



Policy Title	Grants, Sponsorship and Donations Policy
Related Documentation	Grants, Sponsorship and Donations Program Guidelines Corporate Sponsorship of Council Activities policy Community Strategic Plan Code of Conduct Auditor General NSW: Performance Audit on Grants Administration in NSW NSW Premier and Cabinet: Good Practice Guide to Grants Administration
Relevant Legislation	<i>Local Government Act 1993</i>
Responsible Officer	Manager Governance and Risk

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, achieve economic uplift 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.

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Directorate: City Governance
Section: Governance and Risk
Record No: CD0-23/583

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3. Policy Statement

3.1 Council grants, sponsorships and donations are available 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.

3.2 Council seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives in alignment with Council's guiding principles and the City's vision.

3.3 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.

3.4 These programs are:

- City Attraction Fund
- Connected Communities Fund
- Local Business Street Appeal Grants
- Environmental Grants
- Local Heritage Fund Grants
- Creative Grants Program
- Quick Response Grants
- Australian Representative (Sports, Arts, Culture, Academic) Donations
- Sports Infrastructure Grants (NSW Office of Sports Grants Program)
- Olympic Ambassador
- Sports Club Defibrillator Grants
- Disaster Relief Donations
- Annual Mayoral Charity Donation

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

3.6 While Council administers a number of grant programs, only one funding application may be progressed per project/proposal.

3.7 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. Grant program objectives are linked to Campbelltown City Council's strategic goals, outlined in Council's Community Strategic Plan and funding adopted annually in the Council budget. 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.
- d. Demonstrate a positive social outcome for Campbelltown.

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 charities for general donations (however, Council may provide grants to specific projects run by charities where they meet the criteria)
- f. For general administrative operational expenditure (e.g. administration, insurance), shortfalls in funding by government departments or completed/ retrospective projects
- g. 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

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

5.5 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
- f. Entice people into financial over-commitment
- g. Exploit people through the payment of below award wages or poor working conditions
- h. Discriminate by way of race, religion, or sex in employment, marketing or advertising practices
- i. Contribute to the inhibition of human rights generally

5.6 Conflicts of Interest

- a. 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.
- b. 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. Funding Application Management Process

6.1 Applications

- a. All funding applications must be submitted using Council's electronic grants management system on Council's website using the prescribed application form and supply all associated documentation required by the form. Council will not accept any incomplete applications and/or submissions after any applicable closing date or time.

6.2 Assessment and recommendations

- a. All funding 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 panel comprising of Council staff members and subject matter experts or independent assessors as required.

- b. Funding applications will be subject to a merit based assessment against the published criteria.
- c. Recommendations will be made in accordance with the timeframes outlined in the relevant grant program guidelines.
- d. Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Grant programs may be highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

6.3 Applicant financial or in-kind contribution

- a. 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 other sources.

6.4 Approval

- a. 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.
- b. Recommendations for funding in accordance with the program limits set out in this policy, program guidelines and adopted budget, in compliance with sections 356(3), 377(1)(A) and 378 of the *Local Government Act 1993* may be approved by the General Manager.
- c. Approval of funding 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. Applicants must ensure adequate time is allowed for this application process and related approvals.

6.5 Funding agreements

- a. Where applicable, successful applicants are required to enter into a funding agreement before funds are released and before a project can commence. The agreement may be 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.

6.6 Acquittal

- a. All grant recipients are required to report on and acquit their project as detailed in their funding agreement.
- b. The acquittal may include the submission of submit financial information, documentation and evidence of expenditure.
- c. Acquittals are to be submitted using the grants management system.
- d. Council may audit grant recipients at any time.
- e. Grant recipients that fail to acquit their grant in accordance with the relevant program requirements may be required to repay funding (either in full or in part) to Council, and may be considered ineligible for any further funding under the Program or any other program managed by Council until such non-compliance is rectified.

6.7 Reporting

Approved Grants, Sponsorship and Donations funding will be reported in Council's Annual Report.

6.8 Evaluation and review

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

- a. The cost effectiveness of implementing and managing the grants programs.
- b. The sustainability of resources to manage the grants programs.
- c. Mechanisms to collect feedback from applicants on program improvements.
- d. Grants programs and their eligibility and assessment criteria being consistent with Council's identified priorities and strategic directions.
- e. 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.

7. Grant Program Information

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 and other media as available.

