

 City of Mount Gambier	COUNCIL POLICY GRANTS AND SPONSORSHIP	Version No:	1.0
		Issued:	1 July 2024
		Next Review:	September 2027

1. INTRODUCTION

In accordance with City of Mount Gambier's Strategic Plan, Council assists eligible groups and individuals with funding to improve community quality of life and meeting community needs.

This policy is to provide a framework for grants and sponsorships awarded by City of Mount Gambier. The Policy ensures the funding is administered in a responsible, just, and equitable manner to all individuals and groups in the community.

This policy provides a benchmark standard for grants and sponsorship for City of Mount Gambier. Financial funding, in-kind or other assistance will be disbursed in accordance with Council's vision and values as per the Strategic Plan and must be clearly distinguished on any grant application.

2. DEFINITIONS

Acquittal	information provided by a grant recipient that ensures the funds have been administered responsibly and in line with the funding agreement/conditions of the funding program.
Agreement	a written contract outlining the expectations of both parties and key deliverables of the funded project.
Auspicing	an arrangement where an <i>eligible</i> organisation agrees to apply for and manage a grant on behalf of another group. The auspicing organisation is responsible for all financial and acquittal requirements.
Application	The request funding made using the appropriate Council application form.
Council	City of Mount Gambier
Funded activities	any event, program, project or purchase undertaken using funding from a grant program.
Funding	refers to money and/or in-kind support provided to an organisation through a grant, sponsorship, or incentive to support the delivery of a particular activity.
Funding program	any grant, sponsorship or incentive program allocated based on merit through an application and assessment process.

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Grant	funding provided by Council to an organisation or individual for an agreed purpose and/or activity. For the purpose of this policy 'grant' means any grant, sponsorship or incentive program where Council is providing funding to its community to support their initiatives in line with the objectives of Council's funding programs, and allocating funding based on merit through an application and assessment process.
Guidelines	Council's Grants and Sponsorships Programs Handbook and any other grant/sponsorship program guidelines that are available.
In-kind	the provision of Council services and/or equipment.
Not-for-profit organisation	<p>an organisation meeting the Australian Tax Office (ATO) definition of a legal entity, that is:</p> <ul style="list-style-type: none"> • an incorporated association, or • an indigenous corporation <p>and/or</p> <p>a charity or public benevolent institution registered with the Australian Charities and Not-for-profits Commission (ACNC).</p>
Profit	an advantage or benefit, in particular a financial gain, especially the difference between the amount earned and the amount spent on funded activities.
Sponsorship	an arrangement in which Council provides a contribution of money and/or in-kind to support an activity for a certain specified benefit.

3. GRANTS AND SPONSORSHIP STREAMS

The City of Mount Gambier Grants and Sponsorships Program comprises of the following:

- Minor Community Strengthening Grants
- Major Community Strengthening Grants
- Creative Arts Fund
- Sport & Recreation Capital Works Program
- Minor Events Grants
- Major Events Grants
- Corporate Sponsorship Program
- Quick response Grants Program
- Venue Sponsorship Program

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4. GUIDELINES

Guidelines will be established for the Grants and Sponsorships Program and included in the Guidelines and Application Document. Guidelines will establish eligibility criteria and where an applicant is unable to meet the criteria, they may seek an auspice organisation to apply on their behalf.

5. APPLICATION, ASSESSMENT AND NOTIFICATION

An Application Form for the Grants and Sponsorships Program is included in the Guidelines and Application document. Applications will only be accepted if received on the application form and includes all supporting documentation required.

There will be two rounds of funding and where closing dates are set, applications received after this date will generally not be accepted. However, if eligible, they may be referred to the Quick Response program for assessment under delegation.

A Council Allocated Grants and Sponsorship Assessment Panel will assess applications and make a recommendation to Council for endorsement. Final endorsement is provided by Council, excluding the Quick Response grants that are assessed under delegation.

Any request for a grant or sponsorship must adhere to requirements set out in the Guidelines and Application document. All requests will be assessed against the predetermined criteria.

The assessment panel will consist of:

- At least one Elected Member
- General Manager
- Manager Economy, Strategy and Engagement,
- Manager Library and Community Development,
- Manager Riddoch Arts and Cultural Centre
- Manager Operations and Infrastructure

Council Officers who have assisted with an application will not be part of decision making within the assessment panel for the program they manage.

