



**COMMUNITY BENEFIT  
SPONSORSHIP AND GRANTS  
GUIDELINES**

**2019-2020**

## **TITLE: Community Benefit Sponsorship and Grants Guidelines**

### **1. Introduction**

- 1.1. Community Benefit Sponsorship and Grants help to foster community spirit and cohesiveness by bringing people together and/or activating places.

### **2. Scope**

- 2.1. Underpinned by and applied in conjunction with the Town's Sponsorship and Grants Policy, the Community Benefit Sponsorship and Grant Guidelines (guidelines) provide for the proposal and assessment of community projects or one-off initiatives.

### **3. Definitions**

#### **3.1. Meaning of Community Project**

- 3.1.1. A Community Project is one that:

- 3.1.1.1. is delivered or occurs within the Town of Bassendean Local Government area;
- 3.1.1.2. has direct benefits for the Community;
- 3.1.1.3. will, or has the potential to, generate significant interest and/or attendance from the local community;
- 3.1.1.4. reflects and celebrates the community and its culture and diversity, promotes social connection and fosters a sense of community pride;
- 3.1.1.5. generates economic, social or community benefit for the Town; and
- 3.1.1.6. offers an element or elements that are unique to the Town and advances the Town's reputation.

#### **3.2. Meaning of Group or Organisation**

- 3.2.1. A group or organisation is one that comprises no fewer than five members and is:

- 3.2.1.1. Formal or Informal;
- 3.2.1.2. Not-For-Profit;
- 3.2.1.3. A School Parents and Friends Association;
- 3.2.1.4. A Sporting Body; or
- 3.2.1.5. A Charitable Body.

### **4. Eligibility**

- 4.1. To be eligible to receive sponsorship and grants from the Town, applicants are to:

- 4.1.1. Apply for sponsorship or grants for an event or initiative within the Town of Bassendean local government area. Applicants outside the local government area may be considered in exceptional circumstances.
- 4.1.2. Demonstrate the full cost of the proposal including own contribution and other funding sources where applicable.

- 4.1.3. Submit the proposal within the advertised funding round and by the specified closing date.
- 4.1.4. Submit the proposal on the specified form and in accordance with the published requirements and guidelines.

**5. Ineligible Proposals**

- 5.1. The Town will not consider proposals from:
  - 5.1.1. Local, State or Commonwealth Government agencies.
  - 5.1.2. Employees or immediate family members of employees.
  - 5.1.3. An applicant with outstanding debts to the Town.
  - 5.1.4. An applicant that has failed to provide satisfactory acquittal reporting for any previous approved sponsorship or grant.

**6. Funding Round Timelines 2019-2020**

6.1. All opportunities to apply for sponsorship or grants will be advertised on the Town’s website.

<b>Transitional Round</b>	<b>Round Two</b>	<b>Round Three</b>	<b>Round Four</b>
<b>For events or initiatives up to \$2,000 between</b> 1 October 2019 – 31 December 2019	<b>For events or initiatives up to \$2,000 between</b> 1 January 2020 – 31 March 2020	<b>For events or initiatives up to \$2,000 between</b> 1 April 2020 – 30 June 2020	<b>For events or initiatives up to \$2,000 between</b> 1 July 2020 – 30 September 2020
Expressions of interest accepted between 1 September and 30 October 2019	<b>Applications Open</b> 30 September 2019	<b>Applications Open</b> 2 January 2020	<b>Applications Open</b> 30 March 2020
<b>Notification of Decision</b> Within 1 week after Council approval at the next available Ordinary Council Meeting.	<b>Applications Close</b> 4pm, AWST, Friday, 14 October 2019	<b>Applications Close</b> 4pm, AWST, Friday, 17 January 2020	<b>Applications Close</b> 4pm, AWST, 17 April 2020
	<b>Notification of Decision</b> No Later than 30 November 2019	<b>Notification of Decision</b> No Later than 28 February 2020	<b>Notification of Decision</b> No Later than 29 May 2020

**NOTE:** *Transitional Round timeline is deliberately shortened to ensure funding is made available under the new Community Benefit Sponsorship and Grant Guidelines without delay for the second quarter of 2019-2020.*

## 7. Funding Limits

- 7.1. Limits apply to all approved sponsorship and grant proposals and will be determined on a case by case basis in accordance with the Town's Sponsorship and Grant Policy and other relevant financial considerations.
- 7.2. Cash contributions from the Town may apply and will be determined on a case by case basis as part of the proposal and assessment process.

