

POLICY 5.17

Finance and Internal Controls

Grants, Donations and Sponsorship

Version: 2 | Next Review: 2026



1. INTRODUCTION

The District Council of Tumby Bay (Council) is committed to supporting local events, projects, programs and activities. Council recognises the role sponsorship, grants and donations provides in building capacity and supporting innovative, community lead projects and events that contribute to achieving strategic goals.

The purpose of this Policy is to outline the various funding available to the community and provides its administration with principles and guidance for awarding of sponsorship, grants and donations to groups and individuals and applies to all areas of Council community fund giving.

This Policy is to be read in conjunction with other relevant Council policies and procedures, including the Community Grant Program Guidelines (the Guidelines).

2. STRATEGIC FOCUS

This Policy is designed to assist with key outcomes from Council's 2020-2030 Strategic Plan to achieve connected, vibrant and empowered communities:

- Engaged, empowered, cohesive and welcoming communities.
- Promotes volunteering through events, activities and within projects to enhance social inclusion and promotion of community wellbeing.
- A robust and adaptive economy that provides sustainable employment.
- Retention and improvement of existing community services.
- Recognise, protect and promote local heritage and history through a healthy natural environment and an attractive built environment.

3. OBJECTIVES

The objectives of this Policy are to:

- deliver grants, donations and sponsorship that reflect the strategic objectives
- ensure a consistent approach to grant, donation and sponsorship giving
- deliver grants, donations and sponsorships ensuring accountability, fairness and equitability
- maximise community outcomes through the investment of public monies
- offer non-profit community group and organisations the opportunity to obtain funding through community grants, sponsorships and donations
- demonstrate community collaboration and partnership.

4. DEFINITIONS

Grant: Financial contribution for specific activity upon receipt of an application through Council's formal program. The grant must be used for the project identified, delivered in line with the approved submission and an acquittal finalised on completion.

Sponsorship: A financial or in-kind contribution in return for a specified benefit to Council. Activities sponsored may include, but are not limited to, community events, community education programs or local conferences.

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Donation: A contribution or gift with no return benefits expected. Examples of acceptable donations may include, but not be limited to, registered community or charitable organisations seeking ad hoc or crisis funding; events that display a strong and relevant benefit to the local community.

5. POLICY STATEMENT

The purpose of providing funding is to assist community groups and not-for-profit organisations within the Council area to establish and undertake innovative projects or activities that are beneficial to the community and align with Council's 2020-2023 Strategic Plan.

5.1 Community Grants

5.1.1 Eligibility

Applications will be considered from community groups which reside in the Council area or provide a significant benefit to the community and meet the eligibility criteria and requirements of the grant for which they are applying. Eligibility criteria includes, but is not limited to, these guiding principles:

- a) Applications will only be considered by groups who are resident within the Council area or provide a significant benefit to the community.
- b) Applicants must be (or apply under the auspice of) an incorporated, not-for-profit community group or voluntary association.
- c) Grants will be assessed to ensure a diverse range of initiatives that benefit the community are supported.
- d) Approval for a previous grant application does not guarantee approval of future or subsequent grant applications.
- e) Where an event is being held in the Council district, the event must have a clear benefit to the district (holding an event in the district does not guarantee a successful grant).
- f) Applications from religious institutions will not be considered unless there is clear, far reaching community benefit from the proposed project.
- g) Applications will not be considered if the applicant has an outstanding debt owing to Council (excluding community loans where terms and conditions are being met) or has an outstanding grant acquittal from a previous funding round.
- h) Applicants must be able to demonstrate financial viability and the capacity to manage and acquit the grant if successful.
- i) Funding will not be provided retrospectively; expenditure must not have occurred, or activities commenced at the time of grant submission.

Eligibility criteria will be in place for all Council grants and determine the eligibility of both the applicant and the project or outcome of the grant application.

Eligibility criteria will be reviewed annually and outlined in the Guidelines.

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5.1.2 Application Process

Grant funding rounds will be widely advertised. Information, application requirements and guidelines to assist with the application process will be made readily available to potential applicants via the Council website.

Guidelines will be in place to guide and support all applicants through eligibility requirements and the application process for grants.

5.1.3 Assessment and Approval

Grant applications will be assessed by Council staff and recommendations presented to Council. Grants will be awarded through Council endorsement in accordance with the predetermined eligibility and assessment criteria.

5.1.4 Exceptions

Council reserves the right to make donations to, or in other ways financially support, groups and projects that benefit the community and reflect strategic objectives as part of normal budget setting and program management processes.

5.1.5 Insurance

It is a condition of receiving funding that the successful applicants will assume all responsibilities including public risk and/or any other appropriate insurance cover for the project.

