

<b>Responsible Directorate</b>	<b>Community Development</b>
<b>Responsible Business Unit/s</b>	<b>Customer and Communications</b>
<b>Responsible Officer</b>	<b>Manager Customer and Communications</b>
<b>Affected Business Unit/s</b>	<b>All</b>

## Objective

The City of Stirling (the City) provides financial assistance to community groups, organisations and individuals through the form of grants and funding which align with the City's values and strategic priorities and support the City's commitment to sustainability. The objective of this Policy is to document the requirements for the City when providing grants to eligible recipients.

## Scope

This Policy covers:

- Funds given in the form of a grant from the City to organisations or individuals for activities on private or public land that is considered to be of benefit to the community and/or the City of Stirling.

This Policy does not cover:

- Sponsorship arrangements whereby the City negotiates benefits for the right to associate the City's name with an event, service or activity.
- Grants or funds received by the City from an external organisation.
- Partnership arrangements where the city expends funds on behalf of, or in support of, a partner organisation or a collaborative project.
- Donations to individuals participating in cultural, sporting or educational activities.
- Approved waivers for City fees and charges.

## Policy

### Documentation

All grants and funding programs should have a Management Practice and supporting Procedure.

The Management Practice should detail:

- How the grant program aligns with the City's values and strategic priorities.
- The objective of the fund and types of activities/projects to be funded.
- The amount of funding available
- How the grant supports the City's commitment to sustainability

The Procedure should detail:

- How the grant will be administered
- Eligibility of individuals, organisations or businesses to apply
- How to apply for a grant and key timeframes
- Grant guidelines and conditions of funding
- Budget requirements
- Evaluation and assessment processes
- How applicants will be notified of the outcome of their application
- The appeals process
- Acquittal and financial reporting requirements
- How the City's contribution should be acknowledged

### **Grant Recipients and Eligible Activities**

Applicants should refer to the individual grant conditions to determine eligibility for a specific grant.

Funding should only be provided to organisations/activities that observe Federal, State and Local laws and comply with City of Stirling Local Laws.

As a minimum all funds awarded should:

- Be held within, or directly benefit residents of, the City of Stirling.
- Be adequately insured to carry out the proposed activity.

The following will not be eligible for funding:

- Applicants that have not met the terms and conditions of previous grants or that have outstanding debts to the City.
- Organisations aligned to a political cause.
- The faith-based activities of religious organisations, however community based activities and events of faith-based groups may be supported.
- Projects that do not align with the City's values and strategic priorities.
- Activities or projects that are already receiving financial support from the City of Stirling.

### **Conflict of Interest**

Officers assessing grants have a responsibility to declare any conflict of interest with an applicant or project.

### **Financial Considerations**

All City grant and funding program budgets are required to be listed in an applicable natural account and to have a financial year budget approved by Council. The budget need not be expended if no suitable applications are received.

### **Administration**

The City should ensure procedures are clear and consistent, process applications within prescribed timeframes and promote available grants and funding to the community.

### **Review**

Each of the City's grant and funding programs will be subject to review in order to ensure they remain responsive to the community's needs and in line with the City's strategic objectives.

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## Definitions

**Applicant** means a group, organisation or individual applying for grant funding.

**Donation** means the provision of financial support by the City to an individual or group.

**Faith-based activities** means the worship activities of a religious entity or group such as preaching, delivery of sermons, prayer services, rituals and the like.

**Grant** means an amount of money given to a recipient by the City for an agreed purpose.

**Partnership** means an arrangement where parties agree to cooperate to advance their mutual interests.

**Sponsorship** means a contribution in money or in-kind by the corporate sector or private individuals in support of a City activity, or by the City in support of an event/activity, with the right to associate the sponsor's name, products and services with the event/activity in return for negotiated benefits.

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## Relevant management practices/documents

City of Stirling Strategic Community Plan

City of Stirling Corporate Business Plan

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## Legislation/local law requirements

Nil

### Office use only

<b>Relevant delegations</b>	Not Applicable		
<b>Initial Council adoption</b>	<b>Date</b> 10 March 2020	<b>Resolution #</b>	0320/003
<b>Last reviewed</b>	<b>Date</b> 26 May 2020	<b>Resolution #</b>	0520/027
<b>Next review due</b>	<b>Date</b> 2022		