

# COMMUNITY GRANTS AND SPONSORSHIP POLICY

**Responsible Department:** Planning and Sustainability  
**Responsible Section:** Economic Development  
**Responsible Officer:** Manager Economic Development

## Objective

This policy aims to:

- Outline Council's policy position on the provision of grants and sponsorships under section 356 of the *Local Government Act 1993* (NSW) (the Act).
- Provide clear and transparent guidance on eligibility, criteria, and accountability by which community grants and sponsorship applications will be assessed and determined, provided, and acquitted.

## Introduction

Section 356(1) of the Act enables Council to resolve to contribute money or other financial assistance to persons for the purpose of exercising Council's functions. Community grants and sponsorships are a vital means for Council to carry out its function as regulator and service provider in the community.

Community grants and sponsorships provide support to community focused projects, events, and programs that directly benefit the community and address the community's objectives as set out in the current endorsed Community Strategic Plan.

## Policy

### 1. Definitions

Term	Meaning
<b>Community Grants</b>	Monetary payments or in-kind provision for a project on terms and conditions set out in a grant agreement.
<b>Community Sponsorship</b>	Monetary payments or in-kind provision for an event or program on terms and conditions set out in a sponsorship agreement.
<b>Eligible Applications</b>	Applications that meet the eligibility criteria set out in this policy.
<b>Eligible Activity</b>	An event or program that is eligible for a Community Sponsorship or a project that is eligible for a Community Grant to assist in its funding.
<b>Event</b>	A one-off function, occasion, or other activity, which can last from a matter of hours to a matter of days, but is not ongoing.
<b>General Running Costs</b>	The expenditure required to maintain the day-to-day operations of an entity.
<b>Program</b>	An ongoing or regular series of events designed to achieve an aim or outcome.
<b>Project</b>	The acquisition, construction, or installation capital assets or equipment.

## 2. Community Grants

- 2.1. Council will, at its discretion and subject to this policy, provide community grants annually.
- 2.2. Council will, at its discretion, resolve a budget for community grants annually.
- 2.3. Community Grants will be awarded for projects.
- 2.4. Eligible entities that want a community grant must apply to Council in accordance with this policy.
- 2.5. Community grants must only be awarded for eligible applications.

## 3. Community Sponsorship

- 3.1. Council will, at its discretion and subject to this policy, provide sponsorships.
- 3.2. Council will, at its discretion, resolve a budget for sponsorships annually.
- 3.3. Community sponsorships will be awarded for events or programs or both.
- 3.4. Eligible entities that want a sponsorship from Council must apply to Council in accordance with this policy.
- 3.5. Sponsorships must only be awarded for eligible applications.

## 4. Eligibility

### Entity Type

- 4.1. In order to be eligible for a community grant or sponsorship, entities must be:
  - (a) A registered not-for-profit organisation;
  - (b) An incorporated community group;
  - (c) A registered sporting club;
  - (d) A school P&C Committee;
  - (e) A not-for-profit Childcare Facility; or
  - (f) A registered charity.

### Number of Grants and Sponsorships

- 4.2. Entities are only eligible for one community grant in any financial year.
- 4.3. Entities are only eligible for one community sponsorship in any financial year.
- 4.4. Entities may receive both a community grant and a community sponsorship in any financial year.

### Subject Matter Type

- 4.5. Community grants must be for a project.
- 4.6. Community sponsorships must be for an event or program.

### Time for expenditure

- 4.7. Community grants and sponsorships must be expended in the financial year for which they are awarded.

### Additional Eligibility Requirements

- 4.8. In addition to the above, the Eligible Activity for which the grant or sponsorship is sought must:
  - (a) Occur within the Narrabri Shire Local Government Area;
  - (b) Address at least one of the strategic objectives outlined in Council's Community Strategic Plan; and
  - (c) Benefit a significant number of Narrabri Shire residents; or
  - (d) Provide a significant public interest benefit to the Narrabri Shire Community.
- 4.9. Despite clause 4.8(a), an eligible entity may be awarded a community sponsorship to attend an event outside of the Narrabri Shire Local Government Area for the purpose of representing Narrabri Shire (including representation of individual townships, localities, or groups therewithin).

