

# GRANTS, DONATIONS AND SPONSORSHIP POLICY

## POLICY ADMINISTRATION

<b>Dates</b>	Policy approved 15/12/2020 (Version 3) This policy is effective upon its approval. Policy is due for review April 2023
<b>Approved by</b>	Executive Team Meeting 15/12/2020 (Version 3) in accordance with Council Resolution CCL016-20 20/04/2020
<b>Exhibition Period</b>	N/A
<b>Policy Owner</b>	Manager Community and Cultural Development
<b>Related Documents</b>	Grants Programs Guidelines Councillor Ward Discretionary Fund Policy Mayor and Councillors Expenses and Facilities Policy Events Strategy 2018 - 2020 Community Lease Policy Code of Conduct Heritage Building Grants Guideline
<b>Appendices</b>	Appendix 1 - Community Run Events – Funding Determination Model Appendix 2 – Venue Hire Grants – Funding Determination Model
<b>References &amp; Legislation</b>	Local Government Act 1993, s356 and s377
<b>Document Identifier</b>	Policy #: Pol-050.03 Doc #: D18/43958
<b>Breaches of Policy</b>	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
<b>Record Keeping</b>	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

## PURPOSE

The Grants, Donations and Sponsorship Policy guides the application process, allocation and evaluation of funding to address community needs under Section 356 of the Local Government Act 1993.

Georges River Council's Grants, Donations and Sponsorship programs support initiatives and projects that build the social, cultural, environmental and economic life of the area. Through these programs, Council partners with the community and businesses to further the actions, strategic directions and vision of Council's Community Strategic Plan.

Council recognises and respects the vital contribution of community and business in developing and delivering projects that contribute to a vibrant and sustainable community. Through these programs, Council provides financial and in-kind support for a diverse range of projects.

This policy provides an overarching framework to manage grants, donations and sponsorship requests. It sets the parameters of support and highlights expected outcomes for each funding program. Details on program eligibility, assessment criteria and key dates can be found in the Grants, Donations and Sponsorship Program Guidelines.

The associated programs are based on the following Policy Principles:

- **Priority** – funding is allocated to priority areas to meet identified community needs. Priorities are identified through community consultation and Council's Community Strategic Planning.
- **Impact** – funding is provided to programs and events that demonstrate the greatest ability to positively impact identified needs and value for money. Council actively encourages partnerships with a variety of community organisations to deliver on its objectives.
- **Community wellbeing** – funding is provided to programs and events that will improve the general wellbeing of the local community as a whole.
- **Equity and inclusion** – funding will be accessible to a diverse range of groups and people and will not support initiatives that discriminate or disadvantage groups within the community. Council acknowledges the range of capacity in community organisations to apply for funding and all applications will be considered on their individual merits. Applications are encouraged from people of all abilities, ethnicity, cultures, ages and sexual orientations.
- **Responsiveness** – funding programs are responsive and may adapt to changing community needs and funding opportunities in changing circumstances over time.
- **Accountability** – Use and acquittal of funds should demonstrate measurable outcomes and accountability in the purpose, use, aims and objectives of the original application or request.

- **Governance** – Staff and Councillors administering this Policy are bound to act ethically, fairly and with transparency, abide by Council’s Code of Conduct, policies and Corporate Mission and Values, and follow the application procedure. Application forms and acquittal requirements will be proportionate to the size of the funds awarded and the expected outcomes of the relevant program. Grant recipients are accountable for ensuring that acquittals accurately reflect approved expenditure. Council will ensure there are systems and opportunities for feedback on grants, donations and sponsorships processes.
- **Eligibility and Procedure** – Applicants must meet the defined eligibility criteria and follow the application procedure.

Council seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives linked to the organisation’s strategic goals.

This policy applies to all outgoing grants, sponsorships, donations and value-in-kind provisions to enhance social, cultural, economic and environmental outcomes.

Council may, by resolution of Council, approve grants, donations and sponsorship outside this policy as it sees fit, in accordance with relevant legislation. The policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events in accordance with the relevant legislation

## SCOPE

This Policy provides a framework for distribution of funds under *The Local Government Act 1993*, s356.

*The Local Government Act 1993*, s356, states:

- (1) *A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) *A proposed recipient who acts for private gain is not ineligible to be granted financial assistance, but must not receive any benefit under this section until at least 28 days’ public notice of the council’s proposal to pass the necessary resolution has been given.*
- (3) *However, public notice is not required if:*
  - (a) *the financial assistance is part of a specific program, and*
  - (b) *the program’s details have been included in the council’s draft management plan for the year in which the financial assistance is proposed to be given, and*
  - (c) *the program’s proposed budget for that year does not exceed 5 percent of the council’s proposed income from the ordinary rates levied for that year, and*
  - (d) *the program applies uniformly to all persons within the council’s area or to a significant group of persons within the area.*

- (4) *Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

S377 of the Act states:

- (1) *A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:*

- (g) *A decision under section 356 to contribute money or otherwise grant financial assistance to persons.*

- (1A) *Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:*

- (a) *the financial assistance is part of a specified program, and*  
(b) *the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*  
(c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*  
(d) *the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*

This Policy applies to any individual, organisation or community group applying for funding from Georges River Council.

It does not apply to the following programs or activities:

- Club Grants, which is administered by Council on behalf of Clubs NSW;
- Councillor Ward Discretionary Fund, which is managed by the Councillor Ward Discretionary Fund Policy;
- Donations to the Hurstville Museum & Gallery Collection, which are managed by the Hurstville Museum & Gallery Collection Management Policy;
- Donations to Georges River libraries, which are managed by the Library Collection Development Policy.

## DEFINITION OF TERMS

Term	Meaning
<i>Grant</i>	Funds (financial or in-kind) given to a recipient for a specified project or purpose as outlined in the funding guidelines, which result in community benefit.

<i>In-kind support / funding</i>	An arrangement whereby the Council foregoes revenue (either in full, or a percentage) on things that would normally incur a fee or charge. This may include park hire, venue hire, garbage bins and Council services.
<i>Community</i>	A term which encompasses both the entire body of constituents in the Council local government area, and also refers to individual groups (whether they be social, cultural, sporting or other) within the local government area.
<i>Not for profit</i>	An organisation which provides services to the community and does not operate to make a profit.
<i>Sponsorship</i>	Any commercial arrangement in which a Sponsor provides a financial or in-kind contribution to an organisation or business to support an activity in return for certain specified benefits. Examples of benefits include promotion, marketing, speaking opportunities and/or tickets. Sponsorship is not philanthropic and does not include selling of advertising space, joint ventures and unconditional gifts, donations, bequests or endowments.
<i>Outgoing Sponsorship</i>	Any Sponsorship from Council made to an organisation or business.
<i>Incoming Sponsorship</i>	Any Sponsorship made from an organisation or business to Council.
<i>Donation</i>	The provision of financial, in-kind or material contribution to an individual or organisation, with no expectation of any activity or benefit in return. It assumes a philanthropic motivation, and is voluntarily and freely given. Political Donations will not be accepted by Council.
<i>Outgoing Donation</i>	A Donation by Council to an individual or organisation.
<i>Incoming Donation</i>	A Donation from an individual or organisation to Council.
<i>Conflict of Interest</i>	As per Council's Code of Conduct.  A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.  Non-pecuniary interests are private or personal interests the Council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.
<i>Gift</i>	An item of value, for example a gift voucher, entertainment, hospitality, travel, commodity, property etc., which one person or organisation presents to another.

