

ITEM 15 POLICY REVIEW: FINANCIAL ASSISTANCE POLICY

This report proposes changes to Council's Financial Assistance Policy to ensure its relevance and readability. As part of this Policy review, a new Financial Assistance Procedures Management Policy has been endorsed by the Executive Management Committee which contains specific details and standard procedures relating to the various financial assistance streams.

RECOMMENDATION

- 1 Council revoke the existing Financial Assistance Policy adopted 30 November 2015.
- 2 Council endorse the new draft Financial Assistance Council Policy to go on public exhibition for 28 days.

REPORT AUTHORISATIONS

Report of: Sue Savage, Manager Community Cultural and Economic Development
Authorised by: Kerry Hunt, Director Community Services - Creative and Innovative City

ATTACHMENTS

- 1 Draft Financial Assistance Council Policy
- 2 Draft Financial Assistance Procedures Management Policy

BACKGROUND

Council's Financial Assistance Policy (adopted 30 November 2015) laid out the different programs by which Council provides financial assistance to organisations and individuals and included detailed procedures for the management of each program.

An audit report by KPMG, 'Sponsorships and Grants Policy and Controls' recommended that: "WCC review and update the Financial Assistance Policy to remove reference to specific programs, and instead to ensure the Policy remains relevant as Council programs continue to evolve."

PROPOSAL

As a result of the audit report, the new draft Financial Assistance Policy has been drafted for Council's endorsement to go on public exhibition for 28 days prior to coming back to Council for endorsement. A Financial Assistance Procedures Management Policy has been developed and endorsed by Executive Management Committee on 7 May 2019.

CONSULTATION AND COMMUNICATION

Consultation was undertaken with the following - Governance, City Strategy, Economic Development, Leisure Centres, Community Development, Cultural Services, Events and the Chief Financial Officer.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal 3 "Wollongong is a creative and vibrant city".

CONCLUSION

In order to have a more responsive policy with regard to the granting of financial assistance, a new Council Policy has been developed that removes mention of specific financial assistance programs and procedures. It is proposed this draft policy go on exhibition for 28 days prior to coming back to Council with community feedback for Council endorsement.



ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

This policy has been developed in order to provide clarity regarding how Council can grant financial support to individuals and/or groups/organisations.

The Local Government Act 1993 (The Act) allows that a council may provide financial assistance to individuals or organisations for the purpose of exercising its functions. A decision to contribute financial assistance cannot be delegated to the General Manager or other persons, however Council may vote to delegate the implementation of Financial Assistance Programs, to the General Manager.

Council must be provided details of recipient and amount for all financial assistance granted. Where financial assistance has been provided under a specific program whose implementation has been delegated to the General Manager, Council should be advised of financial assistance under each program (including details of recipient and amount).

OBJECTIVE

The main objective of this policy is to –

- 1 Provide financial assistance in a consistent, equitable and transparent manner that meets the requirements of the Local Government Act, 1993.

POLICY STATEMENT

This policy outlines a process by which Council can distribute community resources in a considered and transparent manner.

Under this policy, recipients may include not-for-profit individuals and organisations as well as those who act for private gain.

POLICY REVIEW AND VARIATION

- 1 Council is to have the opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

FINANCIAL ASSISTANCE POLICY

COUNCIL POLICY

PROCEDURES

1. Provision of financial assistance to not-for-profit recipients.

Financial Assistance may be provided to not-for-profit recipients through a resolution of Council, or by implementation of a Financial Assistance Program included in this policy. Methods of submitting a proposal to provide financial assistance for Council approval include:

- Report to Council;
- Inclusion in the adopted Delivery Program and Annual Plan or by way of a specific project with details of recipient and amount;
- Via the Quarterly Review (of the Annual Plan) or the Six-monthly Progress Report (of the Delivery Program) by way of a specific project added throughout the year with details of recipient and amount.

In the interests of openness and transparency in Council decision making, all submissions must include details of recipient and amount proposed.

2. Provision of financial assistance to recipients who act for private gain.

Financial assistance may be provided to recipients who act for private gain through a resolution of Council, or by implementation of a Financial Assistance Program included in this policy.

There are special public notice requirements when proposing to provide financial assistance to a recipient who acts for private gain. A recipient who acts for private gain must not receive benefits until at least 28 days' public notice of Council's intention to consider the matter has been given. Public notice is required prior to Council's consideration of the matter. However, public notice is not required under two circumstances:

2.1 The financial assistance is part of a specific program, the details of which have been included in Council's Annual Plan for the year in which the financial assistance is proposed to be given; and where the program's proposed budget for that year does not exceed 5% of Council's proposed income from ordinary rates levied for that year; and where the program applies uniformly to all persons within the Wollongong LGA or to a significant group of persons within the area;

OR

2.2 The financial assistance is part of a program of graffiti removal work.

Regardless of whether public notice is required, where Council approval is being sought the usual Council meeting notification requirements will apply.

2.3 Financial Assistance – General Procedure

All financial assistance that is not part of a Financial Assistance Program detailed in this policy must be approved by Council.

FINANCIAL ASSISTANCE PROGRAMS

To be eligible for inclusion in this policy a Financial Assistance Program must meet all of the following criteria:

- The program must contribute to and align with the goals and strategies outlined in the Community Strategic Plan for the year in which the financial assistance is proposed to be given;
- The program's proposed budget for the year does not exceed 5% of Council's proposed income from ordinary rates levied for that year;
- The program applies uniformly to all persons within the Wollongong LGA or to a significant group of persons within the area.

FINANCIAL ASSISTANCE POLICY

COUNCIL POLICY

Each of Council's financial assistance programs has its own procedures and requirements.

- Council must publicise the opportunity for financial assistance and seek written applications. This is undertaken using a variety of mechanisms including: social media, print media, and information sessions.
- Those applications must be assessed against set criteria.
- The applications that meet the criteria and are recommended will be referred to the General Manager for approval under his delegated authority.
- Successful applicants will be advised to Council by way of a Council report to ensure transparency.

FINANCIAL ASSISTANCE POLICY

COUNCIL POLICY

SUMMARY SHEET		
Responsible Division	COMMUNITY SERVICES	
Date/s adopted	<i>Executive Management Committee</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	[DD/MM/YYYY]	
Date of next review	[Mmmm YYYY - Must be within next Term of Council]	
Legislative or other requirement for review DELETE THIS WHOLE ROW IF NOT APPLICABLE	[List review timeframe and Act, policy or other review requirement]	
Responsible Manager	COMMUNICATIONS AND ENGAGEMENT MANAGER	
Authorised by	DIRECTOR COMMUNITY SERVICES	



FINANCIAL ASSISTANCE PROCEDURES MANAGEMENT POLICY

ADOPTED BY EXECUTIVE MANAGEMENT COMMITTEE: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

This policy has been developed in order to ensure good governance and transparency in relationship to Council's provision of financial assistance.

