

GRANT & SPONSORSHIP POLICY

Purpose

The purpose of this policy is to establish a framework for the City of Karratha's provision and administration of financial and in-kind assistance through Grants and Sponsorships, including the principles, governance and processes that guide funding decisions.

This policy ensures that all funding decisions are transparent, equitable and aligned with the priorities set out in the Council Plan 2025–2035. It defines the principles that guide the City's investment in relevant community and economic initiatives, while supporting efficient administration and accountable use of public funds.

Definitions

The **Act** means the *Local Government Act 1995*.

Acquittal means the process by which a Grant or Sponsorship recipient demonstrates that City funds or support have been used for the approved purpose, including the submission of required reports, evidence of expenditure and outcomes achieved.

Applicant means the party that makes an application, including its officers, directors, employees, an agent, or any individual who represents, acts on behalf of, or in the interests of, the applicant.

Council Plan means the City of Karratha's *Council Plan 2025–2035*, which sets out the City's long-term vision and strategic priorities.

Distributed Equitably means dividing resources, assets, or opportunities fairly based on specific needs and contributions, rather than dividing them equally.

Eligible Entity means the Eligible Entity as defined in the relevant Funding Guideline. As a rule, the entity (individual or organisation) must be delivering a project, event or initiative that provides a measurable community, cultural or economic benefit within the City of Karratha. **Funding Agreement** means the written agreement between the City and the recipient that outlines the terms and conditions of funding.

Funding Guideline means a document which outlines at a minimum; Applicant eligibility, project eligibility, opening cycles, funding limits and assessment criteria.

Grant means financial assistance provided by the City to an Eligible Entity to deliver a project, program or other activity that contributes to the City's strategic objectives.

In-Kind Support means non-cash assistance provided by the City, such as the loan of equipment, use of City facilities, or the provision of staff time or resources at no or reduced cost.

Return on Investment (ROI) means the measure of the social, cultural and economic value generated by the City's investment through its Grant, Sponsorship and In-Kind Support programs.

Sponsorship means an arrangement under which the City, for a specified term, provides a cash and/or in-kind contribution to an Eligible Entity in return for negotiated and specified benefits or outcomes.

Policy Statement

The City of Karratha is committed to supporting our diverse communities through transparent and equitable funding programs. Grants, Sponsorships and In-Kind Support are key tools that enable the City to partner with community groups, businesses, not-for-profit and other organisations to deliver initiatives that strengthen liveability, participation and prosperity across the region.

Detailed eligibility, assessment criteria, funding limits and program-specific procedures are set out in the individual Funding Guidelines, which operate in conjunction with this Policy to ensure clarity, fairness and measurable outcomes for the community.

Policy Principles

The following principles underpin Council's approach to the administration of City funding programs:

1. Funding is allocated in the public interest, and Distributed Equitably to projects that support the City's goals and priority focus areas identified in the Council Plan;
2. Projects funded represent good value for money;
3. Grant administration processes and decisions are transparent, accountable, inclusive, and effective;
4. Documentation and resources are publicly available, containing all necessary information for Applicants, and are easily accessible and clearly understood by eligible entities and the broader community; and
5. All Applicants and funding recipients are treated fairly throughout the process.

Establishment and Removal of Funding Programs

Funding Programs may be established or removed by Council in the following ways:

1. Through inclusion or omission in Council's adopted annual budget; or
2. By resolution at an Ordinary Council Meeting.

The City's Chief Executive Officer (CEO) is responsible for approving Guidelines for all funding streams. These guidelines must articulate the objectives, assessment criteria, and administrative procedures for each grant stream. The CEO shall ensure all guidelines are consistent with the Council Plan and this policy.

Funding Allocation and Approval

All funding programs established by Council must have clear objectives and be supported by a Funding Guideline. Council may allocate funding to eligible entities via a program established under this policy through the following mechanisms:

1. By resolution at an Ordinary Council Meeting; or
2. By approval of the Chief Executive Officer (or delegate), where an appropriate delegation has been endorsed by Council.

Assessment Process

Applications will be evaluated against the eligibility and assessment criteria set out in the relevant Funding Guidelines.

The level of information required will be proportionate to the size and complexity of the funding request. All assessors must declare any conflicts of interest on each application as part of the assessment process, prior to beginning the assessment. Applicants will be notified of outcomes and may receive feedback to support continuous improvement in future applications.

There is no appeal process for decisions regarding the approval or non-approval of a Grant.

Awarding Funding

The City may provide financial or in-kind assistance through scheduled funding rounds, rolling programs or targeted partnerships.

Funding Agreements

All recipients of City funding are required to enter into a Funding Agreement before any funds or support are released. Funding Agreements formalise the partnership between the City and the recipient and ensure consistent governance across all funding programs.

Each Funding Agreement will include standard clauses including but not limited to:

1. The approved purpose, funding amount and project description;
2. Recipient activities, deliverables and expected outcomes;
3. City's obligations;
4. Conditions and entitlements (for example reporting, acknowledgement and Acquittal requirements);
5. Payment conditions (for example schedule and GST treatment); and
6. Funding conditions (for example indemnity, liability, variations, extensions or withdrawal of funding).

Acquittal and Unspent Funds

All recipients of City funding or In-Kind Support must complete an Acquittal in accordance with the requirements set out in the Funding Agreement and the Funding Guidelines.

Acquittals must demonstrate that funds or support were used for the approved purpose, provide evidence of expenditure (if required by the Funding Agreement), and report on outcomes achieved. The level of reporting required will be proportionate to the size and nature of the funding provided. Failure to acquit funds can result in the City rescinding the Funding Agreement and Applicants may be required to pay back in full or partially the funds already received.

Unspent funds must be returned to the City within 60 days of project completion unless a written variation is approved. Funds that are unspent, misused, or not satisfactorily acquitted may be treated as a debt to the City and may affect eligibility for future funding.

The City reserves the right to request further evidence or audit information to verify compliance with this Policy.

General Exclusions

Grant funding will not be considered for:

1. Activities for which other Commonwealth, state, territory, or local government bodies have primary responsibility;
2. Retrospective funding (i.e. projects, events or initiatives that have already commenced or been completed);
3. Projects, events or initiatives that present a danger to public health or safety;
4. Projects, events or initiatives that contravene the policies and/or local laws of the City;
5. Previous recipients who have not fulfilled the conditions of their previous funding;
6. Projects, events or initiatives which have already been funded in the current financial year;
7. Incomplete applications or applications which are not received by the closing date

Additional eligibility and inclusions may apply to specific funding programs.

Related Documents

Legislation & Local Laws	<i>Local Government Act 1995</i>
Relevant Delegations	Nil
Strategies & Plans	Council Plan 2025 - 2035 Economic Development and Tourism Strategy 2025-2035
Related Council Policies	Venue Hire Policy CG-13 Confidential Information Policy Privacy Policy
Procedures, Documents & Forms	Funding Guidelines Application Form Acquittal Form Funding Agreement

Policy Owner

Directorate	Community Experience
Department	Community Development and Youth Services

Review Management

Next review due:	<i>March 2031</i>
------------------	-------------------

Version Management

Version	Date	Council Resolution #	Description
1.0	Feb 2014	OCM-20240210-01	Original Policy Adopted
2.0			
3.0			