

## POL-C-176 City Grant and Sponsorship Funding

### 1. Objective

The City uses a number of frameworks and policies to determine its strategic vision and principles. This policy will set out the funding opportunities and provides governance related information regarding grant and sponsorship funding arrangements.

The key objectives for the City's funding policy are:

- a) Encourage initiatives that strengthen the community through participation, development, inclusion, and sustainability,
- b) Increase opportunities for the community to seek funding assistance,
- c) Be responsive to emerging themes, issues and trends,
- d) Ensure fairness and transparency while achieving value with relevant money, and
- e) Enable community driven and delivered solutions.

### 2. Policy statement

This funding policy details the framework of all current funding streams and will comprise of all steps within the funding lifecycle. These steps are:

- a) Marketing and promotion of funding streams and opportunities,
- b) Assessment and selection of the recipient,
- c) Crafting of the funding agreement,
- d) Ongoing management of the recipient and the execution of the program or activity,
- e) Acquittal of funding agreement, and
- f) Review, assessment and reporting of the funding program and/or activity.

The policy is influenced by these key documents:

1. The City's Strategic Community Plan 2021 – 2031

The City's Strategic Community Plan (SCP) sets out our vision, aspirations and objectives for the community over the next 10 years and is the principal strategic document.

2. The *Commonwealth Grant Rules and Guidelines 2017*

This Department of Finance guideline is used to establish the Australian Government's overarching funding and grant policy framework and considered the benchmark of frameworks across all levels of government.

### 3. Categories of funding

The City generally distributes funding through grants and sponsorships. The funds will be distributed across multiple channels ensuring the City maintains a flexible approach to support community outcomes.

**Grants:** A grant is a cash or value-in-kind support provided to recipients for a specified project or purpose as outlined in a funding agreement between the City and a recipient.

**Sponsorships:** A sponsorship is an agreement between the City and recipient where the City receives the benefits in return for the sponsorship. Sponsorships are typically associated with events. Example of benefits include promotion, marketing, and speaking opportunities.

On occasion other terms may be used to describe the grant or sponsorship, including partnerships, donations or funding agreements. The City will strive for consistent terminology, where possible. For the purposes of this document, the term *funding* will be used to refer to a grant, a sponsorship, or both.

Goods and service contracts are considered under the City's Procurement Policy (POL-C-116 Procurement) and associated processes, and not within this policy.

## 4. Methods to distribute funding

The City of Swan is a large diverse council with continuously changing landscape. In order to meet the requirements of the community, funding arrangements must be agile and issued in a variety of ways.

As is the cornerstone of every good funding policy, the basis of the funding distribution will follow best practice outlined within the *Commonwealth Grant Rules and Guidelines 2017*. Six different methods are available from the guideline depending on the circumstances surrounding the funding activity.

In accordance with the *Commonwealth Grant Rules and Guidelines 2017*, the following selection processes are available and may be used by the City when distributing funding:

1. **Open competitive** funding rounds which have open and closed nominated dates, with eligible applications being assessed against the nominated selection criteria,
2. **Targeted or restricted** competitive funding rounds which are open to a small number of potential grantees based on the specialised requirements of the grant activity under consideration,
3. **Open and non-competitive** process under which applications may be submitted at any time over the life of the grant opportunity and are assessed individually against the selection criteria, with funding decisions in relation to each application being determined without reference to the comparative merits of other applications,
4. **Demand-driven** or 'first-in first-served' process where applications that satisfy stated eligibility criteria receive funding, up to the limit of available appropriations and subject to revision, suspension or abolition of the grant opportunity,
5. **Closed non-competitive** process. For example, where applicants are invited by the entity to submit applications for a particular grant and the applications or proposals are not assessed against other applicants' submissions but assessed individually against other criteria , and
6. **One-off grants or funding** to be determined on an ad hoc basis, usually by Council or Chief Executive Officer decision.

Accountability and transparency are important within decision-making processes. Where it is proposed to use a method other than a competitive, merit-based selection process, officials should document why this approach was used.

## 5. Current funding streams

The City has several existing funding streams to assist with meeting objectives outlined within the Strategic Community Plan. Each funding stream has tailored guidelines that outline the eligibility requirements, promotional and/or advertising requirements, evaluation criteria and process, performance reporting and acquittal processes.

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All funding streams in the below table have a pre-approved budget each year and this budget is approved by Council as part of annual budget adoption.

All current funding streams can be located on the City's webpage.

