

# Shire of Broome

*A future, for everyone*



## Economic, Events and Tourism Development Funding Program



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## INTRODUCTION

Please ensure that you read the following information thoroughly and that all documentation or requested information is included with your application.

## OBJECTIVES

The Economic, Events and Tourism Development Funding Program has been developed to provide funds to assist organisations within the Shire of Broome for the development of economic, events and tourism projects and initiatives that benefit the local community.

To be eligible, projects and initiatives will be aligned with the Shire of Broome Vision as identified in the Shire of Broome Strategic Community Plan 2017-2027:

*A thriving and friendly community that recognises our history and embraces diversity and economic opportunity, whilst nurturing our unique natural and built environment.*

## FUNDING PARAMETERS

Applications are open from 25 October 2021 and close on 22 November 2021, for projects occurring between July 2022 and June 2023.

Annual Funding submissions will be considered to a **maximum of \$70,000** cash and in-kind to of **maximum value of \$30,000** inclusive of 15% allocation for officer time for coordination. **The total amount requested from the Shire should not exceed 50% of the total project cost.** Consideration will be given of one, or two-year agreements.

**In-Kind Support may include:** Venue hire, application fees, waste management services, banner hire, traffic management plan development, traffic management plan implementation and public notice advertisements for road closures.

### **\* Requests over \$70,000 Cash or \$30,00 In-Kind Support or multi year Agreements**

*Funding requests that exceed \$70,000 cash and \$30,000 in-kind or more than a two year may be assessed as part of the Economic, Events and Tourism Development Funding Program if the project or initiative demonstrates a significant or exceptional benefit to Broome.*

## GUIDING PRINCIPLES

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 2017-2027, Shire of Broome Events Strategic Development Plan and Shire of Broome Major Events Strategy.

Projects or activities supported by the Shire of Broome Economic, Events and Tourism Development Funding Program need to address at least one of the following objectives:

- Economic Development
- Events Development and Delivery
- Tourism Development

Applicants need to determine which category their project or initiative is best aligned.

## ESSENTIAL ELIGIBILITY CRITERIA

In order to be eligible for funding an organisation must:

- 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 local organisation to submit an application on their behalf.
- 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 for funding exceeding \$50,000.
- Undertake to give due recognition to the Shire of Broome for its contribution to the project/activity/event as per the Funding Recognition Framework (**Appendix A**).
- Agree to sign an Acceptance of Funding Form and raise a tax invoices prior to funds being distributed.
- Agree to meet all statutory and/or regulatory requirements associated with the project or initiative.
- Agree to complete an Acquittal Report and failure to do so may render the applicant ineligible for future funding or the Shire may request the funds be repaid.
- Successful acquittal of previous Shire of Broome funding or sponsorship.

## ASSESSMENT CRITERIA

Submissions under the Economic, Events and Tourism Development Funding Program will be required to demonstrate sound business management and financial reporting practices.

Eligible submissions will be assessed and prioritised by examining the following:

- Capacity to achieve tangible outcomes for the benefit of the community of the Shire of Broome.
- Demonstrate a substantial degree of committed local engagement and investment, (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 plan for the projects or activities to be sustainable and not have an ongoing reliance on Shire of Broome funding. This approach may include an ability to source additional funds and/or support.
- Alignment to the Council's strategic direction and objectives contained within on or more of the following: Shire of Broome Strategic Community Plan 2017-2027, Shire of Broome Events Strategic Development Plan and Shire of Broome Major Events Strategy.
- Demonstrated community support for the organisation and the project or activities planned.
- Applicants are eligible for funding only once during each financial year. Applications to the Annual Funding Round will not be considered if the organisation has already been successful in receiving other Shire of Broome Funding in the same financial year.
- Demonstrated financial contribution to the project by the applicant and/or other funding bodies.
- Organisational profile and demonstrated capacity to deliver the project.

### Funding will not be provided for:

- Overhead labour or project management costs including wages/salaries 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.

## Budget

All applicants must complete a realistic and detailed project budget.

Applicants are encouraged to obtain current quotations in order to provide a full and accurate budget and provide copies of quotes as part of the application.

Total income and total expenditure must be equal.

The Shire of Broome will not cover the entire cost of the project. Applicants must provide evidence of funding from additional sources and of their own contribution (financial and in-kind) towards the project. Consideration should be given to multiple funding sources and applications should demonstrate community partnerships.

