ORDINARY MEETING OF COUNCIL TO BE HELD TUESDAY 10 JUNE 2014

CL08

Review of Community Donations Policies and Budget 2014/15

ATTACHMENTS

(a) Draft Amendment to Community Grant Program Policy 02
(b) Current Policy - Donations/Grants/Financial Assistance by Council 06
(c) Community Grant Program Assessment Matrix 20
(d) Current and draft exhibited Community Assistance Budget 21
(e) Five year history of Community Grants 22
(f) Draft Policy – FS-CP-606 Promotion, Advertising and Sponsorship of Events ... 26
(g) Proposed Budget Journal 34

PUBLIC POLICY OF GRIFFITH CITY COUNCIL

Policy Title: Community Grant Program
DAKS Reference No: FS-CP-601
Previous Policy Number: 255
Original Adoption Date: 25.03.03
Policy Revision Date: May 2014
Policy Revision No: 2

Policy Objective:

To provide a framework and procedures for accepting applications and determining Council's annual donations assistance to individuals or organisations in Griffith City Council Local Government Area

Policy Statement:

1. Purpose of the Community Grant Program:

The purpose of the Program is to:

- address needs as articulated in Councils Community Strategic Plan;
- provide seed funding for new initiatives which will benefit the community;
- facilitate the staging of Cultural and Arts events;
- provide assistance to elite sports persons, artists, musicians, students and the like to attend the equivalent of State or National events;
- assist fund research into local needs for services;
- otherwise provide financial assistance to enhance social wellbeing of the community.

The spirit of the scheme is to efficiently support organisations/groups whose applications address the needs of the community as articulated in Council's Community Strategic Plan. The Community Grant Program is to enable services, activities and projects to be delivered and is grants based in its nature.

The Policy brings available Council funds in line with best practice and ensures that donations are transparent and strategic in nature.

2. Scope:

This policy applies to requests for grant monies made by: not-for-profit organisations; charitable organisations; Section 355 Committees of Council; individuals and groups under auspice of any of the above bodies.

3. References:

Section 356 of the Local Government Act 1993 (as amended)
Griffith City Council Community Strategic Plan

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PUBLIC POLICY OF GRIFFITH CITY COUNCIL

4. Related Policies and Documents:

Sponsorship and Acknowledgement of Assistance Policy (Council reference: CC-CP-701)
Community Grant Program Application Form (Council reference: 14/11701)
Community Grant Program Evaluation Form (Council reference: 14/10435)
Community Grant Program Assessment Matrix (Council reference: 14/20687)

5. Delegation of Function:

Council's Communities Committee provides a recommendation to an Ordinary meeting of Council on how funds should be awarded. The Committee will be provided with a list of applicants ranked in accordance with the Assessment Matrix adopted by Council.

6. POLICY:

6.1 The spirit of the Community Grant Program is to efficiently support organisations or individuals whose applications address the needs of the community as articulated in Council's Community Strategic Plan.

6.2 The Program is to enable activities, services and projects to be delivered and is grants based in its nature.

6.3 Applicants must submit a written application in the form prescribed and by the due date that is advertised from time to time.

6.5 Applicants must meet Eligibility Criteria to ensure adequate coverage against potential risk and ensure funds are being directed to appropriate organisations.

6.6 Emphasis is on funding eligible applicants as a means to develop community capacity.

6.7 Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget, the extent to which Council has previously provided funds, the provisions of this Policy and the relevant provisions of the Local Government Act 1993 (as amended).

6.8 Council will advertise for applications under the Program (by way of newspaper advertisement, notice on Council's web site or any other means that Council considers appropriate). Ordinarily, advertisements will be placed in February and July each year, with the intention that applications will be determined by Council in March and August each year.

6.9 Applicants must identify Griffith City Council as a sponsor on all advertising

and press releases for the particular service, activity or project, in accordance with Council Policy CC-CP-701 Sponsorship and Acknowledgement of Assistance.

6.10 Applicants must provide an adequate budget for the service, activity or project and demonstrate good planning.

6.11 Federal or State Government funded initiatives will generally not receive assistance under this Policy.

6.12 Support will not be provided to organisations which are primarily fundraising organisations.

6.13 Applicants must agree to evaluate and formally acquit grant funds in accordance with Council's requirements.

6.14 Organisations, groups or individuals may only apply for assistance once in any financial year.

6.15 No guarantees are provided for ongoing grants.

6.16 Ongoing administrative costs will not be funded.

6.17 Applications received after the close off date will be ineligible for that round.

6.18 Assistance will not generally be granted retrospectively.

7. Eligibility Criteria

Organisation

7.1 Applicants must be a genuine not-for-profit incorporated body, registered with NSW Office of Fair Trade or have Charity status with ATO.

7.2 Applicants must be insured or be a Committee of Council or auspiced by another body who does have insurance.

7.3 Applicants must be based in, affiliated with and/or service clients within the Griffith City Council Local Government Area.

Individuals

7.4 Individuals must be or have been a resident of the Griffith City Council Local Government Area for at least two (2) years.

7.4 Individuals must not receive payment or remuneration (other than reimbursed expenses) for a service, activity or project for which grant funding assistance is sought.