### Restrictions on Eligibility

- 4.10. Grants and sponsorships cannot be retrospective.
- 4.11. Grants and sponsorships cannot be awarded for specific events, projects, or programs that were funded in the previous financial year and continue into the new financial year. However, grants and

sponsorships may be awarded for a new instance of an event or program that does not traverse years (that is an annually occurring event or program).

4.12. The following are ineligible to receive community grants and/or sponsorships:

- (a) Individuals;
- (b) Unincorporated groups, other than those set out above;
- (c) Profit-making entities; and
- (d) Government departments.

4.13. Grants and sponsorships will not be awarded for general running costs.

## 5. Selection Criteria

### Core Selection Criteria

5.1. Applications will be selected based on the below criteria:

- (a) The event occurs within the Narrabri Shire Local Government Area;
- (b) The extent of alignment to the strategic objectives outlined in Council's Community Strategic Plan;
- (c) The benefit to the Narrabri Shire community; and
- (d) The public interest benefit to the Narrabri Shire community.

### Additional Selection Criteria

5.2. Applications that meet the below will receive higher priority:

- (a) Entities that commit to contributing 50% or more towards the cost of the eligible activities;
- (b) Eligible Activities that demonstrate a partnership between community groups and/or organisations;
- (c) Eligible Activities that have a high level of community support;
- (d) Eligible Activities that show benefit to a broad cross section of the Narrabri Shire Community;
- (e) Projects and programs that can demonstrate they will be sustainable after the period of funding has ended; and
- (f) Eligible Activities that promote or support social, cultural, and/or economic equity in the community.

### Points Based Weighting

5.3. There shall be a points-based system against which applications will be assessed. Each selection criteria shall receive points weighting.

## 6. Applications

6.1. Applications for community grants or sponsorships (or both) must be made using the form prescribed by Council. The prescribed form is located at Appendix 1 to this policy.

6.2. The General Manager may authorise the amendment of the prescribed form at any time as required.

### Supporting Documentation

6.3. Applications must include the following in order to be considered eligible:

- (a) Details of the organisation or entity applying;
- (b) Proof of organisation or entity type;
- (c) A description of the Eligible Activity;
- (d) An explanation of how the Eligible Activity will meet the eligibility and selection criteria;
- (e) A budget for the Eligible Activity in accordance with this policy;
- (f) A copy of a bank statement for the entity's bank account that they will nominate for the funds to be paid into;
- (g) A valid and current certificate of currency for public liability insurance;
- (h) Evidence of authority from relevant landowners, if the applicant does not own the land upon which the Eligible Activity is to take place;
- (i) Evidence of contributions from other entities; and
- (j) Any other document requested by Council.

### **Budgets**

- 6.4. Budgets must include:
  - (a) A statement of all proposed funding sources, income, and costs for the eligible activity, taking into account the requested grant or sponsorship contribution;
  - (b) A copy of quotes, dated within ninety (90) days of the application submission, for all costs associated with the Eligible Activity.
- 6.5. Budgets must be including GST.
- 6.6. Quotes must indicate whether GST has been included or excluded.

### **Timing of Applications**

- 6.7. Applications for grants and sponsorships must be submitted by 23:59 on 30 April of the financial year before the grant is sought.
- 6.8. Applications may be submitted and considered out of time only in extenuating circumstances.
- 6.9. Where an out of time application is submitted and extenuating circumstances exist, a report will be brought to Council regarding the application for decision.

## **7. Assessment and Determination of Applications**

### **Assessment**

- 7.1. The General Manager will appoint a panel to assess applications.
- 7.2. The assessment panel will meet, review applications, and make recommendations regarding eligibility and scoring of applications.
- 7.3. Assessment shall be merit-based in accordance with this policy.
- 7.4. Applications will be scored using the scoring system against which all applications are assessed.
- 7.5. Applications with higher scores shall be given preference unless exceptional circumstances apply.

