

ATTACHMENT A

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**GRANTS AND SPONSORSHIP POLICY AS
APPROVED 9 MAY 2005 MARKED WITH
RECOMMENDED CHANGES**

GRANTS AND SPONSORSHIPS POLICY

Policy owner: Director Community Living
Policy review date: June 2007

GRANTS AND SPONSORSHIPS POLICY

Introduction

The City of Sydney recognises the contribution of a range of organisations to the life of the City. To support Council's objectives and priorities, the City provides grants and sponsorships as outlined in this policy. Grants and sponsorships are provided in the context of the City's social and cultural policies (currently in development).

The Act

The Local Government Act 1993, s356, states:

- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance, but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.
- (3) However, public notice is not required if:
 - (a) the financial assistance is part of a specific program, and
 - (b) the program's details have been included in the council's draft management plan for the year in which the financial assistance is proposed to be given, and
 - (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and
 - (d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.
- (4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

S 377 of the Act states:

A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:

- A decision under section 356 to contribute money or otherwise grant financial assistance to persons

At a meeting of the Council in 2005, Council delegated "to the Lord Mayor, on an ongoing basis, the following powers and functions

- To determine requests for grants and donations, such as venue hire discounts and ad-hoc requests from charities, subject to budget constraints and an approved Council policy;"

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Definitions

1. **Grants** are defined as funds given to organisations to assist with the services or projects which they provide, where the City receives only acknowledgement as the grant giver.
2. **Sponsorships** are defined as a business agreement with organisations, where the City receives benefits equal to the value of the sponsorship.

Categories

Broadly speaking, there are three categories for which grants and sponsorships are available:

1. Community Services

This includes services which complement the City's own services in the areas of Aboriginal and Torres Strait Islander background, youth, families, children, older people, culturally and linguistically diverse groups, homeless people, women, gay lesbian and transgender groups, people with a disability, and in sport and recreation.

2. Cultural services

This includes the whole range of arts and culture services including performing and visual arts and crafts, literature, film, digital arts, design, architecture, history and heritage, food and wine, gardens and landscaping and their expression through public debate, festivals, exhibitions, performances, competitions and public celebrations of importance to individual communities and/or greater Sydney.

3. ~~Business and community~~

This covers precinct revitalisation through a range of initiatives with chambers of commerce or appropriate business associations.

Cash and Value in Kind

The City provides grants and sponsorships through cash, and through value in kind. Value in kind is defined as those things which are revenue foregone to the City:

- park hire
- venue hire
- banner pole hire
- parking revenue foregone
- subsidised accommodation

The City values these sponsorships at the price which would have been charged if the value in kind was not part of the sponsorship.

~~and value in kind which is a real cost to the City, including:~~

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- ~~cleaning services~~
- ~~provision of specific City staff, such as an electrician~~
- ~~provision of barricades~~

Any services that are a real cash cost to the City, such as cleaning, will be accommodated through the provision of cash to the grant recipient to assist with those costs.

Categories and criteria

The City provides ~~ten~~ fourteen mechanisms for the allocation of grants and sponsorships.

1. Quick Response Grants Program
2. Local Community Grants Program
3. Heritage Grants Program
4. Environmental Grants Program
5. History Publication Sponsorship Program
6. Community Festivals Program
7. Community Grants Program
8. Business Support Program
9. Cultural Sponsorship Program
10. Major Festivals Program
11. Community Bus Scheme
12. Banner Program
13. Reduced Rates
14. Subsidised Accommodation Program

It should be noted that Council may approve grants and sponsorships outside this policy as it sees fit and that nothing in this Policy will prevent Council giving small gifts to organisations from time to time nor providing support for Civic functions or one-off unpredicted events.

This Policy does not cover corporate sponsorship.

Exclusions

The City will not provide grants and sponsorships for:

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- Individuals (other than the Quick Response Grants Program, the Heritage Grants Program and at the discretion of Council). This is to ensure there is an independently audited financial accounting for the funds.
- For-profit organisations unless there is a significant benefit to the City
- General donations to Charities (however the City may provide grants to specific projects run by charities where they meet the criteria)
- Staffing or ongoing operational costs (other than the Major Festivals Program)
- Capital expenditure over \$5,000 (equipment up to the cost of \$5,000 can be funded, but not upgrades to buildings, or property which is the responsibility of third parties)
- Waiver of fees including those for Development Applications, Health inspection fees, Health approvals, Section 68 approvals, Place of Public Entertainment approvals, Temporary Road Closures, and filming fees.

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1. Quick Response Grants ProgramProgram objectives

This program is designed to respond to community requests for support of individuals and teams in the fields of sporting and intellectual pursuit and community development endeavours.

The program will provide opportunities for Council to assist residents who are achieving representation and excellence at the highest levels of their chosen field.

Through funding community development initiatives the City promotes stronger links within the community, building social capital throughout the diverse, vibrant city of villages.

Program Features

The City will provide grants in cash and value in kind, to appropriate proposals. Grants are not recurrent and a maximum amount of \$1,000 is available to any applicant in any financial year. It is expected that applicants will provide evidence of some personal contribution or fund-raising efforts towards the proposal costs.

Eligibility and selection criteria

Applicants must be a resident of the City of Sydney.

Individuals and teams may apply but must provide support documentation from their club or association and peak body.