PUBLIC POLICY OF GRIFFITH CITY COUNCIL

Definitions:

None

Exceptions:

None

Legislation:

Section 356 of the Local Government Act 1993 (as amended)

Policy Owner:

Sustainable Development

Policy History:

Date of Adoption/Amendment	Minute Number
25/03/03	329
11/10/05	0404 (a)
11/05/10	0142

DRAFT

PUBLIC POLICY OF GRIFFITH CITY COUNCIL

Policy Title: Donations/Subsidies/Financial Assistance by Council
DAKS Reference No: FS-CP-601
Previous Policy Number: 255
Original Adoption Date: 25.03.03
Policy Revision Date: March 2013
Policy Revision No: 1

Policy Objective:

To provide a procedure for determining Council's annual donations assistance to individuals or organisations in Griffith City Council Local Government Area

Policy Statement:

1. Purpose of the Community Donations Grants:

The Council Donations Scheme brings available Council funds in line with best practice and ensures that donations are transparent and strategic in nature.

The spirit of the scheme is to efficiently support organisations/groups whose applications address the needs of the community as articulated in Council's Social and Community and Cultural Plans. It is grants based in nature. The Community Donations Scheme is to enable programmes and projects to be delivered and is grants based in its nature.

It is the intention of such assistance by Council to:

- Address needs as articulated in Councils Social and Community and Cultural Plans.
- Provide seed funding for new initiatives which will benefit the community.
- Facilitate the staging of Cultural and Arts events.
- Provide financial assistance to enhance social wellbeing of the community.

2. Scope:

This policy applies to requests for grant monies made by not-for profit organisations; charitable organisations; Section 355 Committee of Council; Council Advisory Boards; Individuals and groups under auspice of any of the above bodies.

3. References:

Section 356 of the Local Government Act 1993 (as amended)
Griffith City Council's Social and Community Plan
Griffith City Council's Cultural Plan

PUBLIC POLICY OF GRIFFITH CITY COUNCIL

4. Definitions:

Council's Donations Scheme arrangement may include Council supporting successful applicant with cash, goods or services, or fee waiver through a Grants based program of donations

5. Delegation of Function:

Community and Cultural Services Manager provides a recommendation to Council. A full sitting of Council will decide on the successful recipients through the Grants round.

For residual funds of $2000.00 Community and Cultural Services Manager and the Mayor be delegated authority to approve expenditure outside of the grants round.

6. POLICY:

6.1 The spirit of the scheme is to efficiently support organisations / groups whose applications address the needs of the community as articulated in Council's Social and Community and Cultural Plans.

6.2 It is grants based in nature.

6.3 The Scheme is to enable programmes and projects to be delivered and is grants based in its nature

6.4 The Community Donations Scheme is linked to the recommendations of the Social, Community and Cultural Plans; Applicants submit a written application form

6.5 Applicants must meet Eligibility Criteria to ensure adequate coverage against potential risk and ensure funds are being directed to appropriate organisations.

6.6 Emphasis on funding eligible applicants as a means to assisting the events becoming sustainable over the coming years.

6.7 Council will consider support for initiatives which address the findings of the CULTURAL or COMMUNITY/SOCIAL plan as articulated in their written application

6.8 Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in the Council's budget, the guidelines of this policy and the relevant provisions of the Local Government Act 1993 (as amended).

6.9 Council's Community Donations Scheme policy will be advertised annually (by way of newspaper advertisement or any other means that Council considers appropriate). Ordinarily, advertisements will be placed in August each year,

with the intention that applications will be determined by Council in October of each year.

6.10 Requests for amounts of more than $2000.00 will not be considered.

7. Council Community Donation Guidelines:

In assessing applications, the Council will use the following criteria:

Category A Application – Organisation

7.1 applicants must be genuinely not-for-profit incorporated body; registered with NSW Office of Fair Trade or have Charity status with ATO;

7.2 applicants are insured or are a committee of council or auspiced by another body who does have insurance

7.3 applicants identify the Griffith City Council as a sponsor on all advertising and press releases for the particular project or development

7.4 program / development addresses the findings of the CULTURAL or COMMUNITY/SOCIAL plan as articulated in their application

7.5 provision of budget for the project including estimate of hire costs and demonstrating good planning

7.6 Federal or State Government Funded initiatives will generally not receive assistance under this policy.

7.7 Support will not be made to groups which are raising funds on behalf of another community group which has itself made application for funding in the funding round under consideration.

7.8 Applicants must be based in or affiliated with, and/or service clients within the Griffith City Council Local Government Area.

7.9 Applicant organisation has agreed to undergo an evaluation of the use made of donated funds.

7.10 An assessment of any previous evaluation of an applicant organisation that may have been carried out by Council under this policy.

