



GRANTS AND DONATIONS POLICY

Adopted: 26 April 2017

TRIM: 133826.2017



GRANTS AND DONATIONS POLICY

1. LEGISLATIVE REQUIREMENTS

Local Government Act 1993

2. PURPOSE/OBJECTIVES

Council is committed to building strong and resilient communities within the Liverpool Local Government Area (LGA) and to maximising social wellbeing for all residents. One way of achieving these goals is to provide financial assistance in the form of grants, donations, and sponsorships to individuals and groups to develop leadership skills, increase participation in community life and address identified social issues.

3. DEFINITIONS

Acquittal	Reporting on the activities of a project as set out in the funding agreement. This could take the form of providing financial reports, written reports, evidence of activity performance and where funding was spent
Auspice	An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the auspicing organisation then administers the resources on behalf of the applicant, and is legally responsible for ensuring that the terms of the agreement are met
CEO	Chief Executive Officer of Council
Charity	Listed on the Australian Charities and Not-for-profit Commission (ACNC) website as a registered charity
Community Capacity Building	Aims to strengthen communities through building the capacity of and providing opportunities for people to actively engage with their community. Community capacity building involves the provision of community activities that contribute to people developing their own capacity and resilience to maintain and build on their own resources and to manage future challenges
Council	Liverpool City Council
Donation	Financial support by Council to an individual, team or school
Governance	A clear process by which decisions can be made
Grant	Funding for a specified purpose directed at achieving goals and objectives consistent with government policy
Incorporated Association	A legal entity (organisation) that provides legal protection to its members in legal transactions
Matched Contribution	A financial or in-kind contribution made to match an equal financial or in-kind contribution up to a certain value. Refer to specific information on what Council accepts as in-kind contributions under each grant program in section 9
Not for Profit	An organisation that does not operate for the profit, personal gain or other benefit of particular people
Reduction	A proportion of the hire fee for community centres, buses, parks and sports fields approved to be deducted from the full applicable hire fee
Young People	Individuals aged between 12 and 24 years

4. POLICY STATEMENT

4.1 Council grants, donations and sponsorships are provided to individuals who reside in the LGA, or to community based groups, organisations and services that operate within the Liverpool LGA and/or for the benefit of Liverpool residents. Council provides nine means for the allocation of grants and donations. These are a combination of closed round programs, for which applications are accepted once or twice per year and open programs which can be applied for at any time of the year. These programs are:

1. Kick-Starter Grants
2. Quick Response Grants

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3. Community Grants
4. Sustainable Environment Grants
5. Sporting Grants
6. Sporting Donations
7. Matching Grants
8. Community Facilities Fee Reductions
9. Disaster Relief Donations

5. GRANT PRIORITIES

- 5.1 Council seeks to enhance the use of public funds through effective and efficient grant processes. Clear grant program objectives are linked to the organisation's strategic goals, outlined in Council's Community Strategic Plan. Council's grants and sponsorship programs provide a coordinated and integrated approach to growing Liverpool socially, culturally, economically and environmentally.
- 5.2 Council may approve grants outside this policy as it deems fit, for example Council may provide occasional small gifts to organisations for civic functions or one-off events in accordance with relevant legislation.

5.3 Grant making principles

The key principles that inform grant making by Council are:

- a) Delivering Council's Community Strategic Plan
All grants, donations, sponsorship and in-kind value support are aligned with Council's Community Strategic Plan, and other social, economic and environmental policies and plans.
- b) Partnerships and collaboration
Develop and maintain partnerships between Council and the community to achieve Council's strategic directions based on mutual respect and transparency.
- c) Capacity building
Support community groups and organisations to function positively, develop skills and increase community participation.
- d) Social inclusion
Liverpool is a diverse community comprising people from 150 different countries where our distinct skills, characteristics and cultures are valued and used to build a healthy inclusive community. Our grant making process encourages direct resource to both emerging and specific needs of disadvantaged groups.
- e) Leveraging value
Council seeks to leverage community expertise, capacity, networks and resources to provide the best suite of grants programs to meet the needs of and maximise positive outcomes for the community and business. Council supports projects that represent good value for the level of cash or in-kind support requested. Through effective and efficient grant management processes Council seeks to ensure costs for administration by the Council and grant applicants are minimised.
- f) Good governance
Council is committed to demonstrating integrity, professionalism and transparency in our decision making and have strong governance structures in place to support this. Council will ensure that grant processes are transparent and fair. Applications are assessed objectively against the assessment criteria. All conflicts of interests are addressed and declared as part of this process.

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g) Reflection and learning

As part of Council's commitment to continuous improvement, Council will ensure there are evaluation mechanisms in place and opportunities for feedback on grant processes.

6. GENERAL ELIGIBILITY AND EXCLUSIONS

6.1 General eligibility

To be eligible for funding an applicant must:

- a) Acquit previous Council grants/donations and have no outstanding debts to Council;
- b) Be a resident of, or located in the Liverpool Local Government Area and/or principally providing services to the residents of Liverpool; and
- c) Include all required supporting documentation with their application.

