



GRANTS, DONATIONS, AND CORPORATE SPONSORSHIP POLICY

Adopted: 29 May 2019

TRIM: 2016/2682, 091748.2019



GRANTS, DONATIONS, AND CORPORATE SPONSORSHIP POLICY

1. LEGISLATIVE REQUIREMENTS

Local Government Act 1993, Section 356

2. OBJECTIVE

Council is committed to building strong and resilient communities within the Liverpool Local Government Area (LGA) and to increase 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. Council seeks to support programs that can build or enhance the reputation and brand of Liverpool City in accordance with Council's Community Strategic Plan.

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
Charity	Listed on the Australian Charities and Not-for-profit Commission (ACNC) website as a registered charity
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
Incorporated Association	A legal entity (organisation) that provides legal protection to its members in legal transactions

4. GRANT PRIORITIES

4.1 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.

Council grants, donations and sponsorships may be 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 facilitates nine programs for the allocation of grants, donations, and sponsorship:

1. Kick-Starter Grants
2. Small Grants
3. Liverpool Young Achievers Awards
4. Community Grants
5. Sustainable Environment Grants
6. Matching Grants
7. Corporate Sponsorship
8. Sporting Grants
9. Sporting Donations

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4.2 GRANT MAKING PRINCIPLES

The key principles that inform grant making by Council are:

- Council's Community Strategic Plan. All grants align with Council's Community Strategic Plan, and other social, economic and environmental policies and plans;
- Partnerships and collaboration. Develop and maintain partnerships between Council and the community to achieve Council's strategic directions based on mutual respect and transparency;
- Capacity building. Support community groups and organisations to function positively, develop skills and increase community participation;
- Social inclusion. Liverpool is a diverse community and our grant making process encourages directing resources to specific needs of disadvantaged groups;
- Leveraging value. Council seeks to leverage community expertise, capacity, networks and resources to provide the best suite of grant 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;
- 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; and
- 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.

5. GENERAL ELIGIBILITY AND EXCLUSIONS

5.1 GENERAL ELIGIBILITY

To be eligible for funding an applicant must:

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

5.2 APPLICATIONS THAT ARE INELIGIBLE FOR FUNDING INCLUDE:

- 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 Liverpool as set out in Council's Community Strategic Plan.
- d) Applications from government departments, political parties, or commercial/profit-making/private organisations (excluding Corporate Sponsorship which accepts applications from private organisations).
- e) Applications from charities for general donations.
- f) Applications for general fundraising activities, general operational expenditure (e.g. administration, insurance, office equipment, car parking, IT costs/equipment), shortfalls in funding by government departments, or completed/retrospective projects.
- g) For employee salaries/wages or any direct employment costs.
- h) Projects that will rely on recurrent funding from Council.

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- i) Identical projects that have previously been funded by Council (excluding Corporate Sponsorship).
- j) Projects or programs that charge people for participation, including charges to participants through an individual's NDIS funding plan.

5.3 FURTHER CONDITIONS

5.3.1 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 political activities or activities that could be perceived as benefiting a political party or political campaign.
- d) Support religious activities that could be perceived as divisive within the community.
- e) Support activities that deliberately exclude any individuals or groups from participating or attending.
- f) Provide in-kind support of any nature (eg: the provision of chairs or portable toilets for events).

5.3.2 For specific eligibility requirements and exclusions for each program, refer to Section 7 of this policy.

5.4 ETHICS FRAMEWORK

Council will not support any activities or entities that:

- a) Pollute land, air or water, or destroy or waste non-recurring resources.
- b) Market or promote products/services in a misleading or deceitful manner.
- c) Produce, promote or distribute products/services likely to be harmful to the community.
- d) Acquire land or commodities primarily for speculative gain.
- e) Create or encourage militarism or engage in the manufacture of armaments.
- f) Entice people into financial over-commitment
- g) Exploit people through the payment of below award wages or poor working conditions.
- h) Discriminate by way of race, religion, or sex in employment, marketing or advertising.
- i) Contribute to the inhibition of human rights generally.

5.5 CONFLICTS OF INTEREST

5.5.1 Council staff assessing and determining applications should identify and manage any potential conflicts of interest in accordance with Council's Code of Conduct and Ethical Governance: Conflicts of Interest Policy.