The Local Government Act 1993 (The Act) allows that a council may provide financial assistance to individuals or organisations for the purpose of exercising its functions. A decision to contribute financial assistance cannot be delegated to the General Manager or other persons, however Council may vote to delegate the implementation of Financial Assistance Programs, as included in this policy, to the General Manager.

Council must be provided details of recipient and amount for all financial assistance granted. Where financial assistance has been provided under a specific program whose implementation has been delegated to the General Manager, Council should be advised of financial assistance under each program (including details of recipient and amount).

Specific Financial Assistance Programs covered by this policy:

- A Wollongong Heritage Fund
- B Small Cultural Grants Program
- C Small Grants NAIDOC Week Event
- D Sponsorship of Community Events
- E Contribution to Public Bands and Choirs
- F Minor Donations
- G Activities with Economic Benefit
- H Large Cultural Grants Program
- I Leisure Centre In-Kind Donations
- J Connecting Neighbours Grants
- K Signature Events

OBJECTIVE

The main objective of this policy is:

- 1 To provide financial assistance in a consistent, equitable and transparent manner that meets the requirements of the Local Government Act, 1993.

POLICY STATEMENT

This policy aims to allow for considered and transparent decisions to be made regarding the distribution of community resources.

Under this policy, recipients may include not-for-profit individuals and organisations as well as those who act for private gain.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

POLICY REVIEW

This Management policy forms part of the four-year rolling policy review schedule for Management policies and will be reviewed within four years from the date of each adoption of the policy, or more frequently as required.

DRAFT

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

STATEMENT OF PROCEDURES

DEFINITIONS

For the purposes of this policy 'financial assistance' is defined as:

Payments given to individuals or organisations which are not commensurate with a reciprocal benefit received by Council.

It should be noted the following examples are not considered financial assistance and are therefore outside this policy:

- 1 Payments made in exchange for the provision of a service which Council may otherwise provide itself. This includes but is not limited to:
 - 1.1 Neighbourhood Youth Projects;
 - 1.2 Illawarra Children's Services;
 - 1.3 Illawarra Performing Arts Centre;
 - 1.4 Illawarra Regional Information Service;
 - 1.5 Destination Wollongong.
- 2 Statutory contributions such as SES, Rural Fire Service and NSW Fire Brigades.

PROCEDURES

1. Provision of financial assistance to not-for-profit recipients

Financial assistance may be provided to not-for-profit recipients through a resolution of Council, or by implementation of a Financial Assistance Program included in this policy. Methods of submitting a proposal to provide financial assistance for Council approval include:

- Report to Council;
- Inclusion in the adopted Delivery Program and Annual Plan or by way of a specific project with details of recipient and amount;
- Via the Quarterly Review (of the Annual Plan) or the Six-monthly Progress Report (of the Delivery Program) by way of a specific project added throughout the year with details of recipient and amount.

In the interests of openness and transparency in Council decision making, all submissions must include details of recipient and amount proposed.

2. Provision of financial assistance to recipients who act for private gain

Financial assistance may be provided to recipients who act for private gain through a resolution of Council, or by implementation of a Financial Assistance Program included in this policy.

There are special public notice requirements when proposing to provide financial assistance to a recipient who acts for private gain. A recipient who acts for private gain must not receive benefits until at least 28 days' public notice of Council's intention to consider the matter has been given. Public notice is required prior to Council's consideration of the matter. However, public notice is not required under two circumstances:

- 2.1 The financial assistance is part of a specific program, the details of which have been included in Council's Annual Plan for the year in which the financial assistance is proposed to be given; and where the program's proposed budget for that year does not exceed 5% of Council's proposed income from ordinary rates levied for that year; and where the program applies uniformly to all persons within the Wollongong LGA or to a significant group of persons within the area;

OR

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

2.2 The financial assistance is part of a program of graffiti removal work.

Regardless of whether public notice is required, where Council approval is being sought the usual Council meeting notification requirements will apply.

2.3 Financial Assistance – General Procedure

All financial assistance that is not part of a Financial Assistance Program detailed in this policy must be approved by Council.

FINANCIAL ASSISTANCE PROGRAMS

To be eligible for inclusion in this policy a Financial Assistance Program must meet all of the following criteria:

- The program must contribute to and align with the goals and strategies outlined in the Community Strategic Plan for the year in which the financial assistance is proposed to be given;
- The program's proposed budget for the year does not exceed 5% of Council's proposed income from ordinary rates levied for that year;
- The program applies uniformly to all persons within the Wollongong LGA or to a significant group of persons within the area.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

A WOLLONGONG HERITAGE FUND

Aim: To encourage conservation work in heritage places in the Wollongong Local Government Area and retain cultural significance through the provision of financial assistance.

Administered by: Environmental Strategy and Planning Division

1 ELIGIBILITY

All applications must be for conservation works or conservation reports for heritage items listed in a current or draft Local Environment Plan. Applications relating to significant or contributory items within a Conservation Area may also be considered at the discretion of Council's Heritage Officers.

Where a project requires development consent or approval prior to the commencement of works, the consent/approval must be obtained for the project to be eligible for funding under this program.

Only those projects able to be completed by 31 May in the financial year for which the grant is offered will be considered.

Examples of eligible projects:

- Repair, maintenance or reinstatement of missing items on heritage places;
- Preparation of Conservation Management Plans or technical reports which will lead to conservation work.

2 PROJECTS NOT FUNDED

Funding will generally not be provided for the following projects:

- Where assistance is reasonably available from another source, (including, but not limited to, where the works relate to a large strata titled subdivision, or are subject to, or have been the subject of, a recent development approval process that could reasonably be expected to finance the conservation/ maintenance works);
- Where substantial assistance has previously been provided;
- Purchase of a heritage building, site or movable item;
- New additions to a heritage building (including new internal fittings such as kitchens and bathrooms);
- Relocation of a heritage building;
- Work on government-owned buildings or sites (with the exception of grave conservation works to significant graves within cemeteries, and similar scenarios);
- Work which is not conservation work;
- Where acquittal has not been received for a previous Wollongong City Council grant;
- Where the project has already been completed (except where works have been pre-approved by Council's Heritage Officer as urgent, and written confirmation that the project will still be considered for funding is provided).

