

COMMUNITY GRANTS & SPONSORSHIP POLICY

Policy Type:	Council Policy
Responsible Department:	Community Connections
Responsible Officer:	Manager Community Connections
Related Policies and Procedures	N/A
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1. POLICY STATEMENT

This policy provides a framework for assessing applications for financial assistance from individuals, community groups and organisations in order to provide local community benefit via established community funding programs.

The Policy provides an overarching guide to decision making in relation to the following grants programs:

- Community Grants;
- Community Impact Grants;
- Community Event Sponsorship;
- Small Sponsorships Program and;
- Youth Sponsorship Program.

Grant programs may change title or funding limit over time with Council endorsement. Rather than be exhaustive, this policy provides a foundation for decision making across existing and future grant programs.

2. COMMUNITY GOAL

Community Living

1.5 Our City is connected and accessible

Civic Leadership

4.1 We have strong leadership and governance

3. POLICY OBJECTIVES

Each grant program has guidelines in place in relation to what applications are eligible for funding. However as principal themes, funding via grants programs should encourage active citizenship and community capacity building and provide support to respond to local needs.

Grant programs provide merit based financial assistance for individuals, community groups and organisations in line with the respective program guidelines. The intention of these includes:

- Create meaningful opportunities for social interaction and community connection;
- Foster partnerships and enhance social inclusion;
- Actively promote cultural diversity and understanding, including the expression of community identity;
- Minimise environmental footprint and increase community awareness of environmental issues;
- Encourage increased physical activity and to promote wellbeing and healthy living;
- Activate public spaces and increase vibrancy through community festivals and events;
- Build capacity to reduce financial or other dependence on Council;
- Skill development that improves learning and community wellbeing; and/or
- Offering opportunities for intergenerational skill sharing or celebration.

4. PRINCIPLES

This policy is based on the City of Unley's recognition that individuals, community groups and organisations should be supported to participate in all aspects of community life. The City of Unley is committed to support local initiatives that provide opportunities for the community to access and participate in a wide range of recreation, cultural, community and environmental activities and projects. Consideration is made based on merit and budget provisions.

This policy is based on the following principles of good governance:

- Timely, open and transparent decision making;
- Accessibility; and
- An equitable framework for assessing requests for financial assistance.

5. POLICY

Individuals, community groups and organisations will be considered for activities and projects that demonstrate they are of benefit to the Unley community.

All funding provided via a grant or sponsorship program is assessed according to the respective guidelines. Final endorsement is provided by Council, except where endorsement is undertaken under delegation. Programs endorsed under delegation are the Small Sponsorships Program and Youth Sponsorship Program. These

programs do not have set funding rounds, rather operate on an ad-hoc application process throughout the year.

Applications will be assessed against the pre-determined criteria and the capacity of the applicants to deliver stated program objectives.

Funding rounds are promoted by using broad-based, open processes that are not limited solely to invited sponsors.

It is acknowledged that some community programs and activities require regular or ongoing funding support. However, to enable a diverse range of programs to be supported and to reduce the dependency on annual Council funding, the financial sustainability of activities will be considered during the grant assessment process. Applicants who have received funding support through two consecutive funding rounds for the same project are encouraged to investigate alternate funding sources or to diversify their request.

Any funding agreement will be documented, and expectations of the partnership agreed upon prior to funding being provided.

Funding (cash or in-kind) will only be provided for the activities described in the application, and must be in line with the funding guidelines of the respective program.

Recipients are required to provide background information prior to receiving funding which may include but is not limited to Public Liability Insurance, Financial Statements (audited where applicable), quotes for services, letters of support and other information to clarify the nature of the group or activity.

Fees for event related items such as road closures, hire of public spaces, waste management, etc. are set annually in conjunction with the Council's Annual Budget. Council implements an equitable pricing framework that supports access to Council facilities and resources.

Council's support via a grant program does not transfer responsibility to Council of actions taken or outcomes achieved by the applicant during the course of the funded activity.

Council must be acknowledged as appropriate on all advertising and promotion mediums in relation to the funded activity as per the respective program guidelines. Information on Council's style guide is available on Council's website.

Recipients are required to submit an acquittal, showing evidence of full expenditure of funds, for all programs. Timeframes for receipt of acquittals is specified in the respective guidelines for each program. Acquittals may also provide evidence of the impact of their activity according to the agreement in place. In the case that acquittals are not provided by recipients, they will be deemed ineligible to apply for and receive future funding until the acquittal is submitted.

Recipients must expend funds provided on the activity stated in their application unless otherwise negotiated with Council. If the funded activity does not proceed within the financial year it was allocated, Council can, without prior negotiation, reallocate funding. If funds are expended on activities that are not in line with those stated on the application (or alternate activities as negotiated with Council), Council reserves the right to request that part or all of the funds be returned.

A condition of all funding agreements is that unspent funds must be returned to Council. Organisations who have an outstanding financial acquittal will not be assessed until satisfactory documentation is provided.

Successful applicants are not excluded from applying for funding via other grants and sponsorship programs of Council, provided the application is for a different activity/event and meet the criteria required as per the respective program guidelines.

6. DEFINITIONS

Acquittal	a written evaluation and report on the outcomes and expenditure of grant funding provided by Council.
Agreement	a written contract describing expectations of both parties and key deliverables of the funded project.
Applicant	the person or organisation applying for funding support from Council.
Application	the request for funding made using the appropriate Council application form.
Council	City of Unley
Funding	refers to cash and/or in-kind support provided by Council to the applicant.
Grant	a payment made for a specific purpose.
In-kind	the provision of Council services such as waste management, traffic services, road closures, waiving of facility hire fees, power access, bollards, bunting and line marking. These are costs incurred by various departments of Council as part of supporting the delivery of events and activities and may form part of the support offered.
Organisation	an organised group of people with a particular purpose, including a business or not for profit group.
Small sponsorship	a payment not exceeding \$500 in total value.
Sponsorship	an arrangement in which Council provides a contribution as money and/or in-kind to support an activity for a certain specified benefit.
Youth	young people aged 12-25 years inclusive.

7. LEGISLATION/REFERENCES

- *Local Government Act 1999;*
- *Community Grant Guidelines and Application Form;*
- *Community Impact Grant Guidelines and Application Form;*
- *Community Event Sponsorship Guidelines and Application Form;*

- Small Sponsorships Program Guidelines and Application Form;
- Youth Sponsorship Program Guidelines and Application Form.

8. POLICY DELEGATIONS

All funding provided via a grant or sponsorship program is assessed according to the respective guidelines. Final endorsement is provided by Council, except where endorsement is undertaken under delegation.

Programs endorsed under delegation are the Small Sponsorships Program and Youth Sponsorship Program. These programs do not have set funding rounds, rather operate on an ad-hoc application process throughout the year.

The Cultural Development Coordinator is delegated authority to approve funding for successful applications to the Small Sponsorships Program.

The Youth Development Officer is delegated authority to approve funding for successful applications to the Youth Sponsorship Program.

Applications to these two Programs will be approved for sponsorship amounts according to the Program Guidelines and for those applicants that meet the requirements of the Program Guidelines.

9. AVAILABILITY

The policy is available for public inspection during normal office hours from;

Unley Civic Centre
181 Unley Road
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au

10. DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
28 September 2015	C255/15: V1	
23 October 2017	C966/17: V2	
22 July 2019	C0065/19: V3	
22 March 2021	C0477/21: V4	General Review/Update