Funding Types and Streams	Stream Promotional Names	Method (1-6)	Annual Round No's	Focus Areas
<b>Grants</b>				
<b>Community Grants</b>				
Up to \$500	Small Grants – Individuals	3	Open	City wide grants and/or area specific developer partnerships agreed by Committee's including community reps. funding is for; programs, initiatives and activities.
Up to \$1,500	Swan Grants (small responsive)	3	Open	
Up to \$5,000	Small Grants (initiative)	3	Open	
\$5,000 to \$20,000	Swan Community Grants (service & program)	1	Quarterly	
\$500 to \$20,000	Community Advisory Groups	2	2 monthly and annual	
<b>Swan Proactive Grants</b>				
Up to \$500	Kidsport & Access all Areas	3	Open	Support for individuals with identified needs and/or funding aligned to City priority areas – May include umbrella agreements
\$500 to \$1,500	Helping Hands - Individuals	3	Open	
\$1,500 to \$5,000	Helping Hands – Community Groups	3	Open	
\$5,000 to \$25,000	Swan Proactive Grants	1	Quarterly	
<b>Cash Donations</b>				
Up to \$250	Personal Achievement	4	Open	City wide support for individuals in need or representing City of Swan and/or realising personal achievements.
Up to \$350	Representing Swan - National	4	Open	
Up to \$500	Representing Swan - International	4	Open	
<b>Value-in-kind</b>				
Up to \$500	Swan Can Help - Individuals	4	Open	City providing support by directly providing individuals and groups services or equipment
\$500 to \$1,500	Swan Can Help – Community Events	4	Open	
\$1,500 to \$3,000	Swan Can Help - Community	4	Open	
<b>Place Activation</b>				
Up to \$500	My Place - Individuals	4	Open	

Funding Types and Streams	Stream Promotional Names	Method (1-6)	Annual Round No's	Focus Areas
\$500 to \$5000	Place Activation - Community	4	Open	Funding to activate your community or Community Hubs and Activation Zones
<b>Sponsorships</b>				
Up to \$5,000	Small Local Events	3	Open	Sponsorship is an agreement between the City and recipient where the City receives some benefits in return for the sponsorship.
\$5000 - \$10,000	Medium Community Events	1	Quarterly	
\$10,000 – \$25,000	Large / Signature Events	1	2	
<b>Extemporary Funding</b>				
All values	Various	6	Open	City-wide funding opportunities that align with objectives in the Strategic Community Plan.

Any ad-hoc sponsorship or grants not identified within this table will be presented to Council or Chief Executive Officer for consideration and follow the principles of the Australia Government Department of Finance’s *Commonwealth Grant Rules and Guidelines 2017*.

## 6. Extemporary and direct funding

Responding quickly to change is an important funding administration principle and is supported within the City’s Strategic Community Plan with the adoption of ‘meeting the changing community needs’ objective.

In some circumstances, it may be appropriate for the City to fund an activity outside the existing funding streams or an organisation without an existing application or competitive process. On these occasions, a report will be presented to the Chief Executive Officer or Council detailing the circumstances of the funding and its benefits, addressing the engagement approach, and identifying any risks that may have adverse impacts.

Any decision to provide extemporary funding will require an approved budget to do so or budget reallocation to fund.

The Governance business unit will provide the relevant business units with:

- assistance to develop the form of contract/agreement ensuring all appropriate risks are considered in a balanced manner; and
- reviewing all reports for compliance and probity before proceeding to the Executive Management Team and Council meeting.

All acquittal and performance criteria will be determined at the funding design phase and included within the final agreement.

Any City Officer or Councillor involved in the process must adhere to the City’s Conflict of Interest guidelines located on the City’s intranet page.

## 7. Creation of additional funding streams

When the City identifies a need to develop an additional funding stream, whether temporary or permanent, a proposal must be presented to Council for consideration.

On acceptance by Council, the relevant business unit alongside the Governance business unit will be responsible for developing tailored guidelines that outline the eligibility, promotional and/or advertising requirements, evaluation criteria and process, performance reporting and acquittal processes.

## 8. Authority to fund

City of Swan funding will be authorised in accordance with the following approval limits subject to there being an approved budget:

### Established Funding Stream:

Agreement Threshold (\$)	Responsible authority
0 to 19,999	Relevant Manager
20,000 to 49,999	Relevant Executive Manager
50,000 and above	Chief Executive Officer

### Ad-hoc or direct funding agreements:

Agreement Threshold (\$)	Responsible authority
0 – 99,999	Chief Executive Officer
100,000 and above	Council

The Chief Executive Officer has the ability to escalate any funding request to Council for consideration.

