

<Financial Assistance Policy>

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Council Resolution Date

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Responsible Position Chief Executive Officer

Branch

Division

Version 1

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Review Date

Consultation Executive Leadership Team

Document Revision History	
	Date
Financial and Inkind Assistance Policy	March 2017
Notes	

POLICY

PURPOSE

Dubbo Regional Council provides assistance to community groups, organisations and events via a number of channels each designed to achieve distinct outcomes.

Each channel is framed under the Financial Assistance Policy to ensure that Council adheres to ICAC and Department of Local Government probity issues including:

- Transparency of process
- Accountability and monitoring, and
- Obtaining value for money.

Adherence to these issues is undertaken via evaluation processes tailored for each channel, each ensuring that are supported by transactional and answerable decision making.

This Policy also ensures applicants are provided optimal opportunity to seek assistance through the most appropriate channels.

BACKGROUND AND RELATED LEGISLATION

Dubbo Regional Council offers six channels of funding to support organisations in the LGA to:

- Deliver projects and programs that help create, enhance and build community well-being and amenity
- Support Council in the delivery of actions under the Community Strategic Plan
- Build and grow sustainable events
- Deliver economic and social benefits to the region

This Policy has been revised in consideration of:

- Section 377 of the Local Government Act 1993
- Implementation of Chief Executive Officer's Sponsorship Fund
- Creation of Community Service Fund

Council has a responsibility to ensure that all assistance provided is managed through a transparent process; that the community is aware of the right channels to make requests through; and that all agreements are managed effectively.

This Policy aims to

- provide a framework for six channels of funding available for application to the Organisation
- maintain transparency around the level of assistance provided
- support the clear communication of a processes for applying for assistance
- deliver a consistent approach in responding to all assistance requests
- ensure that funding provided is supported by return benefits commensurate with level of funding and appropriate to each channel
- provide process and reporting both based on internal and external requirements

This Policy ensures that no assistance is to be provided by Dubbo Regional Council outside the channels and processes outlined in this Policy.

SCOPE

This Policy applies to all financial assistance provided by or on behalf of Dubbo Regional Council. It applies to Councillors, and all Council divisions, businesses and facilities.

Related Policies and documents

- Dubbo Regional Council's procedures, processes, guidelines and forms relating to:
 - Event Development Fund
 - Major Event Sponsor Program
 - Community Service Fund
 - Financial Assistance Fund
 - Corporate Sponsorship
 - Chief Executive Officer's Fund
- Dubbo Regional Council's policies:
 - Event Attraction, Support and Delivery
 - Corporate Image
 - Corporate Media Protocols
 - Tender Management
 - Quotation Management
- Independent Commission Against Corruption (ICAC) Sponsorship in the Public Sector 2006
- Local Government Act (1993)

DEFINITIONS

To assist in interpretation, the following definitions apply:

Term	Definition
Event Development Fund	To assist build and grow local events and aid in creating a robust and sustainable events industry
Major Event Sponsor Program	To help drive economic benefits for the region
Community Service Fund	Donations related to the requirements of Section 356 of the Local Government Act 1993 whereby Council may contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
Financial Assistance Fund	The Financial Assistance Grant aims to ease the financial burden of not-for-profit organisations that contribute to the creation or enhancement of the community's well-being and amenity
Corporate Sponsorship Program	Financial assistance for projects and programs that support Council in the delivery of actions under the Community Strategic Plan
Chief Executive Officer's Sponsorship Fund	Assist not-for-profit events to access fees/charges of Council venues/services

POLICY

Dubbo Regional Council offers six channels of funding that individuals and organisations can apply for funding.

1 Event Development Fund

The Event Development Fund acts essentially as an 'incubation fund' where not-for-profit organisations conducting events can apply for assistance during the growth stages of local event activity. Program funding is determined by Council annually and allocated as part of the Organisation's annual budget. There are two streams available:

Stream 1

<i>Applications open</i>	July to June each financial year for \$3,000 or less
<i>Events eligible</i>	Not-for-profit events held in the Dubbo LGA during the financial year
<i>Key criteria</i>	Newly created events proposed to be held annually
<i>Application process</i>	Application form and guidelines (available dubbo.nsw.gov.au)
<i>Assessment</i>	Events and Partnerships Officer
<i>Recommendation</i>	Marketing, Events and Partnerships Team Leader
<i>Determination</i>	Manager Economic Development and Marketing
<i>Reporting</i>	Monthly report to Councillors via Informal Report Reported to the community via Annual Statutory Report
<i>Return to Council*</i>	Benefits inline with Outgoing Sponsorship Benefits Matrix Acquittal Report
<i>Program Co-ordinator</i>	Marketing, Events and Partnerships Team Leader