5.5.2 Members of Council staff and Councillors must ensure that any affiliation between them and the applicant is appropriately managed when assessing and determining applications for grants and donations.

6. GRANTS MANAGEMENT PROCESS

6.1 APPLICATIONS

All applicants must register with Council's online grants management system before applying. 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.

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6.2 ASSESSMENT AND RECOMMENDATIONS

- 6.2.1 All applications received by Council will be assessed by relevant Council staff members. 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 funding 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 Council report 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.
- 6.2.2 For grant programs that are open for applications all year, recommendations will be made to the next available Council Meeting. For grant programs with specific funding rounds, recommendations will be made within three months of the closing date.
- 6.2.3 Unsuccessful applicants are encouraged to seek feedback from relevant Council staff on their application. Programs are highly competitive and even though an application may meet the program criteria it may not be competitive against other applications.
- 6.2.4 Council uses the Australian Business Register (ABN) as its sole source of truth to confirm an applicant's operating status as an incorporated not-for-profit or charitable organisation <http://www.abr.business.gov.au/>.
- 6.2.5 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.

6.3 APPROVAL

- 6.3.1 The elected Council has authority to approve grants, donations, and sponsorship. In some circumstances, specific delegation for this purpose is given to the CEO.
- 6.3.2 Approval of a grant, donation or sponsorship does not imply that Council has given any other consent. Applicants should note that events or any capital works require approvals and consents from Council, NSW Police and other state government agencies.

6.4 FUNDING AGREEMENTS

All successful applicants are required to enter into a funding agreement before funds are released and before a project can commence.

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: joint media release opportunities, opportunity for Mayor to speak at the event or occasion, space at the event (table or marquee stall), and tickets to attend the event or occasion.

6.5 REPORTING

All grant recipients are required to 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. Funding recipients are required to submit detailed financial reports and may be requested to provide further documentation and evidence of expenditure. Council may audit recipients at any time. Previously funded applicants must receive an acknowledgement of a successful acquittal

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prior to applying for further funding. No further funding will be granted to any organisation who has failed to submit an acquittal report for previous funding from Council.

6.6 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.

7. FUNDING PROGRAMS

7.1 KICK-STARTER GRANTS | UP TO \$500 | OPEN ALL YEAR

This program supports individuals or unincorporated community groups to establish a social enterprise aimed at addressing priorities in Council's Community Strategic Plan or a project which promotes social inclusion and increased community participation. Applications can be made for funding of up to \$500 per financial year. Repeated applications of the same project in subsequent years will not be accepted. Applications for events are not eligible under this program.

Project outcomes must meet at least one of the below priorities:

- 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 prevention and early intervention approaches.

7.1.1 Program timeframe

Applications can be made all year. Grants must be spent within 12 months of receiving them.

7.1.2 Eligibility

To be eligible for funding applicants must:

- a) Be an individual resident or unincorporated community group based within the Liverpool LGA.
- b) Be 100% volunteer run or operate as a not-for-profit.
- c) Must update Council's Community Development Worker (Funding and Support) during the delivery of the project or initiative.

For more information on eligibility and exclusions refer to Section 5: General Eligibility and Exclusions.

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 post funding

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7.2 SMALL GRANTS | UP TO \$1,000 | OPEN ALL YEAR

This program supports a range of small-scale community initiatives and 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.

7.2.1 Expected program outcomes

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

- a) Develop trial community capacity building programs or facilitate small-scale community awareness events.
- b) Increase engagement of individuals in academic, cultural, and environmental fields.
- c) Improve relative equality, resilience and adaptive capacity of Liverpool's diverse communities.
- d) Enhance positive social, cultural, or sustainability outcomes for local communities related to Council's strategic priorities.

7.2.2 Available funding

Applications can be made for funding of up to \$1,000 per project. Repeated applications of the same project or initiative in subsequent years will not be accepted.

7.2.3 Program timeframe

Grants must be spent within 12 months of receiving them.

7.2.4 Eligibility

To be eligible for funding applicants must:

- a) Be incorporated or auspiced by an incorporated organisation;
- b) A non-profit community service organisation or group providing programs/services to the residents of Liverpool; and
- c) Supply a copy of their most recent annual report and/or financial statements.

