



Council Policy Manual

Sponsorship and Grants

Policy Objective

To provide a consistent, equitable, transparent and efficient framework for the administration of grants and sponsorship at the City of Perth. The Policy aims to clearly identify the eligibility and accountability requirements of organisations that apply for, and receive, funding.

Policy Scope

This policy is applicable to all applicants and recipients of grants and sponsorship funding at the City of Perth.

City of Perth Parking Commercial Partnerships are not considered sponsorships and are not considered under this Policy.

Policy Statement

Through the provision of grants and sponsorships, the City of Perth aims to support a range of projects and initiatives that meet the diverse needs of the City's community and support the delivery of the goals outlined in the City's Strategic Community Plan.

1. DEFINITIONS

1.1 Sponsorship

Sponsorship is a commercial, negotiated arrangement in which the City provides cash and/or in kind contributions to an entity in return for commercial leverage, promotion, activation or exposure to achieve defined outcomes from the City's Strategic Community Plan. Sponsorship is not philanthropic in nature and the Council expects to receive a reciprocal benefit beyond a modest acknowledgement. The sponsorship will provide tangible and mutual compensation for all parties in the arrangement.

1.2 Grants

Grants are cash and/or in-kind contributions provided to a recipient for a specific, eligible purpose. This is as part of an approved grant program which ties into the City's Community Strategic Plan, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of a commercial return to the City. Grants are subject to conditions including reporting, accountability and a requirement for the funds to be expended for the direct purpose for which they were granted.

2. PROGRAMS

The sponsorship and grants portfolios will consist of a number of programs, as determined by the City of Perth and subject to regular review and budgetary considerations.

Each program has its own guideline document that specifies the following information:

- 2.1 funding categories;
- 2.2 application timeframe and process;

- 2.3 maximum and minimum funding limits;
- 2.4 maximum contribution of cash or in-kind support to be provided by the City;
- 2.5 eligibility criteria;
- 2.6 assessment criteria;
- 2.7 assessment process;
- 2.8 items that are not eligible for funding;
- 2.9 provision for in-kind sponsorship;
- 2.10 duration of agreements, including the maximum agreement duration.

These guideline documents will be made publicly available via the City of Perth website and available in alternative formats on request.

3. APPLICANT ELIGIBILITY

To be eligible to receive sponsorship or grants funding from the City, the applicant must:

- 3.1 be a legally constituted entity;
- 3.2 be an individual with an Australian Business Number (ABN) (with the exception of an applicant for Heritage Grants); or an applicant that is under the auspice of an Australian legal entity;
- 3.3 have submitted the application not less than four weeks from the project commencement date;
- 3.4 have all appropriate insurances and licenses;
- 3.5 offer a project or initiative within the City of Perth local government area; or if not within the City of Perth local government area, the project or initiative demonstrates a direct impact on the City of Perth meeting its goals under the Strategic Community Plan; and
- 3.6 An organisation must demonstrate financial viability without the City's funding (an individual event or project may not be viable without the City's support, however the organisation must be).

The City will not consider applications from:

- 3.7 the Commonwealth, State or any Government Agency;
- 3.8 an employee of the City of Perth;
- 3.9 an individual without an Australian Business Number (except for an applicant for a Heritage Grant);
- 3.10 an applicant that has outstanding debts to the City of Perth;
- 3.11 an applicant that has failed to provide satisfactory acquittal reporting for any previous City of Perth funding;
- 3.12 an applicant that has already received City of Perth funding (including in-kind) for the same project within the same financial year; and
- 3.13 an applicant that has already applied for City of Perth funding (including in-kind) for the same project within the same financial year and been refused.

4. PROJECT ELIGIBILITY

The City of Perth will support project funding only and will not support recurrent funding or wages and salaries or administrative overheads.

5. APPLICATION

Requests for sponsorship or grants funding must be submitted on an approved application form within the City's online management portal SmartyGrants.

6. ASSESSMENT

All applications will be assessed against criteria identified in the program guidelines.

7. CONTRACT

All successful applicants will be required to enter into a standard, written funding contract with the City of Perth which includes terms and conditions pertaining to the approved funding.

8. ACQUITTAL OF FUNDING

All sponsorships and grants must be acquitted within four months of the completion of the project or prior to subsequent application of further funding, whichever comes first, via the City's online management portal.-

9. DISABILITY ACCESS AND INCLUSION

The City of Perth is committed to providing equitable and dignified access in relation to buildings, services and facilities for people with disabilities. The City of Perth Disability Access and Inclusion Plan (DAIP) complies with legislative requirements. It is mandatory for all sponsored projects to comply with access and inclusion requirements in accordance with the City's DAIP plan which available on the City of Perth website.

10. LOBBYING OF ELECTED MEMBERS

Applicants may not lobby, or seek to influence the decision-making of Elected Members, in relation to their submitted funding applications.

If, during the period between submitting a funding application and a determination by Council, an applicant seeks to lobby any Elected Member of the City of Perth, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application to an Elected Member, the person/organisation may be disqualified and the sponsorship or grant excluded from being considered for approval.