

COMMUNITY GRANTS AND EVENT SPONSORSHIP POLICY [DRAFT]

1.0 PURPOSE

The Community Grants and Event Sponsorship Policy establishes the governing framework for the provision of financial assistance by Canterbury-Bankstown Council (Council) to eligible applicants.

This Policy ensures Council's administration of financial assistance is conducted in a consistent, equitable, transparent and financially sustainable manner to provide maximum public benefit in enhancing community wellbeing in the Canterbury-Bankstown Local Government Area (LGA).

2.0 SCOPE

This Policy applies to all financial assistance requests received by Council including financial and in-kind support, donations, grants, subsidies, fee waivers and other requests for assistance that come before Council.

This Policy does not apply to the ClubGRANTS program.

3.0 POLICY STATEMENT

In accordance with exercising its function under the *Local Government Act 1993*, Council provides financial assistance to community groups, not-for-profit organisations and other eligible applicants to support the provision of programs and services that:

- responds to an identified community need or generates benefit to the community.
- contributes to the building of stronger communities by increasing capacity, harmony and social cohesion.
- are in accordance with Council's strategic objectives.

Council will only provide funding under this Policy if it is satisfied the funding will be used for a purpose that is in the best interest of the community of Canterbury-Bankstown.

Financial assistance granted by Council under this Policy is not intended to subsidise the day to day operations or functions of eligible community groups and non-profit organisations, and is not to be treated as a source of recurrent funding.

3.1 Principles

The following principles underpin the provision of financial assistance by Council:

3.1.1 Community Benefit

Council is committed to making its decisions in the best interest of the public, and under this Policy seeks to distribute funding to meet the needs of the community and maximise outcomes for the LGA.

3.1.2 Fair and Equitable

Council will ensure that applications are assessed and funding is distributed in a fair and equitable manner. Access to funding under this Policy is open to a diverse range of service providers and the projects funded are inclusive of the needs of diverse groups and people within the community.

3.1.3 Transparent

Council will ensure that processes are transparent and conducted in an environment of integrity and honesty. To assist in demonstrating transparency, all processes for the receipt, assessment, and outcomes will be documented to ensure accountability. Furthermore, the outcomes and details of all successful grant applications will be published by Council.

3.1.4 Management of Conflict of Interest

All potential, perceived and actual conflicts of interest will be declared during the assessment process and should be reported to Council, pursuant to Council's Code of Conduct Framework.

3.1.5 Hardship Assistance

Council encourages applications from community members who may be suffering from hardship to apply for community grants under this Policy. In doing so, applicants must demonstrate a need for financial assistance and include a recent financial statement, with a current audited balance sheet, in their application.

3.1.6 Targeted needs based assessment criteria

All applications will be assessed objectively against the assessment criteria listed in the associated guidelines and Grant Priority Outcomes. Priorities will be based on an examination of:

- evaluation of previous years grants program effectiveness
- Council's corporate objectives and strategies, and current service provision
- emerging trends and issues in the community and not-for-profit sector
- key public policy agendas
- gaps in existing service provision within the community.

3.2 Community Grants and Events Sponsorship Program

This Policy establishes the Community Grants and Events Sponsorship Program (Program) as Council's primary means of providing financial assistance to local community groups, not-for-profit organisations and eligible applicants that contribute to community wellbeing in the Canterbury-Bankstown Local Government Area (LGA).

The program will be conducted on an annual basis with the total amount available under the Program determined through Council's annual budget and Operational Plan. Requests received outside the annual funding round will be directed to future funding rounds.

All requests for fee waivers and event sponsorship must be submitted through the program. Council may resolve to make a continuing contribution or subsidy towards a program or event due to the nature and benefit to Council and the community, the history of Council support, and the desire by Council to continue such support. Any subsidy continuation will be reviewed annually to coincide with the Community Grants and Events Sponsorship Program.

3.2.1 Funding Categories

The Program is comprised of five grant categories:

- Community Grants
- Arts and Cultural Grants
- Sport and Recreation Grants
- Youth Grants
- Event Sponsorship Grants

Each category within the Program has specific guiding documentation defining eligibility, assessment and acquittal criteria under which Council funding will be provided. Applicants must demonstrate they meet eligibility criteria and address Council's Grants Priority Outcomes in their application. Additional program information is available on Council's website, and all applications must be made online.

3.2.2 General Eligibility

Applicants must be an incorporated, non-profit, non-government based organisation or contributing to a registered charity. Applicants that are not incorporated must be auspiced by an organisation that has current Public Liability Insurance that will cover the proposed project.