6.2 Applications that are ineligible for funding are:

- a) Projects that duplicate existing Council services or programs
- b) Projects that directly contravene existing Council policy
- c) Projects that do not meet the identified priority needs of the Liverpool LGA as set out in Council's Community Strategic Plan
- d) From government departments, commercial/profit-making enterprises or political parties
- e) From charities for general donations (however, Council may provide grants to specific projects run by charities where they meet the criteria)
- f) For general fundraising activities, general operational expenditure (e.g. administration, insurance, office equipment), shortfalls in funding by government departments or completed/retrospective projects
- g) Projects that will rely on recurrent funding from Council
- h) Identical projects that have previously been funded by Council

6.3 Further conditions

Council will not:

- a) Provide in-house design, printing and distribution services (organisations may apply for funding to undertake these activities themselves)
- b) Provide cleansing and waste services for events (organisations may apply for cash funding to undertake these activities themselves)
- c) Support overtly political activities or activities that could be perceived as benefiting a political party or political campaign
- d) Support overtly religious activities that could be perceived as divisive within the community

For specific eligibility requirements and exclusions for each program, please refer to Section 9 of this policy.

6.4 Ethics framework

Council will not support any activities or entities that:

- a) Pollute land, air or water
- b) Destroy or waste non-recurring resources
- c) Market or promote products/services in a misleading or deceitful manner
- d) Produce, promote or distribute products/services likely to be harmful to the community
- e) Acquire land or commodities primarily for the purpose of speculative gain
- f) Create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- g) Entice people into financial over-commitment

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- h) Exploit people through the payment of below award wages or poor working conditions
- i) Discriminate by way of race, religion, or sex in employment, marketing or advertising practices
- j) Contribute to the inhibition of human rights generally

6.5 CONFLICTS OF INTEREST

- 6.5.1 Council staff or Councillors assessing and determining applications for grants and donations should identify and manage any potential conflicts of interest in accordance with Council's Code of Conduct and Ethical Governance: Conflicts of Interest Policy.
- 6.5.2 In particular, members of Council staff and Councillors need to ensure that any affiliation between them and the applicant is appropriately managed when assessing and determining applications for grants and donations.

7. GRANTS AND DONATIONS MANAGEMENT PROCESS

7.1 Applications

All applicants must register to use the approved online grants management system before submitting an application. All grant and donation applications must be submitted using the approved online application form on Council's online grants management system. Council will not accept any hard copy or emailed submissions or any submissions after any applicable closing date or time.

7.2 Assessment and recommendations

- 7.2.1 All grant and donation applications received by Council will be assessed by an internal working group, comprising of Council staff members or independent assessors as required. Sporting Grants and Donations will be sent to the Sports Committee for review.

Recommendations for funding of \$1,000 or less may be approved by the CEO or their delegate, provided the financial assistance is in accordance with sections 356(3), 377(1A), and 378 of the *Local Government Act 1993*. Council will be notified of funded projects by a report to Council as soon as appropriately possible.

Recommendations for funding over \$1,000 will be made to Council for endorsement in accordance with Section 356 of the *Local Government Act 1993*.

- 7.2.2 For grants programs that are open, recommendations will be made on a quarterly basis. For grants programs with specific funding rounds, recommendations will be made within three months of the closing date.
- 7.2.3 Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Some grant programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.

7.3 Approval

- 7.3.1 The elected Council has authority to approve grants or other financial assistance. In some circumstances, specific delegation for this purpose is given to the CEO. The reduction of fees or charges will be reviewed in accordance with categories set out in this policy and the Statement of Revenue Policy

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- 7.3.2 Approval of a grant or donation does not imply that Council has given any other consent. Applicants should note that events or any capital works (infrastructure) require approvals and consents from Council, NSW Police and other state government agencies.

7.4 Funding agreements

All successful applicants are required to enter into a funding agreement before funds are released and before a project can commence. The agreement is negotiated with the grantee and details may include, but are not limited to:

- a) The description of the project/activity for which funding is being provided;
- b) The amount of funding to be received and details of any value-in-kind support;
- c) Specific performance criteria for each project – these should be provided when applying and can be negotiated when finalising the agreement;
- d) A payment schedule; and
- e) The deadline for submission of the project acquittal.

7.5 Applicant financial or in-kind contribution

Council values and recognises the importance of an applicant's financial and in-kind contributions. Applicants that demonstrate a commitment to the project through either financial or volunteer support are considered favourably. Such contributions could include:

- a) In-kind contributions such as donated supplies, materials or services
- b) Volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects
- c) Direct cash input to the project through donations or income generated
- d) Funds raised through crowd funding platforms

7.6 Reporting

All grant recipients are required to report on and acquit their project as detailed in their funding agreement. Reports are to be submitted using the approved online grants management system. Reports provide feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data, and any lessons learnt. Grant recipients are required to submit detailed financial reports and may be requested to provide further documentation and evidence of expenditure. Council may audit grant recipients at any time.

7.7 Evaluation and review

This policy will be reviewed every two years. It will be evaluated to assess:

- a) The cost effectiveness of implementing and managing the grants programs;
- b) The sustainability of resources to manage the grants programs;
- c) Mechanisms to collect feedback from applicants on program improvements;
- d) Grants programs and their eligibility and assessment criteria is consistent with Council's identified priorities and strategic directions;
- e) The manner in which Council manages its funding arrangements are professional and the process for providing grants and donations is transparent and accountable; and
- f) Conflicts of interest are identified and agreements terminated should a conflict of interest arise during the term of the agreement that cannot be resolved.

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8. INFORMATION AND CONTACT DETAILS

8.1 Information

- 8.1.1 Information about Council's grants and donations programs will be made available on the Council's website at www.liverpool.nsw.gov.au
- 8.1.2 Information on the grants and donations programs will be promoted on the Council website, local newspapers, on social media, through schools and community networks and email groups.
- 8.1.3 Information sessions and workshops will be held as required to raise awareness of the grants and donations programs and to assist potential applicants with the application process and transitioning to the online grants management system.
- 8.1.4 Further information about any of Council's grants and donations programs may be obtained by emailing grants@liverpool.nsw.gov.au or phoning 1300 362 170.

