



Grants, Donations and Sponsorship Policy

Policy owner	Manager Community Outcomes
Department	Strategies and Communities
Date endorsed	16 September 2025
Next review date	18 August 2029
TRIM reference	26/80654

Contents

Policy statement / objectives	1
Scope	2
References	2
Consultations	2
Definitions	3
Variation and review	4
POLICY	4
1. Conditions	4
1.1. Community Grants	4
1.2. Donations (Small grants)	5
1.3. Sponsorship	5
2. Grants Program Overview	5
3. Funding by Council Resolution	5
4. In-Kind Support	5
5. Guidelines for applicants	5
Related forms / documents	6

Policy statement / objectives

Kiama Municipal Council is committed to recognising the vital contributions that community members, interest groups, event professionals and businesses make to the wellbeing of our community. One way of this recognition is to provide financial assistance in the forms of grants, donations, and sponsorships to address identified needs and foster community development. Council supports programs and projects that contribute to a vibrant, inclusive, resilient, innovative and sustainable community across the Kiama local government area (LGA).

Through the provision of the Grants, Donations and Sponsorship Program (Grants Program), Council supports the implementation of community led initiatives that align with the Kiama Community Strategic Plan (CSP), corporate priorities and emerging needs that meet the funding eligibility criteria.

The funds in the Grants Program are allocated through a competitive process. Council reserves the right to consider and prioritise allocation of funds to projects and programs on a discretionary and non-discretionary basis as follows:

RESPECT • INTEGRITY • INNOVATION • TEAMWORK • EXCELLENCE •

- a) Discretionary – applications that address strategic objectives, are high impact in nature and respond to existing and emerging needs and gaps.
- b) Non-discretionary – applications that meet the eligibility criteria of the Grants Program, are low impact in nature, support strategic objectives and general community needs and aspirations.

The objectives of this Policy are to support and invest in initiatives that:

- a) Align with at least on focus area in Council's CSP and other key social, cultural, economic and environmental policies and plans.
- b) Facilitate and maintain partnerships and collaboration between Council, community and those with propositions that bring positive social or economic outcomes to the community (as in the case with Destination Event Funding).
- c) Develop and enhance resilience and capacity building among community groups.
- d) Contribute to the economic growth, sustainable environment and/or social and cultural wellbeing of Kiama communities.
- e) Ensure good governance of public funds, demonstrate integrity, professionalism and transparency in decision making and have strong procedures in place to support this.
- f) Contribute to the enhancement of the reputation and brand of the Kiama Municipality in accordance with the CSP.

Scope

This Policy provides the framework for managing Council's Grants Program, its expenditure and accountability processes. The Policy guides the administration of the Grants Program in a manner that is aligned to the above strategic objectives and in accordance section 356 *Local Government Act 1993*. Supported by Guidelines for Applicants, it provides an equitable, open and transparent process for all applicants including community organisations, groups and businesses to request financial and in-kind support from Council. Information relating to application assessment and ranking, endorsement of funds, reporting and acquittal requirements, and evaluation processes are detailed in the Guidelines for Applicants.

This Policy applies to:

- Councillors
- Council staff administering or involved in decision making
- Applicants seeking funding from Council.

References

- *Local Government Act 1993*
- Kiama Municipal Council Strategies, Plans and Policies:
 - Code of Conduct
 - Community Strategic Plan 2025 – 2035
 - Conflicts of Interest Disclosure
 - Gifts and Benefits
 - Tourism and Events Strategic Plan 2022 – 2026
- Internal Audit of Community Grants and Sponsorship – 2021 Report

Consultations

- Executive Leadership Team
- Community Hubs

- Library and Cultural Hubs
- Office of the Chief Executive Officer
- Waste Services
- Tourism and Economic Development
- Health and Sustainability
- Governance
- Finance

Definitions

Term	Definition
Acquittal	The process by which a funding recipient demonstrates in writing to Council that it has expended the funds in accordance with the outcomes in the funding application and/or terms and conditions of the agreement. This could include providing a written outcome report, evidence of activities and how the funds were expended.
Auspice	An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the Auspicing organisation then administers the grant on behalf of the applicant and is legally responsible for ensuring that the terms of the agreement are met.
Charity	Listed on the Australian Charities Register and website as a registered charity.
Community capacity building	Relates to the provision of programs and services that contribute to developing skills, knowledge, capabilities and resources that enable communities to manage their own affairs.
Community Strategic Plan (CSP)	A high level 10-year plan developed collaboratively by Council with the Kiama municipality. It identifies the community's vision and objectives for the municipality and strategies to achieve them.
Donation	A one-off goodwill small financial contribution or in kind support provided by Council to not for profit organisations or community groups for charitable or grassroots community initiatives. The funds are provided through a simple online application process. The donation is subject to the delivery of a direct or indirect benefit to community.
Funding Agreement	A formal agreement between Council and an organisation, individual or community group that details the nature, quality and scope of how funds will be used. The purpose of a funding agreement is to formalise the expectations of Council and outline the responsibilities of both Council and the recipient.
Grant	A one off or recurring financial contribution provided to not-for-profit organisations or community groups to support specific projects, programs or events that aligns with Council's strategic goals and priorities.

