

Name:	Grants, Donations and Sponsorships		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	General Manager Community and Culture		
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## 1 PURPOSE

Council actively supports initiatives which benefit the community. This Policy provides governance and outlines the method by which support is provided by way of grants, donations, and sponsorships.

## 2 PRINCIPLES

Council is committed to the principles of open and transparent government, as well as ensuring Council is financially sustainable.

## 3 DEFINITIONS

*For the purposes of this Policy, the following definitions apply:*

Term	Definition
Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation may need to acquit funds provided. GST is not applicable. Council is recognised for its contribution.
Donation	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods. Acquittal of funds is not required. GST is not applicable. Council is recognised for its contribution.
Sponsorship	Where Council provides financial or in-kind support to a community activity or event, and where Council is widely identified as a sponsor of the event as per details in the Agreed Conditions of Funding. Acquittal of funds is not required. GST is applicable.
Representation	The action of speaking, competing or acting on behalf of Palmerston, Northern Territory or Australia as part of a team, a community group or as an individual in a sporting or other challenge where the nominated individual is based in Palmerston. Representation Support is a form of Donation.

## 4 POLICY STATEMENT

### 4.1 Criteria for all categories of Grants, Donations and Sponsorships from Council

- 4.1.1 All requests for grants, donations and sponsorships must benefit the Palmerston Community, and must identify how the proposed activity/event/item relates to one or more of the objectives within the City of Palmerston Community Plan.
- 4.1.2 Each request must include a completed Community Benefit Scheme Application Form of the appropriate Category.
- 4.1.3 Community groups, incorporations and not for profit organisations are eligible to apply for grants, donations and sponsorships.

- 4.1.4 Requests by commercial entities will not be considered except for as outlined in Clause 4.6.1 of this Policy or in the circumstance of an Expression of Interest for Special Projects in Palmerston.
- 4.1.5 Requests by individuals will not be considered except for the purpose of Palmerston, Northern Territory or Australian representation.
- 4.1.6 Financial support will be restricted to one successful application per financial year.
- 4.1.7 A funding agreement prepared by Council, outlining conditions, must be signed by the successful applicant and returned to City of Palmerston prior to disbursement of funds.
  
- 4.2 **Grants and Donation Requests**
  - 4.2.1 **Category 1 – Grant and Donation Requests for \$500 or less**
    - 4.2.1.1 Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfil all criteria in 4.1 above.
  - 4.2.2 **Category 2 – Grant and Donation Requests for between \$501 and \$2,000**
    - 4.2.2.1 Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfil all criteria in 4.1 above.
    - 4.2.2.2 The organisation provides their details including appropriate registration as an incorporated community group or not- for-profit organisation, applicable insurance details, contact details of elected office holders and minuted details of the organisation’s resolution to request funding.
    - 4.2.2.3 A letter of request-which details the project, event, or material need, and drawing links between the benefit of the project and the City of Palmerston Community Plan, written by someone within the organisation holding an elected office, must be submitted along with the completed Community Benefit Scheme Application Form.
  - 4.2.3 **Category 3 – Grant and Donation Requests in excess of \$2,000**
    - 4.2.3.1 All requests must comply with requirements set out in 4.2.2 above.
    - 4.2.3.2 In addition, the organisation must submit a project brief including the projected budget.
    - 4.2.3.3 Evidence of alternate sources of funding, to a minimum of 30% of the project costs, must be provided.
    - 4.2.3.4 If the grant application is for funds greater than \$10,000, then the organisation is to provide its most recent audited financials.
    - 4.2.3.5 A full acquittal of funds is required for grants but is not required for donations.
  
- 4.3 **Sponsorship**
  - 4.3.1 The organisation must submit a copy of the Sponsorship Package which details all levels/categories of sponsorship including costs and benefits.
  - 4.3.2 The organisation is responsible for the appropriate display of Council’s branding, as deemed appropriate by the Chief Executive Officer or Council.
  - 4.3.3 The organisation must permit Council to attend the funded event/program for the purpose of taking photos and/or video recording. Council will seek permission from the individual/s photographed or recorded.
  - 4.3.4 Where recurring annual sponsorship is agreed upon, the organisation must comply with criteria set out in the Agreement, and Council must resolve to provide the recurring funding.
  - 4.3.5 No acquittal is required.

## 4.4 Representation Support

Council may decide to support individuals and teams based in City of Palmerston and representing Palmerston, Northern Territory or Australia in sporting and other challenges, activities and events within the Northern Territory, interstate and internationally.