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8.2 Grants and donations programs funding and frequency

Program	Funding available	Frequency
Kick-Starter Grant	Up to \$500	Open all year
Quick Response Grants	Up to \$1,000	Open all year
Community Grants	Up to \$5,000	Two rounds per financial year
Sustainable Environment Grants	Up to \$5,000	One round per financial year
Sporting Donations	Competitor only \$100 for regional representation or for Coach/Referee/Umpire/Official representation (at a regional, state or national event more than 100km from Liverpool) \$200 for state representation \$300 for Australian national representation at an event within New South Wales, Australian Capital Territory, Queensland and Victoria \$400 for Australian national representation at an event within Tasmania, South Australia, Northern Territory and Western Australia \$500 for Australian national representation at an overseas event or for team representation	Open all year
Sporting Grants	Up to \$5,000 per Junior Sporting Club (clubs catering for members under 16 years old) Up to \$5,000 for Junior Disability Sports	One round per financial year
Matching Grants	Matched funding up to \$15,000	Two rounds per financial year
Community Facilities Fee Reduction	One-off (casual) applications for reduced rate of hire for Council community facilities in accordance with Council's Statement of Revenue Policy	Open all year
	Two year permanent or three year licencing applications for reduced rate of hire for Council community facilities in accordance with Council's Statement of Revenue Policy	Two rounds per financial year
Disaster Relief Donations	Up to \$5,000 for national and international events including disasters and wars	By Council resolution
ClubGRANTS scheme	Council administers this in Liverpool on behalf of participating local clubs. <i>Refer to ClubsNSW's Application Guide for ClubGRANTS.</i>	

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9 GRANTS AND DONATIONS PROGRAMS

9.1 Kick-Starter Grants

9.1.1 Overview

This program supports individuals or unincorporated community groups to establish a social enterprise aimed at addressing strategic priorities in Council's Community Strategic Plan or a project/event which promotes social inclusion and increased community participation.

9.1.2 Funding priorities and expected outcomes

The Kick-Starter Grants program will support the development of social enterprise projects or small scale community initiatives that:

- a) Improve connections and social networks within the community
- b) Increase participation in community activities, including by those experiencing social disadvantage
- c) Facilitate access to education, training, or employment opportunities
- d) Improve collaboration and coordination of community support and services
- e) Improve social and physical wellbeing through a prevention and early intervention approach

9.1.3 Available funding

Applications can be made for funding of up to \$500 per financial year.

9.1.4 Program timeframe

This program accepts applications all year. Grants must be spent within 12 months of receiving them.

9.1.5 Conditions for program eligibility

To be eligible for funding through the Kick-Starter Program applicants must:

- a) Be an individual resident or unincorporated community group based within the Liverpool LGA;
- b) Be 100% volunteer run; and
- c) Must work closely with Council's Community Development Worker to deliver the project or initiative.

9.1.6 Assessment criteria

To be considered for a grant, applicants should clearly describe the proposed project and how it will meet the following criteria:

Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Council's Community Strategic Plan
The anticipated number of individuals that will benefit from the proposed project
Timeframe and budget are realistic and align with project objectives
Evidence of collaboration and partnership to maximise the use of existing community resources and to avoid duplication
Evidence that project strategies are innovative or practical to meeting the project need
Appropriate project evaluation method
Sustainability of project after funding ceases

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9.2 Quick Response Grants

9.2.1 Overview

This program supports a range of small-scale initiatives for local residents and organisations. This program is for community groups who may not have experience with grants programs. It aims to provide more intensive support and build the capacity of less established groups to familiarise themselves with grants programs and Council processes. Applicants are eligible to receive one grant per year.

9.2.2 Funding priorities

The Quick Response Grants program will support:

- a) Seed funding for strategic priorities in Council's policies and action plans
- b) Donations to young people to participate in events and experiences in the academic, cultural or environmental fields for the purposes of developing leadership skills and encouraging active community participation
- c) Essential emergency support for community, cultural or sustainability projects – strictly for situations that could not be foreseen
- d) Donations to schools to be given as a prize to a student who has excelled in citizenship, academic studies, artistic endeavours or sporting proficiency

9.2.3 Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- a) Increased engagement of individuals and teams in academic, cultural, and environmental fields
- b) Improved relative equality, resilience and adaptive capacity of Liverpool's diverse communities
- c) Enhanced positive social, cultural, or sustainability outcomes for local communities related to Council's strategic priorities

9.2.4 Available funding

Applications can be made for funding of up to \$1,000, once per financial year with the exception of the following:

- Donations to young people are limited to:
 - \$100 for regional level activities (taking place within NSW);
 - \$200 for national level activities (taking place within Australia other than in NSW); and
 - \$500 for international level activities (taking place outside Australia).
- Donations to schools are limited to \$100 per year per school

9.2.5 Program timeframe

This program accepts applications all year. Grants must be spent within 12 months of receiving them.

9.2.6 Conditions for program eligibility

To be eligible for funding through the Quick Response Grants Program applicants must:

- a) Be incorporated or auspiced, a non-profit community service organisation, or group providing programs/services to the residents of Liverpool;
- b) Be 100% volunteer run; and
- c) Supply a copy of most recent annual report and/or financial statements.

For the donations to individuals, information must be provided on costs associated with conferences or events which foster local community leadership and participation.