Category B Application - Individuals

7.11 Individuals must be or have been a resident of the Griffith City Council area for at least two (2) years.

7.12 Individuals must not receive payment/or remuneration (other than reimbursed expenses) for an activity for which assistance is sought

7.13 applicants identify the Griffith City Council as a sponsor on all advertising and press releases for the particular project or development

7.14 program / development addresses the findings of the CULTURAL or COMMUNITY/SOCIAL plan as articulated in their application

7.15 provision of budget for the project including estimate of hire costs and demonstrating good planning

7.16 Federal or State Government Funded initiatives will generally not receive assistance under this policy.

7.17 Applicant organisation has agreed to undergo an evaluation of the use made of donated funds

8. Guidelines:

All applications may be further assessed with reference to the following guidelines:

8.1 Applications for financial and in-kind assistance shall be submitted on the appropriate application form and will be considered by Council in October of each financial year (July - June).

8.2 Applications must be lodged with Council prior to 30 September in the financial year which assistance is sought.

8.3 Organisations, groups or individuals may only apply for assistance once in any financial year.

8.4 In assessing applications consideration will be given by Council to the:

- envisaged/stated community benefit
- demonstration of need
- financial responsibility/implications
- alternative or supporting funding sources available

8.5 Where an application for funding is to contribute to improvements or ongoing maintenance of infrastructure held on Council owned land or land vested in Council, applications must submit detailed quotations, together with copies of the organisations audited financial statements.

8.6 Applications for funding for Council provided services will be limited in any one year according to an allocation provided specifically for these purposes. The policy and guidelines for funding shall also apply to Council provided services.

9. Information for Applicants:

9.1 Applicants should be aware that any donations are made on a one-off basis and no guarantees are provided for ongoing subsidies.

9.2 Ongoing administrative costs and Capital works will not be funded

9.3 No assistance will generally be granted retrospectively.

9.4 Preference will be given to projects which are community based and meet the needs of the community as articulate on Councils Social, Community and Cultural Plans

9.5 Applicants will be notified by mail in October each year of their application's result.

9.6 Applications received after the close off date will be ineligible for that round

9.7 A provisional amount of $2,000.00 will be retained for allocation during the year by the Council for emergency circumstances or as may arise as a need.

10. Acquittal Accountability:

10.1 Future assessment of the donations shall include the extent of past financial assistance given and the monitoring of expenditure of monies given to the community organisations or individuals in considering subsequent applications for financial assistance and donation.

11. Procedural / Support Documentation:

Community Donation Scheme
Eligibility Criteria, Guidelines and Application form

- **Applications closing dates are 4pm Friday (date)**
- **Please send your Request to Griffith City Council, Community & Cultural Services. PO Box 485 GRIFFITH NSW 2680**
- Enquiries call 02 6962 8145

GUIDELINES
Introduction

PUBLIC POLICY OF GRIFFITH CITY COUNCIL

The spirit of the scheme is to efficiently support organisations / groups whose applications address the needs of the community as articulated in Council's Social and Community and Cultural Plans.

It is grants based in nature.

Really importantly is that the Community Donations Scheme is linked to the recommendations of **the Social, Community and Cultural Plans** and applicants must demonstrate this is in their written applications. Further Applicants must meet **Eligibility Criteria** to ensure adequate coverage against potential risk and ensure funds are being directed to appropriate organisations.

There an increasing emphasis on funding eligible applicants as a means to assisting the events becoming sustainable over the coming years.

Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in the Council's budget, the guidelines of this policy and the relevant provisions of the Local Government Act 1993 (as amended).

More general Information for Applicants

- Applicants should be aware that any donations are made on a one-off basis and no guarantees are provided for ongoing subsidies.
- Ongoing administrative costs and Capital works will not be funded
- No assistance will generally be granted retrospectively.
- Preference will be given to projects which are community based and meet the needs of the community as articulate on Councils Social, Community and Cultural Plans
- Applicants will be notified by mail in October each year of their application's result.
- Applications received after the close off date will be ineligible for that round
- Application over $1500 will not be considered
- A provisional amount of $2,000.00 will be retained for allocation during the year by the Council for emergency circumstances or as may arise as a need.

Council Community Donation Eligibility Criteria:
In assessing applications, the Council will use the following criteria:

Category A Application - Organisation

- Applicants must be genuinely not-for-profit incorporated body; registered with NSW Office of Fair Trade or have Charity status with ATO;
- applicants are insured or are a committee of council or auspiced by another body who does have insurance
- applicants identify the Griffith City Council as a sponsor on all advertising and press releases for the particular project or development
- program / development addresses the findings of the CULTURAL or COMMUNITY/SOCIAL plan as articulated in their application
- provision of budget for the project including estimate of hire costs and demonstrating good planning

- Federal or State Government Funded initiatives will generally not receive assistance under this policy.

- Support will not be made to groups which are raising funds on behalf of another community group which has itself made application for funding in the funding round under consideration.
- Applicants must be based in or affiliated with, and/or service clients within the Griffith City Council Local Government Area.
  Applicant organisation has agreed to undergo an evaluation of the use made of donated funds.
- An assessment of any previous evaluation of an applicant organisation that may have been carried out by Council under this policy.

