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## COMMUNITY POLICIES

### Community Funding: Grants & Sponsorship



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Policy Number:	C3
Relevant Delegation:	Not Applicable
Adoption Details:	22 February 2016
Last Review Details:	27 April 2021

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#### **POLICY OBJECTIVE:**

The purpose of this policy is to outline the framework under which the Shire will enter into Community Funding arrangements for the purposes of facilitating the provision of a service, program, event, activity or endeavour that may contribute to the social, cultural, environmental and economic benefit of the Shire.

#### **POLICY SCOPE:**

This policy applies to all applications for sponsorship from the Shire of York.

Council may approve grants and sponsorship outside this policy as it sees fit. The policy does not prevent Council providing support for civic functions or one-off events in accordance with the relevant legislation.

It does not apply to:

- large scale events considered under the Sponsorship of Tourism Events Policy.
- support for civic functions.

#### **POLICY STATEMENT:**

#### **INTRODUCTION**

The Shire has a strategic objective to work with key partners in the provision of a range of services and programs that support people of all ages and backgrounds. One of the ways in which the Shire does this is in the provision of sponsorship.

Applications for Sponsorship should demonstrate an alignment to the social, economic, environmental and/or civic objectives of the Shire as outlined in the Shire's Strategic Community Plan.

In all cases, there is a need for accountability for use of funds by the community. This acquittal process needs to be transparent but also needs to be commensurate with the scale of the funding provided.

Sponsorship arrangements will only be entered into where a budget allocation exists or, when there is no budget allocation, where it has been approved by Council.

Specific criteria outlined in the relevant guideline will be applied against each sponsorship application.

Grants and Sponsorship are different from the purchases of services, where the Shire determines the type of project or service it requires and develops a contract to control how this is delivered. This process is covered by the Shire's procurement policy.

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This policy sets out the parameters for Council assistance, processes and accountability requirements.

## PRINCIPLES

- (a) Applications for Sponsorship should demonstrate an alignment to the social, economic, environmental and/or civic objectives of the Shire as outlined in the Shire's Strategic Community Plan.
- (b) Being accountable to the community for the use of public monies is essential but acquittal requirements should be commensurate with the scale of the assistance provided.
- (c) Access to funding should be equitable over time.
- (d) Assistance which involves in-kind support and/or waiver of fees has a value and is a cost to the Shire, such as: a time resource (labour), wear and tear on assets, or a loss of revenue. As such, the financial benefit to community groups and projects of this in-kind support needs to be understood and factored into decisions over time.

## PROVISIONS

### 1. THE COMMUNITY FUND

- 1.1 The Council will maintain a Community Funding; Grants & Sponsorship budget in the Long Term Financial Plan and Annual Budget which will comprise the available funding pool under this Policy on an annual basis.
- 1.2 The Community Funding budget will be used for:
  - allocation of direct financial support.
  - funding of fees waiver against the revenue requirements for community facilities.
- 1.3 re-imburement of Council labour costs and payment of any 'use fee' for any Council equipment where in-kind value is provided by the Council. If the fund is exhausted before the end of the financial year, this will be notified to the community and applications will be closed for the remaining period.
- 1.4 Should there be a remaining amount at the end of the financial year, the Council may resolve to either:
  - (a) carry over that funding to the following financial year.
  - (b) allocate that funding to an agreed community project or initiative.

### 2. APPLICATIONS PROCESS

- 2.1 The Community Funding Grant & Sponsorship program will be advertised for a minimum four-week period for each round.
  - 2.2 Applications received within this timeframe, will be considered at the next available Ordinary Council meeting, provided that the application is received fourteen working days before the Agenda is published.
  - 2.3 Applicants will be required to fill in a simple application form. This will include providing information on:
    - who they are.
    - the nature, goals and mission of their organisation.
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- how the project aligns to Council's strategic objectives.
  - the nature of the planned project including advertising, community collaboration and the planned budget.
  - information, where relevant, about experience in managing budgets.
  - how they propose to report back to acquit the project.
  - external funding received for the project, if any, and whether the applicant has previously received assistance from the Community Funding, Grants & Sponsorship program.
- 2.4 Applicants will be encouraged to attend the relevant Council meeting where their application is being considered.
- 2.5 Should an application be received and it is clear that the application is more relevant to another Council budgeted funding pool, the applicant will be contacted to discuss the reassignment to that funding pool application process.

### **3. CATEGORIES FOR SUPPORT AND CRITERIA FOR DECISION-MAKING**

- 3.1 The Council will consider applications made under the following general headings. Projects which:
- encourage general involvement in local activities including sport.
  - improve collaboration and coordination of community support and services.
  - assist a community group to expand their ability to provide support for community and individual health and wellbeing.
  - Facilitate inclusion and equitable access to facilities, services, open spaces and activities.
  - increases community knowledge and understanding of their local built and natural environment.
  - are focused on protection and restoration of the Shire's natural environment including the Avon River and the protection and restoration of the built environment.
  - events which increase a sense of belonging, and of being socially connected to the community. Note: these are events not developed to leverage tourism or economic development benefit but having more of a purely community enjoyment focus.
  - support for individuals, particularly for youth, who have been selected to be involved in regional, state or national cultural and sporting activities.
  - requests by community groups to procure assistance to develop applications for external grants (seed funding).
- 3.2 The Council will not consider the following types of application under this Community Fund:
- Applications for activities outside the Shire of York.
  - applications for events intended to leverage tourism and economic development benefits. These will be considered under other funding provisions.
  - requests for on-going operating costs.
  - Consumables.
  - administration costs to deliver the project.
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- individual requests for purchase of sports uniforms (team requests will be considered).
  - individual applications for support that do not show parallel efforts to fundraise.
  - retrospective applications.
  - more than one application from the same source in the same funding round.