Where an organisation is submitting a grant application for an event contributing to a registered charity, while Council may determine the event is worthy of support, Council will expend the funds directly to the nominated registered charity. Applications will not be considered from individuals.

3.2.3 Assessment

Applications will be impartially evaluated by an assessment panel on merit against the eligibility and selection criteria in accordance with the objectives of this Policy, and availability of Council funds. An Independent Probity Advisor will be included on the assessment panel.

Council will decline funding of future applications where it is not satisfied that the acquittal conditions have been met.

3.2.4 Exclusions

Council reserves the right to exclude financial assistance under this Policy for:

- activities or projects that duplicate Council responsibilities, however activities complementing Council responsibilities will be considered
- commercial or political activities
- private functions
- groups or individuals whose activities, objectives or missions conflict with Council's policies or strategic objectives
- retrospective funding
- capital expenditure or building and building maintenance costs
- operational and administrative expenses
- meeting shortfalls in operational funding.

Additionally, certain organisations are ineligible for financial assistance under this Policy and include:

- government organisations
- educational organisations and school-based parent committees
- political parties.

3.2.5 Out of Round Requests

In cases of urgency and/or due to the timing of events, Council recognises it may receive requests for funding outside the annual Community Grants and Event Sponsorship Program. These requests should be made in writing to the General Manager detailing the project and level of assistance required.

In exceptional circumstances and where out of round requests are aligned with the principles of this Policy and Council's adopted priorities, the General Manager may refer these requests for a mid-year review and determination.

The normal provisions of this Policy will apply and the submission of a formal grant application will be required prior to its assessment in accordance with clause 3.2.3 of this Policy.

Programs/projects that have already been funded through the Community Grants and Event Sponsorship Program are ineligible for consideration in the same financial year. Additionally, following Council's consideration of out of round requests, applicants will be advised that any future funding requests must be made through the annual Community Grants and Event Sponsorship Program.

In order to address out of round requests, Council will provide an allocation from within the Program budget, capped at \$20,000.

3.3 Donations to Appeals for Emergency Relief

Council retains the right to make a donation on behalf of Canterbury-Bankstown residents to aid humanitarian efforts following a national or international disaster, whether natural or man-made. Donations to appeals for emergency relief and charitable fundraisers made under this Policy will be considered in a report to Council prior to their allocation. A relevant budget will be established as part of Council's annual budgeting process.

3.4 Remembrance Services – Exemption of Fees and Charges

Subject to the approval of the General Manager, special exemptions for the payment of fees and charges will be applied to applications by local RSL Clubs conducting Remembrance Services in the Canterbury-Bankstown LGA.

3.5 Attempts to influence Council decisions

Council is committed to high ethical standards of behaviour and that same standard is expected of all individuals and organisations that interact with Council. Any attempt to influence the decision of Councillors or staff by applicants may constitute a breach of this Policy and subsequently render an application invalid.

4.0 RELATED RESOURCES

4.1 Legislation

- *Local Government Act 1993*
- *Charitable Fundraising Act 1991*

4.2 Associated Documents

- Code of Conduct
- Community Grants and Events Sponsorship Program Guidelines

4.3 Definitions

Assessment panel	A selected group of people who convene to discuss and make recommendations.
Benefit	An action or initiative that provides help or assistance to improve and promote wellbeing in the community.
Donation	Provision of a one-off monetary contribution to an individual, community organisation or cause.
Financial assistance	Grants, donations, subsidies, in-kind support or other allocation of Council's funds in accordance with section 356 of the <i>Local Government Act 1993</i> .
For profit (organisation)	An organisation who uses profits generated for any purpose other than to carry out its purposes, including distribution of profit to owners, members or other private people.

Grant	Financial contribution given to a community organisation to develop a program or project or assist in the provision of a service or activity. A grant is given with conditions about its administration including proof of acquittal of funds.
In-kind support	The provision of assistance in lieu of providing a monetary contribution. The monetary value of in-kind contributions are calculated based on the actual costs of the products and services.
Not-for-profit (organisation)	An organisation who does not operate for the profit or gain of its individual members. If profit is gained (either direct or indirect) it is used to carry out its purposes.
Sponsorship	A contribution in cash or in-kind, or a combinations of both which Council elects to make to an individual or organisation for the purpose of staging an event or activity which provides a significant community or economic benefit, or contributes to Council's broader community objectives.
Subsidy	A financial contribution provided to offset the operating costs of a community organisation over time.
Wellbeing	A state of being comfortable, healthy and happy.

5.0 POLICY OWNER

Manager Libraries and Community.

6.0 AUTHORISATION

Adopted by Canterbury-Bankstown Council on [INSERT DATE].