CITY OF ADELAIDE FUNDING PROGRAMS POLICY

Date this document was adopted   *non-legislative*

PURPOSE

This Policy provides the framework for how the City of Adelaide provides and manages funding to individuals and organisations applying for support through our Funding Programs.

This policy informs a unified and collaborative approach across all Funding Programs to the development of Operating Guidelines for individual Funding Programs, which contain specific details on program eligibility, assessment criteria and key dates. The Funding Policy will take precedence as the overarching document to Funding Program Operating Guidelines.

STATEMENT

In accordance with Council's role, function, and principles under the *Local Government Act 1999*, the City of Adelaide administers funding through grants, sponsorships, strategic partnerships and incentive schemes (Funding Programs).

The City of Adelaide plays a vital role in the funding landscape for the city community and as a capital city. Our Funding Programs seek to meet an identified community or business need, encourage innovation, pilot programs, or complement State and Federal funding through programs that benefit the City of Adelaide.

Through its Funding Programs, Council is responsive to the needs, interests and aspirations of individuals and organisations within its community, critical priorities of the City of Adelaide Strategic Plan 2024-2028 and the Adelaide Economic Development Agency (AEDA) Charter.

The Funding Programs will generally fall into one of two categories. Firstly, funding that seeks to change a behaviour or incentivise investment into something that might not have otherwise occurred. Secondly, funding that supports organisations that are better placed than Council to deliver an activity contributing to Council's strategic outcome.

The City of Adelaide acknowledges the Kaurna people as the Traditional Owners of the Country where the city of Adelaide is situated, and pays its respect to Elders past, present and emerging.

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Council's Funding Programs support projects that:
- Enhance the vibrancy and diversity of city life.
- Conserve our city heritage.
- Enhance innovation in sustainability.
- Increase city visitation and contribute to economic development.
- Enable staging of major events and festivals.

Scope

This policy covers all Funding Program-related activities and applies to anyone who undertakes or is involved in Funding Program activities on behalf of the City of Adelaide, including the City of Adelaide's subsidiaries (AEDA, ACMA, and Kadaltilla / Adelaide Park Lands Authority) and Council Members.

This policy does not include procurement activities covered in City of Adelaide's Procurement Policy or the administration of incoming grant funding to Council. This is covered in the City of Adelaide's External Funding Policy.

This policy does not cover expenditure or revenue related to donations or to procurement expenditure. Funding Programs are different from the purchase of services, where the City of Adelaide determines the type of project, product, or service it requires and develops a contract to manage how this is delivered. Procurement of goods, services, works and facilities are covered by the City of Adelaide's Procurement Policy.

Council may approve cash and in-kind funding support to individuals and organisations outside this policy.

Definitions

Funding Programs are defined in the following ways:

Term	Meaning
Grant	A sum of money provided by Council to deliver a particular outcome.
Sponsorship	A sum of money given to assist eligible organisations in the delivery of activities in exchange for rights and benefits offered in return for the sponsorship investment.
Incentive	Financial support to promote or support specific actions or behaviours by the applicant that align with Council's Strategic Plan.
Strategic Partnership	A formal relationship between multiple entities' overlapping or complementary products or services that aim to achieve a mutually beneficial result. Funding is provided over one or multiple years and allows for Council to be involved in project development and implementation.

This policy covers four areas:
- Funding Priorities
- Funding Program Principles
- Eligibility Framework
- Funding Programs Management Process

1. Funding Priorities

The City of Adelaide's Funding Programs are aligned with the four pillars of the Strategic Plan 2024-2028:
- Building a vibrant, connected and inclusive **COMMUNITY**
- Creating a resilient, protected and sustainable **ENVIRONMENT**
- Growing and developing an innovative and responsive **ECONOMY**
- Creating interesting, purposeful and safe **PLACES**

Funding Programs are categorised by their primary priority area outcomes. However, some projects may contribute to other pillars.

2. Funding Program Principles

The following four Funding Program principles underpin the delivery of outcomes aligned to the City of Adelaide Strategic Plan 2024-2028, and these strategic drivers are embedded in all Funding Programs and associated Operating Guidelines.

The City of Adelaide acknowledges the Kaurna people of the Adelaide Plains as the traditional custodians of the area and supports the right of Aboriginal and Torres Strait Islander self-determination. Through its Strategic Plan, Council is committed to identifying opportunities to celebrate and elevate Kaurna culture and connection to Country. Organisations applying for funding are encouraged to engage Aboriginal and Torres Strait Islander businesses, organisations and individuals in all aspects of their project.

