GRANTS & 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 Funding Program 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 Eligible Entity.

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 and **Recipient** means the individual or organisation, as defined in the relevant Funding Guideline, that will receive the financial or in-kind contribution to deliver a project, event or initiative.

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 defines at a minimum the individual or organisation eligible to apply (Eligible Entity), project eligibility, opening cycles, funding limits and assessment criteria.

Funding Program is the collective term for any Grant, Sponsorship or In-Kind Support arrangement.

Grant means a financial and/or in-kind contribution provided by the City to an Eligible Entity to deliver a project, event or initiative.

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 cost or reduced cost.

Return on Investment (ROI) means the measure of the social, cultural and economic value generated by the Grant, Sponsorship and In-Kind Support.

Sponsorship means a financial and/or in-kind contribution provided by the City to an Eligible Entity in exchange for agreed benefits that advance the City's strategic objectives, such as recognition, promotion or brand exposure.

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 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 delivery of the City's Council Plan;
2. Funding for a project, event or initiative delivers a reasonable return on investment, demonstrated through the social, cultural or economic value generated;
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 Eligible Entities are treated fairly throughout the process.

Establishment and Removal of Funding Programs

Funding Programs may be established or removed by Council

The City's Chief Executive Officer (CEO) is responsible for approving Guidelines for all funding programs. These guidelines must articulate the objectives, assessment criteria, and administrative procedures for each program.

Funding Allocation and Approval

All Funding Programs must have clear objectives and be supported by a Funding Guideline. Council may allocate funding to the Eligible Entity:

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 approved by Council.

Assessment Process

Applications will be evaluated against the criteria set out in the Funding Guidelines.
The level of information required will be proportionate to the size and nature of the Funding Program.
All assessors must declare any conflicts of interest prior to beginning the assessment.
Applicants will be advised of the outcomes and may be provided with feedback to support future applications.
Decisions to approve or decline an application are final and are not subject to appeal.

Awarding Funding

The City may Funding Programs through scheduled funding rounds, rolling programs or targeted partnerships.

Funding Agreements

Before any funding or support is released, Recipients must enter into a Funding Agreement with the City. The agreements formalises the partnership and provides consistent governance across all Funding Programs.

Each Funding Agreement will include, at a minimum:

1. the approved purpose, funding amount and project description;
2. the Recipient's activities, deliverables and expected outcomes;
3. the City's obligations;
4. conditions and entitlements, including - (reporting, acknowledgement and Acquittal requirements);
5. payment arrangements, including (the payment schedule and GST treatment); and
6. funding conditions, including indemnity, liability, variations, extensions and withdrawal of funding.

Acquittal and Unspent Funds

All Recipients 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 purpose specified in the Funding Agreement. Reporting requirements will be proportionate to the amount and nature of the funding provided.

If a Recipient fails to provide an Acquittal, the City may terminate the Funding Agreement and require repayment of all or part of the funding received.

Unless the City approves a written variation, unspent funds must be returned within 60 days after the project is completed.

Funds that are unspent, misused, or not adequately accounted for through an Acquittal may be treated as a debt to the City and may affect the Recipient's eligibility for future funding.

The City may request additional evidence or audit information to verify compliance with this Policy.

General Exclusions

Grant funding will not be provided for:

1. activities for which another Commonwealth, state, territory, or local government body have primary responsibility;
2. projects, events or initiatives that have already commenced or been completed);
3. projects, events or initiatives that pose a risk to public health or safety;
4. projects, events or initiatives that contravene the City's policies or local laws;
5. recipients that have not met the conditions of previous City funding;
6. projects, events or initiatives that have already received City funding in the current financial year; or
7. incomplete applications or applications received after the closing date

Additional eligibility and inclusions may apply to specific funding programs.

Related Documents

Legislation & Local Laws	*Local Government Act 1995*
Relevant Delegations	Nil
Strategies & Plans	Council Plan 2025 - 2035 Economic Development and Tourism Strategy 2025-2035
Related Council Policies	CS04 venue Hire Policy
Procedures, Documents & Forms	*Funding Guidelines* *Application Form* *Acquittal Form* *Funding Agreement*

Policy Owner

Directorate	*Community Experience*
Department	*Community Development & Youth Services*

Review Management

Next review due:	*September 2031*

Version Management

Version	Date	Council Resolution #	Description
1.0	*Sept 2026*	*OCM260928-11*	*Original policy adopted, previous policies relating to grants and sponsorship repealed.*