



Grants and Sponsorship Policy

Council Policy

Renmark Paringa Council

Responsible Officer	Director of Corporate & Community Services
Relevant Legislation	
Adopted	25 July 2006
Reviewed	March 2023
Next Review	March 2027

Table of Contents

Objectives	2
Policy statements.....	2
1. Community Grants Program.....	3
2. Youth Sponsorship.....	6
3. Community Support Funding.....	8
4. Event Sponsorship.....	11
Definitions.....	14



Objectives

To provide financial and in-kind assistance to local community based organisations, groups, individuals, or local events to:

- Promote strong community networks and mutual support; and contribute to the development and strengthening of local communities;
- Respond to emerging and specific needs of disadvantaged groups;
- Actively promote access and inclusion for people living with a disability;
- Promote community capacity and leadership;
- Provide support to community groups who experience restricted access to resources;
- Encourage community led development of services, facilities and events, which meet and enhance community needs and strategic objectives of Renmark Paringa Council;
- Promote active participation of local residents in community initiatives
- Provide opportunities to develop skills and expand on knowledge
- Facilitate positive social, economical and environmental outcomes for our community;
- To provide youth with financial sponsorship to enable participation in State, National and International competitions, events or programs;
- Facilitate sustainable community events that promote visitation and economic outcomes.

Policy

The intent of this Policy is to create positive partnerships between Council and the Community. Council will make provisions annually in its budget for **Community Grants, Youth Sponsorship, Community Support Funding and Event Sponsorship**.

Administration will carry out assessments for all applications received and provide recommendations to Council's Grants and Sponsorship Committee for consideration and endorsement.

This policy recognises that both cash and in-kind support provided by Council has a financial impact on Council's budget.



1. Community Grants Program

Renmark Paringa Council recognises and supports the major contribution that not-for-profit organisations provide to their local and wider communities. Council provides the Community Grants Program to support community projects that aim to improve the quality of life of Renmark Paringa residents.

1.1 Things to consider prior to making an application

Applicants are required to seek the advice and assistance of Council staff if any of the following applies prior to an application being made:

- Any building or septic tank works, including alterations, additions or signage that may require development or planning approval.
- The project is within a Council owned facility or on Council owned land.
- If a lease or licence is held with Council.

1.2 Application process

1.2.1 Council will call for applications annually.

1.2.2 All applications are required to be completed on the relevant application form with supporting documentation.

1.2.3 If there is funding remaining, grant applications will continue to be assessed and allocated until the budget is expended (in the instance where 50% or more of the grants budget is remaining, a subsequent round may be considered and opened).

1.2.4 Grants of up to \$4,000 will be made available for eligible community groups. Any project to receive funding will require the successful applicant to show a commitment by providing a contribution of 50% towards the cost of the project. This may be made up of cash and in-kind or cash only.

1.2.5 No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

1.3 Eligibility Criteria

Community organisations will be eligible to apply for funding if they can demonstrate that they meet the following criteria in their application and supporting documentation:

1.3.1 Must be an incorporated body or auspiced by an incorporated body. If auspiced by an incorporated body, the auspice body will be required to complete the relevant form agreeing (if the applicant is successful in obtaining funding) to receive the funding, expend the funds as per the funding agreement and ensure the project achieves the stated outcomes;

1.3.2 Be a not-for-profit organisation;

1.3.3 Be an organisation based within the Renmark Paringa area OR seeking funding for a project whose major emphasis is within the Renmark Paringa area;

1.3.4 An organisation whose project does not rely on recurrent funding from the Council for its continuance;



- 1.3.5 An organisation that is able to demonstrate they can meet the financial and project management requirements of the project;
- 1.3.6 Evidence that the project has been considered by the organisations Committee for example a copy of the minutes that include a motion that the Committee has agreed to submit a grant application to Council;
- 1.3.7 Consideration will be given, in limited circumstances, to extend the period of grant funding to two years. Administration will be required to provide a recommendation report to the Grants and Sponsorship Committee seeking approval for any extension. The recommendation will be based upon demonstrated community, social and/ or economic benefits of the project. In these instances, an acquittal must be lodged annually;
- 1.3.8 Applications may only be made for one of Council's funding programs (Community Grants or Community Support Funding or Event Sponsorship) per financial year.