Term	Definition
Incorporated Association	A legal entity/organisation that provides legal protection to its members in legal transactions. Council verifies this using the ABN register and ASIC databases.
Not-for-profit Organisation	A not-for-profit organisation is a registered incorporated association, including a charitable organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to implement the organisations purpose and must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up.
Programs	A coordinated effort that involves planning for interventions, resources and services aimed at achieving clear outcomes for groups within the community or individuals. A program can be in form of an event, a workshop, a seminar, a project or a service. Programs must align with Council's strategic objectives and demonstrate measurable benefits to the community.
Sponsorship	A financial or in-kind funding provided to businesses, festival promoters or commercial entities and not-for-profit organisations to generate benefits to culture, economic and tourism outcomes in exchange for direct marketing, branding exposure or promotional benefits to Council.

Variation and review

Council reserves the right to review, vary or revoke this Policy.

Review history

Date reviewed	Date adopted / endorsed	Brief detail of amendments
	May 2024	Grants and Donations Policy adopted.
July 2025	September 2025	Policy update to refine the three tiers of the grant and to include sponsorship funds provided through resolutions of Council or via application. The following policies are superseded by this policy: • Donations Policy – TRIM 16/47802 • Sponsorship Policy – TRIM 23/22816
August 2026	18 August 2026	Policy updated to align with the Council Resolution made 18 August 2026 – Council resolution 26/2120C

POLICY

1. Conditions

The following scope and conditions are applicable under this Policy:

1.1. Community Grants

A one-off financial or in-kind contribution provided to not-for-profit organisations or community groups to support specific projects, programs or events that align with Council's strategic goals and priorities.

Examples include a youth program, a community or school garden project, or a cultural activity. The funds are provided through a formal and competitive application process, and the recipient is selected on merit against a set of criteria.

The funding is subject to a funding agreement; an acquittal and acknowledgement of Council support is required.

1.2. Donations (Small grants)

A one-off goodwill small financial contribution or in-kind support provided by Council to not-for-profit organisations or community groups for charitable or grassroots community initiatives. Donations are small financial contributions (up to \$1000 can be approved by the CEO) that can contribute to a community cause and benefit a group of residents directly or indirectly. Please check guidelines for funding amounts and limits.

Examples include small scale charitable activities, volunteer programs and in-kind venue hire fees.

The funds are provided through a simple online application process.

1.3. Sponsorship

A financial or in-kind funding provided to businesses, festival promoters or commercial entities and not-for-profit organisations in exchange for direct marketing, branding exposure or promotional benefits to Council. Sponsorships are provided through a formal application process and should generate benefits to cultural, economic and tourism outcomes.

Sponsorship requests must align with Destination Kiama's strategic priorities and contribute to broader community outcomes.

Examples include festivals, concerts and large-scale community events. Council expects negotiated benefits such as positive recognition by way of logo, banners or other means in return.

2. Grants Program Overview

The Grants Program demonstrates Council's commitment to building a strong and resilient community – socially, culturally, economically and environmentally. Eligible community-based groups, not-for-profit organisations, event professionals, services and individuals within the Kiama local government area, or intending to deliver a program, service or activity that benefits the Kiama municipality, and its residents may be provided with funding for a project, program, service and/or an activity.

Council's Grants program provides financial or in-kind support to initiatives that enhance inclusivity, connectivity, social cohesion, creativity, health and sustainability, builds community capacity or meets at least two objectives of the Destination Kiama Strategic Plan.

Funding by Council Resolution Council has historically provided funding to eligible organisations outside of the competitive Grants Program, through established partnerships aimed at delivering community services or events within the Kiama local government area. These partnerships are managed separately and are supported by standing Council resolutions.

3. In-Kind Support

Applicants must identify requests for in-kind support in the application for funding, inclusive of Council related services such as waste, venue hire and field lighting. Requests for in-kind support will be assessed in accordance with the eligibility criteria outlined in the Guidelines. In-kind support provided by Council (e.g. venue hire, waste services) will be assigned a monetary value as per Council's fees and charges and the estimated value. This will be included as part of the total funding allocation.