5.1.6 Conflict of Interest

Staff and Elected Members involved in the assessment and/or approval process are required to declare any real or perceived conflict of interest in relation to any grant application.

5.2 Sponsorship

5.2.1 Providing budget is available, the Chief Executive Officer will have authority to award sponsorships under this Policy to a maximum value of \$1,000 (excluding GST). This may be through cash or in-kind support at the Chief Executive Officer's discretion.

5.2.2 Subject to approved and available budget, Council will support minor sponsorships of \$1,000 (excluding GST) and under that provide financial assistance to community organisations to deliver events and activities for the benefit of the local community.

5.2.3 All sponsorship above \$1,000 (GST) should be applied for through the Community Grants Program.

5.2.4 Sponsorship is provided on the basis the following agreed benefits will be provided as a minimum:

- Appropriate Council acknowledgement.
- Application of Council logo (if relevant).
- Ability for Council to communicate its involvement.

5.2.5 All events/activities must support a worthwhile cause or activity within the community, be open to members of the community and complement Council's strategic plan, objectives and policies.

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5.2.6 All sponsorship applications must be in writing and directed to the Chief Executive Officer.

5.2.7 Funding will be granted only to suitable activities and acceptable recipients as outlined in this Policy and subject to the availability of funds.

5.3 Donations

5.3.1 There are some situations where it may be appropriate for Council to make a donation. These might include for charities, community organisations or events.

5.3.2 Subject to approved and available budget, Council will support donations that provide financial assistance to community organisations and groups that provide services to the region.

5.3.3 Providing budget is available, the Chief Executive Officer will have authority to award donations under this Policy to a maximum value of \$1,000 (excluding GST).

5.3.4 All donation applications must be in writing and directed to the Chief Executive Officer.

5.3.5 Funding will be granted only to suitable activities and acceptable recipients as outlined in this Policy and subject to the availability of funds.

5.4 Unsupported Activities

5.4.1 Grants, sponsorships and/or donations will not be provided:

- a) to organisations which are, or may be perceived to be, in conflict with Council's policies, plans and responsibilities to the community
- b) to groups, projects or events that exclude any sectors of the community based on culture, gender, sexuality, religious belief, race or disability
- c) to groups that undertake commercial, political or religious activities
- d) to organisations which are in legal conflict with or indebted to Council
- e) to any project, program or event that promotes or encourages the consumption of alcohol as its core activity
- f) to organisations involved in the manufacture or wholesaling of tobacco, tobacco-related products or alcoholic products.
- g) to individual people other than through an existing program
- h) to Council Elected Members or employees (or their families)
- i) for the employment of staff
- j) for the production of business plans/feasibility studies
- k) when application for a community grant should be made instead of a sponsorship or donation request (i.e. under the approved grants program).

5.4.2 Projects, equipment, donations and/or sponsorship will not be funded retrospectively.

5.4.3 Eligible and ineligible grant applications will be detailed in the Guidelines available each year.

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5.4.4 Council will not endorse any commercial products or services associated with the sponsor, recipient or any third party. Council will not cover the day-to-day operational expenses incurred by community organisations.

5.4.5 A sponsorship agreement should not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially. All parties should understand that arrangements have no bearing on Council's exercise of its regulatory or inspectorial functions.

5.5 Reporting

The Chief Executive Officer will provide the Elected Members with a summary of any sponsorships or donations provided pursuant to this Policy at the next Ordinary Council meeting following approval of a request.

6. POLICY REVIEW

6.1 This Policy will be formally reviewed following Council Election (4 yearly).

6.2 The Policy may also be reviewed annually in line with the delivery of the Community Grant Program.

6.3 The Chief Executive Officer has authorisation to approve and implement any changes to the Policy that do not change the intent or have a major impact on the delivery of funding.

7. AVAILABILITY OF POLICY

This policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.tumbybay.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

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Strategic Reference	Connected, Vibrant and Empowered Communities
Delegation	Chief Executive Officer
Effective date	14/11/2023
Minutes reference	5c/112023
Next review date	Council Election 2026
Applicable Legislation	Nil
Related Policies	Nil
Related Documents	Strategic Plan 2020-2030 Community Grant Program Guidelines Adopted Annual Budget

Adopted by Council: 10/10/2011 {Motion 19c/102011}
 Reviewed by Council: 10/11/2015 {Motion 7c/112015}
 Reviewed by Council: 12/05/2020 {Motion 3c/52020}
 Adopted by Council: 14/11/2023 {Motion 5c/112023}

Signed:



Responsible Officer
 Date: 14/11/2023

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