

Policy Title	Grants, Sponsorship and Donations Policy
Related Documentation	Grants, Sponsorship and Donations Program Guidelines
Relevant Legislation	<i>Local Government Act 1993</i>
Responsible Officer	Manager Governance and Risk

**Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.**

### 1. Objectives

Council is committed to building strong and resilient communities within the Campbelltown Local Government Area (LGA) and to maximising social wellbeing for all residents. One way of achieving these goals is to provide financial assistance in the form of grants, sponsorships and donations to individuals and groups to develop leadership skills, increase participation in community life and address identified social issues.

### 2. Scope

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

### 3. Policy Statement

3.1 Council grants, sponsorships and donations are provided to individuals who reside in the Local Government Area (LGA), or to community based groups, organisations and services that operate within the Campbelltown LGA and/or for the benefit of Campbelltown residents.

Council provides financial support through the allocation of grants, sponsorships and donations. These are a combination of closed round programs, for which applications are accepted once or twice per year and open programs which can be applied for at any time of the year.

These programs are:

1. Connected Communities Fund
2. Quick Response Grants
3. Australian Representative (Sports, Arts, Culture, Academic) Donations
4. Sports Infrastructure Grants (e.g NSW Office of Sports Grants Program)
5. Olympic Ambassador
6. Sports Club Defibrillator Grants

#### DATA AND DOCUMENT CONTROL

**Division:** City Governance  
**Section:** Governance and Risk  
**DocSet:** 5524605

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7. Disaster Relief Donations

8. Local Heritage Fund Grants

3.2 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.

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

3.4 Council may approve grants, sponsorships and donations outside this policy as it sees fit. 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.

#### **4. Grants, Sponsorships and Donations Principles**

4.1 Council seeks to enhance the use of public funds through effective and efficient grant processes. Clear grant program objectives are linked to Campbelltown City Council's strategic goals, outlined in Council's Community Strategic Plan. Council's grants, sponsorships and donations provide a coordinated and integrated approach to growing Campbelltown socially, culturally, economically and environmentally.

4.2 Grant making principles

The key principles that inform grant making by Council are:

a) Delivering Council's Community Strategic Plan

All grants, sponsorships and donations and in-kind value support are aligned with Council's Community Strategic Plan, and other social, economic and environmental policies and plans.

b) Partnerships and collaboration

Develop and maintain partnerships between Council and the community to achieve Council's strategic direction based on mutual respect and transparency.

c) Capacity building

Support community groups and organisations to function positively, develop skills and increase community participation.

d) Social inclusion

Social inclusion is the process whereby every person irrespective of age, disability, gender, religion, sexual preference or nationality who wishes to can access and participate fully in all aspects of an activity or service in the same way as any other member of the community.

Campbelltown is a diverse community comprising people from a range of different backgrounds. Our grants, sponsorships and donations process encourages directing resources to both emerging and existing needs and groups to promote an inclusive and community.

e) Leveraging value

Council seeks to leverage community expertise, capacity, networks and resources to provide the best suite of grants programs to meet the needs of and maximise positive outcomes for the community and business. Council supports projects that represent good value for the level of cash or in-kind support requested. Through effective and efficient grant management processes, Council seeks to ensure costs for administration by the Council and grant applicants are minimised.

f) Good governance

Council is committed to demonstrating integrity, professionalism and transparency in our decision making and has strong governance structures in place to support this. Council will ensure that the grants, sponsorships and donations processes are transparent and fair. Applications are assessed objectively against the defined assessment criteria. All conflicts of interests are addressed and declared as part of this process.

g) Reflection and Learning

As part of Council's commitment to continuous improvement, Council will ensure there are evaluation mechanisms in place and opportunities for feedback on grants, sponsorships and donations processes.

**5. General eligibility and exclusions**

5.1 General eligibility

To be eligible for funding an applicant must:

- a) Be a resident of, or located in the Campbelltown LGA and/or principally providing services to the residents of Campbelltown; and
- b) Acquit any previous Council grants, sponsorships or donations; and
- c) Include all required supporting documentation with their application.

5.2 Applications that are ineligible for funding are:

- a) Projects that duplicate existing Council services or programs
- b) Projects that directly contravene existing Council policy
- c) Projects that do not meet the identified priority needs of the Campbelltown LGA as set out in Council's Community Strategic Plan
- d) From government organisations or political parties
- e) From commercial/profit-making enterprises that cannot demonstrate a positive social outcome for Campbelltown
- f) From charities for general donations (however, Council may provide grants to specific projects run by charities where they meet the criteria)
- g) For general administrative operational expenditure (e.g. administration, insurance), shortfalls in funding by government departments or completed/ retrospective projects
- h) Projects that will rely on recurrent funding from Council

5.3 Further conditions

Council will not:

- a) Support political activities or activities that could be perceived as benefiting a political party or political campaign
- b) Support activities that could be perceived as divisive within the community

For specific eligibility requirements and exclusions for each program, please refer to Program Guidelines.

