding guidelines and any other agreement between the Department and the grant recipient; and
- the general performance and accountability of the grant recipient in relation to any other grants and subsidies provided by the Department to the grant recipient.

The grant recipient agrees to expend the funding allocation for the purpose of which it is intended and return any unspent funding allocation for the financial year, or an agreed proportion of the funding allocation to the Department if the conditions outlined in these guidelines and the Acknowledgment of Funding Acceptance form are not met to the satisfaction of the Department.

## Reporting requirements

Grant recipients must submit a Funding Program certificate of expenditure form within three months of their 2015-16 annual show, reporting to the Department on:

- agricultural elements (if not affiliated with the QCAS) and
- certifying that the funds have been utilised in accordance with the program guidelines.

This information will enable the Department to acquit funding and process future funding allocations for each grant recipient.

## Financial responsibilities

The grant recipient will at all times:

- be solvent
- be able to pay its debts when due, and or admit in writing to the Department its inability to pay its debts, and
- notify the Department in writing if it enters into any arrangements or composition with its creditors generally, or has a receiver appointed or goes into liquidation, or passes a resolution to go into liquidation, other than for the purpose of reconstruction.

## Acknowledgement

The grant recipient agrees to, at the grant recipient's cost, recognise the contribution of the State of Queensland as a sponsor as set out in the funding section's Acknowledgement Guidelines on the Department's website at <http://www.dilgp.qld.gov.au/grants-and-funding/acknowledgement-requirements.html>.

Options may include an acknowledgement printed on annual show programs, the society's Annual Report, or mention in media releases regarding the show.

## Project acquittal

The grant recipient agrees to ensure that its show complies with all relevant legislation affecting the purpose, use and benefit of the show to the community.

## Buy local

The grant recipient acknowledges that the Department is providing funding under the Funding Program for public benefit, which includes supporting greater employment opportunities for members of the local community.

When conducting procurement processes, the grant recipient agrees to use its best endeavours to ensure that competitive local firms (that comply with relevant legislation) are given a full, fair and reasonable opportunity. For larger, more complex purchases 'local' may be interpreted as the whole of Queensland.