

Dog and Cat Management Board

Sponsorships and Grants Policy



Government of South Australia

Dog and Cat Management Board

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Creator	Dog and Cat Management Board
Author	Policy Officer, Dog and Cat Management Board
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Dog and Cat Management Board

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Policy

1. Legislative Context

The Dog and Cat Management Fund (the Fund) was established under the *Dog and Cat Management Act 1995* (the Act) to support local government and the wider South Australian community in improving state-wide dog and cat management. The Fund is administered by the Dog and Cat Management Board (the Board).

The Act provides for the Fund to be expended, with the approval of the Board, on the following activities:

25—Dog and Cat Management Fund

- (4) *The Fund may be applied by the Board in making payments—*
- (a) *towards the cost of establishing or maintaining facilities used for the detention of dogs and cats under this Act; and*
 - (b) *towards the cost of research or educational programs relating to dog or cat management; and*
 - (c) *for the administrative expenses associated with the operations of the Board; and*
 - (d) *for any other purpose in furtherance of the objects of this Act.*

The Objects of the Act are as follows:

3—Objects

- The objects of this Act are—*
- (a) *to encourage responsible dog and cat ownership;*
 - (b) *to reduce public and environmental nuisance caused by dogs and cats;*
 - (c) *to promote the effective management of dogs and cats.*

2. Policy Statement and Purpose

The Board will assess requests for funding on merit and ensure that any sponsorships or grants entered into align with the Act, the Board's Strategic and Business Plans, and the Government of South Australia's Sponsorships and Grants Guidelines and Principles.

The purpose of this policy is to:

- (a) ensure the Fund is used in accordance with allowable uses under the Act and to support the Board's strategic priorities; and
- (b) provide guidance to parties applying for sponsorships or grants under the Fund.

3. Definitions

Applicant	The party applying to the Dog and Cat Management Board for sponsorship or grant
Staff	Staff of the Department for Environment and Water Dog and Cat Management Unit
Sponsorship	An agreement between the Board and a party through which the Board provides financial or other resources, and in return

	receives benefits (promotional or otherwise) through association with the sponsored party or event.
Grant	An agreement between the Board and a party through which the Board provides funding allowing them to undertake a discrete body of work, program, or project.
The Act	<i>The Dog and Cat Management Act 1995</i>
The Board	The Dog and Cat Management Board
The Fund	The Dog and Cat Management Fund
The Minister	As defined in the Act

4. Scope

This policy applies to all sponsorship and grant funding provided by the Board.

Policy Implementation

5. Eligibility of Sponsorships and Grants

Sponsorships and grants must:

- address one or more of the allowable uses of the Fund or the Objects of the Act;
- meet one or more of the Board's strategic directions as identified in the Board's Strategic Plan, and priority actions in the Board's Business Plan;
- provide a benefit to the Board (promotional or otherwise) through association with the sponsored party, event or grant funded activity;
- not pose risks to the Board, its core business, or its public reputation through association with the applicant; and
- exclude any real or perceived conflict of interest arising from association with the applicant.

The Board will only accept requests for sponsorships or grants that are put in writing and show how they meet the eligibility criteria. The Board may require applicants to provide additional information to support their application.

Formal Board approval will be sought in accordance with financial delegation.

Applicants whose requests, products, services, ethics, or activities conflict with the Board's objectives or the Act, are ineligible.

6. Unsolicited Grant Funding Requests

All unsolicited grant funding requests must be submitted in writing using the form provided by Board staff and must meet the eligibility requirements set out in this policy.

To apply for unsolicited grants, applicants must be one of the following legal entity types:

- Commonwealth, State or Territory Government agency
- Local government
- Education or research institution, including universities and other registered research organisations
- Non-government or not-for-profit organisation that:

- holds an Australian Business Number;
 - is registered with the Australian Charities and Not-for-Profit Commission; and
 - has been operating for at least one full financial year and can provide audited financial statements and governance documentation for that period
- Indigenous corporations registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* and regulated by the Office of the Registrar of Indigenous Corporations.

Other entities may be considered in exceptional circumstances where compelling evidence demonstrates that the proposed project or activity:

- aligns with the Board's strategic objectives and the allowable uses of the Fund; and
- delivers a clear public benefit, such as programs, technology, or services that provide tangible benefits to the public or a specific community.

7. Exclusions from Sponsorships or Grants

As a general principle, the items listed below are not eligible for sponsorship or grant funding from the Fund. These exclusions are intended to provide guidance to applicants and to support consistent assessment of requests. Items listed below may only be considered in limited and exceptional circumstances, where they are expressly permitted under the criteria of a specific grant program or where a clear and demonstrable benefit to dog and cat management can be established.

Unless otherwise specified, the following items are generally excluded from funding:

- Items with recurrent operational costs (e.g., utilities, rent, furniture or office supplies)
- Transport costs or vehicle expenses for existing programs delivered by the party
- Vehicle or building maintenance with the exception of approved projects relating to facilities for the detention of dogs and/or cats under the Act
- Salaries for existing staff
- International or national travel unless supporting attendance or presentations at conferences or a specific benefit to furthering dog and cat management
- Purchase of vehicles
- Construction of buildings with the exception of approved projects relating to facilities for the detention of dogs and/or cats under the Act
- Legal fees
- Gift cards, vouchers, prizes or commercial gifts
- Food, beverages and consumables including catering and single use items
- Funding for activities or expenses incurred prior to the execution of the grant or sponsorship agreement.

8. Grants Guideline Document

All approved grant programs will be accompanied by a guideline document providing detailed information on eligibility criteria, application process, specific items that are eligible and excluded from funding, and reporting requirements, depending on the purpose, nature, and type of grant program.

9. Assessment of Sponsorship or Grant Requests

Requests for sponsorship or grant funding will be assessed on their merits, having regard to any published guidelines and the following criteria:

- Alignment with the Board's strategic priorities;
- How successfully they meet the allowable uses of the Fund and the Objects of the Act;
- Cost effectiveness and value for money;
- Level of impact;
- Risk management considerations; and
- The degree of benefit the sponsorship or grant would bring to the Board, the applicant, local councils and the community.

The Board reserves the right to decline any request for sponsorship or grant funding.

10. Sponsorship and Grant Agreement Process

Sponsorship and grant requests under \$10,000 (GST exclusive) will be assessed by the Dog and Cat Management Unit.

Requests greater than \$10,000 (GST exclusive) will be provided to the Board for approval. This includes if a party applies multiple times within a 12-month period, once the cumulative amount the party is requesting is over \$10,000 (GST exclusive), that and any future applications need to be approved by the Board (regardless if each individual application is less than \$10,000 GST exclusive).

If approved, a grant agreement will be developed and executed between the Board and the party receiving the grant in accordance with the Department for Environment and Water and Department of Treasury and Finance procedural requirements.

11. Provision of Financial or Other Resources to Applicants

The actual amount of financial or other resources an applicant receives is subject to the Board's discretion and may be less than the amount requested by the applicant.

12. Acknowledgements

Sponsorship or grant recipients must acknowledge the Board in any publications, research, reports, findings, or other products that are produced as a result of Board funding. This may include a requirement to display the Board's logo.

13. Record Keeping

Board staff will keep records of applications and requests for sponsorships or grants, assessments, correspondence, and financial documentation related to sponsorship or grant agreements.