

## Community Funding Policy

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### Purpose

This Policy aims to guide Council and the community in the concept and management of community funding that directly benefits the City of Burnside community. This Policy outlines Council's approach to support community organisations and individuals whose work enriches the Burnside community and aligns with Council's strategic objectives.

The Community Funding Policy considers both Council providing funding to external parties either through the provision of financial and/or in-kind support; and Council receiving financial and/or in-kind support from external parties.

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### Policy Statement

#### 1. Introduction

- 1.1 The City of Burnside has several programs which are covered by this policy. Each program is supported with established guidelines which underpin this policy to ensure effective governance during its delivery. These include, but are not limited to; Community Grants, Sponsorship and Heritage Grants. Council may establish other grant programs, subject to funding allocation, provided they adhere to the content of this policy.
  - 1.2 Council supports the delivery of its strategic plans through the distribution of a small proportion of rates revenue, back to its community in the form of community funding through grant programs, subsidies, sponsorships and donations.
  - 1.3 Community funding programs assist eligible groups and individuals to deliver inclusive projects that improve community health, local heritage, wellbeing and safety; enhance social connections and engagement; and positively contribute to economic and environmental sustainability. Benefits include:
    - Increasing the breadth of and access to environmental, social, cultural, heritage and recreational activities, programs and services;
    - Support delivery of existing, new and innovative projects with clear community benefit;
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- Support inclusion by providing accessible opportunities for people of all ages, cultures and abilities to participate, build social connections and reduce isolation;
- Support Council to deliver objectives and priorities in the Strategic Community Plan and other strategic documents such as, but not limited to; Disability, Access and Inclusion Plan, Environment Strategy, Connected Community Strategy, Public Health Plan, Recreation and Sport Strategy, etc.

#### 1.4 This Policy excludes:

- fees for service.
- procurement, purchasing or tenders.
- contract management.
- any subsidies for community facility hire fees covered by the Fees and Charges (Non-Rates) – Waivers, Discounts and Subsidies Policy.
- City of Burnside financial assistance programs such as (but not limited to) rate rebates, lease and licences, or subsidised rental.
- any contribution from Council towards Council owned facilities as covered by the Council Contribution to Community Facilities Policy.

## 2. Our Approach

- 2.1 Ensure equitable access to funding for individuals, community groups and organisations for events, programs and / or projects that enhance community capacity and align with Council's strategic priorities.
  - 2.2 Adhere to best practice and good governance principles by making funding opportunities accessible to all, ensuring equity, and maintaining open and transparent decision-making processes.
  - 2.3 Explore external funding opportunities through grants and partnerships to alleviate the financial burden on ratepayers while continuing to provide valuable programs and services for the community.
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- 2.4 Encourage partnerships, collaboration, and the sharing of costs between Council, other funding organisations and the applicant wherever possible and appropriate.
  - 2.5 Promote inclusivity by celebrating cultural and social diversity through local events, programs and projects, while fostering community connections.
  - 2.6 Advocate for and deliver integrated services, including education, health and other support services ensuring equitable access for all residents, particularly those most in need.
  - 2.7 Support and promote the protection of the City's local heritage, character, built heritage, and natural heritage.

### **3. Legislative Requirements and Corporate Policy Context**

- 3.1 Pursuant to Section 6 of the *Local Government Act 1999* (The Act), The Principal role of a Council includes encouraging and developing initiative within its community for improving the quality of life of the community.
- 3.2 Section 7 of The Act notes that the Functions of a Council includes providing services and facilities that benefit its area, its ratepayers and residents, and visitors to its area (including health, welfare or community services or facilities, and cultural or recreational services or facilities) as well as establishing or supporting organisations or programs that benefit people in its area or local government generally.
- 3.3 This Policy is intended to complement and be implemented in conjunction with other Council policies, including those listed in the 'Other Useful Documents' section of this document.

### **4. Policy**

- 4.1 The City of Burnside's funding programs assist and encourage active participation and community capacity building to support local requirements. Funding programs provide a merit based financial and/or in-kind assistance for individuals, community groups and organisations in line with the respective program guidelines.
  - 4.2 Community funding options may be undertaken in the form of grant programs, individual grants, scholarships, sponsorship and/or donations.
  - 4.3 The intention of community funding is for Council to empower and support community initiatives which contribute towards the
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delivery of the priorities identified in the City of Burnside's Strategic Community Plan.