<i>Acquittal</i>	<p>An acquittal is a written report submitted after the funded program or event is complete. It details how the grantee administered the grant funds and met the project outcomes in the funding agreement.</p> <p>An acquittal report includes promotional material, including media reports, evidences of project activities and outcomes, data that may include employment numbers, attendances and audience/stakeholder satisfaction metrics and a detailed financial report that includes project income and expenditure.</p> <p>Project update reports may also include a summary of the above information at intervals throughout the life of the grant.</p>
<i>Auspice</i>	<p>An entity that applies on behalf of an organisation, group or individual without an ABN / Public Liability Insurance / incorporation. The group or individual may be responsible for delivering the project but the auspice is responsible for entering into the funding agreement, obtaining Public Liability Insurance, receiving and acquitting the funding. The group will need to provide a support letter confirming their support for the applicant applying for funding for their project.</p>
<i>Festival or event</i>	<p>A public occasion for celebration and/or gathering in the community to commemorate a special occasion, local anniversary or an organised series of special events and performances, usually with a common theme and for set period of time.</p> <p>The celebration should be relevant to the Georges River area and have a cultural, historical, economic, environmental and social context.</p>
<i>Recipient</i>	<p>A party who has successfully applied for a grant, donation or sponsorship. Also known as the grantee.</p>

## POLICY STATEMENT

### 1. General Principles

- 1.1. Council will provide or accept Grants, Donations or Sponsorship only when the benefit to the community can be clearly defined.
- 1.2. Council will provide or accept Grants, Donations or Sponsorship to organisations whose values, identity and policies align with Council's strategic direction and image and comply with Council's policies and legislative requirements.
- 1.3. Council will not provide or accept Grants, Donations or Sponsorship to an organisation if the arrangement could compromise, or be seen to compromise, Council's ability to exercise its regulatory and planning functions.
- 1.4. A Grants, Donations or Sponsorship agreement must not impose or imply conditions that could limit, or appear to limit, Council's ability to carry out its functions fully, impartially or ethically.

- 1.5. Eligible applicants must abide by the principles within this policy and any published guidelines for individual funding programs.
- 1.6. Council may seek independent advice in regards to any Grants, Donations or Sponsorship arrangement to ensure the potential recipient's values, identity and policies support Council's strategic direction and image.
- 1.7. Council is not obliged to accept a Sponsorship or Donation from any organisation.
- 1.8. Council reserves the right to decline a Sponsorship or Donation agreement where the potential Sponsor or Donor, their activities or their proposals are in conflict with Council's core values or could have a negative impact on the community.
- 1.9. The General Manager is delegated to approve or decline incoming Sponsorship agreements in accordance with this Policy.
- 1.10. Council, under the General Manager's delegation, reserves the right to terminate an Incoming Sponsorship agreement, effective immediately if:
  - a) in the Council's absolute opinion, the Council's image, reputation or brand name has been, or could be, adversely affected by continuing the Sponsorship;
  - b) The Sponsor breaches its obligation under the sponsorship agreement.
- 1.11. Donors must provide evidence of the philanthropic motivation for their Donations.
- 1.12. Sponsorships and Donations will not be sought from, accepted from or provided to political parties.
- 1.13. Potential Sponsorship or Donation arrangements will be risk-assessed for the possibility of a real or perceived Conflict of Interest. Council has the discretion to decline offers of Sponsorship or Donation where the Sponsor or Donor's involvement (including parent companies or subsidiaries) could compromise, or be seen to compromise, Council's role and public image.
- 1.14. Potential Sponsors of Council's programs, events and activities will be assessed against their suitability, risks and appropriateness in relation to the Sponsored event or activity.
- 1.15. Incoming Sponsorships must be allocated to a particular event or activity to enable the event or activity to be undertaken or carried out, or to be enhanced or expanded. Donations may also be so allocated, in Council's absolute discretion, having regard to the Donor's wishes in respect of the intended purpose of the Donation.
- 1.16. Incoming in-kind sponsorship offers must be of direct benefit to the resourcing or promotion of an event.



- 1.17. Incoming sponsorships or donations under this Policy are not a development contribution under the Environmental Planning & Assessment Act 1979 (the EPA Act). Sponsorships or donations under this Policy does not reduce any obligation to make development contributions required pursuant to a condition of development consent imposed under the Act or a planning agreement within the meaning of the Act. Sponsorship or donations made under this Policy are not be taken into consideration in determining any contribution under the Act, or in determining whether to grant development consent to any development application, or to progress any proposal to amend any planning instruments.
- 1.18. Donations of public infrastructure will be assessed against Council's Strategic Plan and accepted if deemed to be of community benefit.
- 1.19. Council will advertise and promote incoming Sponsorship opportunities via a sponsorship prospectus. Council reserves the right to tailor individual Sponsorship packages for incoming sponsors as required.
- 1.20. Incoming Sponsors will be required to submit a Sponsorship application to be considered as a sponsor for a Council event and/or activity.
- 1.21. All organisations accepted for incoming Sponsorships or Donations will be disclosed on Council's website.
- 1.22. Unsolicited proposals for incoming Sponsorships will only be considered in extraordinary situations. Council will clearly record its reasons for accepting the offer and not conducting an open market process.
- 1.23. Incoming Sponsorships and Donations are only to be accepted if the time and resources used to obtain Sponsorship or Donation is proportionate to the value of the Sponsorship or Donation.
- 1.24. Incoming Sponsors will be required to:
  - a) provide valid Public Liability Insurance to a minimum of \$20 million;
  - b) Review and sign an event-specific sponsorship agreement outlining benefits, cancellation policy and Force Majeure policy;
  - c) Review and agree to Council Code of Conduct Policy and Grants, Donations and Sponsorship Policy.
- 1.25. Any organisation or entity receiving Council funding that totals more than \$15,000 per annum in any financial year must provide a set of Audited Financial Statements to Council. This applies to all organisations, individuals and entities that receive grant funding, including but not limited to Community Grants, Venue Hire Grants, Heritage Grants, Councillor Ward Discretionary Funds, rental subsidies, event sponsorship and/or donations in both cash and in-kind funding.

