



Name	FIN07 Grants, Donations, and Sponsorships
Policy Type	Council
Responsible Officer	Director of Community and Corporate Services
Approval Date	15/03/2017
Review Date	18/03/2020
Document ID	

1. Policy Purpose

The Litchfield Council actively supports initiatives which benefit the community. This Policy provides governance and outlines the method by which support is provided by way of grants, donations, scholarships and sponsorships.

2. Policy Scope

This policy applies to all applicants of a community grant, sponsorship or donation

3. Policy Definitions

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

Term	Definition
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.

4. Policy Statement

4.1. Criteria for All Categories of Financial or In-Kind Support from Council

- 4.1.1. All grants, scholarships, donations and sponsorships must benefit the Litchfield Council Municipality, and must identify how it relates to the goals and strategies in the Municipal plan.

- 4.1.2. Guidelines for Annual Community Grants and Community Initiatives Grants are set out in the Litchfield Council Community Grants Scheme Guidelines.
 - 4.1.3. Application by individuals will only be considered under the *Community Initiatives* programme who can demonstrate the need for assistance to attend events or conduct activities which promote the Litchfield Council area and its residents in a positive light.
 - 4.1.4. Application by commercial entities will not be considered.
 - 4.1.5. One successful application per financial year from a community or not-for-profit organisation will be allowed.
- 4.2. Community Initiatives Programme
- 4.2.1. The total pool of funding will be set each year in the Council budget with individual grants/donations/sponsorships up to a value of \$500
 - 4.2.2. Applications will be assessed under delegation by the CEO.
 - 4.2.3. Requests from religious organisation or schools are specifically excluded unless there is a clear community benefit to Litchfield Municipality.
 - 4.2.4. Request are to be made in writing, using the Community Initiatives Grants, Donations or Sponsorship application form, and must fulfil all criteria in 4.1.
 - 4.2.5. Those requests not fulfilling criteria, but with merit, will be referred to the Community Grants Committee.
 - 4.2.6. A report detailing decisions made regarding requests will be tabled in full Council each month, unless no requests were received.
 - 4.2.7. Where the request is for sponsorship, the organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer
- 4.3. Annual Community Grants
- 4.3.1. The total pool of funding will be set each year in the Council budget with individual grants/donations/sponsorships up to a value of \$5000
 - 4.3.2. Requests are to be made in writing, using the Annual Community Grants application form, and must fulfil all criteria in 4.1.
 - 4.3.3. Applications will be assessed per the Litchfield Council Community Grants Scheme Guidelines by the Community Grants Committee
 - 4.3.4. A report detailing decisions made regarding the determination of the Community Grants Committee will be tabled in Council.
 - 4.3.5. Where the request is for sponsorship, the organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer
- 4.4. Council Partnership and Support Grants
- 4.4.1. Council may award individual grants independent to the Annual Community Grants and the Community Initiatives Grants Programmes to extend Council's reach and assist in Council achieving its strategic objectives
 - 4.4.2. Council Partnership and Support Grants,
 - 4.4.2.1. are determined by Council resolution
 - 4.4.2.2. may be recurrent, fixed term or once off, and
 - 4.4.2.3. are identified yearly in the Council budget available in Council's annual Municipal plan
 - 4.4.3. Proponents of a Council Partnership and Support Grants must supply a report to council regarding the activities conducted as consequence of the grant.

4.5. Community Grants Committee

- 4.5.1. Council will establish the Community Grants Committee to assess applications for Annual Community Grants and make recommendations to Council for successful applicants.
- 4.5.2. The Committee will comprise of two elected Councillors and the Director of Community and Corporate Services.

4.6. Grants Register

- 4.6.1. Council will maintain a register of all grants devolved to the community
- 4.6.2. The grant register will note the,

- year of the grant
- type of grant (Annual, Community Initiatives or Council Partnership and Support Grants)
- term of the grant (for Council Partnership and Support Grants)
- grant proponent
- grant purpose
- grant acquittal date if applicable
- Council decision (for Council Partnership and Support Grants)
- Council meeting date (for Council Partnership and Support Grants)
- Other comments (variation requests)

4.7. Where criteria are not met

- 4.7.1. Where a request for grant, scholarship, donation or sponsorship is made which does not comply with the criteria outlined above, and is deemed to have merit by the Chief Executive Officer, the request will be forwarded for consideration by Council.

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 Policies
Litchfield Council Grants register

References and Related Legislation

Northern Territory Local Government Act
Northern Territory Local Government (Administration) Regulations
Northern Territory Local Government (accounting) Regulations
Australian Accounting Standards
Ministerial Guidelines

6. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
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