

COMMUNITY SERVICES

TITLE: COMMUNITY SPONSORSHIP PROGRAM

ADOPTED: OCM 8 May 2008

REVIEWED: OCM 8 May 2008

**ASSOCIATED
LEGISLATION:**

**ASSOCIATED
DOCUMENTS:** Refer Policy Procedures

**REVIEW
RESPONSIBILITY:** Director Community Services

DELEGATION: Chief Executive Officer

Previous Policy Numbers: 2.3.1 2.3.2 2.3.3

Objective:

The Shire of Broome Community Sponsorship Program is to provide funds to assist community based organisations and to establish a partnership for the promotion and development of social, economic, recreational, environmental and reconciliation projects and initiatives on an equitable and accountable basis.

Definitions:

Nil

Policy Guidelines:

1. Council will allocate an annual percentage of General Purpose funds to be available for the Community Sponsorship Program and for this to be included as part of the Shire of Broome annual budget process
2. Funding will be available in two streams:
 - (i) Annual Sponsorship submissions to 50% of the total project to a maximum of \$10,000
 - (ii) Ad Hoc Sponsorship submissions during the year, to a maximum of \$1,000
3. 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

4. A Sponsorship Assessment Panel be established consisting of two (2) staff and three (3) Councillors to undertake the annual assessment process.

Membership of this panel is to be confirmed by Council as part of the annual selection of delegates for advisory groups

5. Requests for "in-kind" contributions will not be accepted however organisations may apply for the equivalent of funding (eg: venue hire)
6. A reserve fund be established titled 'Community Sponsorship Program' and that any funds remaining as at 30 June after allocation of both Annual and Ad-Hoc Sponsorships be placed in this reserve fund
7. All submissions for sponsorship must be made on the relevant forms and have the appropriate supporting documentation
8. All successful submissions to be actively promoted via the media

Annual Sponsorship:

1. Each year in May the Shire of Broome will call for submissions for sponsorship from community groups and organisations with funding being made available to successful applicants after the adoption of the annual budget
2. The Chief Executive Officer is granted delegated authority to approve Annual Sponsorship submissions to a maximum as included in the annual budget for the Community Sponsorship Program
3. The Chief Executive Officer in exercising this delegation of authority is to approve funding based on recommendations made by the Sponsorship Assessment Panel.
4. Successful and unsuccessful submissions are to be reported to Council through the Council Information Bulletin

Ad Hoc Sponsorship:

1. Should submissions not equal the total amount allocated to the Annual Sponsorship program, those funds be reserved for allocation through out the year as part of Ad Hoc Sponsorship.
2. Submissions for Ad Hoc Sponsorship are only eligible for funding once during the financial year and will not be considered if they have been successful in receiving Annual Sponsorship
3. The Chief Executive Officer is granted delegated authority to approve Ad Hoc Sponsorship to a maximum of \$1,000 without reference to the Sponsorship Assessment Panel
4. Successful and unsuccessful submissions are to be reported to Council through the Council Information Bulletin

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 programs:

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

Essential Eligibility Criteria

In order to be eligible for sponsorship an organisation must:

1. Be a non-profit organisation
2. Be able to supply audited accounts and annual reports for sponsorship received that exceeds \$1,000
3. Demonstrate a substantial degree of community support
4. Undertake to give due recognition to the Shire of Broome for its contribution to its project/activity/event
5. 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
6. Agree to complete an Acquittal Report and failure to do so may render the applicant ineligible for future funding

Program Forms

Staff in consultation with the Sponsorship Assessment Panel are to prepare and review on an annual basis the following Community Sponsorship Program Forms;

1. Information Guidelines
2. Annual Funding Application Form
3. Ad Hoc Funding Application Form
4. Acceptance of Funding Form
5. Acquittal Form
6. Sponsorship Assessment Panel Evaluation Form