## 1.26. Funding Programs and maximum funding limits

Funding Program	Maximum amount	Program application
Community Grants	\$25,000 – Major Projects \$10,000 – Community Development	Two bi-annual rounds of funding
Heritage Grants	Up to 50% of the cost of a project (up to a maximum value of \$10,000 per application)	One annual funding round
Heritage Publication Grants	\$5,000	One annual funding round
Venue Hire Grants	Up to \$30,000  Up to \$1,000 for small Targeted Venue Hire Grants	One main round of funding, plus ad hoc applications assessed throughout the year, pending availability of remaining funds
Micro Grants	Up to \$1,000 per application	One annual funding round
Event Sponsorship	Tier 1 - \$30,000 Tier 2 - \$20,000 Tier 3 - \$5,000	On application
Quick Response Sponsorship	\$2,000	
Quick Response Donations – general	\$2,000	On application
Quick Response Donations – sporting, academic or cultural event representation	Up to \$200 per year per individual; up to \$1,000 per team	
Councillor Ward Discretionary Fund	\$1,500	Please see Councillor Ward Discretionary Fund Policy for details

## **Formal Funding Programs**

### **2. Community Grants Program**

#### **2.1 Program Objectives**

2.1.1 The objective of Council's Community Grants Program is to:

- a) Provide a structured and strategic program through which funding can be allocated to meet identified community needs;
- b) Harness the expertise, skills, research, contacts and networks of community organisations to deliver and facilitate specialised high quality services and programs in the community;
- c) Support and facilitate the development of a more liveable community and enrich community social capital through targeted and timely support to community organisations;
- d) Build and support the capacity of community organisations, groups and individuals to deliver ongoing benefits to the local community;
- e) Recognise the significant and valuable role that community organisations play across a wide range of key program areas, and the services they deliver in our community.

#### **2.2 Eligibility**

2.2.1 Applicants must be a registered not-for-profit organisation, and be able to provide evidence of their not-for-profit status. Organisations must also demonstrate that they provide or have the capacity to provide services, activities and/or programs that benefit the Georges River Council community.

2.2.2 Groups not registered as a not-for-profit organisation are encouraged to consider being auspiced by a registered not-for-profit organisation to be able to apply for a community grant. A letter from the auspicing organisation outlining the arrangement will need to be attached to the application by the unregistered group.

2.2.3 For arts and cultural development based categories, applicants need not be a registered not-for-profit organisation. In specific cases and where outlined within the Community Grants Program Guidelines, other registered organisations and sole traders may be eligible to apply for a community grant. For example an arts collective or artist may be able to apply for a grant that aims to increase the cultural vibrancy and profile of an area. Individual artists and/or artist collectives must be able to demonstrate community benefit in their application, and their capacity to deliver the project.

2.2.4 Organisations are able to submit one (1) application only in each category of the Georges River Council Community Grants Program. If an organisation is auspicing one or more groups, this will not impact the eligibility of the auspicing organisation to apply for a community grant.

- 2.2.5 Partnership applications may be submitted, and are encouraged, and will not negatively impact an individual application submitted by any of the partnership organisations. Please note, where partnership applications are submitted, support letters from each eligible organisation outlining their role in the program/activity are required for the partnership application to be considered.
- 2.2.6 When grant applications relate to modifications to Council's facilities, or the purchase of equipment to be stored in Council's facilities, the organisation must attach written Council approval for their application to be considered. Applications that do not meet this requirement will not be deemed eligible.
- 2.2.7 Applicants who have not submitted a Project Update or Acquittal for a previous grant application are not eligible to apply.
- 2.2.8 Applications will be deemed ineligible and not accepted for:
- a) Programs/activities that have already commenced (retrospective programs);
  - b) An organisation's operating and/or maintenance costs;
  - c) Commercial programs for personal profit;
  - d) Uniforms, travel or subsistence costs;
  - e) Funding for organisations whose main purpose is fundraising;
  - f) Any unlawful or unethical purposes, or towards any political purposes;
  - g) Submissions from schools or Government agencies.

## **2.3 Implementation**

- 2.3.1 The Community Grants Program will be implemented in the following way, guided by Council's Community Strategic Plan objectives:
- a) Receiving and incorporating feedback from the community, Council's Community and Culture Reference Group, and Community and Culture Committee;
  - b) Abiding by Council's robust Governance guidelines;
  - c) Following the principles and objectives of this Policy and the Community Grants Program Guidelines;
  - d) Administered by Council officers from the Community Development department in partnership with other teams across Council.

## **2.4 Evaluation and Review**

- 2.4.1 To measure the ongoing effectiveness of the Community Grants Program, the Community Development team will evaluate the program, following each round, using continuous improvement principles of feedback, review and implementing changes. This will include:
- a) Seeking anonymous feedback from applicants (successful and unsuccessful) on all aspects of the program and how it meets community needs;

- b) Collating grant recipients' evaluation reports to measure the benefits the program has brought to the community;
- c) Consulting with external partners including grant recipients and other community organisations on an annual basis to identify community needs;
- d) Incorporating new findings and improvements into new grant guidelines;
- e) Annual reporting to Council on the previous year's grants program/s.

## 2.5 Assessment Process

- 2.5.1 The Community Development section of Council will administer the Community Grants Program, and submit a Summary Report detailing all applications, requested funding and project descriptions together with recommendations to Council for determination.
- 2.5.2 The recommendation of Council officers will be submitted in a report to the Community and Culture Committee.
- 2.5.3 The final recommendation will be endorsed at a Council meeting.
- 2.5.4 All applications will be considered on their individual merits. All information pertaining to the assessment, prioritisation and decisions about grant applications will remain confidential.



### **3. Heritage Grants Program**

#### **3.1 Program Objectives**

- 3.1.1 The Heritage Grants Program provides financial support to help conserve heritage listed buildings or initiate a heritage project.
- 3.1.2 These works are generally limited to small conservation projects or extraordinary maintenance works. Where works are supported, Council will fund up to 50% of the cost of a project (up to a maximum value of \$10,000). Following are examples of the range of projects that may be supported under the program:
- a) Removal of paintwork to reveal original sandstone;
  - b) Repointing of brickwork;
  - c) Restorative work to windows;
  - d) Reconstruction of original elements;
  - e) External painting of traditional colour schemes;
  - f) Repair of tessellated floor tiles;
  - g) Reinstatement of traditional fencing.

#### **3.2 Eligibility**

In assessing applications priority will be given to those projects that:

- 3.2.1 Result in sympathetic repairs to original fabric of the building, e.g. Repair of walls, verandahs, windows or roof plumbing etc.;
- 3.2.2 Reinstate original architectural features, e.g. reconstruction of timber frame windows;
- 3.2.3 Lead to streetscape improvements, e.g. reconstruction of front fences, appropriate for the architectural style of the building;
- 3.2.4 Enhance public amenity and are highly visible to the public, e.g. the replacement of a front verandah;
- 3.2.5 Are for projects which have high public accessibility, e.g. a local museum or church;
- 3.2.6 Meet other major strategic objectives and complement broader conservation objectives, e.g. projects which implement key findings of heritage studies or projects;
- 3.2.7 Will be undertaken by a non-profit organisation, e.g. community group or church.

### **3.3 Implementation**

- 3.3.1 Owners need to ensure that they receive all appropriate approvals from Council in relation to changes and work to heritage items. A development application (DA) may be required.
- 3.3.2 For certain types of minor work, Council may give its approval without a DA being required. Examples include replacing roof guttering, a new fence or repainting a house in a new colour scheme. For this type of work, Council will need to be advised in writing of the proposal, and if it is acceptable, Council will write back giving approval for the work. The Development Consent Requirement Exemption Form is available on Council's website.
- 3.3.3 Minor maintenance work and most interior works that do not affect the structure of the building will generally not require consent. However, it is strongly recommended that applicants contact Council's Strategic Planning Team before commencing to clarify whether approval is required.

