

## BACKGROUND

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 at the next meeting of Council (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 Building Better Regional Cities – Home Deposit Assistance Program
- I Crown Street and Inner City Building Façade Rejuvenation Program
- J Large Cultural Grants Program

## OBJECTIVE

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 allows 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. The approval and reporting process is determined by the status of the recipient.

## 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:

- a Payments made in exchange for the provision of a service which Council may otherwise provide itself. This includes but is not limited to:
  - i Neighbourhood Youth Projects;
  - ii Illawarra Children’s Services;
  - iii Illawarra Performing Arts Centre;
  - iv Illawarra Regional Information Service;
  - v Destination Wollongong.
- b Statutory contributions such as SES, Rural Fire Service and NSW Fire Brigades.

Under this policy, a recipient who acts for private gain is any recipient other than a not-for-profit organisation.

### PROCEDURES

#### i 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. The usual Council meeting notification requirements will apply, unless a resolution of Council moves it as an urgent issue.

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.

#### ii 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:

- a 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

- b 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.

### iii 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.

- Requests for financial assistance are to be assessed by the relevant Council Officer (the Sponsor) to determine whether the request will be submitted to Council.
- The Sponsor is to prepare and submit a report to Council for consideration. Details of recipient and amount must be included in the report.
- Once a decision has been made by Council, the Sponsor is to advise the applicant in writing of Council's decision.
- Upon approval the Sponsor is to arrange for the appropriate cheque to be drawn and forwarded to the applicant.

### 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.

## 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.

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?
- 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) but 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](mailto: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.

## 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;
- 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 in 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.

### 6 PROCEDURE

- Applications for sponsorship will be invited annually for events to be held in the following financial year.
- Applications must be lodged on 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](http://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 Community and Cultural Development Coordinator and two members of the Cultural Reference Group.
- 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.

### 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 applications 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 with 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

#### 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, 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 in order to hold the proposed event;
  - Council to have the opportunity to display banners (as supplied by Council) at events;
  - Council to have the opportunity for a stall at all events;
- 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 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.

## 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 7104 or email [events@wollongong.nsw.gov.au](mailto: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 on 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](http://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, Public Relations Manager, and Public Relations 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.

## 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;
  - 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 at <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.

## 5 PROCEDURE

- Applications for sponsorship will be invited annually for support of bands and choirs in the following financial year.
- Applications must be lodged on 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](http://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, Public Relations Manager, and Public Relations 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.
- 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 \$1500 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](http://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.

## 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 2022 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 organising initiatives or events with a direct, significant and demonstrable economic benefit to business or industry based in the City of Wollongong Local Government Area.
- 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;
  - projects that support local business networks;
  - research or programs that support business attraction;
  - the development and delivery of signature events, as defined within Council's Major Events Strategy.

### 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 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 BUILDING BETTER REGIONAL CITIES – HOME DEPOSIT ASSISTANCE PROGRAM

**Aim:** To allocate funding granted under the Federal Government’s Building Better Regional Cities Program to eligible applicants, the objective of which is to invest in local infrastructure projects supporting an increase in the number of homes for sale and rent that are affordable for working families on low to moderate incomes.

**Eligible Applicants:** Individuals as assessed in reference to the eligibility criteria.

**Administered by:** Internally by Council’s Finance Division in conjunction with the IMB, a licensed credit provider and authorised deposit-taking institution (ADI).

### 1 BACKGROUND AND ELIGIBILITY

In June 2012, Wollongong City Council received funding under the Building Better Regional Cities Program in relation to the West Dapto Urban Release Area. Under the funding agreement, a program is to be established to improve affordability of housing in the area for low to moderate income earners. This will be achieved by the provision of assistance under the Home Deposit Assistance Program (the Program).

Eligible applicants must meet pre-defined eligibility criteria relating to income limits (lower and upper limits) and general eligibility criteria. Packages under the Program will relate to newly released house and land packages in West Dapto.

### 2 ELIGIBILITY CRITERIA

The criteria are set to ensure that applicants can afford their home loan without undue risk whilst belonging to the intended target audience of low to moderate income earners. It is necessary for an applicant to meet all of these criteria. An appeal mechanism will exist to review applications that were rejected due to the Council’s eligibility criteria.

#### Eligibility Criteria

##### *Income and other limits*

**Lower limits** – applicants must meet the normal IMB lending policy income requirements to qualify for a home loan. These requirements and process will be set by the IMB.