Through its Strategic Plan, the City of Adelaide is committed to implementing sustainable, renewable and green systems, infrastructure, practices and materials in our projects and services, supporting the development of and driving innovation in situations where a solution is not yet market ready.

Organisations applying to Funding Programs are encouraged to demonstrate consideration of any environmental impacts and benefits. Projects funded through Council Funding Programs should be delivered in an environmentally sustainable way.

Principle 1 – Valued Relationships

Council will build and maintain constructive relationships based on mutual respect and transparency with Funding Program applicants and recipients.

Council recognises and values the resources and skills that individuals, communities and businesses bring as partners in Funding Program activities.

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Council will partner with individuals and a range of organisations to deliver on its strategic objectives. This includes funding for-profit organisations that have demonstrated they are best placed to deliver benefits to the city community and meet the relevant Funding Program's outcomes.

Council recognises that small businesses, through their business-as-usual activities, make impactful contributions to the community and help our city thrive. This will be encouraged where linked to Funding Program outcomes.

Principle 2 – Diversity, Access and Respect
The City of Adelaide is a vibrant, multicultural, and diverse city, and we encourage applications from communities including young people, older people, people with disability, culturally and linguistically diverse communities, women and LGBTIQA+ communities.

Council expects that organisations applying for Funding Programs demonstrate non-discriminatory working conditions.

Council understands that the formal application and acquittal processes through the SmartyGrants ICT platform do not meet everyone's access needs and provides support to individuals or groups to ensure the Funding Programs are accessible on a case-by-case basis.

Principle 3 – Value for Money
Council seeks to deliver a mix of Funding Programs to meet the needs of the community and businesses and maximise outcomes for the city. Applicants who demonstrate a commitment in the form of cash, volunteer time, donated materials, other funding sources, and funds raised through crowdfunding platforms will be encouraged.

Value for money, in terms of the efficiency, equity or effectiveness of funded activity outcomes, is a consideration in the acquittal of funding to demonstrate that Funding Program spending and resource allocation produces a good return on investment for Council.

Principle 4 – Good Governance and Transparency
Council is committed to decision-making in the public interest and delivering effective and efficient Funding Program management processes. Application, assessment and acquittal requirements will be proportionate to the size of the funding awarded, risk and the expected outcomes of the program. As part of its commitment to continuous improvement, the City of Adelaide will ensure there are opportunities for feedback on Funding Program processes for applicants.

Council will strive to ensure that funding processes are fair, transparent, in accordance with the published Funding Program Operating Guidelines, and incorporate appropriate safeguards against fraud, unlawful activities and other inappropriate conduct.

All City of Adelaide staff involved in the management of Funding Programs must abide by the City of Adelaide's Behavioural Standards, the Employee Conflict of Interest Operating Guideline and the *Local Government Act* 1999.

3. Eligibility Framework
General Eligibility

Entities
Council can receive funding applications from entities including:
- A Charity as registered by the Australian Charities and Not-for-Profits Commission (ACNC) (*The Charities Act 2013* sets out the legal meaning of charity).
- A Public Benevolent Institution, as registered by the ACNC, is a type of charitable institution whose primary purpose is to relieve poverty or distress.
- Other Incorporated Entity – Organisations or groups that are legally constituted as an incorporated association. These may be Not-For-Profit companies limited by guarantee.
- Unincorporated community groups / Individuals / Sole Traders/partnerships
- Aboriginal Corporations and Torres Strait Islander Corporations
- Australian Private Company is a privately owned commercial enterprise.*
- Australian Public Company – a privately owned commercial enterprise that can be listed on the Australian Securities Exchange (ASX) and the public are able to invest in.*
- Co-operatives - a legally incorporated entity designed to serve the interests of its members. Co-operatives carry on businesses in all sectors, and they may be profit-sharing enterprises or non-profit organisations.
- Social enterprises and commercial organisations*

*Restrictions apply within some Funding Programs.

Community Benefit
To deliver on its Strategic Plan vision and key pillars, Council will prioritise funding applications to organisations or individuals that are best placed to assist Council in achieving its strategic objectives for the City and those whose purpose aligns most closely with our own.