1.4 What will not be funded

- 1.4.1 Ongoing staff salaries;
- 1.4.2 Projects which are the funding responsibility of other levels of government;
- 1.4.3 Individual financial assistance;
- 1.4.4 Core school curriculum activities/infrastructure (something that occurs within school hours and the primary beneficiary are the school students of the applicant);
- 1.4.5 A community group and/or project that has received funding in the last round. Should the full budget not be allocated, Council reserves the right to accept applications from previously funded groups and organisations. Potential applicants should seek clarification prior to applying by contacting Community Development staff;
- 1.4.6 Operational expenses such as electricity, phone, internet, printing, photocopying;
- 1.4.7 Requests for funding where a project has already commenced beyond planning and development of the concept;
- 1.4.8 Applications and supporting documentation received after the specified closing date.

1.5 Assessment Criteria

Applications should address and meet the objectives of the Grants and Sponsorship Policy which will form the basis for the assessment criteria:

- 1.5.1 **WHAT** is your project? Describe the project, what are you going to do, when will the project happen, what benefit to the community will this project provide?
- 1.5.2 **WHY** do you want to do this project? Explain the need for the project, describe the opportunity, how the project will respond to community needs and why you believe the community needs it?
- 1.5.3 **WHO** will be involved? Who will manage the project, who will be involved, are there any partners, will there be voluntary and in-kind contributions?



- 1.5.4 **HOW** will the project be delivered and how will it be paid for?
- 1.5.5 **DEFINE** how you will know if your project was successful? What do you propose the outcomes/outputs to be and how will you evaluate this?

1.6 Decision making process

- 1.6.1 Administration will provide an assessment and recommendations to the Grants and Sponsorship Committee regarding applications utilising an assessment tool.
- 1.6.2 The Grants and Sponsorship Committee has delegated authority to make final decisions regarding funding of applications within the parameters of this policy.
- 1.6.3 Following the final decision regarding funding of applications by the Grants and Sponsorship Committee, applicants (and if applicable, auspicing bodies) will be advised in writing of the outcome of their application (successful or unsuccessful). Successful applicants will be provided with a funding agreement for review prior to payment being made.
- 1.6.4 An information only report will be presented to the next meeting of Council.

1.7 Accountability

Successful applicants or auspicing bodies are required to comply with the following:

- 1.7.1 Enter into a funding agreement that outlines the funding amount approved, conditions of the funding, acquittal requirements and other information relevant to the application. If the applicant is being auspiced then the auspicing body must also review and sign the funding agreement.
- 1.7.2 Funds must be used for the purpose for which they were granted.
- 1.7.3 Any variation in project scope or budget must be requested in writing and approved by the Grants and Sponsorship Committee.
- 1.7.4 Funds must be expended by 31 May in the financial year the grant was approved.
- 1.7.5 All relevant bank details are to be provided as part of the funding agreement process.
- 1.7.6 If an organisation fails to submit an acquittal, they may be requested to return the funds and may be ineligible to apply for future funding.

1.8 Recognition of Renmark Paringa Council

It is expected that successful applicants will formally recognise the financial contribution made by Renmark Paringa Council whenever possible throughout the term of the project and at its completion. Council's logo will be provided to successful applicants, and this can be used in any promotional material such as social media, flyers, brochures, or advertising. Where possible, an invitation may be made to Council to participate in any events that celebrate the project completion.



1.9 Payment of funds

- 1.9.1 Payment of funds will be made to the applicant or auspicings body upon receipt of the signed funding agreement. Payment will be made by Electronic Funds Transfer (EFT) to the nominated bank account listed in the funding agreement.
- 1.9.2 If the project is unable to be completed by 31 May in the financial year the grant was approved, the applicant should seek Council assistance as early as possible to ensure that funds do not need to be returned.
- 1.9.3 To enable payment of funds, all applicants must have an Australian Business Number (ABN). In the event that applicants do not have an ABN they must complete and submit a 'Statement by Supplier' form obtained from the Australian Taxation Office (ATO) website.
- 1.9.4 Applicants do not have to be registered for GST however, where an applicant is registered for GST, the total funds will be grossed by 10% to cover the GST component that the applicant must pay to the ATO on receipt of the funds. Where an applicant is not registered for GST, the funds will remain the same. Notification of the groups GST status must be noted on the relevant application form.