**Upper limits** – upper limits will be set in reference to the NRAS (National Rental Affordability Scheme) limits. These limits are set annually and vary depending on the make-up of the household. The current limits are:

Household Composition	Initial household income limit (\$)
One adult	48,527
Two adults	67,091
Sole parent with one child	67,137
Sole parent with two children	83,233
Sole parent with three children	99,329
Couple with one child	83,187
Couple with two children	99,283
Couple with three children	115,379

The figures in the table above will be updated as the NRAS indexes household income limits each year.

The NRAS income limit for a couple with three children has been substituted with the maximum income for a Low to Moderate Income Earner under the BBRC funding agreement.

IMB will have the right of refusal to offer all loans under the Program and is under no obligation to approve any application under the Program.

**General Eligibility Criteria**

At least one of the applicants is an Australian citizen or permanent resident
Age restriction: Each applicant must be at least 18 years of age
Property Value: The Council security deposit will be required to account for 20% of the value of the security property
Each applicant is a natural person and not a company or trust
Applicants may be Singles or Joint Applicants who are married or living together as a couple in a de facto relationship (including same sex relationships) as defined in the <i>Interpretation Act 1987</i>
Each applicant has entered into a contract for the purchase of a new house and land package within the West Dapto Urban Release Area
Where the property is purchased jointly, the purchase must be made as joint tenants (not tenants in common)

Program conditions will also be established to manage ongoing compliance with program requirements during Program participation, for example the requirement for the property to be owner occupied.

**3 LEVEL OF FUNDING AVAILABLE**

Assistance in the form of a security deposit of 20% of the value of the property up to \$95,000 (2016/17 issues) will be offered. Each year the amount of assistance offered at issue will be adjusted upwards of \$95,000 based on a housing price index to ensure affordability to new applicants is maintained in line with increases in property values.

The security deposit will remain in Council's name for the duration of the assistance. During this period, arrangements will be made so the interest that Council earns on the deposit is applied to the borrower's loan (with potential deductions for reasonable administration expenses). Minimum repayments under the loan will be calculated without reference to any of the interest amounts directed from the security deposit to the loan account. The borrower will not be able to redraw on these amounts and redraws in general will not be permitted while the security deposit is in place. This will have a similar effect to a mortgage offset account, but will allow the deposit to remain in Council's name.

There is an additional benefit to participants in the Program that will not require additional cash outflow from Council. Applicants will not be required to pay mortgage insurance as the Council security deposit will be in place at 20% of the house and loan value. This will create premium and interest savings for the applicant. Successful applicants will not require a deposit to qualify for a home loan.

**4 TIMING****Initial Round Offers**

Funding totalling \$9,225,000 will be delivered to the Community under this Program. This will be achieved by initially offering 27 packages in the first year with remaining packages allocated approximately equally in the following two years. Applications will be assessed on a first-in-first-served basis; applicants with completed applications meeting the Program's eligibility criteria and the IMB's lending criteria first will be allocated assistance under the Program subject to loans being settled within a reasonable period.

**Recycled Deposits**

As deposits are released back to Council, they will be recycled to new applicants. This will allow the initial funding pool to revolve to assist additional members of the community. The objective is to maximise the number of packages offered under the Program. This will not require any increase to the initial funding amount of \$9,225,000. The process for recycling deposits is outlined as follows:

- Security deposits will remain in place until the initial loan value reduces to 80% of the property value (as determined by a valuation performed by an IMB panel valuer) or early exit is required.
- Releases due to property value increases will take place when market indicators suggest there has been a sufficient increase in property values to a level where the security deposit is no longer required. Property valuations for this purpose will be carried out by an IMB panel valuer. If these conditions are met, the release of the deposit back to Council will be possible. If these conditions have not been met, then the value of the property will be reassessed at a later date. Notwithstanding a property value increase, the security deposit arrangement will remain in place for a minimum of five years, unless property early exit is required.



- Early exit of the arrangement will be triggered in the event of the sale of the security property, default on the loan, or failure to comply with other conditions of the arrangement. Council will not attempt to recover any portion of capital gain that participants enjoy on the sale of the property.
- As deposits are released, Council will recycle deposits to new applicants through annual programs.
- In the event of a default, it is unlikely that the security deposit will be returned. Defaults will reduce the amount of the funding pool available over time. Council will not replenish this depletion or other decreases in value due to inflation in the pool of funding.

## 5 PLANNED EXIT FROM PROGRAM

After the completion of the program (initially assessed at 15 years), new issuances under the Program will cease and deposits will no longer be recycled. At this time, it is expected there will still be packages in service and Council will manage the remaining loans after this period until release conditions occur and the deposits are returned to Council. After new issuances cease, a tail period of approximately seven years is anticipated.