## 5. Grants

- 5.1 There are two components to grants in this policy; these are:
- Council providing grant funding to external parties through its grants program(s).
  - Council receiving grant funding from external parties to assist with minimising the financial burden on ratepayers.
- 5.2 Grants received from external parties (Federal and/or State Governments or Private Enterprise) are administered and used in accordance with the conditions and requirements set out by the relevant grant agreement.
- 5.3 The purpose of Council's grant program(s) is to support community initiatives that respond to local needs, enhance wellbeing and environmental sustainability, and celebrate heritage.
- 5.4 Council may establish other grant programs provided they adhere to the content of this policy.
- 5.5 Grants are assessed and approved in accordance with the relevant guidelines and the City of Burnside's Financial Delegations.

## 6. Sponsorship

- 6.1 There are two components to sponsorship in this policy. These are:
- Council providing sponsorship to external parties; such as a commercial business, not-for-profit organisation, or an individual, either through the provision of financial or in-kind support or both; and
  - Council receiving financial and/or in-kind support from external parties; such as commercial organisations, in exchange for public recognition or association, to provide a facility or activity for the community.
- 6.2 Council providing sponsorship to external parties:
- When considering whether to sponsor an event or activity, Council will consider the benefit to the community and how the
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event or activity contributes to achieving Council's strategic goals.

- 6.3 Council may undertake a sponsorship of such an event if it has an expectation that it will receive agreed benefits including, but not limited to:
- Appropriate branding and profile-raising opportunities;
  - Ability to leverage support through community attendance or staging of display/complementary event where appropriate.
  - Ability to reach traditional and non- traditional audiences; and
  - Is seen to be supporting a worthwhile cause or activity within the community.
- 6.4 Benefits to Council for providing sponsorship include opportunities to promote Council's key messages, programs and activities, build relationships with stakeholders and benefit the community in accordance with Council's strategic plan.

### *Council accepting sponsorship from external parties*

- 6.5 When considering whether to accept a sponsorship, Council will consider the best interests of the public, public accountability, public perceptions, accessibility, inclusion, and the potential risks as well as the potential benefits.
- 6.6 Council may consider opportunities to provide increased community value and / or offsetting costs through strategic sponsorship from a third party.
- 6.7 Any income or contra services obtained from sponsorship would go towards delivering or improving the services provided by Council, or reducing the costs associated with that particular program or service.
- 6.8 Council will not enter any new sponsorship arrangements with any business or individual that is currently tendering for work with the City of Burnside.
- 6.9 In situations where a current supplier of goods or services seeks to pursue sponsorship opportunities, Council's Group Manager, Finance and Risk or equivalent roles will not participate in the negotiations. Additionally, any current or future sponsorship will not be factored into the tender criteria to ensure probity and impartiality in the procurement process.

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6.10 Sponsorship is approved in line with the City of Burnside's Financial Delegations.

6.11 A sponsorship register will be maintained and reported on.

## 7. Donations

7.1 A donation is a gift for charity, humanitarian aid, or to benefit a cause or organisation. An acceptable donation is one that Council deems to represent an appropriate sum of money or in-kind items/goods/services for a project or activity that falls within the normal scope of Council services and aligns with Council's Strategic objectives.

7.2 It is important that Council consider the reasons for the donation and assess this accordingly. It is equally important that Council investigates the entity that is making the donation.

7.3 When considering whether to accept a donation, Council should consider the best interests of the public, public accountability, public perceptions and the potential risks as well as the potential benefits.

7.4 Prior to accepting any donations, Council must assess existing agreements, partnerships, and/or negotiations with the donating entity or person. This evaluation should include identifying and addressing any potential conflicts or perceived conflicts of interest, any financial implications, and its alignment with Council's Strategic objectives.

7.5 Where Council accepts a donation, it will make every reasonable effort to respect the wishes of the donor. If it becomes impossible to fulfill the donor's wishes, this will be disclosed at the earliest possible opportunity, or no later than two years after the notification.

7.6 Examples of acceptable Donation to Council may include, but not be limited to:

- Financial donation/bequeaths, including offers of donation of, or towards, public facilities on public land or the purchase of land.
- Public facilities including buildings (kiosks, lights, shelters, sheds etc) and structures (benches, playground equipment, barbeques, walkways etc).
- Library books which meet accepted public library standards for content and condition.

