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COUNCIL POLICY - Grants, Sponsorships and Donations Programs

1. Preamble

- 1.1 The City of West Torrens (CWT) is committed to being the best place to live, work and enjoy life.
- 1.2 Grants, Sponsorships and Donations Programs are established from funds which may be set aside in the Budget each financial year.

2. Purpose

- 2.1 This Policy provides a framework for the CWT to allocate its funds in an effective and equitable manner for the benefit of community organisations, groups and individuals.

3. Scope

- 3.1 The CWT Grants, Sponsorships and Donation Programs are available to individuals, organisations or groups who provide services, programs and facilities for the benefit of the community.
- 3.2 This Policy applies to all Grants, Sponsorships and Donations offered by the CWT for which an application is required.

4. Definitions

- 4.1 Grants are one-off financial allocations made to encourage the development of services, programs, facilities which meet demonstrated community needs and/or personal achievements and which otherwise could not be developed or recognised.
- 4.2 The Donation Program aims to provide financial assistance to community organisations and groups that provide services to people in immediate need.
- 4.3 The Sponsorship Program provides financial support to community organisations and groups for staging events and activities for the benefit of the local community.

5. Policy Statement

- 5.1 Grants will be administered in a transparent and equitable manner and they will be promoted across the CWT in a way that will allow maximum opportunity for organisations and individuals to apply.
- 5.2 Grants will be administered using the eligibility criteria and conditions in the Guidelines as approved by Council from time to time.
- 5.3 It is the expressed intention of Council that funds will be distributed equitably amongst eligible applicants so that no one deserving applicant is disadvantaged through the lack of available funds.
- 5.4 All grants, sponsorships and donations are approved on a discretionary basis.

5.5 Categories of Community Grants and Donations

The Community Grants, Sponsorships and Donations Programs are administered on an ongoing annual basis through the following categories:

- **Community Grants**

CWT provides through its Community Grants Program, the opportunity for community groups and organisations to contribute to improving the well-being of the citizens of West Torrens.

- **Environment Grants**

Environment Grants support initiatives that address conservation, biodiversity, recycling and waste reduction and pollution reduction.

- **Junior Individual Development Grants**

Through its Junior Individual Development Grants Program, the CWT aims to encourage and support young people aged 18 years and under in their personal development and growth.

Funds are available to assist local young people who have been chosen to represent their institution, club or organisation in a variety of areas including sport and recreation, science and technology and the arts.

- **Donations Fund**

Assistance may be available (depending on funds) when there is an urgent requirement or an emergency situation for which the organisation has no immediate specific budget provision and it is not eligible (under the relevant funding guidelines) for Council's Community Grants Program.

- **Sponsorships**

Financial assistance may be available for community organisations and groups in order to stage events and activities for the benefit of the local community.

The CWT expects defined and measureable outcomes to be obtained in exchange for any sponsorship.

5.6 Applications and Assessment

5.6.1 Applications should be completed and submitted in accordance with the prescribed grants, sponsorship or donation guidelines, eligibility criteria, and should meet the timelines as determined by Council from time to time.

5.6.2 All applications will be assessed against the Eligibility Criteria outlined in the appropriate guidelines.

5.6.3 Applications will be assessed by the Manager Community Services, Team Leader Community Development and the Environment Officer, in the case of an Environment Grant.

5.6.4 Applications that meet the criteria and are under \$1,000 will be awarded at the discretion of the Chief Executive Officer or the General Manager Business and Community Services.

5.6.5 Applications that meet the criteria and are over \$1,000 will be presented to Council's Civic Committee for consideration and recommendation to Council for approval or refusal. The funding decision made by Council is final.

5.6.5.a Any application that meets the criteria and is urgent will be presented directly to Council if a Civic Committee meeting is not imminent,

5.6.6 Successful applications may be subject to conditions.

5.7 **Unexpended Funds**

Any unspent part of the grant must be returned to the CWT by the end of the financial year in which the grant was given.