



# Sponsorship Guidelines

## Annual Matched Funding

# Guidelines – Annual Matched Funding

## Overview

The Annual Matched Funding 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.

## Dates

Applications are open from **February 5 to April 6, 2020** for projects occurring between June 2020 – June 2023.

## Funding Amounts

Annual Matched Funding Sponsorship submissions will be considered to a **maximum of \$10,000 (cash)** for up to **50% of the total project cost**.

The applicants' contribution may consist of external or self funding; and/or in-kind services.

Applicants are eligible for a maximum of \$10,000 funding over a three-year period and may be funded for a maximum of three consecutive years.

Applicants may submit multiple applications each year but will only receive funding for one project per annum.

Organisations may be successful for multiple applications (maximum of three) in a three-year period providing the total amount requested and/or received does not exceed \$10,000.

Applications are prioritised should they meet one or more of the following conditions:

- The initiative is new and has not been funded by the Shire of Broome previously
- Applicants who demonstrate other funding sources such as grants, fundraising or donations
- Organisations who are run wholly by volunteers with no paid staff or contractors

**\*Please note:** Applications to the Annual Matched Funding Round will not be considered if the organisation has already been successful in receiving Ad Hoc Sponsorship in the same financial year.

## Community Grant Streams

Funds distributed through the Annual Matched Funding Round are available under two categories;

- Shire of Broome Community Sponsorship Program
- EDL West Kimberley Community Donations

Further details of these programs are below:

### Shire of Broome Community Sponsorship Program

The Shire of Broome will endeavour to provide support to projects, activities and events that are consistent with the values and strategies contained within the Shire of Broome Strategic Community Plan.

## Guiding Principles

Projects or activities supported by the Shire of Broome Community Sponsorship Program need to address at least one of the following objectives:

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

### **EDL West Kimberley Community Donations**

The purpose of EDL West Kimberley Donations is to create lasting value throughout the West Kimberley and to nurture community wellbeing through support of not-for-profit, community driven projects or activities.

#### **Guiding principles**

Projects or activities supported by the EDL Community Donation need to be consistent with the following principles:

1. Support social cohesion, inclusiveness, equal opportunity and the wellbeing of the community.
2. Support long term development.
3. Be genuinely community driven initiatives.
4. Address community needs in the towns located within the Shire of Broome.

#### **Types of Projects or Activities**

The projects or activities that may benefit from EDL Community Donations are limited to the following:

- Improving the health and community life of people living in remote communities
- Improving employment opportunities and participation in the workforce
- Supporting youth in reducing unemployment and enhancing youth leadership skills
- Supporting youth to remain in secondary and tertiary education
- Supporting people to find education and training to improve job prospects
- Supporting Aboriginal people to realise their economic and social aspirations
- Capacity building through leadership training, mentoring, networking, and partnership building
- Enhancing community wellbeing through improved use of community resources
- Recognising and enhancing the role of volunteers in building the capacity of remote communities
- Recognising and enhancing the role of women in rural community building and economic development

#### **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
- Be able to supply financial accounts and annual reports. If audited accounts are available, they may be requested for sponsorship exceeding \$5,000
- Demonstrate a substantial degree of community support
- Undertake to give due recognition to the Shire of Broome for its contribution to the project/activity/event
- Agree to sign an Acceptance of Funding Form and raise a tax invoice prior to funds being distributed
- Agree to complete an Acquittal Report and failure to do so may render the applicant ineligible for future funding
- Have an annual turnover of \$500,000 or less (Shire of Broome Community Sponsorship Program)

## 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 labour costs including administration, wages, staffing or event management fees.

## How to apply?

- Carefully read the guidelines
- Contact the Youth and Community Development Officer prior to submission to ensure the project and the applicant are eligible
- Fill in the grant application and budget template
- Please note applications from ineligible applicants or late applications will not be assessed.
- 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](mailto: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, and in consideration of other submissions.

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

## 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.