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- Documents, photographs, memorabilia, artefacts, diaries, and records of historical and/or cultural significance.
- Artworks created by local artists for display in public places or which record events or local cultural/historical significance.

7.7 There are some situations where it is appropriate for Council to donate. These might include charity, community organisations, events, or extraordinary crisis support. The donation may be used for general purposes or allocated to a specific event.

7.8 Donations are approved in line with the City of Burnside's Financial Delegations.

## **8. Restrictions and Considerations**

8.1 Council must not endorse any commercial products or services associated with the sponsor, recipient or any third party.

8.2 An employee of the Council, or Council Member must not receive, or be perceived to receive, any personal benefits from a community funding agreement and must adhere to Council's policies on related matters.

8.3 Funds received through external sponsorship for specific expenditure items should be used for that purpose and not be redirected into general revenue.

8.4 The cost of managing and evaluating smaller funding agreements should not outweigh the dollar value of the funding agreement.

8.5 Funding must not conflict or be seen to conflict with the objectives, policies and planning controls of the Council.

8.6 A fundings agreement should not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially. Activities where sponsor involvement may compromise or be perceived to compromise Council's ability to exercise its role impartially on behalf of the community or diminish public confidence, are not suitable for sponsorship.

8.7 Funding will not be provided;

- retrospectively;
- to groups, organisations, businesses and individuals who do not meet the criteria as detailed in the relevant guidelines;

- to applicants whose services or products are perceived to be in conflict with Council's legal responsibilities to the community and/or its strategic goals.
- to applicants who are involved in any illegal activities and/or who are in legal conflict with Council.
- for artworks or other objects including books that are deemed to be offensive or inappropriate for other reasons.
- Books that are supplied in large quantities by publishers (if Council believes the provision of these books is not philanthropic, but for promotion or advertising).
- for a purpose, or purposes, where the core funding responsibility normally rests with the State or Federal Government.
- to organisations and/or individuals with outstanding debts such as rates, fees, or charges to the City of Burnside.
- Applications that may infer excessive restrictions or exclusivity of use or benefit to only the applicant or another individual or group.

## **9. Funding Assessment and Agreements**

- 9.1 Council will consider each application carefully, ensuring adherence to the criteria and requirements set out in the relevant guidelines and the alignment with Council's strategic goals.
- 9.2 The application assessment process for funding must:
- be free from bias or conflict;
  - be undertaken transparently and fairly;
  - be undertaken by more than one person; and
  - use predetermined assessment criteria which are made available to applicants at the time of making an application.
- 9.3 Funding applications will be reviewed, assessed, and approved in accordance with the relevant guidelines.
- 9.4 Successful applicants will be required to execute a City of Burnside funding and/or sponsorship agreement that is appropriate for the level of funding provided.



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## 10. Acquittals

- 10.1 Reporting and acquittal requirements will be established for all Council funding covered by this Policy and will be detailed in the relevant guidelines.
- 10.2 Approved funding being disbursed by Council to a group, organisation or business must include an Australian Business Number, Australian Taxation Office Statement by a Supplier form, or through auspicing by a group, organisation, or business able to fulfill this requirement.
- 10.3 Funds which remain unspent at the conclusion of the project or event must be returned to Council within 60 days of the completion of the activity.
- 10.4 Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated as Council debt.
- 10.5 Council reserves the right to withdraw funding with an external party when they are in breach of the funding agreement.

## 11. Managing Performance and Risk

- 11.1 Council is committed to risk management and actively managing performance issues associated with all funding covered by this Policy.
- 11.2 Council will use monitoring and reporting arrangements to track the performance of its agreements and organisations. Prevention and early intervention will be emphasised by building practical relationships to provide support in the development of the skills and capacity to deliver programs and agreements. This approach aims to prevent performance challenges that could otherwise arise.
- 11.3 Council may take corrective action if the funded organisation is failing to achieve the requirements outlined in funding agreements.
- 11.4 Council may also undertake monitoring procedures to determine the outcome of funding from both the funding body and the recipient's point of view and will be documented in agreements, such as:
  - Public attendance
  - Media coverage

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- Public feedback
  - Benefits
- 11.5 Supporting guidelines, for each funding program covered by this policy, are available on Council's website and reviewed periodically.
- 11.6 Applications will only be accepted if received through the relevant application form and/or process.
- 11.7 Any conflicts of interest will be managed according to the *Local Government Act 1999*.
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## Other Useful Documents