Community development proposals must have a budget, clear objectives, and indicate preparedness to meet agreed accountability requirements.

Applicants may only receive funding through this Program once each financial year.

Applications

The City will respond on an ad hoc basis to requests from organisations, teams and individuals. Applications should be sent in writing to the Lord Mayor. They will be assessed by ~~Place Managers~~ Council officers and/or Director, Community Living and approved by the Lord Mayor.

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2 Local Community Grants Program

~~The City of Sydney invites local, non-profit cultural and community service organisations to apply for funds under the Local Community Grants Program.~~

The Local Community Grants Program provides one-off grants to organisations based, or providing events or services in the City of Sydney local government area.

Program Objectives

The Local Community Grants Program aims to:

- support cultural and community projects, events and activities occurring within the City of Sydney Local Government Area
- foster or provide new services, initiatives and resources which address the needs of the City community
- improve awareness and use of cultural and community services and resources in the City
- create opportunities which develop the knowledge, skills and confidence of community members
- encourage increased participation in local community and cultural activities, building a greater sense of community
- contribute to a vibrant cultural and community life in the City of Sydney

~~Grants are not available to individuals.~~

The grants are provided for specific projects, and are limited to a maximum of \$5,000 (ex GST).

Who can apply?

~~An applicant must be an incorporated, non-profit organisation. Organisations are non-profit where their constituent or governing documents prevent them from distributing profits or assets for the benefit of particular persons, both while they are operating or winding up. These documents should contain acceptable clauses to indicate non-profit character. Further guidelines on non-profit organisations are available from the Australian Taxation Office. For more information refer to the website www.ato.gov.au.~~

Non-incorporated groups can also apply but need to ask an incorporated organisation to apply for and manage the grant on their behalf.

Ideally groups should be located within the City of Sydney local government area. Groups located outside of the city boundaries are required to demonstrate how their proposal will serve the City of Sydney community.

A group which has received funds in an earlier round of the Local Community Grants Program is eligible to apply for assistance in the current round only if it has satisfied all the accountability and evaluation requirements for the earlier funding.

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Who is not eligible to apply?

Individuals are not eligible to apply for funds.

Organisations not eligible to receive a grant are those:

- Operating on a for-profit basis
- Claiming reduced rate hire on Sydney Town Hall
- Not servicing the City of Sydney community.

Selection Criteria

To be considered for a grant, applications should clearly describe the proposed project and show how it will:

- provide a direct benefit to the city community by delivering community or cultural services, activities, or resources to the city community
- meet the needs of the community in general or specific target groups such as children, young people, older people, people with disabilities, women, culturally and linguistically diverse people, Aboriginal people or people of Torres Strait Island origin, gay lesbian bisexual or transgender people
- strengthen ties within and between the various districts of the city and assist in building an increased sense of community
- develop knowledge, skills and confidence in the community to encourage greater participation in city and cultural life
- complement existing community and cultural services, programs and resources provided by Council, government agencies and non-government providers.

Applications must also demonstrate the organisation's ability to manage and deliver community or cultural services and not become dependent on ongoing financial assistance from Council.

Applications

The City holds one round of grants each year. Applications are assessed by City staff and approved by Council. ~~Information is available on the City's website:~~

www.cityofsydney.nsw.gov.au

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3. Heritage Grants Program

A key aim of the Heritage Grants Program is to encourage owners of heritage items to develop conservation management plans or undertake minor conservation work which, without the financial assistance of the Fund, may not be able to occur. In doing so, the quality of the City's heritage is improved. The main aim of the Program is to fund small scale conservation/restoration work (i.e. under \$10,000).

Eligibility

- (a) The site, building or item in question must be within the City of Sydney Local Government Area and must be listed as a Heritage Item, or within a Heritage Conservation Area, or within a Heritage Streetscape on a statutory list at Federal, State or local government level.
- (b) Individuals and institutions will be eligible to apply for funding;
- (c) Property owners receiving State and Federal heritage assistance will generally not be eligible to apply for funding;
- (d) Property owners seeking funding for retrospective works will not be eligible to apply for funding;
- (e) Property owners of Central Business District (CBD) heritage properties will not be eligible to apply for funding unless they have exhausted their ability to access the City's Heritage Floor Space (HFS) scheme. The HFS scheme offers CBD owners of heritage buildings/sites the chance to receive awards of HFS in exchange for completing conservation works. The award of HFS has a dollar value and is then tradeable on an open market that requires allocation of the HFS to development in the CBD, however there is a maximum cap on how much HFS can be awarded and allocated to any CBD heritage building or site.
- (f) The Government (be it Local, State, or Federal) will not generally be eligible for funding on the basis that Government buildings are generally exempt from costs associated with properties, such as the payment of rates. Where such Government items/buildings are of National or State significance, Federal grants may be available to assist.

Assessment Criteria**Small Scale Conservation/Restoration Work**

- Eligible applicants only (i.e. property must be a listed heritage item, or identified as a "contributory" item by a City of Sydney heritage study, located within a Heritage Streetscape or a Heritage Conservation Area).
- The work must constitute conservation, restoration or reconstruction work, adequately researched from physical and/or documentary and/or photographic evidence.

