

<b>Policy Name</b>	<b>Grants, Sponsorship and Other Assistance</b>
<b>Policy Number</b>	CD39
<b>Responsible Section</b>	Community Development
<b>Responsible Department</b>	Community Development
<b>Date Last Adopted</b>	6 December 2022
<b>Date of Next Review</b>	December 2024
<b>Applicable Legislation</b>	Local Government Act 1999
<b>Related Governance Documents</b>	Grant Program Guidelines Sponsorship Guidelines Unsolicited Bids Guidelines
<b>City Plan Theme</b>	Community Economy Heritage Leadership Placemaking

## PURPOSE

Grants, sponsorship and other forms of financial and/or in-kind support are important ways which Council in collaboration with individuals, businesses, community groups, property owners and others strive to achieve aspects of the City Plan 2030. The purpose of this policy is to provide a framework for:

- the provision of grants, sponsorship and in-kind support to individuals, groups and organisations;
- dealing with requests for financial support outside of a grant or sponsorship program; and
- the monitoring, reporting and periodic review of grants and sponsorship programs.

## OBJECTIVE

The objective is to provide a transparent, equitable, fair and consistent process for the provision of funding via grants, sponsorship and other financial and/or in-kind arrangements.

## SCOPE

This policy applies to all grants, sponsorship, and other financial and/or in-kind support provided by the City of Port Adelaide Enfield to individuals, businesses, property owners, event organisers, groups or organisations through a request or application process.

This policy excludes:

- any funding provided without an application process;
- any funding provided as a fee for service;
- procurement, purchasing or tenders;
- contract management;
- grants or sponsorship received by the City of Port Adelaide Enfield.

## POLICY

The City of Port Adelaide Enfield acknowledges and takes seriously its responsibility to manage Council funds provided via grants, sponsorship or other financial or in-kind assistance:

- with transparency, equity, and fairness;
- for public good; and
- in the interest of the City of Port Adelaide Enfield, its residents, businesses and visitors.

All financial or in-kind assistance, grants or sponsorship given by the City of Port Adelaide Enfield should adhere to the following principles:

- be fair, equitable, and transparent in the application and assessment process;
- encourage partnership, collaboration and the sharing of costs between council, other funding organisations and the applicant wherever possible and appropriate;
- reduce barriers and support opportunities for inclusion and capacity building to enable anyone to apply for a grant or sponsorship;
- be in line with good governance and accepted grantmaking and sponsorship practices.

Council's grants, sponsorship, financial or in-kind support, unless otherwise indicated in the relevant guidelines, will be limited to:

- individuals who reside within the City of Port Adelaide Enfield;
- owners of properties within the City of Port Adelaide Enfield;
- community based groups, organisations and services that operate within the City of Port Adelaide Enfield and/or for the benefit of City of Port Adelaide Enfield residents;
- placemaking or activations (including events) which take place within the City of Port Adelaide Enfield.

Unless otherwise specified in the relevant guidelines, staff and elected members of the City of Port Adelaide Enfield will be ineligible to receive a grant, sponsorship or other financial or in-kind assistance.

## Grants Program

The City of Port Adelaide Enfield's Grants Program comprises of the following grants:

- Business Grants for Disability Access;
- Community Project Grants;
- Environment Grants;
- Equipment Grants;
- Event Grants;
- Heritage Grants;
- Individual Grants;

- PAE Places Grants;
- Small Grants;
- Sport and Recreation Grants.

### **Creation of Additional Grant Programs**

Council may establish other grants programs provided that they adhere to the content of this policy.

### **Sponsorship**

Council may provide sponsorship for events, activities, products, services or other appropriate reasons.

Sponsorship will be confined to matters which:

- Align with Council's City Plan and strategic objectives;
- Enhance the economic prosperity of the region and/or provide economic benefit to businesses within the City;
- Build the City's visitor economy and/or promote the City as a tourist destination;
- Increase the vibrancy of the City.

Sponsorship may include a financial and/or in-kind contribution.

Sponsorship agreements may be for a period of up to but not longer than five years.

### **Request for Financial Assistance**

Every effort must be made in the first instance to direct a request for financial assistance to one of Council's Grants Programs or Sponsorship. Should neither of these be appropriate, and unique and special circumstances exist, a request for financial assistance may be made by an individual, business, group or organisation.