The balance of funds at exit will be redirected to an organisation or program whose charter shares the purpose of improving housing affordability for people on low to moderate incomes. The recipient organisation will be identified at the exit phase of the Program.

## I CROWN STREET AND INNER CITY BUILDING FAÇADE REJUVENATION PROGRAM

**Aim:** To incentivise building owners and business operators in the Façade Rejuvenation Grant Area to improve the appearance of their buildings façades and shopfronts through the provision of financial assistance. It is considered that façade improvements will:

- 1 Improve the visual appearance of the street and foster a unique identity;
- 2 Improve the perception of safety and atmosphere of the City Centre;
- 3 Support building owners and business operators to improve the public impression of their buildings and businesses, respectively;
- 4 Stimulate the creation of high quality façades and shopfronts to encourage more people to live, work, play and do business in attractive surroundings; and
- 5 Address issues of illegal or non-compliant signage.

### Eligible Applicants

Building owners and business operators of each rateable property in the category of 'business' undertaking works for building façades fronting the Grant Area shown at Figure 1. Eligible applicants are required to submit all relevant documentation and information with the completed application form. Government-owned properties are excluded from applying for grant funding under this Policy.



**Figure 1:** Façade Rejuvenation Grant Area

**Administered by:** Community Cultural and Economic Development

An assessment panel formed by the Manager Community Cultural and Economic Development will evaluate applications against formalised and ranked assessment criteria as outlined in this Policy.

## 1 BACKGROUND AND ELIGIBILITY

All applications must be for physical works on building façades fronting the Façade Rejuvenation Grant Area shown at Figure 1. Corner properties that have a building façade not directly fronting, but a façade adjacent to the endorsed project area are also eligible for grant funding. However to be eligible, these works are to complement façade works fronting the endorsed project area.

For works requiring planning approvals, including, but not limited to a development consent or complying development certificate, a condition will be attached to any agreement between Council and the applicant that stipulates planning approvals and their subsequent conditions must be obtained and adhered to prior to the commencement of any works.

Only those projects able to be completed in the timeframes, as set within the assessment criteria of this Program, will be considered. Examples of eligible projects include:

- Restoration of exterior finishes;
- Repainting of building façade and windows;
- Removal/relocation of air conditioning units;
- Removal of opaque roller shutters/security grilles to be replaced with more appropriate transparent or inset behind shop display roller shutters;
- Disabled access;
- Under-awning lighting;
- Streetscape lighting;
- Skinning of existing awning structure and fascia with new material and signage;
- Repair or replace awning structure.

## 2 PROJECTS NOT FUNDED

Funding will generally **not** be provided for works not within the scope of the Program; including the following:

- Where the property has overdue rates payable to Council;
- Where the applicant has received financial assistance previously and not finished projects;
- Removal of non-compliant signage;
- For the purchase of a building, site or movable item;
- Internal alterations and additions to a building;
- Relocation of a building;
- Where acquittal has not been received for a previous Wollongong City Council grant;
- Work that has already been completed;
- Purchase of tools and plant;
- Where property owners, or related entities, have previously received assistance under this Policy for three (3) rateable properties in the Façade Rejuvenation Grant Area shown at Figure 1.

## 3 ASSESSMENT CRITERIA

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

- Is the project consistent with the relevant requirements of the *Wollongong Development Control Plan 2009*?
- Is the project consistent with the relevant recommendations of the *Crown Street and Globe Lane Rejuvenation Project 2012 Façade Audit – Guiding Principles Report*?

- Is there a cluster of eligible properties committing to undertaking improvement projects?
- Is the project likely to encourage upgrades of other façades?
- Does the project contribute to broader heritage conservation?
- Have licenced tradespersons/contractors details been submitted to undertake the works?
- The extent to which the project contributes to the visual improvement of the façade, and is highly visible from the public domain.
- The applicant's ability to demonstrate technical and financial responsibility with regard to the project.
- The applicant's ability to complete the project within the allocated time frame being six (6) months from the date of grant approval. In extraordinary circumstances, Council reserves the right to consider an increase to the allocated time frame of up to six (6) months.
- The degree to which the applicant is financially contributing to the project.
- Is the application being made on behalf of a small or medium-sized business enterprise?
- Has the applicant read and agreed to comply with the terms and conditions applying to the Program?

Council reserves the right to approve or refuse a grant application in terms of the colour, material or method of execution as it considers appropriate. Prior to commencing the works, applicants must enter into an agreement with Council detailing the agreed schedule of works and grant sum.