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For grants towards community events, Council's support must be acknowledged on all promotional material. The Council logo should be used with the text "proudly supported by Liverpool City Council". All promotional material must be approved by Council prior to publication. Council also reserves the right to receive the following:

- a) Joint media release opportunities
- b) Opportunity for Mayor to speak at the event or occasion
- c) Space at event (table or marquee stall)
- d) Tickets to attend the event or occasion

9.2.7 Further conditions

- a) Applicants are encouraged to seek alternative funding sources for subsequent periods. Multi-year agreements will not be supported. The Quick Response Grants program will not be considered as a recurrent funding source
- b) For annual events, separate applications should be made each year. Applications must demonstrate how the event is enhanced from previous events

For more information on eligibility and exclusions please refer to Clause 6: General Eligibility and Exclusions.

9.2.8 Assessment criteria

To be considered for a grant, applicants should clearly describe the proposed project and how it will meet the following criteria:

Evidence that the organisation has capacity to deliver the project
Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Council's Community Strategic Plan
The anticipated number of individuals that will participate in and benefit from the proposed project
Timeframe and budget are realistic and align with project objectives
Evidence of collaboration and partnership to maximise the use of existing community resources and to avoid duplication
Evidence that project strategies are innovative or practical to meeting the project need
Appropriate project evaluation method
Sustainability of project after funding ceases

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9.3 Community Grants Program

9.3.1 Overview

This program provides financial assistance to community groups, organisations and services for projects that foster partnerships and collaboration, build capacity, promote social inclusion and increase community participation. The program assists in developing pilot or trialling innovative services or programs that address the needs of residents, workers and visitors.

9.3.2 Funding priorities

The Community Grants program will support projects that:

- a) Improve connections and build social networks within the community
- b) Increase participation of people in community activities and programs, including members of the community who are experiencing social disadvantage
- c) Facilitate access to education, training and employment opportunities
- d) Improve opportunities for people to build confidence and develop their skills
- e) Facilitate inclusion and equitable access to facilities, services, open spaces and activities
- f) Improve collaboration and coordination of community support and services
- g) Improve social and physical wellbeing through a prevention and early intervention approach
- h) Strengthen governance and accountability in community organisations

9.3.3 Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- a) Increased involvement and engagement by communities in social activities
- b) Increased number of people feeling a strong sense of social wellbeing
- c) Strengthened maintenance, management or improvement of physical and mental health and wellbeing
- d) Improved access to information and development of new skills
- e) Increased numbers of people undertaking educational courses and gaining sustainable employment
- f) Reduced financial hardship and social disadvantage, including food insecurity and homelessness

9.3.4 Available funding

Applications can be made for funding of up to \$5,000 per year. Applicants are eligible to receive one grant per financial year. High priority areas for funding will be identified by Council for each funding round.

9.3.5 Program timeframe

This grants program has two funding rounds per year. Round dates will be advised on Council's website. Grants must be spent within 12 months of receiving them.

9.3.6 Program eligibility and exclusions

To be eligible for funding through the Community Grants Program applicants must:

- a) Be incorporated or auspiced, a non-profit community service organisation, or group providing programs/services to the residents of Liverpool;
- b) Have public liability insurance of at least \$10 million; and
- c) Supply a copy of most recent annual report and/or financial statements.

For more information on eligibility and exclusions please refer to Clause 6: General Eligibility and Conditions.

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9.3.7 For grants towards community events, Council must be acknowledged on all promotional material. The Council logo should be used with the text “proudly supported by Liverpool City Council”. All promotional materials must be approved by Council prior to publication. Additionally, Council reserves the right to receive the following:

- a) Joint media release opportunities
- b) Opportunity for Mayor to speak at the event or occasion
- c) Space at event (table or marquee stall)
- d) Tickets to attend the event / occasion

9.3.8 Assessment criteria

To be considered for a grant, applicants should clearly describe the proposed project and how it will meet the following criteria:

Evidence that the organisation has capacity to deliver the project
Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Council's Community Strategic Plan
The anticipated number of individuals that will participate in and benefit from the proposed project
Timeframe and budget are realistic and align with project objectives
Evidence of collaboration and partnership to maximise the use of existing community resources and to avoid duplication
Evidence that project strategies are innovative or practical to meeting the project need
Appropriate project evaluation method
Sustainability of project after funding ceases

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9.4 Sustainable Environment Grants

9.4.1 Overview

The Sustainable Environment Grants program provides financial assistance to support schools and community groups to play an active role in reducing their impact on the environment and implementing environmentally sustainable actions.

9.4.2 Funding priorities

Funding will support community initiatives that address environmental issues such as:

- a) **Waste minimisation or recycling** – including reuse, recycling, litter, composting and worm farming, waste education projects
- b) **Sustainable water use** – including water reuse and stormwater harvesting projects, installation of rainwater tanks, sustainable water use education programs
- c) **Natural Environment** – including improving local biodiversity, establishment of native gardens for the purpose of habitat creation and protection, and natural environment education programs. Sustainable grounds maintenance including planting, revegetation, propagation and weed control activities on local reserves, schools or on other land used by the community (Please note: Any work on land not owned by the applicant will require approval from the landowner)
- d) **Sustainable gardening** – including establishment of vegetable and/or kitchen gardens, native gardens, indigenous gardens or community gardens

9.4.3 Expected program outcomes

Grants from this program can contribute to one or more of the following outcomes:

- a) Enable schools and community groups to promote more efficient resource use and improve the quality of the local environment
- b) Engage and encourage community members to take initiative in improving their behaviours for a more sustainable future
- c) Encourage schools and community groups to identify and implement programs that protect and enhance Liverpool's unique natural environment
- d) Improve the health of vegetation, water quality and healthy ecosystems contributing to cleaner waterways, air and healthier native vegetation
- e) Promote ongoing learning and raise awareness in the community about environmentally sustainable practices including actively participating in Council's environmental programs and activities

9.4.4 Available funding

Applications can be made for funding of up to \$5,000 per year per school or community group.