#### 5.4 Ethics Framework

Council will not support any activities or entities that:

- a) Pollute land, air or water
- b) Destroy or waste non-recurring resources
- c) Market or promote products/services in a misleading or deceitful manner
- d) Produce, promote or distribute products/services likely to be harmful to the community
- e) Acquire land or commodities primarily for the purpose of speculative gain
- g) Entice people into financial over-commitment
- h) Exploit people through the payment of below award wages or poor working conditions
- i) Discriminate by way of race, religion, or sex in employment, marketing or advertising practices
- j) Contribute to the inhibition of human rights generally

#### 5.5 Conflicts of Interest

5.5.1 Council staff or Councillors assessing and determining applications for grants and donations should identify and manage any potential conflicts of interest in accordance with Council's Code of Conduct and Conflicts of Interest Policy.

5.5.2 In particular, members of Council staff and Councillors need to ensure that any affiliation between them and the applicant is appropriately managed when assessing and determining applications for grants and donations.

### **6. Grants, Donations and Sponsorship Management Process**

#### 6.1 Applications

All grant, sponsorship and donation applications must be submitted in writing using the approved application form relevant to the program and associated documentation on Council's website. Council will not accept any applications and/or submissions after any applicable closing date or time.

#### 6.2 Assessment and recommendations

6.2.1 All grant, donation and sponsorship applications received by Council will be assessed by appropriate Council staff. Depending on the type of application, appropriate Council staff may be an individual delegated officer, an internal working party comprising of Council staff members or independent assessors as required.

6.2.2 For grants programs that are open, recommendations will be made in accordance with the grant program guidelines. For grants programs with specific funding rounds, recommendations will be made within three months of the closing date.

6.2.3 Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

Complaints with regard to the process of awarding Grants, Sponsorship or Donations can be made in accordance with clause 6.8 of this policy

### 6.3 Approval

6.3.1 The elected Council has authority to approve grants or other financial assistance. Recommendations for grant and financial assistance outside the limits defined in the policy will be made by a report to Council.

6.3.2 Recommendations for funding of \$2,000 or less may be approved by the General Manager or their delegate provided that the financial assistance is in accordance with sections 356(3), 377(1)(A) and 378 of the *Local Government Act 1993*. Further, in some other circumstances, specific delegation of authority for approval may be given to the General Manager. Council will be notified of funded projects by a report to Council as soon as appropriately possible.

6.3.3 Disaster Relief Donations will only be approved by Council resolution.

6.3.4 Approval of a grant or donation does not imply that Council has given any other consent. Applicants should note that events or any capital works (infrastructure) require approvals and consents from Council, NSW Police and other state government agencies.

### 6.4 Funding agreements

Where applicable, all successful applicants are required to enter into a funding agreement before funds are released and before a project can commence. The agreement is negotiated with the grantee and details may include, but are not limited to:

- The description of the project/activity for which funding is being provided and timeframe for the expected completion
- The amount of funding to be received and details of any value-in-kind support
- Specific performance criteria for each project - these should be provided when applying and can be negotiated when finalising the agreement
- A payment schedule
- The deadline for submission of the project acquittal.

### 6.5 Applicant financial or in-kind contribution

Council values and recognises the importance of an applicant's financial and in-kind contributions. Applicants that demonstrate a commitment to the project through either financial or volunteer support are considered favourably. Such contributions could include:

- In-kind contributions such as donated supplies, materials or services.
- Volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects.

- Direct cash input to the project through donations or income generated.
- Funds raised through crowd funding platforms.

## 6.6 Reporting

All grant recipients are required to report on and acquit their project as detailed in their funding agreement. Reports are to be submitted in writing and provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data, and any lessons learnt. Grant recipients are required to submit financial information and may be requested to provide further documentation and evidence of expenditure. Council may audit grant recipients at any time.

Reports are to be submitted using the grants management reporting template. Reports provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data, and any lessons learnt.

## 6.7 Evaluation and review

This policy will be reviewed every two years. It will be evaluated to assess:

- The cost effectiveness of implementing and managing the grants programs;
- The sustainability of resources to manage the grants programs;
- Mechanisms to collect feedback from applicants on program improvements;
- Grants programs and their eligibility and assessment criteria being consistent with Council's identified priorities and strategic directions;
- The manner in which Council manages its funding arrangements to ensure it is professional and the process for providing grants and donations is transparent and accountable; and
- Conflicts of interest and ensure they are identified and agreements terminated should a conflict of interest arise during the term of the agreement that cannot be resolved.

