District Council of Elliston
Policy

Finance
E010 Community Grants and Sponsorship

Signature	
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Person responsible for maintaining	Chief Executive Officer

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District Council of Elliston Policy

E010 Community Grants and Sponsorship

1. Introduction

The District Council of Elliston (**Council**) values and recognises the role of community groups and organisations within the Council area and endeavours to financially support a range of projects and activities that are seen to enhance the quality of life, deliver services and provide facilities to the community.

2. Purpose

The purpose of this Policy is to outline the various funding available to relevant community groups and provide its administration with principles and guidance for awarding of community grants and sponsorship to groups and individuals and applies to all areas of Council community fund giving.

This Policy is to be read in conjunction with the Community Grant and Sponsorship Guidelines.

3. Scope

Organisations are eligible to receive only one grant per annum. Applications may be submitted at any time during the financial year, however, projects must be completed and acquitted by 30 June .

Applications will be considered from community groups which reside in the District Council of Elliston or provide a significant benefit to the community and meet the eligibility criteria and requirements of the grant for which they are applying. Eligibility criteria includes but is not limited to these guiding principles:

- Applications will only be considered by groups who are residents of the District Council of Elliston or provide a significant benefit to the community
- Applicants must be (or apply under the auspice of) an incorporated, not for profit community group or voluntary organisation
- Grants are assessed to ensure a diverse range of initiatives that benefit the community
- Where an event is being held in the District, the event must have a clear benefit to the District
- Applicants must be able to demonstrate financial viability and the capacity to manage and acquit the grant funding
- It is a condition of receiving the funding that the successful applicant will assume all responsibilities including public risk and/or any other appropriate insurance cover for the project

4. Definitions

Community Grants – the provision of a one-off financial or non-financial allocation made to encourage the development of services, programs, facilities which meet demonstrated community needs and which otherwise could not be developed or recognised.

Sponsorship – the provision of financial support to community organisations and groups for staging events and activities for the benefit of the local community.

5. Application Process

Information, application requirements and guidelines to assist with the application process are available on Council's website www.elliston.sa.gov.au

Completed applications should be forwarded via email to dce@elliston.sa.gov.au, via post to PO Box 46 ELLISTON SA 5670 or in person to the Council office.

6. Assessment and Approvals

Applications will be submitted to Council for consideration by the Elected Members. All applicants will be notified in writing of the Council decision.

To ensure an accountable and transparent assessment process is maintained, Elected Members, Council Officers and community representatives on Council Committees assessing grant applications are required to declare any material conflict of interest.

This may include, but is not limited, to personal connections with any applicant. Any person having a material conflict of interest may not be permitted to debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

7. Acquittal

All successful applicants will be required to complete an acquittal form. This process involves:

- details of income and expenditure of the funded project
- return of unexpended funds to Council
- details of community outcomes and participation.

In addition:

- Grant monies are only to be used for the purpose outlined in the application
- Any material, including marketing and promotion, relating to the project should acknowledge the District Council of Elliston
- Grant monies must be expended by 30 June in the financial year the grant is awarded
- written approval is obtained from Council for any significant variation to agreed funding

The Acquittal Form, receipts and other supporting documentation must be provided to Council within three months of the project conclusion, or 30 June, whichever is earliest.

8. Sponsorship

Providing budget is available, the Chief Executive Officer (**CEO**) will have authority to award sponsorships under the Policy to a maximum of $1,000. This may be through monetary or in-kind support, at the discretion of the CEO.

All sponsorship above $1,000 will require Council approval.

All such events/activities must support a worthwhile cause or activity within the community, be open to members of the public and complement Council's strategic plan, objectives and policies.

All sponsorship applications should be in writing and directed to the CEO. Funding will be granted only to suitable activities and acceptable recipients as outlined in this Policy and subject to the availability of funds.

9. Exceptions

Council reserves the right to sponsor, or in other ways financially support groups or projects that benefit the community and reflect strategic objectives as part of normal budget setting processes.

10. Risk Management

This Policy facilitates the fair and equitable distribution to groups / individuals of community grants as well as a consistent acquittal process to ensure funds are used for the purpose they are granted.

11. Associated Documents

- Local Government Act 1999
- Community Grant and Sponsorship Guidelines
- Community Grant and Sponsorship Application Form

DOCUMENT HISTORY				
Version	**Changes since last version**	**Approved by**	**Record No**	**Issue Date**
1	Original	Council		July 2013
2	Reviewed	Council		December 2014
3	Reviewed	Council	9.63.1/2	June 2020
4	Updated with new format Sponsorship added Additional information included Application Form and Guidelines removed from Policy	Council	9.63.1/2	December 2023