

## 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	22/05/2012	0142	22/05/2012
2	27/01/2015	15/005	27/01/2015
3	13/02/2018	18/046	16/03/2018

## 2 Policy Objective

This policy is to assist Council to:

- Evaluate and manage offers of funding assistance to Council.
- Identify and maximise opportunities for additional revenue to align with Council's strategic goals in an open and transparent manner.
- Adopt a best practice approach in the administration of grant and sponsorship funds.
- Effectively manage the information relating to new and existing grant and sponsorship programs to comply with auditing requirements.
- Establish a framework for the preparation and coordination of grant and sponsorship applications which maximises the role of staff managing the grant functions.

## 3 Policy Statement

Grant and sponsorship programs are becoming increasingly competitive with a particular focus on merit based applications, as well as having stringent reporting requirements. This Policy and related documents will enable Council to take a proactive approach towards financial and information management relating to grant and sponsorship funds.

## 4 Policy Scope

This policy applies to the sponsorship, grants and funding of events, facilities, activities or the functions of Council where appropriate.

## 5 Definitions

### Sponsorship

Sponsorship is defined as the provision of monetary, material or other benefit to Council. Sponsorship may or may not include direct material benefit to the sponsor.



## Grants

Grants are defined as funds, generally from government sources, available to Council on complying application, for specified uses to achieve agreed aims. Rigorous accounting for spending is generally required.

## 6 Sponsorship Policy

Council will obtain from time to time, additional resources through sponsorship for functions or activities of Council, to provide services or facilities to the community.

In some instances sponsor partners may receive in-kind products and/or services to a lesser value than the sponsorship received, for example theatre media sponsors may receive theatre tickets as per industry practice.

By accepting any sponsorship, Council is not endorsing the sponsor, or the products, services, or activities of the sponsor or of any of its associates.

Council reserves the right to refuse any offer of sponsorship where it is not considered to be in the best interests of Council or the community.

No present or future advantage or benefit from Council other than within the written agreement is offered or implied or may be imputed by a sponsor of Council.

Council will assess offers of sponsorship in accordance with this policy and associated management procedures and criteria on a project by project basis.

All sponsorship agreements are to be completed on the appropriate sponsorship form and endorsed by Council's Senior Management Team on a project by project basis. A copy of the agreement will be retained by both parties.

The agreement will specify the contributions and expectations of the sponsor and Council. Where a sponsor receives in-kind products and/or services then these should ideally benefit the wider community. For example, a parks sponsorship arrangement which provides for recognition for donating to a new park or upgrade to an existing park including differing categories, dependent on amount of contribution donated based on gold, silver, bronze and platinum categories.

## 7 Grants Policy

Council will actively seek additional resources through grants or funding to provide services or facilities to the community in keeping with Council's strategic goals, community needs and other Council activities.



Council will prepare grant applications and assess grants offered in accordance with this policy and associated management procedures and criteria. Particular attention will be paid to the requirements from Council, such as to match funding or to maintain assets or services.

Where there are cost implications for Council outside the approved budget (including both direct and indirect costs that may be incurred), proposed submissions must be reported to Council for endorsement and consideration of budget variations.

The program or project for which grant assistance is sought must be aligned to Council's most current Community Strategic Plan.

If new assets are to be acquired through grant funding the life cycle cost of the asset(s) must be considered prior to acceptance.

## 8 Legislation

None

## 9 Related Documents

Guiding Griffith 2040  
Grants Administration Procedures  
Community Action Plan  
Analysis Template (attachment to Incoming Grants & Sponsorship Policy)  
Asset Management Policy (AS-CP-201)  
Plaques Policy (GC-CP-306)  
City Park Sponsorship (refer to Council Meeting of 27 September 2011)

## 10 Directorate

Business Cultural & Financial Services