The combined value of financial and in-kind support must not exceed the maximum threshold for the applicable grant or sponsorship category.

4. Guidelines for applicants

The Grants, Donations and Sponsorships *Guidelines for applicants* assists applicants seeking funding from Council. The guidelines must be read and applied in conjunction with this policy.

The guidelines provide detailed information of each grant stream, aiming to be easy to understand and follow. It includes eligibility and ineligibility criteria, funding amounts, ethical considerations, conditions, conflicts of interest, application and procedures, assessment and approval processes, funding agreement and reporting requirements.

The guidelines must be read prior to applying for a Council grant to ensure they meet eligibility criteria and are applying for the appropriate funding program.

Related forms / documents

- Guideline for Applicants – Grants and Donations 2026

Attachments

Nil	
-----	--

Authorisation

Name: Council resolution No: 26/2120C

Date: 18 August 2026



Grants, Donations and Sponsorship

Guidelines for Applicants

Procedure Owner/Responsible Officer	Manager Community Outcomes
Department	Strategies and Communities
Date approved	24 February 2026
Next review date	18 August 2029
TRIM reference	26/81312

Procedure Statement/Objectives 2

Scope	2
References	2
Consultations	2
Definitions	3
Variation and review	4
PROCEDURE	4
1. Guiding principles	4
1.1 Partnership and Collaboration	4
1.2 Commitment to Local	4
1.3 Access, diversity and inclusion	4
1.4 Value for money	5
1.5 Sustainability	5
1.6 Good governance and stewardship	5
1.7 Transparency	5
1.8 Reflect and Learn	5
1.9 Community Strategic Plan 2025-2035	5
2. General eligibility criteria	5
3. General ineligibility criteria	6
4. The Grant Funding Programs	7
4.1 Sponsorship: Destination Event Funding	7
4.2 Community Grants	9
4.3 Donations (Small Grants)	12
5. The Grants Process	12
5.1 How to apply	12
5.2 Tips to assist your application	13
5.3 Funding agreement and obligations	13
5.4 Payment Arrangements	13
5.5 Acquittal	13
6. Failure to meet Funding Agreement	14

RESPECT • INTEGRITY • INNOVATION • TEAMWORK • EXCELLENCE •

Related Forms/Documents -----	14
Attachments-----	14
Authorisation-----	14

Procedure Statement/Objectives

The Grants, Donations and Sponsorship Program (Grants Program) Guidelines provides directions to applicants seeking funding from Kiama Municipal Council (Council).

Council seeks to optimise the use of public funds through effective and efficient grant processes, and clear grant program objectives linked to Council's Community Strategic Plan 2025-2035, to enhance social, cultural, and economic outcomes in the community.

Scope

The Grants Program Guidelines have been developed to support applicants seeking funding from Council. They must be read and used alongside Council's Grants, Donations and Sponsorship Policy (the Policy). The Guidelines outline detailed information about the Grants Program and are designed to be easy to understand and follow. Applicants should read the Guidelines before submitting a grant application to ensure they meet eligibility requirements and apply to the appropriate Grant Program.

References

- Local Government Act 1993
- Kiama Municipal Council Strategies, Plans and Policies:
 - Code of Conduct
 - Community Strategic Plan 2025-2035
 - Conflicts of Interest Disclosure
 - Gifts and Benefits
 - Tourism and Events Strategic Plan 2022-2026
 - Internal Audit of Community Grants and Sponsorship- 2021 Report

