

# Outback Communities Authority: Sponsorship Policy and Procedures

## Purpose

The purpose of this policy and its procedures is to confirm the Outback Community Authority's (the Authority's) commitment to supporting activities that improve vibrancy and wellbeing of communities in Outback SA.

## Policy Statement

The Authority is committed to performing the functions and objectives intended by **the Act**.

This policy supports the efforts of Incorporated Associations and individuals to enhance the social, cultural, personal and economic wellbeing of residents and communities in Outback SA.

Sponsorship may be provided as financial support, and/or in-kind support, and/or pre-payments of specific items.

## Sponsorship Principles

### 1. Eligibility

- Incorporated Associations operating in Outback SA (the unincorporated areas) are eligible to apply
- Individuals seeking sponsorship must have an auspice agreement with an Incorporated Association, with the exception of individuals who are applying for sponsorship for pre-paid specific items
- Associations will be eligible for sponsorship up to two times in any financial year. Individuals will only be eligible for sponsorship once in any financial year.

Examples of *eligible* items and activities that may be considered in a sponsorship request include:

- Community events and celebrations
- Annual sporting events
- Arts and cultural events
- Participation by teams and individuals in regional and state competitions
- Activities to support and/or provide relief for people who are struggling or disadvantaged
- Support for Aboriginal and/or Torres Strait Islander people who are residents of Outback SA to attend professional development activities.

Examples of *ineligible* items and activities that will not receive sponsorship include:

- Projects
- Matters funded through a Community Affairs and Resourcing Management Agreement, such as governance and administrative support
- Insurance
- Maintenance of town and public facilities and waste management
- Cost of utilities

- Conference attendance
- Prize money
- Activities with a political affiliation
- Events and celebrations where specific funding is available, e.g. Australia Day, NAIDOC Week.

Sponsorship will not be allocated retrospectively.

## 2. Funding

Funding allocations will be contingent on the Authority's budget planning and resource allocation.

If sponsorship takes the form of financial support, full payment of approved sponsorship amounts will be paid into a nominated bank account as soon as practicable after the notification has been provided to the recipient.

Funding received must be spent on the activity for which it was sought.

If sponsorship includes or takes the form of in-kind support and/or pre-payments of specific items, notification will include details of how to access those.

### Reporting Responsibilities

Recipients of sponsorship will be required to submit a brief letter electronically to the Office for the Outback Communities Authority, along with at least three photographs that showcase the activity, outlining the success or otherwise of the activity within six weeks of its conclusion.

Applicants who fail to meet reporting requirements may not have any future sponsorship applications considered.

### Approval of Sponsorship

The Director, Office for the Outback Communities Authority will approve sponsorship recommendations after assessment of applications by staff. Applicants of approved sponsorship requests will receive correspondence electronically. Unsuccessful applicants will be notified electronically. Recipients of sponsorship will be required to acknowledge the Outback Communities Authority in any materials produced in association with the activity that is the subject of the sponsorship.

### Procedures and Timing

By when	
End June	Sponsorship applications open (ongoing)
End August / End March	Closing date for applications to be assessed in September / April
September / April	Applications reviewed and approved Successful / unsuccessful applicants notified
October/May	Payments made
6 weeks post activity	Required reporting provided to the OCA

## Evaluation and Review

This Policy will be reviewed by Authority staff in accordance with the Policy Review Policy.

Any significant changes to the Policy will require public consultation in accordance with OCA's Public Consultation Policy and final approval by the Authority.

## References

Sponsorship Funding Application Form

## Availability/Accessibility

This Policy can be downloaded from the Outback Communities Authority website: [www.oa.sa.gov.au](http://www.oa.sa.gov.au) or it is available for inspection at the Outback Communities Authority offices located at 26 Mildred Street, Port Augusta West SA and Aerodrome Road, Leigh Creek.

## Document History

Version 1.0		