



Sponsorship Guidelines

Ad Hoc Community Sponsorship Program

Guidelines - Ad Hoc Funding

Overview

Dates

Applications are accepted year-round and should be submitted at least 4 weeks prior to the commencement of the project or event.

The Ad Hoc Community Sponsorship Program 2021-22 supports projects occurring between July 2021 - June 2022.

Funding Amounts

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

Sponsorship Categories

Funds distributed through the Ad Hoc Community Sponsorship Program are available under two categories;

- Ad Hoc Community Sponsorship Program
- Venue Hire Sponsorship

Further details on these programs are below:

Ad Hoc Community and Venue Hire Sponsorship Program

Ad Hoc Community Sponsorship Program

The Ad Hoc Community Sponsorship Program provides 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.

Venue Hire Sponsorship

Sponsorship is available for up to \$1000 of the cost of venue hire.

Venue hire sponsorship is available to community groups and not-for-profit organisations seeking a fee waiver, to host an event, sporting competition, season or game at the following Shire of Broome facilities:

- Broome Civic Centre
- Broome Recreation and Aquatic Centre
- Male Oval
- Haynes Oval
- Father McMahan and Joseph "Nipper" Roe fields

To determine availability of the venue and to secure a booking, applicants are encouraged to contact the Broome Civic Centre Venue Supervisor or the BRAC Bookings and Administration Officer.

A quote for venue hire must also be obtained and submitted with the sponsorship application.

Who can apply?

In order to be eligible for sponsorship an organisation must:

- Be an incorporated not-for-profit organisation (or provide confirmation and details of an auspicing organisation)
- Be based within the Shire of Broome and registered to an address within the local government area. Priority is given to local organisations, however organisations based outside the Shire of Broome may partner with a local organisation to submit an application on their behalf
- Undertake to give due recognition to the Shire of Broome for its contribution to the project/activity/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 and failure to do so may render the applicant ineligible for future funding
- Applicants are eligible for funding only once during each financial year. Applications to the Ad Hoc Community Sponsorship Program will not be considered if the organisation has already been successful in receiving Annual Matched Sponsorship in the same financial year.
- Projects run by volunteers or that have a high level of volunteer input are prioritised

What can grant funding be used for?

Expenses must be outlined in the grant application budget and may include:

- Marketing and promotional costs
- Venue hire costs
- Equipment hires
- Local transport costs
- Consumables
- Contractor / facilitation fees

***Please note:**

- Funding can not be used for overhead labor costs including administration, wages, staffing or event management fees.
- Ad Hoc Community Sponsorship grants will not fund retrospective projects/events.

Application and assessment

How to apply?

- Carefully read the guidelines
- Contact the Youth and Community Development Officer on **(08) 9191 3456** prior to submission to ensure the project and the applicant are eligible.
- Fill in the grant application and budget template
- Submit application and supporting documentation in person, via email or via post as below:

In person: Shire of Broome Administration

Office 27 Weld St Broome

Via email: shire@broome.wa.gov.au

By post: PO Box 44 Broome, WA 6725

How are applications assessed?

Eligibility for funding does not imply success. The Grants Program receives a large number of applications and funding is limited. The success of your application is determined by its merits against the established funding criteria and program objectives.

How do we notify applicants?

All applicants will be notified in writing of the success or otherwise of their submission.

If you're successful, the next step:

Successful applicants will be requested to submit a signed Acceptance of Funding form and tax invoice to release funds.

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.

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.