All proposed projects must demonstrate benefits to the City of Adelaide community within the context of this policy. The proposed project must benefit the city community. Proposed projects must show adequate consideration and alignment with the pillars identified in Council's Strategic Plan.

Outstanding Debts or Acquittals
To be eligible for funding, all applicants must:
- Acquit any previous City of Adelaide funding for programs that have concluded and have no outstanding debts of any kind to the City of Adelaide.
- Meet the Funding Program eligibility criteria stated in this policy and the specific Funding Program Operating Guidelines.

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- Demonstrate that any funds received will be used for the purpose of delivering activity consistent with the Operating Guidelines for individual Funding Programs and in accordance with this policy.
- Demonstrate alignment with the City of Adelaide's strategic objectives.
- Be financially viable at the time of application.

Individuals or organisations that have previously breached conditions of funding may be precluded from receiving further funding.

Council Will Not Fund

Unless specified in Individual Funding Program Operating Guidelines Council will not fund:

- Fundraising activities.
- Contingency costs.
- Repayment of debts and loans.
- Current Council employees or former employees who ceased employment less than six months before applying*.
- Organisations seeking funding for core business activities.
- Program or project costs that are covered by other State, Local or Federal governments or philanthropic funding.

*Exceptions apply in individual Funding Program Operating Guidelines.

Individual Funding Programs may apply additional eligibility criteria specific to their program within their approved Operating Guidelines.

Social Responsibility, Child and Vulnerable Persons Protection

Applicants must pay at least minimum award rates or industry-recommended rates of pay to workers involved in funded projects and programs. Where an industry standard clearly applies, applicants are expected to meet those rates of pay.

The City of Adelaide has a corporate social responsibility to advocate for vulnerable and unseen members of our community. Our Funding Programs are a mechanism to enable this, assisting organisations that contribute towards achieving our reconciliation, disability inclusion, homelessness, and social housing policy objectives.

Where an application involves working with children, young and vulnerable persons, applicants must attach a copy of their Child Protection Policy/Vulnerable Persons Policy to the application as part of the application's compulsory support material. If the applicant has yet to develop a formal Child Protection Policy or Vulnerable Persons Policy, the applicant is requested to outline how they intend to comply with relevant legislation.

The City of Adelaide Procurement and Contract Management team manage requirements for checks and training in tenders, procurement, and contracts in line with the Children and Vulnerable Persons Operating Guideline.

Profit Making Activities

Activities undertaken as a result of receiving funding may contribute to a profit or financial surplus for the applicant. Such proposals are acceptable, and consideration of whether Council funding is required or the extent of Council funding that is necessary in order for the activity to go ahead will be taken into account in the assessment process, and for some Funding Programs may be addressed in the Operating Guidelines.

4. Funding Program Management Process
Roles and Responsibilities

Council Members

The role of Council Members is to set strategic direction and approve the policy within which the Council delivers funding to the community.
Through Council or a Committee of Council, Members are responsible for approving:

- Funding budgets (through the annual Budget process).
- Ad-hoc allocations of additional funding budgets.
- Major changes to existing Funding Program Operating Guidelines (except in the case of Funding Programs delivered by subsidiaries), such as eligibility criteria or the types of activities supported.

Delegations

Delegations will be consistent with Council's Financial Delegations and Procurement Approvals, which are reviewed annually. Currently, Associate Directors can approve up to $250,000, Directors up to $1m and the CEO up to $2m.

In the case of subsidiaries:

- Council delegates authority to subsidiaries to approve funding that is allocated to them during Council's annual business plan and budget process or for any Funding Programs allocated to subsidiaries by Council resolution outside the business plan and budget process with funding allocated through quarterly budget reviews.
- That delegations for approval of funding managed by subsidiaries reflect Council's financial delegations as presented in Council's Financial Delegations and Procurement Approvals Chart.
- They provide a formal update to Council via their quarterly reporting on any funding awarded in the preceding quarter.

Subsidiary Boards

The role of subsidiary boards is to:

- Approve the Operating Guidelines for Funding Programs that Council has approved budget for the subsidiary to deliver or which can be funded through operating activities.
- Approve funding recommendations in line with the delegations outlined in this policy.

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- Monitor the effectiveness of Funding Programs administered by the subsidiary and assess the extent to which those programs have achieved their objectives.

Administration

The role of the Administration is to deliver the Funding Programs within the strategic direction and policy set by Council.