- a. Information sessions and workshops will be held as required to raise awareness of the grants, donations and sponsorship programs.
- b. Further information about any of Council’s grants and donations programs may be obtained by emailing council@campbelltown.nsw.gov.au or phoning 4645 4000.

7.2 Grants and donations programs funding and frequency

- a. Individual program details are updated regularly. Focus areas, criteria and application processes specific to each grant program are published on Council’s website.
- b. All applications are subject to merit-based assessment against pre-determined criteria.

	Program	Funding Available	Frequency
1	City Attraction Fund	Total fund value as per annual adopted budget. Funding available per application varies according to tier subject to published criteria	Two rounds per year.
1a	City Attraction – Tier 1	Large events Up to \$50,000 grant plus up to \$10,000 value in-kind	Two rounds per year. Applications may be invited.
1b	City Attraction – Tier 2	Intermediate events Up to \$15,000 grant plus up to \$10,000 value in-kind	Two rounds per year.
1c	City Attraction – Tier 3	Boutique events Up to \$8,000 grant plus up to \$5,000 value in-kind	Two rounds per year.
1d	City Attraction – Tier 4	Local Community and Cultural events Up to \$5000 which may be a combination of financial support and value-in-kind	Two rounds per year.
2	Connected Communities Grants Fund	Total fund value as per annual adopted budget. Up to \$2,000 per application. 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

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3	Local Business Street Appeal Grants	Total fund value as per annual adopted budget. Up to \$5,000 per application.	One main round per year.
4	Local Environment Grants	Total fund value as per annual adopted budget.	
4a		Flying Fox Residential Support	Open program. Applications accepted throughout the year until fund is exhausted.
4b		Plastics reduction grants	Open program. Applications accepted throughout the year until fund is exhausted.
5	Local Heritage Fund Grants	Total fund value as per annual adopted budget. Matching Funds up to \$2000 per application.	One main round per year.
6	Creative Grants Program	Total fund value as per annual adopted budget. Up to \$3000 per application for individual artists and groups. Up to \$5000 per application for organisations.	One main round per year.
7	Quick Response Grants	Total fund value as per annual adopted budget. Up to \$3000 per application includes a combination of grant funding and value in kind.	Open program. Applications accepted throughout the year until fund is exhausted.
8	Sports Infrastructure Grants (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
9	Sports Club Defibrillator Grants	Matching funding up to a maximum of 50% of asset value.	Throughout the year, by application
10	Australian Representative Donation (Sport, Arts, Cultural, Academic)	Up to \$500 per application	Open program. Applications accepted throughout the year.
11	Olympic Ambassador Donation	Up to \$5,000 per athlete from Campbelltown LGA selected to represent Australia at the Olympic Games.	Open program. Applications accepted once every 4 years.

12	Disaster Relief Donation	Up to \$10,000 based on the severity of the disaster.	Open program. Applications accepted throughout the year. Determined by Council resolution.
13	Annual Mayoral Charity Donation	Funds raised at the annual Mayoral Fundraising event are donated to the charity selected at the Mayor's discretion.	Once per year. Determined by the Mayor.

8. Dispute resolution and complaints

Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application.

Grant Programs and funding applications may be highly competitive and even though an application may meet the program criteria it may not be competitive against other applications or Council priorities following the merit-based assessment process.

Complaints may be made in writing to council@campbelltown.nsw.gov.au.

Complaints will be handled in accordance with Council's Complaints Management Policy.

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	A Not-for-profit organisation which has a charitable purpose for the benefit of the public. 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.
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.
Matched Contribution	Support provided a non-monetary form, such as goods or services or commodities. 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.
Value in Kind	An arrangement where Council foregoes revenue (either in full or in part) on things for which a fee would normally be charged. This may include park hire or venue or facility hire fees. Services incurring real cash cost are not supported within Council's grants and sponsorship program. These services include development application fees, health inspection fees, health approvals, section 68 approvals, temporary road closures.

10. Policy Administration

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.

11. Effectiveness of this Policy

Evaluation and review - This policy will be reviewed every four years. It will be evaluated to assess:

- a. The cost effectiveness of implementing and managing the funding programs
- b. The sustainability of resources to manage the funding programs
- c. Mechanisms to collect feedback from applicants on program improvements
- d. Funding programs and their eligibility and assessment criteria being consistent with Council's identified priorities and strategic directions
- e. The manner in which Council manages its funding arrangements to ensure it is professional and the process for providing funding is transparent and accountable.

END OF POLICY STATEMENT