## 6.8 Dispute resolution and complaints

Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

Complaints from unsuccessful applicants may be made in writing to the Manager Governance and Risk. Complaints will be handled in accordance with Council's Complaints Management Policy.

## 7. Grant Program Information and Contacts

7.1. Information about Council's grants, donations and sponsorship programs will be made available on the Council's website at [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au) and will be promoted periodically through local newspapers, on social media, through schools and community networks and email groups and other media as available.

7.1.1 Information sessions and workshops will be held as required to raise awareness of the grants, donations and sponsorship programs.

7.1.2 Further information about any of Council's grants and donations programs may be obtained by emailing [governance@campbelltown.nsw.gov.au](mailto:governance@campbelltown.nsw.gov.au) or phoning 4645 4000.

7.2 Grants and donations programs funding and frequency

	Program	Funding Available	Frequency
1.	Connected Communities Grants	Connected Communities Fund. Total of \$40,000 per Year. Up to \$2,000 per application, including applications up to \$500 for non-incorporated or auspiced organisations.  Other Connected Communities Grants as per available annual budget as well as potential external funding.	One main round per year with some funds retained for open applications throughout the year
2.	Quick response grants	Total of \$20,000 per year. Up to \$1500 per application	This is an open program and accepts applications throughout the year. Applicants are required to submit their application 8 weeks prior to the event/project taking place
4.	Sports Infrastructure Grants (e.g NSW Office of Sports Grants Program)	Matching funding up to a maximum of 50% of project value, according to available annual budget	Throughout the year, by application
3.	Australian Representatives Donations (Sporting, Arts, Cultural, Academic)	Up to \$500 per application,	Throughout the year, by application
7.	Disaster relief donation	Up to \$20,000 based on the severity of the disaster	Throughout the year. Determined by Council resolution
5.	Olympic Ambassador	Up to \$10,000	Once every 4 years
6.	Sports Club Defibrillator Grants	Matching funding up to a maximum of 50% of asset value.	Throughout the year, by application
8.	Local Heritage Fund Grants	Total \$5,000 per year. Matching funds up to \$2,000 per application	Throughout the year, by application

**8. Policy Administration**

8.1 Minor Changes to this Policy

Council authorises the General Manager to make minor changes to this policy to reflect changes in legislation, expiry of or changes to grant programs, and changes in Council structure.

**9. Definitions**

**Acquittal** Reporting on the activities of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance such as photographs and videos, and where funding was spent.

**Auspice** An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicing organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met.

**Charity** Listed on the Australian Charities and Not-for-profit Commission (ACNC) website as a registered charity.

### **Community Capacity Building**

Aims to strengthen communities through building the capacity of and providing opportunities for people to actively engage with their community. Community capacity building involves the provision of community activities that contribute to people developing their own capacity and resilience to maintain and build on their own resources and to manage future challenges.

**Council** Campbelltown City Council

**Donation** Financial support by Council to an individual, team, organisation or school

### **Funding agreement**

The Funding agreement is the formal document that outlines the terms, conditions and obligations of funding, service delivery, accountability for both the Council and the funded organisation.

**Governance** A clear process by which decisions can be made

**Grant** Funding for a specified purpose directed at achieving goals and objectives consistent with government policy.

**In-kind** Support provided a non-monetary form, such as goods or services or commodities.

### **Matched Contribution**

A financial or in-kind contribution made to match an equal financial or in-kind contribution up to a certain value. Refer to specific information on what Council accepts as in-kind contributions under each grant program in the program guidelines document.

**Not for Profit** An organisation that does not operate for the profit, personal gain or other benefit of particular people.

**Reduction** A proportion of the hire fee for community centres, halls, buses, parks and sports fields approved to be deducted from the full applicable hire fee.

## **10. Legislative Context**

*Local Government Act 1993*

Auditor General NSW: Performance Audit on Grants Administration in NSW

Australian Institute of Grants Management: Grant making Manifesto (2011)

Campbelltown City Council: Council's Community Strategic Plan

Campbelltown City Council: Code of Conduct Procedures

Campbelltown City Council: Conflicts of Interest Policy

Campbelltown City Council: Corporate Sponsorship (Outgoing) Policy

NSW Premier and Cabinet: Good Practice Guide to Grants Administration (2006)

NSW Family and Community Services: Community Builders Program Guideline (2012)

END OF POLICY STATEMENT