

MANAGEMENT AND DISTRIBUTION OF FUNDING

Draft Funding Programs Policy

Consultation closes **5:00pm, Friday, 5 April 2024**

PROJECT INFORMATION

Council has requested a review of its current program and development of an overarching Funding Programs Policy applicable to all areas of Council and its subsidiaries, distributing funding through grants, sponsorships, incentives or strategic partnerships.

The development of a Funding Programs Policy will ensure a more consistent approach to the management and distribution of funding across Council programs, enabling improved communication, reporting, streamlining, and aligning of approval pathways.

The draft Policy provides a unifying framework for the provision and management of multiple Funding Programs across the City of Adelaide and its subsidiaries. It informs a collaborative and integrated approach to the development of Operating Guidelines for all City of Adelaide Funding Programs by clarifying the alignment with Council's strategic priorities and establishing a general eligibility framework for applicants. This is outlined in the draft policy through the following sections:

- Funding Priorities
- Funding Program Principles
- Eligibility Framework
- Funding Programs Management Process

Through the proposed engagement, feedback from stakeholders will be sought to:

- Inform key stakeholders of Council's new draft Funding Programs Policy.
- Seek feedback on the proposed Policy to ensure it is in line with the needs and expectations of the community.

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Background

Through its funding programs, the City of Adelaide supports a diverse range of initiatives and projects that strengthen the social, cultural, economic and environmental aspects of the city and partners with the community and businesses to realise outcomes aligned with the Council's Strategic Plan 2024 -28.

This draft Policy has been informed by a workshop held on 7 November 2023 at the City Community Services and Culture Committee and through consultation with all City of Adelaide programs responsible for administering Funding Programs. It is designed to be read with the specific Operating Guidelines for each Funding Program.

The draft Policy incorporates recommendations from the Grants Management Internal Audit Report by KPMG, which was noted by Council's Audit and Risk Committee on 10 November 2023.

On the 13 February 2024, Council approved public consultation on the draft Funding Programs Policy.

Strategic Link

The City of Adelaide's funding programs are aligned with the four pillars of the Strategic Plan 2024-2028:

- OUR COMMUNITY - Vibrant, connected and inclusive
- OUR ENVIRONMENT - Resilient, protected and sustainable
- OUR ECONOMY – Growing, innovative and responsive
- OUR PLACES - Interesting, purposeful and safe

Funding Programs are categorised by their primary priority area outcomes; however, all eligible projects will demonstrate alignment with each of these priority areas.

Timeline

Public consultation on the draft Funding Programs Policy will occur between 8 March and 5 April 2024.

Frequently Asked Questions

Is this policy replacing or updating an existing City of Adelaide policy?

No. If adopted, this will be a new policy for the City of Adelaide.

Does this policy impact me if I am applying to the Adelaide Economic Development Agency (AEDA) for funding?

The policy applies to all areas of Council and its subsidiaries, including AEDA.

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What is the purpose of this policy?

The Policy provides a unifying framework for the provision and management of multiple Funding Programs across the City of Adelaide and its subsidiaries including:

- Funding Priorities
- Funding Program Principles
- Eligibility Framework
- Funding Programs Management Process

Will this policy replace the procurement policy?

No. 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.

Does this policy replace the grant program guidelines?

No. Although the policy takes precedence over the individual grant program guidelines, each Funding Program will still have its own operating guidelines that must be approved by Council before any funds are distributed. Following this consultation process and Council adopting the Funding Programs Policy, each individual Funding Program will develop new Operating Guidelines.

Does this process mean I can't apply for funding at the moment?

No. Funding programs are open as usual in 2023/24. The new Policy will come in to affect after it has been fully endorsed in June 2024 and applied by all Funding Programs opening in the 2024/25 financial year.

Why do all applications have to be made on the SmartyGrants platform?

The use of SmartyGrants across all Funding Programs will allow for improved governance, transparency and consistency across the application, funding management and acquittal and evaluation processes. However, if an organisation or individual encounters accessibility issues with the application and acquittal process, necessary support will be provided to ensure the applicant is not excluded from the process. This will be considered on a case-by-case basis.

Will this policy make it harder to apply for funding support from Council?