### **3.4 Assessment Process**

- 3.4.1 Applications are initially assessed by Council officers in conjunction with Council's Heritage Advisor, who will make a site inspection and consider the completeness and clarity of information provided.
- 3.4.2 Applications will be prioritised to ensure that those with the most merit can be approved within a set budget. Applications that do not satisfy the criteria will not be approved.
- 3.4.3 The recommendations of the Heritage Advisor and Heritage Working Group are then submitted to the Environment and Planning Committee.
- 3.4.4 The final recommendation will be endorsed at a Council meeting.
- 3.4.5 Letters of offer will be sent to successful applicants and unsuccessful applicants will be advised.
- 3.4.6 Once the approved work is completed to Council's satisfaction, payment will be made to successful applicants.

### ***Useful links***

- [Heritage Building Grants Guideline](#)



## 4. Heritage Publication Grants Program

### 4.1 Program Objectives

- 4.1.1 Council supports the promotion of publications relevant to the history and development of the local area. Council may provide financial assistance towards the publication of relevant documents as part of its Heritage Publication Grants program.
- 4.1.2 Council may choose to offer financial assistance for the publication of historical works of sufficiently high standard for:
- a) Original research submitted by their authors or copyright holders;
  - b) Items of primary source material relevant to the Georges River area.
- 4.1.3 Before any historical publication is approved for financial assistance chapters or the whole item, will be examined and assessed by the Strategic Planning team, Local History librarians and Council's Heritage Advisor.
- 4.1.4 Publication may be in the form of books, booklets, e-books, digital media resources, documentaries, films or online. It is expected that any online publication will be made accessible through Trove, the National Library's online content aggregation system.



## **4.2 Eligibility**

### **Original Research**

- 4.2.1 Manuscripts must be substantially complete, unless the applicant has a proven publication history.
- 4.2.2 Applications must include at least a part manuscript, some illustrations and an outline of the whole publication.
- 4.2.3 The proposed layout and look of publications should be shown.
- 4.2.4 The work should be substantially new research.
- 4.2.5 Preference will be given to works exploring previously undocumented communities, practices or places.
- 4.2.6 Preference will be given to works which use primary documents rather than relying on secondary sources.

### **4.3 Re-publication of Primary Sources**

- 4.3.1 Written permission must be obtained from the copyright holder, if the work is not in the public domain.
- 4.3.2 Preference will be given to works with wide interest to the public and/or applicability to a variety of researchers.
- 4.3.3 Preference will be given to works long out of publication, or never previously published.
- 4.3.4 Preference will be given to rare works, particularly where surviving copies are fragile or otherwise inaccessible.

### **4.4 Implementation**

- 4.4.1 Applicants must complete the Heritage Publication Grant application form.
- 4.4.2 Work is to be completed by the end of the financial year.
- 4.4.3 A detailed budget for the publication of the work must be provided.
- 4.4.4 Costs may include those incurred as reproduction charges for photographs from the Library's collection or elsewhere within publications, and other associated costs to do with the production of the work.
- 4.4.5 The application may in part or wholly cover costs for production.
- 4.4.6 Successful applicants will be required to provide ten (10) copies of each publication to Council for inclusion in Council's Libraries.

- 4.4.7 The funding will be made available by Council as a single payment to the successful applicant/s. It will be based on the itemised budget proposal of all costs outlined in the application. No other costs will be funded.
- 4.4.8 No additional funding will be made available for the same project in the same year.
- 4.4.9 The successful applicant/s will report to Council on all technical requirements of the publication before proceeding to publication.
- 4.4.10 The publication will acknowledge the support of the Council.
- 4.4.11 The author of any historical publication accepted for financial assistance for their publication will sign a statement indemnifying the Council against any breach of copyright.
- 4.4.12 In addition every application will include a declaration that:
- a) no words in the publication are (to the best of the knowledge, information and belief of the authors following reasonable enquiry) defamatory or contain on the face of them any libellous matter;
  - b) the authors (to the best of their knowledge, information and belief following reasonable enquiry) do not know of circumstances by virtue of which any words in the publication might be understood to be defamatory of any person;
  - c) the authors have exercised all reasonable care in respect of the publication to ensure no defamatory matters are published in it;
  - d) Copyright of published publications will belong to the author but publication in another form will not be permitted while a publication is in print.

## **4.5 Assessment Process**

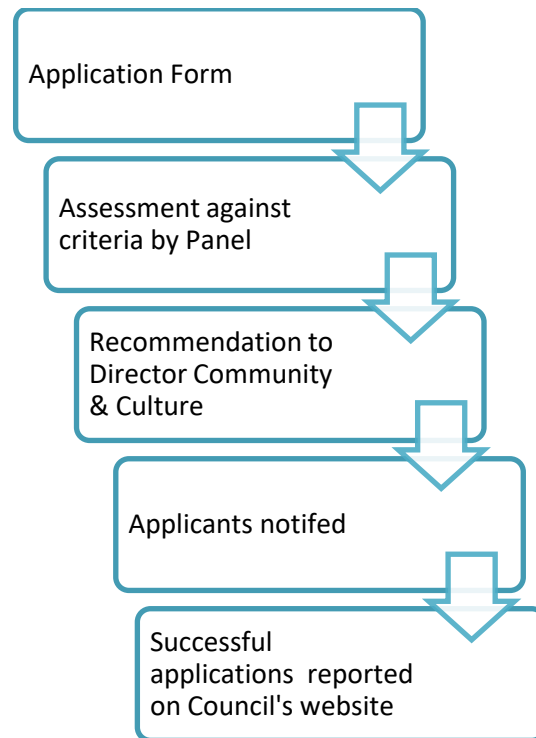
- 4.5.1 Assessment of the amount made available will be based on the itemised budget proposal provided by each applicant and the importance of the work to the history of the Georges River area.
- 4.5.2 A panel comprising Council officers will use the defined Selection Criteria for each category to assess and recommend applications for funding.
- 4.5.3 Before making any decision, the Council may submit the work, or part thereof, to an adviser (or advisers) with specialist knowledge of the subject, or legal adviser, and consider their advice before making a decision.
- 4.5.4 Following the assessment by the panel, a report with specific recommendations will be submitted to the Director Community and Culture for determination.
- 4.5.5 In consideration of applications, Council may take the following action:
- a) It may decide to offer financial assistance for the publication of the work with or without conditions, or

b) It may decide not to offer financial assistance for the publication of the work.

4.5.6 Following the determination by the Director Community and Culture, all applicants will be notified of the outcome.

4.5.7 Any feedback or complaints regarding the assessment process may be made as per Council's Complaints Management Policy

4.5.8 Successful applications will be reported to Council on an annual basis.



## **5. Venue Hire Grants Program**

### **5.1 Program Objectives**

- 5.1.1 The objective of the Venue Hire Grant Funding Program is to provide Council with a framework for equitable and transparent assessment and determination of applications under this program.
- 5.1.2 Through the Venue Hire Grant Funding Program, Georges River Council provides equitable access to Council facilities in order to enable community participation, neighbourhood activation and a sense of belonging in the LGA.
- 5.1.3 This program provides not-for-profit organisations with an opportunity to apply for a grant to subsidise venue hire fees for Council managed facilities.
- 5.1.4 The program only covers the venue hire of Council's facilities that are able to be hired by the public, as outlined in Council's annual fees and charges.