Council values and recognises the importance of applicant financial and in-kind contributions. Applicants that demonstrate a commitment to the project through either financial or volunteer support are considered favourably. Such contributions could include:

- a) In-kind contributions such as donated supplies, materials or services
- b) Volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects
- c) Direct cash input to the project through donations or income generated

9.4.5 Program timeframe

This program accepts applications once per year. Grants must be spent within 12 months of receiving them.

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9.4.6 Program eligibility and exclusions

To be eligible for the Sustainable Environment Grants program applicants must have not received funding under this or another program for the same project (separate and additional stages of a previous project are eligible), and:

- a) Be a registered NSW school, not-for profit pre-school or child care centre; or
- b) An incorporated, non-profit, community service, welfare or charitable organisation or group providing programs or services to the residents of Liverpool; or
- c) Community group auspiced by an incorporated organisation.

Applications will not be accepted for:

- a) For profit organisations
- b) Overall project coordination (including salaries)
- c) Capital works for major infrastructure or construction of buildings

For more information on eligibility and exclusions please refer to Clause 6: General Eligibility and Exclusions.

9.4.7 Assessment criteria

To be considered for a grant, applicants should clearly describe the proposed project and how it will meet the following criteria:

Demonstrate the capacity to deliver the project or activity
Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Council's Community Strategic Plan
Demonstrate tangible and measurable environmental outcomes
The anticipated number of individuals that will participate in and benefit from the proposed project
Demonstrate measurable student learning and/or increase teacher capacity to deliver environmental education
Value for money

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9.5 Sporting Donations

9.5.1 Overview

This program enables Council to provide small amounts of funding to assist community members in their efforts to achieve excellence in sport at a regional, state or national representative level. Individuals and teams based in the Liverpool LGA are eligible to apply for donations towards the cost of participating in representative sporting events for which they have qualified.

9.5.2 Funding priorities

Small donations are made to individuals or teams based in Liverpool to assist with participation in regional, state or national representative sporting events. Donations are based on the level of representation achieved and where events will be held. Participation at school sport events is also eligible for consideration.

9.5.3 Expected program outcomes

Donations from this program can contribute to one or more of the following outcomes:

- a) Increased engagement of individuals and teams participating in representative sporting events
- b) Improved accessibility to participation in representative sporting events
- c) Improved confidence and capacity of local individuals and teams by acknowledging and supporting participation at a representative level
- d) Enhanced positive social outcomes and opportunities for local communities

9.5.4 Available funding

Donations are available for the following amounts:

- a) \$100 for regional representation (competitor only), or for Coach/Referee/Umpire/Official representation at a regional, state or national event more than 100km from Liverpool
- b) \$200 for State representation (competitor only)
- c) \$300 for Australian national representation at an event within New South Wales, Australian Capital Territory, Queensland and Victoria (competitor only)
- d) \$400 for Australian National representation at an event within Tasmania, South Australia, Northern Territory and Western Australia (competitor only)
- e) \$500 for Australian national representation at an overseas event (competitor only)
- f) \$500 for team representation

9.5.5 Program timeframe

This program accepts applications all year and applicants are required to submit their application prior to the event taking place. Activities must take place within 12 months from when the application was submitted. Information must be provided on the costs associated with participating in the representative events.

9.5.6 Program eligibility and exclusions

To be eligible for funding through the Sporting Donations Program the following criteria applies:

- a) Individual applicants must be a resident of the Liverpool LGA;
- b) Applicants must provide proof of selection for the event;
- c) Applications from students at state, private or independent schools or for participation at school sport events, are eligible for consideration;
- d) Team applications – must have a minimum of 75% of the team residing in the Liverpool LGA, club must be based in the Liverpool LGA, and a maximum of three teams per club can be funded in a financial year

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For more information on eligibility and exclusions please refer to Clause 6: General Eligibility and Exclusions.

9.5.7 Assessment criteria

To be considered for a grant, applicants should meet the following criteria:

Evidence the individual/team qualified for a representative sporting event
Information provided on costs associated with participating in the representative event
Evidence that the individual or 75% of the team resides in the Liverpool LGA

9.6 **Sporting Grants**

9.6.1 Overview

This program offers funding to sporting clubs and junior disability sporting clubs to assist with the development of young people and encourage participation of the broader community in local sporting and recreational activities. Grants can also be used towards the purchase or maintenance of sporting equipment.

9.6.2 Funding priorities

Funding will support applications by recreation and sporting organisations/clubs under one of six categories:

- a) **Sports development** – Coaching clinics, sports camps, or training/development
- b) **Ground development** – Minor capital improvements
- c) **Maintenance Equipment** – Line marking equipment or ground maintenance equipment (equipment must remain the property of the club to be eligible)
- d) **Sporting Equipment** – Kits, bags, first aid supplies, safety equipment (equipment must remain the property of the club to be eligible)
- e) **Education** – First aid training, coaching programs or safe play
- f) **Club diversity** – Introduction of additional sports or expansion of club to encourage greater community involvement

9.6.3 Expected program outcomes

Donations from this program can contribute to one or more of the following outcomes:

- a) Increased opportunities for participation of the broader community in sporting and recreational activities
- b) Improved condition and functionality of sporting equipment
- c) Enhanced awareness of emerging trends in sports development and demonstrated best practice
- d) Strengthened maintenance, management or improvement of physical and mental health and wellbeing by improving opportunities for physical activity

9.6.4 Available funding

Grants of up to \$5,000 per sporting club are available. Clubs may submit applications for more than one project. Within the funding pool, \$5,000 is reserved to fund applications that support participants with a disability.