Operating Guidelines

Each Funding Program will establish its own set of Operating Guidelines detailing operational and administrative requirements, including:

- The purpose of the Funding Program and links to Council's Strategic Plan.
- Eligibility criteria.
- Amount of funding available (both the total funding pool and the minimum and maximum funding amounts) as allocated through annual budgets.
- Eligible costs (the types of activities that can be undertaken with the funding).
- Timeframes.
- Assessment criteria and weightings.
- Assessment panel make up and terms of reference.
- Acquittal process.
- Contact details for further information.

Operating Guidelines may also include frequently asked questions and other information to support applicants, such as the assessment criteria and links to any relevant documentation.

All Funding Programs will be reviewed and approved by Council on a four-year basis in the year following the adoption of Council's new Strategic Plan. Such review should include consideration of:
- Community needs and expectations.
- If the programs and funding allocations offered are sufficient.
- The organisational capacity to manage funding and how that is structured.
- Alignment of Funding Programs with Council's Strategic Plan.

In accordance with Section 91A of the *Local Government (Elections) Act 1999* and the City of Adelaide's Caretaker Policy, during the caretaker period for Local Government elections, no Funding Programs will seek applications or award funding unless there is a specific resolution of Council to enable that to occur. Should Council resolve that this can occur, funding can then be distributed under delegation. Funding Programs will adjust delivery parameters to allow for this.

Applications

All Funding Programs will use SmartyGrants as the platform for the online application process.

Applications must be received by the deadline of the Funding Program as outlined in the relevant Operating Guidelines. Late applications will be deemed ineligible and will not be accepted.

Applicants may only receive funding from a single Funding Program once per financial year.

Applicants can submit applications to separate Funding Programs within the same financial year/round (in line with relevant Funding Program Operating Guidelines), providing that the applications are for different activities.

However, to ensure that funding is distributed across our community when assessing an application, assessors may choose to rank an applicant lower if they have secured funding from Council through another Funding Program in the same or previous financial year.

Assessment

All assessments will take place within the online SmartyGrants platform.

Each Funding Program will determine its own assessment process that will be detailed in the Funding Program Operating Guidelines. Except for ongoing funding rounds (such as Quick Response Grants, Mainstreet Grants and Incentive Schemes), which are assessed against the Funding Program criteria as they are received, all funding applications will be assessed by a minimum of two Council officers or an assessment panel where it is recommended that independent member representation is included.

Peer Assessors may be part of the assessment process for funding programs, assessing eligible applications against funding program criteria, making recommendations for funding, and providing advice on programs and policy. A Peer Assessor pool will be developed and managed through SmartyGrants, including an Expression of Interest process to strengthen the pool of available independent assessors. A Peer Assessment handbook will be developed by Administration.

Conditions of Funding

All successful applicants are required to enter into a Funding Agreement with Council. Conditions within agreements will vary between Funding Programs.

All successful applicants will be required to complete an acquittal evaluation report using the SmartyGrants platform.

Cancelled or Postponed Activities or Events

Applicants notifying Council of the cancellation or postponement of their funded activity will be considered on a case-by-case basis.

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Any changes or postponement requests must be submitted in writing, and a re-negotiated delivery timeline must be approved by Administration. If the applicant believes there is an option to alter the activity or defer it for up to 12 months, this option is preferred to cancellation. In the event of a change or postponement, funding can be retained by the applicant until the activity has been completed.

Administration will consider each request to ensure Funding Program objectives are being achieved and will continue to be achieved. The proposed changes still align with the Funding Agreement, including the Operating Guidelines and the approved scope of the project.

If an activity is cancelled indefinitely, Council will seek a return of funding in line with the relevant Funding Program Operating Guidelines, allowing for the deduction of any costs incurred by the applicant to date (as identified in a final approved budget).

Reporting

Individual Funding Programs will report in a timely manner to Council its successful projects. Data to support this reporting will be consolidated through the SmartyGrants platform, which provides for efficient and effective funding management and consistent and transparent outcomes-based reporting.

Individual Funding Programs will report outcomes to Council on an annual basis. Updates will be captured in the Council programs reporting process. In the case of subsidiaries, this will be done through their annual report.

Unsolicited Requests for Funding

Unsolicited funding requests are presented to the Strategic Risk and Internal Audit Group (SRIA) for assessment, which the Corporate Governance Team manages.