3.3 The following general criteria will be used to assess applications:

- the individual or community group is Shire of York based.
- any benefits arising from the activity accrue to the Shire of York community and/or environment in some form.
- proposed events facilitate inclusion and equitable access to facilities, services, open spaces and activities.
- a proposal, particularly for events, has been well thought through and the application for support is well ahead of any final decision to proceed.

#### **4. TYPES OF ASSISTANCE**

4.1 Grant & Sponsorship arrangements may be provided through the following funding types:

Minor: (including in-kind waiver requests) under \$2,000, provision of financial assistance to eligible groups and individuals that provide services or activities to the community.

Major: \$2,001 - \$10,000, provision of financial assistance to organisations that provide services or activities of a value greater than that provided under minor funding.

Tourism: \$10,001+: assistance to fund and attract year-round events to the region. Applications of this nature will be referred to Council's C4 Sponsorship of Tourism Events Policy and its associated guidelines for consideration and not this policy.

4.2 Where value in-kind labour assistance and waiver of fees is provided, a dollar value will be placed on the assistance and costed to the project amount total.

The setting of values for in-kind assistance will be set through the Annual Budget fees and charges review process.

Financial assistance includes:

- direct provision of money.
- waiver of fees (e.g. access to Council owned tables and chairs, Council facility hire).
- provision of in-kind support (support provided by the Shire for an activity where a scheduled fee or charge exists).

#### **5. DURATION OF ASSISTANCE**

5.1 The preference will be for provision of project support for the time period indicated in the advertised Grant & Sponsorship round only. In exceptional circumstances the Council may consider support for a project for a maximum period of three years where it considers the project presents major benefits to the community and it is consistent with strategic direction. Consideration must include the cost/ benefit of effectively reducing the available funding pool for other recipients over this period.

5.2 Should the situation arise where the Council sees significant benefit to the community of maintaining support for a project or activity on an on-going basis, it may resolve to consider, via the Integrated Planning and Reporting Framework review cycle or the Annual Budget

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process, inclusion as a Multi - Year Funding Agreement. Consideration does not imply approval.

## **6. LEVEL OF FUNDING FOR EACH APPLICATION**

- 6.1 Funding types detailed indicate the value amounts available for application.
- 6.2 The Council may, in order to maximise the availability of funding to a range of applicants, decide via a Council resolution to impose a maximum financial support limit per application. If it does so, this will be advertised in advance of the application period opening and made clear on the associated application forms.

## **7. REJECTED APPLICATIONS TO THE COMMUNITY FUNDING POOL**

- 7.1 If an application is rejected the Council will:
- (a) provide the applicant with the reasons why.
  - (b) redirect the application, if the recipient agrees, to another Council funding pool if it is deemed more appropriate for the application.
- 7.2 If the application relates to a matter that might be better considered for budgeted resourcing and the Council directs that it be considered as part of review and budgeting processes, this will be followed up with the applicant. Consideration as part of the budgeting process does not imply approval.

## **8. ACQUITTAL**

- 8.1 All successful recipients will be required to report to the Council on their project, event or individual activity on its completion. This acquittal process can occur in the following ways:
- speaking briefly at a Council meeting and providing visual record where appropriate.
  - if attendance at the meeting is not possible, submitting an acquittal report to the Shire for circulation to all Councillors.

Note: attendance to speak at a Council meeting is encouraged for all recipients, especially young people, as a way of learning about Council and Council processes.

- 8.2 The Council may require more extensive acquittal information for major, tourism and multiyear funding types if the amount provided is significant. Such requirements will be identified in the associated acquittal reports as a condition at the time of granting the approval.
- 8.3 Where in exceptional circumstances support up to a three year maximum is provided, the successful recipient must:
- speak annually at the Council meeting to provide an update.
  - provide an annual accompanying written summary of how the financial support was used, budget breakdown, stakeholder engagement (community & external), engagement numbers and final outcomes.
  - A projected budget for the following years activities.

## **PENALTIES:**

Not applicable.

## **KEY TERMS/DEFINITIONS:**

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<b>Term</b>	<b>Meaning</b>
Policy	This Shire of York Council policy titled 'Community Funding: Grants & Sponsorship'.
Recipients	An individual or organisation that receives a contribution in cash and/or in kind from Council.
Sponsorship Arrangement	An arrangement under which Council provides a contribution in cash and/or in kind to a recipient for the provision of a service, program, event, activity or endeavour that may contribute to the economic, social, environmental or cultural development of the Shire.

Responsible Officer: Executive Manager Corporate and Community Services

Contact Officer: Administration & Governance Coordinator

Relevant Legislation: Local Government Act 1995

Associated Documents: Community Funding Guidelines 2020/21  
Community Funding Application Form 2020/21  
Community Funding Acquittal Report 2020/21  
Community Funding Arrangement Acceptance Form  
Council Policy C3 Sponsorship of Tourism Events  
Council Policy C5 Public Events in York

Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
Adopted – 22 February 2016	050216
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Reviewed - 28 February 2017	
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<b>Former Policy No:</b>	C1.3