Stream 2

<i>Applications open</i>	September/October for \$3,001 or more
<i>Events eligible</i>	Not-for-profit events held in the Dubbo LGA during the following calendar year
<i>Key criteria</i>	Newly created events proposed to be held annually Organisers will need to demonstrate capability to arrange and deliver the event Limit of three consecutive years**
<i>Application process</i>	Application form and guidelines (available dubbo.nsw.gov.au)
<i>Assessment</i>	Staff panel (managed by Manager Economic Development and Marketing)
<i>Recommendation</i>	Manager Economic Development and Marketing
<i>Determination</i>	Executive Leadership Team
<i>Reporting</i>	Reported to Council in December Reported to the community via Annual Statutory Report
<i>Return to Council*</i>	Benefits inline with Outgoing Sponsorship Benefits Matrix Acquittal Report
<i>Program Co-ordinator</i>	Marketing, Events and Partnerships Team Leader

** Events can only receive 3 year's of consecutive funding under the Event Development Fund – Stream 2. Events can then apply for funding under the Major Event Sponsorship Program.

2 Major Event Sponsor Program

The Major Event Sponsor Program is an event attraction and retention initiative aimed at securing high-yielding events across target market areas of: conferences; sporting events and festivals. Program funding is determined by Council annually and allocated as part of the Organisation's annual budget. There are two streams available:

Stream 1

<i>Applications open</i>	July to June each financial year for \$3,000 or less
<i>Events eligible</i>	Events held in the Dubbo LGA during the financial year
<i>Key criteria</i>	Must demonstrate capacity to generate an economic benefit of at least \$30,000 into the LGA
<i>Application process</i>	Application form and guidelines (available dubbo.nsw.gov.au)
<i>Assessment</i>	Events and Partnerships Officer
<i>Recommendation</i>	Marketing, Events and Partnerships Team Leader
<i>Determination</i>	Manager Economic Development and Marketing
<i>Reporting</i>	Monthly report to Councillors via Informal Report Reported to the community via Annual Statutory Report
<i>Return to Council*</i>	Benefits inline with Outgoing Sponsorship Benefits Matrix Acquittal Report
<i>Program Co-ordinator</i>	Marketing, Events and Partnerships Team Leader

Stream 2:

<i>Applications open</i>	September/October for \$3,001 or more
<i>Events eligible</i>	Events held in the Dubbo LGA during the following calendar year
<i>Key criteria</i>	Must demonstrate capacity to generate an economic benefit of at least \$50,000 into the LGA Must evidence capability to arrange and deliver events of a similar scale
<i>Application process</i>	Application form and guidelines (available dubbo.nsw.gov.au)
<i>Assessment</i>	Staff panel (managed by Manager Economic Development and Marketing)
<i>Recommendation</i>	Manager Economic Development and Marketing
<i>Determination</i>	Executive Leadership Team
<i>Reporting</i>	Reported to Council in December Reported to the community via Annual Statutory Report
<i>Return to Council*</i>	Benefits inline with Outgoing Sponsorship Benefits Matrix Acquittal Report
<i>Program Co-ordinator</i>	Marketing, Events and Partnerships Team Leader

3 Community Service Fund

The Community Service Fund relates to the requirements of Section 356 of the Local Government Act 1993 whereby Council may contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions. Program funding is determined by Council annually and allocated as part of the Organisation's annual budget.

<i>Eligibility</i>	Not-for-profit organisations
<i>Key criteria</i>	Deliver social, cultural or environmental benefits to the communities of the Local Government Area;
<i>Application process</i>	Application form and guidelines (available dubbo.nsw.gov.au)
<i>Assessment</i>	Councillor workshop
<i>Determination</i>	Councillors
<i>Reporting</i>	Council meeting or standing committee with delegated authority
<i>Return to Council</i>	Acquittal Report
<i>Program Co-ordinator</i>	Director Community and Recreation (or delegated officer)

4 Financial Assistance Grant

The Financial Assistance Grant aims to ease the financial burden of not-for-profit organisations that contribute to the creation or enhancement of the community's well-being and amenity. Program funding is determined by Council annually and allocated as part of the Organisation's annual budget.