9.6.5 Program timeframe

This program accepts applications once per year. Grants must be spent within 12 months of receiving them.

9.6.6 Program eligibility and exclusions

To be eligible for the Sporting Grants Program applicants must:

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- a) Be incorporated or auspiced, a non-profit recreation or sporting organisation/club in the Liverpool LGA and provide activities for Liverpool residents;
- b) Have public liability insurance of up to \$10 million;
- c) Supply a copy of most recent annual report and/or financial statements; and
- d) Have not received funds from the Sporting Grants program in the previous year.

For more information on eligibility and exclusions please refer to Clause 6: General Eligibility and Exclusions.

9.6.7 Assessment criteria

An independent panel consisting of members from the Liverpool Sports Committee will assess applications based on set criteria. To be considered for a grant, applicants should clearly describe the proposed project and how it will meet the following criteria:

Application received prior to the closing date
Proof of costs provided
Grant able to be spent within 12 months
Applications signed by Club Office bearers
Project meets Council's construction and safety standards
Demonstrate improvements to the delivery of junior sport in Liverpool
Demonstrate meeting an identified community need including access opportunities for specific special needs groups or individuals
Timeframe and budget are realistic and align with project objectives
Contribution from club (financial or in-kind)
Demonstrate benefit to the broader community
Proposed project evaluation method including sustainability of project

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9.7 Matching Grants

9.7.1 Overview

This program is designed to provide financial support to projects and activities that build or strengthen communities within Liverpool. These projects will focus on supporting the development and implementation of community capacity building activities, maintaining and conserving the community's assets, and provide opportunities for a broader cross section of the community to be involved in community and recreational activities. Applicants are first required to contact the Grants team to discuss their project prior to submitting an application.

9.7.2 Funding priorities

Funding will support projects that address one of the following categories:

Arts	Projects that contribute community art to a neighbourhood, or works to increase the participation of residents within art based programs/projects
Social/community capacity building	Projects that bring residents together and enhance participation in the community, including those who are experiencing social disadvantage, or that provide benefits to address an identified community need. This could be in the form of a community event or community-based capacity building project. Please note that social projects will only be funded as one off projects unless it can be demonstrated that the event/project is built upon/different to what was previously funded
Youth engagement	Projects that focus on increasing the ability of young people to obtain skills and qualifications, or increase their active participation within the community
Accessibility	Projects that enhance and improve access options for the community, either through education, transport, disability access or connectivity
Infrastructure	Projects that aim to upgrade, develop or improve community infrastructure such as community centres, amenities buildings or other sporting infrastructure. Please note these projects cannot fund the improvement of privately owned facilities
Environmental	Projects that address environmental issues and concerns or contribute to environmental education and awareness
Community safety/public space activation	Projects that address community safety and security issues such as activities that activate or diversify the night time economy including pop up entertainment and night time performances in public spaces. These projects can also include addressing perceptions of community safety
Sports development	Projects that contribute to the development of sporting groups or are designed to enhance participation in sporting and recreational activities

9.7.3 Expected program outcomes

Grants from this program can contribute to one or more of the following outcomes:

- a) Newly formed social connections and partnerships within communities, or reinforcement of those that already exist
- b) Increased participation in community activities and organisations by improving collaboration and coordination of community support and services
- c) Strengthened opportunities for community members and others to build personal creativity and self-expression
- d) Increased opportunities for community members to acquire or develop new skills and/or employment
- e) Create, renew or revitalise places and spaces within the community

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- f) Strengthened community members' feelings of safety and sense of belonging within public spaces
- g) Improved condition and accessibility of community infrastructure

9.7.4 Available funding

The matching grants program recognises community contribution towards a project and can offer up to \$15,000 support to match this contribution. The program supports projects that involve genuine community participation. By 'matching' what the community contributes, Council is building a sense of community and strengthening partnerships as people work together on the project. Contributions from the community or Council can be made in cash or value-in-kind. Recognised in-kind community contributions include:

- a) In-kind contributions such as design services, professional services, trade services (such as plumbing), provision of trucks and plant, concreting and painting, donated supplies, materials or venues
- b) Volunteer time such as labour, set up and pack down, and meeting time to identify, plan and implement projects. The rate of volunteer time is calculated as \$20 per hour. For professional or contracted services the rate is \$75 per hour
- c) Direct cash input to the project through donations or income generated
- d) Funds raised through crowd funding platforms. Applicants will have three months to raise the funds after receiving the notice of grant approval. A funding agreement will only be finalised after the funds have been raised. If the funds are not raised within three months, Council will reallocate funds to the respective grants and donations program budgets

Any in-kind contributions will need to meet Council's Work, Health, and Safety and insurance requirements as well as any relevant legislative requirements such as the Building Code of Australia and Building Sustainability Index. The value of in-kind contributions should be verified by an independent quote, and where the value is in question, Council's assessment of the value of in-kind contributions will take precedence in the assessment of the matching grant given. The costs of Council and other approvals required by government agencies/authorities must also be considered when applying under this grants program. Please note that Development Application costs can be included in the application.

9.7.5 Program timeframe

This program accepts applications twice per year. Grants must be spent within 12 months of receiving them.