No. The policy is designed to streamline application processes and ensure more consistency in customer experience, no matter which Funding Program a customer is applying for funding support from.

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Why can my organisation only receive funding from Council once per financial year?

To ensure a fair, transparent and equal distribution of Council funding, a single organisation will not be permitted to receive funding from the same Funding Program on more than one occasion in a financial year. Organisations will be permitted to apply to and receive funding from several different Funding Programs, however this must be for different projects.

When will the Funding Program I want to apply to open in 2024/25?

Budget allocations for all Funding Programs is managed through Councils Business Plan and Budget process with final allocations expected to be confirmed in June 2024. Each individual Funding Program determines its own opening timeframes based on capacity. Further information on each program is available on the Council website at cityofadelaide.com.au/about-council/grants-sponsorship-incentives/

How do I provide my feedback?

There are a number of ways in which you can provide feedback:

Submission Form (attached to this information pack)

Online

yoursay.cityofadelaide.com.au

Contribute your feedback via the **Online Survey**

Meet with a staff member

Contact Tom Beales, Coordinator, Grants Program

Phone: (08) 8203 7791

Email: t.beales@cityofadelaide.com.au

Email your comments to yoursay@cityofadelaide.com.au

Written Submissions

All written submissions must be received by 5.00pm on the date advertised and should be addressed to:

Community Consultation

Management & Distribution of Funding

GPO Box 2252, Adelaide SA 5001

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What happens next?

We will acknowledge your feedback either by email or in writing.

Your feedback will be considered in finalising the draft Funding Programs Policy.

Consultation findings along with a revised policy will be presented to Council seeking their approval to adopt the policy in June 2024.

For enquires please contact:

Tom Beales

Coordinator, Grants Program

T: 08 8203 7791

E: t.beales@cityofadelaide.com.au

Or visit yoursay.cityofadelaide.com.au

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SUBMISSION FORM

Submissions close **5:00pm, Friday, 5 April 2024.**

This form can also be completed online at yoursay.cityofadelaide.com.au.

Please include your name and residential address to ensure your submission is considered by Council. Formal submissions including names and addresses of respondents may on occasions be made public through reports to Council. Required information is marked with an *asterisk.

*First Name:		*Last Name:	
Email Address:			
*Address:			
Business/Organisation Name (if applicable):			
Gender:	☐ Male ☐ Female ☐ Other Identity	Year of Birth:	
Are you a City of Adelaide Ratepayer?		☐ Yes ☐ No	
Please tell us how you participate in city life (tick all that apply):			
☐ Work	☐ Live	☐ Shop	☐ Play (e.g. leisure, recreation, entertainment, dining)
☐ Study	☐ Tourist	☐ Own a Business	
Please indicate your main areas of interest (tick all that apply):			
☐ Council Services & Programs	☐ Open Space & Recreation	☐ City Design, Planning & Development	☐ New & Future Projects
☐ Social & Community Issues	☐ Policy, Budget and Management Plans	☐ Environmental Issues	☐ Arts & Events in the City
Please indicate the locations that are of interest to you (tick all that apply):			
☐ North Ward	☐ Central Ward	☐ South Ward	

[Your Say Adelaide](https://yoursay.cityofadelaide.com.au) is Council's online consultation website. It is your chance to be kept up-to-date and provide feedback on areas of the City that interest you. Would you like to be signed up to Your Say Adelaide online and be emailed when there is an opportunity to have your say on areas that are of interest to you?

☐ Yes ☐ No

Please Note: If you've ticked Yes, you will receive an email to your nominated e-mail address above to confirm your new account.

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Q1. Tell us what you think about the Funding Programs Policy

[illegible]

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Q2. Do you agree with the following sections of the Funding Programs Policy? (please circle)

a) Funding Program Principles (Section 2, pages 3-4)

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Please provide your feedback regarding your answer:

b) Eligibility Framework (Section 3, pages 5-6)

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Please provide your feedback regarding your answer:

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c) Funding Management Process (Section 4, pages 7-10)

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Please provide your feedback regarding your answer:

Q3. Please provide any further feedback regarding the **Management and Distribution of Funding**