



**Procedural Statements  
and  
Directives  
No. COR 003**

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**Council Sponsorship of  
Community Grants**

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**COR 003 Council Sponsorship of Community Grants**


**Related Council Policy:** Policy No. 303 Community Grants Scheme

**Revision Year:** 2008

**Responsible Department:** Corporate & Community Services

**Responsible Position:** Director Corporate & Community Services;  
Community Projects Officer;  
Community Development Officer

**Approved by Chief Executive Officer**



26.11.08

**Next Review date:** 2010

**Strategic Plan Outcomes:**

- Outcome 1.1: A more diversified economic base  
Strategy 1.1.5: support appropriate economic development projects
- Outcome 1.2: A vibrant tourism industry  
Strategy 1.2.4: Actively promote and support local events
- Outcome 1.3: Increased participation of Indigenous people in the economy  
Strategy: 1.3.2: Support programs that encourage Indigenous business development and good business practices
- Outcome 2.4: Youth development and well-being  
Strategy 2.4.5: support youth programs which assist in youth development and leadership
- Outcome 2.5: Improved aged care and disability services  
Strategy 2.5.1: Support the provision of active ageing activities for seniors
- Outcome 4.1: Cultural preservation and harmony  
Strategy 4.11: Support festival and events that promote interaction between cultures
- Outcome 5.3: Effective communication and consultation with community  
Strategy 5.3.2: Actively promote Council initiatives, success stories and sponsorship support for the community through council website, newsletter and other media

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**COR 003 Council Sponsorship of Community Grants**

**CONTENTS PAGE**

1. Purpose.....	4
2. Guiding Principles.....	4
3. Definitions.....	4
4. Exceptions.....	5
5. Applicability .....	5
6. Failure to Comply .....	6
7. Procedural Statements .....	6
8. Schedule A – Grants Agreement .....	10
9. Associated Documents .....	11
10. Associated Forms / Record Keeping .....	11

## COR 003 Council Sponsorship of Community Grants

### 1. PURPOSE

The intent of this document is:

- to enhance the resources available to organisations for events and facilities which provide a cultural or community benefit for the town.
- to enhance the resources available to organisations for events and facilities which promote Alice Springs or provide an economic benefit for the town.
- that the conferral of an objective on Council under this section does not imply an obligation to exercise the objective in a particular case.
- so that Council may elect to provide any grant by way of 'in-kind' provision of goods or services. 'In-kind' contribution shall be costed by Council and deducted from the total level of funding prior to payment of the balance.

The Procedural Statements and Directives in this document adhere to;

- Transparency and consistency principles
- Application of Council policies
- Internal and external accountability and fairness principles
- Council's support of the local arts

### 2. GUIDING PRINCIPLES

This policy has been established to encourage and support local community initiatives, the community development of Alice Springs and support local projects which demonstrate broad based benefit to the community.

### 3. DEFINITIONS

#### **In kind support**

Non-monetary contribution such as officer expertise, promotion in Council publication, provision of Council facilities etc.

## COR 003 Council Sponsorship of Community Grants

### 4. EXCEPTIONS

Council will **NOT** support the following:

- School activities unless the activity pertains to the broad youth of the Alice Springs community rather than a single school
- Infrastructure on or for Northern Territory Government property (eg Blatherskite Park, Olive Pink Reserve) or Federal Government property (cost shifting)
- Recipients of any other financial or other type of assistance from Council in that financial year
- Activity that occurs on a premises licensed for gambling other than for strictly charitable or community activities
- Religious groups or political parties other than for strictly charitable or community activities
- Fundraising activities
- Organisations based outside the Municipal boundaries of Alice Springs (unless the demonstrated benefits are primarily to the Alice Springs community)
- Projects or organisations which have not satisfactorily acquitted previous Alice Springs Town Council sponsorships
- Organisations raising funds on behalf of another group which is itself the recipient of financial assistance from Council in that financial year
- Representation by organisations of sporting clubs at interstate competitions
- Ongoing operational expenses

### 6. APPLICABILITY

To be eligible to apply for sponsorship funding and/or in kind support the following criteria must be met:

- Organisations must be legally constituted. Applications for funding will not be accepted from individuals.
- It is preferable that organisations be based in the Alice Springs Local Government area.

## **COR 003 Council Sponsorship of Community Grants**

- organisations must prove to be financially viable for the event or service for which the grant is provided by way of a detailed budget (see 8.1)
- Must be a registered 'non profit' organisation with appropriate ATO benevolent status.