Category B Application - Individuals

- Individuals must be or have been a resident of the Griffith City Council area for at least two (2) years.
- Individuals must not receive payment/or remuneration (other than reimbursed expenses) for an activity for which assistance is sought
- applicants identify the Griffith City Council as a sponsor on all advertising and press releases for the particular project or development
- program / development addresses the findings of the CULTURAL or COMMUNITY/SOCIAL plan as articulated in their application
- provision of budget for the project including estimate of hire costs and demonstrating good planning
- Federal or State Government Funded initiatives will generally not receive assistance under this policy.
- Applicant organisation has agreed to undergo an evaluation of the use made of donated funds.

Guidelines

All applications may be further assessed with reference to the following guidelines:

- Applications for financial and in-kind assistance shall be submitted on the appropriate application form and will be considered by Council in October of each financial year (July - June).
- Applications must be lodged with Council prior to 30 September in the financial year which assistance is sought.
- Organisations, groups or individuals may only apply for assistance once in any financial year.
- In assessing applications consideration will be given by Council to the:
  - envisaged/stated community benefit
  - demonstration of need
  - financial responsibility/implications
  - alternative or supporting funding sources available
- Where an application for funding is to contribute to improvements or ongoing maintenance of infrastructure held on Council owned land or land vested in

Council, applications must submit detailed quotations, together with copies of the organisations audited financial statements.

- Applications for funding for Council provided services will be limited in any one year according to an allocation provided specifically for these purposes. The policy and guidelines for funding shall also apply to Council provided services.

Definitions:

None

Exceptions:

None

Legislation:

Section 356 of the Local Government Act 1993 (as amended)
Griffith City Council's Social and Community Plan
Griffith City Council's Cultural Plan

Policy Owner:

Communications & Community Development

PUBLIC POLICY OF GRIFFITH CITY COUNCIL

Related Documents:

Community Donation Scheme Application form

- **Applications closing dates are 4pm Friday (Date**
- **Please send your Request to Griffith City Council, Community & Cultural Services, PO Box 485 GRIFFITH NSW 2680**
- Enquiries call 02 6962 8145

Applicant Information

1	**Applicant**	Organisation / Group ☐ Individual ☐ (go to 7)	
2	**Name of Organisation**		
3	ABN Number		Registered for GST Y N
4	**Is your org. Not for profit, a registered charity or a Section 355 committee of Council**	**Y (pls specify_____) N** If Yes go to 11 If NO then you are ineligible to apply unless auspiced	
5	Is your group Auspiced	Y N Yes see below / No - ineligible	
6	Details of Auspice Org Name:_____ Contact:_____ ABN_____ Registered for GST Y N		

PUBLIC POLICY OF GRIFFITH CITY COUNCIL

	Attached written confirmation of Auspice (Essential Criteria) Y N	
7	**Contact Person**	
8	Phone Number	
9	**Address**	
10	Email	
	PROJECT DETAIL	
11	PROJECT TITLE	
12	Brief outline (no more than 25 words)	
13	**What is the Need for this project** (why is this project important to the community & how will your project benefit the community)	

14	**How does this project addresses the findings in Griffith City Council's Social, Community and Cultural Plan (essential Criteria)?**

PUBLIC POLICY OF GRIFFITH CITY COUNCIL

Add additional pages if required

15	**Where will your proposed activity be held**
16	**Time frame – When will your proposed activity be held**

Proposed Budget

17	*What is your proposed budget?* Please fill in the budget projections for your events.

Total of all events

Income

Council Donation (max $1500)	
Your Organisation Contribution (specify)	
In Kind Support	
Cash Sponsorship	
Ticket Sales	
Other (merchandise	
TOTAL	

Expenses

Facilitator / Professional Fees	
Venue Hire	
Equipment Hire	
Marketing & Promotions	
Safety	
Security Costs	
First Aid	
Artwork & Design	
Printing	
Advertising	
Distribution	
Subtotal	
Insurance	
Administration	
Photocopying	
Administration costs	
Travel	
Other (specify)	
TOTAL	

PUBLIC POLICY OF GRIFFITH CITY COUNCIL

18	**Will you acknowledge Council as providing assistance with this development?**	Yes ☐ No ☐
19	**Will you undertake an evaluation of this process?**	Yes ☐ No ☐
20	**If successful, your organisation understands that there is no guarantee of support in the future**	Yes ☐ No ☐
21	**Will your project go ahead if your organisation does not receive the full requested amount**	Yes ☐ No ☐
22	**If you are an organisation, please ensure copies of insurance and most recent annual reports are included in your application (if no, then ineligible)**	Yes ☐ No ☐

Support Documentation
Please attach any support information from people or organizations your partnership will work with.
Please attach any additional support information from people or organisations your
I certify, on behalf of the applicant, that to the best of my knowledge the information provided in this Community Donations Application form is correct.

