



TWEED
SHIRE COUNCIL

Policy

Community Sponsorship

Version 1.0

Adopted by Council at its meeting on xxx

Minute No: xxx

Division:	Community and Natural Resources
Section:	Community and Cultural Services
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Community Sponsorship

Policy Objective

The purpose of this policy is to establish Tweed Shire Council's position in relation to the provision of financial assistance by way of a sponsorship agreement to local community groups and organisations that deliver enhancements to the identity and character, environment, health, well-being and connectedness of Tweed Shire Council residents.

Definitions

Financial Assistance: is a payment made to a group or organisation towards an activity, program or project where a reciprocal benefit is not received by Council.

Not For Profit: is a non-government group or organisation that is not operating for the profit or gain of its individual members, whether these gains would be direct or indirect.

Policy Background

Council provides a range of support and resources both financial and in-kind, to a number of community organisations who deliver a variety of services and projects to residents of Tweed Shire.

Whilst this support and resources have traditionally been provided via both formal and informal mechanisms, there has been an annual grants program that was conducted under the former policy: Donations (Financial Assistance).

Policy Exemptions

This version of the policy does not override or supersede other policies or funding agreements being both financial and in-kind currently provided by Council. *(These other funding outlets and agreements will be considered in future funding / sponsorship reviews)*. Existing programs that are currently exempt from this policy are:

- Festivals and Events Policy Funding.
- Festivals and Events - in-kind support.
- Donations and Subsidies (Rates and Charges).
- Natural Resources Management - Biodiversity, River Health, Native Animal Welfare Groups.
- Financial Assistance to Licensed Not for Profit Native Animal Welfare Groups.
- Local Heritage Assistance Fund and Programs.
- General in-kind support to community groups (as reported in quarterly budget and Annual Report by Finance).

- Annual support through Council's General Fund Budget to a range of Community and Emergency Service organisations.
- Sports field assets fund grants.

Policy

The Community Sponsorship Policy continues to offer assistance to local community organisations ensuring priority is given to the objectives identified by the community through the development of the Community Strategic Plan (2013-2023).

The most relevant objectives within the Community Strategic Plan 2013-2023, in relation to the Community Sponsorship Program are:

- "2.1.1 *Work closely with government and community organisations to improve services to children and families, youth, elderly, Indigenous people, disadvantaged and minority groups and to build stronger and more cohesive communities.*
- 2.1.3 *Provide opportunities for residents to enjoy access to the arts, festivals, sporting activities, recreation, community and cultural facilities.*
- 2.1.6 *Provide social, economic and cultural initiatives which enhance access, equity and community well-being."*

The Guiding Principles of this policy are:

- Transparency
- Access & Equity
- Fairness
- Capacity to deliver
- Partnerships and Collaboration
- Integrity
- Accountability

Funding Guidelines

1. Activities, programs or projects will not be funded retrospectively.
2. Only one application per community group or organisation will be considered per financial year.
3. Projects must be completed within 12 months of funding.
4. A group or organisation shall not be eligible for any more than two donation grants in any consecutive three year period.

Eligibility Criteria

1. Groups or organisations must deliver the project, initiative or service to residents in the Tweed Shire Council Local Government Area.
2. Applicants must be not for profit meaning they are a non-government, not for profit, community based group or organisation that is not operating for the profit or gain of its individual members whether these gains would be direct or indirect.
3. No financial assistance will be given to privately owned businesses/companies.
4. Organisations must be either located in the Tweed Shire or demonstrate how they deliver services/activities that benefit the residents of the Tweed Shire.
5. No financial assistance will be given to Government Departments or agencies or for support of Government owned facilities.
6. No financial assistance will be given to sporting organisations as these organisations have other avenues for financial assistance.
7. The funds are not to be used for a social activity for members of the organisation exclusively.
8. Applicant must have formally and fully acquitted any previous grants provided by Tweed Shire Council.
9. Applicants must submit applications on the official application form. Applications must be received by Close of Business (4.30pm) on the advertised closing date.

Selection Criteria

1. Applicants must meet eligibility criteria.
2. Applicants must demonstrate how their project/initiative/service will achieve an outcome linked to the Tweed Shire Council Community Strategic Plan 2013/2023 in one of the four themes:
 - Civic Leadership
 - Supporting Community Life
 - Strengthening the Economy
 - Caring for the Environment

Details of the Community Strategic Plan can be found on line - www.tweed.nsw.gov.au

3. A capacity for the applicant to professionally manage the implementation of the project including completion by the proposed date.
4. Applications that demonstrate a collaborative approach including the contribution of in-kind support and other resources by the applicant and other stakeholders will be given priority consideration.

Assessment Process

All applications will be assessed against eligibility by relevant Council Officers and all eligible applications will then be presented to Councillors at a Councillor Workshop for discussion and consideration. The results of the Councillor Workshop will be documented in a report to the next Council meeting for adoption of the recommended applications.

Full or Partial or No funding for the applications may be recommended by Council and all applicants will be advised of the outcome of their application within one (1) week of the Council decision.

Related Legislation

Local Government Act 1993 s 356

This section of the Act details Councils capacity to provide financial assistance to others.

Acknowledgement of Council

Successful applications must acknowledge the contribution to the project by Council in all printed, written and promotional items including media releases and social media. Council will provide all successful applicants with the appropriate Council logo and guidelines for the correct use of Council's logo.

Accountability

All successful applicants must sign a sponsorship agreement with Council and at the completion of the project must complete the official Acquittal and Project Finalisation Report Form.

Variations

Any variations to the project as detailed in the Sponsorship agreement must be made via formal written request to Council for their consideration.

Forms

Community Sponsorship Application Form
Acquittal and Project Finalisation Report Form

Review Period

This Policy will be reviewed in May 2017.

Useful Links

[Tweed Shire Council website](#)
[Tweed Shire Council Community Strategic Plan](#)