### **7. FAILURE TO COMPLY**

Failure to meet the Council's requirements and conditions of funding may result in the suspension of a project and/or the termination of funding and the reimbursement of any funds regarding the project. In any such case the applicant will be notified prior to any action being taken.

### **8. PROCEDURAL STATEMENTS**

#### **8.1 Budgets for the Project**

- Applicants are required to include a detailed income and expenditure budget for the project. It is essential that the budget be accurate, that cost estimates are correct and all project costs have been included.
- If the project has been held previously a copy of the audited account from the last available year should also be included with the application.

#### **8.2 Business Case for the Project**

Applications should include a business case for the project. The business case should include the following components;

- A description of the applicant agency, group or organisation, its legal constitution, its principal aims and objectives and a brief history of its provision of services, events or facilities.
- A description of the event, service facility or concept.
- Details of the location or venue, dates, timing and duration of the project.
- The objectives or outcomes that will be achieved by the program, how they address the objectives of your group and how they will complement the objectives of Alice Springs.
- A statement of the measurable benefits for Alice Springs.
- An indication of the proposed acknowledgement of Council's constitution.
- Details of the target market and/or audience for the project.

## **COR 003 Council Sponsorship of Community Grants**

- A marketing plan for the target market ( i.e. proposed advertising and other forms of marketing)

### **8.3 Contribution from Applicants**

It is required that some form of contribution be provided by successful applicants. This may take the form of in-kind contributions such as office space, meeting rooms, equipment, volunteer labour etc. The nature of the contribution should be stated on the application form.

### **8.4 Other Sources of Funding**

Applicants for funding must state on the application form whether funding for the project has been sought from other sources. Applicants are also required to advise of any other form of secured funding for the project.

### **8.5 Insurance**

It is a condition on receiving the sponsorship that the successful applicant will assume all normal commercial responsibilities including public risk and/or any other appropriate insurance cover for the project. Any staffs who are employed should be protected by workers compensation insurance.

### **8.6 Taxation**

In some cases the receipt of sponsorship may be subject to GST. Applicants are advised to consult with their accountant or other financial adviser regarding this matter.

### **8.7 Confidentiality**

Information supplied by the applicant will be used for processing and assessing an application and will be treated as confidential to the extent permitted by the Local Government Act and Freedom of Information legislation.

### **8.8 Application Forms**

Applications for funding must be made on the application form. It is important that all relevant sections of the form are completed. Incomplete forms will not be accepted. It is the applicants' responsibility to provide sufficient details about the project to enable Council to reach a fair decision concerning the application.

### **8.9 Selection Criteria**



## **COR 003 Council Sponsorship of Community Grants**

Applications for projects, events or facilities will be assessed under the following categories;

### *8.9.1 Program or event quality*

- Organisation, group or agency's demonstrated proven record in providing quality community, sporting or cultural events or programs
- Calibre and skills of the personnel involved in the project
- Cultural, community, sporting or artistic merit of the proposed program event or facility
- Originality of the program, event or facility
- Demonstrated relevance of the proposed project or event to the target audience

### *8.9.2 Community or cultural development assessment*

- The project extends or diversifies knowledge or experience of cultural or artistic programs or skills of practitioners in the community and has the ability to attract new audiences
- The project increases opportunities to extend community capacity for cultural and/or artistic activity
- The project offers opportunities for employment generation
- The project to be supported will complement Council's own community and cultural objectives, strategies and programs and will contribute to a vibrant cultural and community life for Alice Springs and its community.

### *8.9.3 Economic Value assessment*

- The program encourages links between cultural, sporting, business, tourism and retail sectors.
- The program increases returns on cultural, sporting or community infrastructure in the city.
- The project improves economic viability and demonstrates capacity to increase and diversify financial resources for community, sporting or cultural services and programs.
- The funds provided by Council must not lead to an organisation or group becoming dependent on Council for ongoing financial support.

## **8.10 Project Assessment, Approval and Notification**

- Proposals will be assessed by the relevant sub committees. After assessment has taken place a report with recommendations will be reviewed by Council for approval of any grant more than \$500.
- Agencies will be advised of the outcome of their applications as soon as possible.
- Alice Springs Town Council's decision will be final and no correspondence will be entered into

## **COR 003 Council Sponsorship of Community Grants**

- All grant arrangements will be subject to a Grant Agreement which must be signed by the grantee and the relevant officer of Council. Issues to be included in the Grant Agreement are included in Schedule A.

