

## SECTION 1 - INTRODUCTION

### BACKGROUND

In response to community priorities, Fairfield City Council has made the following commitment to its community as identified in the Fairfield City Plan under Theme 1 - Community Wellbeing to ensure ‘*a diverse community of many cultures that is valued and celebrated*’ by establishing a sponsorship program as recorded in the 2017-2018 Operational Plan for cultural events held throughout the City during the financial year.

In part this commitment acknowledges that Council has a community leadership role and that it must promote, recognise and support community organisations in their delivery of community initiatives and events and ensure that Council’s philanthropic efforts are carried out in the public interest of the Fairfield Local Government Area (LGA).

### PURPOSE

This Policy establishes a Cultural Event Sponsorship Fund to enable community groups to seek financial assistance towards inclusive cultural events that demonstrate social and economic benefits to Fairfield City. The Fund is intended to cover areas of support where other Donation Funds or grants are not suitable or available.

### LEGISLATIVE CONTEXT

Name	Location
Local Government Act 1993	Section 356 requires that Council may only contribute money, or otherwise grant financial assistance, to persons in accordance with a resolution of Council.
Local Government (General) Regulation 2005	In accordance with Section 207, Council’s Manager Governance & Legal will maintain a record of all donations approved under the Fund and ensure that the details of expenditure are recorded in Council’s finance system with enough detail to allow for auditing purposes.

### STAKEHOLDERS

The Mayor, Councillors, staff and Fairfield LGA community.

## SECTION 2 - POLICY

### OBJECTIVE AND GOALS

The objectives of this Policy and associated Fund are to provide:

- Funds to cultural events held in Fairfield City
- Events that attract Fairfield residents from a variety of cultural backgrounds (social inclusion)

- Events that demonstrate social and economic benefits to Fairfield City
- Necessary governance arrangements to ensure the proper administration of the Policy

## POLICY STATEMENT

### Funding Criteria

The following criteria apply to applications made for funding under this Policy. The requirements must be read together: Funds are to provide assistance to organisations that celebrate inclusion and diversity by way of cultural events which demonstrate social and economic benefit to Fairfield City.

Funds will only be made to not-for-profit and charitable organisations that are based in or serve individuals who reside in the Fairfield LGA.

The cultural event must be held using Council owned or managed land.

Applications which fall into the criteria, outlined in the list below, will be deemed ineligible under this Fund. This includes applications received that:

- are in lieu of reimbursement expenses associated with labour or services
- request the waiving of a Council fee
- are for payment of insurance(s)
- are from any government organisation or agency
- are for the purpose of attaining private or commercial gain
- does not provide a direct benefit to the Fairfield LGA
- have been previously funded from another Council donation or grants scheme.

Sponsorship amounts will be up to a maximum of \$2,500.00 per cultural event and organisation.

Sponsorship will be granted according to the size of the event and benefit to the City.

Successful applicants will be limited to one grant every 2 years. Further requests for funding will be considered 2 years after receiving initial funding.

The Manager Governance and Legal will oversee the implementation of the Fund.

Applications will be assessed against the funding criteria by the Manager Governance and Legal and considered on their merits and dependent upon the availability of funds.

Successful applications will be reported to Council for final approval by a full Council resolution.

### Application, Implementation and Procedures

Applications are to be lodged in writing with Fairfield City Council, no more than 6 months prior to the event.

Applications must include a duly completed Cultural Event Sponsorship Fund Application Form which includes:

- Name of organisation seeking the funds.
- Purpose of the funds specifically outlining:
  - the cultural event that will be sponsored
  - the need/justification for the donation
  - its benefit to the Fairfield LGA ie. inclusion of all residents, social and economic
  - where any funds will be expended
  - an indication of the total expenses/budget being requested.
- If requested, at least 2 references testifying to the bona fides of the requesting organisation.
- relevant contact details:
  - physical and postal address
  - phone number and/or email address
  - the details for payment of any approved financial support
- Relevant insurance documents for the event

Council provides these funds on the grounds that the Applicant is willing to:

1. have a representative attend a Council Meeting to receive the donation in person or the Mayor or Councillor/s present the cheque at the event;
2. provide applicable receipt/s of expenditure; and
3. acknowledge Council's contribution at the event and/or within relevant documentation by way of Council logo or banner which can be supplied by Council's Communication and Marketing Division.

Recipients of funds are expected to participate in any presentation ceremony/ies eg. Ordinary Meeting of Council, where they will be presented with a certificate signifying they are a Cultural Event Sponsorship Fund recipient.

Successful applications will be for a period of one year and shall be expended in the 12 month period succeeding when it is awarded. The recipient must provide proof of use of FCC Funds at the completion of the venture.

Funds awarded will only apply to the event for which it is intended.

In the event of cancellation or other extenuating circumstances or where an event is terminated, monies paid to the individual will be need to be reimbursed to Council, as soon as practicable.

A successful application shall terminate before its due date if the recipient:

- fails to fulfil any of the conditions of the event;
- relinquishes the funds;
- ceases to engage in the event to be funded.

Organisations are expected to apply responsible management of any funds received from Council.

Council will not be held responsible for any financial loss incurred by an applicant when preparing the Application Form.

### Contact Details

Please direct all questions concerning this Policy and/or your application to:

Manager Governance & Legal  
 Telephone: 9725 0226  
 Fairfield City Council  
 PO Box 21  
 Fairfield NSW 1860  
 governance@fairfieldcity.nsw.gov.au

### Funding

Funds for the Cultural Event Sponsorship Fund will be allocated from the annual budget.

Any funding made by Council is at the discretion of the Council and are subject to available funding - applications meeting the eligibility criteria may not necessarily receive funding.

## SECTION 3 - GOVERNANCE

### RELATED POLICIES/PROCEDURES

Mayoral Community Benefit Fund  
 Mayoral Donations Fund Policy  
 Mayoral Scholarship Policy  
 Councillors Donation Fund Policy  
 Community Volunteer Fund Policy  
 Language & Cultural Awareness Fund Policy  
 Grants Management Policy

### RESPONSIBILITY

Policy Owner

The Manager Governance & Legal has responsibility for the review of this policy.

### RISK

The risk associated with this policy not being implemented is that donations will not be processed in an efficient and effective manner and the loss of opportunity for residents of the Fairfield Local Government Area (LGA).

## VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Amendment
01	13 June 2017	Council (Outcomes Committee Item 69)	Adopted
02	13 July 2021	Council (Outcomes Committee Item 72)	Policy review

Council reserves the right to cease, modify or vary this Policy and will do so in accordance with Council's established consultation processes.

## REVIEW DATE

This Policy will be reviewed every 4 years from the date of Council approval.

## AUTHORISATION

This Policy was adopted by Council resolution on 13 July 2021 (Outcomes Item 72).