

## 1. RATIONALE

The City of Marion values the many community initiatives and endeavours that enhance the quality of life for its residents. In this context, Council acknowledges the contribution made by individuals, groups, not-for-profits, and organisations in promoting these initiatives.

## 2. POLICY STATEMENT

The City of Marion acknowledges and takes seriously its responsibility to manage ratepayer funds with probity, integrity, transparency, equity and in the interest of the City of Marion community.

## 3. OBJECTIVES

The policy aims to:

- Assist eligible individuals, groups, not-for-profits and organisations with resources for community programs and initiatives to directly benefit the residents of the City of Marion.
- Provide transparency and a coordinated approach to the City of Marion's decision-making process for community requests for donations (monetary and in-kind) and sponsorships from Council; and
- Provide an accessible and equitable process for all seeking support from the City of Marion.

## 4. POLICY SCOPE AND IMPLEMENTATION

This policy operates organisational wide however oversight of its implementation is provided by the Community Wellbeing business unit.

The City of Marion will consider the provision of assistance to individuals, groups, not-for-profits and organisations of up to \$200 in value of cash or up to \$500 in-kind support (e.g. venue hire) per eligible application with a maximum of one successful application per year per group.

Any requests for humanitarian appeal such as flood, fire, earthquakes, or other traumatic event will be referred to Council for consideration on the basis of the merits of the individual request.

## 5. DEFINITIONS

Donation	Voluntary contribution made without expectation of full return.
Grant	Money provided conditionally upon application to a specific program/purpose (e.g. Community Grants Program), directed at achieving goals and objectives consistent with this policy and Council's strategic direction. The recipient is selected on merit and grants are provided without expectation of commercial return.
In-kind support	Resources that the City of Marion might provide at reduced rates or free of charge e.g. venue hire, traffic management, publicity in Council's magazine (City Limits), staff support, use of Council's logo, use of facility passes. In-kind support will be provided at a maximum of \$500 value in relation to venue hire. All other in-kind support will be decided at the discretion of management.
Sponsorship	A contractual business arrangement whereby the Sponsor (City of Marion), for a specified term, provides a specified amount of contribution in cash and/or in-kind ("contra") compensated with a specified negotiated commercial benefit(s). Benefits may include the right to public recognition or association with a service, program event, activities, a particular individual, infrastructure or association.

## 6. ELIGIBILITY

To be eligible to apply for support in accordance with this policy, the applicant must be an individual, group, not-for-profit or organisation located within the City of Marion or providing a direct service that demonstrably contributes to the wellbeing and development of the City of Marion community.

Specific eligibility requirements will need to be met for the following programs;

- Community Grant Program
- Community Events Fund
- Youth Achievement Grant Program
- Community Facilities Partnership Program
- Youth Development Grants and Partnerships

## 7. APPLICATION AND ASSESSEMENT

Applications for assistance under this policy:

- May be made at any time during the year
- Must be made using the online form found <https://www.marion.sa.gov.au/services-we-offer/grants>

All applications for funding in accordance with this policy will be determined by the Manager Community Connections (or their proxy). Any retrospective applications will be automatically refused.

Preference is given to applications that have not received assistance within the previous two years. If the eligible applicant has been successful in the past with a similar donation/sponsorship from the City of Marion, the applicant is not guaranteed approval even if the criteria is met for the current application.

Donations/sponsorship will be provided to a maximum of five individuals from any one organisation, club, community group or sporting group.

Sporting groups, organisations, and clubs can only apply for donations/sponsorship once per year i.e. one application per financial year.

## 8. ROLES AND RESPONSIBILITIES

The Manager Community Connections is responsible for the implementation and management of this policy.

### Reporting

Successful applicants are required to provide to the Manager Community Connections, upon completion of the activity/program/sponsorships, a brief statement/report specifying how funds were expended. Applicants are encouraged to refer to reporting requirements as provided within guidelines associated with specific programs.

A report detailing all donations and sponsorships requested and provided under this Policy will be prepared by the City of Marion and used to inform Council on an annual basis.

### Acquittals

Any unspent funds will be required to be returned to Council. Applicants who do not complete an acquittal report will be ineligible for any future funding.

## 9. REFERENCES

- Community Plan: Towards 2040
- City of Marion Strategic Plan 2017-2027
- City of Marion Business Plan 2019-2023
- Community Grant Program Guidelines
- Youth Achievement Grant Program
- Community Events Fund Guidelines
- Council Grants Policy
- Youth Development Grants Guidelines and Partnerships

## 10. REVIEW AND EVALUATION

This policy will be reviewed once during a term of Council.