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- Inclusion of a quotation from a qualified and experienced heritage consultant or experienced heritage tradesperson for the work in question.
- Where necessary, inclusion of a Development Consent demonstrating approval of proposed work, or inclusion of plans and a Development Application plus supporting documents for proposed work (i.e. not yet approved).
- The applicant's ability to demonstrate technical and financial responsibility with regard to the proposed project, specifically demonstrating ability to complete the project within 12 months.
- Exterior painting of heritage buildings may be funded, provided that the colour scheme proposed is an adequately researched heritage colour scheme (for example, for a commercial/retail building in King Street, Newtown, sourced from the King Street & Enmore Road Paint Scheme on the City's website).
- Works to weatherboard buildings may be funded, provided that the building in question is identified as being of heritage significance in the City of Sydney Weatherboard Buildings Study) and complies with the other listed requirements (stated above).

Priority will be given to:

- Urgent projects to avert a threat to a heritage item;
- Projects unlikely to attract funding from another source (for example, from State or Federal heritage funding) will be given priority;
- Projects which would encourage the conservation of other heritage items or items of significance;
- Projects proposed by non-profit organisations;
- Projects of demonstrated heritage value to the community: for example the restoration of a prominent and important heritage item;
- Projects proposed for items of heritage significance and public visibility of the subject building or site will be considered; and
- Projects which have high public accessibility, for example: work to a heritage item which is open to the public.

Funding will not be provided for:

- conjectural reconstruction (for example uninformed addition of "period" features to buildings);
- relocation of heritage items;
- purchase of buildings;
- new additions to heritage buildings including new internal fittings such as kitchens or bathrooms; and
- retrospective works (i.e. for projects already completed).

The City will run one round of applications for the Heritage Fund Program each year.

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4. Environmental Grants Program

The Environmental Grants Program aims to support cumulative improvements to services and activities designed to meet community needs through the provision of one-off grants. Grants are intended to act as a catalyst for the development of services. As such, applicants should include plans for the continuation or further development of services or activities beyond the initial grant period, without support from the City.

The Environmental Grants Program aims to encourage the development or provision of community-based services and programs. Applicants must include sufficient detail in their application to demonstrate that:

- the proposed service or activity is well developed with a clear rationale and implementation strategy;
- the planned service or activity complements and does not duplicate existing services in the area;
- the need for the project is clearly identified and consistent with the priority target areas outlined below;
- the organisation is well placed to provide the service or activity, including adequate details of the organisation's capacity and financial position.

The City will give preference to innovative projects that address one or more of the following priority environmental needs:

Greenhouse Gas Reduction

- Improvement in energy efficiency
- Uptake of renewable energy supplies
- Reduced greenhouse gas emissions

Air Quality

- Reduced air emissions
- Monitoring air pollution

Water

- Potable (mains) water efficiency/ reduction
- Water capture/ treatment/ recycling
- Stormwater quality and/or quantity improvement
- Water quality monitoring or assessment of waterways.

Waste

- Waste reduction / litter avoidance
- Waste re-use
- Improved recycling

Flora and Fauna

- Endangered species preservation

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- Domestic pet control
- Planting and maintenance of local native plants (species list available from Council)
- Improved native wildlife habitat/ food sources

Environmental Education

- Programs to improve the local environment through behavioural change training and education

Other Environmental Benefits

- Development and implementation of Environment Management Plans or structures;
- Environmental monitoring programmes;
- Any other programme which is able to demonstrate an environmental benefit within the LGA.

Where ever possible environmental benefits should be quantified e.g. carbon dioxide reduction or volume of water saved. Qualitative benefits, such as increased public awareness or greater understanding of our current environment impacts, should also be clearly stated.

To be considered for a grant, applications should clearly describe the proposed project and demonstrate how it will:

- provide a direct environmental benefit to the city community by delivering services, activities, or resources;
- result in direct environmental improvement and/ or develop knowledge, skills and confidence in the community to encourage environmental improvement within the City of Sydney area;
- complement existing services, programs and resources provided by Council, government agencies and non-government providers;
- become self-sustaining if the project will continue beyond the funding period, and not become dependent on ongoing financial assistance from Council.

All applications will be assessed for their potential environmental improvement against the level of funding requested.

Eligibility

To be eligible for funding, your organisation must:

- be not-for-profit ;
- be an incorporated body, or be auspiced (sponsored) by one;
- offer a project in the City of Sydney, or primarily for the City of Sydney community (minimum of 75% participants from the LGA);
- acquit previous City of Sydney grants and have no outstanding debts to the City of Sydney; and

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Ineligibility

The City of Sydney does not provide grants for:

- projects that duplicate existing services or programs;
- projects that do not meet the identified priority environmental needs of the Sydney Local Government Area;
- core organisational operating costs; or
- projects that will rely on recurrent funding from the City of Sydney.

Generally, the City of Sydney will not accept applications from:

- commercial organisations operating on an expected profit basis, unless there is a significant benefit to the City;
- individuals and unincorporated organisations, unless auspiced by an eligible incorporated organisation;
- previous grant recipients who have not fulfilled the conditions of the particular grant; or
- applicants that have not included the required supporting documentation.

The City will run one round of applications for the Environmental Grants Program each year.

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5. History Publication Sponsorship Program

The City's History Unit provides grants of up to \$15,000 to assist with the costs of publications that are considered relevant to the ongoing research into and recording of the history of the City of Sydney.