3 ASSESSMENT CRITERIA

An objective scoring system will be applied to the following criteria by the assessment panel in order to rank the priority of applications.

- Does the project provide significant conservation outcomes, and demonstrate good conservation practice?
- Does the project contribute to broader conservation objectives? For example, is the item in a conservation area or part of a group of heritage items and/or is the project likely to encourage conservation of other heritage items?

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

- Is the item accessible to the public?
- Is the project highly visible from the public domain?
- Is the project urgent to avert a threat to a heritage item?
- Will not completing the project present additional risk for damage or loss to occur?
- Is the heritage item used as a private residence or by a not-for-profit organisation (ie not as a business premises)?
- Will any special or innovative technology be used in carrying out the conservation works?
- Will the project provide employment opportunities and heritage experience for local tradespeople?
- Has the project, or the site of the project, recently received grant funding either from Wollongong City Council or another source?

Note – It is not necessary for a project to meet all of these criteria.

4 LEVEL OF FUNDING AVAILABLE

The maximum level of funding per project will be limited to 50% of the total project cost, to a maximum dollar value of \$10,000 (excl GST) funding per project. Where financial assistance is being provided to a body that is registered for GST, Council may pay the grant plus GST, subject to the receipt of a valid Tax Invoice with the project acquittal.

Financial assistance may be provided for a project in excess of \$10,000 (excl GST), however this requires Council approval.

Applicants will be required to provide at least matching finance for all projects. Council reserves the right to offer assistance of less than 50% of the total project cost.

5 TIMING

The project must be completed and claims submitted by the end of May in the financial year for which the grant is allocated. It should be noted that grants are only paid on completion of projects as a reimbursement of demonstrated expenditure.

6 PROCEDURE

- Potential applicants should initially contact Council's Heritage Officer to discuss their project, by phoning (02) 4227 7524 or emailing council@wollongong.nsw.gov.au.
- The 'Application for Heritage Funding' form should be completed and submitted with any supporting documentation by the advertised closing date.
- All applications will be assessed by a sub-committee of the Wollongong Heritage Advisory Committee, under the guidance of Council's Heritage Officer, in accordance with the criteria set out in this policy.
- Those projects recommended for funding will be submitted to the General Manager for final approval, and all applicants advised of the outcome of their application.
- Details of approved funding will be reported to Council for information.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

B SMALL CULTURAL GRANTS PROGRAM

Aim: To enliven the City with diverse cultural activities for the benefit of Wollongong's residents, workers and visitors. Specifically, the Program supports initiatives that assist the City of Wollongong in achieving the following key objectives:

- To encourage innovative approaches to cultural projects;
- To showcase the quality and diversity of arts practice in Wollongong and the role it plays in reflecting our community's aspirations and Wollongong's distinctive character;
- To increase community participation in the cultural life of the City;
- To endorse Wollongong as an exciting, contemporary and cosmopolitan city that values the culture of its residents;
- To build the capacity of organisations to deliver high quality innovative programs and services.

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY

Funding through this program is open to residents of the Wollongong Local Government Area; community and cultural development organisations; physically and socially isolated communities; groups from diverse backgrounds; and young people.

The Small Cultural Grants Program makes funds available to individuals and not-for-profit community groups in the local cultural industry for music, performing arts, visual arts, crafts and other local cultural initiatives. Artists and communities who are culturally and linguistically diverse, and Aboriginal and Torres Strait Islanders are encouraged to apply.

Eligible projects must:

- Address issues highlighted in the City of Wollongong's Cultural Plan;
- Meet assessment criteria;
- Encourage community participation and involvement in community and cultural development activities;
- Occur in the specified financial year;
- Have a completed budget; and
- Supply quotes for booking of venues and outdoor spaces where applicable.

2 PROJECTS NOT FUNDED

Funding will generally not be provided for the following projects:

- Projects conducted outside the Wollongong LGA;
- Projects that have no direct benefit to Wollongong residents;
- Where funds are required to complete an accredited course of study;
- Where projects are primarily fundraising;
- Where projects carry forward a financial deficit;
- Where projects directly benefit an individual;
- Where projects are retrospective;
- Where a more appropriate funding source is available;
- Where projects are submitted by Government Departments or Agencies;
- Where projects will financially benefit a profit-making individual, organisation or Government Department;

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

- Where an acquittal has not been received for a previous Wollongong City Council grant;
- Where applications are received by Wollongong City Council after the published closing date;
- For insurance cover and lease or rent costs.

3 ASSESSMENT CRITERIA

Projects should meet the following assessment criteria:

- Demonstrate a strong community cultural development aspect that involves and benefits the broader community through participation in the process and activity;
- Reflect and enhance Wollongong's sense of place and local identity;
- Attract broad or new audiences by promoting greater community awareness of, and participation in, cultural activities;
- Use an innovative approach to the art form or activity proposed;
- Be completed in the financial year specified in the application; and
- Be achievable within the planned budget.

The assessment committee reserves the right to consider an application under a different category to that selected/nominated by the applicant, should it be determined appropriate to do so.

4 LEVEL OF FUNDING AVAILABLE

Category 1 – Community Cultural Development Projects

This category supports local arts-based Community Cultural Development projects and events created by individual artists and communities within the City of Wollongong.

Applicants can request up to \$4,000.

Category 2a – Professional Development, Marketing and Minor Capital Support

This category provides support for local community-focused arts organisations, groups and cultural initiatives that have been established for three or more years, for professional development, marketing and minor capital support.

Applicants can request up to \$4,000.

Category 2b – New Initiatives: Professional Development, Marketing and Minor Capital Support

This category provides seed funding for local community-focused arts organisations, groups and cultural initiatives that have been established for less than three years, for professional development, marketing and minor capital support.

Applicants can request up to \$1,000.

