

## 1 PURPOSE

The purpose of this policy is to outline City of Darwin principles and approach to in-kind support that is provided to community groups and organisations across the Darwin municipality. City of Darwin is proud to support our community by providing a range of in-kind equipment, facilities, services, projects and programs.

## 2 SCOPE

This policy applies to use of City of Darwin facilities, services, and programs through the Sponsorship and Grant agreements and requests for waivers of City of Darwin fees and charges.

This policy outlines the principles by which in-kind support will be provided to ensure access to the support is open, transparent and equitable.

In-kind support refers to an arrangement whereby City of Darwin forgoes revenue for goods or services for which they would normally charge a fee. Examples of in-kind support that may be considered include, but are not limited to:

- provision of waste and recycling bins
- City of Darwin venue hire
- City of Darwin banner site hire
- event equipment hire (not installation/operation)
- City of Darwin services
- permits, for example, events, parking, signs, street food vendor, works permits
- marketing/promotion.

## 3 POLICY STATEMENT

This policy provides guidelines for in-kind support to community groups across the municipality by City of Darwin.

### 3.1 ELIGIBILITY

City of Darwin will not provide in-kind support to community groups and organisations involved in:

- tobacco and tobacco-related products
- illicit / 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

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- any regulatory or legal matter involving City of Darwin
- political fields (e.g., political parties)
- gambling products or services
- any projects or activities inconsistent with City of Darwin’s values and policies or may adversely affect City of Darwin’s public image or reputation
- administration, liquidation, insolvency or bankruptcy.

The applicant must:

- be a non-profit group or non-profit organisation, or an organisation that is delivering a charitable or community event
- not interrupt or adversely impact City of Darwin operations and provision of business-as-usual services
- demonstrate that the activity or event will not occur without the in-kind support
- demonstrate its activity and outcomes are in line with the strategic directions of City of Darwin’s 2030 Strategic Plan
- provide greater social, environmental and/or economic benefits to the Darwin community as a result of in-kind support provided.

Community groups/organisations will, where appropriate:

- acknowledge the City of Darwin’s support in relevant public forums, speeches, or openings, or in promotional or program material for the activity or event for which the in-kind support has been received
- collect and return equipment to City of Darwin in good order and condition
- provide evidence of current public liability insurance (\$20 million)
- pay for any damages that occur as a result of its use of in-kind items and / or equipment.

### 3.2 APPLICATION

All applications for in-kind support must be made via the online in-kind support request form or in association with an application for Sponsorship or Grant through the established programs and submitted to City of Darwin a minimum of four (4) weeks before the start date of the event / activity.

### 3.3 REGISTRATION

City of Darwin will record successful applications in an in-kind register and provide transparency through the Annual Report and online transparency portals.

### 3.4 BUDGET AND RESOURCE COMMITMENT

To ensure financial sustainability, the maximum amount that City of Darwin can offer as in-kind support is set on an annual basis as part of the annual budget process.

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## 4 DEFINITIONS

Not applicable

## 5 LEGISLATIVE REFERENCES

*Local Government Act 2019* (NT)

## 6 PROCEDURES AND RELATED DOCUMENTS

Funding Guidelines  
In-Kind Support Request Form  
City of Darwin 2030 Strategic Plan  
1040.010.I.N Register of Delegations and Sub-delegations  
6310.100.E.R Sponsorship Policy

## 7 RESPONSIBILITY AND APPLICATION

The General Manager Innovation is responsible for managing this policy.

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