Applications can be made only to assist with the costs of publication. Applications will not be accepted for uncompleted work, or work that is not at publication stage. This Program does not provide funding for historical research. Applications can be made through the Local Community Grants Program or the Cultural Grants and Sponsorship Programs for funding to assist in research costs.

Applications will be assessed against:

- The general historical interest of the proposed publication
- Originality and new historical research
- The quality of the proposed publication
- The relevance to the City of Sydney Local Government Area
- The capacity of the applicant to complete the project and ensure publication

This Program will respond on an ad hoc basis to requests from publishers and historians. Applications should be made in writing to the Lord Mayor, and will be assessed by City staff and approved by Council.

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6. Community Festivals ProgramProgram objectives

Community Festivals fulfil a number of roles in the life of the City. Some are organised to build community spirit and to bring neighbourhoods together. Many aim to celebrate the unique qualities of their communities. Others raise funds for local community groups. Some provide performance opportunities for local artists and promotional opportunities for local service organisations. Local retailers benefit from Community Festivals.

The City makes grants to a range of Community Festivals. The City also produces a small number of Community Festivals where there is not the means within the community to produce it themselves.

In supporting Community Festivals, the City aims to bring into focus the things that unite communities, those things which are causes for celebration. It is the intention to draw on and support the strengths of individual communities in the spirit of the City of Villages. It is not intended to impose a view of the local community from the City's perspective.

Program features

The City provides grants in cash and through value in kind to successful Community Festivals.

Broadly, the City provides \$20,000 in cash to larger festivals (in scale and audience) and \$15,000 in cash to smaller festivals. It provides \$10,000 in cash to festivals which are also supported by neighbouring Councils or landowners.

In principle, the City will also provide ~~cleaning services and~~ the waiver of park hire fees and of banner pole hire fees.

Eligibility

Community Festivals, for the purposes of this program, are generally local, free-to-the-public events, which take place annually. They do not include larger scale events aimed at a broader audience reflecting the global city, some of which can take place over several days or weeks, such as the Sydney Gay and Lesbian Mardi Gras.

Organisations wishing to apply:

- Must be a non-profit organisation and incorporated under the Associations Incorporation Act or be auspiced by an incorporated organisation, and have an ABN (Australian Business Number).
- Must hold and maintain public liability insurance to the value of \$10,000,000.

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- Must demonstrate an ability to effectively manage and deliver the festival. The organisation must have a proven history in the delivery of successful community events/festivals.
- Must demonstrate a capacity to sustain the festival through changes of management through maintained corporate knowledge, including the history and tracking the development of all aspects of the festival, especially operational requirements.

Who can't apply

- Individuals
- New projects / first time festivals (these projects may be eligible for a Local Community Grant).
- National / State – wide projects that are the responsibility of other government departments.
- Community Festivals which duplicate and/or conflict with other festivals or resources.

Criteria

Community Festivals must demonstrate that they:

- Strengthen ties within and between the various districts of the City and assist in building an increased sense of community. The festival is required to reflect and be relevant to the local community.
- Demonstrate the unique qualities of the local community, in line with the City of Villages vision.
- Provide opportunities for community representation including, businesses, retailers, artists and community groups.
- Provide a direct benefit to the local community in form of:
 - funding for local services infrastructure, and/or
 - building information and networking opportunities; and/or
 - encouraging development of local resources/artists.
- Develop knowledge, skills and confidence in the community to encourage greater participation in cultural life.
- Provide opportunities to promote the City, eg providing a City stall at the event, in press releases, logo acknowledgement on brochures, banners, signage, etc.

Applications

The City will respond on an ad hoc basis to requests from Community Festivals. Applications should be made in writing to the Lord Mayor, and will be assessed by City staff and approved by Council.

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7. Community Grants Program

This Program provides one-off grants to non-profit organisations based in, or providing events or services of benefit to the community in the City of Sydney local government area.

Program Objectives

The Program aims to:

- support projects, events and activities occurring within the City of Sydney Local Government Area
- foster or provide new services, initiatives and resources which address the needs of the City community
- improve awareness and use of services and resources in the City
- create opportunities which develop the knowledge, skills and confidence of community members
- encourage increased participation in local activities, building a greater sense of community

The program encourages proposals facilitating collaboration between community organisations and those promoting the use of volunteers.

Program Features

The grants are provided for specific projects.

Grants are not available to individuals unless auspiced by an incorporated, non-profit organisation.

Grants are not recurrent. This program provides one-off funding for projects.

Eligibility

An applicant must be an incorporated, non-profit organisation. ~~Organisations are non-profit where their constituent or governing documents prevent them from distributing profits or assets for the benefit of particular persons, both while they are operating or winding up. These documents should contain acceptable clauses to indicate non-profit character. Further guidelines on non-profit organisations are available from the Australian Taxation Office. For more information refer to the website www.ato.gov.au.~~

Non-incorporated groups can also apply but need to ask an incorporated organisation to apply for and manage the grant on their behalf.

Ideally groups should be located within the City of Sydney local government area. Groups located outside of the city boundaries are required to demonstrate how their proposal will serve the City of Sydney community.

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Who is not eligible to apply?

Individuals are not eligible to apply for funds. They must be auspiced by an appropriate organisation (see above).

Organisations not eligible to receive a grant are those:

- operating on a for-profit basis
- that do not service the City of Sydney community.

