

# Swan Grant and Sponsorship: Resource Guide



## Acknowledgement of Country

*Ngalak Maali Boodja Kadij, Whadjuk Moort Noongar Boodjara, Baalap Kalyagool Noyyang, Boodja Kep Moort, Ngalak Kwabaduk Wirn, Kabarli Bworan Kora, Yeyi Ngoongoolong. The City of Swan acknowledges the Traditional Custodians of this region, the Whadjuk people of the Noongar Nation and their continuing connection to the land, waters and community. We pay our respects to Elders past and present, and their descendants.*

**The City of Swan seeks to ensure accessible, transparent and accountable approaches to the management of its Grant and Sponsorship Program. The City strives to achieve equitable decision making and the optimal use of resources from the funding program to support and connect people; building community capacity and enhancing community wellbeing, whilst supporting the Swan community and local business.**

## 1. Before I Apply – What do I need to know?

### 1.1 What should I do first? (how to contact the City's Community Grant Team)

All potential Applicants are required to contact the Community Grants Team on phone: (08) 9207 8693/8694 or email: [communitygrants@swan.wa.gov.au](mailto:communitygrants@swan.wa.gov.au) to discuss their intentions, concepts and proposal prior to submission and/or to obtain general information.

### 1.2 Who can apply for funding?

The City welcomes applications from individuals, community groups and local businesses that reside or are based in the City of Swan and/or delivering initiatives or activities within City of Swan boundaries. Through its Grant and Sponsorship Program the City is seeking to primarily support inclusive community led projects, activities and events that address identified community needs or help achieve Council objectives. Where appropriate, applicants are expected to obtain other revenue or support and also contribute as much as possible to their own projects in the form of 'in kind' contribution.

Most City funds available cannot solely benefit individuals or entities directly, rather the whole local community. However, the City does provide funds to celebrate or personally enhance the lives of individuals based on set criteria. Contacting the Community Grants Team is the best way of finding out if you are eligible to apply for a grant or funding. [Apply online](#) at any time or contact the City's Community Grants Team for a hard copy Application Pack.

### 1.3 What Grant and/or Sponsorship can I apply for?

The City provides a range of funding, grants and sponsorships opportunities to cater for the diverse needs of the community. Please see the City's Calendar of Grant and Sponsorship opportunities along with any associated opening and closing dates and related Information Sheets on the City's dedicated [Funding](#) page. Subject to successful application and Award, City funding ranges from \$250.00 for individual Cash Donations through to a \$25,000.00 for Proactive Grant.

All application assessments are based on eligibility and individual merit with applicants also permitted to apply for multiple initiatives of a different nature concurrently providing previous funding is Acquitted, the applicant remains eligible, funding criteria are met and the capacity to deliver initiatives and outcomes is evident. All funding awarded is also subject to the available City budget at the time of assessment.

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## 1.4 What is the Strategic Community Plan?

The [Strategic Community Plan \(SCP\)](#) represents the vision for the City of Swan and its strong ties to culture, economic sustainability, the environment and improving the quality of life for its residents. The City of Swan is a unique and diverse community, growing stronger every day. The objectives of the SCP are also the focus areas and desired outcomes of the Grant and Sponsorship Program. Achieving this vision requires significant planning and includes the need to make sure that all proposals and intentions align with the vision for the City, both now and into the future.

The SCP is the City's highest level planning document, demonstrating priorities for the next 10 years. The City thanks all community members who participated in the various stages of community consultation, including those providing feedback through social media, surveys and in-person meetings. Community groups and individuals can now develop their own initiatives and apply for funding that helps the City deliver the Strategic Community Plan.

## 1.5 What makes a great application?

Here is an example resource you may find of benefit when putting your application together:

<https://www.communitygrants.gov.au/what-makes-good-grant-app>.

Please check the eligibility and conditions of the individual grant opportunity you are looking at via our Information Sheets, available from the City's dedicated [Funding Page](#). It is always encouraged for Applicants to liaise with the City's Community Grants Team prior to submitting their application.