## 8. In Kind or Non Cash Contributions

- 8.1. The Town may make in-kind or non-cash contributions to approved sponsorship and grant applicants, which will be capped and determined in accordance with the Town's In-Kind and Non-Cash Policy [to be developed].

## 9. Assessment Criteria

- 9.1. Proposals are to address the following criteria only where appropriate or applicable.
  - 9.1.1. **Sustainability Principles:** Evidence of how the proposal addresses or achieves the One Planet Living principles [this will be hyperlinked to <https://www.bioregional.com/one-planet-living>].
  - 9.1.2. **Cultural Outcomes:** The extent to which the proposal will celebrate the cultural diversity of the Town. Proposals including a detailed plan for addressing cultural recognition will be viewed favorably.
  - 9.1.3. **Social Outcomes:** The extent to which the proposal will provide opportunities for social outcomes.
  - 9.1.4. **Civic Outcomes:** The extent to which the proposal will provide and promote experiences that are unique to the Town.
  - 9.1.5. **Place Outcomes:** The extent to which the proposal will activate private or public spaces with vibrant activity.
  - 9.1.6. **Economic Outcomes:** The extent to which the proposal will stimulate the local economy and provide opportunities for local business to leverage the event.
  - 9.1.7. **Safety Outcomes:** Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan.
  - 9.1.8. **Organisational Competency:** Evidence of, including a detailed implementation plan and budget, of the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal.

## **10. Assessment**

The assessment process may involve community participation in the review and assessment of proposals for funding however the Town reserves the right to consider proposals separately independent of this process.

- 10.1.1. The Chief Executive Officer (CEO) is responsible for approving the composition of all Assessment Panels.
- 10.1.2. In the event an Assessment Panel is utilised, it will comprise a minimum of three appropriately qualified and experienced individuals.
- 10.1.3. The CEO retains the right to invite an external representative to participate as a member of an Assessment Panel.
- 10.1.4. Elected Officials are ineligible to participate on Assessment Panels.

## **11. Approvals**

- 11.1. Following the assessment of proposals, a report is to be submitted, with findings and recommendations, through the Chief Executive Officer to Council for approval of any recommended applicants for a sponsorship or grant.

## **12. Sponsorship and Grant Agreements**

- 12.1. All successful applicants will be required to enter into a written funding agreement with the Town which includes terms and conditions pertaining to the approved funding.
- 12.2. Where an approved applicant is unable to implement a project in accordance with the approved funding agreement, the Town may consider and determine approval or refusal of a variation to the sponsorship and grant agreement.

## **13. Duration of Sponsorship or Grant Agreement**

- 13.1. Sponsorship and grants agreements are limited to a period no greater than twelve months within the current financial year.

## **14. Acquittal of Sponsorship or Grant Funding**

- 14.1. All sponsorships and grants are to be acquitted and reviewed within three months of the completion of the event or initiative.

## **15. Submitting Proposals**

- 15.1. Proposals for sponsorship or grants funding are to be submitted by email to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)

## **16. Canvassing of Elected Officials**

- 16.1. Applicants are discouraged from canvassing elected members of Council.
- 16.2. In the event elected members of Council have had an involvement in the proposal, they are to remove themselves from any decision making role.

**17. Contacts**

- 17.1. For further information about the Town's sponsorships and grants, or if you have questions about a proposal, contact the members of the Recreation and Culture Team by email to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)

**18. Submitting Proposals**

- 18.1. Proposals for sponsorship or grants funding are to be submitted on the published and approved application form to [sponsorshipandgrants@bassendean.wa.gov.au](mailto:sponsorshipandgrants@bassendean.wa.gov.au)