



Show Societies Grants Program

2018–19 Program Guidelines

Working towards White Ribbon accreditation



Queensland
Government



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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) and organisations throughout Queensland to conduct annual agricultural shows.

The 2018–19 Show Societies Grants Program (SSGP) is an allocation based program with total funding of \$2.143 million and grants are allocated annually to eligible recipients.

1.2 Program objective

The 2018–19 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 upgrade and maintenance of showground assets and new infrastructure.

1.3 Eligible grant recipients

1.3.1 Eligible grant recipients under the 2018–19 SSGP are:

- Show Societies, councils or other incorporated entities which:
 - conduct or support an annual agricultural show
 - maintain and upgrade showground facilities
 - meet the affiliation criteria of QCAS, are a member of QCAS and conduct an annual agricultural show (please refer to the QCAS by-laws – 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.

1.3.2 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 of Local Government, Racing and Multicultural Affairs (the department).



1.4 Eligible costs

1.4.1 Funding provided under the 2018–19 SSGP can be used to pay for:

- agricultural show-related purchases
- operational costs
- construction of assets essential to the operation of the annual agricultural show
- upgrade and maintenance of existing assets essential to the operation of the annual agricultural show
- upgrade and maintenance of existing showground facilities
- entertainment
- utilities (including electricity and plumbing costs)
- insurance costs.

Show Societies are encouraged to use their funding to enhance the cultural components of their show.

1.4.2 Show Societies who own their grounds may use up to 50 per cent of their approved 2018–19 SSGP funding allocation towards new infrastructure works that meet the funding period and program objectives. This may include demolition of buildings in disrepair and building new infrastructure (i.e. toilet blocks, grand stands, halls, stables).

1.5 Ineligible costs

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

Ineligible costs include:

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



2 General funding conditions for an Approved Project – SSGP

2.1 Funding Deed of Agreement

Organisations approved funding under the 2018–19 SSGP 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.

2.2 Formal Advice of Funding Approval

Organisations who have been approved funding under the 2018–19 SSGP will receive a Formal Advice of Funding Approval. The Formal Advice of Funding Approval will provide the amount of Approved Funding the organisation is to receive under the 2018–19 SSGP funding round.

2.3 Approved Funding payment

2.3.1 The department agrees to pay the organisation the Approved Funding as detailed in the Formal Advice of Funding Approval, as per the following payment schedule:

Payment schedule	
100% upfront payment	100% of the approved 2018–19 SSGP funding allocation will be paid to the organisation when the department receives a completed Certificate of Expenditure Form for the following: <ul style="list-style-type: none"> • 2017–18 SSGP.
Show Societies who are not affiliated with QCAS are required to provide additional information on the Certificate of Expenditure Form	Show Societies who are not affiliated with QCAS must: <ul style="list-style-type: none"> • report on agricultural elements, insurance cover and gate attendance figures; and • certify that the approved funding has been utilised in accordance with the Funding Deed of Agreement, the formal advice of funding approval and the Funding Program Guidelines.



- 2.3.2** In addition to the annual SSGP budget of \$2 million, the Queensland Government has committed \$400,000 over three years (2018–2021) to be included in the Show Societies Grants Program. In 2018–19, \$133,333 will be allocated evenly to approved Show Societies and the QCAS.
- 2.3.3** The SSGP funding allocation 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.
- 2.3.4** The funding period is for the 2018–19 financial year (1 July 2018 to 30 June 2019). Grant recipients must expend their 2018–19 SSGP funding allocation within the 2018–19 financial year and cannot carry over their allocation to the following year.
- 2.3.5** Show Societies who choose to spend up to 50 per cent of their approved funding on new infrastructure are required to provide details on all project expenditure items on the Certificate of Expenditure Form.
- 2.3.6** 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 associated costs.
- 2.3.7** The Approved Funding amount will not exceed the total detailed in the Formal Advice of Funding Approval.
- 2.3.8** Payments will be paid by electronic transfer. Payment by way of electronic transfer is subject to the organisation's bank account details being current on the department's finance system.
- If an organisation's bank account details have changed from the previous year of funding period, the organisation is required to notify the department immediately by letter detailing the new account details and attaching a current bank statement.
- 2.3.9** 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 Funding Program Guidelines are not met to the satisfaction of the department. Where a show is cancelled for any reason, the organisation must immediately notify the department detailing the reasons for cancellation.



2.4 Acknowledgement requirements

The organisation as per clause 6.1 in the Funding Deed of Agreement agrees to acknowledging the department's funding contribution in accordance with the Acknowledgement Guidelines.

The guidelines can be found on the department's website at <http://dlgrma.qld.gov.au/local-government/grants/acknowledgement-requirements.html>

2.5 Approved Project acquittal and reporting

Acquittal is to be undertaken in accordance with section 4.2.4 of the Funding Deed of Agreement, submitting the Certificate of Expenditure Form within 30 days of the funding period end date.

The organisation must provide to the department the following:

- A Certificate of Expenditure Form. This form is to be completed by the authorised delegate (i.e. Secretary, Treasurer or President) and submitted through the online SSGP portal <https://planning.dsdmip.qld.gov.au/ssgp>



Further information

The 2018–19 SSGP guidelines can be downloaded from the department's website at www.dlgrma.qld.gov.au

To submit a Certificate of Expenditure Form through our secure online portal, each user will require a username and password that will be provided by the department.

For more information contact the department:

Brisbane office – Grants and Funding

Phone: 07 3452 6727

Email: lgfundingunit@dlgrma.qld.gov.au



Glossary

Approved or approval	the approval by the Minister or Executive Council
Date of Formal Advice of Funding Approval	means 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 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
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
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	a discrete set of activities, producing a defined range of infrastructure or other defined outputs, within a specified timeframe
Certificate of Expenditure Form	means the SSGP Certificate of Expenditure Form completed in accordance with the template provided on the department's portal website

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