

# Funding policy

## Policy No. 6330.100.E.R

### 1 Purpose

This policy outlines the principles by which funding will be received from and provided to Darwin organisations and community groups in line with the strategic directions in City of Darwin's strategic plan *Darwin 2030 City for People. City of Colour.* (the Strategic Plan) to ensure access to funding is effective, open, transparent and equitable.

### 2 Scope

This policy covers both incoming funding to City of Darwin and the outgoing funding programs provided by City of Darwin through grants, sponsorship and other funding programs.

This policy does not govern In-kind Support, which is covered by the In-kind Support Policy.

### 3 Policy statement

City of Darwin recognises the importance of funding to support the delivery of new or existing programs, services, facilities, projects, and events, which contribute to the quality of life for the Darwin community and growth of the Darwin economy.

There are two components to the City of Darwin Funding Policy. These are:

**Incoming funding** - City of Darwin receives financial and/or In-kind Support from an external organisation to conduct an event, project, or activity in return for specified benefits, such as sponsorship and grants.

**Outgoing funding** - City of Darwin funds an organisation to conduct an event, project, service or activity in return for specified benefits. Specific funding programs are detailed in the City of Darwin Funding Guidelines.

#### 3.1 Incoming funding

#### Principles for providing funding to City of Darwin

The following general principles will apply when City of Darwin is seeking and managing incoming sponsorship and grants:

- The cost of managing and evaluating funding must not outweigh the dollar value of the funding received.

Version:	Decision Number:	Adoption Date:	Next Review Date:
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Responsible Officer: General Manager Innovation

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- The funding and return benefits from City of Darwin to the funding providers must not conflict or be seen to conflict with the objectives and policies of City of Darwin.
- Funding agreements must not endorse the funding provider or their products.
- All funding agreements must be in writing.
- Funds raised through sponsorship and/or grants of specific expenditure items must be used for that purpose and not be redirected into general revenue.
- Where the value of funding or support to City of Darwin is \$10,000 or less, City of Darwin may seek or accept support by dealing directly with potential funding providers.
- City of Darwin must have a sponsorship prospectus publicly available for sponsorships valued over \$10,000.
- City of Darwin will consider the benefits of individual funding agreements and may impose conditions to protect City of Darwin's interests.

Types of sponsorship and grants:

- Funding
- Goods, services, or vouchers (in-kind support)
- Discounts.

## 3.2 Outgoing funding

### Principles for outgoing funding

All funding arrangements will be undertaken in accordance with City of Darwin policies and procedures.

When granting funding, City of Darwin must consider the relevant provisions in the *Local Government Act 2019 (NT)* and *Local Government (General) Regulations 2021 (NT)*.

Funding proposals should align with the Strategic Plan, which outlines City of Darwin's five strategic directions.

City of Darwin will not consider funding proposals for the following activities, except where they relate directly to operational objectives or priorities, where appropriate:

- conferences
- seminars
- functions
- individuals
- record attempts
- fundraisers.

### Application

All applications should be made via the online SmartyGrants platform for acquittal reporting purposes.

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## Funding agreement

A funding agreement is required for all outgoing funding exceeding \$1,000. For amounts below this threshold, a funding confirmation letter is required and will be provided by City of Darwin.

## Acquittal

All recipients of funding exceeding \$1,000 are required to submit an Acquittal Report through SmartyGrants within three months after the completion of the event/project.

### 3.3 Eligibility

City of Darwin will not receive funding from, or provide funding to organisations and community groups involved in:

- manufacture, sale or promotion of tobacco and tobacco-related products
- illicit or inappropriate drugs or services
- services or products that are harmful to health or are perceived to conflict with City of Darwin's policies and responsibilities to the community
- any regulatory or legal matter involving City of Darwin
- political parties or affiliates
- gambling products or services
- behaviours and conduct or services or products that are inconsistent with City of Darwin's values and strategic directions, or may adversely affect City of Darwin's public image or reputation
- any activities that are outside of Darwin Local Government Area for outgoing funding
- those who are in administration, liquidation, insolvent or bankrupt.

All proposals will be assessed against the possibility of a conflict of interest and may be terminated at any time during the life of the arrangement if:

- the funding provider, funding recipient, or affiliate is, or is likely to be, subject to regulation or inspection by City of Darwin which may impose conditions
- the funding may limit City of Darwin's ability to carry out its functions fully and impartially or may be perceived to do so
- the funding provider, funding recipient, or affiliate fails to obtain the required permit from City of Darwin to deliver the events/programs, if applicable.

### 3.4 Register

City of Darwin will record successful applications in a funding register and provide transparency through the Annual Report and online portals.

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### 3.5 Budget and resource commitment

Funding will be established annually as part of City of Darwin's Municipal Planning process.

## 4 Definitions

**Acquittal** is a written report submitted after the funded project is complete. It details how the recipient administered the relevant funds and met the project outcomes.

**Funding** is the money received from an organisation or government, or the money provided by City of Darwin for a particular purpose. It is not a fee or charge from City of Darwin.

**Grants** is a sum of money given or received by City of Darwin for a specific purpose.

**In-kind Support** is an arrangement whereby the City of Darwin forgoes revenue for things that would normally incur a fee, or whereby an organisation provides goods, services or discounts, and vouchers to the City of Darwin to conduct an event, project, or activity in return for specified benefits.

**Sponsorship** is defined as a commercial arrangement in which a sponsor provides a contribution in money or in kind, to support a service, event, facility, or program in return for specified benefits. Sponsorship differs from grants programs, donations, and operating subsidies.

## 5 Legislative references

*Local Government Act 2019 (NT)*

*Local Government (General) Regulations (NT) 2021*

## 6 Procedures / related documents

Darwin 2030 City for People. City of Colour.

6300.100.E.R In-Kind Support Policy

6330.001.E.R City of Darwin Funding Guidelines

City of Darwin Sponsorship template

Funding Agreement template

Sponsorship Online Application

Grants Online Application

## 7 Responsibility / application

The General Manager Innovation is responsible for managing this policy.

This policy will be reviewed every four years, or as required.

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