



Council Policy

Grants and Sponsorships



Grants and Sponsorships Policy

Policy scope

This policy applies to all discretionary financial assistance provided by the City of Fremantle to external organisations and individuals through grants, sponsorships and partnerships, donations, rebates, and in-kind support.

Exclusions: Statutory rates exemptions, statutory fees and charges, procurement contracts for goods and services, and third-party funded grants auspiced by the City.

Note: Discretionary rates concessions provided under the Local Government Act 1995 are included within the scope of this policy. Fee waivers on City services and facilities are also included – see Section 4.

Policy statement

The City of Fremantle (the City) recognises that community groups, organisations, businesses and individuals are essential partners in realising our vision of a vibrant, inclusive, resilient and creative city.

Through grants and sponsorships, the City aims to:

1. Support diverse projects and initiatives responding to community needs.
2. Generate economic and social benefits for the business community.
3. Contribute to Strategic Community Plan aspirations.
4. Ensure transparent, equitable and accountable use of public funds.
5. Build capacity and community sustainability.

1. Financial assistance categories

The City categorises financial assistance into three tiers based on total funding value, including both cash and in-kind contributions. Requirements increase with the level of support provided. Detailed application, assessment, approval and acquittal requirements for each tier are outlined in the relevant Program Guidelines.

Tier 1: Major grants and sponsorships (above \$10,000)

- Tier 1 arrangements are typically partnership-based. Total City support, including in-kind contributions, is negotiated and confirmed through the funding agreement process.

**Tier 2: Minor grants and sponsorships (\$1,001 to \$10,000)**

- Applicants should declare any City in-kind support requested. Where in-kind contributions identified during assessment would affect tier classification, the City will advise the applicant.

Tier 3: Donations, rebates and minor partnerships (up to \$1,000)

- In-kind support at this tier is limited to fee waivers. Total City support including any in-kind contribution must not exceed \$1,000.

All in-kind contributions are assigned a monetary value for the purposes of tier classification, funding agreements, and annual reporting.

2. Programs and guidelines

The City administers grants and sponsorships through specific programs, each with its own Guidelines setting out eligibility, application, assessment, approval and acquittal requirements consistent with this policy.

All programs are reviewed annually and subject to the City's budget process. Program Guidelines are publicly available on the City's website.

3. Delegated authority and expenditure

Delegated authority is made under the Local Government Act 1995 and recorded in the City's Register of Delegated Authority.

4. Fee waivers

The City may waive fees and charges applicable to City services, facilities, or approvals in support of funded activities, in accordance with the Local Government Act 1995 and the City's Register of Delegated Authority.

Fee waivers may be provided as a standalone form of assistance or as a component of a broader funding agreement. In all cases:

- Fee waivers must be approved by an officer with delegated authority under the City's Register of Delegated Authority.
- The value of any fee waiver is calculated at the standard schedule of rates and included in the total City support value for tier classification and reporting purposes.
- Fee waivers forming part of a funding agreement are documented in that agreement and subject to the same acquittal requirements as other forms of City support.



- All fee waivers are reported in the City's annual financial assistance report.

5. Eligibility requirements

5.1 General eligibility

Applications must be submitted before project commencement (except for rebate programs). Projects must be delivered within the City or demonstrate a clear contribution to the Strategic Community Plan and deliver benefit to the Fremantle community. Applicants must demonstrate they can deliver the project.

5.2 Ineligible applicants

The City will not consider applications from:

- Political parties or organisations whose primary purpose is political lobbying.
- City elected members or employees, or their immediate family members, except where associated with an eligible organisation and any conflict of interest is appropriately managed.
- Applicants with outstanding City debts or engaged in legal action against the City.
- Applicants who have not satisfactorily acquitted previous City funding.
- Applicants whose conduct or values are inconsistent with the City's adopted values and commitments.

5.3 Funding principles

The City aims to ensure public funds are used equitably and transparently. In applying this policy:

- City funding is intended to support projects, not recurrent organisational costs such as ongoing salaries or administrative overheads.
- The City avoids duplicating support for the same project through multiple funding programs. Detailed eligibility rules, including how different forms of City support interact, are set out in the relevant Program Guidelines.
- The City takes a whole-of-organisation view when assessing and reporting financial assistance. The total value of all support provided to a single organisation — including cash grants, fee waivers, in-kind contributions, and discretionary rates concessions — is assessed and disclosed as a combined figure.



- Where the combined annual value of City support to a single organisation exceeds \$50,000 (excluding rates concessions approved through the annual budget process), Council approval is required.
- Rates concessions are treated as a form of financial assistance and are included in total City support for the purposes of transparency, cumulative assessment, and annual reporting. However, where rates concessions have been approved through the City's annual budget process, they do not, on their own, trigger the requirement for Council approval under the \$50,000 threshold.
- Current recipients must not use an existing funding relationship as the basis for soliciting additional City expenditure outside the terms of their funding agreement.

5.4 Applicant conduct

Applicants who lobby or attempt to influence elected members or employees regarding their application will become ineligible.

6. Conflict of interest

All officers involved in assessment or approval must declare conflicts of interest in accordance with the Local Government Act 1995 and the City's Code of Conduct. Individuals with declared conflicts must not participate in assessment or decision-making for that application unless they can demonstrate impartiality or the Chief Executive Officer provides an exemption.