### **Determination**

- 7.6. Following assessment, a report shall be submitted to the June Ordinary Council Meeting of the financial year in which the grants or sponsorships are to be awarded.
- 7.7. Council will consider the report and pass a resolution regarding the awarding of community grants and sponsorships.

### **Awarding Ceremony**

- 7.8. There shall be a ceremony, held in the Council Chambers, at which successful applicants will be presented their grants or sponsorships, or both.

## **8. Provision of Funding**

### **Transfer of Funds**

- 8.1. Payment of grants and sponsorships will be:
  - (a) made in advance to successful applicants;
  - (b) transferred within fourteen (14) days of the execution of the funding deed; and
  - (c) transferred to the successful applicant's nominated bank account.
- 8.2. Following payment of the grants and sponsorships, the recipient must confirm receipt of the funds in writing.

## **9. Obligations of Successful Applicants**

### **General**

- 9.1. Successful candidates must:
  - (a) Participate in a meeting with the General Manager or their delegate to review and sign a grant or sponsorship agreement that sets out the terms and conditions associated with the grant or sponsorship;
  - (b) Provide documentation as required by Council upon request;

- (c) Provide a delegate to attend the presentation ceremony;
  - (d) Acknowledge Council's contribution in any advertising for the Eligible Activity. Infrastructure projects will be required, at Council's discretion, to have a sign on display for a minimum of 12 months from the date of the approved project acquittal highlighting Council's support. Council will supply such a sign;
  - (e) Invite a representative of Narrabri Shire Council to attend any opening or presentation relating to the Eligible Activity;
  - (f) Invite at least one (1) representative of Narrabri Shire Council to attend any Eligible Activity;
  - (g) Provide acquittal documentation as required by the grant agreement;
  - (h) Seek approval prior to alteration of the proposed Eligible Activity, objectives, timeframes, or budgets; and
  - (i) Complete all documentation and meet all timeframes required by Council.
- 9.2. Funds provided for grants and sponsorships must only be used for the Eligible Activity for which it was applied and granted.
- 9.3. If a recipient, without reasonable excuse, fails to comply with the general obligations above, they will be ineligible for community grants or sponsorships in the following financial year.

#### **Insurance**

- 9.4. Recipients must hold and maintain public liability insurance of at least \$10,000,000 for the duration of the Eligible Activity.

#### **Withdrawal of Funding**

- 9.5. Council reserves the right to withdraw funding from applicants or representatives of applicants who have acted in a manner which may be considered illegal, unethical, may bring Council into disrepute, or which would be against Council's strategic objectives.

#### **Acquittal Process Obligations**

- 9.6. Awardees must lodge a project acquittal prior to 30 June in the year that the grant or sponsorship was awarded.
- 9.7. Project acquittals must be in the form prescribed by Council, set out in the grant or sponsorship agreement.
- 9.8. Unless an extension is granted by Council in writing, failure to lodge an acquittal by the due date will result in:
- (a) Allocated grant or sponsorship funding will be forfeited, and any funds already paid by Council will become a debt owed to Council by the applicant; and
  - (b) Future applications being deemed ineligible until an acquittal is lodged.

## **10. Review**

- 10.1. This policy will be reviewed within twelve (12) months of an Ordinary Council Election.
- 10.2. This policy may be reviewed at any other time when required.

## **References**

- *Local Government Act (NSW) 1993* (NSW).
- *Local Government (General) Regulation 2021* (NSW).

## History

Minute Number	Meeting Date	Description of Change
114/2016	April 5, 2016	Adopted
164/2017	August 15, 2017	Reviewed
275/2019	November 26, 2019	Adopted
	December 24, 2019	Rebranded
336/2022	October 18, 2022	Endorsed for Public Exhibition
362/2022	November 22, 2022	Adopted