

Community Support

Council Policy



Policy Name	Community Support		
Type	Council Policy		
Owner	Director Community Development		
Responsible Officer	Manager Cultural & Community Development		
Decision Number	24/23097	Approval Date	24/09/2024
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1 Purpose

This policy provides a framework for Alice Springs Town Council's (Council's) community grants, sponsorship, in-kind and donation 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 purposes of this policy, the following definitions apply.

Term	Definition
Grant	Grants are one-off financial allocations made to community organisations and groups to address the community development priorities of Council, and meet demonstrated community needs. Funds are exclusive of GST, if applicable. Council is recognised for its contribution.
Sponsorship	Sponsorship is classified as in-kind assistance, a cash contribution, or a combination of both. Sponsorship is provided to community organisations, businesses or groups for the staging of events and projects that benefit the Alice Springs community. Funds are exclusive of GST, if applicable. Council is identified as a sponsor.
Donation	Donations are funds provided to community organisations and groups in response to demonstrated immediate need. Donations are made on a one-off basis for a specific purpose. Funds are exclusive of GST, if applicable.
In-kind	In-kind support involves a direct cost for Council through the provision of support or services, or through forgoing revenue on items that would normally incur a fee or charge.
Acquittal	Grant, sponsorship and donation recipients will be required to complete an acquittal. The acquittal requires recipients to show proof that the project, activity or event took place, proof of expenditure and how Council's support was acknowledged.

3 Policy Statement

Alice Springs Town Council provides bi-annual grant funding, bi-annual sponsorship and donation opportunities to support the Alice Springs community. Council is committed to supporting events and programs that strengthen the community and align with Council's strategic objectives.

3.1 Objectives

In providing grants, sponsorship and donations, Alice Springs Town 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.

3.2 Priority areas

The Community grants and Sponsorship programs are funded across four priority areas outlined in the Alice Springs Liveability and Sustainability 2030 plan. Applications must ensure the event or program responds to at least one of the priority areas:

Pillar 1 Liveability

Pillar 2 Safety

Pillar 3 Environment

Pillar 4 Economy

Successful applicants will be required to acknowledge Council's support. See Community Support Guidelines for further detail.

3.3 Management of grants, sponsorship and donations programs

3.3.1 Community Grants

There are two community grant rounds open each year.

Round 1: For activities between 1 January and 30 June – Opens 1 August and closes 1 September.

Round 2: For activities between 1 July and 31 December – Opens 1 February and closes 1 March.

Each grant awarded is for a one-year term only.

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

Funding requests received by Council outside of the scope and/or timelines of Council's Community Grants program may, on occasion, be considered if there is significant demonstrated community need, and where there is an appropriate budget available. Council needs to endorse and approve a budget for such requests.

3.3.2 Event sponsorship

There are two event sponsorship rounds open each year.

Round 1: For activities between 1 January and 30 June – Opens 1 August and closes 1 September.

Round 2: For activities between 1 July and 31 December – Opens 1 February and closes 1 March.

There are two categories within the event sponsorship program and funding provided based on the scale, impact and significance of the event. Event sponsorship can be awarded for a one-year term or (if eligible) a three-year term with funding progressively discounted and discontinues following the three-year term.

Recipients of event sponsorship are required to sign an agreement and complete an acquittal of their activities.

3.3.3 In-Kind support

Council provides in-kind support through provision of services, equipment or materials in place of monetary support. Considered as sponsorship, all in-kind support applications are recognised as a Total Cash Equivalent (TCE) to determine the direct cost to Council. Recipients of in-kind support are required to demonstrate that the event or program will benefit the community and must meet requirements listed in the Community Support Guidelines to receive support.

3.3.4 Donations

Donations will be made only if there is an urgent requirement or an emergency situation for which the organisation has no immediate specific budget provision. Donation applications need to be made in writing to the Chief Executive Officer.

3.4 Administration of grants, sponsorship and donations

3.4.1 Application processes

Each community grant, event sponsorship, in-kind support and donation programs have associated guidelines. These guidelines outline to the community the specific purpose, process and conditions of each program.

Personal information about individuals collected during these processes will be treated in accordance with the Northern Territory Information Act, Schedule 2 – Information Privacy Principles.

3.4.2 Assessment processes

Applications are assessed by a minimum three-person funding panel, which may recommend full, part or no funding to Council as the decision-making authority.

Employees involved in any part of the funding assessment process are required to disclose any conflicts of interest, as per Council's Code of Conduct for Employees.

To ensure an accountable and transparent assessment process, anyone who discloses a conflict of interest will not participate in any discussions or decisions relating to the specific application.

To ensure transparent decision-making, applications will be assessed based on set criteria for each program. Recommendations that are assessed as eligible are presented for approval at an open Ordinary Council meeting.

All applicants will be informed of the outcome of their application in writing.

3.5 Standard conditions

The following conditions apply to all Council's community grants, event sponsorship and donations programs.

- 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 grant or sponsorship must accept the conditions within this policy and the guidelines relevant to the specific program.
- The organisation or individual receiving the funding must obtain all relevant permits or approvals from Council before they proceed with their project.
- The organisation or individual receiving funding must seek approval from Alice Springs Town Council prior to using Council's logo in promotional material.
- Council reserves the right to withdraw funding and/or cease partnership with a grant, sponsorship or donation recipient if:
 - the project isn't progressing satisfactorily,
 - the organisation breaches funding conditions, or
 - the project risks the reputation of Council.

If this occurs, the organisation will be fully liable for costs involved and program funds must be returned to Council.

4 Roles and Responsibilities

Alice Springs Town Council will be responsible for managing community grants, event sponsorship, in-kind support and donation programs.

Elected Members will:

- Endorse funds in the budget each financial year for grants, sponsorship and donations
- Endorse grant applications at an open Ordinary Council Meeting
- Endorse additional grant rounds based on community needs

Chief Executive Officer will:

- Review and approve donation requests within approved budget
- Review and approve fee waivers and in-kind support requests over \$10,000
- Oversee Council Officers to ensure best practice is followed

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Delegated Council Officers will:

- Publicise grants and sponsorship opportunities and manage applications
- Oversee in-kind support administration and approvals
- Administer the community grants, event sponsorship and donations processes
- Assess applications in accordance with the criteria and provide recommendations to Council
- Approve project variations if required
- Annually review the policy, guidelines, procedures and documents related to community grants, event sponsorship and donations to ensure they continue to meet Council objectives
- Provide annual updates to Council on the status of administered grants.

5 Related Legislation and Documents

- *Alice Springs Liveability and Sustainability 2030 plan*
- *Alice Springs Town Council Community Support Guidelines*
- *Alice Springs Town Council Delegations Register*
- *Alice Springs Town Council Code of Conduct - Members (Council, Council committee & audit committee) Policy*
- *Northern Territory Information Act 2002*

6 Communication and Training

Will this policy be communicated through internal communications?	Yes
Where will this policy be available?	Intranet and ASTC website
Will training needs arise from this policy? If yes, who will be responsible.	Yes, Manager Community and Cultural Development