7. Application and assessment

All applications are assessed in accordance with procedural fairness and merit-based criteria as outlined in the relevant Program Guidelines. Assessment records must be retained per the State Records Act 2000.

Funding requests outside this policy or the approved budget require Council consideration.

The City may proactively invite applications or proposals from organisations whose activities align with specific strategic objectives. Funding agreements with these organisations are subject to this policy.

8. Multi-year funding

Multi-year funding agreements will be considered. Agreements generally do not exceed three years. Multi-year commitments are subject to annual budget appropriation and do not obligate the City to provide funding in subsequent years unless explicitly approved by Council.



9. Funding agreements and acquittals

Successful applicants must enter into a funding agreement before release of funds, outlining terms, conditions, deliverables, and acquittal requirements. All funding must be acquitted before further funding is released. Acquittal outcomes inform future funding considerations.

10. Variations and compliance

Recipients must seek written approval for significant variations to funded projects including changes to scope, budget, timelines, or key personnel.

10.1 Breach of agreement

The City may withhold payment, require repayment, deem recipient ineligible for future funding, or take legal action to recover funds where agreements are breached.

10.2 Fraud and misuse

Suspected fraud or misuse will be investigated per the City's policies and procedures and may be referred to authorities. Recipients found to have misused funding must repay all funds and become ineligible for future funding.

10.3 Termination of funding agreements

The City reserves the right to suspend or cancel funding, and/or terminate any funding agreement, if the recipient is involved in any incident, conduct, or matter that brings the individual, group or organisation into disrepute or has the potential to cause reputational harm to the City of Fremantle.

11. Transparency and accountability

11.1 Annual Reporting

The City prepares an annual information report listing all financial assistance provided, including recipient names, funding amounts (cash and in-kind), project purposes, and funding categories. The report is published on the City's website.

11.2 Council Reporting

An annual summary report to Council includes total expenditure by tier and category, application statistics, outcomes analysis, and recommendations for improvements.

11.3 Freedom of Information

All records are subject to the *Freedom of Information Act 1992* and managed per City procedures.

11.4 Public Promotion



The City may publicly promote grants and sponsorships through various communications channels.

12. Review and appeals

Applicants may request feedback on unsuccessful applications or seek a review on grounds of procedural error, failure to consider relevant information, or bias. Reviews do not affect rights under the Local Government Act 1995 or other legislation.

13. Recognition requirements

Recipients must acknowledge City support in accordance with their funding agreement. Recognition requirements by tier are outlined in the relevant Program Guidelines.

14. Record keeping

All records are managed per the State Records Act 2000 and the City's Record Keeping Plan, including applications, assessments, agreements, acquittals, correspondence, and compliance actions.

15. Policy review

This policy is reviewed every four years or as required by legislative changes or City strategic priorities. Effectiveness is monitored through annual Council reporting, process reviews, community feedback, and benchmarking.

Related documents

- The *Local Government Act 1995* and regulations
- City of Fremantle Strategic Community Plan
- City of Fremantle Register of Delegated Authority
- Grants and Sponsorship Program Guidelines
- Rates Concessions for Community Groups and Clubs — Process Guidelines
- Code of Conduct for Employees
- Fraud and Corruption Control Policy
- Record Keeping Plan
- Freedom of Information Procedures
- City of Fremantle Privacy (PRIS) Council Policy and Statement



Definitions and abbreviations

Acquittal - A written report submitted after the funded project is complete, detailing how funds were administered and project outcomes met. For rates concessions, an annual performance report fulfils the acquittal requirement in lieu of a financial acquittal. Requirements vary by tier and are outlined in the relevant Program Guidelines.

Auspice - An incorporated organisation that receives, administers and acquits City funding on behalf of an applicant.

Council - Council of the City of Fremantle

Grant - Cash or in-kind support provided through a specific funding program for a specified project or purpose as outlined in the funding agreement.

Project - A service, event, activity, program or other operational function for which an organisation or individual may seek assistance.

Rates concession - Discretionary financial assistance provided by Council in the form of a partial or full reduction of rates liability under section 6.47 of the Local Government Act 1995. Rates concessions are included within the scope of this policy and counted as part of total City support for the purposes of tier classification, combined support assessment, and annual reporting. Distinct from a statutory rates exemption.

Rates exemption - A statutory determination under section 6.26 of the Local Government Act 1995 that land is non-rateable. Eligibility is determined by legislative criteria rather than discretionary assessment. Rates exemptions are excluded from the scope of this policy.

Rebate - A partial refund of up to 50% of an approved eligible cost, capped at the maximum program amount.

Sponsorship - Cash and/or in-kind support provided by the City to an external party where the City and/or its community receive a direct or indirect benefit.

Unincorporated Community Group - A group of people acting together for a shared purpose. Where successful for funding, an individual representative must personally sign the funding agreement or an auspice must enter the agreement on the group's behalf.

Value In-kind - Any non-cash contribution provided by the City in support of an approved activity, including foregone revenue on City services or facilities that would normally attract a fee, and City resources such as staff time, assets, equipment, or communications support. All in-kind contributions are assigned a monetary value for reporting purposes.



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