

**GRANTS, DONATIONS AND SPONSORSHIP GENERAL POLICY**

---

**Contents**

Intent ..... 3

Scope..... 3

Background ..... 3

Objectives..... 3

Provisions ..... 3

    Eligibility ..... 4

    Approval ..... 4

References..... 4

    Legislation ..... 4

Definitions ..... 4



## Intent

Douglas Shire Council will provide grants, in-kind support, donations and sponsorship or waive Council fees to support initiatives which address community, economic, social and environmental outcomes.

## Scope

Council staff, Elected Members and applicants are to refer to this policy. This policy applies to Council's financial grants, Regional Arts Development Fund, partnerships, sponsorship, donations, waiver of fees and charges and in-kind (non financial) assistance requests from community and commercial organisations, groups and individuals.

## Background

Council recognises there are many situations where it is appropriate to make a one-off donation or Grant, provide in-kind assistance or Sponsorship, or engage in a Partnership.

Supporting organisations, groups and individuals with financial grants and non-financial assistance such as in-kind support and waiving Council fees help develop and deliver programs, projects, activities and events that provide artistic, cultural, sporting, recreational, environmental, community, industry, social and economic benefits in the Douglas Shire.

## Objectives

The objectives of Council's Grants Program, Regional Arts Development Fund, Partnerships, Sponsorships, In-kind assistance and Donations are to assist community and commercial organisations, groups and individuals develop programs, projects, activities and events that:

- Align with themes and goals in Council's Plans and Strategies;
- Address an identified need in the community;
- Benefit the community and are in the public interest; and
- Meet eligibility criteria outlined in this policy.

## Provisions

Council provides assistance to community and commercial organisations, groups and individuals through Douglas Shire Council's Grants Program, Regional Arts Development Fund, in-kind assistance, waiving fees, partnerships, donations and sponsorships which align with the themes of Council's Corporate Plan.

In adopting the annual budget, Council through the Chief Executive Officer may approve an allocation of funds or in-kind assistance to support a range of initiatives via Grants, in-kind assistance, waiving fees, partnerships, donations and sponsorships.

An annual budget allocation will be provided to the Chief Executive Officer in accordance with this policy to process approvals.

Grants, In-kind Assistance, Donations, Sponsorships, Partnerships and Waiver of Fees provided by Council will contribute to Council's Corporate Plan priorities, Operational Plan Outcomes and strategic initiatives and recorded in Council's Annual Report each financial year.

## Eligibility

A community or commercial organisation, group or individual will be eligible to apply for a council grant, donation, sponsorship, partnership or in-kind assistance if they meet the following criteria:

- Reside or primarily provide services in the Douglas Shire Local Government Area; or
- Primarily provide services outside the Douglas Shire Local Government Area, but the project is in the public interest or of community benefit to Douglas Shire residents; and
- Meet any further eligibility criteria specified in each program.

The following entities are not considered eligible for a council grant, donation, sponsorship or partnership:

- Government agencies; or
- Departments of local, state or federal government.

## Approval

Approval methods will be specified in each program. Applicants believing there has been an administrative error in the assessment of their application may request Council investigate and when necessary the decision will be reviewed by the relevant delegate.

Information regarding eligibility, ineligibility, types of funding, funding rounds, assessment criteria, assessment Matrix, supporting documentation, application, approval and acquittal process, conditions and lodgement will be detailed in Council’s Administrative Instructions and Program Guidelines.

## References

### Legislation

*Local Government Act 2009*

*Local Government Regulation 2012*

## Definitions

TERM	DEFINITION
<b>Community organisation</b>	An entity that carries on activities for a public purpose, or another entity whose primary object is not directed at making a profit ( <i>Local Government Regulation 2012</i> ).
<b>Grant</b>	An amount of money or in-kind value that is contributed by Council to an organisation or individual person for a specific purpose and to achieve a specific outcome.
<b>Donation</b>	Any charitable contribution made by Council to assist a person or entity.
<b>In-kind assistance</b>	The provision of goods or services (non financial) by Council, such as waiving Council fees and charges.
<b>Partnership</b>	An agreement between Council and organisation or individual to provide financial or non-financial support based on shared or similar objectives in an equal and mutually beneficial relationship.
<b>Waiver of Fees and Charges</b>	Council services that attract a fee or charge may be waived.

This policy is to remain in force until otherwise determined by Council.

Manager Responsible for Review: Manager Community Development

ORIGINALLY ADOPTED: 29/04/2014

CURRENT ADOPTION: 18/06/2019

DUE FOR REVISION: 18/06/2021