Consultations

- Executive Leadership Team
- Tourism and Economic Development

Item 15.4
Enclosure 2

Definitions

Term	Definition
Acquittal	The process by which a funding recipient demonstrates in writing to Council that it has expended the funds in accordance with the outcomes in the funding agreement. This could include providing a written outcome report, evidence of activities and how the funds were expended.
Auspice	An agreement where an incorporated organisation agrees to apply for funding or resources on behalf of an applicant that is not incorporated. If the application is successful, the Auspicing organisation then administers the grant on behalf of the applicant and is legally responsible for ensuring that the terms of the agreement are met.
Charity	Listed on the Australian Charities Register and website as a registered charity
Community capacity building	Relates to the provision of programs and services that contribute to developing skills, knowledge, capabilities and resources that enable communities to manage their own affairs
Community Strategic Plan	A high level 10-year plan developed collaboratively by Council with the Kiama municipality. It identifies the community's vision and objectives for the municipality and strategies to achieve them.
Donation	A one-off goodwill small financial contribution or in-kind support provided by Council to not-for-profit organisations or community groups for charitable or grassroots initiatives. The funds provided through a simple online application process. The donation is subject to the delivery of a direct or indirect benefit to community.
Funding agreement	A formal agreement between Council and an organisation, individual or community group that details the nature, quality and scope of how funds will be used. The purpose of a funding agreement is to formalise the expectations of Council and outline the responsibilities of both Council and the recipient.
Grant	A one off or recurring financial contribution provided to not-for-profit organisations or community groups to support specific projects, programs or events that aligns with Council's strategic goals and priorities.
Incorporated Association	A legal entity/organisation that provides legal protection to its members in legal transactions. Council verifies this using the ABN register and ASIC databases.
Not-for-profit organisation	A not-for-profit organisation is a registered incorporated association, including a charitable organisation that does not directly operate for the profit or gain of its owners, members or shareholders, either directly or indirectly. Any profit must be used to implement the organisation's purpose and must not be distributed to members, owners or shareholders either while the organisation is operating or when it winds up.

Item 15.4

Enclosure 2

Programs	A coordinated effort that involves planning for interventions, resources and services aimed at achieving clear outcomes for groups within the community or individuals. A program can be in form of an event, a workshop, a seminar, a project or a service. Programs must align with Council's strategic objectives and demonstrate measurable benefits to the community.
Sponsorship	A financial or in-kind funding provided to businesses, festival promoters or commercial entities and not-for-profit organisations to generate benefits to culture, economic and tourism outcomes in exchange for direct marketing, branding exposure or promotional benefits to Council.

Variation and review

Council reserves the right to review, vary or revoke these procedures.

Review History

Date reviewed	Date approved	Brief detail of amendments
August 2026	28 August 2026	Minor amendments include updates to Guidelines to align with the review of Council's Grants, Donations and Sponsorships Policy.
December 2025	24 February 2026	Updated the Guidelines to align with the newly endorsed Grants, Donations and Sponsorship Policy in September 2025, to be inclusive of Sponsorship component.

PROCEDURE

1. Guiding principles

The assessment and decision-making processes are guided by the strategic principles outlined below. Applicants are required to demonstrate how their program, project or event aligns to one or more of the following areas.

1.1 Partnership and Collaboration

Council partners with a range of organisations to deliver on its objectives. Council supports not-for-profit community organisations that deliver programs and initiatives that build and maintain respectful, transparent and collaborative relationships. Applications need to outline how a project/activity contributes to partnership work between Council and the community.

1.2 Commitment to Local

Council is committed to supporting local projects, local people and local business in order to achieve economic, social, cultural, environmental and recreational outcomes. This will be achieved through engagement with local community groups and organisations who are also committed to these outcomes.

1.3 Access, diversity and inclusion

Council values the identities, perspectives and experiences of the communities that live, work and visit our local area and believe this diversity strengthens our community. Kiama is a diverse community – from culturally, linguistically, age, sexuality and ability perspectives. Kiama is located on the Dharawal country, the home of our First Nations people who have resided on the South Coast of NSW for tens of thousands of years. Council acknowledges the richness of First Nations culture that underpins our community. Council is committed to ensuring that our Grant Program is inclusive and accessible to our

diverse communities. Applications from our diverse communities including First Nations people, young people, older people, people with disability, culturally and linguistically diverse communities, women and LGBTIQ+ communities are highly encouraged.

1.4 Value for money

The Grants Program seeks to obtain the best mix of applications to meet the needs of the community and maximise outcomes for the local government area. Projects that represent good value for the level of monetary or value-in-kind support requested are supported.

1.5 Sustainability

Council is committed to economic, social and environmental sustainability and welcomes projects that have these principles at their core, including:

- Economic sustainability: project is either one off or aim to self-fund future iterations.
- Social sustainability: project enables medium to long term benefits for participants.
- Environmental sustainability: all aspects of the project consider processes for inclusion of resources that are healthy and supportive of our environment.

1.6 Good governance and stewardship

Council is committed to rigor; efficient and effective decision making in the best interest of the public. The Grants Program Policy, Guidelines, Application, Assessment and Acquittal processes are developed to ensure equitable, accountable and reportable use of public funds.

Council employees involved in assessing or performing administration duties associated with grant and funding agreements must comply with the requirements of Council's Code of Conduct for staff, contractors, volunteers and relevant internal procedures.

1.7 Transparency

Council will ensure that grant processes are transparent and fair. Applications are assessed objectively against the eligibility criteria within the guidelines, using the assessment matrix. All conflicts of interests are addressed and declared as part of this process. Council will keep a register of all grants and funding available on the Council website. All applications for grants will be reported and documented through Council's meeting business papers.