OTHER USEFUL DOCUMENTS

Related Documents

- Annual Business Plan and Budget
- Adelaide Economic Development Agency Charter
- Caretaker Policy
- Children and Vulnerable Persons Policy
- Children and Vulnerable Persons Operating Guideline
- City of Adelaide Strategic Plan 2024 – 2028
- Employee Conflict of Interest Operating Guideline
- External Funding Policy
- Funding Program Operating Guidelines

Relevant legislation

- Local Government Act 1999 – Sections 7 (c) 7(h), 137

GLOSSARY

Throughout this document, the below terms have been used and are defined as:

Acquittal: Information provided by a funding recipient that ensures the funds have been administered responsibly and in line with the funding agreement and conditions of the Funding Program. Also known as a grant evaluation, this will inform the extent to which the funded activities were delivered and the nature of the outcomes achieved.

Adelaide Central Market Authority (ACMA) supports the Adelaide Central Market (ABN 54 824 264 891), a subsidiary of the City of Adelaide.

Adelaide Economic Development Agency (AEDA): the Adelaide Economic Development Agency (ABN 76 182 348 329) supports the economic development of the City as a subsidiary of the City of Adelaide.

Administration: is a term used for Council staff, which in relation to this policy refers to the staff team delivering Funding Programs on behalf of Council.

Applicant: is the person or organisation applying for funding from Council.

City Community: this encompasses all aspects of the city community and businesses within the City of Adelaide and North Adelaide boundary.

City of Adelaide: means The Corporation of the City of Adelaide (ABN 20 903 762 572) trading as the City of Adelaide.

Council Members: means the elected members of the City of Adelaide.

Council Officers: means any employee, contractor, consultant, or temporary member of staff working for, or on behalf of, the City of Adelaide.

For-Profit Organisation: one that operates with the goal of making money. Most businesses are for-profits that serve their customers by selling a product or service. The business owner earns an income from the profit and may also pay shareholders and investors from the profits.

Funding: is the act of providing resources to finance a need, program, or project. While this is usually in the form of money, it can also take the form of effort or time (in-kind) from an organisation or company.

Funding Agreement: A document outlining the funding conditions accepted by either the Council or a subsidiary (dependent on which is managing the Funding Program) and the funding recipient prior to the provision of funding.

Grant: A sum of money provided by Council to deliver a particular outcome.

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Incentive Scheme: A formal scheme used to promote or encourage specific actions or behaviour by a particular group of people during a defined period of time.

In-kind Support: in-kind support includes real project costs provided free of charge, such as volunteer labour, administrative support, rent-free accommodation, donations of materials or equipment or provision of guidance or advice.

Kadaltilla / Adelaide Park Lands Authority (APLA): means the subsidiary of the City of Adelaide established under the Local Government Act 1999 (SA) and the Adelaide Park Lands Act 2005 (SA), which provides advice to the City of Adelaide and State Government on the management of the Adelaide Park Lands (ABN 69 076 620 125).

Not-For-Profit Organisation: a legally constituted organisation whose constitution or rules state that profits or surpluses must be used to further the organisation's artistic objectives. Any profits or surpluses cannot be distributed to owners, members or any other individual or group of individuals. The constitution or rules should also make provision for the transfer of assets to a similar organisation should they cease operations.

Operating Guidelines: a document pertaining to the specifications of an individual Funding Program or offering.

Procurement Activities: every activity involved in obtaining the goods and services a company needs to support its daily operations, including sourcing, negotiating terms, purchasing items, receiving and inspecting goods as necessary and keeping records of all the steps in the process.

Peer Assessor: an independent industry or subject-matter expert or peer responsible for assessing funding applications against a set of funding criteria.

SmartyGrants: the online system and database that Council uses to receive, assess, monitor, acquit, evaluate and record funding submissions.

Sponsorship: a sum of money given to assist eligible organisations in delivering activities in exchange for rights and benefits offered in return for the sponsorship investment.

Strategic Partnership: a formal relationship between two entities' overlapping or complementary products or services that aim to achieve a mutually beneficial result. Funding is provided over one or multiple years, allowing Council to be involved in project development and implementation.

ADMINISTRATIVE

As part of Council's commitment to deliver the Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements, or when there is no such provision, a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every **four** years unless legislative or operational change occurs beforehand. The next review is required in **2028.**

Review History:

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
ACC2024/XXXX	*Council*	*XX/02/2024*	*New Policy*

Contact:

For further information, contact the City Culture Program.

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