

Community Sponsorship Program

Policy Objective

The Shire of Broome Community Sponsorship Program aims to enable the Shire to make a proactive contribution to community development.

Funds are provided to assist local community based organisations and to establish a partnership for the promotion and development of social, cultural, economic, recreational, environmental and reconciliation projects and initiatives on an equitable and accountable basis.

Funding priorities are aligned to the Shire's Strategic Community Plan.

Policy Statement

Annual Sponsorship:

1. Each year the Shire of Broome calls 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 Community Sponsorship Assessment Working Group provides recommendations (CSAWG) to Council for adoption prior to the commencement of each financial year.

Ad Hoc Sponsorship:

1. A maximum of 10% of the annual budget allocation for the Community Sponsorship Program is to be distributed throughout the year as part of the Ad Hoc Community Sponsorship program. A further 10% of the annual budget allocation is available for venue hire sponsorship.
2. The CSAWG will set priorities for Ad Hoc Community Sponsorship at an annual workshop prior to the commencement of each financial year.
3. Submissions for Ad Hoc Sponsorship are eligible for funding only once during each financial year and will not be considered if they have been successful in receiving Annual Sponsorship.
4. The Chief Executive Officer is granted delegated authority to approve Ad Hoc Sponsorship to a maximum of \$1,000 with reference to priorities set by the CSAWG.

Community Sponsorship Program Criteria

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.

Essential Eligibility Criteria

Criteria are included and made available within program guidelines. They may include:

1. Be an incorporated not-for-profit organisation (or provide confirmation and details of an auspicing organisation)
2. Be based within the Shire of Broome. Priority is given to local organisations, however organisations based outside the Shire of Broome may partner with a Broome based organisation to submit an application on their behalf
3. Be able to supply financial accounts and annual reports. If audited accounts are available, they may be requested for sponsorship requests exceeding \$5,000
4. Demonstrate a substantial degree of community support
5. Undertake to give due recognition to the Shire of Broome for its contribution to the project/activity/event
6. 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
7. Agree to complete an Acquittal Report and failure to do so may render the applicant ineligible for future funding
8. Have an annual turnover of \$500,000 or less

Document Control Box							
Document Responsibilities:							
Owner:	Director Development and Community Services			Owner Business Unit:	Development and Community Services		
Reviewer:	Manager Community and Economic Development			Decision Maker:	Council		
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	Sponsorship Guidelines						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	November 2021	Records Ref:	
Version #	Decision Reference:		Synopsis:				
1.	05/06/2008		Initial adoption				
2.	12/12/2019		No changes Item 9.4.7				
3.	22/01/2021		Desktop review and removal of Part B Management Procedure.				