



people • place • prosperity

Community Sponsorship Program 2011/12

Information Session

Overview

- **Key Changes**
- **Areas of focus**
- **Administration**
- **Questions**

Community Sponsorship Program

Objectives:

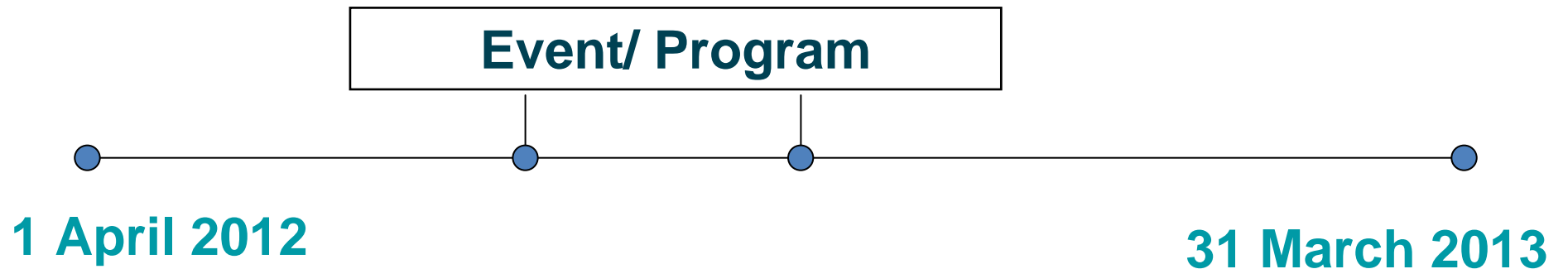
- **To support and empower community based organisations to develop sustainable projects and initiatives.**
- **To promote social, cultural, economic, recreational, environmental and reconciliation benefits for the Broome community**

Overview of Changes

- **Two Rounds in 2011/12 only**
 - **Round 1 - 27 July to 16 September**
(1 November to 31 March Projects)
 - **Round 2 – 5 October to 10 February**
(1 April 2012 to 31 March 2013 Projects)
- **Transition to a more functional annual timing**
- **Detailed budgets**
- **Plan for financially sustainable projects**

Round 2 New Annual Timeframe





Two Levels of Sponsorship

Annual Sponsorship

Annual Sponsorship submissions will be considered up to 50% of the total project cost, to a maximum of \$10,000

Ad Hoc Sponsorship

AdHoc Sponsorship Applications are open all year to a maximum of \$1000.

Selection Criteria

1. Alignment with Shire of Broome Strategic Plan

Does your project / program fit within:

- **Social and Cultural Development**
- **Economic Development**
- **Sport and Recreation**
- **Natural Environment**
- **Reconciliation**

Selection Criteria

2. Organisational Administration

All applicants must be able to provide the following:

- **Proof of non-profit status (Constitution or Annual Financial Report)**
- **Audited accounts and annual reports for sponsorship exceeding \$1,000**
- **Signed an “Acceptance of Funding” form and provide a tax invoice to the Shire in accordance with specified timeframes.**
- **Complete an Acquittal report at the end of the project**

Selection Criteria

3. Community Benefit

All applicants must be able to provide detail of the following:

- **Detail of the target groups (Youth, Aged & Disability) and the sector of the local community who is likely to participate in the project (question 3)**
- **Resourcing of volunteers (question 4)**
- **The project provides real benefits to the Broome community (question 5)**
- **Demonstrates community support - letters & testimonials (Eg: Email a word doc to organisations to help them help you)**

Selection Criteria

4. Financial

All applicants must be able to provide detail of the following:

- **Other Sources of Funding (Cash & In-Kind)**
- **Complete itemised Budgets including total project income and expenditure**
- **Applicant Fundraising or Contributions**
- **If you have received Shire funding previously**
- **How you will make the project financially sustainable in the future**

Selection Criteria

5. Recognising the funding

All applicants must detail how they will recognise the Shire of Broome contribution through things such as:

- **Advertising – Shire media & promotions pack**
- **Speeches – Verbal acknowledgement**
- **Programs – Banners and Displays**
- **Invites – Shire representation**

Assessment Process

STEP 1. Lodge your application

The Shire of Broome will acknowledge in writing all applications received upon receipt or prior to February 10 2012.

STEP 2. Assessment Process

The Community Sponsorship Assessment Working Group will meet in early March 2012 to review all applications and make a recommendation to Council for the March 2012 Ordinary Council Meeting

Assessment Process

Applications are assessed in conjunction with a set criteria and allocated points in the following areas:

- Capacity to achieve real community benefits
- How aligned is the project with the draft Broome Strategic Plan, “Plan for the Future – Forging Ahead 2011-2016”
- Volunteer and community participation
- Funding history
- Capacity to make a financial contribution
- Other funding available
- Quality of application
- Sustainability

Assessment Process

Projects are generally highly recommended if:

- **Have a significant amount of community support**
- **Reflect a gap in the provision of a project or a service**
- **Have a significant level of self-driven financial contribution**
- **Have a clear balanced budget**
- **Are able to clearly define how the funds will be used**

Assessment Process

Projects may not be eligible or ranked highly if:

- **Could be funded by a 'better fit' funding organisation**
- **Are not based within the Shire of Broome boundary or can't demonstrate significant community benefit**
- **Only involve a Shire of Broome financial contribution**
- **Are an ongoing service or program**
- **Are a corporate business, profit making organisation or individual**
- **Acquittals from previous years have not been completed**
- **Organisations have received funding on several occasions for the project**

Project Implementation

Prior to and during your project you should:

- **Use Shire logo and banners on promotional material**
- **Keep receipts to prove your expenditure**
- **Ensure that you spend the funds on approved items only**
- **Any variations to your funding must be approved by the Community Sponsorship Assessment working group, prior to you going ahead with the project.**

Conclusion of Project

Acquittal Report

All successful applicants must:

- **Provide a comprehensive acquittal as to how the funds were spent.**
- **This MUST be provided within 60 days of the completion of the project.**
- **All unspent funds must be returned to the Shire of Broome within 60 days of the completion of the project.**

Ad Hoc Community Sponsorship

Specific funding will be available for projects up to \$1,000 on an ad hoc basis throughout the year.

Keep the following in mind:

- If you are successful in the annual round, you will not be eligible for ad hoc funding**
- If your organisation is looking at multiple projects throughout the year, bundle them up into one submission. Once you have obtained funds, you will not be eligible to ask for more.**

- **Resources**
- **Contact Details**

Sarah Campbell

Project & Administration Officer

Shire of Broome

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Round 2 Community Sponsorship

Applications Due:

By 4pm Friday 10 February 2012

- **Post: PO BOX 44, BROOME 6725**
- **By Hand: Shire Administration Centre, 27 Weld St, Broome.**
- **Fax: (08) 9191 3455**
- **Email: shire@broome.wa.gov.au**

Questions??