5 TIMING

The annual round of the Small Cultural Grants Program is publicised each year. The Small Cultural Grants Committee selects successful applications according to the eligibility and assessment criteria outlined in this policy. Funds will be made available to successful applicants after 1 July. Projects must be acquitted by 30 June of the following calendar year.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

6 PROCEDURE

- Applications for sponsorship will be invited annually for events to be held in the following financial year.
- Applications must be lodged via the online Sponsorship Application Form by the advertised closing date. The online application form is available on Council's website at www.wollongong.nsw.gov.au.
- Applicants must register as an online Council user to be able to complete their application.
- Applicants will be asked to lodge mandatory documentation. This includes a copy of their Constitution or Articles of Association with each application, if available and a budget.
- All applications will be assessed by a committee consisting of the Community and Cultural Development Manager, the Cultural Development Coordinator and two representatives from the community.
- Those applications recommended for funding will be submitted to the General Manager for final approval, and all applicants advised of the outcome of their application.
- Details of approved funding will be reported to Council for information.

C SMALL GRANTS NAIDOC WEEK EVENT

Aim: Wollongong City Council, through NAIDOC Week, seeks to involve as many people as possible in the celebration of the history, culture and achievements of the local Aboriginal and Torres Strait Islander community.

The grant assists the City of Wollongong in achieving the following key objectives:

- To endorse Wollongong as a vibrant and exciting city that values the culture of its traditional owners;
- To showcase the significance and diversity of the local Aboriginal and Torres Strait Islander culture and history;
- To increase community understanding of local Aboriginal and Torres Strait Islander culture and history;
- To strengthen community wellbeing through participation in an event that celebrates the achievements and culture of the local Aboriginal and Torres Strait Islander community.

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY

To be eligible for consideration, all applicants must:

- Be a not-for-profit community organisation;
- Be proposing an activity that will occur as part of NAIDOC week;
- Ensure that the application is post marked or received by Council by the published closing date;
- Provide events that encourage community participation and involvement from the larger community; and
- Applicants must show they will achieve at least one if not more of the program objectives. A higher weighting will be given to applications that achieve a number of program objectives.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

2 INELIGIBILITY

Grants will not be provided for:

- Activities which do not meet the eligibility criteria;
- Activities conducted outside the City of Wollongong LGA;
- Activities that are primarily fundraising;
- Activities where the benefit is directly to an individual;
- Activities submitted by Government Departments/agencies and/or schools;
- Activities which will financially benefit a profit-making individual, organisation or Government Department;
- Applicants that have not acquitted a previous Wollongong City Council grant;
- Applications received by Council after the published closing date.

3 ASSESSMENT PROCESS

- Applications will be considered by the Aboriginal Reference Group members, with their recommendations for support being noted by an appropriate Council Officer.
- Applications recommended for support will be forwarded to the General Manager for final approval.
- Successful applicants will receive a letter outlining the terms of the approval and the allocation of funds.
- The successful applicant list will be reported to Council for information.

4 TERMS AND CONDITIONS

- Successful applicants will be required to issue Council a tax invoice/invoice for the grant amount.
- If the applicant is registered for GST, Council will pay the grant plus GST, subject to the receipt of a valid Tax Invoice.
- Council will not provide grants to applicants who do not have an ABN or supply a Statement by Supplier form with their Invoice.

5 LEVEL OF FUNDING AVAILABLE

A maximum of up to \$5,000 per grant application is available.

D SPONSORSHIP OF COMMUNITY EVENTS

Aim:

- To provide assistance for groups, organisations or individuals seeking to organise community events and activities;
- To ensure that a fair and transparent process is used in the allocation of event sponsorship funds;
- To further develop the range of existing events to maximise the economic and social benefits to the city;
- To ensure that funding is allocated to a range of events with emphasis on those considered strategically important;
- To ensure that Council receives appropriate recognition for its sponsorship contribution.

Administered by: Community Cultural and Economic Development Division

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

1 ELIGIBILITY FOR SPONSORSHIP

- Applications will be considered from not-for-profit groups, organisations or individuals seeking to organise an event within the Wollongong Local Government Area that has demonstrable benefit to the community.
- Sponsorship sought must be for a specific community event with a fixed timeframe. Ongoing operational, maintenance or administrative costs will not be sponsored.
- Successful applicants must sign and comply with a Sponsorship Agreement. This is a written evaluation to be provided within 60 days of the conclusion of the event. Preference will be given ideally to non-ticketed events.
- The following events will not be eligible for funding via this program:
 - Local events that only target a specific sector or group and do not actively engage the general broader community;
 - Fetes;
 - Conferences/Dinners;
 - Award presentations;
 - Political events;
 - Fundraising events available only to paid ticket holders;
 - Any event with sponsorship assessed as actual, potential or perceived conflict of interest between Council and the applicant or another sponsoring individual or organisation for such event.
 - Any event which is assessed as a risk management cost to Council.
 - Applicants who have received donations, grants or sponsorship from Council in the past two years will be ineligible for sponsorship funding if all requirements of the previous sponsorship have not been satisfactorily complied with and finalised.
 - Events will not be sponsored retrospectively.

2 ASSESSMENT CRITERIA

Eligible applicants will be prioritised according to the following assessment criteria:

- Citywide event (an event which encompasses the community of the whole of the City of Wollongong);
- Local community event that is inclusive and focuses on encouraging broad community participation, including but not limited to arts, culture and music;
- Sporting events of State or National significance held within the City of Wollongong LGA.

The assessment committee reserves the right to consider an application under a different category to that selected/nominated by the applicant, should it be determined appropriate to do so.

In assessing applications, the Committee will consider the event's social and economic benefit to the community, the expected outcomes of the event, demonstrated need for funding, demonstrated financial capacity and responsibility of the applicant, availability of other funding sources, and appropriateness of the event.

In order to maximise community participation in sponsored events, applicants are encouraged to make attendance of their event free to the general public.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

3 CONFLICT OF INTEREST

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy, which are available on Council's website.
- Any actual, potential or perceived conflict of interest posed by the potential sponsorship of an event will be identified as part of the assessment.
- No employee of Council may seek or receive a personal benefit or be perceived to receive a personal benefit as a result of sponsorship allocation from Council.

4 EVENT SUPPORT LEVELS

- Sponsorship funding for events held within the City of Wollongong LGA will be provided within the following parameters:
 - i Citywide events – funding to a maximum of \$15,000 + GST
 - ii Local general community events – funding to a maximum of \$5,000 + GST
 - iii Sporting events of State or National significance – funding to a maximum of \$5,000 + GST
- All sponsorship will be considered on a one-off basis and no guarantee is made for future sponsorship beyond the term described in the Sponsorship Agreement.
- Sponsorship arrangements for annual or ongoing events and activities may be subject to multi-year agreements over a period of up to four (4) years, at Council's discretion. Multi-year sponsorship is considered with a view to encouraging self-sufficiency for such events and activities, whilst at the same time maintaining a level of support which will guarantee their short term viability.

