

Name:	Grants, Donations, Scholarships and Sponsorships		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Lifestyle and Community		
Approval Date:	6/11/2018	Next Review Date:	1/10/2019
Records Number:	365973	Council Decision:	9/0344

### 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, scholarships 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.
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.
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 Special Projects in Palmerston.
- 4.1.5 Applications by individuals will not be considered except for Scholarships and 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 report detailing decisions made regarding requests will be tabled in full Council meeting each month.
- 4.1.8 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 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.
    - 4.2.2.3 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**
    - 4.2.3.1 All requests must comply with requirements set out in 4.2.1 and 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.
  
- 4.3 **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 Scholarships

- 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 Representation Support

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

- 4.5.1 Funding will be from the Community Benefits Scheme allocation.
- 4.5.2 Pre-determined amounts of support will be available for Individuals and Teams. Where a team application is successful, a member of that team is ineligible to also apply as an individual.
- 4.5.3 Individuals may apply for \$250 to assist their representation.
- 4.5.4 Teams may apply for \$750 to assist their representation.
- 4.5.5 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.
- 4.5.6 Application for representation funding will be via Grants/Donation Application, where the applicant meets eligibility.
- 4.5.7 Representation eligibility criteria:
  - 4.5.7.1 Individuals must be Palmerston residents; or
  - 4.5.7.2 Teams must be Palmerston-based.
- 4.5.8 Supporting documentation must include evidence of competition/activity/event participation.

### 4.6 Special Projects

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

- 4.6.1 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.
- 4.6.2 Funding for Special Projects will be from the Community Benefits Scheme.
- 4.6.3 Application for these Special Projects will be via Expression of Interest, where the applicant meets eligibility as specified per Special Project criteria.
- 4.6.4 Special Project criteria may differ from 4.2 in that:
  - 4.6.4.1 Successful funding through the Community Benefit Scheme does not preclude successful Special Projects funding.
  - 4.6.4.2 Expressions of Interest may be accepted from businesses and individuals if there is clear community benefit.

#### 4.7 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.

#### 4.8 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 referred, with recommendation, to Council for consideration and determination.

#### 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, with the exception of scholarship applications.
- 4.9.2 Requests in excess of \$2,000 and all scholarship applications 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, scholarships and sponsorships made under delegation.
- 4.9.4 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 referred, with recommendation to Council for consideration and determination.

## 5 ASSOCIATED DOCUMENTS

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

## 6 REFERENCES AND RELATED LEGISLATION

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