

GRANTS AND SPONSORSHIP POLICY 2023

1. PURPOSE

Council's Grants and Sponsorship Program aims to support projects that promote:

- connected, resilient and inclusive communities
- community engagement and participation
- healthy and active living
- cultural and creative activities
- a prosperous and innovative economy, and
- sustainable practices.

2. SCOPE

This Policy applies to outgoing grants, sponsorships and in-kind support provided by council.

This Policy does not apply to donations or fundraising activities undertaken by council staff and workforce consultative and improvement committees.

3. DEFINITIONS

The following definitions apply to this Policy and Procedure:

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| Acquittal | means a written report submitted after the funded project is complete, detailing how the grant or sponsorship recipient administered the funds and met the project outcomes in the funding agreement. |
| Auspice | means an incorporated organisation who receives, administers and acquits council's funding on behalf of the applicant. |
| Community or resident groups | means groups operating for community or other social purposes, including special interest groups. |
| Council | means the Clarence City Council. |
| ELT Officer | means an officer of council's Executive Leadership Team. |

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| Grants | means cash or in-kind support provided to applicants for a specified project or purpose as outlined in the funding agreement between the council and the recipient. |
| Incorporated association | registered under the Associations Incorporation Act 1964 . |
| In-kind support | means a contribution of a good or a service other than money, for example voluntary labour, donated goods or services. |
| Not for profit organisation | means an organisation operating exclusively for charitable, civil or other social purposes, including sporting clubs and school parent associations. |
| Policy | means this policy. |
| Registered charity organisation | means as determined by the Australian Charities and Not-for Profits Commission. |
| Sponsorship | means agreements between the council and organisations where the council receives benefits in return for the sponsorship. |

4. POLICY STATEMENT

Council recognises the significant role community groups, organisations, business and individuals play in realising our vision of “Clarence... a vibrant, prosperous, sustainable city”. The Grants and Sponsorship Program supports initiatives and projects, in partnership with our community, that strengthen and respond to objectives outlined in council’s key strategies.

The following principles apply to this policy:

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| <i>Collaborative</i> | <i>Develop mutually beneficial partnerships to achieve shared objectives and encourage engagement and participation.</i> |
| <i>Economic Capacity</i> | <i>Expenditure to contribute to increased economic capacity of the community to adapt and thrive.</i> |
| <i>Inclusive</i> | <i>Equity in access to and distribution of assets and resources.</i> |
| <i>Responsive</i> | <i>Grants and sponsorship programs are responsive to emerging needs and opportunities.</i> |
| <i>Strategic alignment</i> | <i>Expenditure to contribute towards achievement of objectives in council’s key strategies.</i> |

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| <i>Sustainability</i> | <i>Promote self-sufficiency and intergenerational equity through social and community capacity building.</i> |
| <i>Transparency</i> | <i>Transparent and accountable governance in the expenditure of public funds.</i> |

5. RELATIONSHIP TO COUNCIL STRATEGIC PLAN

The following Strategic Plan goals are relevant and apply to this Policy:

- *Governance - Formulate and maintain a suite of policies to provide a framework for the establishment and implementation of Council's plans, strategies, programs and services.*
- *Council's assets and resources - Make affordable, fair and equitable fees and charges by ensuring consistency in their application and reflecting the true cost of providing services to the community.*

6. RELATED DOCUMENTS

LEGISLATIVE (ACTS, REGULATIONS AND STANDARDS)

- *Local Government Act 1993*

COUNCIL POLICY, PLANS, PROCEDURES AND GUIDELINES

- Fees and Charges (Non-Rates) Policy 2020
- Banners Hire Policy 2023
- Clarence City Council Strategic Plan 2021-2031
- Active Living Strategy 2022-2032
- City Future Strategy 2022-2032
- Community Infrastructure Strategy 2021-2031
- Community Wellbeing Strategy 2021-2031
- Cultural Creative Strategy 2022-2032
- Digital Strategy 2022-2032
- Sustainability Strategy 2022-2032

7. REQUIREMENTS

ELIGIBILITY

Eligible organisations and individuals, as outlined at Attachment 1, may apply for a grant or sponsorship in accordance with requirements of this policy.

Ineligible applicants, activities and events listed below apply across all grant and sponsorship programs.

Ineligible applicants

- A government agency or department of Local, State or Federal levels of Government.
- Organisations with gaming machines.
- Political parties or organisations that have a core purpose of political lobbying, including the lobbying of councillors.
- Current council staff and councillors (this does not preclude committees or organisations that councillors or staff participate on).
- Previous recipients that have an outstanding acquittal.