5 IN-KIND SPONSORSHIP

- Applicants must identify any in-kind sponsorship requested, including facilities for waste services, rebate of fees and charges, or any other Council-provided services or facilities.
- Requests for in-kind sponsorship will be assessed based on the criteria outlined in this policy and will be given a dollar costing at the normal rate of Council for such services or facilities. This value will be considered by the Sponsorship Allocation Committee along with all other sponsorship applications.
- A limited number of items are available for loan at no charge to event organisers, regardless of whether they are sponsored by Council. These include witches hats, barrier boards, bollards and sulo bins, and are subject to availability. To book equipment, event organisers must contact Council's Events and Functions Coordinator on (02) 4227 7111 or email events@wollongong.nsw.gov.au.

6 PROCEDURE

- Applications for sponsorship will be invited annually for events to be held in the following financial year.
- Applications must be lodged via the online Sponsorship Application Form by the advertised closing date. The online application form is available on Council's website at www.wollongong.nsw.gov.au.
- Applicants must register as an online Council user to be able to complete their application.
- Applicants will be asked to lodge mandatory documentation. This includes a copy of their Constitution or Articles of Association with each application, if available, and a budget.
- All applications will be assessed by the Sponsorship Allocation Committee, comprised of the General Manager, Manager Community Cultural and Economic Development or delegate, Communications and Engagement Manager, and Events Support Officer.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

- Applications will be prioritised in accordance with the assessment criteria of this program.
 - The Committee will recommend applications considered suitable for funding, with the General Manager having final approval.
 - Successful applicants will be advised of Council's sponsorship including conditions of sponsorship and the Sponsorship Agreement.
 - The successful applicant list will be reported to Council for information purposes.
 - Unsuccessful applicants will be notified of the outcome of their application.
 - Any application received which requires consideration outside of the parameters of this program will be submitted to Council for determination.
- 7 OUT OF ROUND APPLICATIONS
- Should there be sufficient funds remaining from the initial sponsorship allocation, out of round applications may be considered at Council's discretion.

E CONTRIBUTION TO PUBLIC BANDS AND CHOIRS

Aim: To support the public performance of community bands and choirs in the City of Wollongong Local Government Area.

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY

- Applications will be considered from not-for-profit bands or choirs that are located and operate within the Wollongong Local Government Area.
- Groups must have membership that is open to the community, and be able to perform outdoors without amplification of sound.
- A community band is defined as 'a community-based group of experienced musicians playing together, with a conductor, and performing different parts as a group'. It will typically hold regular rehearsals and be available to perform in the community.
- A choir is defined as 'an organised group of singers who perform together, and typically whose numbers are large enough to incorporate small groups to sing different parts at different pitches'.
- School bands and choirs are not eligible for sponsorship under this program.

Successful applicants must sign and comply with a Sponsorship Agreement, which includes the requirement for:

- Acknowledgement of Council (including logo) equivalent to other similar amount sponsors and/or as stated within Council's Sponsorship Agreement;
- The applicant to obtain and comply with all certificates and approvals required by law for the operation of the band or choir, and any performances by the group;
- Council to have the opportunity to display banners (as supplied by Council) at the group's performances;
- Each sponsored band or choir to perform in a public place within the sponsorship period as follows:
 - Primary (or Senior) Bands to provide at least four performances, including two to be determined by Council, and two to be determined by the band and approved by Council;

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

- Secondary (or Junior) Bands to provide at least two performances, including one to be determined by Council, and one to be determined by the band and approved by Council;
 - Choirs to provide at least two performances at civic functions and events negotiated with Council;
 - A written evaluation to be submitted at the conclusion of the sponsorship period.
- Sponsorship applications will be considered ineligible for support if:
- They are not in keeping with the goals and values of the Wollongong 2022: Community Strategic Plan - available via the following link
<http://www.wollongong.nsw.gov.au/council/publicdocuments/Pages/Wollongong2022.aspx>.
 - They may be assessed as a risk management cost to Council.
 - The applicant has not satisfactorily complied with and finalised all requirements of any donations, grants or sponsorship from Council within the previous two years.
- 2 ASSESSMENT CRITERIA
- Eligible applicants will be prioritised according to the following assessment criteria:
- Appropriateness of the band/choir for community performances;
 - Availability for performances at citywide events;
 - Availability for performances at community-based events;
 - Availability for performances at civic or other events;
 - The financial capacity of the applicant.
- 3 CONFLICT OF INTEREST
- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.
 - Any actual, potential or perceived conflict of interest posed by the potential sponsorship of a band or choir will be identified as part of the assessment.
 - Council will not grant sponsorship to bands or choirs whose objectives and/or missions are in actual conflict with Council's policies.
 - No employee of Council may seek or receive a personal benefit or be perceived to receive a personal benefit as a result of sponsorship allocation from Council.
- 4 SUPPORT LEVELS (PER ANNUM)
- Sponsorship funding for bands and choirs will be provided within the following parameters:
 - Primary (or Senior) Bands to a maximum of \$2,000;
 - Secondary (or Junior) Bands to a maximum of \$1,000;
 - Choirs to a maximum of \$500.
 - All sponsorship will be considered on a one-off basis and no guarantee is made for future sponsorship beyond the term described in the Sponsorship Agreement.
 - Bands or choirs may be considered for multi-year agreements over a period of up to four (4) years, at Council's discretion. Multi-year sponsorship is considered with a view to encouraging self-sufficiency for groups.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

5 PROCEDURE

Applications for sponsorship will be invited annually for support of bands and choirs in the following financial year.

Applications must be lodged via the online Sponsorship Application Form by the advertised closing date. The online application form is available on Council's website at www.wollongong.nsw.gov.au.

Applicants must register as an online Council user to be able to complete their application.

Applicants will be asked to lodge mandatory documentation. This includes a copy of their Constitution or Articles of Association with each application, if available and a budget.

All applications will be assessed by the Sponsorship Allocation Committee, comprised of the General Manager, Manager Community Cultural and Economic Development or delegate, Community Cultural and Economic Manager, and Events Support Officer.

Applications will be prioritised in accordance with the assessment criteria of this program.

The Committee will recommend applications considered suitable for funding, with the General Manager having final approval.

Successful applicants will be advised of Council's sponsorship including conditions of sponsorship and the Sponsorship Agreement.

The successful applicant list will be reported to Council for information purposes.