1.8 Reflect and Learn

Council is committed to continuous improvement. Applicants are invited to contribute to improving Council's grants procedure by providing their feedback.

1.9 Community Strategic Plan 2025-2035

Council's Community Strategic Plan (CSP) is an overarching plan that represents the community's vision. This vision is outlined through four focus areas: Liveable, Sustainable, Resourceful and Responsible. All applications must demonstrate how their project, program or event address at least one of the above focus areas.

2. General eligibility criteria

Applications for the Grants Program must:

- Be an incorporated not-for-profit (or under auspice of an incorporated organisation) or charitable organisation and hold a current ABN (*In some instances, funding for-profit organisations who have demonstrated they are best placed to deliver a public benefit and meet the relevant grant program's outcomes will be considered such as sole traders for cultural programs*). Exempt from this criterion are Destination Event Funding applicants, which may be commercial in nature.

- Operate within the Kiama Local Government Area (LGA) or can demonstrate that the project or program will benefit residents of the Kiama community.
- Submit application prior to funding deadline.
- Have or will obtain appropriate insurance and adhere to Workplace Health and Safety practices or be under the auspice of another organisation.
- Demonstrate meeting at least one of the CSP focus areas.
- Have no debt to Council and have met and successfully complied with all Council funding, reporting and acquittal conditions for previous Council grants.
- Not be the recipient of any other Council financial / other type of assistance for the same event or project.
- Have not received funding from Council through the same grant stream during the current financial year.
- Meet eligibility criteria and terms/conditions set out in programs outlined below.
- Must have fully completed the application form, paying careful attention to required documents, budget breakdown, project description, work plan and timeframe.
- Build and enhance the reputation and brand of Kiama Municipal Council.
- Work collaboratively and respectfully with council and staff representatives.

3. General ineligibility criteria

- Projects that do not meet Kiama's Community Strategic Plan objectives.
- Projects that have already commenced or have been completed.
- Applications from government agencies, political parties/activities.
- Applications submitted after funding deadline or outside funding round.
- Organisations that generate profits which are distributed to shareholders, owners, or members as financial returns.
- Commercial entities / private organisations (exemption: Destination Event Funding).
- Projects that directly contravene existing Council policies.
- Projects that duplicate existing Council services or programs.
- Applications to cover funding shortfall from other government programs.
- Applications that do not demonstrate a direct benefit to Kiama residents.
- Requests for funding toward salaries/wages and operational expenditure including administration, insurance, office equipment, transport, travel, IT equipment.
- Development of privately-owned facilities.
- Applications to pay off a debt.
- Funding for core operational costs i.e. day to day operations.
- Individual requests for funds to attend national or international sports events.
- Events that do not reflect the character and culture of Kiama or are deemed outside the physical and social limitations of our community and facilities.
- Services or products that are injurious to health.
- Initiatives that discriminate on basis of race, sex, age, disability or religion.
- Perceived to conflict with Council's policies / responsibilities to the community.
- Services or products that carry high risk of reputational damage to Council and the LGA.
- Organisations or individuals who have an existing legal dispute, formal complaint, or other conflict of interest with Council.
- Previous applicants with outstanding requirements to submit adequate or additional reporting information.

4. The Grant Funding Programs

4.1 Sponsorship: Destination Event Funding

Sponsorship: Destination Event Funding		
Total funding available	\$46,000	
Application Maximum amount		
Event Category	Events in years 1-3	Events in years 3+
Destination Event	Up to \$10,000	Up to \$8,000
Major Event	Up to \$20,000	Up to \$10,000
Multi-Year Funding	Eligible events, regardless of lifecycle, may apply for up to three years of support. Multi-year funding, however, is primarily intended for events with: • A demonstrated history of strong delivery • A compelling case for growth and long-term sustainability, and • Commit to delivering objectives within our LGA over multiple years. Multi-year funding is assessed on the proven or potential contribution to tourism, the local economy and alignment with Council priorities.	
Objective • Attract overnight intrastate and interstate visitation • Stimulate the local economy and tourism sector • Occur outside peak visitor periods to balance seasonal demand • Align with the Kiama Visitor Economy Strategy • Demonstrate long-term vision, sustainability, and scalability • Receive support in planning and delivery through Council's Events Toolkit		
Examples of projects previously funded through this program • Crooked River Winter Wine Festival • Kiama Rugby Sevens • Changing Tides Music Festival		
In addition to the General Eligibility Criteria, the following criteria applies to this program: • Be delivering a Destination or Major event or justify eligibility under these event categories • Apply at least 3 months prior to the proposed event date • Have approval or intend on meeting approval requirements to host the event • Attract overnight visitors and actively seek to grow this segment • Proactively engage with local businesses in event planning and/or delivery • Evidenced strong financial management i.e. financially solvent / self-sustainable / not entirely reliant on council funding. • Schedule the event outside peak visitation periods • Deliver the event within 12 months of funding approval Not be a regularly re-occurring event e.g. a weekly or monthly market • Have met / complied with all previous Council funding, reporting and acquittal obligations Organisers are encouraged to become a Destination Kiama partner .		