Requests for financial assistance must meet the following criteria:

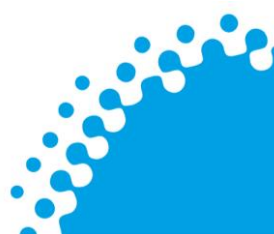
- be for a specific purpose that aligns with the City of Port Adelaide Enfield's City Plan or strategic objectives;
- is primarily of benefit to residents, businesses or other groups within the City of Port Adelaide Enfield;
- does not require recurrent or ongoing funding;
- meets the eligible applicant criteria for at least one of Council's Grants Programs.

Requests for financial assistance will not be considered for purposes that:

- could normally be provided by sponsorship or a grant program;
- are the responsibility of the State or Federal Government;
- seek to make a financial profit for the applicant;
- are for operational costs such as building maintenance, rates, utility or other costs;
- have already been completed or for costs that have already been expended;
- could be provided through other appropriate funding sources or avenues.

Requests for financial assistance must be made in writing and include:

- the applicant/s particulars and contact details;
- the community need or gap that has been identified;
- a detailed outline of why the funds are required and how they will be used;
- a detailed budget including quotes (where appropriate);
- an outline of why the applicant has limited capacity to raise funds and what other attempts have been made to secure funding; and



- any financial or non-financial contribution being made by the applicant.

Requests for financial assistance can only be granted by a resolution of Council. To enable this to occur the Administration will prepare a report to Council that includes:

- an assessment outlining why the applicant does not meet the criteria for a grant or sponsorship;
- an assessment of the circumstances of the applicant, including services provided to the community, the purpose of the financial assistance, the reasons for seeking funding from Council and the applicant's financial situation;
- any other appropriate funding sources or avenues available to meet the applicant's needs;
- proposed terms and conditions of the financial assistance, including the term or duration of the assistance, acquittal requirements, evaluation (where appropriate) and any process for review;
- a recommendation regarding funding which includes whether or not the request can be met from within the existing budget or requires a budget variation.

### **Requests for In-Kind Assistance**

Applications for in-kind assistance may be received as a part of a grant or sponsorship request, or as a stand-alone request. Such requests may include, but are not limited to:

- temporary loan of equipment – such as marquees, bollards, witches hats, bunting or signage;
- waiving of Council reserve hire fees (excluding bonds and key deposits) and/or special preparation of such sites;
- promotion through Council's website, PAE Today, social media, banners or other forms.

Items which incur a direct financial cost to Council will generally not be provided as in-kind assistance. This includes, for example:

- services provided by Council's outdoor workforce and/or using Council machinery;
- the provision of services by a sub-contractor of Council.

Requests for in-kind assistance:

- should be included as part of a grant application, request for sponsorship or in writing and not less than four weeks prior to any event or other purpose for which they are required;
- will generally be limited to once-off events. Requests for recurring events will be considered and approved subject to negotiation;
- will, where relevant, require the applicant to sign an Equipment Booking Agreement, which includes a commitment to pay for any damages or loss.

### **General Conditions**

#### ***Guidelines***

Guidelines will be established for each grant program and for sponsorship. A copy of the guidelines must be available on Council's website and reviewed periodically or as required.

#### ***Application, Assessment and Notification***

An application form will be established for each grant program and for sponsorship. Applications will only be accepted if received on the application form.

Any request for a grant or sponsorship must adhere to the requirements set out in the relevant guidelines. All requests will be assessed as per the Guidelines.



Guidelines will establish who is eligible to apply for a grant program or sponsorship opportunity. Where the applicant is unable to meet these criteria, they may seek an organisation to auspice the grant on their behalf.

Where a closing date has been set for a grant or sponsorship applications received after this date will generally not be accepted.

The assessment process for grants and sponsorship must:

- be undertaken by more than one person and will generally be undertaken by a panel/group of people;
- use predetermined assessment criteria which are made available to applicants at the time of making an application;
- be free from bias or conflict;
- be undertaken transparently and fairly;
- be approved by an Officer/s with appropriate financial delegation.

While there is no obligation to do so, those responsible for the assessment and awarding of a grant or sponsorship may make enquiries of any person or group as to the applicant's eligibility, suitability and capability to undertake an initiative, event or other proposed activity. All such enquiries will be treated in confidence.

Council reserves the right not to award a grant or sponsorship if:

- no suitable application/s are received;
- the application/s received are ineligible or incomplete or of a poor standard;
- the proposed project, activity or event is assessed as;
  - duplicating similar endeavours, poorly conceived, or unnecessary
  - not representing good value for money
  - inconsistent with the values and strategic objectives of the City of Port Adelaide Enfield and/ or is likely to cause offense, is discriminatory or otherwise fails to meet generally accepted community expectations
  - not in the interests of the City of Port Adelaide Enfield, its residents, businesses or visitors

To minimise the burden on applicants, where an application is made for one grant program but is better suited to another, Council Administration may consider the existing completed application form and seek and appropriately record any additional information required from the applicant by other means (eg. email or telephone).

