



Shire of
Broome
people • place • prosperity

Economic, Events and Tourism Development Funding Program 2021-22



CONTENTS

INTRODUCTION	3
OBJECTIVES.....	3
KEY DATES.....	3
AVAILABLE FUNDING	3
ELIGIBILITY CRITERIA.....	3
CONDITIONS OF FUNDING	4
ASSESSMENT CRITERIA	4
SUPPORT MATERIAL	4
ASSESSMENT AND APPROVAL PROCESS	5
PAYMENT OF FUNDS	5
ACQUITTAL AND EVALUATION	6
HOW TO APPLY	6
APPENDIX A: FUNDING RECOGNITION FRAMEWORK.....	7

INTRODUCTION

Please ensure you read the following information include all documentation or requested information with your application.

OBJECTIVES

The Economic, Events and Tourism Development Funding (EETDF) Program has been developed to provide funds to assist organisations with the development of economic, events and tourism projects that benefit the Broome District.

Funded projects will contribute to meeting the Shire of Broome's vision:

Broome – a future, for everyone (Strategic Community Plan 2021 – 2031)

KEY DATES

- Applications open 15 March 2021.
- Applications close 23 April 2021.
- Funding available for projects occurring between 1 July 2021 and 30 June 2022.
- Outcomes of the Council assessment process should be known in May – June 2021.

AVAILABLE FUNDING

- Grants of up to \$50,000 (ex GST) cash will be considered.
- The total amount requested from the Shire of Broome should not exceed 50 per cent of the total project cost (cash).
- Consideration will be given to one- or two-year agreements (maximum request of \$50,000 per year).

*** Requests over \$50,000 Cash or multi year agreements**

Funding requests that exceed \$50,000 cash or more than a two-year agreement may be assessed as part of the EETDF if the project or initiative demonstrates a significant benefit to Broome's community and economy. More information may be required as part of the due diligence process in this case.

ELIGIBILITY CRITERIA

- The project is to be undertaken in the Broome District in the 2021-22 financial year.
- Preference will be given to not-for-profit and community organisations.
- Preference will be given to organisations based in the Broome District.
- Organisations must have an Australian Business Number (ABN). An incorporated body or a sponsor organisation may be nominated to be responsible for the legal contractual arrangements and holding bank accounts in this name.
- Be able to supply financial accounts and annual reports. Audited accounts may be requested.
- Preference will be given to projects with 50 per cent or more cash leverage of total project costs.
- If applicable, applicants should have provided a successful acquittal of previous Shire of Broome funding or sponsorship.
- Organisations may only receive funding from the Shire of Broome through one contestable grant round per financial year (i.e. applications will not be considered if the organisation has already been successful in receiving other Shire of Broome funding in the same financial year).

Funding will not be provided for:

- The entire cost of the project.
- Salaries, project management costs or administration fees.
- Recurring maintenance or operational costs of existing programs or facilities.
- Interstate and overseas travel.
- Fundraising to support the provision of community grants or donation programs by the applicant.

CONDITIONS OF FUNDING

Successful applicants will agree to:

- Sign an Acceptance of Funding Form and raise a tax invoices prior to funds being distributed.
- Demonstrate acknowledgement of Shire of Broome funding as per the Funding Recognition Framework (Appendix A).
- Meet all government approvals (e.g. statutory and regulatory requirements) associated with the project.
- Complete an Acquittal Report. Failure to do so may render the applicant ineligible for future funding or request for the funds to be repaid.

ASSESSMENT CRITERIA

Applications will be assessed and prioritised by examining the following:

- Alignment to the vision and strategies outlined in the following documents:
 - Shire of Broome Strategic Community Plan 2021-2031 (2021)
 - Shire of Broome Corporate Business Plan 2021-2025 (2021)
 - Broome Growth Plan (2018)
 - Identifying Opportunities for Events in Broome (2017)
- Capacity to achieve tangible community and economy benefits for the Broome District.
- Demonstration of a substantial degree of committed local support, engagement, and investment. This may include use of local businesses to supply services or materials; working in partnership with community organisations; engagement of local volunteers; development of skills of individuals; and wider community participation.
- Demonstrated organisational and financial capacity to deliver the project (including consideration of risk management).
- Secured financial contribution to the project by the applicant and/or other funding bodies.
- In-kind contributions to the project will be considered, though preference will be given to secured cash leverage.
- Detailed project budget with the inclusion of up-to-date quotes as applicable.
- Sustainability of the project to avoid ongoing reliance on Shire of Broome funding.

SUPPORT MATERIAL

Please include the following with your application:

- ABN and/or Certificate of Incorporation (if sponsored by another organisation, please include a letter of confirmation to administer the funding and a copy of their Certificate of Incorporation).
- Financial statement for the most recent completed financial year if requested.
- Evidence of public liability insurance (i.e. Certificate of Currency).
- Two quotes for any purchases over \$2,000 (ex GST).
- Letter(s) of support from relevant organisations and stakeholders involved in the project.