### **5.2 Eligibility**

- 5.2.1 Applicants must be not-for-profit organisations.
- 5.2.2 Applicants must demonstrate that they provide, or have the capacity to provide, services, activities, events and/or programs that can benefit the Georges River community.
- 5.2.3 The allocation of grants to organisations will take into account other Council subsidies given to that organisation in the current financial year. Grants are for venue hire use only and will not cover other costs incurred from use of Council venues such as equipment hire or staffing.
- 5.2.4 All grant allocations made by Council are made on the assumption of honest and full disclosure of information contained in the application. Evidence of any breach will render the grant null and void in which case any funds paid under the scheme must be returned to Council.
- 5.2.5 Grant funds will not be provided towards any unlawful, unethical or profit-making purposes, or towards any political purposes.
- 5.2.6 Applicants must immediately advise Council of any proposed changes to the purpose or proposed use of grant funds from those detailed in the application, and of any significant changes in the aims and objectives or management structure of the applicant group or organisation. The decision to withdraw funding following notification of proposed changes shall be made at Council's discretion.
- 5.2.7 Applicants who have received prior funding from Georges River Council under any Council Grants Program must have submitted their acquittal or progress report prior to submitting a new application for the Venue Hire Grants Program. Failure to do so will render new applications ineligible.

- 5.2.8 Applicants must have made a tentative booking for Council's facilities.
- 5.2.9 Applicants may be requested to submit a risk assessment for the event/activity they wish to hold in Council's venue/s.

### **5.3 Ineligible Activities**

The following activities or uses are not eligible for funding:

- 5.3.1 Exclusive use of a council facility;
- 5.3.2 Events or activities by commercial organisations, businesses or for-profit organisations;
- 5.3.3 Events or activities for political purposes, such as party meetings, party fundraising or lobbying;
- 5.3.4 Events or activities that primarily benefit a single individual;
- 5.3.5 Private or social functions;
- 5.3.6 Seasonal park bookings for sporting associations or clubs;
- 5.3.7 Retrospective funding of any event or activity;
- 5.3.8 Venue bonds, equipment hire, staffing, catering or technical costs.

### **5.4 Implementation**

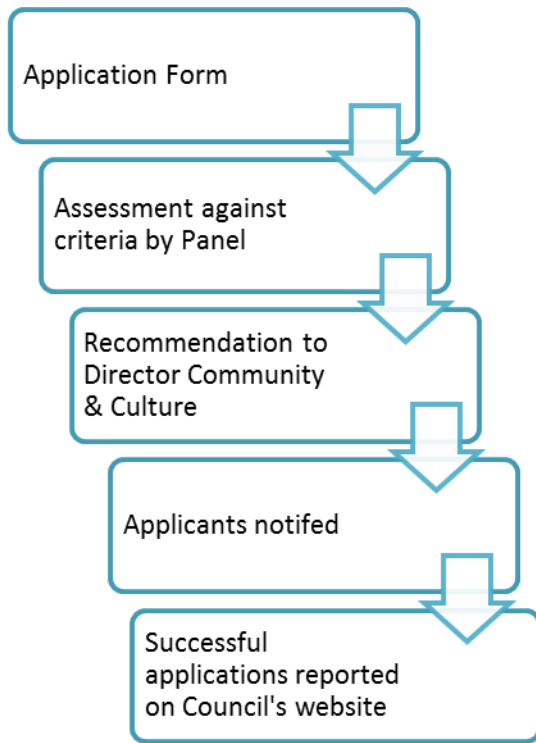
- 5.4.1 Grants of up to \$30,000 value per organisation per annum are available, where approved.
- 5.4.2 Grants will be provided as in-kind support via a reduction in hiring charges for each venue per calendar year.
- 5.4.3 Council will offer a single round of grant applications per year.
- 5.4.4 A proportion of grant funds will be allocated for ad hoc submissions which may be made outside of the ordinary funding round.

### **5.5 Small Targeted Grants**

- 5.5.1 Small Targeted Venue Hire Grants of up to \$1,000 value per organisation per annum are available, where approved.
- 5.5.2 Small Targeted Grants are available to small not-for-profit organisations and unincorporated community groups to hire community spaces to run programs or activities that deliver targeted community and cultural services, through a streamlined application process.

## 5.6 Assessment Process

- 5.6.1 All applications will be considered on their individual merits. All information pertaining to the assessment, prioritisation and decisions about grant applications will remain confidential.
- 5.6.2 A panel comprising Council Officers will use the defined Selection Criteria to assess and recommend applications for funding.
- 5.6.3 The Georges River Council Venue Hire Grant Funding Program Assessment Panel will include:
- Manager Community and Cultural Development or their delegate (chair)
  - Two Council officers as nominated by the Director Community and Culture.
- 5.6.4 Following assessment by the Panel, a report with specific recommendations will be submitted to the Director Community and Culture for determination:
- a) Fully funded projects: 100% venue hire funding support;
  - b) Significantly funded projects: 75% venue hire funding support;
  - c) Partially funded projects: 50% venue hire funding support.
- (See Appendix 2: Venue Hire Grants – Funding Determination Model)
- 5.6.5 Following the determination by the Director Community and Culture, all Applicants will be notified of the outcome.
- 5.6.6 Any feedback or complaints regarding the assessment process may be made as per Council's Complaints Management Policy.
- 5.6.7 Successful applications will be registered on Council's website.



## **6. Micro Grants Program**

### **6.1 Program Objectives**

- 6.1.1 The objective of the Micro Grants Program is to provide Council with a framework for equitable and transparent assessment and determination of applications under this program.
- 6.1.2 This program provides local residents (individuals and groups) with an opportunity to apply for funding of up to \$1,000 to support community well-being, innovation and social change through grassroots initiatives.
- 6.1.3 Funding from the Micro Grants Program may be used to provide local solutions to improve community well-being including social enterprises or co-ops; small business development; training opportunities; healthy living; or social cohesion.
- 6.1.4 The Program aims to encourage accessibility and community participation from all sectors of the community, increasing access and equity in the provision of community services.

### **6.2 Eligibility**

- 6.2.1 Applicants must be a resident of the Georges River Council local government area.
- 6.2.2 Applicants must demonstrate that they have the capacity to provide services, activities, events and/or programs that can benefit the Georges River community.
- 6.2.3 The allocation of grants to individuals or organisations will take into account other Council subsidies given to that individual/organisation in the current financial year.
- 6.2.4 All grant allocations made by Council are made on the assumption of honest and full disclosure of information contained in the application. Evidence of any breach will render the grant null and void in which case any funds paid under the scheme must be returned to Council.
- 6.2.5 Grant funds will not be provided towards any unlawful, unethical or profit-making purposes, or towards any political purposes.
- 6.2.6 Applicants must immediately advise Council of any proposed changes to the purpose or proposed use of grant funds from those detailed in the application. The decision to withdraw funding following notification of proposed changes shall be made at Council's discretion.
- 6.2.7 Applicants must be free of debt to Georges River Council and have no outstanding acquittals from previous Council grant applications. Applicants who have received prior funding from Georges River Council under any Council Grants Program must have submitted their acquittal or progress report prior to submitting a new application for the Micro Grants Program. Failure to do so will render new applications ineligible.