## 9. Dispute resolution

Where a dispute arises between the City and the funded party with regard to the performance of services or any other terms of the grant or sponsorship it shall be referred to and determined by the Manager Governance in consultation with the associated Executive Manager. Where the Manager Governance is involved in the assessment or approval of applications, disputes will be referred to the CEO for a determination.

The determination of a dispute shall be assessed through an analysis of proportionality of risk and compliance with the terms and conditions of the relevant funding arrangement, based on the facts reasonably available.

## 10. Conflicts of interest

City officers are required to declare any pecuniary interests in or related to the applicant. City officers are also required to declare any actual or perceived conflicts of interest in or related to the applicant that may affect their impartiality in the evaluation, award or management of the funding.

City officers shall assess and manage perceived or actual conflicts of interest in accordance with the City's *Manage Conflicts of Interest (PRO-GO-083)* process.

Councillors and external stakeholders should not attempt to, or actually, influence or interfere in the awarding or assessment of a grant application. Noting that this does not prevent Councillors from promoting or seeking information on what grants are available, or updates as to the outcome of a particular grant program.

## 11. Funding process responsibilities

The relevant business unit is to ensure that this policy is followed in providing funding under any existing or extemporary funding streams. This includes the design and construct of funding arrangements in line with the City’s Grant Funding and Financial Assistance Framework and relevant processes and procedures.

The relevant City Officer is responsible for ensuring compliance with the terms of the funding agreement, including relevant processes and procedures for assessing and approving applications and acquittal or reporting requirements.

Funding processes for each arrangement:

1. Extemporary and direct funding arrangements: Conditions of the funding agreement will be located within the Council report or associated funding agreement.
2. Existing funding streams: Each funding stream has existing instructions on management and acquittal requirements. Any queries relating to an individual stream can be directed to the funding process owner.
3. Acquittals: all acquittals will be undertaken by the responsible officer and do not require a financial approval.

A central funding register is maintained by the Community and Libraries business unit. The register contains a list of all outgoing funding agreements issued by the City under this policy.

A report is provided annually to Council listing all funding issued within the current funding streams, as listed in section 5 above. This report will be supported by regular updated information on the City’s dedicated funding webpage.

The relevant business unit for any existing funding stream is to ensure that all grants and sponsorships are marketed openly and equitably to the community.

Grant and Sponsorship funding will be subject to periodic internal audit.

## 12. Glossary

The following glossary of terms will assist officers and recipients understand and prepare documentation.

<b>Term</b>	<b>Meaning</b>
Activity	An outcome from the offering of a grant or sponsorship.
Acquittal	An acquittal is a report containing a breakdown of expenditure including all relevant invoices and receipts. The evidence may include photos and written assessments.
Auspice	Non-incorporated organisations must have an appropriate auspice organisation that can support their project, receive and manage the grant on their behalf. Auspice organisations will apply for funding, receive, hold and administer the funding so that the non-incorporated organisation can complete the funded projects. Auspice organisations will also take responsibility for undertaking reporting and accountability requirements for

Term	Meaning
	projects. Auspice organisations should share the aims of their non-incorporated partner in order to be effectively involved in the projects.
City	The City of Swan
Grant	A cash or value-in-kind support provided to applicants for a specified project or purpose as outlined in the funding agreements between the City and the recipient.
Not-for-profit	Refers to the membership, purpose and activity of the association. Not-for-profit is an association incorporated under the <i>Associations Incorporation Act 2015</i> .
Program	An outcome from the offering of a grant or sponsorship.
Recipient	The beneficiary of the funding agreement and party responsible for delivering the Activity or Program.
Sponsorship	Agreements between the City and organisation where the City receives the benefits in return for the sponsorship. Sponsorship are typically associated with events. Example of benefits include promotion, marketing, and speaking opportunities.
Value-in-kind	Recipient receives a benefit in the form of goods and/or services rather than money.

## Document control

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<b>Organisational:</b>	Delegation 41 – Appointment of Authorised Persons to Execute Documents Guideline – Execution of City Documents Manage Conflicts of Interest (PRO-GO-083) process		
<b>Strategic Community Plan:</b>	E1.1 Actively support and develop thriving local business and centres S1.1 Build a strong sense of community health, safety and wellbeing S1.2 Build social inclusion and connectivity in local places and areas G2 Sustainable and optimal use of City resources		