### **8.11 Payment of Funds**

- If your organisation is registered for GST, a 'Tax Invoice' will need to be forwarded to Alice Springs Town Council for the amount of the grant plus 10% GST. If you are not registered for GST, then a tax invoice for the amount of the grant only will be required. ABN numbers are required, or supply reasons for not having an ABN.
- Notification of the next Council meeting will be forwarded to your organisation so that a representative can attend to accept the payment of funds on behalf of your organisation.

### **8.12 Reporting Requirements**

Successful applicants are required to provide:

- regular reports on the progress of the project and financial expenditure
- certification as to the completion of the project
- a final report on the outcome of the project within one month of completion
- an income and expenditure statement on completion of the project
- adequate evidence that the project funding has been acquitted in accordance with
- approved expenditure for the project

### **8.13 Acknowledgement of Council**

- Applicants are required to provide an indication of how it is intended to acknowledge Council's contribution to the project. Acknowledgement may be in the form of signage, recognition on advertising and other marketing publications, recognition in media interviews and at events.
- Applicants will be provided with a Council logo kit and style guide and will be required to liaise with Council's Media Officer for approval of text and logos in promotional materials.

## COR 003 Council Sponsorship of Community Grants

### SCHEDULE A

#### GRANTS AGREEMENT

Issues which will need to be included in any grant agreement include:

1. **Recitals**  
Principles and intent of Grant Agreement
2. **Definitions and Interpretation**  
Definitions relevant to the Grant Agreement
3. **Council Information, Requirements and Conditional Approvals**  
Including an event plan and detailed budget of the event, requirements for project reports, independently audited accounts, media strategy, and evaluation of the event.
4. **Acknowledgement by the Parties**  
Acknowledgement of the conditions of the Grant Agreement by both parties.
5. **Dispute resolution**
  - 5.1 **Dispute**  
Definition of what constitutes a dispute between the parties.
  - 5.2 **Notice**  
Type of notice which must be given by either party on the nature of any dispute.
  - 5.3 **Resolution**  
Requirement that both parties with endeavour to resolve any dispute expeditiously and in good faith.
  - 5.4 **Mediation**  
Requirements for mediation of any dispute.
  - 5.5 **Termination**  
Ability for either party to terminate any mediation process and request formal arbitration.
  - 5.6 **Information**  
Conditions with regard to information which is provided or utilised to settle any dispute.
6. **General**
  - 6.1 **Notices**  
Specifications with regard to delivery of notices, consents, approvals requests or demands in regard to the Sponsorship Agreement.
  - 6.2 **Variation**  
Ability for either party to vary the Grants Agreement.

## **COR 003 Council Sponsorship of Community Grants**

### **6.3 No Waiver**

Conditions in which a waiver of the Grants Agreement may be made.

### **6.4 Prohibitions, enforceability**

Conditions with regard to enforceability of Grants Agreement.

### **6.5 Further assurances**

Condition that each party must meet all conditions of the Grants Agreement.

### **6.6 No Joint Venture, Partnership or Agency**

Indication that the Grants Agreement does not represent any partnership or formal business arrangement beyond the conditions which are included in the Grants Agreement.

### **6.7 Confidentiality**

Requirement for maintenance of confidentiality with regard to the Grants Agreement

### **6.8 Acting on behalf of**

Neither party shall act or make commitments on behalf of the other party.

## **9. ASSOCIATED DOCUMENTS**

- Araluen Community Access Grant Guidelines, application and acquittal forms
- Community Development Grant Guidelines, application and acquittal forms
- Community Assistance Grant Guidelines, application and acquittal forms
- Community Computer and Equipment Guidelines and application forms

## **10. ASSOCIATED FORMS / RECORD KEEPING**

- The forms listed below are utilised in grant activities:
- Completed forms are often source documents for data entry into business systems, and are
- of Council's Record Keeping, and

**COR 003 Council Sponsorship of Community Grants**

- The forms listed below are directly related to the Community Grants Procedural statements and Directives.

<b>Title</b>	<b>Location</b>	<b>Responsible Officer</b>	<b>Minimum Retention Period</b>
Araluen Community Access Grants Application		Community Projects Officer	
Community Assistance Grants Application		Community & Cultural Development Officer	
Community Development Grants Application		Community & Cultural Development Officer	
Community Computer Grants Application		Community & Cultural Development Officer	
Araluen Community Access Grant Acquittal forms		Community Projects Officer	
Community Development Grant Acquittal forms		Community & Cultural Development Officer	
Community Assistance Grant Acquittal forms		Community & Cultural Development Officer	