1.10 Acquittal Report

Successful applicants must complete and return an Acquittal Report at completion of the project or before 31 May of the financial year the grant funds were approved in.

2. Youth Sponsorship

Council recognises the positive contribution young people make to the Renmark Paringa Council area and understands the importance in providing opportunities for their personal growth and capacity building. Youth Sponsorship aims to provide financial assistance to support and encourage young people to undertake skill development in competitions, events, or programs in their chosen field within the state, nationally and internationally. An annual allocation of up to 15% of the total Community Grants Program budget will be made available for youth sponsorship.

2.1 Funding available

- An amount of \$150 per person if competitions/events/programs are held within South Australia;
- An amount of \$250 per person if competitions/events/programs are held interstate;
- An amount of \$450 per person if competitions/events/programs are held internationally.

2.2 Eligibility Criteria

To be eligible for funding, applicants are required to be:

- A resident of the Renmark Paringa Council area;



- Participating in competitions, events or programs representing the District, State or the Country within South Australia, Australia or internationally such as (but not limited to):
 - Sport and recreation;
 - The Arts eg visual, creative, performing, music, dance;
 - Debating;
 - Youth Leadership eg Youth Parliament, youth forums;
 - Community, culture and heritage;
 - First Nations;
 - Environmental;
 - Technology and innovation;
 - Events or workshops that develop personal or professional skills and experience;
 - Leadership programs or conferences.
- Aged 24 years or under at the time of the event.
- Eligible applicants can apply and receive a maximum of 6 youth sponsorship approvals per financial year.

2.3 Applications

Applications made for Youth Sponsorship should be submitted on the relevant application form as early as possible and must be received prior to the competition/event/program. Sponsorship will not be provided on a retrospective basis.

2.4 Approval

Approval is subject to annual budgetary limitations.

2.5 Decision Making Process

The Manager Community Development has delegated authority to review and approve applications.

2.6 Notification process

Youth Sponsorship applicants will be notified in writing advising of the successful or unsuccessful application.

2.7 Payment of sponsorship

- 2.7.1 When notification is made of a successful application, applicants will be requested to provide their bank details to Council to enable payment of the funds. Payment will be made by EFT.
- 2.7.2 In the instance that the event the applicant is attending is cancelled, funds are to be returned to Council unless the applicant can demonstrate that a considerable amount of the funds have been expended and are unable to be refunded.



2.8 Recognition of Renmark Paringa Council

Successful applicants (the youth member who received the funding) must provide a brief report of the event they participated in along with supporting photos within one month after attending their event. This report will be included in a Community Development information only report at a future Council meeting.

What to include in the report – some suggestions and ideas:

- What did you learn from the experience?
- Tell us about your favourite part/s of your experience?

3. Community Support Funding

At the commencement of a new Council (every 4 years) applications will be considered and assessed to allocate funds to support local initiatives conducted by not-for-profit organisations in developing community service projects, social welfare and other community purposes.

3.1 Application process

- 3.1.1 Council will call for applications at the beginning of each Local Government Election cycle and will remain in place for the duration of the current Council.
- 3.1.2 All applications are required to be completed on the relevant application form with supporting documentation.
- 3.1.3 Organisations may apply for up to \$5,000 (per financial year).
- 3.1.4 The funding will be allocated on a multi-year basis (consecutive years for the term of the current Council) subject to budget availability. This will be for the financial years of 2023/24, 2024/25, 2025/26 and 2026/27.
- 3.1.5 No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

3.2 Eligibility Criteria

Community organisations will be eligible to apply for funding if they can demonstrate that they meet all the following criteria in their application and supporting documentation:

- 3.2.1 Must be an incorporated body/legal entity;
- 3.2.2 Be a “not-for-profit” organisation;
- 3.2.3 Be an organisation based within the Renmark Paringa area OR seeking funding for services provided that benefit the Renmark Paringa community;
- 3.2.4 An organisation that is able to demonstrate they can meet the financial and project management requirements;
- 3.2.5 Applications may only be made for one of Council's funding programs (Community Grants or Community Support Funding or Event Sponsorship) per financial year;