Applicants must be notified of the outcome of their application in a timely manner following confirmation of the decision by Council or the relevant grant selection panel.

### ***Payment of funds and GST***

Applications for grants or sponsorship submitted by a group, organisation or business must include an ABN, Australian Taxation Office Statement by a Supplier form, or be auspiced by a group, organisation or business able to fulfill this requirement.

For groups, organisations or businesses registered for GST Council will increase the grant or sponsorship by the amount of GST payable to the Australian Taxation Office in order to maintain the pre-GST value of the grant or sponsorship.



### ***Reports and Acquittals***

Reporting and acquittal requirements will be established for all sponsorship, grants and other financial assistance covered by this policy. Reporting and acquittal 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.

### ***Monitoring and review of grants, sponsorship and financial assistance***

Sponsorship and grant programs should be reviewed not less than every five years to ensure they continue to achieve their intended outcomes and that changes are not required to the eligibility criteria, assessment process or level of funding.

### ***Unspent funds***

Council Administration must be advised as soon as practical of instances where unavoidable delays (eg. illness, weather conditions, associated cancellations, pandemic etc) interfere with a grantee's ability to deliver the project, activity, purchase or event for which they have received a grant or sponsorship.

If after 12 months from the proposed date or timelines set out in the application the grantee has been unable to deliver the activity, event or project the funds in their entirety must be returned to Council and a future application made should the individual, business or group wish to subsequently attempt delivery of the project, purchase, event or activity.

If a portion of the grant funds have been expended toward the delivery of the project, activity or event and these can be reasonably justified, such funds should be acquitted and any remaining funds be returned.

Unspent grant funds cannot be allocated to operational or organisational expenses or to a project which significantly differs from that which the grant was applied for.

## **ROLES AND RESPONSIBILITIES**

Council is responsible for:

- endorsing a grants, sponsorship and other assistance policy;
- determining requests for financial assistance and sponsorship;
- allocating a budget for grant programs and sponsorship.
- receiving regular updates on successful and unsuccessful applications made to Council's grant programs;
- establishing, revoking or significantly amending grant or sponsorship programs;
- major changes to grant or sponsorship programs or guidelines which significantly alter the nature of the program, its eligibility criteria, types of activities funded or the level of funding provided.

Council Administration is responsible for:

- coordinating and managing the preparation of grant guidelines, application forms and marketing materials;
- undertaking activities to promote Council's grants and sponsorship opportunities and increase the capability of community organisations, groups and businesses to prepare grant applications;
- administering the application, assessment and selection process for grants in accordance with the grant guidelines;



- assessing applications and preparing reports for Council relating to requests for sponsorship or other financial assistance;
- facilitating opportunities for elected members to be involved in the presentation of grants and sponsorship;
- minor changes to grant or sponsorship programs or guidelines which:
  - improve, make clearer or respond to community concerns about the eligibility criteria, application process, opening/ closing dates, timing of rounds, assessment or advice to applicants; and
  - do not significantly alter the intent, eligibility criteria or level of funding provided by Council
- maintaining an official record of all grant recipients which describes the intended purpose of the grant, the grant given, the date of the grant and its acquittal.

The Community Development Manager is responsible for the oversight and review of this Policy.

## DEFINITIONS

**Acquittal** – information provided by a grant recipient demonstrating that the funds have been administered responsibly, and in accordance with the application, eligibility requirements, funding agreement and conditions of the funding program.

**Grant** – a payment made by Council to an individual, property owner, group or organisation for a specific purpose, purchase, project or event consistent with the relevant grant guidelines and the City of Port Adelaide Enfield’s strategic goals and objectives - but without expectation of commercial return or mutual benefit. Grants are commonly used facilitate, support and enable aspects of community life, placemaking or environmental or heritage outcomes.

**In-kind support** – a non-financial contribution which may include the provision of a Council service, product or facility free of charge or at a reduced or subsidised rate. An in-kind contribution may be subject to eligibility criteria and shall meet the City of Port Adelaide Enfield’s strategic goals and objectives.

**Sponsorship** – a commercial arrangement in which a sponsor provides a financial or in-kind benefit in exchange for a negotiated mutual benefit.

