

Name:	Grants, Donations, Scholarships and Sponsorships		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Corporate Services		
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1 PURPOSE

The City of Palmerston 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, scholarships and sponsorships.

2 PRINCIPLES

The City of Palmerston 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 will need to acquit funds provided. GST is not applicable. Council is recognised for its contribution.
Scholarship	Where Council provides financial support for education or an educational activity. Acquittal of funds is not required. GST is 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.

4 POLICY STATEMENT

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

- 4.1.1 All grants, donations and sponsorships must benefit the Palmerston Community, and applications must identify how the proposed activity/event/item relates to the goals and strategies in the Municipal Plan.
- 4.1.2 Each application must include a completed Community Benefit Scheme Application Form.
- 4.1.3 Community groups, incorporations and not for profit organisations are eligible to apply for grants, donations and sponsorships.

- 4.1.4 Applications by commercial entities will not be considered except in the incidence of an expression of interest for place-making activities in Palmerston.
- 4.1.5 Requests from religious organisations or schools are specifically excluded unless there is a clear community benefit to Palmerston.
- 4.1.6 Financial support will be restricted to one successful application per financial year.
- 4.1.7 A report detailing decisions made regarding requests will be tabled in full Council meeting each month, unless no requests were received.
- 4.1.8 A funding agreement prepared by Council, outlining conditions, must be signed by the successful applicant and return to City of Palmerston prior to disbursement of funds.

4.2 Authority Delegated to Chief Executive Officer

- 4.2.1 Category 1 – Grant and Donation Requests for \$500 or less
All requests to Council for grants or donations of \$500 or less are to be made at the discretion of the Chief Executive Officer, providing:
 - 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
All requests to Council for grants or donations of between \$501 and \$2,000 are to be made at the discretion of the Chief Executive Officer, providing:
 - 4.2.2.1 The organisation provides their details including most recent audited financials, proof of 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.
 - 4.2.2.2 A letter of application which details the project, event, or material need, 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
All requests for grants or donations in excess of \$2,000 are to be referred by the Chief Executive Officer to the Community, Culture and Environment Committee for consideration, followed by a recommendation to Council.
 - 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 A full acquittal of funds is required for grants but is not required for donations.
- 4.2.4 Sponsorship Requests only
 - 4.2.4.1 The Organisation must submit a copy of the Sponsorship Package which details all levels/categories of sponsorship including costs and benefits.
 - 4.2.4.2 Sponsorship requests up to \$2,000 are at the discretion of the Chief Executive Officer.
 - 4.2.4.3 Sponsorship requests in excess of \$2,000 are to be referred by the Chief Executive Officer to the Community, Culture and Environment Committee for consideration, followed by a recommendation to Council.

- 4.2.4.4 The organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer or Council.
- 4.2.4.5 The organisation must permit the City of Palmerston to attend funded event/program for the purpose of taking photos and/or video recording. Council will seek permission from the individual/s photographed or recorded.
- 4.2.4.6 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.
- 4.2.4.7 No acquittal is required.

4.3 Chief Executive Officer required to maintain register.

- 4.3.1 The Chief Executive Officer is required to maintain a register of all grants, donations, scholarships and sponsorships made under delegation.

4.4 City of Palmerston Scholarships

All requests for Scholarship funding will be referred by the Chief Executive Officer to the Community, Culture and Environment Committee for consideration, followed by a recommendation to Council.

- 4.4.1 Individuals are eligible to apply for scholarships.
- 4.4.2 Applicant must be a resident of Palmerston.
- 4.4.3 Applicant must be an Australian Citizen or holder of an Australian Permanent Resident Visa.
- 4.4.4 Applicant must be undertaking study or be enrolled in an accredited tertiary educational institution or training provider delivering qualifications adhering to the Australian Quality Training Framework.
- 4.4.5 Applicant must be enrolled full time or part time for the duration of the Scholarship.
- 4.4.6 If successful, a Scholarship Agreement will be developed with each applicant and include scholarship value, scholarship duration, ongoing eligibility and other obligations and conditions.
- 4.4.7 A scholarship may be terminated if the recipient ceases to meet the eligibility criteria, withdraws from his/her course or if the recipient breaches any conditions of the Scholarship Agreement.

4.5 Special Projects

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

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

4.6 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 early in Term 1 to apply for the funding by submitting details requested. Only schools responding to invitations as requested will be awarded funding.

4.7 Where criteria are not met

Where a request for a Grant, Donation, Scholarship 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 forwarded to the Community, Culture and Environment Committee for consideration, followed by a recommendation to Council.

4.8 Commitment to Funding

4.8.1 The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.

4.8.2 Where budgeted funds are not expended during the financial year, excess funds will be transferred to a Reserve which will be maintained at no greater than \$100,000 annually.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Policies
- 5.2 Community Benefit Scheme Application Form
- 5.3 Community Benefit Scheme Agreed Conditions of Funding
- 5.4 City of Palmerston Scholarship Application Form
- 5.5 City of Palmerston Scholarship Terms and Conditions
- 5.6 City of Palmerston Scholarship Agreement

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Northern Territory Local Government Act
- 6.2 Northern Territory Local Government (Administration) Regulations
- 6.3 Northern Territory Local Government (Accounting) Regulations
- 6.4 Australia Accounting Standards
- 6.5 Ministerial Guidelines
- 6.6 Palmerston By-Laws
- 6.7 Fines and Penalties (Recovery) Act