3.3 What will not be funded

- 3.3.1 Ongoing staff salaries;
- 3.3.2 Programs which are the funding responsibility of other levels of government;
- 3.3.3 Individual financial assistance;
- 3.3.4 Core school curriculum activities/infrastructure (something that occurs within school hours and the primary beneficiary are the school students of the applicant);
- 3.3.5 Events – all applications for funding for events are to be made through Council's Event Sponsorship program (see page 11 of this policy). Small community based events are excluded from this criteria and may speak to staff to clarify the funding program they are eligible to apply through.
- 3.3.6 Applications and supporting documentation received after the deadline.

3.4 Assessment Criteria

Applications should address and meet the objectives of the Grants and Sponsorship Policy which will form the basis for the assessment criteria:

- 3.4.1 **WHAT** are you going to do? What will the funding be used for? What benefit to the community will this service provide?
- 3.4.2 **WHY** do you want to provide this service? What are you aiming to achieve from this service?
- 3.4.3 **WHO** will be involved? Who will manage the service delivery? Are there any partners? Will there be voluntary and in-kind contributions?
- 3.4.4 **HOW** will the service be delivered and how will it be paid for?
- 3.4.5 **DEFINE** how you will know if your service was successful? What do you propose the outcomes/outputs to be and how will you evaluate this?

3.5 Decision making process

- 3.5.1 Administration will provide an assessment and recommendations to Council regarding applications utilising an assessment tool.
- 3.5.2 Council has delegated authority to make final decisions regarding funding of applications within the parameters of this policy.
- 3.5.3 Following the final decision regarding funding of applications by Council, applicants will be advised in writing of the outcome of their application (successful or unsuccessful). Successful applicants will be provided with a funding agreement for review prior to payment being made.

3.6 Accountability

Successful applicants of Community Support Funding are required to comply with the following:

- 3.6.1 Enter into a funding agreement that outlines the funding approved, conditions of the funding, acquittal requirements and other information relevant to the application.
- 3.6.2 Funds must be used for the purpose for which they were granted.
- 3.6.3 Any variation in project scope or budget must be requested in writing and approved by Council.



- 3.6.4 Funds must be expended by 30 June in the financial year the funding was approved.
- 3.6.5 All relevant bank details are to be provided as part of the funding agreement process.
- 3.6.6 If an organisation fails to submit the annual simplified acquittal, they may be required to return the funding and may be ineligible to apply for future funding.

3.7 Recognition of Renmark Paringa Council

It is expected that successful applicants will formally recognise the financial contribution made by Renmark Paringa Council whenever possible throughout the term of the funding and at its completion. Council's logo will be provided to successful applicants, and this can be used in any promotional material such as social media, flyers, brochures, or advertising. Where possible, an invitation may be made to Council to participate in any events that celebrate the service being delivered.

3.8 Payment of funds

- 3.8.1 Payment of funds will be made to the applicant upon receipt of the signed funding agreement. Payment will be made by EFT to the nominated bank account listed in the funding agreement.
- 3.8.2 If the program is unable to be completed by 30 June in the financial year the funding was approved, the applicant should seek Council assistance as early as possible to ensure that funds do not need to be returned.
- 3.8.3 To enable payment of funding, all successful applicants must have an Australian Business Number (ABN). In the event that applicants do not have an ABN they must complete and submit a 'Statement by Supplier' form obtained from the Australian Taxation Office (ATO) website.
- 3.8.4 Applicants do not have to be registered for GST however, where an applicant is registered for GST, the funding will be grossed by 10% to cover the GST component that the applicant must pay to the ATO on receipt of the funding. Where an applicant is not registered for GST, the funding will remain the same. Notification of the applicants GST status must be noted on the relevant funding application form.

3.9 Acquittal Report

Successful applicants must complete and return the annual simplified acquittal before 30 June each financial year.

3.10 School donations

All schools in the Renmark Paringa Council area will receive a donation annually (financial year) to assist with school awards. Application forms, funding agreements and acquittal reports are not required to be completed for school donations. All high schools will receive a donation of \$150 and all primary schools will receive a donation of \$100.

