

Community Sponsorship Program Round 2

(Funding period April 2012–March 2013)



Guidelines

1. Introduction

Please ensure that you read the following information thoroughly and that all documentation or information requested is included with your application to the Shire of Broome Community Sponsorship Program.

2. Objectives

The Community Sponsorship Program has been developed to provide funds to assist community based organisations within the Shire of Broome for the development of social, cultural, economic, recreational, environmental and reconciliation projects and initiatives that benefit the local community.

The Shire of Broome Vision as identified in the Shire's Plan for the Future:

**A Sustainable Community that is inclusive, attractive,
healthy and pleasant to live in, that uses our land so as to preserve
our history and environment, respects the rights and equality
of our citizens and manages our future growth wisely.**

3. Sponsorship Categories

The Community Sponsorship Program has two (2) categories:

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

Ad Hoc Sponsorship will be considered during the year, to a maximum of \$1,000.

**** Requests over \$10,000 and In-Kind Sponsorship***

Any sponsorship requests that exceed \$10,000 will not be assessed as part of the Community Sponsorship Program. Requests exceeding \$10,000 will need to be presented to Council as part of the annual budget process. Requests for "in-kind" contributions will not be accepted however organisations may apply for the equivalent cost (eg: venue hire)

4. Community Sponsorship Program Criteria

The Shire of Broome will endeavour to provide support to projects, activities, events that are consistent with the values and strategies contained within the Shire of Broome Plan for the Future within the following sub categories:

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

5. Essential Eligibility Criteria

In order to be eligible for sponsorship an organisation must:

- Be a non-profit organisation
- Be able to supply audited accounts and annual reports for sponsorship received that exceeds \$1,000
- Demonstrate a substantial degree of community support
- Undertake to give due recognition to the Shire of Broome for its contribution to the project, activity or event
- Agree to sign an Acceptance of Funding form and raise a tax invoice prior to a cheque being issued or funds being transferred into a bank account
- Agree to complete an Acquittal Report at the conclusion of the project. Failure to do so may render the applicant ineligible for future funding

6. Submission Requirements

Applications will only be considered if they are submitted on the relevant forms, are completed in full and have the appropriate supporting documentation.

7. Assessment and Approval Process

7.1 Acknowledgment of Applications

Applications for sponsorship received by the Shire of Broome on or before the closing date will be registered and acknowledged in writing.

7.2 Assessment Process

The Community Sponsorship Assessment Working group comprising minimum two (2) staff members and three (3) Councillors will assess all applications received and make recommendation to Council on the applications to be sponsored.

It should be noted that the assessment panel may recommend funding of a lesser value than that applied for.

7.3 Assessment Criteria

Submissions under the Community Sponsorship Program will be required to demonstrate sound business management and financial reporting practices.

Where an applicant is awaiting completion of its most recent annual report or audited financial statement, the most recent available versions should be provided with a note that the current version is being prepared and will be provided as soon as it is available.

Eligible submissions will be assessed and prioritised by examining the following:

- Capacity to achieve tangible outcomes for the benefit of the community of the Shire of Broome
- Alignment to the Shire of Broome Plan for the Future;
- Significance and extent of current and planned activities for the broome community;
- Engagement of volunteers and wider community participation;

- Funding history, organisational profile and capacity to make a significant financial contribution to the project;
- Other State/Federal funding available to the applicant;
- Quality comprehensive application.

7.4 Notification of Outcome

Following the adoption of Community Sponsorship Recommendations at an Ordinary Meeting of Council, all applicants will be notified in writing of the success or otherwise of their submission.

7.5 Freedom of Information

Submissions for funding and all other written information provided to the Shire of Broome under the Community Sponsorship Program will be treated confidentially. However, the provisions of the Freedom of Information Act 1982 apply to all documents held by the Shire of Broome.

8. Disbursement of Funds

8.1 Payments

The Acceptance of Funding form along with a tax invoice must be completed and returned to the Shire prior to the end of the financial year to ensure payments for Community Sponsorship Program funding meet the Shire of Broome's financial auditing requirements.

8.2 GST Information

The following information is provided to assist organisations understanding the GST:

- Under the Federal Legislation relating to Goods and Services Tax (GST), financial assistance received by an organisation maybe subject to GST.
- Organisations that have an Australian Business Number (ABN) and are registered for the GST will be liable to pay GST to the Australian Taxation Office (ATO) on any financial assistance received from the Shire of Broome. In this case, the Shire will provide an additional 10% for the GST. For example if an organisation applies for financial assistance of \$1,000 and it is approved by Council, they will received \$1,100. Organisations will be asked to provide a Tax Invoice to the Shire of Broome and the Shire will then claim the GST component back from the ATO as an input tax credit.
- Organisations that have an Australian Business Number (ABN) and are NOT registered for the GST – will not be liable to pay GST to the Australian Taxation Office (ATO), on any financial assistance received from the Shire of Broome. In this case the Council will NOT provide an additional 10% for GST to the funded amount.
- Organisations that do NOT have an Australian Business Number (ABN) and are NOT registered for GST – will not be liable to pay GST on any financial assistance received for the Shire of Broome, if they can provide proof of that their organisation is not required to have an ABN (please complete the "Statement by a Supplier" form which is available from the Australian Taxation Office). If this is not provided, the organisation may have 48.5% of their financial assistance payment withheld by the Shire of Broome, which is then payable to the ATO.

8.3 Period of Funding

Community Sponsorship Program funds are to be expended within the timeframe specified in their approval letter unless a written request for an extension is agreed to by Council.

8.4 Unspent Funds

Funds which are unspent at the conclusion of the funding period must be returned to the Shire of Broome within sixty (60) days of the completion of the project, activity or event, or at the end of the period of funding, whichever occurs first.

8.5 Purpose of Funds

Funds are allocated only for the purpose of the project as described in the application and must not be used for any other purpose or transferred or assigned to any other party without the prior approval of the Shire of Broome.

9. Acquittal and Evaluation

Organisations receiving funds from the Community Sponsorship Program must submit an Acquittal and Evaluation report to the Shire of Broome within sixty (60) days of the conclusion of the project. The acquittal report is a written record detailing how the funding has been spent in accordance with its intended purpose.

The Shire of Broome is legally required to obtain an acquittal from any organisation that received Shire of Broome funds through the Community Sponsorship Program. Failure to provide an acquittal may result in an organisation being ineligible for future funding.

**If you have any questions or require assistance
completing your application please contact:**

Shire of Broome Community Development
PO Box 44
Broome WA 6725
Phone: (08) 9191 3456
Fax: (08) 9191 3455
Email: shire@broome.wa.gov.au

THE FUNDING PROCESS

Step 1

After researching your project idea, contact Shire of Broome Community Services to discuss your project and confirm it addresses the criteria
Phone (08) 9191 3456 or Email shire@broome.wa.gov.au



Step 2

Complete the application – collecting quotes, supporting letters and include any additional information that will support your project. Any queries regarding the questions please contact the Shire of Broome on the above details.



Step 3

Submit the application by the closing date



Step 4

Applications are considered by the Community Sponsorship Assessment Working group and recommendations are submitted to Council for approval



Step 5

Applicants are notified of the outcome. Successful applicants will be requested to submit a signed Acceptance of Funding form and tax invoice to release funds



Step 6

Funds are distributed to successful applicants



Step 7

Run your project!



Step 8

Complete the Acquittal Report form and submit to the Shire of Broome