### **6.3 Ineligible Activities**

The following activities or uses are not eligible for funding:

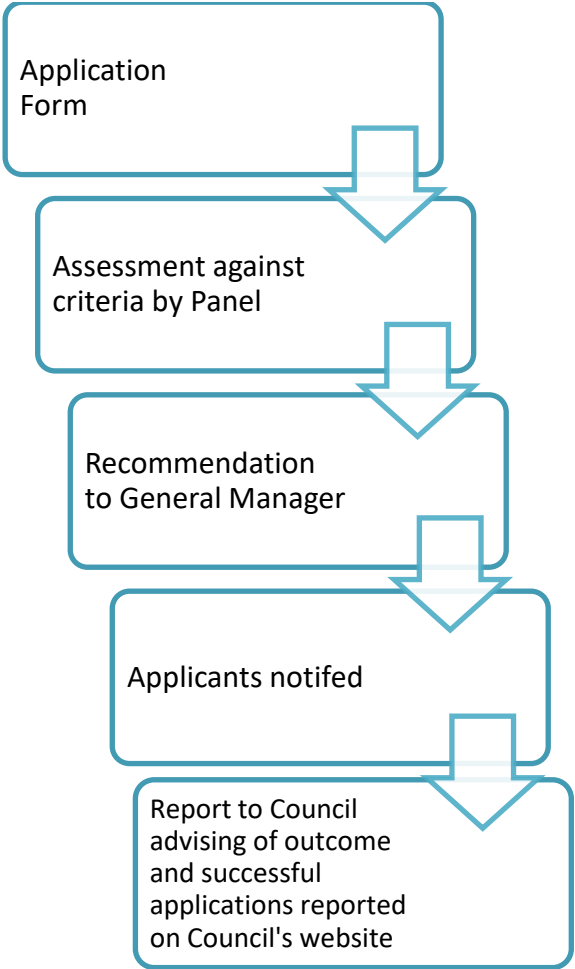
- 6.3.1 Events or activities that primarily benefit a single individual;
- 6.3.2 Private functions;
- 6.3.3 Retrospective funding of any event or activity.

### **6.4 Implementation**

- 6.4.1 Grants of up to \$1,000 value per application per annum are available, where approved.
- 6.4.2 Council will offer a single round of grant applications per year.

### **6.5 Assessment Process**

- 6.5.1 All applications will be considered on their individual merits. All information pertaining to the assessment, prioritisation and decisions about grant applications will remain confidential.
- 6.5.2 A panel comprising Council Officers will use the defined Selection Criteria to assess and recommend applications for funding.
- 6.5.3 The Georges River Council Micro Grants Program Assessment Panel will include:
  - Manager of Community and Cultural Development or their delegate (chair)
  - Two Council officers as nominated by the General Manager.
- 6.5.4 Following assessment by the Panel, a report with specific recommendations will be submitted to General Manager for determination.
- 6.5.5 Following the determination by the General Manager, all Applicants will be notified of the outcome.
- 6.5.6 Any feedback or complaints regarding the assessment process may be made as per Council's Complaints Management Policy
- 6.5.7 Successful applications will be registered on Council's website.



## **7. Outgoing Event Sponsorship**

### **7.1 Program Objectives**

7.1.1 Council recognises the valuable contribution that community groups and organisations provide in the initiation and running of events in the Georges River area, showcasing our rich cultural diversity and delivering social, cultural, economic and environmental benefits. Council seeks to support and further develop partnerships with these community groups by building capacity in event planning. Council's support could include:

- a) Financial support;
- b) In-kind support (eg park lawns mowed, waiving of venue/equipment hire fees).It should be noted that these services attract charges which are taken into consideration in any Council support of an event).

7.1.2 Council provides funding and in-kind support for events based on set criteria. The objective of this support is to:

- a) Provide a consistent, equitable, transparent and accountable process for the allocation of Council funds to events;
- b) Outline the principles, criteria and process for the allocation of Council funds (grants and sponsorships) to events;
- c) Outline the aims of the events funding program, priority areas for support, eligibility, assessment criteria, timelines, decision making processes and funding agreement requirements.

### **7.2 Eligibility**

#### **7.2.1 General Principles**

- a) The General Principles and Capacity and Capability criteria detailed below, applies to all applications for funding for community run events.
- b) Priority will be given to fund events that contribute towards achieving the Community Vision within the Georges River Community Strategic Plan.

#### **7.2.2 Capacity and Capability**

All event organisers will be required to:

- a) Demonstrate a capacity and capability to manage a successful event, including complying with Council and other authority requirements and having sufficient lead time to plan the event;
- b) Provide evidence of an event management plan and budget relevant to the scale of the event;
- c) Demonstrate an understanding of the needs of the community and manage the impacts on the environment, including implementing sustainable event practices;
- d) Provide evidence of community support and/or involvement;

- e) Demonstrate a long term sustainable plan that is not wholly dependent on Council funding;
- f) Provide understanding and commitment to Emergency Service requirements and risk management.

7.2.3 Council is committed to ongoing support of a community run event where that event clearly meets the needs of the community, as per Appendix 1 – Community Run Events – Funding Determination Model. Ongoing support will be withdrawn if:

- a) The event ceases to meet community needs;
- b) The event organiser does not adhere to Work Health & Safety policies or practices as required under legislation;
- c) The event organiser does not provide an event acquittal within one month of the event;
- d) The event organiser uses the funds provided by Council for prize money, payment of debts or insurances;
- e) The event is run for a political purpose;
- f) The event poses significant risks for our community, attendees and/or Council.

7.2.4 Funding for both new and emerging events will be considered under the following criteria:

- a) The event brings social/cultural, economic and/or local area promotional benefits to the Georges River area;
- b) The event fills a strategic gap in the calendar of events, addressing target audience/ geographical or temporal spread;
- c) The event is not-for-profit and is held within the Georges River area;
- d) Council has the resources (financial, staff and time) to support the event;
- e) For existing emerging events – the event has been successfully staged on at least three (3) consecutive occasions and has experienced ongoing growth, with the organisers now seeking Council support;
- f) For new events, a seeding grant may be obtained through other programs within this Policy.

7.2.5 Support for both new and emerging events is at the discretion of Council by Resolution as part of the Quarterly Budget Review

### **7.3 Implementation**

7.3.1 Council's decision-making around support for events is closely linked to the level of benefit the proposed event delivers to the Georges River community along with Council's Annual Budget, and this Policy. Recognising that it is not financially viable to support all events, Council will prioritise its support to events that deliver the key priorities identified in the Georges River Council Events Strategy.

