

Show Societies Grants Program

2016–17 Guidelines

June 2016



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Section 1 – Program overview

1.1 Introduction

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), Organisations throughout Queensland to conduct annual agricultural shows and to maintain existing showground facilities and other organisations that provide support to agricultural shows.

The 2016–17 Show Societies Grants Program (SSGP) is an allocation based program that has total funding of \$2.01 million and grants are awarded annually to eligible recipients.

1.2 Aim

The aim of the 2016–17 SSGP is to assist Queensland show societies towards the cost of running annual agricultural shows and to maintain existing showground facilities.

1.3 Program objectives

The 2016–17 SSGP 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.

1.4 Eligibility

The 2016–17 SSGP applies to all Queensland show societies, councils or other incorporated entities.

1.5 Funding details

The 2016–17 SSGP has a funding allocation of \$2.01 million.

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

The funding period is for the 2016–17 financial year (1 July 2016 to 30 June 2017). Grant recipients must expend their 2016–17 SSGP funding allocation within the 2016–17 financial year 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 show gate attendance figures provided by QCAS, weighted to compensate for the locality of the show and economies of scale. Funding is also made available to other organisations that support show societies or deliver activities at agricultural shows.

1.6 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.

1.7 Templates and forms

The 2016–17 SSGP guidelines and funding acquittal form can be downloaded from the Department's website at: www.dilgp.qld.gov.au.

1.8 Further information

For more information contact the Department of Infrastructure, Local Government and Planning:

Brisbane Program Office Phone: 07 3452 6730

Email: lgfundingunit@dilgp.qld.gov.au

Further information is available on the Department's website www.dilgp.qld.gov.au

Section 2 – Eligibility

2.1 Eligible grant recipients

Eligible grant recipients under the 2016–17 SSGP are:

- Show societies, councils or other incorporated entities which:
 - conduct or support 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).

2.2 Eligible costs

Funding provided under the 2016–17 SSGP 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.

2.3 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).

Section 3 – General funding conditions for an Approved Project

3.1 Approved Funding payment

- 3.1.1 The Department agrees to pay the Organisation the Approved Funding as detailed in the formal advice of funding approval.
- 3.1.2 Subject to the terms of the formal advice of funding approval, the Organisation agrees that the Approved Funding is a subsidy only, and the Organisation will meet all other associated costs.
- 3.1.3 The Approved Funding amount will not exceed the total amount detailed in the formal advice of funding approval.
- 3.1.4 Payments will be paid by electronic transfer. Payment by way of electronic transfer is subject to the Organisation completing the payment by electronic funds transfer form provided by the Department.
- 3.1.5 The Organisation agrees to return any unspent funding for the financial year, or an agreed proportion of the Approved Funding to the Department if the conditions outlined in the Head Agreement, the formal advice of funding approval and these Funding Program Guidelines are not met to the satisfaction of the Department.
- 3.1.6 Where a show is cancelled for any reason, the Organisation must immediately notify the Department detailing the reasons for cancellation and return all unspent Approved Funding to the Department.

3.2 Acknowledgement requirements

- 3.2.1 The Organisation agrees to, at the Organisation's cost, recognise the contribution of the State of Queensland as set out in the acknowledgement guidelines on the Department's website at <http://www.dilgp.qld.gov.au/local-government/grants/acknowledgement-requirements.html>.

3.3 Buy local

- 3.3.1 The Organisation acknowledges that the Department is providing the Approved Funding for the public benefit, which includes supporting greater employment opportunities for members of the local community.
- 3.3.2 When conducting procurement processes, the Organisation 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.

3.4 Approved project acquittal and reporting

- 3.4.1 The Organisation must provide to the Department within three months of its 2016–17 annual show (held between 1 July 2016 and 30 June 2017) the following:

- 3.4.1.1 a certificate of expenditure form. The form is to be emailed to lgfundingunit@dilgp.qld.gov.au, reporting on:
 - 3.4.1.1.1 agricultural elements, insurance cover and gate attendance figures (if not affiliated with the Queensland Chamber of Agricultural Societies);
and
 - 3.4.1.1.2 certifying that the Approved Funding has been utilised in accordance with Head Agreement, the formal advice of funding approval and these Funding Program Guidelines.
- 3.4.2 Verification the Approved Project complies with all relevant legislation affecting the purpose, use and benefit to the community and has achieved the objectives of the Funding Program.
- 3.4.3 Verification the Approved Funding has been used for the public benefit.
- 3.4.4 Verification all the conditions of the formal advice of funding approval have been met.

Section 4 – Glossary

approved or approval	the approval by the Minister or executive council
date of formal advice of funding approval	the date which a proposed project receives approval by the Minister or executive council
Department	the State government Department responsible for administering the local government portfolio, unless otherwise explicitly stated. At the time of publishing these guidelines this is the Department of Infrastructure, Local Government and Planning
formal advice of funding approval	the letter from the Minister (or the person delegated to exercise the power) advising the project is approved and providing details of the approved subsidy for the Approved Project
Head Agreement	provides the framework of standard terms and conditions under which the Department will offer and the Organisation will accept Approved Funding
Minister	the Queensland Government Minister responsible for the local government portfolio
Organisation	the funding recipient
prescribed form	a form issued by the Department
project	a discrete set of activities, producing a defined range of infrastructure or other defined outputs, within a specified timeframe