

# Sponsorship and Contributions Program Guidelines



*September 2020*

The Northern Grampians Shire Council's Sponsorship and Contributions program provides communities with the opportunity to work collaboratively with the Council to make their locality a better place to live. The Council provides sponsorships and contributions to address local needs and provide opportunities to support the community and enhance lifestyles of Northern Grampians Shire residents.

## **Aims of Northern Grampians Shire Council grants**

In providing funding, Council aims to

- Strengthen Northern Grampians Shire communities through supporting a diverse range of activities, services and programs that are responsive to community needs
- Create a thriving and active community that is safe, healthy, inclusive and enhances civic participation
- Build the capacity of local groups, clubs, associations and businesses to strengthen partnerships within the Northern Grampians Shire to support growth, collaboration and sustainability

## **Objectives of the Sponsorship and Contributions program**

Northern Grampians Shire Council Sponsorship and Contributions program is to support locally-based groups and organisations that:

- support community wellbeing
- encourage community participation
- bring economic benefit to the Northern Grampians Shire

### ***What projects will be funded?***

Council will consider requests for sponsorship towards initiatives and/or activities that:

- demonstrate significant community benefit
- are inclusive and encourage community participation
- are responsive to current community needs
- support community recovery

### ***What projects will not be funded?***

Council will not consider projects that:

- are for wages and staffing costs

- are for the purchase of gift and prizes
- are non-compliant of regulatory requirements
- are for the reimbursement of council fees and charges consultancies
- unconditional gifts, donations, bequests or endowments
- political sponsorships, donations or merchandising
- events or programs that denigrate, exclude or offend minority groups
- events that create environmental concerns
- programs that may present a hazard to the community

### Who can apply for funding

Sponsorship is a commercial arrangement in which Council provides a contribution of financial or in-kind support for an activity, group or organisation.

#### Eligibility criteria

Applications will be considered on a case by case basis.

All Sponsorship and Contributions applicants will:

- be a community group or organisation with an Australian Business Number
- submit an online application form
- request sponsorship or a contribution which aligns to objectives of the funding program
- have the ability to undertake their project/activity and acquit expended funds by the end of the financial year, unless provided with a written extension
- work collaboratively with council
- not already receive substantial support from council
- not be in breach of any statutory requirements

#### Ineligible applicants

Applications will be ineligible if:

- they are based outside of the Northern Grampians Shire
- the funding is the responsibility of other Government departments i.e. Department of Land, Water and Planning, Department of Health and Human Services, Department of Education.
- duplicant other locally available services, resources or programs
- the funding is requested retrospectively
- there is outstanding debt with the council. Councils' financial hardship policy can be discussed in context with your application.

### Funding and Timelines

- Applicants can request a sponsorship or contribution of up to \$3,000 per annum with a maximum of a three-year term
- Council's Sponsorship and Contributions program is open throughout the year, until all funds have been expended
- Application assessment panels are scheduled monthly and applicants will be notified within two weeks of the panel assessment of the outcome of the application

- This is a non-competitive funding program; successful applications may not receive the full amount requested in their application and must satisfy the funding program criteria.

## Funding conditions

If your application is successful in obtaining Council Sponsorship and Contributions funding you will be required to enter into a written agreement with Council, stating your organisation will adhere to the following conditions:

- Sponsorship is allocated specifically for the use articulated in the funding agreement and cannot be used for any other purpose without prior formal written agreement from Council
- Only one application per organisation is permitted per financial year
- Grant funds allocated to the organisation are GST exclusive
- Funds are required to be expended within the timeframe of the agreement. For year on year recipients an annual financial acquittal is required. Funds not expended within the timeframe of the agreement are to be returned to the Northern Grampians Shire Council unless a written extension is obtained from Council.
- Any change to the original submission must be approved by Northern Grampians Shire Council in writing.
- Any works to be undertaken must obtain relevant permits and approvals prior to commencement
- Organisations are required to sign a funding agreement with Council and partake in media and communications opportunities that promote the council's community grants program, as requested.
- Any programs or activities undertaken with grants or funding under this program must acknowledge the support and sponsorship of the Northern Grampians Shire Council
- Successful applicants will be provided with the Northern Grampians Shire Council corporate logo, use of the logo must be approved by the Northern Grampians Shire Council media and communications department
- Organisations are required to meet relevant government legislation requirements (eg Occupational Health & Safety Issues, Risk Management Equal Opportunity, Workcover, Privacy)
- Organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance - where required.
- Grant acquittals are submitted via the Council's website; Council officers are available to assist applicants with the final acquittal
- Applicants will be ineligible for further grants if the acquittal process is incomplete.

## Assessment Criteria

Applications will be assessed according to the following criteria:

- The request effectively meets identified local need and meets the objectives of the Sponsorship and Contributions program
- The request has clear and achievable objectives and outcomes
- The request has been accurately costed
- The applicant has the capacity to implement and report on the project

## Application and Assessment Process

The Sponsorship and Contributions program will be communicated and promoted to the public via Council's website, social media and corporate communication channels.

### Application

- Applicants must contact the Community Development team to discuss their project and grant availability prior to submitting an application.
- Applicants develop their project plan - a project template is provided for applicants
- Submit grant application online via [www.ngshire.vic.gov.au](http://www.ngshire.vic.gov.au)  
\*council officers are available to assist
- Applicant is notified of the application received by Council

### Assessment

All applications are assessed against the program criteria and eligibility:

- Applications are reviewed by a cross-departmental panel of three Council officers
- A community development officer provides administrative and record-keeping support in the assessment process - they are not a member of the assessment panel.
- Applicants will be notified in writing within 2 weeks of Council approval if their application has been successful.

## Assessment criteria matrix

- All Sponsorship and Contributions applications will be assessed against the Sponsorship and Contributions Assessment Guide. The outcome of the grant application assessment will guide the eligibility of the applicant to receive grant funding.
- The level of funds awarded will be determined by the grant assessment panel with consideration for:
  - The number of applications received
  - Total funding pool available for the financial year
- Applicants may not receive the full amount requested.

## Submitting the application

Applications may be submitted via [www.ngshire.vic.gov.au](http://www.ngshire.vic.gov.au)

Applications can be posted to Northern Grampians Shire Council, PO Box 580 Stawell Vic 3380.

### Review history

Date	Review details	Action
8 April 2019	Reported to Councillor Briefing	
6 May 2019	Reported to Council Meeting	Adopted by Council