4. Event Sponsorship Program

Renmark Paringa Council is committed to fostering a vibrant event culture and enhancing the districts reputation as a prime location for events that activate, engage and encourage visitation resulting in economic, experiential and social outcomes for the community. The Event Sponsorship Program is to provide financial and in-kind support to eligible organisations and commercial entities to assist in the delivery of financially sustainable events that are in line with Council's Corporate Plan.

The Event Sponsorship Program aims to:

- Encourage a range of events that foster a strong community culture, contribute to the economy and enhance the visitor experience.
- Support quality events that strengthen Renmark Paringa's reputation, improve business opportunities and encourage community participation and interaction.
- Support event organisers to hold welcoming, accessible, compliant and safe events.
- Support event organisers to develop new events or a unique, point of difference for their event that would engage with a broader demographic.
- Support event organisers to implement a continuous improvement strategy for their event, with a view to achieving an independent financially sustainable model.
- Encourage events to consider and reduce their environmental and waste management footprint.

4.1 Application process

- 4.1.1 Council will call for applications annually.
- 4.1.2 All applications are required to be completed on the relevant application form with supporting documentation where required.
- 4.1.3 If there is funding remaining, the sponsorship program will revert to a rolling sponsorship process where funding will continue to be assessed and allocated until the budget is expended.
- 4.1.4 Sponsorship of up to a maximum of \$5,000 will be made available for eligible organisations and commercial entities. This may be made up of a combined cash and in-kind contribution or cash only or in-kind only (services provided by Council eg road closures, delivery of additional bins, marking of irrigation, access to power etc) to the approved value.
- 4.1.5 Requests for Event Sponsorship must be submitted annually.
- 4.1.6 No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.
- 4.1.7 Requests for financial and/or in-kind support by state, national or international bodies for major locally hosted events will be considered on a case-by-case basis. Contact in the first instance must be made with the Events Team at the Renmark Visitor Information Centre.

4.2 Eligibility criteria

Organisations/Entities will be eligible to apply for Event Sponsorship if they can demonstrate that they meet the following criteria in their application and supporting documentation:



- 4.2.1 Must be an incorporated body or commercial entity with an Australian Business Number (ABN) to receive funding.
- 4.2.2 Be an organisation/entity based within the Renmark Paringa district OR seeking funding for an event whose major emphasis is within the Renmark Paringa area.
- 4.2.3 An organisation/entity that is able to demonstrate they can meet the financial commitment, event process and risk management requirements of the event.
- 4.2.4 Be seeking to reduce dependence on Council funding with a view to developing a financially sustainable event
- 4.2.5 Applications may only be made for one of Council's funding programs (Community Grants or Community Support Funding or Event Sponsorship) per financial year.
- 4.2.6 Any applications seeking funding for events that are proposed to be held on Council land must have submitted an Event Permit Application to Council's Events Team at the Visitor Information Centre at least 6 weeks prior to the event or for major events a minimum 6 month planning period applies.

4.3 What will not be funded-

Applications ineligible for funding through the Event Sponsorship Program include:

- 4.3.1 Events occurring outside the boundary of the Renmark Paringa Council, unless it can be demonstrated the event will have significant benefit to the Renmark Paringa community.
- 4.3.2 Events that have proven safety and/or environmental hazards without genuine mitigation strategies.
- 4.3.3 Past funding recipients with outstanding debts to the Renmark Paringa Council and/or incomplete reporting on previous funding.
- 4.3.4 Retrospective requests for funding.
- 4.3.5 Funding requests for capital expenditure items relating to purchase or lease of real estate, renovation, repair, or maintenance of equipment.
- 4.3.6 Funding requests for general fundraising activities.
- 4.3.7 Funding requests from State or Federal Government departments, other Councils, or non-incorporated organisations.
- 4.3.8 Events where there is either an intent at the time of application or during the course of the event, to distribute surplus funds to any third party.

4.4 Assessment criteria

The Event Sponsorship Program is a highly sought after and competitive source of funding. Applications should aim to address and meet the objectives of the Event Sponsorship Program, which will form the basis for the assessment criteria, including Economic Benefit, Community Engagement & Appeal, Event Delivery, Growth & Development, Financial Sustainability & Environmental Practices.