9.7.6 Program eligibility and conditions

To be eligible for the Matching Grants program applicants must:

1. Be incorporated or auspiced, non-profit organisation in the Liverpool LGA and provide activities for Liverpool residents;
 2. Have public liability insurance of \$20 million (\$10 million for sporting clubs); and
 3. Supply a copy of most recent annual report and/or financial statements.
- a) Organisations are only eligible to receive funding through this program once each financial year
 - b) Organisations who have received funds under this program in the previous financial year will be given lower priority
 - c) Organisations need to have acquitted previous grants under this program
 - d) Council reserves the right to defer consideration of a Matching Grant application where planning, leasing or ownership, statutory approvals, or appropriate development issues are raised by a project

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- e) Recipients of successfully funded projects will be expected to work with Council staff to deliver the project

For more information on eligibility and exclusions please refer to Clause 6: General Eligibility and Exclusions.

9.7.7 Assessment criteria

Matched contribution (financial or in-kind)
Consulted with Council staff prior to submitting application
Project is considered an appropriate development on the proposed site
Project meets Council's construction and safety standards
Evidence that the organisation has capacity to deliver the project
Evidence provided to support the need for the project, including the degree to which the project addresses at least one of the strategic directions in Council's Community Strategic Plan, Community Strategic Plan
The anticipated number of individuals that will participate in and benefit from the proposed project
Timeframe and budget are realistic and align with project objectives
Evidence of collaboration and partnership to maximise the use of existing community resources and to avoid duplication
Proposed project evaluation method including sustainability of project

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9.8 Community Facilities Fee Reduction Program

9.8.1 Overview

Council owns a number of facilities available for hire including community centres, meeting rooms, event/function venues, parks, sports fields, and buses. To make these facilities as accessible to as many members of the community as possible the Community Facilities Fee Reduction Program provides assistance to community groups and organisations delivering community support services, events, meetings and community gatherings by reducing the hiring costs of Council's facilities.

9.8.2 Funding priorities

This grants program will support organisations and individuals that:

- a) Facilitate inclusive support services to the community
- b) Can demonstrate they are meeting an identified community need as set out in Council's Community Strategic Plan and/or other relevant policies
- c) Meets the General Priorities and General Eligibility requirements as listed in this policy
- d) Are hiring Council's community centres, buses, meeting rooms, event/function venues, parks, and sports fields only

9.8.3 Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- a) Increased numbers of organisations providing programs, events and activities that contribute to community capacity building, social wellbeing, reduced isolation and increased participation in community activities
- b) Increased services and initiatives provided by community and cultural organisations to residents, workers and visitors that contribute to the social, cultural, economic and environmental health of the Liverpool LGA
- c) Enhanced financial sustainability for local organisations with limited funding sources providing support services to the community

9.8.4 Available funding

Applications can be made for reductions of up to \$7,000 in one of the two categories below:

- 1) Up to 50% reduction of the applicable fee (first application only) for applicants receiving ongoing funding from state or federal government, sponsors or membership/attendance fees. *Note: Any subsequent applications will be eligible to receive a 25% reduction of the applicable fee;* or
- 2) Up to 20% reduction of the applicable fee for applicants that do not receive ongoing funding from state or federal government, sponsors or membership/ attendance fees

Fee reductions of up to 100% may be granted occasionally to funded/non-funded, not-for-profit organisations, community groups or individuals where Council considers the project or activity to be a high priority for the community. This will be determined on an individual basis and will take into account other eligibility requirements, the nature of the project, program, event or activity, and the benefits to the local community.

All reduced rates are based on the published rate of hire set out in the Statement of Revenue Policy available on Council's website. Council has the discretion to provide a further reduction of the applicable fee to applicants where Council considers the project or activity to be a high priority and benefits the broader community.

All approved applications granted a fee reduction will be liable to pay costs associated with their bookings such as bonds, key deposits and security call outs.

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9.8.5 Program timeframe

Casual Bookings	For one-off bookings such as functions or events. Applications accepted all year, applicants must allow 4 to 6 weeks prior to the function date for fee reductions of \$2,000 or less in value
Permanent Hirers and Licensed Tenants	2 year Permanent Hirers or 3 year Licence Tenants who have entered into an agreement with Liverpool City Council. Applications must be made 6 to 8 weeks prior to agreed commencement date

9.8.6 Program eligibility and conditions

To be eligible for the Community Facilities Fee Reduction program applicants must be:

- a) Based in Liverpool and/or servicing the local government area;
- b) Incorporated and not-for-profit or auspiced by an incorporated organisation and not for profit organisation; and
- c) A non-funded community group or a registered charity or a local resident 18 years or older who is a permanent resident of Australia.

Applications will not be accepted for fee waivers for:

- a) Regular sporting activities carried out by sporting clubs or associations
- b) Religious services or activities
- c) Commercial, sole traders, and profit making organisations
- d) Fundraising events, however, they may be supported if they are considered of a high priority for the community. This will be determined on an individual basis and will take into account other eligibility requirements, the nature of the project, program, event or activity, and the benefits to the local community
- e) Political parties
- f) Schools and tertiary institutions
- g) State or Federal government agencies and departments, excluding applications from NSW Police or Fire & Rescue NSW for emergency situations
- h) Retrospective applications including any application for a refund of any fee or charge
- i) To recover cost of utilities and services not limited to electricity, water, gas, waste and cleaning

Approval to waive Council fees does not imply Council's endorsement of the applicant's event or project or the applicant's philosophy or objectives. For more information on eligibility and exclusions please refer to Clause 6: General Eligibility and Exclusions.