For more information on eligibility and exclusions refer to Section 5: General Eligibility and Exclusions.

7.2.5 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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7.3 LIVERPOOL YOUNG ACHIEVERS AWARDS | OPEN ALL YEAR

The Liverpool Young Achiever Awards are given as a prize to a student who has excelled in citizenship, academic studies, artistic endeavors, or sporting proficiency.

7.3.1 Available funding

Under each applicable category there will be two prizes as follows:

<u>Citizenship:</u> 1x \$1,000 for a high school student 1x \$500 for a primary school student	<u>Artistic Endeavours:</u> 1x \$1,000 for a high school student 1x \$500 for a primary school student
<u>Academic Studies:</u> 1x \$1,000 for a high school student 1x \$500 for a primary school student	<u>Sporting Proficiency:</u> 1x \$1,000 for a high school student 1x \$500 for a primary school student

Highly Commended:

All eligible nominees who are not selected for the major prize will be awarded a \$200 student donation.

Each high school and primary school are only eligible to submit one student nomination per year.

7.3.2 Program timeframe

Applications will be accepted from the beginning of school Term 1 until the end of Term 3. A presentation ceremony will be held during Term 4.

7.3.3 Eligibility

To be eligible for this award applicants must:

- a) Be a high school or primary school based in the Liverpool Local Government Area (LGA);
- b) Be nominating a student attending either a high school or primary school based in the Liverpool LGA; and
- c) Supply a letter of support from the principal of the applying school for the nominated student.

For more information on eligibility and exclusions refer to Section 5: General Eligibility and Exclusions.

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7.4 COMMUNITY GRANTS | UP TO \$5,000 | TWO ROUNDS PER YEAR

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. The 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 access to facilities, services, open spaces and activities.
- f) Improve collaboration and coordination of community support and services.
- g) Improve social or physical wellbeing through prevention and early intervention.
- h) Strengthen governance and accountability in community organisations.

7.4.1 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.

7.4.2 Available funding

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

7.4.3 Program timeframe

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

7.4.4 Program eligibility and exclusions

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

- a) Be incorporated or auspiced by an incorporated organisation.
- b) A non-profit community service organisation or group providing programs/services to the residents of Liverpool.
- c) Have public liability insurance of at least \$10 million (must be active during the period of funding).
- d) Supply a copy of their most recent annual report and/or financial statements.

For more information on eligibility and exclusions refer to Section 5: General Eligibility and Conditions.

7.4.5 Assessment criteria

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

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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
Anticipated number of individuals participating in and benefiting 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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7.5 SUSTAINABLE ENVIRONMENT GRANTS | UP TO \$5,000 | TWO ROUNDS PER YEAR

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. The program seeks projects focused on environmental improvement, sustainability education, awareness-raising and the promotion of sustainable living as a way of life that provide benefit to the natural environment and local community. Projects can include:

- **Waste Minimisation** – including reuse, recycling, litter reduction, composting and worm farming, waste education projects.
- **Sustainable Water Use** – including water efficiency, stormwater harvesting and water reuse, rain gardens and water quality improvements, and sustainable water use education programs.
- **Environmental Improvement** – including protection and enhancement of natural areas, habitat creation for native fauna, and natural environment education programs.
- **Sustainable Living** – including establishment of vegetable or native display gardens, bush tucker or community gardens, and the keeping of chickens or native bees.

7.5.1 Expected program outcomes

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

- a) Build the capacity of schools and community groups to promote efficient resource use and improve the quality of the local environment.
- b) Encourage community members to become involved and take initiative in improving their behaviours for a more sustainable future.
- c) Encourage schools and community groups to identify and implement innovative approaches and positive solutions 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) Raise awareness and promote sustainable living as a way of life, including actively participating in Council's environmental programs and activities.
- f) Generate positive community engagement (e.g. involvement of local businesses, environmental education centres or botanic gardens).

7.5.2 Available funding

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

7.5.3 Program timeframe

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

7.5.4 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.

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Applications will not be accepted for:

- a) For profit organisations
- b) Overall project coordination
- c) Capital works for major infrastructure or construction of buildings
- d) Work being completed on land not owned by the applicant without evidence of approval from the landowner.

