



Council Policy

Funding from Council

Version 2 - 28 August 2023

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Policy - external Funding from Council

Introduction

Purpose

The purpose of this policy is to outline Council's role in supporting the community through funding.

Funding from Council helps the community to conduct activities, build capacity, host events and build strong partnerships with Council.

Council's funding program provides support to community organisations in recognition of their important contribution to Lake Macquarie's community wellbeing.

This policy applies to all Council funding rounds (including grants), donations, financial subsidies and Council emergency funding provided for community projects. This policy does not apply to sponsorships as defined in the Sponsorship from Council Policy.

This policy applies to all applications to Council for funding and provides the framework for an equitable, open, and orderly process for providing funding to external bodies and receiving funds for Council events and programs.

Scope

This policy applies to all applications to Council for funding and provides the framework for an equitable, open, and orderly process for providing funding to external bodies and receiving funds for Council events and programs.

Policy statement

This policy forms the framework for an accessible, equitable, and open process for providing funding assistance to external entities and groups.

There are four specific funding programs, each with its own set of eligibility, approval and reporting requirements:

1. Grant Funding Rounds (local and community events, heritage restoration and conservation)
2. Donations
3. Financial Subsidies
4. Council emergency funding.

Principles

Council understands and values the importance of community, and observes the following principles to provide assistance to the Lake Macquarie community:

- a) Transparent, equitable, open and effective processes, and decision making in the public interest.
- b) Democratic representation, social inclusion and meaningful community engagement.
- c) Good governance of, and by, Council.
- d) Ethical and legal behaviour of Councillors and Council employees.
- e) Maximising benefits for the community.

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Objectives

Council's objective is to provide funding assistance in a consistent, equitable and transparent manner.

The funding and assistance Council provides supports Council's values and vision for Lake Macquarie and includes, but is not limited to, arts and culture, events, community development and capacity building, environment and sustainability, heritage, and sport and recreation.

Exclusions

Under this policy, Council does not provide funding for:

- a) projects, activities or events that do not meet the program assessment guidelines
- b) ongoing operating expenses, such as rent, salaries, printing, etc
- c) individuals or organisations raising funds on behalf of others. Council will however, consider applications received from local groups, organisations, or individuals who seek a donation for direct costs associated with an activity that aims to raise money for others, provided it is otherwise consistent with this policy.
- d) the purchase of equipment or items deemed as capital expenditure (except for the Donations Program)
- e) commercial groups or organisations
- f) professional sporting teams and individuals
- g) recurring functions or events of a primarily social nature organised by not-for-profit groups and organisations
- h) government organisations and government-funded organisations (however organisations who receive funding through the National Disability Insurance Scheme (NDIS) are eligible)
- i) educational organisations or associated groups (Parent and Citizens Associations)
- j) individuals (except for Financial Subsidy applicants and Creative Seed funding)
- k) activities which are not consistent with Council's management objectives.

Auspicing grants and devolved funding

There are a number of grants and funding programs where Council has been provided funding to administer and disperse with pre-established conditions and criteria. These grant and funding programs are usually Federal or State funded, and have set timeframes and guidelines. Council is either the auspicing body or providing smaller devolved funding grants on behalf of another organisation. Examples include Youth Week funding, Lead Mitigation Grants and the Local Heritage Places Fund.

These programs are administered by Council staff within the principles and processes as outlined in this policy and associated internal procedure, however may include activities that are listed as being excluded from funding provided from Council.

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Funding application process

The process for assessing and implementing grants and subsidies is outlined within the Funding from Council Internal Procedure.

Requests for assistance outside the Funding Program

Nothing in this policy prohibits Council from considering funding assistance or in-kind support outside the scope of this policy. Council will consider each case on its merits and any assistance provided will not be considered a precedent for future requests.

Future funding priorities

Priorities for each program are contained in the guidelines published when the applications are made available to the community.

Future funding from Council will be based on:

- a) evaluation of previous years' program effectiveness. Should it be a repeat grant application, where the applicant has received Events and Festival grant funding previously, the review of the post festival and event funding acquittal report will be part of the assessment criteria.
- b) Council's corporate objectives and strategies, and current service provision
- c) arising trends and issues in the community and not-for-profit sector
- d) gaps in existing service provision within the community
- e) the amount of funding available for disbursement.

Review and evaluation

The effectiveness of each program, including guidelines and criteria, is reviewed every two years.

Controlled Document Information

Authorisation Details

Folder No:	F2017/00976	TRIM Record No:	D11102030
Audience:	External - all persons seeking funding assistance from Council		
Department:	Arts, Culture & Tourism	Officer:	Manager Arts, Culture and Tourism - Jacqui Hemsley
Key focus area(s):	Diverse Economy		
Review Timeframe: Max < 4 years	2 years	Next Scheduled Review Date:	30 June 2025
Authorisation:	Adopted by Council - 28 August 2023		
Authorisation - Council Adoption Date:	28 August 2023		

Related Document Information, Standards & References

Related Legislation:	Local Government Act 1993	(Relationship/Context)
Related Policies:	Use of Council's Crest and Logo Policy	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Sponsorship Guideline Funding from Council procedure	(Relationship/Context)
Standards, COP's & Other References	Nil	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
Auspecting and Devolved Funding	An auspecting body is an organisation that is funded by other government departments to support funded not-for profits or administer smaller devolved funding grants on behalf of another organisation.
Community organisation	An entity that carries on activities for a public purpose or another entity whose primary object is not directed at making profit.
Council Emergency funds	Council Emergency funds are funds from Council's operating budget for emergency purposes and allocated by Councillors at Council's discretion.
Donation	A voluntary gift given, typically, to a non-related charitable, public purpose or not-for-profit organisation, without any material benefit or advantage being received by Council in return and provided without any conditions or contractual obligations.
Grant	A payment provided to a community organisation for a specific community purpose, and includes the payment of a Councillor's Emergency funds to a community organisation for a community purpose. A grant is generally part of an approved Council program, with the understanding that there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of commercial return to Council. Grants are subject to conditions (particularly reporting and accountability,

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	a requirement for the funds to be expended for the direct purpose they were granted and recognition of Council for the grant) as detailed in funding agreements.
Sponsorship	The right to associate the sponsor's name, products or services with the sponsored organisation's service product or activity, in return for negotiated benefits such as money or promotional opportunities.
Subsidy	A discount or complementary service granted by the Council to help an individual or non-profit community organisation. Subsidies granted by Council are specific and provide a mutually beneficial outcome.

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Arts, Culture and Tourism, Communications and Corporate Strategy, Community Partnerships, Environmental Systems, Integrated Planning, and Financial Services., Creativity Portfolio Committee, Connected Communities Portfolio Committee.
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Version History

Version No	Date Changed	Modified By	Details and Comments
1	August 2020	J.Hemsley	Internal and Portfolio Review with the outcome of recommending to Council set of new policies separating policy and procedural activities between funding from and sponsorship.
2	June 2023	J Hemsley	Policy moved to new template. Added the exclusions of purchasing equipment and capital (except for the Donations program). Policy now includes heritage. The review of the post festival and event funding acquittal report will be part of the assessment criteria for applicants who have received events and festival funding previously.