

Policy review - stakeholder input

Section 1 - Purpose

(1) The purpose of this Policy is to:

- a. ensure grants, sponsorships and other forms of support provided by the University promote the achievement of the University's mission and strategic objectives;

Added 'provided by the University'.

- a. ensure effective coordination and consistency in community grant and related activities across all areas of the University;
- b. provide transparency in the distribution of community grants, sponsorships and other forms of support;
- c. ensure that all requests and proposals are treated fairly;
- d. understand the value of University grants, sponsorships and other forms of support to the community and the outcomes achieved; and meet the University's obligations to ensure accountability in the use of public funds, and
- e. to report on community grants activities to the Government.

SCOPE

(2) This Policy applies to all grants, sponsorships and contributions (including in-kind contributions) awarded by any area of the University to a community organisation.

(3) This Policy does not apply to:

- a. the distribution of funds from a Charles Sturt Foundation Trust or University Gift Fund to a University activity (including awards, scholarships and prizes);
- b. bona fide payments for goods or services (including the procurement of advertising);
- c. a payment to an individual student to support participation in an academic or University related activity (eg. attendance at a conference, representation of the University in a representative sporting event, international travel etc.);
- d. payment to an approved University club, society, association or student representative body using funds provided for this purpose;
- e. contributions under an agreement with a research or academic body for collaboration;
- f. payments to a controlled entity of the University for services provided by that entity to the University;
- g. the provision of services to students in the ordinary course of business by the Division of Student Services;
- h. repayment of loans; and
- i. ex gratia or other payments in settlement of claims.

Section 2 - Glossary

(4) Nil.

Section 3 - Policy

Community Engagement Principles

Added 'Community Engagement'. Change suggested because general principles are in clause 11, and this clause is a statement about community engagement.

(5) The primary way in which the University contributes to its communities is through the delivery of high quality courses and the conduct of applied and strategic research of relevance to the development of its communities.

(6) In addition, the University contributes to the development of its communities by:

- a. delivering of a range of services to the community including dental, health, early childhood, library and consultancy services;
- b. strengthening the diversity of our communities by attracting students and staff from around the world;
- c. supporting sporting, artistic and cultural productions; and
- d. local economic activity that contributes to job creation, industry development and economic flow-on benefits to our communities.

(7) The University is a member of its regional communities and believes it has a responsibility, within the limits of its resources, to support sporting, cultural, research and educational activities in its communities in a way that promotes awareness and participation in higher education in our regions.

(8) The University, and some of its Faculty, Divisions, Research Centres and other Budget Centres, may reserve some funds each year, where possible, to support community engagement and advance the University Strategy consistent with our values.

In-Kind Support

(9) In-kind support might take the form of:

- a. provision of access to University owned or controlled space or accommodation;
- b. use of University fleet vehicles;
- c. access to information technology systems;
- d. printing of materials (other than at commercial rates);
- e. provision of staff support or expertise;
- f. library access; and
- g. supply of University merchandising materials.

(10) Where in-kind support is to be provided by the University, approval must be granted in writing from the relevant delegate responsible for the resource to be contributed (eg. Division of Facilities Management for the use of space, Division of Finance for the use of fleet vehicles, Events Office for the use of hire space) and be in accordance with relevant policies and procedures.

(11) The value and purpose of in-kind grants, sponsorships and similar non-financial support must be immediately reported to the Office of Corporate Affairs using the form approved for this purpose by the Director (see Clause 8A for

requirements for accounting for financial grants).

Added 'in-kind. Replaced next 'in-kind' and with 'similar non-financial'. Added '(see Clause 8A for requirements for accounting for financial grants)'. LE – clause 8A? check.

Eligible Community Organisations

(12) Grants, sponsorships and other forms of support may be granted to eligible community organisations.

(13) Eligible community organisations must be incorporated (by statute or otherwise) as a not-for-profit corporation or association and may include:

- a. a local government authority or regional groupings or councils;
- b. regional development bodies;
- c. sporting and cultural bodies;
- d. early childhood, primary and secondary schools;
- e. health, social service and other community-based organisations;
- f. an arts body;
- g. faith-based organisations;
- h. an incorporated community organisation (the body must have a current Australian Business Number and be an incorporated association, charity or not-for-profit company); and
- i. other similar organisations approved by the Director Corporate Affairs.

(14) Where a body is not incorporated, funding may be requested by an auspicing body (on behalf of an unincorporated body) where the auspicing body accepts accountability for the grant.

Grant Purpose

(15) Funds and contributions may only be used for the purpose agreed in writing by the University, unless otherwise approved in writing by the delegate.