## Related Documents

- Behavioural Standards for Council Members
- Best Practice Guide for Grants, Local Government Association of SA.
- Burnside 2030 Strategic Community Plan
- Caretaker Policy
- Code of Conduct for Volunteers
- Community Access, Inclusion and Participation Policy
- Connected Communities Strategy
- Council Contribution to Community Facilities Policy
- Customer Service and Complaints Handling Policy
- Disability Access and Inclusion Plan
- Eastern Region Public Health Plan
- Employee Conduct Protocol
- Entertainment and Hospitality Policy
- Fees and Charges (Non Rates) – Waivers, Discounts and Subsidies Policy
- Financial Delegations Policy

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- Fraud, Corruption, Misconduct and Maladministration Prevention Policy
- Hire of Community Open Space and Facilities Policy
- Internal Financial Controls Framework Policy
- Internal Review of Council Decisions (Section 270) Procedures
- Leasing and Licensing of Community Facilities Policy
- Naming of Public Places Policy
- Public Art Policy

## Relevant Legislation

- *Independent Commission Against Corruption Act 2012*
  - *Local Government Act 1999*
  - *Public Finance and Audit Act 1987*
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## Glossary

Throughout this document, the below terms have been used and are defined as:

**Acquittal:** means information provided by a funding recipient that ensures the funds have been administered responsibly and in line with the funding agreement/conditions of the funding program. It is also known as a Reconciliation and/or Outcomes Report.

**Activity:** means an event, program, or project.

**Auspice:** is an arrangement where an eligible organisation agrees to apply for and manage a grant on behalf of another group. The auspicing organisation is responsible for all financial and acquittal requirements.

**Council:** means the City of Burnside

**Donation:** assumes a philanthropic motivation where funding is provided on a once-off basis for a specific purpose, with no expectation of anything in return.

**Funding:** means any monetary or in-kind grant, sponsorship or donations allocated based on merit through an application and assessment process.

**Grant:** assumes funding provided by an organisation to another organisation or individual for an agreed purpose that supports the community of Burnside to deliver their initiatives in line with the objectives of our funding programs,

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and allocating funding based on merit through an application and assessment process.

**Partnership:** is collaborative and strategically aligned, driven by a shared commitment to strengthen economic, environmental and social outcomes for the community.

**Retrospective:** means any event/project/program/purchase that has already commenced (in part or in full), will commence (in part or in full), or has been completed prior to a funding application being approved.

**Sponsorship:** is a commercial arrangement in which a sponsor provides a contribution in money or in-kind support to an activity in return for certain specified benefits, often in exchange for marketing/advertising/promotional consideration.

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**Administrative** As part of Council's commitment to deliver the City of Burnside Strategic Community Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every 4 years unless legislative or operational change occurs beforehand.

**Adoption Date:** 28 January 2025

**Review Date:** 28 January 2029

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**Strategic Plan Reference** **Principles:** Spans all Strategic Plan Principles  
**Theme:** Spans all Strategic Plan Themes  
**Goals:** Spans all Strategic Plan Goals  
**Priorities:** Spans all Strategic Plan Priorities

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## Review History

| ECM Reference: | Authorising Body: | Date/Decision ID       | Description of changes  |
|----------------|-------------------|------------------------|-------------------------|
| 3319258        | Council           | 18 January 2011, C8075 | Community Grants Policy |
|                |                   | 28 August 2012, C8842  |                         |
|                |                   | 14 May 2013, C9159;    |                         |
|                |                   | 9 July 2013, C9274     |                         |
|                |                   | 8 April 2014, C9659    |                         |

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|  |  |                               |                                  |
|--|--|-------------------------------|----------------------------------|
|  |  | 14 July 2015, C10259          | Community Grants Program Policy  |
|  |  | 9 May 2017, C11184            | Community Funding Policy         |
|  |  | July 2015, C10283             | Sponsorship and Donations Policy |
|  |  | 10 March 2020, C12485         |                                  |
|  |  | 28 January 2025, C12025/13875 |                                  |

## Contact

For further information contact the City of Burnside:

401 Greenhill Road, Tasmore SA 5065

+61 8366 4200

[burnside@burnside.sa.gov.au](mailto:burnside@burnside.sa.gov.au)