

Community Support

Council Policy



Owner	Elected Members		
Responsible Officer	Chief Executive Officer		
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1 Purpose

This policy provides a framework for Alice Springs Town Council's (Council) community support programs. It outlines Council's commitments and responsibilities in providing best practice and consistent management of these programs to the Alice Springs community.

2 Definitions

For the purpose of this policy, the following definitions apply:

Term	Definition
Acquittal	The process of demonstrating that funds have been spent for their intended purpose, usually by providing receipts, invoices or reports as supporting documentation.
Auspice	An incorporated organisation that accepts legal and financial responsibility for funding on behalf of an unincorporated organisation or group that is not eligible to apply for funding directly.
Community benefit	A clear and identifiable contribution to the social, cultural, environmental, or economic wellbeing of the Alice Springs community, or a significant part of it, that aligns with Council's strategic objectives and plans.
Community Groups	A group of people who work together to support their community.
Community Support	Includes Council's community grants, event sponsorship, in-kind support and donations.
Donation	A one-off payment provided to community organisations or groups for a specific purpose to help meet an immediate need. Funding amounts are exclusive of GST, where applicable.
Grant	A one-off payment provided to eligible community organisations or groups to support projects or activities that demonstrate community benefit. Funding amounts are exclusive of GST, where applicable.
In-kind	Non-monetary assistance provided by Council, such as the use of facilities, equipment, services, staff time or the waiver of fees and charges.
Sponsorship	Financial support, in-kind support, or a combination of both, provided to eligible community organisations, businesses or groups to deliver events or

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	projects that provide a community benefit. Council is recognised as a sponsor. Funding amounts are exclusive of GST, where applicable.
Total Cash Equivalent	The dollar value of in-kind support, based on what it would normally cost to purchase or hire the goods, services or facilities provided.

3 Policy Statement

3.1 Principles

3.1.1 In providing community support to the community, Council aims to:

- enhance social connectivity and partnerships
- promote accessibility, inclusion and diversity
- enhance innovative opportunities for economic growth
- improve community health, wellbeing and safety
- advance social cohesion and reconciliation
- actively promote environmental sustainability.

3.1.2 Council will endorse a budget each financial year for community grants, event sponsorship and donations; Council will facilitate two community grants and event sponsorship rounds per financial year.

3.1.3 Council may endorse additional grant rounds based on community need.

3.1.4 Community support will align with Council's strategic pillars and objectives, as per its Strategic Plan.

3.1.5 Community support will be provided in a way that encourages long-term sustainability and self-sufficiency. Council funding is not intended to create or maintain an ongoing reliance on financial assistance.

3.1.6 Decisions regarding community support will be made in accordance with delegated authorities and, where relevant, established criteria with appropriate records maintained to ensure accountability and public confidence.

3.1.7 Community support is not an entitlement and is subject to available funding, Council priorities and compliance with this policy.

3.1.8 Recipients of community support are required to acknowledge Council's contribution in accordance with the Community Support Guidelines. Recipients must seek Council approval prior to using Council's logo in promotional material.

3.1.9 Any organisation or individual receiving funding or in-kind support must obtain all relevant permits or approvals from Council before they proceed with the project, event or activity.

3.2 Eligible Organisations for Community Support

Not-for-profit organisations, community groups and schools can apply for all of Council's community support programs.

Community grant and event sponsorship applicants must be incorporated or enter into an auspice agreement with an incorporated entity.

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3.2.1 Event Sponsorship

For-profit organisations may apply for event sponsorship if they can demonstrate that the project, event or activity will not generate a financial surplus after all associated costs and expenses have been paid.

3.2.1 In-kind Support

All organisations may apply for in-kind support. Applications will only be considered where the eligibility criteria set out in the Community Support Guidelines are met.

3.3 Community Support Applications

Applications for community grants, event sponsorship and in-kind support will only be considered if they are submitted using the application form provided by Council. Council may request additional information from applicants after the closing date to support the assessment of a valid submitted application.

Donation requests are to be submitted and will be reviewed in accordance with clause 3.4.4.

3.3.1 Assessment of Applications

Funding decisions will be made through a fair, transparent and consistent assessment process. Applications will be assessed against the relevant program criteria, with funding recommendations considered by Council where required. All applicants will be advised of the outcome of their application in writing.

Applications for **community grants or event sponsorship** are assessed by a minimum three-person panel, which makes funding recommendations to Council for endorsement. The panel may recommend that Council approve full, partial or no funding.