Grant Agreement

(16) Recipients must enter into a Grant Agreement with the University (the form and content of the agreement should reflect the value of the grant and the level of risk involved), and the recipient should be asked to indemnify the University from any liability or damages arising from the award of the grant, sponsorship, donation or contribution.

Added '(the form and content of the agreement should reflect the value of the grant and the level of risk involved)', 'the recipient should be asked to' and 'donation'.

Program Guidelines

(17) Budget Centre Managers should specify the total amount of funds that will be made available for grants/sponsorships and/or donations at the beginning of each year. Program Guidelines should be used to define the types of activities and organisations the Budget Centre will support consistent with its strategy.

Added clause 17.

(18) To ensure opportunity, transparency and accountability Budget Centres must write clear Program Guidelines and publish these on the 'Community-University Partnerships (CUP) Grants' page on the University Community Portal (managed by the Office of Corporate Affairs).

Clause 18 previously stated 'Where a Budget Centre wishes to establish a Community Grant Program, it

must establish clear Program Guidelines and publish these on the University Community Partnerships Program web site of the University.

(19) Program Guidelines may be targeted to specific types of activities and organisations that the Budget Centres believes will assist it to advance its strategy, or may be written broadly to allow the Budget Centre flexibility in identifying opportunities presented to it by the community during the year. However, in all cases the availability of grant funding and the Program Guidelines must be published and accessible to the community at large on the University CUP Grants page to avoid perceptions of favouritism or corruption in the awarding of grants, and to reduce the potential for grants and other forms of support being awarded that are not aligned with the strategy of the Budget Centre or University.

Added clause 19.

(20) Program Guidelines must specify that:

- a. grant approval is not automatic and is limited to the relevant project or activity for which funds have been granted;
- b. projects or activities that are intended to be ongoing beyond the period of the grant must demonstrate how the project will be sustained after the grant period (that is, how future expenses will be met); and
- c. projects cannot rely on or expect to receive future funding support from the University, and previous funding will not be taken into account in deciding on future applications.

(21) Program Guidelines must specify:

- a. the purposes for which funds or in-kind support may be granted by the Budget Centre;
- b. the total value of funds available;
- c. the total value of the grant, sponsorship or other support that may be applied for;
- d. organisations eligible to request funding or in-kind support;
- e. the criteria to be applied in deciding the grant, sponsorship or other support;
- f. the requirements for reporting and accountability;
- g. the deadline for requests; and
- h. the timeline for decision-making.

(22) Program Guidelines will specify the approved uses of funding. In general, funding may only be used for:

- a. purchase of equipment (in whole or in combination with other funding sources);
- b. purchase or development of consumables, print, electronic or other materials;
- c. staging of an event; and/or
- d. training and development activities that will build capacity to engage young people in educational and community activities.

Deleted 'school based activity'.

(23) Funds may not generally be used for:

- a. capital expenditure;
- b. debt reduction;
- c. ongoing operating expenses;
- d. indirect expenses that cannot be directly tied to the approved project; and
- e. lobbying (unless this aligns with a Government Relations priority of the University and the Government

Relations Plan is approved by the Director Corporate Affairs).

Replaced 'University' with 'Director, Corporate Affairs'.

(24) Care should be taken in identifying the types of projects or activities that the Budget Centre will fund, and the overall cost to the Budget Centre in assessing applications and administering the program.

Added clause 24.

(25) Where a Budget Centre wishes to make funding or support available for a purpose outside this Policy, approval must be granted by the Director, Corporate Affairs.

Deleted 'non approved' (previously non-approved purpose). Added 'outside this Policy'.

Budget and Financial Procedures

(26) In accordance with the University's finance policies and the Chart of Accounts, all financial grants, donations and sponsorships made by the University must:

- a. be recorded against the Account Code 481 to ensure that the sponsorship/grant/donation can be separately identified for the purpose of reporting in the University's Annual Report and relevant other promotional materials; and
- b. ensure that there is an adequate description of the purpose of the grant/sponsorship/donation (eg. Grant to acquire musical instruments to support school student engagement with learning).

Added clause 26.

Acknowledgement

(27) Recipients of grants, sponsorships or other support from the University are expected to acknowledge the contribution of the University to the activity in a manner commensurate with the University's contribution (for example, including the University logo on promotional materials associated with an activity indicating that the University has provided support to the activity).

(28) Use of CSU's name, logo, trademarks or brand assets are governed under the Charles Sturt University Act 1989, the Trade Marks Act 1995 (Cth) and the Brand Governance Policy.