Selection Criteria

To be considered for a grant, applications should clearly describe the proposed project and show how it will:

- provide a direct benefit to the city community by delivering services, activities, or resources to the city community
- meet the needs of the community in general or specific target groups such as children, young people, older people, people with disabilities, women, culturally and linguistically diverse groups, Aboriginal people or people of Torres Strait Island origin, gay lesbian bisexual and transgender people
- strengthen ties within and between the various districts of the city and assist in building an increased sense of community
- develop knowledge, skills and confidence in the community to encourage greater participation in city life
- complement existing services, programs and resources provided by Council, government agencies and non-government providers.

Applications must also demonstrate the organisation's ability to manage and deliver services and not become dependent on ongoing financial assistance from Council.

Applicants must provide clear objectives and specified outcomes that can be measured and reported on.

Detailed budget proposals must be provided and accountability within the organisation outlined.

Applications

The City ~~plans to run~~ runs one round of applications for the Community Services Grants Program each year. (Small grants in this area are covered under the Community Grants Program).

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~~Applications will be called for in the second half of 2005. Applications will be assessed by a panel and recommendations made to Council for approval in November 2005 for grants for the financial year 2005/2006. The City may make recommendations for one, two, or three year grants to Council.~~

~~For financial year 2005/2006, the City will respond to requests for sponsorship on an ad hoc basis, against the criteria outlined above.~~

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8. Business Partnership Support Program

The aim of the Business Partnership Program is to provide a catalyst that will bring communities today. The Program has a strong focus on creating vibrant and economically successful commercial centres for the benefit of their local communities as well as a destination for visitors.

The Business Support Program provides grants to non-profit business organisations that seek to revitalise and enhance local commercial and retail precincts for the benefit of residents, visitors and the City of Sydney community. By helping to encourage and stimulate local business and economic activity, the program will contribute to building strong local economies, creating and sustaining employment opportunities and developing and retaining local retail, commercial and professional services.

Program Objectives

The Business Support Program aims to:

- assist in the revitalisation and enhancement of local commercial and retail precincts;
- create opportunities that develop the capacity, knowledge and skills of local businesses and their organisations;
- encourage businesses and their organisations to engage with and build strong relationships with the City's communities, including local residential communities;
- to enable business and the City's communities to develop a shared understanding of each other's aspirations, needs and concerns and to achieve mutual goals;
- encourage business to become involved in the civic, cultural, social and recreational life of their local communities; and
- encourage business to adopt and implement sustainable environmental practices.

The program encourages proposals that facilitate collaboration between businesses of various types and sizes and between business and the communities of which they are part.

Grants are provided for specific projects, events or activities directed towards revitalising, enhancing, encouraging or stimulating business activity in local commercial or retail precincts within the City of Sydney.

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The program recognises that business organisations and partnerships in the various City precincts may be at different stages of development. Grants will be available in line with an organisation's phase of development:

Phase 1 (Start Up): The intent of this phase is to establish a business organisation to work with the City in achieving this program's objectives. Where an organisation does not exist, seed funding can be allocated under this program to create an appropriate organisation; where a group exists, funding may assist the organisation to review its structure, leadership, governance, membership and facilitate its incorporation.

Phase 2 (Planning): The intent of this phase is to facilitate the preparation of a Strategic Framework or Strategic Plan that is action focused and is owned by the organisation that is to deliver it. The Strategic Framework will be tailored to the needs of the commercial/retail precinct and contain a vision, key objectives, strategies and actions, including responsibilities, budgets and timeframes.

Phase 3 (Implementation): The intent of this phase is to deliver on outcomes and the actions contained in the Strategic Framework. Projects may include marketing, promotions, events, festivals and capacity building activities. Projects will not include major infrastructure such as streetscape upgrades, but may include minor improvements such as street furniture, banners and lighting.

Total funding will be limited for any one local retail or commercial precinct per financial year, in line with a precinct organisation's phase of development:

Phase 1: Funding of up to \$10,000.

Phase 2: Funding of up to \$15,000.

Phase 3: Funding of up to \$50,000.

Each grant shall be limited to specific projects or initiatives, either as stand alone initiatives or as components of an overall package. Organisations and partnerships may apply for triennial funding to support the development of projects or initiatives requiring a longer timeframe.

Council may undertake projects, events or activities that complement initiatives proposed by a local business organisation, or may support other local organisations to undertake complementary projects, events or activities.

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Where a particular project or initiative is better undertaken by the City or another organisation, the City, in consultation with the business group concerned, may undertake that project or fund another organisation to do so.

Eligibility

To be eligible for funding, your organisation must:

- be not-for-profit*;
- be an incorporated body which includes among its objectives the fostering, promotion, support for and/or representation of business, or be auspiced (sponsored) by one;
- offer a project in the City of Sydney, or primarily for the City of Sydney retail or commercial precincts;
- acquit previous City of Sydney grants and have no outstanding debts to the City of Sydney; and

Ineligibility

The City of Sydney does not provide grants for:

- projects that duplicate existing services or programs;
- projects that do not meet the needs of the City of Sydney community;
- core organisational operating costs; or
- projects that will rely on recurrent funding from the City of Sydney.

Generally, the City of Sydney will not accept applications from:

- commercial organisations operating on an expected profit basis;
- individuals and unincorporated organisations, unless auspiced by an eligible incorporated organisation;
- previous grant recipients who have not fulfilled the conditions of the particular grant; or
- applicants that have not included the required supporting documentation.