ASSESSMENT AND APPROVAL PROCESS

Applications received by the Shire of Broome are registered and acknowledged in writing.

Officers at the Shire of Broome will assess all eligible applications following the closing date for the submission period and make recommendations to Council for funding. The assessment, Council Workshop and Council Meeting process for approvals will generally take one – two months.

All applicants will be notified in writing with the outcome of their application.

It is possible the total request for funding will be greater than total available for 2021-22. This may result in unsuccessful applications and/or partially funded applications. In the case applications are unfunded or partially funded, applicants will be provided with feedback on their application and the decision rationale.

EETDF applications and all other written information provided to the Shire of Broome will be treated confidentially. Please note however, the provisions of the Freedom of Information Act 1982 apply to all documents held by the Shire of Broome.

PAYMENT OF FUNDS

Following the notification of a successful application outcome, Shire of Broome officers will negotiate an Acceptance of Funding Form with agreed purpose of funding, project milestones, conditions of funding, reporting requirements, and period of funding.

The signed Acceptance of Funding Form and tax invoice for the first milestone payment must be provided to the Shire of Broome to ensure payments for funding meet the Shire of Broome's financial auditing requirements.

Evidence of meeting agreed milestones and accompanying invoices are required to be submitted and approved by the Shire of Broome for subsequent payments as per the Acceptance of Funding Form.

GST Information

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 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 receive \$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 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.

Unspent Funds

Funds which are unspent at the conclusion of the funding period as agreed in the Acceptance of Funding Form 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.

ACQUITTAL AND EVALUATION

Organisations receiving funds from the EETDF must submit an Acquittal and Evaluation report for approval by the Shire of Broome. This will provide a written record detailing how the funding has been spent and outcomes/outputs achieved in accordance with its intended purpose and in line with the Funding Recognition Framework.

Failure to provide an approved Acquittal may render the applicant ineligible for future funding or request for the funds to be repaid.

Audited accounts may be requested.

HOW TO APPLY

All applicants are strongly advised to discuss their application with the Shire of Broome's Community and Economic Development team (08 9191 3456) prior to submission to ensure the project and the applicant are eligible.

Applications may be submitted in person, via email or post as below:

In person: Shire of Broome Administration Office
27 Weld Street
BROOME WA 6725

Email: shire@broome.wa.gov.au

Post: PO Box 44
BROOME WA 6725

APPENDIX A: FUNDING RECOGNITION FRAMEWORK

Funding Recognition Framework <i>(Please note other requirements may be negotiated or specified during Funding Approval Process)</i>					
	Activity	Total Funding Value (Cash)			
		0 - \$5,000	\$5,000 - \$10,000	\$10,000 - 20,000	\$20,000 - \$50,000
Minimum Recognition Requirements	Recognition of Shire funding in any media, marketing, or communications	Y	Y	Y	Y
	Display of Shire signage - either side of main stage, at key entry and exit, other key positions	Y	Y	Y	Y
	Recognition of Shire at an appropriate partnership level (Major, Supporting, Presenting etc)	As negotiated	As negotiated	As negotiated	As negotiated
	Social Media Acknowledgment of Shire Funding	Y	Y	Y	Y
	Display of Shire signage and banners in live crosses or media interviews				Y
	Naming rights (event, award, key element of event)				Y
	Active Sharing of Shire Initiatives through social media				Y
	Acknowledgment of the Shire's Funding during MC, public presentations, or other announcements				Y
	Invitation for Shire to speak at opening ceremony				Y
	Provision of Professional Events Photography for Shire Usage			Y	Y
Reporting	Provision of updates on Shire recognition			2 weeks prior to event	4 and 2 weeks prior to event
	Offer to provide a Council Briefing				Y

	Provision of Acquittal Report	2-months post	2-months post	3-months post	3-months post
Statistical Data Collection	<p>As negotiated depending on the project. For example, statistical data may include:</p> <ul style="list-style-type: none"> i. Normal place of residence ii. Was <insert Event> the reason they chose to visit Broome at this time iii. Method of transport used to travel to Broome iv. Duration of stay in Broome v. Type of accommodation whilst in Broome vi. <insert Event> events attended vii. Other activities undertaken during stay viii. Qualitative Data including the impact and benefits on the local community and business of the festival 			Y	Y
Acquittal	Financials and Budget	Y	Y	Y	Y
	Audited Financials and Budget				As negotiated
	Report and images against recognition requirements (e.g. signage placement, advertising and media)	Y	Y	Y	Y
	Statistical Data			Y	Y