4.5 Decision making process

- 4.5.1 Administration will provide an assessment and recommendations to the Grants and Sponsorship Committee regarding applications utilising an assessment tool.
- 4.5.2 The Grants and Sponsorship Committee has delegated authority to make final decisions regarding funding of applications within the parameters of this policy.
- 4.5.3 Following the final decision regarding funding of applications by the Grants and Sponsorship Committee, applicants will be advised in writing of the outcome of their application (successful or unsuccessful). Successful applicants will be provided with a funding agreement for review prior to payment being made.
- 4.5.4 An information only report will be presented to the next meeting of Council.

4.6 Accountability

Successful applicants of the Event Sponsorship Program are required to comply with the following:

- 4.6.1 Enter into a funding agreement that outlines the funding approved, conditions of the funding, acquittal requirements and other information relevant to the application.
- 4.6.2 Funds must be used for the purpose for which they were granted.
- 4.6.3 Any variation in event scope or budget must be requested in writing and approved by the Grants and Sponsorship Committee as soon as known.
- 4.6.4 Funds must be expended by 31 May in the financial year the funding was approved.
- 4.6.5 All relevant bank details are to be provided as part of the funding agreement process.
- 4.6.6 If an organisation/entity fails to submit an acquittal, they may be required to return the funding and may be ineligible to apply for future funding.

4.7 Recognition of Renmark Paringa Council

It is expected that successful applicants will formally recognise the financial contribution and assistance made by Renmark Paringa Council whenever possible throughout the term of the event and at its conclusion. Council's logo together with the Renmark tourism brand logo will be provided to successful applicants, and these should be used in any promotional materials such as social media, flyers, posters, brochures, or advertising. Where possible, an invitation may be made for a Council representative, preferably the Mayor, to attend the event.

4.8 Payment of funds

- 4.8.1 Payment of any cash portion of funding will be made to the applicant upon receipt of the signed funding agreement **and** the Event Permit Application with supporting documents relating to the event by Council's Events Team at the Visitor Information Centre for events held on land under the care and control of Council. Applications must be received at



least 6 weeks prior to the event or for major events, a minimum 6 month planning period applies.

- 4.8.2 Any in-kind portion of funding will be offset against services supplied by Council for the event and outlined on the Event Permit Approval.
- 4.8.3 Cash payments will be made by Electronic Funds Transfer (successful applicants will be required to submit bank details with their funding agreement).
- 4.8.4 If the project is unable to be completed by 31 May in the financial year the sponsorship was approved, organisations should seek Council assistance as early as possible to ensure that funds do not need to be returned.
- 4.8.5 To enable payment of Event Sponsorship, all successful applicants must have an Australian Business Number (ABN). In the event that applicants do not have an ABN they must complete and submit a 'Statement by Supplier' form obtained from the Australian Taxation Office (ATO) website.
- 4.8.6 Applicants do not have to be registered for GST, however, where an applicant is registered for GST, the funding will be grossed by 10% to cover the GST component that the applicant must pay to the ATO on receipt of the funding. Where an applicant is not registered for GST, the funding will remain the same. Notification of the applicants GST status must be noted on the relevant funding application form.

4.9 Event Cancellation

In the instance the sponsored event is cancelled, Council is to be notified in writing within 48 hours, with funds to be returned to Council unless the applicant can demonstrate that the portion of the expended funding has been committed and is unable to be refunded.

4.10 Acquittal

- 4.10.1 Successful applicants must complete an Event Acquittal within 12 weeks of the conclusion of their event.
- 4.10.2 All acquittals are to be completed in full on the supplied form with supporting documentation or copies of invoices supplied if requested.
- 4.10.3 Where there is evidence of a significant surplus profit from the event that exceeds the sponsorship funding provided by Council, this may be taken into consideration when evaluating future sponsorship requests.

5. Definitions

5.1. In-Kind Contribution

- Work that is carried out by a volunteer of the club or organisation for no Fee.
- A donation or reduction of fee by a business or qualified tradesperson for either purchase of goods or services – to assist the club/organisation in reducing the project cost.