(29) **Replaced 'Policy on the Use of the University Name and Logo with 'Brand Governance Policy'.**

Reporting

(30) The Office of Corporate Affairs is responsible for collating records relating to all community grant, sponsorship and donating activities for reporting each year to the Government and the community.

Deleted first sentence 'Budget Centres must complete the Grant/sponsorship Award Report and submit it to the Office of Corporate Affairs'. Added 'sponsorship and donating' and 'and the community'.

(31) Delegates are responsible for ensuring that all financial sponsorships/grants/donations are accurately recorded against the relevant Account Code and that a clear and concise description of the purpose of the grant is included in the description in accordance with clause 8A.

Added clause 30.

(32) Where non-financial and in-kind contributions are made, delegates are responsible for completing and submitting the relevant form to the Office of Corporate Affairs estimating the commercial value of the contribution in accordance with clause 4.

Added clause 31.

(33) The University is responsible for publicly accounting for the grant of financial support to third parties, that the grant is consistent with the objects, functions and strategy of the University, and for ensuring that recipients use any grant/sponsorship or donation consistent with the purposes for which it has been granted by the University. Recipients must therefore be required to report to the relevant Budget Centre responsible after the completion funded activity on the expenditure of funds (or use of in-kind support), the outcomes achieved for the community and University, and how the University contribution was acknowledged. In the case of small grants, this does not need to be an onerous requirement (a short email or letter may be sufficient in most cases) but delegates are required to satisfy themselves that the funds have been expended appropriately, even where the outcomes anticipated have not been achieved. Budget Centres are responsible for following up recipients, where required, to ensure a report is provided. Where a report is not provided to the University, the recipient will be ineligible to apply for future funding under this Policy.

Clause 32 previously read 'Recipients must report to the relevant Budget Centre responsible for awarding the grant, sponsorship or other contribution after the completion of the event or activity on the expenditure of funds (or use of in-kind support), the outcomes achieved for the community and University, and how the University contribution was acknowledged relative to the Program guidelines. Budget Centres are responsible for following up recipients, where required, to ensure a report is provided. Where a report is not provided to the University, the recipient will be ineligible to apply for future funding under this Policy.'

(34) A copy of the Recipient's report must be sent to the Office of Corporate Affairs for central collation and reporting.

Clause 33 previously stated ' A copy of the Recipient report will be sent to the Office of Corporate Affairs and will be cross referenced with the Grants/Sponsorship Award Report for reporting purposes.'

General Grant Principles

Added 'Grant' to heading.

(35) The following principles govern the award of all University grants, sponsorships and related activities:

Added 'the award of all'.

- a. community grants, donations, sponsorships and other forms of support should assist the University to promote higher education aspiration and participation in rural and regional communities;

Added 'donations, replaced 'will' with 'should'.

- a. community grants, sponsorships and other forms of support will assist the University to build its reputation particularly in its regions;

Added 'particularly'.

- a. grants and sponsorships will only be awarded to organisations engaged in worthwhile activities that support the development of our regions and/or enhance opportunity for our staff, students or communities;

Added 'and/or enhance opportunity for our staff, students or communities;'.

- a. the University will not award grants to organisations, activities or events that involve the promotion of unhealthy or dangerous behaviour, tobacco or drug use or may be viewed as lowering the esteem of the University in the eyes of the community (special care needs to be taken in relation to co-sponsored events that the University's brand is not linked to inappropriate organisations that may damage the University's reputation by association);
- b. programs must be publicised on the Community-University Grants page of the University Community Portal (managed by the Office of Corporate Affairs) including criteria for award, and must be open to all eligible

organisations to apply;

Replaced 'web site of the University' with 'Community-University Grants page of the University Community Portal (managed by the Office of Corporate Affairs)'.

- a. decision-making will be fair and transparent, and made on the basis of the merit of the application and the availability of resources, having regard to other applications and the Program Guidelines;
- b. decision makers will avoid conflicts of interest, and will refer decision making to another delegate where they are aware they have a conflict (e.g. approving funding for a school at which a relative is attending);
- c. all applications will be competitively assessed based on the:
 - i. capacity for the project to meet the aims set out in the Program Guideline
 - ii. audience reach of the project or activity; and
 - iii. community impact in the context of the University's strategic priorities and brand attributes.
- d. funding should only be provided for activities that could not reasonably be funded by other means. The University may also take into account the capacity or appropriateness of the organisation to obtain funding from other sources for the project; and
- e. the University reserves the right not to allocate funding, or to reallocate funding between programs, in its absolute discretion.

Section 4 - Procedures

(36) Nil.

Section 5 - Guidelines

(37) Nil.

Status and Details

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