Ineligible activities and events

- Activities and events that promote views and behaviours which are inconsistent with the adopted values and policy commitments of the council.
- Activities and events that are illegal or enable illegal activity.
- Activities and events that undermine competitive neutrality (that is the requirement that activities compete fairly in the market and on equal terms to other businesses).
- The core business of educational, religious and medical organisations.
- Projects/activities that are under the jurisdiction of the State or Federal Government.

APPLICATIONS

Applications must be made on the prescribed form, “Application for Grant or Sponsorship”. An applicant may only submit one application each funding round.

Applications for grants or sponsorship are open as specified in Attachment 1 and will be received as outlined in *Table 1*.

| <i>Table 1</i> | | |
|--|--------------|-------------|
| Annual Funding Programs | | |
| Applications open | 01 July | |
| Applications close | 30 September | |
| Advice of outcome by | 30 November | |
| Bi-annual Funding Programs | Round | |
| | Round 1 | Round 2 |
| Applications open | 01 July | 01 February |
| Applications close | 30 September | 31 March |
| Advice of outcome by | 30 November | 31 May |
| On Demand Programs | | |
| Applications under “On Demand” programs may be made at any time. | | |

ASSESSMENT CRITERIA

Applications will be assessed in accordance with the following criteria.

In determining an outcome, council will also consider the applicant’s previous history of successful access to a grant or sponsorship and adherence to relevant sponsorship agreement to provide equitable access within scope of available funds.

General Grant Program

- *Community Development and Wellbeing Grant*
 - *Cultural and Creative Grant*
 - *Natural Resource Management Grant*
 - *Community Development and Wellbeing Nominated Program – Access and Inclusion Grant*
 - *Community Development and Wellbeing Nominated Program – First Nations People Grant*
1. The applicant/s must be an eligible organisation.
 2. The activity must be undertaken within the Clarence municipality or be able to demonstrate that the activity will benefit residents of Clarence.
 3. The applicant/s must have appropriate insurance coverage and have relevant workplace health and safety and risk management policies.
 4. The activity must not lead to a conflict with council’s legislative obligations, including competitive neutrality, and must not expose council to any unreasonable financial, legal, reputational, or other risks.
 5. The activity must demonstrate alignment with council’s adopted key strategies.
 6. The activity to be undertaken must result in a community benefit (refer *Table 2* for examples), this may include administration or support functions that facilitate the community benefit outcome but does not include activities that are core to the organisations ongoing operations.

| Table 2 - Examples of derived community benefit | | |
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| General | | |
| Project will increase the skills, knowledge, and capacity of the community. Project provides the opportunity for communities to work together and encourage engagement and participation. | | |
| Community Stream | Arts Stream | Natural Areas Stream |
| Promote community safety and wellbeing. Facilitate physical, social and mental activity. Support resolution of local issues by drawing on local strengths and opportunities. | Facilitate cultural and creative activities within the community. Increase the opportunity for our community to engage with diverse cultural and creative activities. Employ local artists in projects that activate our community. | Achieve significant conservation outcomes. Create significant awareness of natural values and their management issues. Align with adopted Natural Area Management Plans. |

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| Access and Inclusion | First Nations | |
| Projects that have a broad and deep impact on directly improving the inclusion of people with disability in the Clarence community. | Activities that promote cultural maintenance and celebration. | |

7. Where proposed works are grant funded by another organisation/government, the applicant/s must demonstrate how the council grant assists to maximise the dollars spent and community benefit.
8. Demonstrated effort in seeking funding from other providers, to diversify funding sources across multiple organisation and levels of government where appropriate.
9. The applicant/s must have capacity to manage and achieve their project and to maintain outcomes.
10. The applicant/s must provide a detailed budget outlining:
 - a. funding arrangements for the project
 - b. which parts of the project council is funding
 - c. projected costs of the budget (reasonably itemised, including calculations for any voluntary/in-kind support to be provided)
 - d. contribution the applicant is making to the project (including in-kind support).
11. Requests over \$5,000 must also demonstrate a strategic long-term investment for the community.

Quick Response Grant Program

- *Community Development and Wellbeing Quick Response Grant (General)*
 - *Community Development and Wellbeing Quick Response Grant (Venue Support)*
 - *Community Development and Wellbeing Quick Response Grant (Youth Assistance)*
 - *Cultural and Creative Grant*
1. The applicant/s must be an eligible organisation or individual.
 2. Requests under youth assistance must include a letter of confirmation of selection.