- 4.4.1 Funding will be from the Community Benefits Scheme allocation and considered a donation.
- 4.4.2 Pre-determined amounts of support will be available for Individuals and Teams.
- 4.4.3 Individuals may request \$250 to assist their representation. All team members may request individually however, where an individual is successful, that individual is ineligible to receive additional funding as part of a team application.
- 4.4.4 Teams may request \$250 per competing team member, up to the total value of \$2,000 to assist team representation. A list of competing team members is to be included with the team application. Where a team application is successful a member of that team is ineligible to also apply as an individual.
- 4.4.5 Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfil all criteria in 4.1 above.
- 4.4.6 Requests must be submitted prior to the event and dates of travel. Retrospective applications will not be eligible.
- 4.4.7 Requests for representation funding will be via Application, where the applicant meets eligibility.
- 4.4.8 Representation eligibility criteria:
  - 4.4.8.1 Individuals must be Palmerston residents; or
  - 4.4.8.2 Teams must be Palmerston-based.
- 4.4.9 Supporting documentation must include evidence of competition/activity/event participation.

## 4.5 Environmental Initiatives

Subject to the conditions provided for in 4.1 and 4.2 of this policy, Council will support environmental initiatives up to a cumulative total of \$20,000 per annum, where there is a demonstrated improvement that can be achieved in the environment as a result of the project/initiative.

These initiatives may include, but are not limited to:

- Waste reduction strategies (reducing non-recyclables or single use containers)
- Water or energy efficiency opportunities
- Rehabilitation of the environment (native planting / litter collection)

- 4.5.1 Exclusive to the requirements provided for in 4.1, grant funding will be available to commercial entities per environmental project/initiative, per year, subject to 50% to the cost of the project being matched by the applicant.
- 4.5.2 Written justification for the initiative must be provided, detailing the environmental benefit which will be delivered as a result of the project, and aligned with the outcomes of the City of Palmerston Community Plan.

## 4.6 Graffiti Removal

Council will support initiatives for graffiti removal with grant funding. This grant funding is exclusive of the conditions provided under 4.1 and 4.2 of this policy. Funding will be granted subject to the following conditions:

- 4.6.1 This grant funding will be restricted to an amount of \$500 per request and is accessible by community groups only.
- 4.6.2 The Graffiti Removal Grant Form has been submitted and includes supporting evidence as detailed in the form. This includes providing evidence of owner's consent to undertake the graffiti removal from a proposed location.
- 4.6.3 The funds must be acquitted, and evidence of the graffiti removal provided to Council upon completion of the project.

#### 4.7 Special Projects

Council may elect to offer and promote Special Projects Expressions of Interest to encourage requests for financial support for various initiatives.

- 4.7.1 These may be short-term or long-term projects and will be offered as determined by Council Decision, including maximum value of and length of time of offer.
- 4.7.2 Funding for Special Projects will be from the Community Benefits Scheme.
- 4.7.3 Application for these Special Projects will be via Expression of Interest, where the applicant meets eligibility as specified per Special Project criteria.
- 4.7.4 Special Project criteria may differ from 4.2 in that:
  - 4.7.4.1 Successful funding through the Community Benefit Scheme does not preclude successful Special Projects funding.
  - 4.7.4.2 Expressions of Interest may be accepted from businesses and individuals if there is clear community benefit.

#### 4.8 Annual School Awards

Council will provide the sum of \$100 annually to all schools within the municipality for the purpose of a "City of Palmerston Community Service Award", to be awarded at the time and under the criteria deemed fit by the recipient school. Schools will be invited in July to apply for the funding by submitting details requested. Only schools responding to invitations as requested will be awarded funding.

#### 4.9 Responsibilities of the Chief Executive Officer

- 4.9.1 All requests under \$2,000 are at the discretion of the Chief Executive Officer.
- 4.9.2 Requests in excess of \$2,000 are to be referred by the Chief Executive Officer to Council with a recommendation.
- 4.9.3 The Chief Executive Officer is required to maintain a register of all grants, donations and sponsorships made under delegation.
- 4.9.4 Where a request for a Grant, Donation or Sponsorship is made which does not comply with the criteria outlined above and is deemed to have merit by the Chief Executive Officer, the request will be referred, with recommendation to Council for consideration and determination.
- 4.9.5 A report detailing decisions made regarding Community Benefit Scheme funding requests will be tabled in full Council meeting each month.

## 5 ASSOCIATED DOCUMENTS

- 5.1 Application forms will be available on Council's website

## 6 REFERENCES AND RELATED LEGISLATION