

## Grants and Sponsorship Policy

### Policy scope

The Grants and Sponsorship Policy supports initiatives and projects that build the social, environmental, cultural and economic life of the City of Fremantle. This policy outlines the framework to manage one-off grant, sponsorship and in-kind funding requests that will further the actions and the achievement of the City's strategic objectives.

This policy is not applicable to third party funded grants or sponsorships auspiced by the City of Fremantle or direct sponsorship, except where noted.

### Policy statement

The City recognises the pivotal role community groups, organisations, business and individuals play in the delivery of vibrant and diverse communities.

This policy outlines how funding support programs will be made available and the guidelines for responsible and strategic distribution of resources through a considered, consistent, equitable and transparent decision-making process; recognising the current and future needs of the City of Fremantle, its community and visitors.

The City of Fremantle reserves the right to refuse proposals or applications at its own discretion and is not obligated to provide any funding should a proposal or application be received.

The availability of financial support remains subject to Council's annual budgetary process and may vary annually dependent upon Council priorities and strategic requirements.

The outcome of all successful funding applications including direct sponsorship will be made publicly accessible through the City's website. Information to be updated on a quarterly basis.

## 1. Guiding Principles

The following principles are applied in the consideration of financial and value in-kind support outlined in this policy:

- A. Transparency:** implementation of clear and effective processes which reflect good governance principles and demonstrate accountability for the expenditure of public funds.
- B. Strategic alignment:** ensuring contribution towards the achievement of the City's Strategic Community Plan.

- C. Collaboration:** developing mutually beneficial partnerships and relationships to ensure long term benefits for the City.
- D. Equity:** ensuring fairness in the distribution of recourses in a manner which is socially inclusive and accessible.
- E. Sustainability:** promoting self-sufficiency and intergenerational equity through capacity building to meet the City's long-term aspirations and future needs.

## **2. Acknowledgement of Council**

The City of Fremantle requires recognition from all applicants supported under this policy, including:

- Appropriate recognition as a sponsor such as the City of Fremantle logo and/or Fremantle destination brand on any associated marketing or communications material.
- Recognition in any official speeches.
- Free tickets (where applicable) to the event for distribution to members of the Fremantle community or for promotional activities including competitions.
- Signage incorporating the City of Fremantle logo and/or Fremantle destination brand (as appropriate) at events or activations and the logo in a prominent position in printed and digital event material.
- Opportunities for the City of Fremantle and/or the Fremantle destination brand to be incorporated into any marketing.
- The opportunity to utilise events to build relationships between the City and stakeholders.
- Other benefits and conditions as agreed upon and outlined in the applicable funding agreement.

## **3. General Eligibility**

3.1 Applications from the following individuals, groups or organisations are not eligible for funding under this Policy:

1. Political parties or organisations that have a core purpose of political lobbying, including the lobbying of Elected Members
2. Current City of Fremantle staff and Elected Members

3.2 Applications for the following activities are not eligible for funding under this Policy:

1. Events and/or activities that have received funding from other City of Fremantle funding programs in the same financial year as the application
2. Events and/or activities that create an environmental hazard

3. Events and/or activities or events outside the geographical boundaries of the local government authority
4. Events and/or activities that are not lawful or are not able to obtain necessary approvals
5. Events and/or activities that promote behaviours or views that may defame and/or vilify any groups or individuals and will not contribute to a safe and inclusive community
6. Events and/or Activities or organisations that promote views and behaviours which are inconsistent with the adopted values and policy commitments of the City

## **4. Funding Management Process**

### Assessment

Applications are assessed against the specific funding program criteria and subject to the relevant administration processes, outlined in internal administration policies and procedures.

Approvals will be made in accordance with the City's Delegated Authority Register and records evidencing assessment against evaluation criteria must be retained.

### Council Process

Requests for funding that fall outside of this Policy or where there is insufficient budget allocation are to be submitted to Council for assessment and approval consideration.