Sponsorship Program

- *Community Development and Wellbeing Sponsorship Program (Economic Development)*
 - *Community Development and Wellbeing Sponsorship Program (Community Events)*
1. The applicant/s must be an eligible organisation.
 2. The applicant/s must be reputable, with a public image, products or services consistent with council's values and strategies.
 3. The activity to be undertaken must result in a community benefit at least commensurate with the value of the sponsorship, such as:
 - a. raise council's profile and brand awareness among target audiences
 - b. provide exposure or access to new strategic partners
 - c. create opportunities for council to add value by using its content, people, facilities, places or expertise
 - d. demonstrate economic benefit or impact for the city
 - e. provide an opportunity to Clarence residents that would otherwise not be available or possible.
 4. The activity must not lead to a conflict with council's legislative obligations, including competitive neutrality and must not expose council to any unreasonable financial, legal, reputational, or other risks.

Recurring Sponsorship Program

Applications for sponsorship across multiple years to secure funding for a particular event or activity are not covered under this policy and are a matter for council as a separate application

Funding for recurring sponsorship programs will form a separate line item on council's annual estimates. Requests for recurring sponsorship should be submitted prior to January each year for consideration in the next financial year budget.

Donations Program

1. The applicant/s must be an eligible organisation or individual.
2. The activity must demonstrate alignment with council's adopted key strategies.

APPROVAL

Approvals will be made in accordance with this policy and records evidencing assessment against evaluation criteria must be retained. *Table 3* outlines delegation authority limits for approval of grants and sponsorships in accordance with this policy.

| Table 3 – Delegation authority limits | | |
|---|--|---|
| Grant or Sponsorship Value (Excl Partnership Grants) | Recommending Authority | Approval Authority |
| On Demand – Up to \$750 | ELT Officer <i>or</i> Program Mgr <i>or</i> Council Advisory Committee | ELT Officer (cannot be the recommending officer) |
| On Demand – Up to \$3,000 | ELT Officer <i>or</i> Council Advisory Committee | Chief Executive Officer |
| On Demand – Government Authorities and GBEs – No Limit | | Chief Executive Officer |
| Specific Sponsorships approved as part of the annual estimates process (for example strategic cultural event sponsorships) Council approval of these "Specific Sponsorships" will be deemed to include authority to enter into a Sponsorship Funding Agreement. | | Council Decision |
| All Other | ELT Officer Council Advisory Committee | Council Decision |

BUDGET ALLOCATION

As part of council's annual Budget Estimates process, council will identify a cap for grants and sponsorship expenditure. This cap must not be exceeded without a majority decision of council.

The annual budget will be split into funding streams to provide equitable access and distribution of funding allocation.

Unexpended funding stream allocation may be transferred to another stream if not exhausted at the end of the funding round, where there are insufficient funds to meet funding costs of other stream approvals. To be clear, stream funding can only be transferred if excess to demand.

Funding streams

- Community Development and Wellbeing
- Cultural and Creative
- Natural Resource Management

FUNDING AGREEMENT

Successful applicants will be required to enter into a funding agreement with council prior to the release of cash funding, and before the project, activity or event commences. At the completion of the project, activity or event applicants are required to report and acquit as per the funding agreement.

Funding agreements must specify any conditions or specific requirements of the activity or project, the payment schedule, the terms on which payment is made, the responsibilities of all parties, and the reporting and acquittal requirements.

Recipients of Venue Support Grants, Individual Assistance Grants, Quick Response Grants and Donations are not required to enter into a funding agreement or provide an acquittal report.

Acquittal Report

The successful recipient must acquit the use of council's contributions on the standard Acquittal Report.

The acquittal report must include, as a minimum:

- how the project achieved (fully, partly or not at all) the objectives of the funding agreement
- photos of completed project works
- a financial statement detailing how the funds were spent.

FUNDING LIMIT

Maximum funding limit per application are outlined at Attachment 1.

8. REPORTING

Council will be notified of all grant and sponsorship decisions pertaining to the programs outlined in this Policy through the Quarterly and Annual Reports.

9. IMPLEMENTATION AND COMMUNICATION

The Chief Financial Officer is responsible for the implementation of this Policy. This Policy will be communicated via:

- council’s website, and
- council’s social media and local advertising.