Unsuccessful applicants will be notified of the outcome of their application.

Any application received which requires consideration outside of the parameters of this program will be submitted to Council for determination.

F MINOR DONATIONS

Aim: To provide assistance for groups, organisations or individuals within the City of Wollongong who are not eligible for sponsorship under any other Financial Assistance Program in this policy.

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY

Applications will be considered from groups, organisations or individuals within the Wollongong Local Government Area who are not eligible for financial assistance under any other Financial Assistance Program in this policy.

Categories include:

- Selection to represent the City of Wollongong in a reputable national or international event. Applicants must be non-professional and have been selected for participation through a competitive process or officially recognised criteria (eg success at qualifying events or judging by expert panel).
- If selection was unable to be considered by any of the above processes then application assessment would be undertaken within the parameters of Council's Community Strategic Plan.
- If multiple local teams are selected in the same competition the highest qualifying team will be given preference. Where there is no clear differentiation, funds will be split across all applicants.
- Contribution to a not-for-profit organisation providing a recognised, necessary service to the Wollongong community which would otherwise be non-existent.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

Contribution to an organisation recognised under the Charitable Fundraising Act which provides significant support to groups or individuals within the Wollongong Local Government Area. The following activities will not be considered eligible for support:

- Participation in an event for which there is no recognised qualification process (eg where selection is automatic upon payment of entry fee or subscription).
- Volunteering activities, or courses of study undertaken by individuals.
- The production of publications or staging of exhibitions.

Donations will not be provided retrospectively.

The General Manager has delegated authority to approve any out of policy requests for donations of up to \$1,500 for exceptional circumstances/requests which align with Council's strategic objectives.

2 CONFLICT OF INTEREST

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.
- Any actual, potential or perceived conflict of interest posed by the potential sponsorship of a band or choir will be identified as part of the assessment.
- Council will not grant sponsorship to groups or individuals whose activities, objectives or missions are in actual conflict with Council's policies.

3 SUPPORT LEVELS

Donations will be considered within the following parameters:

- Individual selection for a national or international event - maximum \$250.
- Selection of multiple residents of Wollongong Local Government Area for a national or international event - maximum \$500.
- Qualification by an entire team based in the Wollongong Local Government Area for a national or international event - maximum \$750.
- Where multiple residents or an entire team are selected for an event, the donation will be provided to the team or group as a whole, ie not to each individual.
- All other donations - maximum \$250.

4 PROCEDURE

- Applications must be lodged on Council's Application for Minor Donation form. This is an online form and is available on Council's website www.wollongong.nsw.gov.au or by calling (02) 4227 7111.
- Applicants using the online applications will need to register as an online Council user to be able to complete their application.
- There is no closing date for applications, however once the Minor Donations budget has been fully expended, no further allocations will be made in that financial year – even if the applicant meets all eligibility requirements.
- Requests for donations will be assessed by the relevant Council Officer to determine if the recommendation is submitted to the General Manager for approval.
- All applicants will be advised in writing of the outcome of their application.
- Upon approval of a donation, the Council Officer will arrange for payment to be made by cheque. Where the applicant is an individual, a cheque will be forwarded directly to the

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

recipient. Where the donation is for an organisation, group or team, Council at its discretion may request a tax invoice or invoice before processing payment.

- Details of donation recipients will be reported to Council for information.
- Any application received which requires consideration outside of the parameters of this program will be submitted to Council for determination.

G ACTIVITIES WITH ECONOMIC OR INDUSTRY DEVELOPMENT

Aim:

- To provide support for activities that align with Wollongong City Council's Economic Development Strategy in the Wollongong Local Government Area.
- To ensure a fair and transparent process is used in the allocation of funding to activities with economic benefit.
- To support the Wollongong 2028 Community Strategic Plan goal: 'We have an innovative and sustainable economy'.

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY

- This program is open to applicants who meet one or more of the eligibility criteria outlined below (either A or B).
- A: Activities with Economic or Industry Development
- To be considered under this program, applicants must clearly demonstrate how they successfully meet one or more of the following eligibility criteria:
 - Economic or industry development initiatives;
 - Projects or events that promote Wollongong, and/or locally based businesses and industry, outside the Illawarra region; or
 - Projects that support local business networks.
- B: Activities that support the development and delivery of signature events (as defined by Category 1 or 2 of the Wollongong Major Events Strategy 2016-20).

2 SELECTION CRITERIA

- A: Activities with Economic or Industry Development
 - Local employment opportunities are increased within a strong local economy (30%)
 - The region's industry base is diversified (30%)
 - The profile of Wollongong as the regional city of the Illawarra is expanded and improved (30%)
 - Wollongong continues to expand as a place of learning (10%).
- B: Activities that support the development and delivery of signature events
 - Reputational impact
 - Economic impact
 - Community and business engagement
 - Lifecycle and legacy.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

CONFLICT OF INTEREST

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.
- Any actual, potential or perceived conflict of interest posed by the potential sponsorship of an activity or initiative will be identified as part of the assessment.
- No employee of Council may seek or receive a personal benefit or be perceived to receive a personal benefit as a result of sponsorship allocation from Council.

3 PROCEDURE

- To apply, applicants must provide a completed application form and claims against each of the eligibility criteria.
- Unsuccessful applicants will be notified of the outcome of their application.
- All applications will be assessed by the Economic Development Manager and Manager Community Cultural and Economic Development or a delegate.
- Applications considered suitable for funding will be forwarded to the General Manager for final approval, within Wollongong City Council's budgetary constraints.
- Successful applicants will receive a letter outlining the terms of the approval and the allocation of funds. They will be required to enter into a Funding Agreement with Wollongong City Council.
- Wollongong City Council will require successful applicants to provide regular updates and submit a written report at the conclusion of the funding term.

H LARGE CULTURAL GRANTS PROGRAM (WARD BASED ART GRANTS)

Aim: To enhance Community Cultural Development (CCD) programs on a ward funding basis.

CCD is a broad term covering a range of initiatives that give communities the opportunity to tell their stories, build their skills and be active participants in the development of their culture. CCD describes collaborations between community members and artists which can use any art form. These collaborations result in creative and social outcomes for the community and enhance community capacity to improve quality of life and sense of belonging for individuals and the wider community.