Reporting - In addition to requirements within Policy and Guidelines, the following applies:

A Post-Event Report must be submitted within 4 weeks of the event. This includes:

- Attendance figures and demographic data (age, location, overnight stays, spending)
- Marketing results (e.g. digital reach, shares, impressions)
- Learnings and recommendations for future improvements

4.1.2 Destination Event Funding- Assessment Criteria

Assessment Criteria – Destination Event Funding

Assessment Process:

- TEAC reviews application summaries and provides comments.
- Internal Assessment Panel undertakes detailed scoring and recommendations.
- A final report is presented to Council for determination of funding allocations.

Each eligible application will be assessed using the following weighted criteria:

Criterion 1 – Tourism Value and Destination Profiling (30%)

Evaluates the event's potential to elevate Kiama as a visitor destination.

Key considerations:

- Contribution to Kiama's profile as a tourism destination to out-of-area audiences
- Marketing and communications reach (e.g. media coverage, online reach)
- Alignment with Destination Kiama's brand and hero experiences
- Number of attendees expected to travel over 50km to attend
- Length of event and estimated visitor stay duration
- Event's uniqueness and alignment with Kiama's values and appeal
- Contribution to the Kiama events calendar, especially during off-peak periods

Criterion 2 – Economic Impact (25%)

Assesses the event's financial return for the community and local economy.

Key considerations:

- A minimum of 35% of attendees to be visitors from beyond a 50km radius of the event
- Estimated economic impact (target range: \$50,000–\$1 million by Year 3)
- Potential to drive overnight visitation (favour multi-day events)
- Engagement of local businesses and suppliers
- Effectiveness in balancing seasonality and generating visitation in non-peak periods
- Commitment to measure and report success (through surveys and data collation)

Criterion 3 – Social and Community Benefits (15%)

Measures the broader value the event brings to Kiama's community and culture.

Key considerations:

- Promotes positive community participation and local pride
- Inclusive, accessible, and welcoming for diverse audiences
- Celebrates cultural diversity, including engagement with First Nations and minority groups
- Environmental responsibility and social sustainability

Criterion 4 – Organisational Capacity & Planning (10%) Evaluates whether the event team has the capability and planning in place to deliver successfully. Key considerations: • A comprehensive event management plan • Clearly defined staffing and resource arrangements • Relevant experience delivering this or similar events • A balanced and realistic budget (with projected profit/loss) • Evidence of event-readiness, including: - Liaison with stakeholders including emergency services - Status of permit/licence applications - Risk management plan and public liability coverage
Criterion 5 – Demonstrated Need for Funding (20%) Assesses how essential Council funding is to the success or growth of the event. Key considerations: • Impact the funding will have on event outcomes, scale or sustainability • Demonstrated efforts to secure other funding or generate income • How funding supports event growth (e.g. longer hours, improved offering / accessibility) • Whether Council support is critical to the event continuing or expanding
Criterion 6 - Previous Funding Recipients (if applicable) If the applicant has previously received Council event funding: • A deduction of 5% will be applied if prior funding obligations (e.g. post-event reporting) were not met to a satisfactory standard.
Determining Maximum Monetary Contribution The funding amount an event may be eligible for is influenced by: • The total number of years the event has operated • The number of years the event has operated within the Kiama LGA • If applying for multi-year funding, applicants must demonstrate: - A clear intention to operate in the Kiama LGA for at least three years - A breakdown of anticipated benefits and expenditure for each year - Evidence of event sustainability, audience growth and economic return over time

4.2 Community Grants

Community Grants	
Rounds	1 round per financial year
Application maximum amount	\$5,000 per application

Objective

Community Grants provide funding to support initiatives, programs and activities delivered by local, not-for-profit organisations, artists, community groups, or (where appropriate) arts-based businesses that deliver significant public benefit that enhance social, cultural, health, wellbeing and environmental sustainability outcomes for the Kiama community and its visitors. The Community Grants aim to:

