



# Sponsorship Guidelines

## COVID-19 Community Support Grants Program



# COVID-19 Community Support Grants

## Overview

The Shire of Broome will assist with a direct financial contribution to local community organisations (e.g. sporting clubs etc.), not-for-profit groups, charities, and community service providers with a one-off grant ranging between \$2,000 and \$5,000.

The COVID-19 Community Support Grants Program will provide support to local community organisations during the COVID-19 pandemic providing opportunities for collaboration and engagement.

The grants will be directed to eligible organisations to deliver:

- Community services
- Events
- Innovative program delivery

## Dates

Applications are open from **30<sup>th</sup> April to 20<sup>th</sup> May 2020** for projects occurring between June 2020 - June 2021.

## Funding Amounts

COVID-19 Community Support Grants Program submissions will be considered to a **maximum of \$5000 (cash)** for up to **75% of the total project cost**.

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

## Criteria

Applications are prioritised should they meet the following condition:

- Applicants who are able demonstrate sustainable innovative program delivery during the COVID-19 pandemic

In order to be eligible for sponsorship an organisation must:

- Be a community organisation (e.g. sporting clubs etc.), not-for-profit group, charity, and/or community service provider
- 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
- 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

**Please note:** The COVID-19 Community Support Grants Program will not fund retrospective projects/events

## How are applications assessed?

Eligibility for funding does not imply success. The COVID-19 Community Support Grants Program is designed to provide support to local community organisations during the COVID-19 pandemic and funding is limited.

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 the COVID-19 Community Support Grants Program meet the Shire of Broome's financial auditing requirements.

Organisations receiving funds 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 COVID-19 Community Support Grants Program.

Failure to provide an acquittal may result in an organisation being ineligible for future funding.

## How to apply?

- Carefully read the guidelines
- 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