- To further enhance the community capacity for cultural development;
- To enable a place based cultural development program, that is developed and delivered by the local community in collaboration with an artist or artists;
- To encourage innovative approaches to cultural projects;
- To showcase the quality and diversity of arts practice in Wollongong and the role it plays in reflecting our community's aspirations and Wollongong's distinctive character;
- To increase community participation in the cultural life of the City;
- To endorse Wollongong as an exciting, contemporary and cosmopolitan city that values the culture of its residents; and
- To build the capacity of organisations to deliver high quality innovative programs and services.

Administered by: Community Cultural and Economic Development Division

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

1 ELIGIBILITY

Funding through this program is open to residents of the Wollongong Local Government Area, community and cultural development organisations, physically and socially isolated communities, groups from diverse backgrounds and young people.

The Large Cultural Grants Program makes funds available to individual artists and not-for-profit community groups in the local community for music, performing arts, visual arts, crafts and other local cultural initiatives. Artists and communities who are culturally and linguistically diverse, Aboriginal and Torres Strait Islander people are encouraged to apply.

Eligible projects must:

- Show alignment of the project or program with the City of Wollongong's Cultural Plan goals and objectives;
- Meet assessment criteria;
- Encourage community participation and involvement in community and cultural development activities;
- Occur in the specified 12 month period;
- Have a completed budget;
- Supply quotes for booking of venues and outdoor spaces where applicable;
- Be a new project or program that is not currently funded under Wollongong City Council's Financial Assistance Policy.

2 PROJECTS NOT FUNDED

Funding will generally not be provided for the following projects:

- Projects conducted outside the Wollongong Local Government Area;
- Projects that have no direct benefit to Wollongong residents;
- Where funds are required to complete an accredited course of study;
- Where a major component of the project or program is an event or festival;
- Where projects are primarily fundraising;
- Where projects carry forward a financial deficit;
- Where projects directly benefit an individual;
- Where projects are retrospective;
- Where a more appropriate funding source is available;
- Where projects are submitted by Government Departments or Agencies;
- Where projects will financially benefit a profit-making individual, organisation or Government Department;
- Where the project or program is currently funded by Wollongong City Council's Financial Assistance Policy;
- Where an acquittal has not been received for a previous Wollongong City Council grant;
- Where applications are received by Wollongong City Council after the published closing date;
- For insurance cover and lease or rent costs.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

3 ASSESSMENT CRITERIA

Projects should meet the following assessment criteria:

- Demonstrate a strong community cultural development aspect that involves and benefits the broader community through participation in the process and activity;
- Reflect and enhance Wollongong's sense of place and local identity;
- Attract broad or new audiences by promoting greater community awareness of, and participation in, cultural activities;
- Use an innovative approach to the art form or activity proposed;
- Be completed within the specified 12 month time period in the application;
- Be achievable within the planned budget;
- Show how your project or program aligns with the City of Wollongong's Cultural Plan goals and objectives.

4 CONFLICT OF INTEREST

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.
- No employee of Council may seek or receive a personal benefit or be perceived to receive a personal benefit as a result of sponsorship allocation from Council.

5 LEVEL OF FUNDING AVAILABLE

The Large Cultural Grants program supports local arts-based Community Cultural Development projects/programs created by individual artists and communities in the City of Wollongong.

Total funding available is \$67,500 which is to be shared across three wards, allowing up to \$22,500 per ward.

Applicants can apply for up to \$22,500 per project or program.

All funding will be considered on a one-off basis and no guarantee is made for future funding beyond the term described in the Sponsorship Agreement.

6 TIMING

Calls for proposals for the Large Cultural Grants Program will be publicised at the beginning of each year.

The Large Cultural Grants Committee selects successful applications according to the eligibility and assessment criteria outlined in this policy. Funds will be made available to successful applicants after 1 July. Projects must be acquitted by 30 June of the following calendar year.

7 PROCEDURE

Applications must be lodged via the online Sponsorship Application Form by the advertised closing date.

The online application form is available on Council's website at www.wollongong.nsw.gov.au.

Applicants must register as an online Council user to be able to complete their application.

Applicants will be asked to lodge mandatory documentation. This includes a copy of their Constitution or Articles of Association with each application, if available and a budget.

All applications will be assessed by a committee consisting of the Community and Cultural Development Manager, the Cultural Development Coordinator and two community members.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

Those applications recommended for funding will be submitted to the General Manager for final approval and all applicants advised of the outcome of their application.

Details of approved funding will be reported to Council for information.

I LEISURE CENTRE IN-KIND DONATIONS

Donations will be considered to individuals or not for profit organisations in the form of in-kind donations to provide access to assist in enhancing their sporting opportunities locally or for fundraising purposes.

Financial Assistance through in-kind donations will be granted as follows:

Part A

- The provision of centre memberships to local athletes at Council's leisure facilities to enhance training opportunities within the LGA.

Part B

- The waiving of hire fees for not for profit organisations to facilitate fundraising opportunities.

Part C

- The provision of centre memberships to local schools and sporting organisations to assist in fundraising activities.
- Part D – The provision of club track access for nominated coaches affiliated with associated clubs providing coaching services for no cost.
- Part E - The provision of club track access for nominated officials on designated club events.

Aim:

Council's two leisure centres, located at Kanahooka and Gwynneville, have a number of facilities that provide significant benefit to the community. These facilities allow Council to be able to enhance the ability for local athletes and organisations to train and provide services locally.

The aim of this program is to:

- Enhance each athlete's ability to continue training at local facilities;
- Provide facilities that can be used locally to support community initiatives;
- Allow the leisure centres marketing opportunities within schools through the provision of a reciprocal benefit.

Administered by: Property & Recreation Division – Leisure Centres

1 ELIGIBILITY

Funding through this program is open to residents, sporting organisations and schools located within the Wollongong Local Government Area. Opportunities for in kind donations will be provided a maximum of once per financial year. Organisations or persons that are already recipients of grant funding, sponsorship or any other type of financial/in kind support from Wollongong Council will not be eligible for any in kind grant under this policy.

The in kind grants will provide free or subsidised access to the leisure centres. The type of access and/or subsidy will be granted based on the in-kind donation type being sought.

Part A - Individual Athletes

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

- Under 14's will be provided restricted access to their sporting area only ie a swimmer will be given pool access only due to age restrictions/guidelines in using weight based equipment.
 - 14 years and over will be provided with full centre access, including a regular fitness assessment and individual training program.

Part B - Not for Profit Organisations

- Waiver of hire fees.

Part C - Fundraising

- Provision of a six week centre membership.

