



# 2022-25 Show Societies Grants Program Program Guidelines



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The Department of State Development, Infrastructure, Local Government and Planning connects industries, businesses, communities and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

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# 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 130 Show Societies and affiliated Organisations (Organisation) across Queensland to conduct annual agricultural shows.

The 2022-25 Show Societies Grants Program (the Grant Program) is a non-competitive, allocation-based program with funding of \$2 million in grants allocated annually (2022-23, 2023-24 and 2024-25) to eligible recipients, totalling \$6 million by 2025.

## 2. The Grant Program

### 2.1 Program aim

The aim of the Grant Program is to provide financial support for 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 Organisations with financial support to:

- a. meet the operational costs (excluding salary or wage related costs) associated with the conduct of annual agricultural shows, and
- b. 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:

- a. 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](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)
- b. 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:

- a. be incorporated under the Corporations Act 2001 or the Associations Incorporation Act 1981
- b. provide evidence of appropriate insurance cover for their agricultural shows
- c. report gate attendance/takings each year and costs from their most recent annual agricultural show
- d. 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:

- a. agricultural show-related purchases (including show ribbons, trophies)
- b. operational costs (including advertising and promotion, equipment hire/lease, health and safety, telephone and internet charges, sundry expenses)
- c. entertainment
- d. utilities (including water, gas and electricity costs)
- e. upgrade and maintenance to existing showground facilities essential to the operation of the annual agricultural show (including repairs, pest control, cleaning and plumbing costs)
- f. insurance costs (including general, public liability and volunteers)
- g. 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:

- a. wages and salaries of staff engaged by the Organisation
- b. prize money
- c. donations
- d. payment of judges (including payment of airfares, food and accommodation costs)
- e. 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. General funding conditions for Approved Funding

## 3.1 Project Funding Agreement

The Department has introduced a new framework to deliver State government grants. The Project Funding Agreement (PFA) consists of two documents:

1. a Head Funding Agreement (HFA) to be signed once, which contains the main terms governing funding arrangements and will remain effective on an ongoing basis; and
2. a Project Funding Schedule, which sets out the specific funding conditions required under the SSGP. The schedule provides key details for an approved grant, including special conditions.

For your Organisation to receive future funding under the 2022-25 SSGP, it is a requirement that you transition to the new PFA.

Once executed, the Department and Organisation agree to be bound by the terms of the PFA which supersedes the previous Funding Deed of Agreement (FDOA) and acquittal requirements with respect to the Grant Program.

## 3.2 Funding Approval

On 30 November 2022, the Honourable Steven Miles MP, Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning, and Minister Assisting the Premier on Olympics Infrastructure

wrote to Organisations approving funding under the 2022-25 SSGP. This Formal Advice of Funding approval letter outlined the amount of funding each Organisation would receive under the Grant Program funding round in 2022-23 to 2024-25.

## 3.3 Approved Funding Payment

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

Payment schedule	Milestone
2022-23 SSGP First and Final Payment (100% of approved funding)	The 2022-23 allocation was paid under the Funding Deed of Agreement, which will be replaced with the Project Funding Schedule and the Head Funding Agreement.
2023-24 SSGP First and Final Payment (100% of approved funding)	The Department will make the first and final payment to the Organisation as soon as practicable after 1 July 2023 following: <ul style="list-style-type: none"> <li>a. Ministerial approval of the 2022-25 SSGP grant allocation for the 23/24 FY;</li> <li>b. The signed Head Funding Agreement; and</li> <li>c. A signed 2022-25 SSGP Project Funding Schedule.</li> </ul>
2024-25 First and Final Payment (100% of approved funding)	The Department will make the first and final payment to the Organisation as soon as practicable after 1 July 2024 following: <ul style="list-style-type: none"> <li>a. Ministerial approval of the 2022-25 SSGP grant allocation for the 24/25 FY;</li> <li>b. The signed Head Funding Agreement; and</li> <li>c. A signed 2022-25 SSGP Project Funding Schedule.</li> </ul>

**3.3.2** The Grant Program funding period is for the 2022–23, 2023-24 and 2024-25 financial years (1 July 2022 to 30 June 2025). Grant recipients must expend their annual grant allocation within the relevant financial year. Grant allocations cannot carry over to another financial year.