10. ADMINISTRATIVE ARRANGEMENTS

TABLE OF AMENDMENTS

| No. | Date | Brief Details |
|-----|------|---------------|
| 1 | | |

APPROVAL

| | |
|-----------------------|-------------------------|
| COUNCIL APPROVAL DATE | 19 June 2023 |
| REVIEW | Every 5 years |
| RESPONSIBLE POSITION | Chief Financial Officer |
| ECM REFERENCE | ECM_4987841 |

| GENERAL GRANTS Program | | | | | |
|--|---|--|--|---|--|
| Stream | Description | Funding | Type of Support | Limit | Eligible Applicants |
| Community Development and Wellbeing <i>(formerly Community Support Grant)</i> | Support for programs and activities that address a specific need or provide a benefit to the community (excluding venue, meeting space and reserve hire) | Annual or Bi-Annual <i>As may be determined from time to time to be responsive to our community</i> | Monetary In-kind Reduction or waiver of fees | <i>Level 1</i> Up to \$5,000 <i>Level 2</i> Up to \$10,000 | Community or resident groups Incorporated associations Not-for-profit organisations Registered charity organisations Auspiced organisations Self-employed artists |
| Cultural and Creative <i>(formerly Community Support Grant)</i> | Support for programs and activities that activate cultural and creative pursuits in the community. | | | | |
| Natural Resource Management <i>(formerly Land and Coastcare Grant)</i> | Supporting local communities to sustainably manage and enhance the natural and built environments. | | | | |
| Community Development and Wellbeing Nominated Program ○ <i>Access and Inclusion</i> | Support for projects that have a broad and deep impact on directly improving the inclusion of people with disability in the Clarence community by working together in ways that align with council's Access and Inclusion plan. | Annual or Bi-Annual <i>As may be determined from time to time to be responsive to our community</i> | Monetary | Up to \$5,000 | Community or resident groups Incorporated associations Not-for-profit organisations Registered charity organisations |
| Community Development and Wellbeing Nominated Program ○ <i>First Nations People</i> | Assist delivery of programs and activities that support outcomes outlined in Council's Reconciliation Action Plan. | Annual or Bi-Annual <i>As may be determined from time to time to be responsive to our community</i> | Monetary | Up to \$5,000 | Community or resident groups Incorporated associations Not-for-profit organisations Registered charity organisations |

| QUICK RESPONSE GRANTS Programs | | | | | |
|--|---|-----------|--|-----------|---|
| Stream | Description | Funding | Type of Support | Limit | Eligible Applicants |
| Community Development and Wellbeing | Support for projects to strengthen neighbourhoods, build community resilience and wellbeing education. | On Demand | Monetary In-kind Reduction or waiver of fees | \$500 | Community or resident groups Incorporated associations Not-for-profit organisations Registered charity organisations |
| Cultural and Creative | Support for projects that activate cultural and creative pursuits in the community and leverage economic benefits. | | Reduction or waiver of fees | \$300 | Community or resident groups Incorporated associations Not-for-profit organisations Registered charity organisations |
| Community Development and Wellbeing ○ <i>Venue Support</i> | Support access to council-owned and operated venue, meeting space and reserve hire for one-off events and activities that provide a benefit to the community. | | Reduction or waiver of fees | \$300 | Community or resident groups Incorporated associations Not-for-profit organisations Registered charity organisations |
| Community Development and Wellbeing ○ <i>Youth Assistance</i> | Support access for young people to participate, compete or officiate at a community, state, national or international level, including: <ul style="list-style-type: none"> ▪ sport ▪ youth exchange | | Monetary | \$250 | City of Clarence resident Aged 21 and under |
| Infrastructure Construction and Maintenance | Support construction or maintenance of trunk infrastructure to the community. | On Demand | Reduction or waiver of fees | Unlimited | Government Authority Government Business Enterprise |

| SPONSORSHIP Programs | | | | | |
|--|--|-----------|--|----------------|---|
| Stream | Description | Funding | Type of Support | Limit | Eligible Applicants |
| Community Development and Wellbeing ○ <i>Economic Development</i> | Support initiatives, programs, and activations that deliver an economic and visitation benefit to the City. | Annual | Monetary In-kind Reduction or waiver of fees | Up to \$10,000 | Community or resident groups Incorporated associations Not-for-profit organisations Registered charity organisations |
| Community Development and Wellbeing ○ <i>Community Events</i> | Support activities, initiatives and events that deliver a community benefit to the City. | Annual | Monetary In-kind Reduction or waiver of fees | Up to \$10,000 | Community or resident groups Incorporated associations Not-for-profit organisations Registered charity organisations |
| DONATIONS | | | | | |
| Stream | Description | Funding | Type of Support | Limit | Eligible Applicants |
| Community Development and Wellbeing ○ <i>Donations</i> | Assist local groups and individuals in the City to provide emergency relief in relation to an emergency event. Provide disaster relief donations in relation to “Declared” disaster events. | On Demand | Monetary | \$750 | Community or resident groups Incorporated associations Not-for-profit organisations Registered charity organisations |