Council are notified of all funding decisions pertaining to the programs outlined in this Policy through half yearly reports submitted to the Audis and Risk Management Committee.

### Funding Agreements

Applicants are to enter into a funding agreement prior to the release of cash funding, and before the project, activity or event commences. At the completion of the project, activity or event applicants are required to report and acquit as per the funding agreement.

Precluded from entering a funding agreement are programs listed under Individual Assistance, Donations and Rebates.

## 5. Funding Programs

Sponsorships				
Program	Description	Open for Applications	Levels of Support	Strategic Alignment
<b>1. Economic Development</b>	Supporting initiatives, programs, and activations that deliver and economic and visitation benefit to Fremantle.	Ongoing	<ul style="list-style-type: none"> <li>• Monetary</li> <li>• Value in-kind</li> <li>• Reduction fees and charges</li> </ul>	<ul style="list-style-type: none"> <li>• City of Fremantle Strategic Community Plan 2015-2025</li> <li>• Economic Development Strategy</li> <li>• Destination Marketing Strategic Plan</li> <li>• Relevant Policies</li> </ul>
<b>2. Community Events</b>	Sponsorship program supports activities, initiatives and events that deliver a community benefit to Fremantle.	Ongoing	<ul style="list-style-type: none"> <li>• Monetary</li> <li>• Value in-kind</li> <li>• Reduction fees and charges</li> </ul>	<ul style="list-style-type: none"> <li>• City of Fremantle Strategic Community Plan 2015-2025</li> <li>• Relevant Policies</li> </ul>
Grants				
Program	Description	Open for Applications	Levels of Support	Specific Eligibility Criteria
<b>3. Community</b>	Support for programs and activities that address a specific need or provide a benefit to the Fremantle community.	Two rounds per year	<ul style="list-style-type: none"> <li>• Monetary</li> <li>• Value in-kind</li> </ul>	<ul style="list-style-type: none"> <li>• Organisations with incorporation status</li> <li>• Applicants with an eligible auspice</li> <li>• Not for profit organisations</li> </ul>
<b>4. Arts</b>	Strengthen the vibrant Fremantle arts sector through activation and support	Two rounds per year	<ul style="list-style-type: none"> <li>• Monetary</li> <li>• Value in-kind</li> </ul>	<ul style="list-style-type: none"> <li>• Organisations with incorporation status</li> <li>• Individuals with an ABN</li> <li>• Applicants with an eligible auspice</li> </ul>
<b>5. Venue Support</b>	Provide assistance to eligible groups via the discount of Fremantle venue and reserve hire	Ongoing	<ul style="list-style-type: none"> <li>• Value in-kind</li> </ul>	<ul style="list-style-type: none"> <li>• Not for profit organisations</li> <li>• Community groups</li> <li>• Educational bodies</li> </ul>

	fees.			<ul style="list-style-type: none"> <li>Charitable event organisers</li> </ul>
<b>6. Neighbourhood Quick Response</b>	Support for projects to further strengthen Fremantle neighbourhoods and build community resilience.	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> <li>Value in-kind</li> </ul>	<ul style="list-style-type: none"> <li>Unincorporated 'grass-roots' community groups, City Precinct Groups</li> <li>Individuals with evidence of neighbourhood support for the project</li> </ul>
<b>7. Sporting Club Assistance</b>	Support for local sporting clubs.	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> </ul>	<ul style="list-style-type: none"> <li>Club located in City boundaries</li> <li>Incorporated and unincorporated sporting clubs</li> </ul>
<b>Individual Assistance</b>				
<b>Program</b>	<b>Description</b>	<b>Open for Applications</b>	<b>Levels of Support</b>	<b>Specific Eligibility Criteria</b>
<b>8. Sporting Assistance</b>	Supporting access for young people to participate in community sport programs and assistance for young people to compete or officiate in their chosen sport at a state, national or international level.	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> </ul>	<ul style="list-style-type: none"> <li>City of Fremantle resident</li> <li>Aged 21 and under</li> </ul>
<b>9. International relationships - Student Exchange Program</b>	Offer local young people assistance toward expenses related to their participation in an official student exchange program.	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> </ul>	<ul style="list-style-type: none"> <li>Full time student</li> <li>Aged between 16 and 21</li> <li>City of Fremantle resident</li> </ul>
<b>10. Positive Ageing Assistance Fund</b>	Assistance for older residents to maintain their independence and to remain in their home for	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> </ul>	<ul style="list-style-type: none"> <li>City of Fremantle resident</li> <li>Aged 60 and over</li> <li>Pensioner or health care concession card</li> </ul>