Organisation Representative
Name..... Signature Date

Policy History:

Date of Adoption/Amendment	Minute Number
25/03/03	329
11/10/05	0404 (a)
11/05/10	0142

Funding Assessment Sheet

Application Name:

Applications will be scored and assessed according to the following criteria:

No.	Consideration	Weighting	Score
1	The application identifies a clear outcome/s, which is aligned to the strategic priorities of Council.	25%	
2	The application is for a new initiative.	20%	
3	The application outlines a plan for delivery including target group/s, contingencies, risk and assessment. ✓ Benefit to the community ✓ Number of residents that will directly benefit from grant ✓ Celebration, social infrastructure, community capacity building	25%	
4	The application outlines matched funding, in kind support or partner contribution (financial and in kind)	10%	
5	The application demonstrates consideration of: ✓ Reconciliation and/or social inclusion ✓ Accessibility for people with disability ✓ Low or no cost for disadvantaged groups ✓ Environmental sustainability ✓ Neighbourhood/community safety	20%	
	Sub Total	/100%	/100%
6	Is the project duplicating a current service in Griffith LGA?	-10%	
7	Has previous funding provided by GCC been acquitted in line with requirements?	-10%	
8	Is this a fundraising activity or fundraising group?	-10%	
9	Will the recipient of this grant charge a fee for their service or the event (eg. an entrance fee)?	-10%	
10	Is the funding for resources ONLY?	-10%	
Total		**/100%**	**/100%**

COMMUNITY ASSISTANCE FUNDING - CURRENT AND DRAFT 14/15 BUDGETS

COUNCIL PROGRAMS	JOB NUMBER	13/14 BUDGET	DRAFT 14/15 BUDGET	COMMENTS
GOVERNANCE				
Community & Sporting Financial Assistance	12134	5,000	5,000	Linked to Requests for Financial Assistance for Sporting Achievements Policy (FS-CP-601). Recommend amalgamate with job # 14101, Community Grant Program.
Bush Bursary (Resolution 32)	14166	3,000	3,000	Sponsorship of a second year medical student to Griffith for 2 weeks annually. Recommend amalgamate with job # 14101, Community Grant Program.
Sub Total		**8,000**	**8,000**	
COMMUNITY SERVICES & EDUCATION				
Community Organisation Assistance	14101	23,000	33,000	Linked to Donations/Subsidies/Financial Assistance by Council (FS-CP-601). Proposed amendments to Policy included in report.
sponsorship of Italian Rugby League team	44129	10,000	0	One off donation taken from Community Assistance grants in 13/14 and reinstated 14/15.
Fee Rebate Community Organisations	14119	5,000	5,000	Organisations apply for fee rebate of some DA fees/use of Council facilities. Recommend amalgamate with job # 14101, Community Grant Program.
Regional Arts Board Programming	42165	13,700	16,000	Amount based on population & include Leeton, Narrandera & Griffith.
Town Band Operating Expenses	44170	7,000	7,000	Recommend amalgamate with job # 14101, Community Grant Program.
small events and projects	44115	500	0	
Community Country Education Foundation	44194	4,000	3,000	Final year of a 3 year agreement.
Graduate Medical Student Program Support	44197	5,000	1,000	Includes membership to GRALC, Theatre and tickets to local events for medical students. Recommend amalgamate with job # 14101, Community Grant Program.
Australia Day Expenses	42104	2,550	3,500	
Local Government Week Expenses	42106	2,500	2,500	
Community Media Support (SBS-TV)	42107	10,650	3,000	Support for lease arrangements and electricity charges. Recommend amalgamate with job # 14101, Community Grant Program.
Tidy Towns Expenses	42115	3,000	2,500	
Clean Up Australia Day Expenses	42117	1,500	1,500	
National Tree Day Expenses	42120	2,000	2,500	
Sub Total		**90,400**	**80,500**	
RECREATION & CULTURE				
Sporting Bodies Subsidies	12135-12170	43,814	43,840	Range of subsidies provided to sporting ovals and groups
Sub Total		**43,814**	**43,840**	
ECONOMIC AFFAIRS				
Festival of Gardens				Not included here
events promotion	42103	3,000	3,000	Recommend incorporate into job #92104 and draft Promotion, Advertising and Sponsorship of Events Policy
Promotions & Advertising of the Local Area	92104	40,000	35,000	Recommend draft Policy be exhibited: Promotion, Advertising and Sponsorship of Events
Subsidised Council Costs (Community Events)	94217	20,000	20,000	Costs of wages and equipment for events. Considered insufficient given increasibng demand for Council services to events.
Christmas Events/City Decorations	94235	14,500	6,500	
Griffith Festival - La Festa	94213	20,000	20,000	
Sub Total		**97,500**	**84,500**	
TOTAL		**239,714**	**216,840**	

