



2020–21 Show societies grants program guidelines

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An electronic copy of this report is available on the Department of Local Government, Racing and Multicultural Affairs' website at www.dlgrma.qld.gov.au.

Allocation based opening date:	1 July 2020
Date guidelines released:	18 September 2020
Funding period:	1 July 2020 to 30 June 2021
Policy agency:	Department of Local Government, Racing and Multicultural Affairs
Administering agency:	Department of Local Government, Racing and Multicultural Affairs
Enquiries:	For general questions, requests for clarification and requests for further information, please contact the Brisbane Program Office, Finance and Funding team on phone (07) 3452 6730 or email lgfundingunit@dlgrma.qld.gov.au
Type of grant:	Targeted, non-competitive (allocation based)

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1.0 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 130 show societies and affiliated organisations across Queensland to conduct annual agricultural shows.

The 2020-21 Show Societies Grants Program (the grant program) is a non-contestable allocation-based program with total funding of \$2.133 million with grants allocated annually to eligible recipients.

2.0 The grant program

2.1 Program aim

The aim of the grant program is to provide financial support to the show societies and affiliated organisations throughout Queensland to conduct annual agricultural shows, delivering cultural, social and economic stimulus to local communities.

2.2 Program objective

The objective of the grant program is to provide financial support to show societies and affiliated organisations to:

- meet the operational costs (excluding salary or wage related costs) associated with the conduct of annual agricultural shows, and
- invest in new infrastructure or upgrades and maintenance to showground facilities essential to the operation of the annual agricultural show.

2.3 Eligible grant recipients

Eligible grant recipients under the grant program are:

- Show societies, councils or other incorporated entities which:
 - conduct or support an annual agricultural show
 - maintain and upgrade showground facilities to support an annual agricultural show
 - meet the affiliation criteria of the Queensland Chamber of Agricultural Societies Inc. (QCAS), are a member of QCAS and conduct an annual agricultural show (please refer to the QCAS by-laws online – 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)
- QCAS 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
- report other information as requested by the department.

2.4 Eligible costs

Approved funding may only be applied towards “eligible costs” and must be consistent with the aim and objectives of the grant program. Eligible costs include:

- agricultural show-related purchases (including show ribbons, trophies)
- operational costs (including advertising and promotion, equipment hire/lease, health and safety, telephone and internet charges, sundry expenses)
- entertainment
- utilities (including water, gas and electricity costs)
- upgrade and maintenance to existing showground facilities essential to the operation of the annual agricultural show (including repairs, pest control, cleaning and plumbing costs)
- insurance costs (including general, public liability and volunteers)
- show societies who own their grounds may use up to 50 per cent of their approved funding allocation towards new infrastructure works essential to the operation of the annual agricultural show that meet the program objectives. This may include demolition of buildings in disrepair and building new infrastructure (i.e. toilet blocks, grandstands, halls stables).

2.5 Ineligible costs

Ineligible costs are costs not directly associated with the conduct of an agricultural show and/or do not support the aim or objective of the grant program. Ineligible costs include:

- wages and salaries of staff engaged by the organisation
- prize money
- donations
- payment of judges (including payment of airfares, food and accommodation costs)
- costs associated with hiring staff from state government agencies (i.e. hiring police officers, ambulance officers and/or security guards)

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive. If there is any doubt about as to the eligibility of any costs, please contact the department.

3.0 General funding conditions for Approved Funding

3.1 Funding Deed of Agreement

Organisations who have been approved funding under the grant program are required to adhere to all conditions contained in its signed Funding Deed of Agreement between the Department of Infrastructure, Local Government and Planning, now the Department of Local Government, Racing and Multicultural Affairs and itself.

3.2 Formal Advice of Funding Approval

Organisations who have been approved funding under the grant program will be notified in writing by the Minister and the department. The Formal Advice of Funding Approval letter outlines the amount of approved funding the organisation is to receive under the grant program funding round.

Subject to the terms of the Formal Advice of Funding Approval, the organisation agrees the approved funding is a subsidy only, and the organisation will meet all other costs associated with conducting an annual agricultural show.

3.3 Approved Funding payment

3.3.1 The department will make a payment according to the following schedule:

Payment schedule	Milestone
<p>First and final payment (100% of approved funding)</p>	<p>The department will make the first and final payment to the organisation following:</p> <ul style="list-style-type: none"> • Ministerial approval of the 2020-21 grant allocation; and • upon receipt and acceptance by the department of a completed 2019-20 Show Societies Grants Program (SSGP) project acquittal report form. <p>Please refer to the Approved Funding acquittal requirements under 3.4 of grant program guidelines.</p>

3.3.2 The grant program funding period is for the 2020–21 financial year (1 July 2020 to 30 June 2021). Grant recipients must expend their 2020–21 grant allocation within the 2020–21 financial year and cannot carry over their allocation to the following year.

