

POL	<b>GRANTS, DONATIONS &amp; SPONSORSHIPS – COMMUNITY ORGANISATIONS &amp; INDIVIDUALS</b>	SC35
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<b>POLICY CODE:</b>	SC35
<b>DIRECTORATE:</b>	Governance & Community Services
<b>BUSINESS UNIT:</b>	Community Development & Services
<b>SERVICE UNIT:</b>	Grants & Research
<b>RESPONSIBLE OFFICER:</b>	Manager, Community Development
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**BACKGROUND:**

Council provides up to 2% of the rates income annually to a budget for grants, donations, sponsorships and subsidies. To ensure that these funds are distributed in a rational way, eligibility, selection and evaluation criteria are required for the assessment and prioritisation of applications to be funded.

The funds allocated to local community groups, organisations and individuals are to assist in the provision of the activities and services they provide.

**PURPOSE:**

To establish eligibility, selection and evaluation criteria for the allocation of grants, donations and sponsorships to community groups, organisations and individuals for funds included on Council’s budget.

The policy guides how Council responds to requests for financial assistance in line with the City’s Strategic Community Plan and aims to optimise the use of Council funds to support community groups, organisations and individuals to deliver social, environmental and economic benefits.

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**POLICY:**

The following eligibility, selection and evaluation criteria are established for the assessment and prioritisation of applications received for financial assistance from community groups, organisations and individuals.

An applicant may only successfully apply for and receive one Small Event Sponsorship and one other request from any other funding category (Grant, Donation or Sponsorship) per financial year. Applicants that have been successful in previous years are eligible to apply provided all previous funding has been satisfactorily acquitted.

(1) Community Grants:

1. Eligibility Criteria:
  - (a) Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.
  - (b) Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.
2. Selection Criteria:
  - (a) Primarily serve residents of the City.
  - (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
  - (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
  - (d) Must hold public liability insurance to a value as agreed with the City.
3. Evaluation Criteria for Project or Activity:
  - (a) Can demonstrate how project or activity outcomes will be of benefit to the local community and/or City of Cockburn generally.
  - (b) Meets an identified need.

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- (c) Applicants have a demonstrated ability to manage their affairs effectively.
- (d) Will not require commitment to ongoing funding from Council.
- (e) Applications from Schools and other educational institutions must be in accordance with Council policy ACS7.
- (f) Applications from organisations that can demonstrate a financial or in kind contribution to the project will be considered favourable.
- (g) Project does not duplicate an activity already available in the local area.

4. Funding Rounds:

- (a) Applications are invited twice per year, closing on 31 March and 30 September.

5. Grant Limitations:

- (a) The maximum grant available to any one group or organisation in the Community Grants category will not exceed \$15,000.
- (b) There are caps of:
  - (i) \$2,500 for equipment (equipment must not be for personal use, be accessible for community or member use, and be durable – must last over 12 months).
  - (ii) \$2,000 for annual community events e.g. Christmas Carols (also applies under Small Events Sponsorship).
  - (iii) \$1,000 for costs associated with incorporation of a new organisation (N.B. Residents associations can access funds under LGACS7 for these purposes, so these grants are intended for community groups that are not residents associations).
- (c) Grants will not be provided for consumables or personal items unless the applicant can demonstrate that the general community will benefit from their provision.

6. Elected Members are to be informed of the outcome of applications for Community Grants.

(2) Cultural Grants:

1. Eligibility Criteria:

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- (a) Organisations based within the City of Cockburn and primarily serve the residents of the City of Cockburn or organisations who will be working with a majority of Cockburn residents through the life of the project and can show considerable community support for the program/project.
- (b) Individual applicants may be considered if they are residents of the City of Cockburn and/or:
  - (i) they are invited by the community and can demonstrate a high level of community support for 'Artist in the Community' or 'Telling Community Stories' programs; or
  - (ii) individuals who have been selected as an 'Artist in the Community' outside of Cockburn may be considered on presentation of supporting documentation.'
- (c) Schools and other educational institutions in accordance with Council policy ACS7.

2. Selection Criteria:

- (a) Can demonstrate the ability to manage financial affairs effectively.
- (b) Priority will be given to applicants who haven't previously been funded.
- (c) Program/project needs to represent the residents of Cockburn or embody one or more of the diverse art and cultural interests of the City of Cockburn through one of the following areas:
  - (i) Artist in the Community Programs
  - (ii) Celebrating Community Program
  - (iii) Creative Community Program
  - (iv) Telling Community Stories Program
- (d) Applicants who are able to contribute toward the activity in cash or in-kind will be considered favourably, as will those who source funding from other sources.
- (e) Funding will not be for personal items such as costumes, food consumables or catering costs.
- (f) Program/Project does not duplicate an activity already available in the local area.

3. Evaluation Criteria for Project or Activity:

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- (a) Can demonstrate how program/project outcomes will be of benefit to the local community and/or City of Cockburn generally.
- (b) Programs/Projects should:
  - (i) Develop and nurture the skill base of the local community;
  - (ii) Develop and nurture the skill base of individual artists (all art forms);
  - (iii) Express local culture and identity;
- (c) Applicants have a demonstrated ability to manage their affairs effectively.
- (d) Will not require commitment to ongoing funding from Council.

4. Funding Rounds:

- (a) Applications are invited twice per year, closing on 31 March and 30 September.

5. Grant Limitations:

- (a) The maximum grant available to any one group or organisation in the Cultural Grants category will not exceed \$4,000.