- Develop / support community capacity building, education and awareness.
- Partner with and support community groups, artists and organisations to develop and deliver projects that improve health, wellbeing, quality of life and community connectedness.
- Provide and promote opportunities for the community to engage in regular physical activity, healthy living, mental health support, creative expression and active participation in arts and culture.
- Enhance social, cultural or sustainable outcomes for local communities.
- Explore innovative practices (including arts, interdisciplinary collaboration and sustainable initiatives) that advances Kiama's cultural profile, environmental health and overall health, wellbeing and quality of life for the wider community.
- Advance the professional learning, collaboration, mentoring opportunities and educational outcomes for artists.
- Innovative community engagement with the arts through interactive, immersive and cutting-edge art experiences.
- Demonstrate inclusive practices that actively engage our diverse community i.e. gender, sexual and cultural diversity, ability and age.

In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to Community Grants program:

- Applicants must live, and/or deliver their project, in the local government area and be one of the following;
 - An individual artist – amateur, emerging semi-professional or professional
 - An arts based for profit business (*In some instances funding for-profit organisations who have demonstrated they are best placed to deliver a public benefit and meet the relevant grant program's outcomes will be considered*).
- A not-for-profit community organisation or group (or under auspice of an incorporated organisation) or be an incorporated school P&C and have relevant insurances. Where partnerships are proposed, a letter identifying the lead organisation will be required, and all organisations need to sign the application form.
- If a proposed project's governance is to be auspiced by another organisation, written confirmation of the auspice arrangement must be submitted with the grant application and an officer of the auspice organisation with appropriate delegated authority must co-sign the application.
- Must ensure that the project is not for the purposes of charitable fund raising.
- Funds must not lead to applicants becoming dependant on ongoing Council support. Annual events/programs that have been funded previously are eligible to apply but are not guaranteed future funding ad will be assessed against other applications and the selection criteria.
- Applicants must demonstrate financial need for grant support.
- Projects must have a realistic timeframe or completion within the grant period.
- Applicants must agree to participate in program evaluation and submit acquittal reports.

4.3.2 Assessment Criteria- Community Grants

Assessment Criteria –Community Grants	
Assessment Process: • Applications are assessed by an Internal Assessment Panel. • Recommended applications are presented to Council for endorsement. • Successful & unsuccessful applicants are notified by email following Council's decision. • Unsuccessful applicants will be provided with feedback on request. • A written funding agreement is prepared for all successful applicants outlining the level of funding offered and the conditions and obligations with such, inclusive of reporting / acquittal requirements. • Details of successful applications will be published on the Council website. • Applications for grants under \$1000 are approved by the CEO as per Council delegation.	
Criteria 1: Community benefit/ Capacity building • Does the event/program align with the objectives of the grant applied to? • Are the objectives of the event/program clear and measurable? • Is there a clear benefit to the community? • Does the event/program benefit the broader population? If there is a targeted population group that benefits, is the need well justified? • Does the project work with local community groups/businesses to build capacity?	
Criteria 2: Aligns with CSP Focus areas, Strategic goals, Sustainable practices- • Does the applicant make it clear which Focus Area/s the project aligns with? • How well does the project align with the CSP Focus Area and Goals identified?	
Criteria 3: Offers value for money/financial justification • Is the budget well justified? • Can the event/program occur without the grant? • Considers the grant amount ratio to beneficiaries. • Are there measures in place to avoid reliance on future Council funding?	
Criteria 4: Accessible and inclusive, improves quality of life for diverse communities • Do applicants clearly describe how their event/program is inclusive and accessible? • Do applicants mention communities such as Aboriginal, young people, older people, people with a disability, culturally and linguistically diverse, women and LGBTIQ+? • Is the event/program culturally inclusive? • Does the applicant mention Kiama Council Disability Inclusion Action Plan (DIAP) and how their project aligns to it (where relevant)?	
Criteria 5: Capacity and capability to deliver the project- • Does the applicant have experience running events/program? • Will the applicant use volunteers? • Is there a clear marketing strategy? • Does the applicant have clear measures for evaluation?	

4.3 Donations (Small Grants)

Donations (Small Grants)	
Rounds	All year round (until funding pool exhausted)
Total funding available	\$12,000
Application Maximum amount	\$750 per application
Objective • Develop / support community capacity building, education and awareness. • Facilitate community participation. • Enhance social, cultural or sustainable outcomes for local communities. • Improve quality of life for individuals and community groups from diverse backgrounds. This funding supports functions, competitions, exhibitions or programs that are of small in nature and generally are completed in a short period. In addition to the General Eligibility Criteria outlined in the Policy and Guidelines, the following criteria applies to Donations (Small Grants) program: • Be incorporated or auspiced by an incorporated organisation • Demonstrate that any monies raised through programs or activities associated with the donation will be used or distributed to benefit the Kiama community. • Not be raising funds on behalf of another group which itself is a recipient of financial assistance from Council, State or Federal Government.	

