

Council Policy

Funding from Council

Version 3 - DRAFT

C D D R A F T

Policy - external Funding from Council

Introduction

Purpose

Council's funding programs provide support to community organisations in recognition of their important contribution to Lake Macquarie's community wellbeing.

The Funding from Council Policy helps the community to conduct activities, build capacity, host events, build resilience and cultivate strong partnerships with Council and its residents.

Scope

The *Local Government Act 1993* allows councils to provide funding and donations to individuals or organisations for the purposes of exercising its functions.

This policy applies to all applications to Council for funding and provides the framework for an equitable, open, and orderly process for providing funding to external bodies and receiving funds for Council events and programs.

This policy does not include sponsorship from Council.

Policy statement

There are four funding categories, each with its own set of eligibility, approval and reporting requirements:

1. Grant funding rounds
2. Donations
3. Financial subsidies
4. Councillor emergency funding.

All applications for Lake Macquarie City Council funding (not including auspiced or devolved funding programs) must meet the following assessment criteria:

- the activity or project must be undertaken within the Lake Macquarie City Council Area (LGA) and be able to demonstrate that the project will benefit residents of the Lake Macquarie LGA.
- the activity or project must commence in the financial year in which funding is stipulated.
- applications for funding must be for a specific purpose, and not to be considered as a recurrent source of future funding.
- funds must be used only for the purpose for which they were granted. Any variation must be approved in writing by Council prior to the activity.

Funding requests that are not in accordance with the above assessment criteria will not be funded through the programs outlined above.

Principles

Council will apply these principles when providing funding to the Lake Macquarie community:

- transparent, equitable, open and effective processes, and decision making in the public interest

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- democratic representation, social inclusion and meaningful community engagement
- good governance of, and by, Council
- ethical and legal behaviour of Councillors and Council employees and
- maximising benefits for the community.

Objectives

Council's objective is to provide funding assistance in a consistent, equitable and transparent manner.

The funding and assistance Council provides supports the vision and goals for Lake Macquarie City and includes, but is not limited to, arts and culture, events, community development and capacity building, environment and sustainability, heritage, and sport and recreation.

Priorities for each program are contained in the guidelines (or funding criteria) published when the applications are made available to the community.

The Internal Funding from Council Procedure provides details on each funding category including eligibility and ineligibility criteria, assessment process and implementation.

These documents are developed in conjunction with the funding Assessment Committee annually and include funding exceptions and eligibility criteria.

Future funding from Council programs can occur outside existing programs with endorsement from Council and will be based on:

- evaluation of previous years' program effectiveness. Review of the funding program to identify if objectives achieved and fully expended
- Council's objectives and strategies, and current service provision
- emerging trends and issues in the community and not-for-profit sector
- gaps in existing service provision within the community
- the amount of funding available for disbursement.

Review and evaluation

The effectiveness of each program, including guidelines and criteria, is reviewed every four years.

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Controlled Document Information

Authorisation Details

Folder No:	F2017/00976	TRIM Record No:	D11967242
Audience:	External - all persons seeking funding assistance from Council		
Department:	Arts, Culture & Tourism	Officer:	Manager Arts, Culture and Tourism - Jacqui Hemsley
Key focus area(s):	Social		
Review Timeframe: Max < 4 years	4 years	Next Scheduled Review Date:	
Authorisation:			
Authorisation - Council Adoption Date:			

Related Document Information, Standards & References

Related Legislation:	Local Government Act 1993	(Relationship/Context)
Related Policies:	Use of Council's Crest and Logo Policy	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Sponsorship Guideline Funding from Council procedure Event Funding Guidelines Community Environment Grants Guidelines Environmental Research Grants Guidelines Local Heritage Places Fund Guidelines Youth Week Grants Guidelines Lead Mitigation Grants Guidelines NAIDOC Week Event Funding Guidelines Mines Grouting Fund Guidelines Donations Program Guidelines Financial Assistance for Medical Waste Disposal Charity and Community Service Waste Management Subsidy	(Relationship/Context)
Standards, COP's & Other References	Nil	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
Community organisation	An entity that carries on activities for a public purpose or another entity whose primary object is not directed at making profit.
Council Emergency Funds	Council Emergency Funds are funds from Council's operating budget for emergency purposes and allocated by Councillors at Council's discretion.

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Donation	A voluntary gift given, typically, to a non-related charitable, public purpose or not-for-profit organisation, without any material benefit or advantage being received by Council in return and provided without any conditions or contractual obligations.
Grant	A payment provided for a specific purpose as outlined in the specific grant guidelines. A grant includes the payment of a Council emergency funding to a community organisation for a community purpose. A grant is generally part of an approved Council program, with the understanding there will be a defined outcome that directly or indirectly benefits the public, but with no expectation of commercial return to Council. Grants are subject to conditions (particularly reporting and accountability, a requirement for the funds to be expended for the direct purpose they were granted and recognition of Council for the grant) as detailed in funding agreements.
Sponsorship	The right to associate the sponsor's name, products or services with the sponsored organisation's service product or activity, in return for negotiated benefits such as money or promotional opportunities.
Subsidy	A discount or complementary service granted by the Council to help an individual or non-profit community organisation. Subsidies granted by Council are specific and provide a mutually beneficial outcome.
Funding category	A distinct stream of Council funding, each with its own purpose, eligibility criteria, application process, and reporting requirements.

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Arts, Culture and Tourism, Communications and Corporate Strategy, Community Partnerships, Environmental Systems, Integrated Planning, and Financial Services
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Version History

Version No	Date Changed	Modified By	Details and Comments
1	August 2020	J.Hemsley	Internal and Portfolio Review with the outcome of recommending to Council set of new policies separating policy and procedural activities between funding from and sponsorship.
2	June 2023	J Hemsley	Policy moved to new template. Added the exclusions of purchasing equipment and capital (except for the Donations program). Policy now includes heritage. The review of the post festival and event funding acquittal report will be part of the assessment criteria for applicants who have received events and festival funding previously.
3	August 2025	J.Hemsley	Revised to improve clarity and focus. Procedural content has been relocated to the associated procedure document