	longer.			
<b>Donations and Rebates</b>				
<b>Program</b>	<b>Description</b>	<b>Open for Applications</b>	<b>Levels of Support</b>	<b>Specific Eligibility Criteria</b>
<b>11. Donations</b>	Assist local groups and individuals in Fremantle. May also be used to provide disaster relief donations.	Ongoing	<ul style="list-style-type: none"> <li>• Monetary</li> </ul>	<ul style="list-style-type: none"> <li>• Not for profit organisations</li> <li>• Community groups</li> <li>• Educational bodies</li> <li>• Charitable event organisers</li> <li>• Declared disaster events</li> </ul>
<b>12. Waste Minimisation</b>	Rebate for residents to purchase minor infrastructure (i.e. worm farm) and cloth nappies, reducing waste sent to landfill	Ongoing	<ul style="list-style-type: none"> <li>• Monetary</li> </ul>	<ul style="list-style-type: none"> <li>• City of Fremantle resident</li> <li>• 1 rebate per household</li> </ul>

## 6. Definitions and abbreviations

<b>Acquittal</b>	<p>An acquittal is a written report submitted after the funded project is complete. It details how the grant recipient administered the funds and met the project outcomes in the funding agreement.</p> <p>An acquittal report includes promotional material, including media reports, evidences of project activities and outcomes, attendance/stakeholder satisfaction metrics and a detailed financial report that includes project income and expenditure.</p>
<b>Auspice</b>	<p>An auspice is an incorporated organisation who receives, administers and acquits the City's funding on behalf of the applicant.</p> <p>The auspice is required to:</p> <ul style="list-style-type: none"> <li>- enter into a funding agreement with the City of Fremantle</li> <li>- accept grant funds and pay the auspiced grant applicant</li> <li>- monitor and acquit the use of funds at the completion of the project.</li> </ul>
<b>Council</b>	Council of the City of Fremantle
<b>Grant</b>	Cash or value-in kind support provided to applicants through a specific funding program. To be utilised for a specified project or purpose as outlined in the funding agreements between the City and the recipient
<b>Incorporated Association</b>	An association that has been incorporated in accordance with the <i>Associations Incorporations Act 1991</i> .
<b>Not-for-profit organisation</b>	A not-for-profit organisation is an organisation that does not directly operate for the profit or gain of its owners, members, or shareholders, either directly or indirectly.
<b>Project</b>	A service, event, activity, program or other operational function for which an organisation or individual may seek assistance.
<b>Rebate</b>	A partial refund for residents of up to 50% of an approved waste minimisation product, capped at the maximum funding amount.
<b>Sponsorship</b>	Defined as cash and/or in-kind support that is provided by the City to an external party with an expectation that the City and/or its community receive a benefit from the sponsorship, directly or indirectly (i.e. a return on investment).
<b>Unincorporated Community Group</b>	A group of people who act together for a shared interest of purpose. Where such a group is successful for funding, an individual representing the group will be required to personally sign the funding agreement or have an auspice willing to enter into the contract on behalf of the group.
<b>Value In-kind</b>	An arrangement whereby the City forgoes revenue (either in full, or a percentage) on any service, facility or activity by Council that would normally charge a fee. This may include environmental health approvals, event permits, waste collection venue hire etc.

<b>Responsibility and review information</b>	
<b>Responsible officer:</b>	Manager Community Development
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