9.8.7 Assessment criteria

To be considered for a fee reduction, applicants should clearly describe the proposed project and how it will meet the following criteria:

Provide evidence of current Public Liability Insurance, Certificate of Incorporation, not-for-profit, non-funded charity incorporation and authentication of organisation
Facility is available and has been booked prior to submission of fee reduction application
Application received within program timeframe
Demonstrate the capacity to deliver the project or activity
Evidence provided to support the need for the project, including addressing at least one of the strategic directions in Council's Community Strategic Plan
The anticipated number of individuals that will participate in and benefit from the proposed project
Demonstrate Program/Project benefit to the broader community
Evidence of financial hardship
Evidence of collaborations and partnership to maximise the use of existing community resources and to avoid duplication

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9.9 Disaster Relief Donations Program

9.9.1 Overview

Council may determine to provide financial or in-kind donations to help address the needs of those affected by major disasters/humanitarian crises within Australia or overseas. Council can play a role in supplementing assistance provided by the Australian and NSW Governments. A financial or in-kind contribution from Council increases the total overall aid effort and also sends a very important message of solidarity and goodwill from the City of Liverpool to those affected.

9.9.2 Funding priorities

Funding will support:

- a) Donations for relief in disaster stricken areas, locally, nationally and internationally
- b) Disasters/crises that have a direct impact on our immediate region and community
- c) Donations made to community groups that have cultural connections with the affected areas and have capacity to provide direct relief to the disaster stricken areas. Donations to individuals will not be provided
- d) Financial donations for national or international disasters. Based on advice from government departments, financial donations are considered the most immediate and effective way of offering assistance to those affected by disaster
- e) In-kind donations for disasters that have occurred in NSW and may include time, personal or organisational expertise, advice or other organisational resources

9.9.3 Expected program outcomes

Donations can contribute to one or more of the following outcomes:

- a) Timely and effective disaster relief provided to assist people affected in disaster stricken areas
- b) Increase to the total overall aid effort made by governments and community
- c) Demonstrates the Liverpool community's generosity and willingness to support others in difficult situations
- d) Provides opportunity to assist with building community capacity and improving social wellbeing following the initial crises

9.9.4 Available funding

Amounts will be decided by Council resolution on a case by case basis, including identification of the source of funds.

9.9.5 Program timeframe

By Council resolution within the immediate stages following the disaster to assist with rescue efforts and minimise human loss.

9.9.6 Program eligibility and exclusions

The following eligibility criteria apply for donations under this program:

- a) Natural disasters recognised by state and federal government;
- b) Donations made to government or aid agencies accredited by the Australian Agency for International Development (AusAID) or the Australian Council for International Development (ACFID) or an equivalent accrediting agency; or
- c) In some instances donations may be made to community groups that have cultural connections with the affected areas and have capacity to provide direct relief to the disaster stricken areas.

The following exclusions apply:

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- a) Material aid such as non-perishable food items, clothing, and medical supplies will not be donated as they are often found impractical or inappropriate for the climate and culture and do not meet the priority needs of those affected. Research shows that material aid, unless specifically requested, has proven costly in time, money and labour as it requires sorting, storing and transporting
- b) Donations to individuals will not be provided

9.9.7 Assessment criteria

Following immediate occurrence of a natural disaster or humanitarian crisis, the Mayor and Chief Executive Officer will make a decision as to whether the event meets the criteria for this program. Where it is determined that the nature of event meets the criteria, a discussion item will be brought before the next Council meeting for consideration. The following criteria will be used to assess a potential donation under this program:

Scale of the disaster
Capacity of other government agencies/organisations to respond to the disaster
Need for ongoing support, that is, rebuilding disaster stricken areas once the initial crises has been dealt with
Impact of any such crises on our immediate region and community
Connection of affected areas to the cultural origin of residents of Liverpool

9.10 **ClubGRANTS**

- 9.10.1 Council administers this program in Liverpool on behalf of participating local clubs. Please refer to ClubsNSW's ClubGRANTS Application Guide for information.

9.11 **Minor Changes to this Policy**

Council authorises the CEO to make minor changes to this policy to reflect changes in legislation, expiry of or changes to grant programs, and changes in Council structure.

GRANTS AND DONATIONS POLICY

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

XXXX 2017

DEPARTMENT RESPONSIBLE

Community and Culture (Community Development and Planning)

REVIEW DATE

The policy will be reviewed by Council every two years.

VERSION	AMENDED BY	DATE	TRIM NUMBER
1	Council Resolution	18 October 2010	158320.2014
2	Council Resolution	29 May 2013	097264.2013
3	Council Resolution	31 July 2013	150967.2014
4	Council Resolution	25 February 2014	026269.2014
5	Council Resolution	28 May 2014	126057.2014
6	Council Resolution	30 September 2015	227843.2015
7	Minor changes approved by CEO	12 July 2016	185151.2016
8	Council Resolution	26 April 2017	026648.2017

THIS POLICY WAS DEVELOPED AFTER CONSULTATION WITH

Community and Culture, Sports and Recreation, Community Facilities, Corporate Services (Governance, Legal and Procurement), Infrastructure and Environment

REFERENCES

Auditor General NSW: Performance Audit on Grants Administration in NSW

Australian Institute of Grants Management: Grant making Manifesto (2011)

Liverpool City Council: Council's Community Strategic Plan

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Social Justice Policy

Liverpool City Council: Ethical Governance, Conflicts of Interest Policy

Liverpool City Council: Corporate Sponsorship (Outgoing) Policy

NSW Premier and Cabinet: Good Practice Guide to Grants Administration (2006)

NSW Family and Community Services: Community Builders Program Guideline (2012)