



Name	FIN07 Community Grants, Donations and Sponsorships
Policy Type	Council
Responsible Officer	Manager Community Inclusion
Approval Date	29/09/2021
Review Date	28/09/2025

### 1. Purpose

This policy outlines Council's role in supporting the community and outlines the method by which support is provided to individuals or incorporated community groups by way of grants, sponsorship and donations. This policy will provide a framework, which will guide the provision of consistent community grants administration and assessment processes across Council.

### 2. Scope

This policy applies to all applicants of a community grant, sponsorship or donation from Litchfield Council.

### 3. Definitions

For the purposes of this Policy, the following definitions apply:

Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided. Grants will be issued either via the Annual Community Grants or the Community Initiatives programmes.
Donation	Where Council provides a financial payment to fundraising appeals for local, major national or international issues. Donations are made under the Community Initiatives programme, follow the Community Initiatives guidelines and will not require an acquittal.
Sponsorship	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods that contribute to the achievement of Litchfield Council strategic priorities. Annual sponsorships may go over more than one year but will be for a fixed term and will require a council decision to renew. An acquittal in the form of an annual project report is required.

Incorporated Associations	An “incorporated association”: (a) Cannot operate for the profit or gain of its individual members; (b) Contributes to the community in a social, sporting, cultural, environmental or charitable context; and (c) Demonstrates local volunteer involvement
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#### 4. Policy Statement

Council will provide financial support to not for profit organisations and incorporated community groups that undertake activities and services that benefit the community and to individuals in particular circumstances in line with the objectives of this Policy.

##### 4.1 For all grants, sponsorships and donations the following applies:

- 4.1.1 All grants, donations and sponsorships must benefit the Litchfield Council Municipality or its residents, and applications must identify how it relates to the goals and strategies in the Municipal or Strategic Plans;
- 4.1.2 Guidelines and eligibility for all grants, donations and sponsorships are set out in the Litchfield Council Community Grants Scheme Guidelines;
- 4.1.3 Only one application per organisation per financial year will be considered for the annual community grants and the community initiative grants;
- 4.1.4 Only one application per individual every two years will be considered for the youth development grants;
- 4.1.5 Applications by commercial entities will not be considered; and
- 4.1.6 4.1.7 All grant amounts payable under this Policy are exclusive of Goods and Services Tax (GST). Where the Australian Taxation Office regards a grant payment as subject to GST, and the grant is made to an organisation that is registered or required to be registered for GST, 10% GST will be added to the grant payment.

##### 4.2 Annual Community Grants

- 4.2.1 Eligibility will be outlined in the Community Grants Guidelines;
- 4.2.2 Applications must be made using the Annual Community Grants application form;
- 4.2.3 Applications will only be accepted from incorporated not for profit organisations or community groups;
- 4.2.4 Applications must fall under the categories as outlined in the Community Grant Guidelines with the maximum amount that can be applied for also outlined;
- 4.2.5 Applications will be assessed as per the Litchfield Council Community Grant Scheme Guidelines by the Community Grants Committee;

- 4.2.6 Grants will be awarded by Council decision following the recommendations from the Community Grants Committee;
- 4.2.7 Applicants must agree to sign an Acceptance of Funding Form and raise a tax invoice prior to a cheque being issued or funds being transferred into a bank account; and
- 4.2.8 Applicants must complete an Acquittal Report as outlined in the funding agreement and failure to do so may render the applicant ineligible for future funding.

### **4.3 Community Initiative Grants**

- 4.3.1 Eligibility will be outlined in the Community Grants Guidelines;
- 4.3.2 Are open all year round until allocated funds have been exhausted;
- 4.3.3 Applications must be made using the Community Initiative Grants application form;
- 4.3.4 Applications will only be accepted from incorporated not for profit organisations;
- 4.3.5 Funding will not be granted retrospectively;
- 4.3.6 Applications must fall under the categories as outlined in the Community Grant Guidelines;
- 4.3.7 Applications will be approved under delegation by the CEO; and
- 4.3.8 Funding must be acquitted within three months of receiving the funds and failure to do so may render the applicant ineligible for future funding.

### **4.4 Youth Development Grants**

- 4.4.1 Council recognises the significant costs associated with travelling for sport and recreation competitions as well as other development opportunities;
- 4.4.2 Eligibility will be outlined in the Community Grants Guidelines;
- 4.4.3 Applications must be received prior to event commencement date;
- 4.4.4 The Youth Development Grants are open all year round until allocated funds have been exhausted;
- 4.4.5 Applications must be made using the Youth Development Grants application form;
- 4.4.6 Applicants must be over the age of 18. Applicants under the age of 18 must have a parent or guardian apply on their behalf;
- 4.4.7 Applicants must not have any outstanding debt to Council;
- 4.4.8 Applications will be approved under delegation by the CEO; and
- 4.4.9 Funding must be acquitted within three months of receiving the funds and failure to do so may render the applicant ineligible for future funding.

#### **4.5 Donations**

- 4.5.1 Donations can be applied for under the Community Initiative Grants and must meet sections 4.3.1 to 4.3.4;
- 4.5.2 Donations will be approved by Council resolution; and
- 4.5.3 Donations do not require an acquittal.

#### **4.6 Sponsorship**

- 4.6.1 A sponsorship agreement will not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions legally, fully and impartially;
- 4.6.2 Sponsorship requests are determined by Council resolutions;
- 4.6.3 May be recurrent, fixed term or once off;
- 4.6.4 Are identified yearly in the Council budget;
- 4.6.5 A sponsorship agreement outlining the full terms and conditions of the agreement will be recorded in writing and signed by both parties; and
- 4.6.6 Recipients of sponsorship must supply an annual report each year including a full financial report as per the timelines set out in the sponsorship agreement.

#### **4.7 Community Grants Committee**

- 4.7.1 The Annual Community Grants will be assessed by the Community Grants Committee who will make recommendations to Council for endorsement; and
- 4.7.2 The Committee will comprise General Manager Business Excellence or nominated delegate, the General Manager Infrastructure and Operations or nominated delegate and three elected Councillors as nominated by Council. The Mayor will have an ex-officio role on the Committee.

#### **4.8 Commitment to Funding**

- 4.8.1 The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.

### **5. Associated Documents**

Litchfield Council Grants Register

**6. References and Legislation**

Northern Territory Local Government Act

Northern Territory Local Government (General) Regulations

Australian Accounting Standards

Ministerial Guidelines

**7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17/9/2015	Approved by Council resolution
7/3/2017	Updated to reflect current policy format and Litchfield Community Grants Scheme guidelines
18/3/2020	Guidelines updated
09/08/2021	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.
29/09/2021	Policy amended to include an additional Council member (from two to three).