## 1.6 What inclusions is the City looking for in my application (in detail)?

Alongside the grant opportunity and criteria found in the grant stream's Information Sheet, the City may be required to rank and assess individual applications against each other, where selection processes dictate this. As such details that may be included an application include:

- a) Partnership and or connection with the City's Community Hub teams (including Community Development Officers)
- b) How the idea of the project came about, its community importance and expected benefits;
- c) Strong project planning, demonstrating the capacity to deliver, management and expertise;
- d) Good governance, self-evaluation and learning strategies with clear financial planning;
- e) Clearly defined milestones, aims, objectives and outcomes that are measurable;
- f) Any innovative and creative approaches to the carrying out the project;
- g) Evidence that initiatives encourage community participation, sustainability and capacity building;
- h) Evidence of initiatives that demonstrate accessibility & social inclusion;
- i) Evidence of community and/or business partnerships, local stakeholder support, and any effects or impacts that will continue beyond the funding period or project; and
- j) Evidence of capacity to maximise the city of swan's support exposure.

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## 1.7 What documents should I keep handy in readiness to submit my application?

Documents needed for planning and application submission:

- a) Current Public Liability Insurance;
- b) Current Certificate of Incorporation or Entity Status;
- c) Most recent Audited and Annual Financial Statements;
- d) Proof of Address and project/initiative authenticity;
- e) Initiative, event or project concepts - draft event and/or project management plans: including risk; and
- f) Relevant Quotes - Written quotes for individual items over \$1,000; a written estimate, advertised price, or one written quote for items under \$1,000 (low value, miscellaneous items can be grouped together to \$500).

## 1.8 Can I apply for fundraising activities?

Fundraising' activities (as defined by the Dept. MIR&S) may be considered under POL-C-176, Section 6. Extemporaneous Funding as the activity falls outside current Program Stream eligibility but may still meet intended outcomes of the SCP and Funding Framework intent in some cases. If an applicant association or club is collecting donations of money or goods from the public in Western Australia for a charitable purpose, it must have a licence under the Charitable Collections Act 1946 (the CCA).

Organisation's will need a charitable collections licence if the purpose of the fundraising falls within CCA charitable purpose definition which includes:

- a) Relief of the sick, infirm, poor, destitute, helpless or unemployed;
- b) Relief of distress caused by war, and the support of members of the armed forces;
- c) Animal welfare, conservation and environmental causes; and
- d) Support of hospitals, infant health centres and other activities of a social or welfare character.

## 1.9 What will not be considered in my funding application?

The City acknowledges the importance of all requests for financial support and contribution towards community initiatives, however there must be selective criteria in terms of achieving value for money, accountability, risk management and the outcomes orientation sought by Council from the Program. As such unless identified within a specific Program Stream's Information Sheet, the Program will not generally provide funds for the following;

- a) Individual or sole entity benefit and/or gain;
- b) Duplicate and/or subsidise State or Federal funded agencies, services or programs;
- c) Retrospective costs;
- d) Capital expenses;
- e) Solely political/religious benefit or intent;
- f) Organisational recurrent (repeated duplicate occurrence) or operational costs;
- g) Duplication of existing services or current City funded services/initiatives; or
- h) Applicants with outstanding debts to the City of Swan.

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## 1.10 What does a Value-in-kind contribution mean?

A Value In kind contribution is where part or all of the Award is non-cash support based being equipment or service provision from the City, provided at no cost to the applicant. This is a non-financial arrangement meaning no monies are provided to the Applicant. The City will either make a transfer internally to cover any costs associated with services e.g. bins, venue hire etc. or alternatively provide equipment items such as movie trailer, marquees, PA systems, AV projectors etc., or community event delivery related items.

The nominated value of the in-kind contribution (non-cash donation) is also recorded and publically reported as a contribution to the applicant. The City aims under this program to add to the viability of the nominated project or event.

## 1.11 What does Auspice mean?

Where applicable or needed an 'Auspice' arrangement may be entered into, which is an Applicant and/or Grantee relationship with another party to provide additional support, sponsorship, assurance and/or governance. In the context of grant applications, an Auspice organisation is the entity that actually receives grant monies on behalf of another Party.

The Auspice entity holds the responsibility for making sure that the project gets completed on time and will be legally and financially responsible for the management of all aspects of the funding provided, together with compliance, funding terms and conditions and final Acquittal. The Auspice organisation's responsibility includes, but is not limited to;

- a) Negotiating and agreeing upon the terms and conditions of the Auspice agreement between the applicant and Auspice (independently from the City). *It is however noted that any Auspice 'Grant Management' fee imposed must be approved by the City;*
- b) Banking and administration of grant funds;
- c) Public Liability insurance;
- d) Monitoring project, collection of milestone evaluation information; and
- e) Project Completion and Acquittal.