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9. Cultural Sponsorships ProgramThe vision

Cities that nurture creativity and encourage cultural activity result in greater social cohesion and economic development. They challenge, inspire and engage their residents, workers, visitors, businesses and communities.

Aim

The City of Sydney is an international city of villages. It is simultaneously home to diverse small communities and the Asia Pacific regional hub for business. It has an active cultural and social life enjoyed by its people, and it projects a sophisticated cultural richness to the world.

It also contains areas of poverty and social exclusion which result in fractured communities and anti-social behaviour.

The City of Sydney aims to build on its successes, and use culture and creativity to help resolve the problems which exist in many great cities.

Objectives

1. Enable all of our citizens and visitors to participate in and enjoy the widest cultural experience, including targeting initiatives to combat social exclusion.
2. Recognise and promote the importance of culture in the development of children and young people, and that cultural activities contribute to lifelong learning.
3. Support and develop those cultural activities that enrich and extend personal and community engagement, especially those which celebrate individual community identity.
4. Encourage the highest standards of creativity and excellence in all aspects of cultural activities.
5. Foster partnerships with organizations working in, or supporting cultural activities such as universities, arts companies, museums, galleries, State and Federal Governments and business.
6. Develop lively and sustainable cultural industries, employment and infrastructure, including preserving and celebrating the City's heritage.
7. Promote locally and internationally the expression of Sydney's cultural identity and recognise the reciprocal benefits of international cultural exchange.

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A definition of culture

The City takes a broad view of cultural activity, including performing and visual arts and crafts, literature, film, digital arts, design, architecture, history and heritage, food and wine, gardens and landscaping, and their expression through public debate, festivals, exhibitions, performances, competitions and public celebrations of importance to individual communities and/or greater Sydney.

The City has historic relationships with a number of organisations. Some of these sponsorships arose out of a need at the time, or a desire to partner with the State or corporate bodies to help the arts flourish. All relationships are regularly reviewed and renewed in the context of changing requirements of the City and those organisations.

Major Cultural Institutions

The State and the Commonwealth are the primary funders of our major cultural institutions. However, the City should support these organisations as they contribute to our Global City reputation and directly provide benefits to our residents, workers and visitors.

The City will provide, on request, up to a maximum of 400 banner poles for up to 4 weeks per year per institution, free of charge to the major cultural institutions, subject to availability. The institutions will be responsible for the costs of manufacture, installation and dismantling. The City's logo will be reproduced on these banners in recognition of this support.

These guidelines will need to change over time to allow for changing needs and the innovative surprises that will emerge from a creative city, a global City of Villages.

Criteria

Four tiers of cultural sponsorships and grants

Sponsorships and grants are one source of income for events and activities and are intended to complement other revenue or sponsorship. Sponsorships and grants are in the form of cash and value in kind.

The City has determined generally four tiers of support for cultural activities. All organizations supported must satisfy at least the minimum criteria outlined in Tier 1.

Tier 1

Local Community Grants Program up to \$5,000.

1. Foster or provide cultural initiatives and resources which address the needs of the City's communities.
2. Improve awareness of cultural services and resources in the City.
3. Provide creative opportunities which develop the knowledge and skills of community members.
4. Encourage participation in cultural activities.

GRANTS AND SPONSORSHIPS POLICY

5. Sound management of the organization.

Tier 2

City relationships up to \$15,000.

1. Measurable benefits back to communities within Sydney, building a greater sense of community and providing new or supporting existing cultural resources.
2. Emphasis on community participation and social inclusion.
3. Development of cultural programs to build knowledge and skills in the community.
4. Contribute to a vibrant cultural and community life.
5. Demonstrate excellence in content and delivery.
6. Showcase creative development and innovation.

Tier 3

Major City relationships over \$15,000

1. Build longer term relationships with the potential for 3-year commitments
2. Showcase Australian work or artists.
3. Raise the profile of City villages and precincts.
4. Show commitment to community participation and social inclusion to build community identity.
5. Development of cultural programs to build knowledge and skills in the community.
6. Contribute to a vibrant cultural and community life in the City.
7. Demonstrate excellence in content and delivery.
8. Showcase creative development and innovation.
9. Presentation of work of export standard.

Tier 4

Global City Partnerships over \$50,000

1. Long term commitments.
2. Partnerships with other major organizations such as the State and Federal Governments and corporate partners in funding and development.
3. Provide an international profile for the City.
4. Provide a platform for Sydney to present internationally recognised works and artists.
5. Commission new work.
6. Commitment to community participation.
7. Contribute to a vibrant cultural and community life in Sydney.

GRANTS AND SPONSORSHIPS POLICY

8. Excellence in content and professional delivery.
9. Showcase for innovation and creative development.

The City negotiates with all sponsored organisations to leverage benefits equal to the value of the sponsorship back to the City and its residents.

Applications

The City ~~plans to run~~ runs one round of applications for Tiers 2, 3 and 4 of the Cultural Sponsorship Program each year. (Tier 1 is covered under the Local Community Grants Program).

