



Grants and Sponsorships Policy

Strategic Reference	Provide leadership, good governance, and efficient, effective and responsive Council services
File Reference / Record No	
Responsibility	Group Manager Economy, Tourism & Community
Version Number	1.0 <i>This policy replaces the Community Grants Policy and the Individual Grants to Youth and Students Policy</i>
Last Revised Date	September 2021
Minute Book Reference	C21196
Next Review Date	September 2024
Applicable Legislation	Local Government Act 1999
Related Policies	Internal Financial Control Framework Policy Public Consultation Policy Risk Management Framework Policy

1. Objective

The purpose of this policy is to provide a framework for the District Council of Yankalilla to allocate its funds to the community effectively and equitably for the benefit of community organisations, groups and individuals. This policy also applies to Council receiving sponsorship and grants.

2. Scope

To provide a broad framework to guide the provision of consistent decision making, funding administration and assessment processes across Council. This Policy applies to all grants and sponsorships offered by the District Council of Yankalilla.

Grant programs may change title or funding limit over time with Council endorsement. Rather than be exhaustive, this policy provides a foundation for decision making across existing and future grant programs.

3. Definition

For the purpose of this policy:

Grants are payments received by Council or made by Council to an independent organisation or individual for a specific purpose or project that demonstrates community benefit and assists in meeting Council's strategic goals and objectives. Grants are subject to an application process and generally are distributed among a range of individuals, organisations or groups.

Sponsorship is provided or received in exchange for a negotiated mutual benefit that meets the Council's strategic goals and objectives. Non-financial (in-kind) sponsorship is the provision of a Council service, product or facility, free of charge or at a subsidised rate.

4. Policy Statement

Council is committed to administering the provision of grants and sponsorships in a responsible, transparent and equitable manner.

5. Policy

Council is committed to investing and receiving funds for the development of positive and beneficial projects within the community, in line with Council's strategic objectives.

Applications will be assessed against pre-determined criteria stated within the program guidelines and the capacity of the applicants to deliver stated program objectives.

Council will make certain that rigorous processes are in place to ensure consistency, fairness, transparency and accountability.

Each funding program shall identify timelines and mechanisms to provide status and outcome reports.

When assessing applications for assistance, Council will consider:

- the perceived benefits of the project to the community;
- alignment with relevant strategic and operational plans and the like;
- alignment with the objectives of the relevant funding program;
- local needs and emerging issues;
- other assistance Council may have provided to the applicant in the same financial year;
- any alternative income or assistance that is available for the project; and
- the available budget.

Council's support via a grant program does not transfer responsibility to Council of actions taken or outcomes achieved by the applicant during the course of the funded activity.

All Council employees, Councillors and community representatives on Council committees or assessment panels must declare any conflict of interest in assessing any application or proposal for funds in accordance with Conflict of Interest as defined in the *Local Government Act 1999* and more broadly as per accepted corporate governance practices.

Recipients are required to provide supporting information before receiving funding which may include but are not limited to public liability insurance, financial statements, quotes for services, letters of support and other information to clarify the nature of the activity.

To ensure transparency and maintain accountability, any funding and/or non-financial support will be documented, and expectations of the partnership agreed upon prior to funding and/or support being provided.

Council must be acknowledged as appropriate on all advertising and promotion materials in relation to the funded activity as per the respective program guidelines.

Successful applicants are required to submit an acquittal, showing evidence of full expenditure of funds and returning unexpended funds to Council, for all programs. Timeframes for receipt of acquittals are specified in the guidelines for each program.

Recipients who have an outstanding acquittal will be ineligible to apply for future funding until the acquittal is submitted.

Acquittal information will be used to inform future grants programs in terms of benefit to the community and budget requirements.

6. Legislation and Compliance

Local Government Act 1999 Principal Role of Council – Section 6

“ A Council is, under the system of local government established by this Act, established to provide for the government and management of its area at the local level and, in particular:

(c) to encourage and develop initiatives within its community for improving the quality of life of the community”

7. Risk Management

This policy incorporates principles of risk management and its application will be consistent with Council’s Risk Management Framework policy.

8. Implementation/Delegations

The Chief Executive Officer has delegated authority to implement this Policy.

Approval of grants and sponsorships will be as determined by Council and may be delegated to the Chief Executive Officer (or delegate) where relevant.

9. Related Documents

Community Grants Guidelines, Application Form & Acquittal Form

Arts and Creativity Grants Guidelines, Application Form & Acquittal Form

Annual Business Plan & Budget

District Council of Yankalilla Strategic Plan

10. Further Information

This policy will be available for inspection at the Council office listed below during ordinary business hours and provided to interested parties as per Council's Fees and Charges Register. Copies are available to be downloaded, free of charge, from Council's website: www.yankalilla.sa.gov.au/policies

District Council of Yankalilla
1 Charles Street
Yankalilla 5203

Phone: (08) 8558 0200

Fax: (08) 8558 2022

Email: council@yankalilla.sa.gov.au

Office hours: Monday to Friday, 9.00 am to 5.00 pm (except public holidays)

11. Grievances

Any grievances concerning this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

12. Review Cycle

This document is subject to review in three (3) years from the date of authorisation.

13. Document History

Date	Version	Council Resolution No.	Description of changes
21 September 2021	1.0	C	Adoption of Policy
<i>September 2024</i>			<i>Review of Policy</i>