#### 4 LEVEL OF FUNDING AVAILABLE

For the next two (2) financial years, \$300,000 per year has been allocated to the Façade Rejuvenation Project:

2013-2014 financial year – \$300,000

2014-2015 financial year – \$300,000

2015-2016 financial year – Finalisation of identified projects may occur during this period

The maximum level of funding per rateable property in the category of 'business' will be limited to a rebate of 50% of the total project cost, to a maximum dollar value of \$20,000 (excl GST) funding per ('business') rateable property. Council reserves the right to offer assistance of less than 50% of the project cost. Council will not offer assistance to the GST component of a project unless a registered ABN is provided. Applications that include a registered ABN will be eligible for grants up to \$22,000. Council is then eligible to claim the GST component.

Where there are multiple property owners, or related entities, within the Façade Rejuvenation Grant Area shown at Figure 1, that multiple property owner, or related entity, will be eligible for funding up to a maximum of three (3) ('business') rateable properties within the Façade Rejuvenation Grant Area shown at Figure 1.

Business owners of eligible properties may apply for funding subject to obtaining owners consent.

Funding will not be reimbursed until after completion of the project and Council has agreed that all work has been carried out satisfactorily and within the specified time frame.

The total amount of funding available is limited so Council may not be able to fund all eligible projects. There will be a maximum of up to two rounds per year. Funding availability in the second round will be dependent on funds not exhausted following the first round.

#### 5 PROCEDURE

- Applications must be lodged on the Sponsorship Application Form by the advertised closing date. Forms will be available on Council's website at [www.wollongong.nsw.gov.au](http://www.wollongong.nsw.gov.au) or may be requested by calling Council on (02) 4227 7111.
- All applications will be assessed by the Assessment Panel formed by the Manager Community Cultural and Economic Development Unit.
- 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.
- Recommended applicants will be reported to Council for endorsement.

- Successful applicants will be advised of Council's sponsorship and the sponsorship agreement.
- 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.
- Successful applicants will be required to complete the project within the allocated time frame being six (6) months from the date of grant approval. In extraordinary circumstances only, Council reserves the right to consider an increase to the allocated time frame for up to an additional six (6) months. It should be noted that grants are only paid on completion of projects as a reimbursement of demonstrated expenditure.
- In accordance with the *Government Information (Public Access) Act 2009*, an application including any personal information such as name and address, will be made available for public inspection. Applicants may request, in the form of a statutory declaration, that Council suppress the personal information in an application from public inspection, if the applicant considers that the personal safety of any person would be affected if the information was not suppressed. Any such request will be dealt with in accordance with the *Privacy and Personal Information Protection Act 1998*.
- In the event that an application is recommended for approval, public notice of the proposal to provide the applicant with financial assistance will first be given.

## 6 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.

## J LARGE CULTURAL GRANTS PROGRAM

**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 artform. These collaborations result in creative and social outcomes for the community and, enhances 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;
- 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 – Cultural Services

### 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 individuals 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 specified
- Have a completed budget; and
- 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.

## 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 specified 12 month time period in the application; and
- Be achievable within the planned budget;
- Show how your project or program aligns with the City of Wollongong's Cultural Plan goals and objectives:

- Goal 3 Wollongong is a creative vibrant city
- 3.1.2 Artist and innovators are employed, mentored and supported.
  - 3.1.3 Partnerships across diverse sectors and industries are facilitated and promoted.
  - 3.2.2 Our cultural diversity and heritage is incorporated within our public spaces through signage and public art.
  - 3.4.2 Using community cultural development practices, our places and space reflect the creativity and identity of our people.
- Goal 4 We are a connected and engaged community
- 4.2.2 Diverse intergenerational projects and programs are implemented across the city.

#### 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 3 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 via Council's website, social media and mainstream print media.

Applications will open for Year 1 in November 2015 and Year 2 in November 2016.

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 by March 2016 and 2017. Projects must be acquitted by June of the respective year.

#### 7 PROCEDURE

- Applications must be lodged on 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](http://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 Community and Cultural Development Coordinator and two nominated members of the Cultural Reference Group.
- 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.

## SUMMARY SHEET

Responsible Division	Community Cultural and Economic Development
Date adopted by Council	30 November 2015
Date of previous adoptions	22 June 2015, 29 January 2013 ( <i>Note: 9 September 2013, Council adopted Parts H and I as an addition to this policy</i> ) 27 May 2008; 16 December 2008; 5 July 2011
Amendments Endorsed by Executive Management Committee	[DATE] Update to West Dapto Home Assistance Scheme rates for 2015/2016 Financial Year
Date of next review	November 2019
Prepared by	Administration Officer – Public Relations/Events
Authorised by	Manager Community Cultural and Economic Development