<i>Applications open</i>	March and October (twice per financial year)
<i>Eligibility</i>	Not-for-profit organisations
<i>Key criteria</i>	Deliver social, cultural or environmental benefits to the local communities within the Local Government Area
<i>Application process</i>	Application form (available dubbo.nsw.gov.au)
<i>Assessment</i>	Administration Co-ordinator
<i>Recommendation</i>	Director Community and Recreation
<i>Determination</i>	Council meeting
<i>Reporting</i>	Reported to the community via Annual Statutory Report
<i>Return to Council*</i>	Benefits inline with Outgoing Sponsorship Benefits Matrix Acquittal Report
<i>Program Co-ordinator</i>	Director Community and Recreation (or delegated officer)

5 Corporate Sponsorship

The Organisation provides sponsorship for projects and programs that support Council in the delivery of actions under the Community Strategic Plan. Council officers will consider applications on the basis of their alignment to the Corporation's goals, objectives and responsibilities. Funding may be available within operational budgets or proposed sponsorships highlighted to Council as part of the annual budget approval process. There are two streams:

Stream 1

<i>Key criteria</i>	The program or project aligns to actions under the Community Strategic Plan
<i>Application process</i>	Application form (available dubbo.nsw.gov.au)
<i>Assessment</i>	Recommendation to the Chief Executive Officer
<i>Determination</i>	Executive Leadership Team
<i>Reporting</i>	Reported to Council via monthly informal reports Reported to the community via Statutory Report
<i>Return to Council*</i>	Benefits inline with Outgoing Sponsorship Benefits Matrix Acquittal Report
<i>Program Co-ordinator:</i>	Manager Communications and Stakeholder Engagement

Stream 2	<i>Allocation of tickets/passes across businesses of Council considered and determined by Council as part of the annual budget process.</i>
<i>Key criteria</i>	The program or project aligns to actions under the Community Strategic Plan Provision of tickets/passes considered to return public relations/marketing benefits for the Organisation and/or community
<i>Application process</i>	Application to Chief Executive Officer
<i>Assessment</i>	Chief Executive Officer
<i>Determination</i>	Chief Executive Officer
<i>Reporting</i>	Reported to Council via monthly informal reports Reported to the community via Annual Statutory Report
<i>Program Co-ordinator:</i>	Administration Officer - Chief Executive Officer

6 Chief Executive Officer's Sponsorship Fund

The Chief Executive Officer's Fund aims to assist not-for-profit organisations to access fees/charges of Council venues/services. Funding is determined by Council annually and allocated as part of the Organisation's annual budget. Organisations can only receive funding on one occasion in any one financial year.

<i>Key criteria</i>	The program or project aligns to actions under the Community Strategic Plan
<i>Application process</i>	Application in writing to the Chief Executive Officer
<i>Assessment</i>	Chief Executive Officer
<i>Determination</i>	Chief Executive Officer
<i>Reporting</i>	Reported to Council via monthly informal reports Reported to the community via Annual Statutory Report
<i>Return to Council*</i>	Benefits inline with Outgoing Sponsorship Benefits Matrix Acquittal Report

*Commensurate with level of funding provided

Organisations can only receive funding under one channel in any one financial year for any particular program, project or event.

RESPONSIBILITIES

1 Staff

The staff member of Council responsible for managing the request for assistance is required to;

- Ensure applications for financial assistance are received via the most appropriate channel
- Assess the application in accordance with internal processes and appropriate delegated authority
- Make recommendations in accordance with guidelines and criteria
- Consider all applications on merit and alignment to Corporation goals, objectives and responsibilities
- Gain appropriate approvals from Manager, Director, Chief Executive Officer
- Advise the Manager Communications and Stakeholder Engagement of any sponsorship agreements involving media
- Ensure robust assessment processes are applied and maintained in Trim
- Co-ordinate return benefits inline with the Outgoing Sponsorship Benefits Matrix
- Oversee return of acquittals, assess and place in Trim
- Create processes to address issues of non-compliance around benefits to be returned and acquittals via guidelines/terms and conditions
- Report financial assistance via Council's Informal Report
- Ensure any materials developed in relation to the sponsorship agreement adhere to the Corporate Image Policy and are created to appropriate destination brand/s.

2 Director Economic Development and Business

The Director Economic Development and Business is responsible for managing the following channels: Event Development Fund; Major Event Sponsorship Program and Corporate Sponsorship framework.

3 Director Recreation and Community

The Director Recreation and Community is responsible for managing the following channels: Community Service Fund and Financial Assistance Fund.

4 Executive Leadership Team

The Executive Leadership Team is responsible for considering applications for: Event Development Fund – Stream 2; Major Event Sponsor Program – Stream 2; Sponsorship

5 Chief Executive Officer

The Chief Executive Officer is responsible the Financial Assistance Policy, the Annual Statutory Report and for final determination of the Chief Executive Officer's Sponsor Fund.