7.3.2 In return for assistance by way of sponsorship (financial or in-kind), event organisers are required to enter into an agreement with Council to deliver benefits for the community and also Council. Council benefits may include:

- a) Acknowledgement of Council's sponsorship role;
- b) Mayoral/Councillor representation at the event;
- c) Visual logo representation in order to provide a level of publicity for each event; and/or
- d) Opportunity for Council to be present at the event to engage and/or initiate community activities.

7.3.3 The level of benefit is determined as part of the approval process in the Outgoing Sponsorship Agreement and is required to be reported on following the event as part of the event acquittal process.

#### **7.4 Assessment Process**

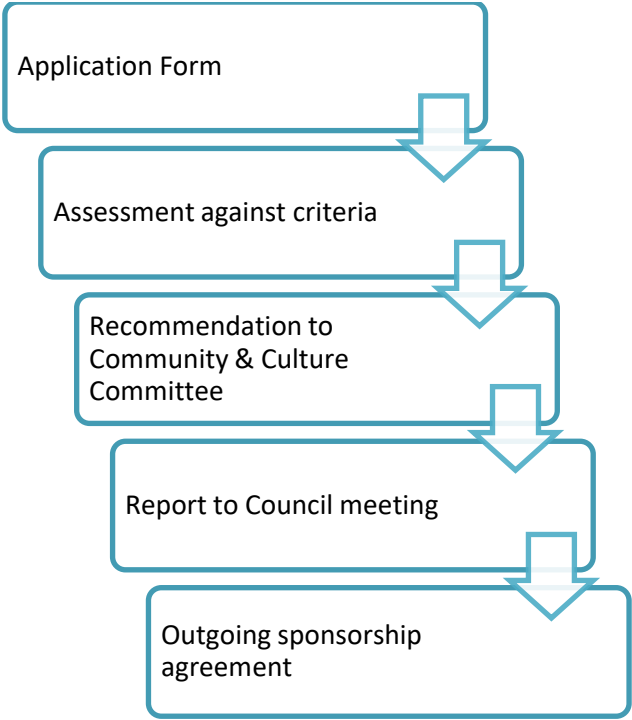
7.4.1 To ensure that events conducted in the Georges River area are safe, well run, held in suitable locations and do not unduly impact on residents, businesses or the environment, Council requires event organisers to complete the Georges River Council Event Application Form.

7.4.2 Applications will be assessed and, where appropriate, organisers will be issued with formal approval to host the event within agreed parameters.

7.4.3 All applications will be dealt with on a case by case basis and assessed against specific community benefit criteria:

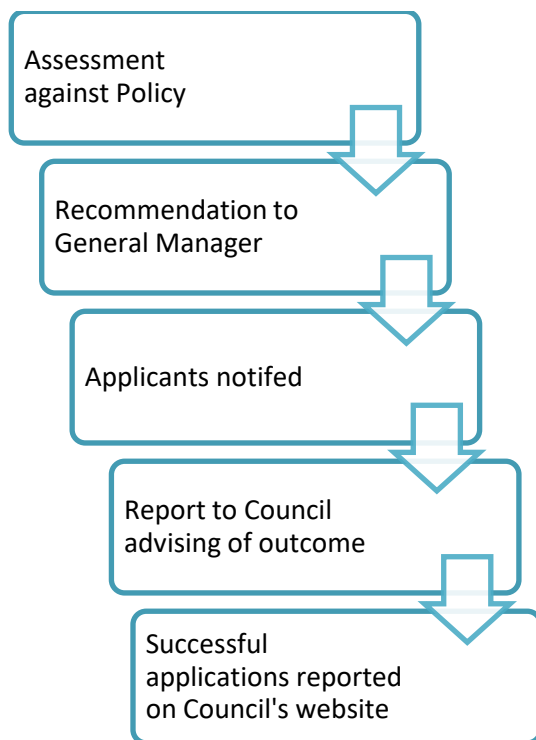
- a) Tier 1 – major community-run events - Total funding value up to \$30,000 of financial and/or in-kind support
- b) Tier 2 – medium community-run events - Total funding value up to \$20,000 of financial and/or in-kind support
- c) Tier 3 – minor community-run events - Total funding value up to \$5,000 of financial and/or in-kind support.

(See Appendix 1 – Community Run Events – Funding Determination Model)



## 7.5 Quick Response Outgoing Sponsorship Process

- 7.5.1 In instances that Council receives requests for outgoing sponsorship where the event date does not align within the Ordinary Council Meeting schedule, or the request has been received with insufficient notice to be approved at a Council Meeting after it has been assessed against this Policy and Council's Events Strategy, and the value of the request totals \$2,000 or less, the General Manager is authorised to make the decision on behalf of Council.
- 7.5.2 A report is to be presented to Council as soon as is practical advising of the outcome of the sponsorship request and also be included on Council's Donations, Grants and Sponsorship Register.



## **8. Other Funding Avenues Guided by this Policy's Principles**

### **Quick Response Donations**

#### **8.1 Program Objectives**

8.1.1 The Quick Response Donations program supports small-scale projects and activities by community organisations and residents.

8.1.2 The program is open to not-for-profit organisations, unincorporated community groups and individuals.

8.1.3 Funding will be provided for:

- a) One-off support for individuals and teams that can demonstrate financial hardship that are selected to participate in cultural, academic or representative sporting events;
- b) Urgent support for unexpected or un-planned community, cultural or sustainability projects (eg disaster response initiatives);
- c) Funding for other strategic priorities identified through Council's policies and Community Strategic Plan, not identified or addressed in other funding programs.

8.1.4 Funding will be made available in each area up to the following amounts:

- a) Representation in cultural, academic or sporting events, up to \$200 per year per individual or up to \$1,000 per team;
- b) Strategic priorities support up to \$2,000 per year;
- c) Philanthropic ventures funding support up to \$2,000 per year.

#### **8.2 Eligibility**

8.2.1 Council supports proposals for Donations that meet one or more of the following criteria:

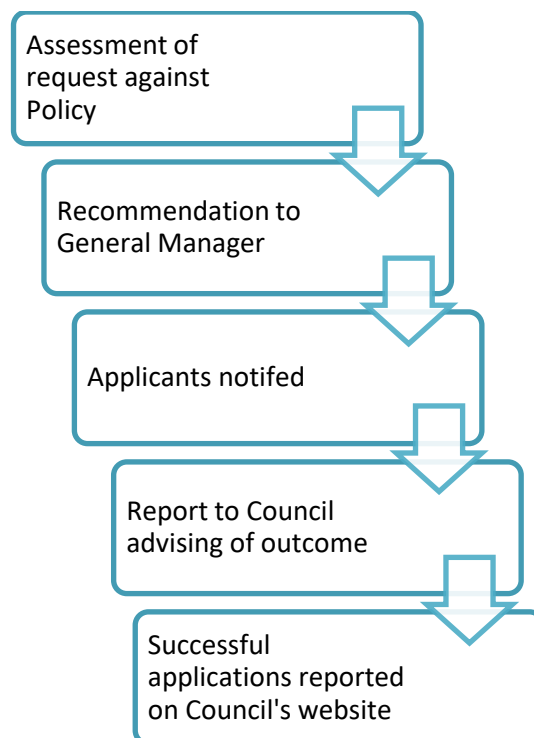
- a) Provides opportunities to meet community needs;
- b) Improves inclusion, liveability, connectedness and engagement with Georges River's diverse communities;
- c) Promotes the cultural diversity of the local government area;
- d) Enhances positive social, cultural, sustainability outcomes for local communities related to Council's strategic priorities;
- e) Provides opportunities for education and information exchange, regional, national and/or international events and activities that enhance the image and reputation of the area;
- f) Increases the engagement of and opportunities for individuals and teams in cultural, academic or sporting arenas;
- g) Delivers economic benefits to the Georges River local government area;
- h) Benefits a local registered charity and/or the Georges River community;



- i) Donations will not be extended to third parties conducting or participating in a fundraising activity for charitable causes;
- j) Applying organisations arranging fund-raiser dinner functions or events may be provided an appropriate Donation to the nominated charity in lieu of the purchase of group tables or individual seats at the event.