2 ASSESSMENT CRITERIA

Part A

- Reside in the Wollongong Local Government Area
- For sports currently operating from the centres (athletics, swimming, badminton, squash, table tennis), be a member of the local club operating from the centre
- Applicants must be non-professional and will demonstrate through past performance and or potential the ability to reach or exceed qualifying for state level or above championships or officially recognised criteria (e.g. success at qualifying events or judging by expert panel) within a 12 month period.
- Participation in an event for which there is no recognised qualification process will be ineligible (e.g. where selection is automatic upon payment of entry fee or subscription)
- Applicant will need to display the ability to apply coaching and technical instruction and display attitude, commitment and dedication to improving performance.
- Applicant will need to display ability or potential to work as part of a team.

Parts B & C

- Is a non-profit organisation and/or is registered under the Charitable Fundraising Act No 69 of 1991
- Demonstrates benefit to the community
- Receives the majority of its revenue from membership fees, donations or public subscriptions
- Is an organisation which supports and stimulates the local economy and reflects the community goals of Wollongong City Council Strategic Plan?
- Provides reciprocal promotional opportunity through the placement of a leisure centre approved advertisement or logo in the event advertising material or newsletter.

Parts D & E

- Maintains a current financial membership with an affiliated track club
- Demonstrates benefit to the community
- Coach or official must be nominated with an affiliated track club
- Coaches and officials must maintain relevant qualifications for activities performed
- Nominating clubs will be required to maintain current evidence of qualifications and or insurance relevant to activity being undertaken.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

3 CONFLICT OF INTEREST

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.

4 LEVEL OF FUNDING AVAILABLE

PART A

- The Leisure Centre Athlete Grants program supports local athletes currently utilising one of Council's Leisure Centres. A total of 10 memberships will be provided each year.

PART B

- No maximum limit will be set
- The amount of reduction granted be determined on an individual request basis in respect to:
 - Impact on current facility services
 - Costs incurred due to the event hosting including cleaning or set up/pack up costs etc.

PART C

- A maximum of one promotional membership will be provided per year to any to local schools and sporting organisation.

All funding will be considered on a one-off basis and no guarantee is made for future funding beyond the term described in the Sponsorship Agreement.

6 TIMING

Grants will be processed throughout the financial year on a monthly basis. Once the total allocation has been exhausted no further grants will be issued in that year.

7 PROCEDURE

Applications must be lodged via Council's Application for Minor Donation form. The online form is available on Council's website www.wollongong.nsw.gov.au or by calling (02) 4227 7111.

Applicants using the online applications will need to register as an online Council user to be able to complete their application.

There is no closing date for applications, however once the Minor Donations budget has been fully expended, no further allocations will be made in that financial year – even if the applicant meets all eligibility requirements.

Requests for donations will be assessed by the relevant Council Officer to determine if the recommendation is submitted to the General Manager for approval.

All applicants will be advised in writing of the outcome of their application

Upon approval of a donation, the Council Officer will arrange for payment to be made by cheque. Where the applicant is an individual, a cheque will be forwarded directly to the recipient. Where the donation is for an organisation, group or team, Council at its discretion may request a tax invoice or invoice before processing payment.

Details of donation recipients will be reported to Council for information.

Any application received which requires consideration outside of the parameters of this program will be submitted to Council for determination.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

J CONNECTING NEIGHBOURS GRANTS

Aim: This program provides grants to community members and groups who want to make a positive impact on their local area and have a good idea how to do it. The program is about strengthening and celebrating neighbourhoods at the grass roots level, creating connections and encouraging collective action to build strong communities

Administered by: Community Cultural and Economic Development Division

1 SELECTION CRITERIA

Applicants

- Must be based in the Wollongong Local Government Area.
- Need to be community members with a shared idea, part of a community group, or representing a small community organisation (not a government agency or a large non-government or community organisation).
- Will 'match' the funding via in-kind and voluntary contributions.

The idea

- Is a new initiative and involves local residents.
- Connects people and/or strengthens the neighbourhood.

Funding

- Of more than \$250 will be managed by an incorporated organisation.
- Will need to be spent within six (6) months.

Ineligibility

- Existing projects.
- Projects co-ordinated/led by organisations in receipt of ongoing government funding. The organisations may act as the auspice and support community members to progress their ideas.

2 LEVEL OF FUNDING

The grants have two categories:

- A Up to \$250 for an individual who, along with at least two other community members, share an idea and want to make it happen; and
- B Up to \$1000 for projects where the community members have partnered with an incorporated organisation to auspice the funds and support the project.

3 TIMING

There will be two rounds of Grant funding each financial year. Applications will open:

- In February for projects to be delivered between July and December
- In August for projects to be delivered between January and June.

4 ASSESSMENT PROCESS

- Applications will be considered by a review panel consisting of Council officers and an independent.
- Applications recommended for support will be forwarded to the General Manager for final approval.
- Successful applications will receive a letter outlining the terms of the approval and the allocation of funds.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

- The successful applicant list will be reported to Council for information.

K SIGNATURE EVENTS

The aim of the program is to support the attraction of 'Signature Events' to Wollongong building on our reputation as a city that attracts events with significant economic and branding benefits to the city.

Process: Destination Wollongong will bring event opportunities to Wollongong City Council to be considered as part of the Signature Events funding pool. Signature Events are considered on a case by case basis and identified as achieving a number of thresholds in the Tier 1 category. It is important to note that not all thresholds need to be met for an event to be eligible for Signature Event funding. For example, an event may boast strong regional exposure due to a dedicated television broadcast, but generate relatively low economic impact due to it being an elite, one-day event. Thresholds are indicative only and to be used as a guide.

Opportunities will be considered by the Manager Community Cultural and Economic Development and Destination Wollongong Officers. Applications recommended for support for amounts up to \$100,000 will be approved by the General Manager.

Where a bid is successful, a funding agreement will be drawn up between Destination Wollongong and the event organiser.

FINANCIAL ASSISTANCE PROCEDURES

MANAGEMENT POLICY

SUMMARY SHEET	
Responsible Division	Community Cultural & Economic Development
Date adopted by Executive Management Committee	[To be inserted by Corporate Governance]
Date of previous adoptions	[List previous adoption dates]
Date of next review	[List date - Not more than 4 years from adoption]
Legislative or other requirement for review DELETE THIS WHOLE ROW IF NOT APPLICABLE	[List review timeframe and Act, policy or review requirement]
Responsible Manager	Communications & Engagement Manager
Authorised by	Manager Community Cultural & Economic Development

DRAFT