For more information on eligibility and exclusions refer to Section 5: General Eligibility and Conditions.

7.5.5 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 and subsequent sustainability of the project beyond initial funding
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 project
Demonstrate measurable student learning and/or increase teacher capacity to deliver environmental education
Value for money

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7.6 MATCHING GRANTS | UP TO \$20,000 | TWO ROUNDS PER YEAR

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 and providing opportunities for a broader cross section of the community to be involved in community and recreational activities. Funding will support projects that address one of the following categories:

Arts	Contribute community art to a neighbourhood or work to increase the participation of residents within art-based programs/projects.
Community capacity building	Bring residents together and enhance participation in the community, including those who are experiencing social disadvantage, or provide benefits to address an identified community need. This could be a community event or community-based capacity building project.
Youth engagement	Focus on increasing the ability of young people to obtain skills and qualifications or increase their active participation within the community.
Accessibility	Enhance and improve access options for the community, either through education, transport, disability access or connectivity.
Environmental	Address environmental issues and concerns or contribute to environmental education and awareness.
Community safety/public space activation	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	Contribute to the development of sporting groups or enhance participation in sporting and recreational activities.

7.6.1 Expected program outcomes

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

- a) Develop 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.
- f) Strengthened community members' feelings of safety and sense of belonging within public spaces.

7.6.2 Available funding

The matching grants program recognises community contribution towards a project and can offer up to \$20,000 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) 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.

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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.

7.6.3 Program timeframe

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

7.6.4 Program eligibility and conditions

To be eligible for the Matching Grants program applicants must:

- a) Be incorporated or auspiced by an incorporated organisation.
- b) A non-profit community service organisation or group providing programs/services to the residents of Liverpool.
- c) Have public liability insurance of at least \$20 million (must be active during the period of funding).
- d) Supply a copy of their most recent annual report and/or financial statements.

Organisations are only eligible to receive funding through this program once each financial year. 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.

For more information on eligibility and exclusions refer to Section 5: General Eligibility and Exclusions.

7.6.5 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
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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7.7 CORPORATE SPONSORSHIP | UP TO \$10,000 | OPEN ALL YEAR

Council may provide financial contributions of up to \$10,000 through its Corporate Sponsorship Program to organisations, groups, or individuals for programs that can build or enhance Council's reputation. These include but are not limited to providing appropriate branding benefits and opportunities for Council, and/or providing cross-promotional opportunities for Council's services or facilities.

Applications to Council for sponsorship must address at least one of the following:

1. Economic benefit

- a) Delivers significant economic benefit to the Liverpool LGA.
- b) Delivers benefit to tourism, hospitality and retail sectors through the attendance of regional, national, or international delegates at events.
- c) Provides a platform for research, trade, and/or investment opportunities.
- d) Attracts national or international attention to Liverpool as a place to reside, visit, work and/or invest.
- e) Creates employment opportunities within the Liverpool LGA.

2. Community, cultural, and social benefit

- a) Provides an innovative opportunity to meet community needs and promote Liverpool's cultural diversity and celebrate our City's uniqueness.
- b) Enhances Liverpool's profile and reputation as an outward looking, creative and connected city.
- c) Creates opportunities for education and information exchange between Council, the community and the sector.
- d) To support the organisation and activation of a charity event with the Liverpool LGA. Sponsorship funds are not to be used for direct fundraising, including but not limited to the purchase of tickets or tables at a fundraising event.
- e) Attracts a major program to Liverpool that has South West-Sydney region, state or national significance.

3. Environmental benefit

- a) Enhances Liverpool's reputation as a sustainable city through leadership in waste and environment management.

7.7.1 Expected program outcomes

Projects must contribute to one or more of the following outcomes:

- a) Provide an opportunity for measurable economic, social, environmental and/or cultural benefits to Council and the Liverpool LGA.
- b) Provide opportunities for the community to participate and contribute in activities/events in the Liverpool LGA.
- c) Create a valuable strategic alliance for Council.
- d) Provide extensive coverage and promotional/publicity opportunities across a range of media outlets.
- e) Promote Liverpool's reputation as a great place to live, visit, work, and invest.