6. Elected Members are to be informed of the outcome of the applications for Cultural Grants.

(3) Sustainability Grants:

1. Eligibility Criteria:

- (a) The following groups who are based in the City of Cockburn and/or provide services primarily within Cockburn are eligible to apply for funds:
  - (i) Community Groups
  - (ii) Not-for-profit Organisations
  - (iii) Collective Households (>2)
  - (iv) Small Businesses (<20)
  - (v) Schools

2. Evaluation Criteria for Project or Activity:

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- (a) Project or activity must relate to one or more of the below themes:
  - (i) Giving Back
  - (ii) Protecting our Future
  - (iii) Strong Communities
  - (iv) Water, Energy and Waste
  - (iv) TravelSmart
  - (v) Healthy Lifestyles
- (b) Applications from organisations that can demonstrate a financial or in kind contribution to the project will be considered favourable.

3. Funding Rounds:

- (a) Applications are invited annually, closing on 31 March each year.

4. Grant Limitations:

- (a) The maximum grant available to any one group or organisation in the Sustainability Grants category will not exceed \$4,000.

(4) Small Events Sponsorship:

1. Eligibility Criteria:

- (a) Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.
- (b) Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.

2. Selection Criteria:

- (a) Primarily serve residents of the City.
- (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
- (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.

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3. Evaluation Criteria for Project or Activity:
  - (a) Project or activity will be of benefit to the local community and/or City of Cockburn generally.
  - (b) Project meets an identified need.
  - (c) Applicants have a demonstrated ability to manage their affairs effectively.
  - (d) Project will not require commitment to ongoing funding from Council.
  - (e) Applications from Schools and other educational institutions must be in accordance with Council policy ACS7.
  - (f) Applications from organisations that can demonstrate a financial or in kind contribution to the project will be considered favourable, as will those who source funding from other sources.
  - (g) Project does not duplicate an activity already available in the local area.
  
4. Funding Rounds:
  - (a) Applications will be invited year-round, assessed and notified within a month.
  
5. Funding Limitations:
  - (a) The maximum funding available to any one group or organisation in the Small Events Sponsorship category will not exceed \$2,000.
  - (b) Only one successful application in this category per financial year per organisation.
  - (c) Funding will not be provided retrospectively for events that have already occurred, or due to occur within two months' of the application's lodgement.
  - (d) Funds will not be provided for consumables or personal items unless the applicant can demonstrate that the general community will benefit from their provision.

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6. Elected Members are to be informed of the outcome of the applications for Small Events Sponsorship.

(5) Donations:

1. Eligibility Criteria:
  - (a) Eligible applicants include benevolent organisations and services. This does not include sports clubs, residents associations or other special interest groups.
2. Selection Criteria:
  - (a) Primarily serve residents of the City.
  - (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
  - (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought. For requests over \$5,000, a copy of the most recent, audited financial statement must be provided with the application.
3. Evaluation Criteria:
  - (a) A Donation is a contribution of money towards a groups day-to-day running costs.
  - (b) A Donation is not for a specific project or activity.
4. Funding Rounds:
  - (a) Applications are invited twice per year, closing on 31 March and 30 September.
5. Donation Limitations:
  - (a) The maximum donation available to any one group or organisation will not exceed \$25,000.

(5) Sponsorships:

1. Eligibility Criteria for Group Sponsorship:



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- (a) Applicants are eligible for Group Sponsorship if their project or activity provides brand exposure and public recognition benefits to the City of Cockburn and meets the eligibility, selection and evaluation criteria outlined in the Community Grants paragraphs 1, 2 and 3. Private organisations are also eligible to apply for Group Sponsorship.
- (b) In addition to satisfying paragraph 1(a) above, Sporting Teams/Clubs can only apply if they are:
  - (i) representing at a National or International level event at which they have been selected based on their endeavours in their chosen activity; or
  - (ii) hosting a sporting event or activity in the City of Cockburn that is of State, National or International significance that will add value to the City of Cockburn.

2. Eligibility Criteria for Individuals:

- (a) Individual applicants are eligible if they are residents of the City of Cockburn and they can demonstrate a high level of community support.
- (b) Individuals attending a significant event or activity at a National or International level at which he or she has been selected on the basis of their individual endeavours in their chosen activity. (Individuals must supply supporting documentation from the relevant governing association of the activity).
- (c) Individuals attending or completing a significant activity that benefits the community.
- (d) Applications are invited from all ages for a range of projects, events or activities including sporting, welfare, education and arts/cultural, unless eligible to apply for funding through the City's Junior Sports Travel Assistance Program, or Youth Art Scholarship Program.

3. Evaluation Criteria for Individuals Activity/Event:

- (a) Event/Activity will be of long-term benefit to the local community and/or the City of Cockburn generally.
- (b) Event/Activity will provide brand exposure and public recognition benefits to the City of Cockburn.

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- (c) Event/Activity will increase awareness and raise the profile of the City of Cockburn, in line with its desired image.
  - (d) Applicants who are able to contribute toward the activity in cash or in kind will be considered favourably, as will those who source funding from other sources.
  - (e) Funding will not be for personal items such as uniforms, food consumables or catering costs.
4. Funding Rounds:
- (a) Applications for Group Sponsorships are invited twice per year, closing on 31 March and 30 September.
  - (b) Applications for Individual Sponsorships are invited year round.
5. Sponsorship Limitations:
- (a) The maximum sponsorship available to any one group or organisation will not exceed \$20,000.
  - (b) The maximum sponsorship available to any one individual will not exceed \$2,000.
  - (c) The successful request for sponsorship in any year does not imply any ongoing commitment of the same or similar contribution in following years.