

POL	MAJOR FUNDING PROPOSALS AND COMMITTED AND CONTRACTUAL FUNDING	ACS17
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POLICY CODE:	ACS17
DIRECTORATE:	Governance & Community Services
BUSINESS UNIT:	Community Development & Services
SERVICE UNIT:	Grants & Research
RESPONSIBLE OFFICER:	Manager, Community Development
FILE NO.:	162/003, 162/002; 082/001
DATE FIRST ADOPTED:	14 December 2017
DATE LAST REVIEWED:	14 June 2018
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	23 November 2017 24 May 2018
OCM:	

BACKGROUND:

Each financial year, Council provides a budget for grants, donations and sponsorships that is up to 2% of the Council's rates income (the Cockburn Community Fund).

Most of these funds are distributed to community groups, organisations and individuals through established grants, donations and sponsorship programs and application processes in accordance with Council Policy SC35.

There are also some donations made annually out of this budget that are deemed to be committed by legal agreements, such as leases, or by Council Decision.

Occasionally, the City receives new requests for funding that fall outside of the scope of the category rounds and other limitations.

PURPOSE:

To establish a process and assessment criteria for funding requests received that do not fit within the established Council Policy SC35, which may include major or partnership funding proposals, or committed or contractual funding arrangements.

POLICY:

Any new requests for funding from the grants, donations and sponsorship budget that do not fit within the established Council Policy SC35, however align with the

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evaluation criteria of the one of the funding categories described in the policy, must follow the process below for consideration.

A proposal for funding must be submitted to the City which outlines:

1. How it meets the evaluation criteria of one of the funding categories of the Cockburn Community Fund (grant, donation or sponsorship) and a statement addressing the eligibility, selection and evaluation criteria of the category.
2. The justification for the funding request and why it cannot be accommodated within the established programs and processes outlined in Council Policy SC35.
3. The amount of funding requested.
4. The proposed term of funding or partnership.
5. Key terms and conditions.
6. Proposed outputs, outcomes or benefits of the proposed funding arrangement to the Cockburn community, and how these will be evaluated.
7. Any contractual considerations.

The proposal must be submitted to the City's Grants & Research service unit for initial assessment at least one month prior to the next scheduled Grants and Donations Committee Meeting.

The Manager, Community Development will review the proposal and provide a report with a recommendation to the Grants and Donations Committee for consideration at its next meeting. The Manager, Community Development may exclude a proposal from being considered by the Committee if it does not provide adequate information or does not meet the evaluation criteria of one of the funding categories.

The Grants and Donations Committee will make their recommendation for consideration by Council.