## 1.12 How does the GST component work?

If your organisation is registered for GST then invoices, acquittals, project reports and any other documentation prepared for the City of Swan must clearly show the GST component where applicable. The value of the grant requested from the City and confirmed within the Agreement for the provision of services is excluding GST.

## 2. How will my application be assessed?

### 2.1 The assessment process

All Swan Grant and Sponsorship Program assessment processes are governed under City Policy (POL-C-176). Every application made to the program will be individually assessed on merit against relevant funding stream's eligibility criteria, the objectives of the program and the type of funding being sought.

Assessment is undertaken by internal teams and City officers working as a Panel and in some cases community representatives also make recommendations. As the value and risk associated with the funding and application increases, the level of probity and the complexity of assessment also increases.

Depending on the value, level of risk and/or the nature of the application the City uses both Advisory Panels and an Approval Panel. Panel members work individually and then together to score applications and reach a consensus regarding the applicant's capacity and capability and the merit of the project or initiative. This is a recommendation to receive funding from the City under delegated 'Authority to fund'.

### 2.2 How are decisions finalised?

Final decisions (Approval) are authorised by the Approval Panel Chairperson (Business Unit Manager) Executive or the CEO. In some circumstances a Delegated Authority based decision is also needed and this may involve Council.

The City reserves the right to decline any application that does not meet specific criteria, outcomes and objectives of identified funding streams. However, in certain circumstances and if an application does meet the overall objectives of the Strategic Community Plan the City at both an Organisational and Council level does have discretion to waive or reconsider criteria or approve applications outside of the current funding streams. All decisions made are by rigorous, transparent and formal processes.

The assessment process and Award is final and accompanied by a Funding Agreement. Successful recipients may not always be granted the full amount of funding requested. All Awards are subject to budget availability at the time of application and assessment.

### 2.3 How does the City apply 'proportionality' to ensure best practice?

The City acknowledges that one set of generic criteria or 'equally applied' conditions and assessments across all types of funding, values, and risks is not effective management and or responsible use of resources.

Not utilising proportionality based assessments also potentially increases community perceptions of red-tape, causes excessive workload and is not considered best practice in Grants Administration. Based on funding dollar values, with associated consideration of risk, proportional management allows for eligibility, assessment, distribution and acquittal considerations to be made but applied in proportion to the funding on offer and Awarded. Proportionality is used by City in all elements of the City's end-to-end management of funding and the ongoing management of the recipient.

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## 3. What Happens Next? - *Ongoing funding management*

### 3.1 Funding Award and Agreements

Once an application is deemed successful and funds are Awarded based on the proposed outcomes of the community event, initiative or project, the City provides a Funding Agreement which relays the outcomes as being deliverables on which the agreement to provide funds is based. This Agreement confirms the overall funding intent, items and any specific amounts the funding has been provided to achieve and any City requirements regarded as Terms and Conditions.

The City seeks to work with applicants from the beginning to the end with the funding Agreement providing for City expectations and time frames for elements in the funding lifecycle regarded as milestones.

### 3.2 What if I need to change my event initiative or project?

Should an organisation need to vary their plans and deliverables in any way they must immediately seek approval from the City of Swan for a Variation to the Funding Agreement. Variation requests must include the reasons for the proposed changes. A formal letter seeking variation should be signed by the current President or Chairperson of your organisation and/or another officer formally delegated such authority.

The City will assess the request and determine if the overall outcome is diminished, changed or no longer aligned to the SCP or specific requirements of the funding stream sought by the applicant. City officers shall communicate with the recipient and provide a new Funding Agreement if the variation is agreed.

### 3.3 How do I acquit my Grant or Sponsorship?

An Acquittal is a non-audited report of evidence of outcomes achieved, together with evidence of financial expenditure confirming that funds awarded were spent on items, activities and outcomes in accordance with the Funding Agreement, and/or any specified Terms and Conditions.

In some cases the funding recipient is required to provide a formal acquittal report including a financial statement which should be signed by the President or Chairperson of the organisation, or another officer formally delegated such authority. Acquittal reports should contain:

- a) Written statements or a brief report, indicating outcome achievement;
- b) Photographs, indicating outcome achievement; and
- c) Financial statement outlining expenditure, indicating outcome achievement.

Funds must be acquitted by providing evidence to the City within three (3) months of the activity end date. The formal acquittal's requirements, level of assurance and information requested are linked to the value, risk and nature of the funding provided. This is outlined in each individual Program Stream's Information Sheet.