Recent history of community assistance grants				
Applicant	*Purpose*	*Total Funded*	*Years Funded*	*Comments*
Adolescent Family Counselling	No information available 2012 Anti-Bullying Workshop 2011 ACCESS Project for emergency accommodation	$2700	2011, 2010	
Annalisa Surian	Printing costs for Italian history book	$1000	2009	
Ar'e Abera	Community based dance and fitness program	$1500	2012	
Association of Calabrian Women	Collating history of early Calabria migrants to Griffith	$1000	2009	
Breast Cancer Support Group	Financial support for victims medical expenses and resources, eg. Wigs	$1500	2013	
Carols by Candlelight	Financial support for annual carols event	$5700	2013, 2012, 2011, 2009	Recurring funding; recommend become separate budget item
Centacare Catholic Family Services	Lifestyle education program 2011	$1200	2011	
Community FM Radio 2MIA	Chair for disabled presenters	$1000	2014	
Country Hope	Purchase new equipment for fundraising 2013, 2012 General assistance 2010	$4500	2013, 2012, 2010	Primarily for fundraising, not strictly within the guidelines
Diabetes Australia	Equipment for Griffith Outreach Clinic	$1500	2010	
eXposed 10	Produce 100 CD's to document exposed arts projects and local talent	$1000	2010	
Fresh Generation Cook Island Dance Group	Purchase of costumes for community performances	$1200	2011	
Foodbank NSW Ltd	Support the establishment of an emergency food assistance venue	$1500	2012	
GRAPA	Support for a new theatre production 2013 Shakespeare Under The Stars at Cottage Gallery and Pioneer Park 2009	$2500	2013, 2009	
Griffith Aboriginal Medical Service	Workshop activities for unemployed youth	$1000	2009	

Griffith Aged Care Services	Abridged service directory	$1500	2009	
Griffith Aged Support Service	Purchase chairs for Sr Citizens Hall	$1500	2013	
Griffith Amateur Swimming Club	Underwater camera, DVD player and TV for coaching	$1320	2009	
Griffith Branch CWA	Maintenance of CWA room	$1500	2010	
Griffith Can Assist	Ongoing community assistance	$3000	2010, 2009	
Griffith CDAT	Save A Mate Program for young Aboriginal people at risk of drug and alcohol misuse	$1000	2010	
Griffith Child Care Centre Inc.	Purchase shade sails 2013, 2012, Upgrade to nursery playground 2010	$6000	2013, 2012	
Griffith Children's Activity/Festival of Children Event	Support for yearly event	$2500	2012, 2009	
Griffith City Band	Assistance towards conductor fees and purchase new sheet music 2011 Sponsor 3 jr musicians to perform in joint band in Hawaii 2010	$2700 plus $7000 removed from budget prior to allocations in 2013 = $9700	2013, 2011, 2010	In 2013 $7000 removed from grant funding pool and now $7000 p/a recurring funding
Griffith Indigenous Awards	Aboriginal Awards Night for all students – promoting and encouraging excellence	$1500	2013	
Griffith Italian Choir	Purchase keyboard and music	$1500	2014	
Griffith Junior Rugby Union Club Inc.	Purchase key safety equipment	$1300	2012	
Griffith Lifeball	Financial support for inter-town Lifeball tournament	$3920	2013, 2012, 2011, 2010, 2009	Recurring grant, recommend become separate budget item
Griffith Leagues Club Panthers Cricket Club	Purchase new equipment	$1500	2012	
Griffith Meals On Wheels	Purchase delivery hot packs, containers	$2300	2013, 2012	
Griffith Ostomy Support Group	Financial Support to upskill a local nurse to support stoma patients	$1500	2013	
Griffith Neighbourhood House Community Centre	Purchase mental health resources and laptop for deaf community. Ingredients for Carevan meals	$3934	2009, 2014	
Griffith Pioneer Park Playgroup	Purchase new equipment	$1276	2012	

Griffith Post School Options	Purchase 2 iPads to assist service users to develop communication skills	$1500	2012	
Griffith Samoan Association	Samoan Independence Day	$500	2010	
Griffith Shed For Men	Purchase consumables for the Shed 2013 Purchase equipment and tools 2009	$2900	2013, 2009	Council has also provided additional loan funds
Griffith Skills Training Centre	Community Harmony Day	$1200	2011	
Griffith Suicide Prevention & Support Group	Recruitment and Training of new counsellors	$1300	2009	
Griffith Toastmasters Club	Professional Support and Resources	$600	2013	
Griffith Tongan Community	Promote Pacific art and culture through activities	$1500	2013	
Griffith Uniting Church	Purchase or hire musical instruments for the Youth Group	$1500	2012	
Griffith War Memorial Museum Inc.	Design a promotional pamphlet	$1000	2010	
Griffith Women's Refuge	Assistance to purchase school lunch bags with anti-bullying information	$1200	2011	
Jyoti Maharaj	Diwali Festival of Lights	$3700	2011, 2010, 2009	
Lake Wyangan P&C Association	School Spectacular performance in Sydney	$1000	2009	
Kurrajong Warratah	Purchase gross motor and sensory equipment for the Griffith Early Intervention Service	$1500	2012	
Lake Wyangan Public School Choir	Choir assistance 2011	$1200	2011	
Lifesource Church	Pioneer outreach bbq & sports monthly to promote community harmony 2011	$852	2011	
MIA Branch of MS Australia	Ongoing support for client equipment and services	$4200	2012, 2011, 2009	
Multicultural Council of Griffith	MCC Festival	$1500 In-kind Council costs	2010	