7.7.2 Program timeframe

- This program accepts applications all year.
- Applications must be submitted at least three months prior to an event taking place. Applications submitted with less than three months lead time will be deemed ineligible.

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- Activities should take place within 12 months of successful sponsorship funding being received.

7.7.3 Program eligibility and conditions:

To be eligible for the Corporate Sponsorship program applicants must:

- a) Be incorporated or auspiced by an incorporated organisation and hold a current ABN.
- b) A non-profit community service organisation or group providing programs/services to the residents of Liverpool.
- c) Have public liability insurance of at least \$10 million (must be current during the period of funding).
- d) Supply a copy of their most recent annual report and/or financial statements.
- e) Must apply for sponsorship towards an event or activity in the Liverpool LGA that attracts a significantly high level of attendance from the community and provides direct benefits for Liverpool based organisations and/ or Liverpool residents.
- f) Must ensure that attendance and participation is free where sponsorship is sought for a community event.
- g) Must be registered with the Australian Charities and Not-for-profits Commission if an application is for a local charity event.

7.7.4 Funding will not be provided to:

- a) Projects that do not address the identified directions of the Liverpool LGA as set out in Council's Community Strategic Plan.
- b) Charities for general donations including the purchase of tickets or fundraising tables at an event.
- c) Projects that will rely on recurrent funding from Council.
- d) More than one event within the Liverpool area in a two-month period that celebrates or marks a specific occasion or activity.
- e) Organisations whose activities are not aligned with the City's ethical framework.
- f) Previous recipients who have not fulfilled the conditions of a sponsorship.
- g) Organisations that are not registered in Australia.
- h) Activities or events that do not benefit the Liverpool LGA or its residents.
- i) Underwrite events, programs or projects.

For more information on eligibility and exclusions refer to Section 5: General Eligibility and Exclusions.

7.7.5 Council's current standing sponsorship resolution:

Sponsorship Activity	Amount	Council Resolution
Police Officer of the Year	\$1,000	27/06/2011

- 7.7.6 Approval of sponsorship does not imply that Council has given any other consent. Applicants should note that many festivals and events require approvals and consents from Council, NSW Police and other NSW Government agencies. For guidelines on applying to host an event in Liverpool, visit www.liverpool.nsw.gov.au/whats-on/events/event-organisers-information-kit-guidelines

GRANTS, DONATIONS, AND CORPORATE SPONSORSHIP POLICY

7.8 SPORTING GRANTS | UP TO \$5,000 | ONE ROUND PER YEAR

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.

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 (to be eligible, equipment must remain the property of the club)
- d) **Sporting Equipment** – Kits, bags, first aid supplies, safety equipment (to be eligible, equipment must remain the property of the club)
- 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

7.8.1 Expected program outcomes

Projects must 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.

7.8.2 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. Where eligible applications that support participants with a disability are less than \$5,000 the remaining funds are returned to the main pool of funding for distribution.

7.8.3 Program timeframe

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

7.8.4 Program eligibility and exclusions

To be eligible for the Sporting Grants Program applicants must:

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

For more information on eligibility and exclusions refer to Section 5: General Eligibility and Exclusions.

GRANTS, DONATIONS, AND CORPORATE SPONSORSHIP POLICY

7.8.5 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

7.9 SPORTING DONATIONS | UP TO \$500 | OPEN ALL YEAR

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. 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.

7.9.1 Expected program outcomes

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

- a) Increased participation of individuals/teams 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.

7.9.2 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.

7.9.3 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.

GRANTS, DONATIONS, AND CORPORATE SPONSORSHIP POLICY

7.9.4 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.

For more information on eligibility and exclusions refer to Section 5: General Eligibility and Exclusions.

7.9.5 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

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

XXXX 2019

DEPARTMENT RESPONSIBLE

City Community and Culture (Community Development and Planning)

REVIEW DATE

The policy will be reviewed 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
9	Council Resolution	26 April 2019	

THIS POLICY WAS DEVELOPED AFTER CONSULTATION WITH

City Community and Culture, Corporate Services (Governance, Legal and Procurement), Infrastructure and Environment.

REFERENCES

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 and Ethical Governance, Conflicts of Interest Policy

Services: Community Builders Program Guideline (2012)