A successful acquittal comprises the City acknowledging that the items detailed in Funding Agreement have been realised and outcomes sought achieved. Should a grant not be acquitted properly, this may potentially lead to a dispute requiring resolution which may also result in consequences if the City is not satisfied with outcomes achieved or acquittal of funds. Specifically, should a grant not be appropriately acquitted this may exclude the recipient from future funding from the City of Swan and potentially the City requesting repayment / collection of funds or the recipient being added to the City's Debtor List.



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## 3.4 What would I do with unspent funds?

Any funds or in-kind value that is not used for the purposes outlined in the Funding Agreement must be returned to the City of Swan to complete the acquittal process and avoid any dispute. Unspent funds are returned to the City of Swan's overall grants budget, which then can be re-allocated to other grant or sponsorship opportunities and/or applications.

If some or all of the funds are returned, this may form part of a successful Acquittal process and would not affect the eligibility of the recipient returning funds for future grant applications and award of funds, unless the receipt and return processes are regular and ongoing and mean the recipient is not realising outcomes or deliverables as required. Please contact the Community Grants Team to make arrangements and/or discuss this matter and options.

When returning unspent funds the amount of repayment must include the unspent amount as well as GST on the unspent amount. Refund of any amounts should include details explaining what the repayment and associated GST component relates to.

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## 4. What else do I need to Know?

### 4.1 What other Permits/Approvals might I need?

The funding Approval, Award and the provision of funds is only the 'process of approval' as related to your application and the funding provided. Your organisation or you as an individual may need additional permissions or approvals to deliver your project, event or initiative.

Dependent upon the size, nature, audience and/or participants of the project or activity you are proposing, you may be required to obtain additional City of Swan or other external agency approvals or clearances, including but not limited to:

- a) Police Clearance;
- b) Working with Children Check;
- c) [Public Event Approval](#);
- d) Public Heath Permit;
- e) Planning or Building Approval;
- f) Risk Management Plan approval;
- g) Trading Permit;
- h) [Facility Hire Agreement](#); and/or
- i) Traffic Management/Road Closure Authority.

A successful funding application and Award only covers the Agreement with applicants as related to the project's successful selection and its associated funding. Applicants are also encouraged to visit the [City's online resources](#), [events approvals](#) and/or to contact the City to enquire about any other requirements.

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## 4.2 I see in my Agreement I must acknowledge the City of Swan, how do I do this?

The City requires acknowledgement for funding provided in some circumstances. A copy of the City's acknowledgement guideline is provided where appropriate to all successful applicants, along with their Agreement. There are different acknowledgements required based on the grant/sponsorship value. These requirements generally include:

- a) Display the City's logo on all printed and audio visual materials produced for the project or event;
- b) List the City as a sponsor of the event by inclusion of the City's logo and the words 'community driven, supported by the City of Swan' on the organisation/event website, flyers and social media, if these channels exist or are created during the project;
- c) Temporary City of Swan signage (banners, signs, flags, etc.) to be placed at your launch or event, or in association with your project;
- d) If relevant, work with the City to prepare a media release to promote your project or event. This will include acknowledgement of the City for providing funds, the amount received, what it will be used for and the community benefit; and/or
- e) Invite the City's representative (the Mayor) to speak at your event or project launch. Please email the invitation to [swan@swan.wa.gov.au](mailto:swan@swan.wa.gov.au).

Where the City's logo is used, a copy of the material is to be sent across to ensure its use meets the City's style guide and protocols. You must receive approval for the logo use prior to printing any material containing the City's logo or prior to making live a website containing the logo. Please email [swan@swan.wa.gov.au](mailto:swan@swan.wa.gov.au) to request approval to use the City's logo.

## 4.3 What other funding might I be able to secure?

Projects that are supported through multiple agencies are encouraged. You may wish to pursue some of the below example sites and agencies:

- a) The Department of Local Government, Sport and Cultural Industries <https://www.dlgsc.wa.gov.au/funding> offers a range of grant opportunities;
- b) Sport and Recreation provides funding to facilitate sport and active recreation. Visit the [Funding, grants and scholarship](#) page for full details;
- c) Culture and the Arts distributes funding to organisations. Visit the website for more information about the grant programs offered, eligibility requirements and application processes;
- d) The Office of Multicultural Interests offers different types of funding, including community grants through its [Community Grants Program](#);
- e) The Department of Communities, provides one-off grants to community sector organisations to implement projects, events and initiatives. Visit the [Community Grants, Funding and Initiatives](#) webpage for more information;
- f) [Lotterywest Grants](#) are available to not-for-profit organisations and local government authorities to support charitable or benevolent initiatives within Western Australia; and
- g) Numerous other online directories and channels continuously update opportunities and support with examples including: <https://explore.fundingcentre.com.au> - <https://www.thegrantshub.com.au> - Grant Guru - Grant Connect - Sport Australia - Grant finder - <https://www.healthway.wa.gov.au> - <https://www.neaminational.org.au/>.