5. The Grants Process

5.1 How to apply

Programs will be promoted via Council's website, social media channels, media releases, newsletters, information sessions and / or direct email or phone contact. Council uses the [SmartyGrants](#) online platform for all funding applications. Once a funding round opens:

- Speak to council's grants team for advice before submitting your application.
- Set up an account to commence the application process.
- Press 'Save Progress' before you continue to the next page.
- If you wish to leave a partially completed application, press 'Save and Close'. Log back in with the same registration details to continue the application. Select the 'My submissions' link at the top of the screen to start where you left off.
- Download any application, draft or completed, as a PDF by clicking on the 'Download PDF' button located at the bottom of the last page of the application form.
- Navigate forward / back through the application by clicking 'next page' or 'previous page'
- A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.
- If you wish to upload/submit attachments to support your application they will need to be saved on your computer, or on a storage device. It is a simple 'drag and drop' or 'browse' to locate your saved document (leave time to upload one at a time).
- Ensure you review your application thoroughly before you submit. We recommend saving your work in a Word document as a backup.
- You will not be able to submit your application until all mandatory fields are completed.

- Once application is submitted no further editing / uploading is possible.
- The registered email will receive a confirmation and copy of the application (check your junk/spam folder). If you do not receive this email, presume your application has NOT been submitted. Please contact council as soon as possible in this case.

Council will not accept hard copies or email submissions, or any submission received after the closing date. Download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#) if you require assistance.

5.2 Tips to assist your application

- Register your organisation/ group on SmartyGrants.
- Read relevant plans, strategies and the Events Toolkit if relevant, on council's website.
- Set clear, achievable and measurable outcomes that match the funding criteria.
- Include evidence of need/ demand for your program i.e. data, reports, consultation.
- Ensure your budget is accurate by obtaining quotes for your project.
- Use plain English.

5.3 Funding agreement and obligations

Successful applicants will be required to enter into a legally binding funding agreement with Council detailing the terms, obligations, deliverables and conditions of receiving the support. This agreement will also note recognition requirements such as Council / Destination Kiama logo placement, branding and signage.

Grant agreements must be signed by an authorised representative with the requisite authority to bind the organisation. Successful applicants will be required to accept the department's payment schedule noting payments will be made according to set milestone deliverables, detailed in the grant agreement.

Successful applicants will have 15 calendar days from the date of the Letter of Offer to accept and sign the funding agreement with Council. The offer may be withdrawn if the agreement is not executed within the timeframe, and the granted event support becomes void.

Council reserves the right to withhold the balance of the funding if the organiser fails to comply with the obligations outlined in the funding agreement.

Council's funding support must be acknowledged by successful applicants for the specified programs, and where applicable as per section 7.3 of the Policy.

5.4 Payment Arrangements

Payment will be made by Council to the nominated bank account by electronic funds transfer. The payee will need to be set up as a supplier on the Council system.

5.5 Acquittal

Financial acquittal is required for all Council grants. A report must be submitted:

- before deadline date in the funding agreement, via SmartyGrants portal or pdf form.
- Include supporting documents to prove expenditure of council grant funds.

Failure to meet the above criteria may result in an applicant being:

- Required to return allocated funding to Council and/or
- Becoming ineligible for future Council grants.

- Applicants who have not provided adequate grant acquittal documentation within 6 months (four weeks for Destination Event Funding) of the original grant approval date will be referred to Council's Finance Department for debt retrieval.

6. Failure to meet Funding Agreement

Applicants who fail to deliver on aspects of their funding agreement within the agreed timeframe may be eligible for one of the alternative options:

- Variation requests – submit in writing. A response will be provided by Council.
- Extension requests will not be accepted beyond a twelve-month period from original event date, unless extenuating circumstances are demonstrated.

In the event that an applicant can no longer complete any or all of the approved project, unspent grant funds will be returned to Council, and any partial expenditure must be acquitted.

7. More Information

You can visit Council's website or call the grants team for more information on (02) 4232 0444.

Related Forms/Documents

- [Community Strategic Plan](#)
- [Delivery Program and Operational Plan](#)
- [Grants Kiama Council](#)
- [Kiama Tourism & Events Strategic Plan](#)
- [Smartygrants Application Platform](#)

Attachments

Nil	
-----	--

Authorisation

Name: Executive Leadership Team

Date: 24 February 2026