Ningana Enterprises Inc.	Oven for healthy eating classes 2014, Purchase shade sails for group home 2013, purchase TVs and brackets for respite House 2012 Purchase computer & software for client education & communication 2011	$4499	2013,2012,2011, 2014	
Riding for the Disabled	Update helmets 2011 Riding and horse equipment, horse feed 2010	$3000	2011, 2010	
Rotary Club Griffith East	Financial Support for annual Riverina Motor Show	$1500	2013	
Southern Riverina Youth Support Services	Christmas hamper program 2013 Programs for at risk 14-16 y/o's 2009	$2500	2012, 2009	
Sprinkles Multicultural Playgroup	Excursion to Altina Wildlife Park 2011	$480	2011	
St. Mary's Primary School, Yoogali	Sustainable Garden and recycling education program	$1,500	2014	
Tiaan Group	Tiaan Ladies Festival	$1500	2012	
Vision Australia	Financial Support for fundraising materials (ingredients and jars to sell preservatives)	$1000	2013	Primarily for fundraising and not in accord with guidelines
Yenda Cricket Club	Replace flood-damaged cricket equipment	$1500	2012	
Yenda Music Club	Yenda music festival	$1000	2014	
Yenda Preschool Inc.	Covered outdoor learning area	$1500	2009	
Yenda Public School P & C Association	Covered sandplay area and new quiet area for students and staff	$1200	2011	
Youth Advisory Board	Cultural harmony book	$1000	2009	

PUBLIC POLICY OF GRIFFITH CITY COUNCIL

Policy Title: Promotion, Advertising and Sponsorship of Events
DAKS Reference No: FS-CP-606
Previous Policy Number:
Original Adoption Date:
Policy Revision Date:
Policy Revision No:

Policy Objective

This policy is to provide a procedure and guidelines for determining Council's use of the Promotion, Advertising and Sponsorship of Events budget.

Policy Statement

1. Purpose

The purpose of Council's Promotion, Advertising and Sponsorship of Events budget is to allow the Tourism & Economic Development Unit to effectively promote the City of Griffith to the surrounding regions for the purpose of attracting visitors as well as to encourage family & friends to visit. It is also designed to provide seed funding to stakeholders who are endeavouring to showcase the City and region, subject to guidelines as stipulated hereunder in this Policy.

It is the intention of this Policy to:

- Provide seed funding for new initiatives which will benefit the local economy.
- Facilitate the promotion of the City of Griffith to encourage visitation.

2. Scope

This Policy applies to requests for promotion, advertising or sponsorship of events made by not-for-profit organisations, charitable organisations, Section 355 Committees of Council, individuals, and groups under auspice of any of the above bodies, as well as allowing Council Officers to put in place programs and events that will facilitate increased visitation to the City.

3. References

Local Government Act 1993
Community Strategic Plan
Griffith City Council Tourism and Economic Development Strategy
Griffith City Council Policy CC-CP-701 Sponsorship and Acknowledgement of Assistance

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PUBLIC POLICY OF GRIFFITH CITY COUNCIL

4. Delegation of Function

4.1 The Promotion, Advertising and Sponsorship of Events budget provides the Manager Tourism & Economic Development the delegation to implement promotion and advertising strategies for the appropriate use of this budget subject to these Policy guidelines. Applications for event sponsorship will be reported to Council's Tourism and Events Committee with their recommendation determined by Council.

5. Policy

5.1 The spirit of the scheme is to efficiently support organisations and groups whose requests meet the needs of the community as articulated in Council's Tourism & Economic Development Strategy.

5.2 Requests must meet specified criteria to ensure compliance against the Tourism & Economic Development Strategy

5.3 The emphasis of the Policy is to provide seed funding for events as a means to assist the event become sustainable over future years.

5.4 Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget, the guidelines of this Policy and the relevant provisions of the Local Government Act 1993.

6. Promotion, Advertising and Sponsorship of Events Criteria

In assessing applications, the Tourism & Economic Development Unit will use the following criteria:

6.1 Must increase visitation to and awareness of Griffith

6.3 Must have stakeholder financial involvement

6.4 Is this request a first time occurrence?

6.5 Does the event have capacity to raise its own funds by control of gate takings, entry fees or sale of merchandise, food or liquor?

6.6 Does the event rely on volunteers compared to paid officials?

6.7 Does the conduct of the event create any risk to Council or the public?

6.8 Applicants must be based in or affiliated with, and/or service clients within the Griffith City Council Local Government Area.

6.9 Applicants must be insured or are a Committee of Council or auspiced by another body which does have insurance.

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6.10 Recipients will be required to:

i) Get approval from the Tourism & Economic Development Unit on their event marketing plan (advertising schedule and communication strategy).

ii) Provide proofs of all promotional material to the Tourism & Economic Development Unit prior to printing.

iii) Recognise Griffith City Council as an event partner (eg. logo on promotional material, website and acknowledged in press releases) in accordance with Council Policy CC-CP-701 Sponsorship and Acknowledgement of Assistance, whether assistance provided by Council is in cash or in kind.

iv) Complete an assessment and acquittal report and provide it to the Tourism & Economic Development Unit within 30 days of completion of the funded event. Failure to do so will deem the applicant ineligible for future funding.

6.11 Events are funded on the understanding that the event is expected to become self-sustaining and that this funding is limited to three years, with a possible extension at the discretion of Council after receiving advice from the Manager Tourism & Economic Development.

