

# Wagga Wagga City Council

## GRANTS AND PARTNERSHIP/SPONSORSHIP PROVIDED TO COUNCIL POLICY

<b>REFERENCE NUMBER</b>	POL 022		
<b>ORIGINAL APPROVAL DATE</b>	August 2004		
<b>RESPONSIBLE MANAGER</b>	Manager Finance		
<b>RESPONSIBLE DIRECTORATE</b>	Financial		
<p>This document is to be reviewed: every two years or in the first twelve months of the new term of Council whichever is the earliest.</p> <p>Next Review Date: June 2018</p>			
<b>Revision number</b>	<b>Issue Date</b>	<b>Council Resolution</b>	<b>Council Meeting Date</b>
1	23/8/2004	Res. No. 04/243	23 August 2004
2	25/9/2006	Res. No. 06/293	25 September 2006
3	27/7/2009	Res. No. 09/077	27 July 2009
4	August 2013	Res. No. 13/224.1	26 August 2013
5	16 June 2016	General Manager approval	August 2016
6	August 2017	Res No: 17/279	28 August 2017

## **PART 1: INTRODUCTION**

Grant and sponsorship programs are becoming increasingly competitive with a particular focus on merit based applications, as well as having stringent reporting requirements. This Policy and related documents will enable Council to take a proactive approach towards the financial and information management relating to grant and sponsorship funds.

### **1.1 Policy Objectives**

This policy is to help Council to:

- Evaluate and manage offers of assistance to Council
- Identify and maximise opportunities for additional revenue to align with Councils strategic goals
- Adopt a best practice approach in the administration of grant and sponsorship funds
- Effectively manage the information relating to new and existing grant and sponsorship programs to comply with auditing requirements
- Establish a framework for the preparation and coordination of grant and sponsorship applications

### **1.2 Scope of Policy**

This policy applies to the sponsorship, grants and funding of events, facilities, activities or the functions of Council.

### **1.3 Definitions**

#### **For the purpose of this policy**

##### **Sponsorship**

Is the provision of a monetary, material or other benefit to Council, generally without direct material benefit to the sponsor.

##### **Partnership**

Is the provision of a monetary, material or other benefit to Council, generally with a direct material benefit to the partner.

## Grants

Are the funds, generally from government sources, available to Council on complying application, for specified uses to achieve agreed aims. Rigorous accounting for spending is generally required.

## Auspice

Council accepts and manages grant money, on behalf of a community group, subject to them meeting probity criteria and other regulations.

## 1.4 Related Documents

- POL 023 Commercial Advertising on Council Assets Policy
- Community Strategic Plan: Ruby & Oliver Integrated Planning & Reporting documents:
  - Current Delivery Program and Operational Plan
  - Long Term Financial Plan
  - Asset Management Plan
  - Workforce Plan
- Council's Grant Writing Guide
- Council's Grant Administration Procedures
- Fit for the Future – Council's Improvement Proposal
- Partnership Agreement
- Major Events Sponsorship

## **POLICY CONTENT**

### **1.5 General Provisions**

#### **1.5.1 Sponsorship**

- 1) Council will actively seek additional resources through sponsorship for functions or activities of Council, to provide services or facilities to the community.
- 2) By accepting any sponsorship, Council is not endorsing the sponsor, or the products, services, or activities of the sponsor or of any of its associates.
- 3) Council reserves the right to refuse any offer of sponsorship where it is not considered to be in the best interests of Council or the community.
- 4) No present or future advantage or benefit from Council other than within the written agreement is offered or implied or may be imputed by a sponsor of Council.
- 5) Council will assess and deal with offers of sponsorship in accordance with this policy and associated management procedures and criteria.
- 6) Where there are cost implications for Council outside the approved budget, proposed submissions must be reported to Council for endorsement and consideration of budget variations.

#### **1.5.2 Grants**

- 1) Council will actively seek additional resources through grants or funding to provide services or facilities to the community in keeping with Council's strategic goals, community needs and other Council activities.
- 2) Council will prepare grant applications and assess grants offered in accordance with this policy and associated management procedures and criteria. Particular attention will be paid to the requirements from Council, such as to match funding or to maintain assets or services.
- 3) The program or project for which grant assistance is sought must be aligned to Council's current Strategic Plan.

#### **1.5.3 Auspice**

- 1) Council will consider to auspice on behalf of community groups for projects that will provide services or facilities to the community in keeping with council's strategic goals, community needs and other community activities.
- 2) Council will assess the need for auspicings on behalf of a community group in accordance with this policy, associated management procedures and probity criteria.

- 3) To cover administration, management and accounting costs incurred when accepting a grant on behalf of a community group, council may charge a fee in accordance with the fees and charges schedule of that financial year.
- 4) Any interest incurred on the balance of grant funds will be retained by council unless the grant conditions prescribe otherwise.

#### **1.5.4 Formal Agreement**

Council will formalise arrangements for the period of the sponsorship, grant or auspice through a written agreement executed by the General Manager.