3.3.3 Payments will be paid by electronic transfer. Payment is subject to the organisations’ bank account details being current on the department’s finance system.

- If an organisations’ bank account details have changed, the organisation is required to notify the department immediately by letter detailing the new bank account details and attaching a current bank statement matching the new details.

3.3.4 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 clause 4.2.2 of the Funding Deed of Agreement, the Formal Advice of Funding Approval and the grant program guidelines are not met to the satisfaction of the department.

3.3.5 Where a show is cancelled for any reason, the organisation must immediately notify the department detailing the reasons for cancellation.

3.4 Approved Funding acquittal

3.4.1 Acquittal is to be undertaken in accordance with section 4.2.4 of the Funding Deed of Agreement, submitting the acquittal within 30 days of the funding period end date. Organisations must verify funds were expended in accordance with eligible expenditure under the program guidelines.

- 3.4.2** Organisations who are not affiliated with QCAS are required to provide additional information with their acquittal including:
- evidence of insurance cover and gate attendance figures, and
 - reporting on the agricultural elements provided at their show event
- 3.4.3** Where an Organisation is unable to conduct its annual agricultural show due to the direct impact of the COVID-19 pandemic, the Organisation may acquit its grant against any incurred eligible costs. Any unspent funds that cannot be used for eligible purposes (including site maintenance) are to be returned to the Department.
- 3.4.4** Organisations are required to submit the 2019-20 SSGP project acquittal report form to the Department in order for the department to make payment of the 2020-21 grant allocation following Ministerial approval. This form must be certified by an authorised delegated officer that the relevant milestone/expenditure has been satisfactorily completed.
- 3.4.5** Organisations are required to complete the 2020-21 grant program project acquittal report form, providing a list of expenditure items that total the Approved Funding amount. The form is to be certified by an authorised delegated officer.
- 3.4.6** The department reserves the right to request access to premises, records and financial accountability for information under the grant program as per Clause 7 of Funding Deed of Agreement.

4.0 Communications

4.1 Acknowledgement requirements

The organisation, as per clause 6.1 in the Funding Deed of Agreement, agrees to acknowledge the Department's funding contribution in accordance with the departments funding acknowledgement guidelines. Examples of acknowledgement may include reference to Queensland Government funding on show day announcements, show flyers, social media, show society websites, through speeches and media releases.

4.2 Communications with the media

To provide the Queensland Government ample opportunity to participate in project/event announcements, timely advice in advance of any media releases, social media posts, media opportunities and events must be emailed to the department's communications team at comms@dlgrma.qld.gov.au.

4.3 Signage on new infrastructure

Additional acknowledgement requirements are required if an organisation spends their Approved Funding on new showground infrastructure.

Organisations must refer to the signage requirements detailed on the department's funding acknowledgement guidelines found on the department's website at <https://www.dlgrma.qld.gov.au/about-us/corporate-publications/acknowledgement-requirements.html>

To ensure signage meets the funding acknowledgement guidelines requirements, it is recommended that endorsement of signage artwork is granted by the department. Please contact the department's communications team at comms@dlgrma.qld.gov.au for more

information.

5.0 Enquiries and Contact details

Organisations may contact the department in relation to general questions, requests for clarification and requests for further information.

The contact officers for the program are:

Brisbane program office

Finance and funding team

Phone: (07) 3452 6730

Email: lgfundingunit@dlgrma.qld.gov.au

The 2020–21 grant program guidelines can be downloaded from the department's website at <http://www.dlgrma.qld.gov.au>

Attachment 1 - Glossary

Department	the state government department responsible for administering the local government portfolio, unless otherwise explicitly stated. At the time of publishing the guidelines this is the Department of Local Government, Racing and Multicultural Affairs.
Formal Advice of Funding Approval	means the letter from the Minister (or the person delegated to exercise the power) providing details of the Approved Funds under an Allocation-based Funding Program.
Grant program	2020-21 Show societies program, being the subject of these guidelines.
Funding Deed of Agreement	provides the framework of standard terms and conditions under which the Department will offer and the organisation will accept Approved Funding under funding programs.
Minister	means the Queensland Government Minister responsible for the local government portfolio.
Organisation	means the party in receipt of Approved Funding.
Form	a form issued by the department.
Project Acquittal Report Form	means the grant program project acquittal report form completed in accordance with the template provided by the department
SSGP	Show societies grants program

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