6.12 Joint promotional agreements cannot have funding paid to an individual without written approval from the Manager Tourism & Economic Development

6.13 Activities that come under this Policy but also include In Kind support from Council will be further assessed against Councils In Kind budget for subsidising costs of community events.

6.14 This policy only covers activities as listed herein and acceptance is not meant to imply acceptance of any other Policy of Council.

6.15 Organisations, groups or individuals may only apply for assistance once in any financial year.

7. Definitions

None

8. Exceptions

None

9. Legislation

Local Government Act 1993

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PUBLIC POLICY OF GRIFFITH CITY COUNCIL

PROMOTION, ADVERTISING AND SPONSORSHIP OF EVENTS APPLICATION FORM

Please send your Request to Griffith City Council, Tourism & Economic Development Department,

PO Box 485 GRIFFITH NSW 2680 or email paigecampbell@griffith.nsw.gov.au

Enquiries call 02 6962 8258

APPLICANT INFORMATION

1	Applicant	Organisation / Group ☐ Individual ☐ (go to 7)	
2	Name of Organisation		
3	ABN Number		Registered for GST Y N
4	Is your org. Not For Profit, a registered charity or a Section 355 committee of Council	Y (Please specify_____) N If Yes go to 11 If NO then you are ineligible to apply unless auspiced	
5	Is your group Auspiced	Y N Yes see below / No - ineligible	
6	Details of Auspice Org Name: _____ Contact: _____ ABN: _____Registered for GST Y N Attached written confirmation of Auspice (Essential Criteria) Y N		
7	Contact Person		
8	Phone Number		
9	Address		
10	Email		

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PUBLIC POLICY OF GRIFFITH CITY COUNCIL

	EVENT DETAIL	
11	EVENT TITLE	
12	Brief outline (no more than 25 words)	
13	Justification for the Event *Demonstrate how your event will increase visitation to Griffith & raise the awareness for Griffith City Council. * Demonstrate stakeholder financial support	

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14	How does this event assist in growing Griffith's awareness and what financial stimulation will this event achieve? (Essential Criteria)
	Add additional pages if required
15	**Where will your proposed event be held?**
16	**Time frame – When will your proposed event be held?**

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PUBLIC POLICY OF GRIFFITH CITY COUNCIL

PROPOSED BUDGET

17	What is your proposed budget? Please fill in the budget projections for your events.

Total of all events

INCOME

Council Donation (Amount sought)	
Your Organisation Contribution (specify)	
In Kind Support	
Cash Sponsorship	
Ticket Sales	
Other (eg merchandise, food, liquor)	
TOTAL	

EXPENSES

Facilitator / Professional Fees	
Venue Hire	
Equipment Hire	
Marketing & Promotions	
Safety	
Security	
First Aid	
Artwork & Design	
Printing	
Advertising	
Distribution	
Subtotal	
Insurance	
Administration	
Photocopying	
Special Guest	
Travel	
Other (specify)	
TOTAL	

18	Will you acknowledge Council as providing assistance with this activity?	Yes ☐ No ☐
19	Will you undertake an evaluation of this process? If No, then ineligible	Yes ☐ No ☐
20	If successful, your organisation understands that there is no guarantee of support in the future	Yes ☐ No ☐

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21	Will your project go ahead if your organisation does not receive the full requested amount	Yes ☐ No ☐
22	If you are an organisation, please ensure copies of insurance and most recent annual reports are included in your application (if no, then ineligible)	Yes ☐ No ☐

Support Documentation

Please attach any support information from people or organisations your partnership will work with.
Please attach any additional support information from people or organisations

I certify, on behalf of the applicant, that to the best of my knowledge the information provided in this Promotion, Advertising and Sponsorship of Events Application form is correct.

ORGANISATION REPRESENTATIVE	
Name	
Signature	Date

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PROPOSED 14/15 BUDGET - COMMUNITY ASSISTANCE			
COUNCIL PROGRAMS	**JOB NUMBER**	**PROPOSED 14/15 BUDGET**	**COMMENTS**
COMMUNITY ASSISTANCE GRANTS			
Community Grant Program	14101	58,000	additional funds from amalgamated line items; scope expanded to require competitive bidding over two rounds
Regional Arts Board Programming	42165	16,000	as per request of Regional Arts Board
sub total		**74,000**	
COMMUNITY EVENT EXPENSES			
Australia Day Expenses	42104	3,500	
Local Government Week Expenses	42106	2,500	
Tidy Towns Expenses	42115	2,500	
Clean Up Australia Day Expenses	42117	1,500	
National Tree Day Expenses	42120	2,500	
Subsidised Council Costs (Community Events)	94217	25,000	increase required to assist community and other events
Christmas Events/City Decorations	94235	6,500	
Griffith Festival - La Festa	94213	20,000	
sub total		**64,000**	
FEE REBATES AND SUBSIDIES			
Sporting Bodies Subsidies	12135-12170	43,840	
sub total		**43,840**	
ECONOMIC AFFAIRS			
Promotion, Advertising and Sponsorship of Events	92104	35,000	Draft Policy developed to guide allocation
sub total		**35,000**	
TOTAL		**216,840**	