

GRANT & 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 ~~Grant or Sponsorship 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 ~~applicant~~ **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 ~~Eligible Entity individual or organisation~~, as defined in the relevant Funding Guideline, ~~that will receive the financial or in-kind contribution to deliver. As a rule, the entity (individual or organisation) must be delivering a project, event or initiative that provides a measurable community, cultural or economic benefit within the City of Karratha.~~

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 ~~outlines defines~~ at a minimum ~~the individual or organisation eligible to apply (Eligible Entity); Applicant eligibility~~, 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 financial assistance provided by the City to an Eligible Entity to deliver a project, program or other activity that contributes to the City's strategic objectives. 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 ~~City's investment through its~~ Grant, Sponsorship and In-Kind Support ~~programs~~.

~~**Sponsorship** means an arrangement under which the City, for a specified term, provides a cash and/or in-kind contribution to an Eligible Entity in return for negotiated and specified benefits or outcomes.~~

Sponsorship means a financial and/or in-kind contribution provided by the City to an Eligible Entity in exchange for agreed benefits ~~or outcomes~~ 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 ~~key~~ 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 ~~City's goals and priority focus areas identified in~~ 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~~ Projects funded represent good value for money;
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 ~~funding recipients~~ Eligible Entities are treated fairly throughout the process.

Establishment and Removal of Funding Programs

Funding Programs may be established or removed by Council ~~in the following ways~~:

1. Through inclusion or omission in Council's adopted annual budget; or
2. By resolution at an Ordinary Council Meeting or Special Council Meeting.

The City's Chief Executive Officer (CEO) is responsible for approving Guidelines for all ~~f~~ Funding streams ~~Programs~~. These guidelines must articulate the objectives, assessment criteria, and administrative procedures for each grant stream program. ~~The CEO shall ensure all guidelines are consistent with the Council Plan and this policy.~~

Funding Allocation and Approval

All ~~f~~Funding ~~p~~Programs ~~established by Council~~ must have clear objectives and be supported by a Funding Guideline. Council may allocate funding to ~~eligible entities via a program established under this policy through the following mechanisms~~ 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 ~~endorsed~~ approved by Council.

Assessment Process

Applications will be evaluated against the ~~eligibility and assessment~~ criteria set out in the ~~relevant~~ Funding Guidelines.

The level of information required will be proportionate to the size and ~~complexity~~ nature of the ~~f~~Funding ~~request~~ Program.

All assessors must declare any conflicts of interest ~~on each application as part of the assessment process~~, prior to beginning the assessment.

Applicants will be ~~notified~~ advised of ~~the~~ outcomes and may ~~receive be provided with~~ feedback to support ~~continuous improvement in~~ future applications.

~~There is no appeal process for decisions regarding the approval or non-approval of a Grant. Decisions to approve or decline an application are final and are not subject to appeal.~~

Awarding Funding

The City may ~~provide financial or in-kind assistance~~ administer Funding Programs through scheduled funding rounds, rolling programs or targeted partnerships.

Funding Agreements

~~All recipients of City funding are required to enter into a Funding Agreement before any funds or support are released. Before any funding or support is released, Recipients must enter into a Funding Agreement with the City. The Funding Agreements formalises the partnership between the City and the recipient and ensure provides~~ consistent governance across all ~~f~~Funding ~~p~~Programs.

Each Funding Agreement will include, ~~at a minimum standard clauses including but not limited to:~~

1. ~~The~~ approved purpose, funding amount and project description;
2. ~~the~~ Recipient's activities, deliverables and expected outcomes;
3. ~~the~~ City's obligations;
4. ~~C~~onditions and entitlements, ~~including (for example~~ reporting, acknowledgement and Acquittal requirements);
5. ~~P~~ayment ~~conditions~~ arrangements, including (for example the payment schedule and GST treatment); and
6. ~~other F~~funding conditions, ~~including (for example~~ indemnity, liability, variations, extensions ~~or and~~ withdrawal of funding).

Acquittal and Unspent Funds

All ~~Recipients of City funding or In-Kind Support~~ 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 ~~approved~~ purpose specified in the Funding Agreement, ~~provide evidence of expenditure (if required by the Funding Agreement), and report on outcomes achieved. The level of~~ Reporting required requirements will be proportionate to the size amount and nature of the funding provided.

~~If a Recipient Failure~~ fails to provide an Acquittal, ~~acquit funds can result in the City rescinding them~~ may terminate the Funding Agreement and ~~Applicants may be required~~ repayment of all or part of the funding received to pay back in full or partially the funds already received.

~~Unless the City approves a written variation, U~~nspent funds must be returned ~~to the City~~ within 60 days ~~of after the~~ project is complete ~~edion unless a written variation is approved.~~

Funds that are unspent, misused, or not ~~satisfactorily acquitted~~ 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 ~~reserves the right to~~ may request further additional evidence or audit information to verify compliance with this Policy.

General Exclusions

Grant funding will not be ~~considered provided~~ for:

1. ~~A~~activities for which another Commonwealth, state, territory, or local government body ~~ies~~ have primary responsibility;
2. ~~Retrospective funding (i.e.~~ projects, events or initiatives that have already commenced or been completed);
3. ~~P~~projects, events or initiatives that ~~present pose~~ a danger risk to public health or safety;
4. ~~P~~projects, events or initiatives that contravene the City's policies ~~and/or~~ local laws ~~of the City~~;
5. ~~Previous~~ ~~Recipients~~ ~~who that~~ have not fulfilled met the conditions of ~~their~~ previous City funding;
6. ~~P~~projects, events or initiatives ~~which that~~ have already ~~been funded~~ received City funding in the current financial year; or
7. ~~I~~ncomplete applications or applications ~~which are not~~ received ~~by~~ after the closing date.

~~* Please note – a~~Additional eligibility and inclusions may apply to specific funding programs.

Related Documents

Legislation & Local Laws	<i>Local Government Act 1995</i>
Relevant Delegations	Nil
Strategies & Plans	Council Plan 2025 - 2035 Economic Development and Tourism Strategy 2025-2035

Related Council Policies [CS04 Venue Hire Policy](#)
[CG-13 Confidential Information Policy](#)
[Privacy Policy](#)

Procedures, Documents & Forms
 Funding Guidelines
 Application Form
 Acquittal Form
 Funding Agreement

Policy Owner

Directorate Community Experience
 Department Community Development and Youth Services

Review Management

Next review due: ~~March 2031~~

Version Management

Version	Date	Council Resolution #	Description
1.0	Feb 2014	OCM-20240210-01	Original Policy Adopted
2.0			
3.0			