~~Applications will be called for in the second half of 2005. Applications will be assessed by a panel and recommendations made to Council for approval in November 2005 for sponsorships for the financial year 2005/2006. The City may make recommendations for one, two, or three year sponsorships to Council. For financial year 2005/2006, the City will respond to requests for sponsorship on an ad hoc basis, against the criteria outlined above.~~

GRANTS AND SPONSORSHIPS POLICY

10. Major Festivals Program

The City of Sydney is a member of three major Festivals:

1. Sydney Festival
2. Sydney Writer's Festival
3. Biennale of Sydney

In this capacity, it has a primary interest in the ongoing success of these organisations, and as a result has a place on the Board of each. The Lord Mayor is the Chair of Sydney Festival, and nominates a member of the Board of Biennale of Sydney. The City is represented ex officio on the Sydney Writer's Festival Board.

In the case of Sydney Festival and Sydney Writer's Festival, the City's partner in the structure of the festivals is the State.

In the case of Biennale, the City and State partner with Transfield Pty Ltd, whose CEO is chair of Biennale.

The City's sponsorship of these organisations contributes to their day to day operational costs, and the City seeks specific outcomes from each of them. These sponsorships are ongoing, and reviewed every three years.

To be considered for funding as a Major Festival, organisations must demonstrate that they contribute significantly to the cultural life of Sydney and that both the Festival and the City of Sydney will benefit from an ongoing partnership.

Organisations receiving funding through the Major Festivals Program are not required to apply for funding through a grants program; funding arrangements will be directly negotiated between the organisations and the City.

Organisations receiving funding through the Major Festivals Program may use funding received for core operational costs under a triennial funding agreement.

GRANTS AND SPONSORSHIPS POLICY

11. Community Bus SchemeProgram objectives

Council's Community Bus Scheme supports non-profit community based organisations and groups. The service is only available for providers of programs and activities that directly and significantly benefit the residents of the Sydney area.

Program Features

Council's buses are available for bookings seven days per week between 6am and midnight, on either a half day or full day basis, for permanent or casual bookings. Priority bookings are available to support the delivery of propriety projects and programs.

Eligibility

Before any organisation/group may gain access to any of the Council's buses, it must first apply for and receive formal accreditation to the Community Bus Scheme. Organisations/groups will be accredited on an annual basis, in May each year, for up to one year, January to December. Applications by new users will be accepted any time during the year.

To receive accreditation, an organisation/group must be non-profit and community based, and able to demonstrate they are providing services which directly and significantly benefit either the whole of the Sydney community or a specific target group with the Sydney area.

Bookings and fees

Bookings for the Community Bus Scheme will be coordinated through Council's One Stop Shop.

A three tiered schedule of fees applied to the use of the Community Bus Scheme. The fee structure is based on principles of access and equity, and includes no charge under most circumstances.

Users are required to cover the cost of fuel, cleaning and repair of any damage.

Applications

All the information required to apply for accreditation and the conditions of booking buses is available at

www.cityofsydney.nsw.gov.au/catz_bus_scheme.asp

Applications for accreditation will be assessed and approved by City staff.

GRANTS AND SPONSORSHIPS POLICY

12. Banner Program

The City of Sydney's Banner Policy has been developed to:

- Encourage the use of banners as a decorative medium to create an awareness of special events, festivals and celebrations in the city.
- Provide clean and consistent guidelines for the design, assessment and determination of use of the City banner poles.
- Ensure banners are an attractive and visual medium that make a positive contribution to the overall character of the streetscape.

The City's Banner Program endeavours to attract commercial and community use of banner poles, with funds from commercial hire contributing towards the City's operating costs for civic banner displays.

Requests to book the City's banner poles can be made by filling out the Banner Application Form which is available on the City's website: cityofsydney.nsw.gov.au or by calling the City of Sydney on 9265 9333.

The City of Sydney provides charity, non-profit cultural and community service organisations access to utilise the City's Street Banner poles.

Banner Program Objectives

The City's Banner Program (Grants and Sponsorships) aims to:

- support cultural and community projects, events and activities occurring within the City of Sydney Local Government Area;
- provide an attractive and visual medium that makes a positive contribution to the overall character of the streetscape;
- improve awareness of cultural and community events and services in the City; and
- contribute to a vibrant cultural and community life in the City of Sydney

Organisations are required to identify the sponsorship or grant program which best fits their circumstances.

1. Major Cultural Institutions Sponsorship

As outlined in the Cultural Grants and Sponsorships Program, the City will waiver the hire fee of up to a maximum of 400 banner poles for a period of up to four weeks per year per institution, on application by major cultural institutes.

Locations and timing of banners is subject to availability and will be confirmed upon application.

The institutions will be responsible for the costs of manufacture, installation and dismantling. The City's logo will be reproduced on these banners in recognition of this support.

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2. Sponsorship

A sponsorship is defined as an arrangement whereby the City of Sydney will provide services or funding in return for benefits of a commensurate value.

Registered charities and non profit organisations can apply for sponsorship in the form of waived banner hire fees, by completing the Banner Program application form.

Any sponsorship by the City in the form of waived fees in relation to the use of banner poles applies to the hire fees only and does not include sponsorship for design, manufacture, installation, dismantling, establishment fee or any other out of pocket expenses incurred by the City.

Subject to availability, the City reserves the right to determine the number and locations of banner poles that will be provided.

3. Grant

A grant is defined as an arrangement whereby the City of Sydney provides services or funding and does not receive any tangible benefits.