An economic impact assessment on each funded event/project will be completed annually to evaluate the impact and value Council's funding programs provide the Mount Gambier community.

Applicants will be notified of the outcome of their application in a timely manner following confirmation of the decision by Council or under delegation.

6. AUTHORITY TO APPROVE REQUESTS

The Chief Executive Officer and General Managers be delegated the authority to consider and approve (or not approve) any request or Quick Response Grant that may be received, seeking Council support without referral to Council.

The limitations to the Chief Executive Officer and General Managers in exercising the empowerment of this delegation are:

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- Funding to any one organisation should not exceed \$5,000 in any one financial year unless it has (i.e. recipient, value and purpose) been specifically declared in the adopted Council Budget, then the Chief Executive Officer and General Managers may release the funds without referral to Council.
- The total donations approved shall not exceed the specific annual budget allocation for that particular funding stream as provided in the annual budget.

Where funding is made to any one organisation that exceeds \$3,000 then the organisation must submit to Council an acquittal report and financial statement demonstrating that the Council funds have been used for the purposes it was approved.

7. PAYMENT OF FUNDS AND AQUITTAL

Applications submitted by a group, organisation or business must include an ABN, Australia Taxation Office Statement by a supplier or be auspiced by a group, organisation or business able to fulfill this requirement.

An initial payment of 50% of the funding amount will be released within one month of signing the funding agreement with the final balance of Council funding paid following satisfactory acquittal of the funded activity.

Reporting and acquittal requirements for all grants and sponsorships covered by this policy are to be adhered to. These requirements must be appropriate to the level of funding provided and not impose unreasonable burdens on the applicant, or any beneficiary or participant thereof.

Unless otherwise stated in the guidelines, applicants with unacquitted grants or debts owed to Council will be ineligible for further grants or sponsorship.

8. UNALLOCATED FUNDING

It is within Councils discretion to:

- Move unallocated funds between funding programs/rounds.
- Utilise unallocated funds in an additional funding round.
- Retain unallocated funds for strategic priority projects.

9. PROBITY

Council ensure that the funding processes are fair, in accordance with the published grant guidelines, incorporate appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

Elected Members and employees (staff):

- Are not permitted to apply for our grants.
- Must direct all enquiries for guidance and advice for grant applicants to the grants officers.
- Must not be named on an application for our grants.
- Must not initial or sign an application form or funding contract for our grant programs.
- Must declare any conflict of interest with a grant application, and must remove themselves from any role in the assessment and approval process.

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- Must not profit in any way from our grant programs or the activities that they are funding.

10. PRIVACY AND CONFIDENTIALITY

All information collected during the funding process will be treated in accordance with Council's Privacy Statement. It is important that (outside of meeting agendas) no information is shared publicly until the assessment process has been finalised, and funding allocations fully approved.

Council may choose to publish information (for example on our website) once funding allocations have been approved. This may include information obtained through the application process, such as:

- Name of the applicant and any other parties involved in or associated with the project.
- Information about the proposed activities outlined in an application, such as the project name and summary/description.
- Amount of funding sought and/or allocated.

11. COMPLAINTS AND DISPUTES

Any concerns, complaints or disputes raised will be managed according to Council's [C200 - Request for Service and Complaint Policy](#).

12. REVIEW AND EVALUATION

This Policy is scheduled for review by Council in September 2027 or within 12 months after the conclusion of each periodic election. However, will be reviewed as required by any legislative changes which may occur.

13. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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File Reference:	AF18/49
Applicable Legislation:	Local Government Act 1999
Reference: Strategic Plan 2020-2024	Goal 1: Our People Goal 2: Our Location Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
Related Policies:	P155 Privacy C200 Request for Service and Complaint Policy C700 Corporate Branding and Identity
Related Procedures:	
Related Documents:	City of Mount Gambier Grants and Sponsorship Guidelines (reviewed annually)

DOCUMENT DETAILS

Responsibility:	General Manager City and Community Growth
Version:	1.0
Last revised date:	21 May 2024
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Minute reference:	21 May 2024 – Item 19.6 – Resolution 2024/105
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