Applications for **in-kind support** will be assessed based on availability of Council resources and in accordance with the Community Support Guidelines and Council's delegations.

3.3.2 Conflict of Interest

Council supports an equitable, accountable and transparent assessment process. Any Elected Member or Council Officer with an actual, potential or perceived conflict of interest must declare and manage the conflict in accordance with the relevant Code of Conduct. Those who declare an interest will not participate in the assessment or any decision-making relating to the relevant application.

3.4 Management of Community Support Programs

3.4.1 Community grants

Community grants are awarded for a maximum period of 12 months. Unless approved by the relevant Council Officer, all funded activities and associated expenditure must be completed within 12 months of the grant approval date.

All community grant recipients are required to enter into a funding agreement with Council and submit an acquittal in line with Council's requirements, demonstrating how the funded project or activity was delivered.

A specific activity, program or event is eligible to receive funding only once per financial year.

3.4.1.1 Additional Community Grant Funding

Council may set up additional one-off grant programs, with associated guidelines and conditions, as determined by Council.

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Funding requests received outside of Community Grants Program application rounds may be considered where there is a demonstrated and significant community need, and sufficient budget is available. Any such out-of-round funding requires a Council resolution.

Funding requests submitted outside of a dedicated grant round must still comply with the Community Support Guidelines.

3.4.2 Event Sponsorship

Sponsorship is available for the following types of events:

1. Events in the Alice Springs region focussed on local attendees
2. Events in the Alice Springs region focussed on attracting interstate, intra-state and local attendees.

Different funding limits apply to each event category.

Event sponsorship recipients are required to enter into a funding agreement with Council and submit an acquittal in line with Council's requirements demonstrating how the funded activity was delivered.

3.4.2.1 Sponsorship Time Frames

Applications for event sponsorship may be submitted for either one year or up to three years.

Where an applicant applies for one year of sponsorship only, the Assessment Panel may, where it considers appropriate, offer sponsorship for a period of up to three years. Any extended sponsorship offer must be accepted by the applicant before it takes effect.

Where sponsorship is approved for three years, the funding amount will reduce each year and cease at the end of the three-year funding period.

Once an event has received the maximum of three years event sponsorship, whether consecutive or non-consecutive, it is no longer eligible for further sponsorship under the Events Sponsorship Program. Applicants may instead apply for funding for the event through Council's Community Grants Program, subject to the eligibility requirements of the program.

3.4.3 In-kind support

Council may provide in-kind support through the provision of services, equipment, materials or other non-monetary resources. In-kind support will only be provided if Council has the capacity to do so. The value of in-kind support will be assessed as a Total Cash Equivalent to reflect the direct cost to Council.

3.4.4 Donations

Council will maintain an annual budget for discretionary donations intended for urgent, small-scale financial assistance where formal grant processes are not suitable. Donations are not to be used for political purposes, private gain, or ongoing operational costs.

Donation requests are required to outline a clear community benefit and to be made in writing to the Chief Executive Officer (CEO).

Donation requests are assessed and approved by the Mayor and will be recorded in Council records by:

- recipient
- purpose
- amount

The Mayor will report to Council annually on donations made to ensure transparency and accountability. There are no acquittal requirements for donations.

3.5 Specific Conditions – Grants and Sponsorships

The following conditions apply to community grants and event sponsorship:

- Funding must only be used for the purposes approved by Council in the funding agreement.
- Project variations can only be requested in writing and approved by a relevant Council Officer; if Council does not accept these changes, then Council reserves the right to request the return of funds.
- An organisation or individual who signs an agreement for a community grant or event sponsorship must accept the conditions within this policy and the Community Support Guidelines.

3.6 Confidentiality

Information provided by community support applicants as part of the application and assessment process will be collected, used and managed in accordance with the *Information Act 2002* (NT).

4 Responsibilities

The CEO is responsible for the oversight of the policy.

The Director Community Development is responsible for the implementation and communication of this policy.

5 Related Legislation and Documents

- *Information Act 2002* (NT)
- Alice Springs Town Council Strategic Plan 2026-2030
- Alice Springs Town Council Community Support Guidelines
- Delegations Register
- Team Member - Code of Conduct

6 Communication and Training

Will this policy be communicated through consultation to teams?	Yes
Where will this policy be available?	Council Website and Intranet
Will training needs arise from this policy? If yes, who will be responsible.	Yes, Manager Community and Cultural Development