The City offers grant applicants the opportunity to request up to a maximum of 150 banners for a period of up to two weeks, once a year. Subject to availability, the City reserves the right to determine the locations of banner poles that will be provided. Additional banners and display periods will be charged at the charity rate.

Any grants by the City in the form of waived fees in relation to the use of banner poles applies to the hire fees only and does not include fees relating to design, manufacture, installation, dismantling, establishment fee or any other out of pocket expenses incurred by the City

Organisations seeking a grant in the form of waived banner hire fees are required to complete the Banner Program application form.

4. Charity Rates

Registered charities, non profit organisations and cultural institutions may be eligible for a reduced rate for banner pole hire fees.

Applications for banner pole hire at reduced or charitable rates, is dependent upon receipt of the appropriate documentation confirming taxation status.

GRANTS AND SPONSORSHIPS POLICY

Where reduced rates for charitable or not for profit organisations is approved by the City, the City reserves the right to determine the number and locations of banner poles that will be provided.

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13. Reduced Rate Program (Major Venues and Community Venues)**Reduced Rate Program (Major Venues and Community Venues) Scheme**Program features

The City has a portfolio of properties available for hire including Sydney Town Hall, Paddington Town Hall, and the Barnet Long Room at Customs House, Alexandria Town Hall, Redfern Town Hall, Green Square Community Centre, as well as rooms in all of our community and recreation facilities.

Fees and charges are set for the facilities each year by Council. There is a variety of rates for each venue, based around commercial and not-for-profit use. Fees and charges are available through the One Stop Shop, Neighbourhood Service Centres and Venue Management.

Program objectives

The purpose of the Reduced Rate ~~Program Scheme~~ is to provide assistance to organisations that contribute to the Sydney City community. All Reduced Rates are based on the full commercial hire fees.

Eligibility

To be eligible, an organisation must show that:

1. It is a non-profit organisation or in partnership with a non-profit organisation.
2. Be based within the City of Sydney, or provide service or benefits to the City of Sydney community.
3. The event will be of benefit to the City of Sydney, its residents and/or visitors.
4. It is properly constituted with a statement of purpose and an organisational structure.
5. It will acknowledge the Council's assistance in the granting of Reduced Rates in any promotional material for the event.
6. A program of events has been prepared together with an appropriate publicity and promotions campaign.

In addition the planned activity should meet at least one of the following criteria:

1. Contribute toward a coordinated approach to service delivery and the development of responses to emerging social issues.
2. Strengthen formal and informal support networks, reduce isolation and increase community participation and opportunities.
3. Increase access to and the achievement of basic rights for people with the greatest need.
4. Promote a balanced debate aimed at achieving social harmony.

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Support will not be given to overtly political or religious activities, or activities that duplicate existing programs or directly contravene existing Council policy.

Applications

The City will respond on an ad hoc basis to requests from suitable organisations. Applicants should complete a Reduced Rates application form which will be assessed by City staff and approved by the ~~Lord Mayor~~ CEO.

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14. Subsidised Accommodation Grants Program Scheme

The City contributes to community and cultural organisations through its subsidised accommodation program (SAP). Community and cultural organisations apply to the City for free or reduced rent in the City's premises. The draft criteria determine the level of subsidy, based on need and contribution to the community. This program is currently being reviewed and will be the subject of a further report.

The City of Sydney's Accommodation Grants Program aims to support community groups, organisations and services that encourage community development, enhance services and programs provided for the community, and address priority needs in the City of Sydney Local Government Area (the City).

Under the Accommodation Grants Program the City leases community facilities (buildings and spaces) to non-profit community-based organisations and groups at no charge or at reduced rates (below market rental).

Eligibility

To be eligible for a grant under the Accommodation Grants Program an organisation must meet the following criteria:

1. The organisation must be a not-for-profit community organisation (proof of non-profit status will be required), that is legally recognised. Where appropriate, an organisation must be registered with the necessary authority (proof of such registration will be required).
2. The charter of the organisation must respond to Council's priorities as identified in The City's social planning documents.
3. The needs of target groups and priority social issues in the City of Sydney community should be considered and reflected in program and service delivery. The organisation should provide service(s) / program(s) to a target group/s or areas that include:
 - Children and Families;
 - Young people;
 - Older people;
 - Aboriginal and Torres Strait Islander People;
 - People with a disability;
 - Culturally and Linguistically Diverse people;
 - Gay, Lesbian and Transgender people;
 - Homeless people and people with housing needs;
 - Arts and cultural development;

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- Community recreation and sports; and
 - General community and local area (for example, neighbourhood centres).
4. The organisation must provide a service(s) / program(s) that will enhance the well-being of communities in the City, and be delivering outcomes for local communities.
 5. The organisation must demonstrate that it has limited capacity to receive support from government or the private sector to meet its accommodation needs, and that it is unable to meet its accommodation needs independently.
 6. The organisation must be willing to work in partnership with Council and other community organisations on relevant community programs.
 7. The organisation must be willing to co-locate with other services and share resources (except in special circumstances).
 8. The organisation must be based within the boundaries of the City of Sydney Local Government Area.
 9. The organisation will ideally have a track record of community development and promoting positive interaction between diverse groups in the City of Sydney, or be staffed/managed by people with such experience.

Applications for subsidised accommodation must be made through the Accommodation Grants Program advertised annually. Council may advertise at anytime for any new or vacated properties as they become available.