**3.3.3** Payments will be processed by electronic transfer. Payment is subject to the Organisations' bank account details being current on the Department's finance system.

**3.3.4** The Department must be notified when an Organisation changes their bank account or GST status details. It is a requirement for this request to in writing with supporting evidence such as a current bank statement or GST status matching the new details provided on Organisation letterhead.

**3.3.5** Where a show is cancelled for any reason, the Organisation must immediately notify the Department detailing the reasons for cancellation.

**3.3.6** Where an Organisation is unable to conduct its annual agricultural show due to the direct impact of the COVID-19 pandemic or severe weather events, the Organisation may use its grant against any incurred eligible costs. Any unspent funds that cannot be used for eligible purposes (including site maintenance) must be returned to the Department.

**3.3.7** 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 PFA are not met to the satisfaction of the Department.

## 3.4 Periodic Auditing

- 3.4.1 Following the execution of a Head Funding Agreement between the State of Queensland and Organisation the Department reserves the right to undertake periodic audits under Clause 12(b)(i)(ii)(iii)(iv). Should the Organisation be subject to an audit, the Department may request evidence of expenditure including, but not limited to, invoices, remittance advices and transaction listings detailing eligible expenditure totalling the grant allocation.

## 4. Communications

### 4.1 Acknowledgement requirements

- 4.1.1 The Organisation agrees to acknowledge the Department's funding contribution in accordance with the Department's Funding Acknowledgement Guidelines, provided on the Departments website at <https://www.statedevelopment.qld.gov.au/local-government/for-councils/grants/acknowledgement-requirements>
- 4.1.2 Examples of where you acknowledge State Government funding may include show day announcements, show flyers, social media, show society websites, through speeches and media releases.

Organisations may use the following example acknowledgement statement; "The [insert name] show is proudly supported by the Queensland Government through the Show Societies Grants Program".

NOTE: Organisations will need to insert the current state government logo next to this statement.

### 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 Strategic Communications team at [stratcomms@dsdilgp.qld.gov.au](mailto:stratcomms@dsdilgp.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. To ensure signage meets the funding acknowledgement guidelines requirements, it is recommended that endorsement of signage artwork is approved by the Department. Please contact the Strategic Communications team at [stratcomms@dsdilgp.qld.gov.au](mailto:stratcomms@dsdilgp.qld.gov.au) for more information.

## 5. Enquiries and Contact details

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

Please contact the **Grants Management and Commissions** team at [LGDgrants@dsdilgp.qld.gov.au](mailto:LGDgrants@dsdilgp.qld.gov.au)

The 2022–25 SSGP guidelines can be downloaded from the Department's website at <https://www.statedevelopment.qld.gov.au/local-government/for-councils/grants/current-programs/2022-25-show-societies-grants-program>



## 6. Glossary

<b>Department</b>	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 State Development, Infrastructure, Local Government and Planning.
<b>Minister</b>	means the Queensland Government Minister responsible for the Local Government portfolio.
<b>Organisation</b>	means the Eligible grant recipient in receipt of Approved Funding.
<b>SSGP</b>	Show Societies Grants Program.
<b>Grant Program</b>	2022-25 Show Societies Grants Program, being the subject of these Guidelines.
<b>Formal Advice of Funding Approval</b>	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.
<b>Funding Deed of Agreement</b>	provided the framework of standard terms and conditions under which the Department delivered the 2022-23 SSGP funding. The FDOA will be superseded once the Project Funding Agreement is executed between the Organisation and the Department.
<b>Project Completion and Acquittal Report</b>	means the 2021-22 SSGP Program Project Acquittal Report Form completed by submitting through the Departments online eGrant portal
<b>Head Funding Agreement</b>	means the agreement entered into between the State and the Recipient that sets out the terms and conditions under which the State will enter into project specific arrangements (by execution of a Project Funding Schedule to form a Project Funding Agreement) to provide funding for specific projects (Project Funding) to the Recipient.
<b>Project Funding Agreement</b>	means, for each Project, the agreement formed in accordance with clause 2.3 of the Head Funding Agreement.
<b>Project Funding Schedule</b>	means, for each Project Funding Agreement, the schedule prepared by the State and executed by the Parties in accordance with clause 2.3(a) of the Head Funding Agreement.



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