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## 4.4 Public Reporting or Announcements by the City of Swan

As related to potential upcoming legislation and Council's desire to improve transparency for the community, the City of Swan will publish the details of all awarded grants (including donations) and sponsorships under this Swan Grant and Sponsorship Program every 3 months. These shall be non-confidential and in the public interest but shall not include funding provided as related to specific criteria of a private or personal nature in line with the Privacy Act 1998.

The City believes public reporting provides community with a deeper appreciation of the funding program and promotes the diverse range of initiatives being undertaken in the community.

The Mayor or CEO may also invite a City of Swan Councillor to personally present grants to successful applicants resulting in media releases or announcements. This provides opportunity for positive publicity for both the City and the applicant, recipient or organisation. The City may also contact applicants to discuss and plan any media release/s.

## 4.5 Complaints and Disputes – Dispute Resolution

The City will strive to communicate effectively at all times and provide as much information and support as possible to avoid any confusion or misunderstanding leading to potential complaints or dispute. The City will also endeavour to ensure that any person who feels aggrieved is able to make a complaint. All complaints received will be treated with courtesy and respect, appropriately investigated and responded to in a timely manner. Read more in the City's [Complaints Management Policy](#).

Most disputes can be resolved by clear communication, collaboration and both parties being willing to cooperate and work together. Where a dispute arises that cannot be resolved between City Officers and a funding recipient with regards to the performance of either party, this shall be managed in accordance with POL - C - 176, Section 9 Dispute Resolution.

Dispute Resolution involves the assessment of a disagreement by the City's Governance Manager and/or Executive Management, with the final determination of the dispute made by the CEO and in some cases Council. Unresolved dispute resulting in the City determining that either the funds provided by the City were not accounted for or the services delivered by recipient were not those agreed or to the standard agreed may result in the City potentially determining consequences or sanctions as considered appropriate and aligned to proportionality and risk considerations.

Should a grant not be appropriately acquitted this may exclude the recipient from future funding from the City of Swan and potentially the City requesting repayment / collection of funds or the recipient being added to the City's Debtor List.

Impacting and mitigating circumstances must also be evidence based and will be considered by the City accordingly. The Freedom of Information Act 1992 (WA) gives the public the right to apply for access to documentation held by the City of Swan.

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## 4.6 Compliance requirements (Legislation, City Policies, Regulations and Strategy)

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| <b>Legislation:</b>                      | Privacy Act 1988<br>Local Government Act 1995 – Section 9.49A(4) – Execution of documents  |
| <b>Industry:</b>                         | Commonwealth of Australia. Department of Finance. 2017.<br><i>Commonwealth Grant Rules and Guideline 2017</i><br>Office of the Auditor General Western Australia. 2021.<br><i>Western Australian Auditor General Report – Grant Administration 2020-21.</i><br>Government of Western Australia. Department of Finance. 2021.<br><i>Delivering Community Services in Partnership Policy</i><br>Government of Western Australia<br><i>Western Australian Grants Administration Guidelines 2022</i> |
| <b>Organisational:</b>                   | City of Swan Recordkeeping Guidelines<br>City of Swan Grants and Financial Assistance Framework<br>POL-C-176 City Grant and Sponsorship Funding Policy<br>City of Swan Risk Management Framework<br>POL-C-169 Election Caretaker Provisions<br>POL-C-116 Procurement<br>POL-C-067 Risk Management<br>POL-C-153 Stakeholder and Community Engagement<br>POL-C-133 Use of Swan logo and Civic Crest<br>PRO-GO-083 Manage Conflicts of Interest<br>POL-C-171 Complaints Management                  |
| <b>Strategic<br/>Community<br/>Plan:</b> | E1.1 Actively support and develop thriving local business and centres<br>S1.1 Build a strong sense of community health, safety and wellbeing<br>S1.2 Build social inclusion and connectivity in local places and areas<br>G2 Sustainable and optimal use of City resources   |