### 8.3 Assessment Process

- 8.3.1 Donation requests will be assessed by an internal panel in accordance with this Policy to determine whether it is in Council’s best interests to provide that Donation.
- 8.3.2 General Manager is delegated to approve amounts up to \$2,000.
- 8.3.3 The approval will be provided to Council at the next available Council meeting.
- 8.3.4 Approved Donations will be recorded in an online register published on the Georges River Council website and updated monthly.



## RESPONSIBILITIES

Position	Responsibility
<i>Council</i>	Decision making on the allocation of Grants Program funds, Donations and Sponsorship arrangements.
<i>General Manager</i>	Make recommendations to Council on the allocation of funds. Approval of Quick Response Sponsorships and Donations.
<i>Councillors</i>	Participation in the governance of funding programs through the Community and Culture Committee.
<i>Director Community and Culture</i>	Decision making on the allocation of Venue Hire Grants and Heritage Publication Grants.  Liaison with Committees and Community and Culture Committee.
<i>Manager Community and Cultural Development</i>	Update the Grants, Donations and Sponsorship Policy when necessary.  Oversee the implementation of Grants and Donations programs, investigate breaches and enforce compliance.
<i>Manager Customer Experience and Events</i>	Oversee the implementation of Community Events and Sponsorship programs, investigate breaches and enforce compliance.
<i>Manager Strategic Planning</i>	Oversee the implementation of Heritage Grants Program, investigate breaches and enforce compliance.
<i>Coordinator Community Development</i>	Update Grants Program Guidelines annually or as required with input from Community Strategic Planning objectives and in line with budget allocation.
<i>Grants Officer</i>	Administer the Community Grants, Venue Hire Grants, Micro Grants, Heritage Publication Grants, and other grants programs as required.
<i>Coordinator Events and Sponsorship</i>	Update Events Sponsorship Guidelines annually or as required with input from Community Strategic Planning objectives and in line with

	<p>budget allocation.</p> <p>Administer the Community Events and Sponsorship programs.</p>
<i>Office of the General Manager</i>	Share Community Strategic Planning objectives to incorporate into program guidelines.
<i>Information Management Technology Team</i>	Information management of program applications and record-keeping.

## VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Policy Owner	Period Active
1.0	<p>New Version of Grants, Donations and Sponsorship Policy – Policy supersedes the Council Owned and/or Managed Facilities Policy – Venue Hire Grants Program (2017) and the GRC Sponsorship and Donations Policy (2017)</p> <p>(Council Resolution CCL045-18)</p>	Manager Community and Cultural Development	27/08/2018 – 20/04/2020
2.0	<p>Updated Policy as endorsed by Council.</p> <p>(Council Resolution CCL016-20)</p>	Manager Community and Cultural Development	20/04/2020 – 15/12/2020
3.0	<p>Minor amendments to Policy to reflect the change from the Council Community Grants Assessment Panel to a Council Officer assessment process. (as per Council</p>	Manager Community and Cultural Development	15/12/2020 – ongoing

	Resolution CCL016-20) Amendments approved at ET 15/12/2020		
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## APPENDIX 1: COMMUNITY RUN EVENTS – FUNDING DETERMINATION MODEL

This matrix forms the basis of the appraisal of event funding applications. It outlines the Community Benefit Criteria considered in the determination of the level of funding and support (financial and in-kind) Council takes into account in the evaluation of each request for support of a community run event. Events which are successful in their application for funding are detailed each year in Council's Annual Report.

Community Run Events					
Community Benefit Criteria	Tier 1 Council supported/funded (major) 10 points	Tier 2 Council supported/funded (mid) 5 points	Tier 3 Council supported/funded (minor) 1 point	Tier 4 Not Council supported/ funded 0 points	Score
<b>Local Area Promotion – examples include:</b> <ul style="list-style-type: none"> <li>• Level of media exposure for LGA</li> <li>• Alignment with Council objectives and image portrayed</li> <li>• Visitor attraction - participant/spectator profile (out of region %)</li> <li>• Regional loyalty</li> <li>• Unique</li> <li>• Opportunity for strategic or industry support</li> </ul>	Meets 76%-100% of criteria	Meets 51%-75% of criteria	Meets 26%-50% of criteria	Meets less than 25% of criteria	/10
<b>Economic – examples include:</b> <ul style="list-style-type: none"> <li>• Level of benefit to local business</li> <li>• Opportunity for business participation</li> <li>• Timing of event (calendar fit/impact on existing events)</li> <li>• Event frequency (one off, annual, set term)</li> <li>• Opportunity for event growth</li> <li>• Other funding sources for event eg fundraising, sponsorship</li> </ul>	Meets 76%-100% of criteria	Meets 51%-75% of criteria	Meets 26%-50% of criteria	Meets less than 25% of criteria	/10
<b>Social and cultural – examples include:</b> <ul style="list-style-type: none"> <li>• Target demographic (eg families)</li> <li>• Celebration of cultural identity</li> <li>• Opportunity for community participation/ contribution/ connection</li> <li>• Opportunity for participants/spectators(achieved v's expected)</li> <li>• Event benefits flow on to broader community</li> </ul>	Meets 76%-100% of criteria	Meets 51%-75% of criteria	Meets 26%-50% of criteria	Meets less than 25% of criteria	/10
<b>TOTAL</b>					<b>/30</b>

## APPENDIX 2: VENUE HIRE GRANTS – FUNDING DETERMINATION MODEL

Venue Hire Grants						
Community Benefit Criteria	Excellent	Very Good	Good	Adequate	Poor	Score
<b>Criteria 1 – Benefit:</b> Event or service delivers a range of social and/or community benefits that meet targeted community needs as identified in Council's Community Strategic Plan/Operational Plan.	9-10	7-8	5-6	3-4	1-2	/10
<b>Criteria 2 – Value:</b> Event or service offers value for money to participants and/or the community	5	4	3	2	1	/5
<b>Criteria 3 – Accessibility:</b> Event or service is open and accessible to anyone within its target demographic	5	4	3	2	1	/5
<b>TOTAL</b>						<b>/20</b>

### Funding determination:

Score	Percentage of Venue Hire Grant funding allocated
15 - 20	100% funding
10 - 14	75% funding
7 - 9	50% funding
0 - 6	No funding