



1. RATIONALE

The City of Marion recognises and values the role of individuals, community groups and organisations in contributing to the support and development of its diverse community. Council offers a range of funding programs to support and enable eligible applicants to deliver local initiatives, projects, activities, and events that strengthen community connections and wellbeing across the city.

This policy gives an overview of the various types of monetary and in-kind contributions that City of Marion makes to individuals, groups, not-for-profits, businesses, and organisations. It acts as an overarching Policy, acknowledging that specific funding programs have separate guidelines and approval processes.

2. POLICY STATEMENT

The City of Marion acknowledges its responsibility to manage distribution of funds in relation to funding programs through grants and contributions with probity, integrity, transparency, and equity. City of Marion values the many ways that individuals, groups, not-for-profits, businesses, and organisations create, engage in, deliver, and promote community initiatives and endeavours that enhance the quality of life for City of Marion's residents by partnering through grants and contributions.

3. OBJECTIVES

This policy aims to:

- Provide an accessible, transparent, and equitable process for applicants to seek funding through any one of the identified funding programs.
- Assist eligible individuals, groups, not-for-profits, businesses and organisations with resources for community programs and initiatives to directly benefit the residents of the City of Marion in line with guidelines for each funding program.
- Provide a coordinated and transparent approach to the City of Marion's decision-making process for community requests for funding support (monetary and in-kind).

4. POLICY SCOPE AND IMPLEMENTATION

Scope

This policy is intended for use by staff who are responsible for administering the various community focussed funding programs and/or requests for funding. The Grants and Contributions Policy supports a range of funding programs and/or requests in the following ways:

- Community Grants
- Youth Grants
- Youth Achievement Grants
- Community Events Fund
- In kind support

Grants and Contributions Policy

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Requests for monetary donations will not be granted. Subject to any Council resolution to the contrary, however, Council may help in exceptional circumstances such as natural disasters or other regional crisis events but help is limited to: (1) Council-initiated fundraising events approved by the CEO (with staff ensuring that resultant funds are distributed to one or more of the non-profit organisations responding to the disaster/crisis); and/or (2) the CEO authorising allocation of staff time, plant and equipment, or facility use.

Eligibility

To be eligible to apply for support in accordance with this policy, the applicant must be an individual, group, not-for-profit, business 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. Additionally, the applicant must meet any eligibility criteria set out in guidelines associated with the funding program they are applying for (if applicable).

Access, Application and Assessment Process

All funding programs will be promoted across the City of Marion in a manner that will allow maximum opportunities for community awareness of the programs, including all being listed on the City of Marion website. The application process required for each funding program will be provided on the City of Marion website. Applications may be required to submit via an online application form.

Applications for Community Grants and Youth Grants will be assessed in line with endorsed guidelines and assessment matrix. Council will receive a report for consideration and decision/approval in relation to these funding programs prior to distribution of funds.

Staff will assess and administer funding for all other funding programs related to this policy, with Council to receive a summary report detailing the Community Event Fund expenditure post the conclusion of each financial year.

5. DEFINITIONS

<i>Term</i>	<i>Definition</i>
<i>Applicant</i>	An individual, group, not-for-profit, business and/or organisations applying to City of Marion for a contribution.
<i>Assessor</i>	City of Marion employee or employees managing enquiries or undertaking the assessment of the application for a contribution.
<i>Contribution</i>	Provision of support by means of Donation, Grant, In-kind support, or Sponsorship in relation to endeavours covered within this policy.

Policy Ref/Security Classification:

Category: Public

Owner: Manager Community Connections

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Page 2 of 5

City of Marion

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Grants and Contributions Policy

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<i>Term</i>	<i>Definition</i>
<i>Donation</i>	Voluntary contribution provided without expectation of commercial return.
<i>Funding Program</i>	Is a specific program or project, with a specific purpose or targeted audience each with a distinct budget. Each City of Marion funding program has separate guidelines or criteria that must be observed when applying and assessing for funding.
<i>Grant</i>	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, grant guidelines and strategic direction. The recipient is selected on merit and grants are provided without expectation of commercial return.
<i>In-kind support</i>	A contribution of goods or services other than money. The City of Marion might provide reduced fees or charges (e.g., venue hire, traffic management, publicity in Council publication) or via staff support, use of Council's logo, etc. In-kind support will be decided at the discretion of the assessor.
<i>Not-for-profit</i>	An organisation whose constitution states that any profits or surpluses must be used to further the objectives of the organisation rather than benefit an individual.
<i>Sponsorship</i>	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, activity, a particular individual, infrastructure, or association.

6. ROLES AND RESPONSIBILITIES

Acquittals

Any unspent funds may be required to be returned to Council. Applicants who do not complete an acquittal report (where applicable) within the designated timeframe or by other agreed date may be ineligible for any future funding.

Grants and Contributions Policy

<i>Role</i>	<i>Responsibility</i>
<i>Manager Community Connections</i>	<ul style="list-style-type: none"> • For the implementation and management of this policy. • For the review of this policy, including any minor updates if and when funding programs change.
<i>Employees Managing Contributions</i>	<ul style="list-style-type: none"> • Responsible for the ongoing management of contribution requests determined by the program guidelines, including but not limited to determining eligibility, determining the appropriate stream or process for potential funding or support, any additional support required by the applicant to make an application and under which decision-making process the application is to proceed. • Those undertaking assessor roles will do so in consultation with relevant guidelines and reporting responsibilities relevant to each funding program. • Applications that are not eligible for an existing funding program may be deferred to CEO (or delegate) or Council for assessment (e.g., via Council Report). • Council will receive a report for decision outlining Community Grant and Youth Grant applications following the closure of each grant round, and prior to these funds being distributed. • Council receives an annual report for noting regarding the Community Event Fund. This is a summary report detailing successful recipients for the previous financial year.
<i>Applicants seeking Contributions</i>	<ul style="list-style-type: none"> • To ensure applications are accurate, timely and with the required details for assessment, the applicant should endeavour to provide the required information in the format and via the method requested. This information, when confirmed throughout each funding cycle, will be made readily available from City of Marion's website. • Successful applicants may be required to provide upon completion of the activity/program/sponsorships, a statement/report specifying how funds were expended. Applicants are encouraged to refer to reporting requirements as provided within guidelines associated with specific programs, or their agreement, to determine reporting requirements. Any unspent funds will be required to be returned to Council.



7. REFERENCES

City of Marion

- City of Marion Strategic Plan 2017-2027
- Community Plan – Towards 2040
- City of Marion Business Plan 2019-2023
- City of Marion Equity, Access, and Social Inclusion Policy
- City of Marion Youth Engagement and Consultation Report 2019-2023
- Community Grants Guidelines
- Youth Grants Guidelines
- Youth Achievement Grants Guidelines
- Community Events Fund Guidelines

8. REVIEW AND EVALUATION

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