The Shire recognises the value of in-kind support in the form of goods and services provided by individuals, businesses and volunteers. Applicants can choose to include in-kind support as income and expenditure where indicated in the project budget. In-kind support must be recognised as an equal value in both income and expenditure sections of the budget.

## Standard Support Material

- Business Registration 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 recently completed financial year
- Evidence of public liability insurance (i.e. Certificate of Currency)
- Two quotes for any purchases over \$2,000
- Letter(s) of support from community organisations and/or other organisations
- business plan, annual report, project delivery plan

## HOW TO APPLY

All applicants are strongly advised to discuss their application with the Events and Economic Development Coordinator prior to submission to ensure the project and the applicant are eligible.

Before submitting a proposal, applicants should be familiar with the funding guidelines, assessment criteria and application process.

Applications from ineligible applicants or late applicants will not be assessed.

Applications will only be considered if they address all assessment criteria, include a project budget and have the appropriate supporting documentation which may include business plan, annual report, project delivery plan.

Where a multi year support is requested this must be referred to in the documentation including the application form, budget and delivery plan.

Applications may be submitted in person, via email or 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



## ASSESSMENT AND APPROVAL PROCESS

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

### Assessment Process

The Economic Development Advisory Committee will assess all eligible applications following the closing date for the submission period and make recommendations to Council on the applications to be sponsored.

The Shire of Broome endeavours to provide the full amount of funding requested by the applicant to maintain the capacity of the applicant to deliver the project and ensure the success of Shire of Broome funded projects.

It is possible that the Shire of Broome will be asked for more funding than it is able to provide in any one grant round. In this case not all applications will be successful, and some may not receive the full amount requested. In the case applications are unfunded or partially funded, applicants will be provided with feedback on their application and rationale as to why funding was not provided or partially provided.

### Notification of Outcome

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

### Freedom of Information

Submissions for funding and all other written information provided to the Shire of Broome under the Economic, Events and Tourism Development Funding Program will be treated confidentially. However, the provisions of the Freedom of Information Act 1982 apply to all documents held by the Shire of Broome.

## PAYMENT OF FUNDS

The Acceptance of Funding form along with a tax invoice for the first milestone payment must be completed and returned to the Shire to ensure payments for Economic, Events and Tourism Development Funding Program funding meet the Shire of Broome's financial auditing requirements.

Invoices are required to be submitted to the Shire of Broome for the second and third milestone payments.

### Funding Milestones

- 50% on application approval
- 25% on completion of all statutory/regulatory requirements being met and demonstration of initial recognition requirements being met as recognition framework
- 25% on acquittal being received and demonstration that all recognition requirements have been met.

### GST Information

The following information is provided to assist organisations understanding the GST:

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.

### **Period of Funding**

Economic, Events and Tourism Development Funding Program funds are to be expended within the timeframe specified in their approval letter unless a written request for an extension is agreed to by the Shire of Broome.

### **Unspent Funds**

Funds which are unspent at the conclusion of the funding period 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.

### **Purpose of Funds**

Funds are allocated only for the purpose of the project as described in the application and must not be used for any other purpose or transferred or assigned to any other party without the prior approval of the Shire of Broome.

## **ACQUITTAL AND EVALUATION**

Organisations receiving funds from the Economic, Events and Tourism Development Funding Program must submit an Acquittal and Evaluation report to the Shire of Broome inline with the Funding Recognition Framework at 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 and inline with Funding Recognition Framework.

The Shire of Broome is legally required to obtain an acquittal from any organisation that received Shire of Broome funds through the Economic, Events and Tourism Development Funding Program. Failure to provide an acquittal may result in an organisation being ineligible for future funding.

**If you have any questions or require assistance completing your application, please contact:**

Shire of Broome  
Development and Community Directorate  
PO Box 44  
Broome WA 6725  
Phone: (08) 9191 3456  
Fax: (08) 9191 3455  
Email: [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au)

**APPENDIX A**

<b>Funding Recognition Framework</b>						
	<b>Total Funding Value (Cash and in-kind)</b>	<b>0 - \$5,000</b>	<b>\$5,000 - \$10,000</b>	<b>\$10,000 - 20,000</b>	<b>\$20,000 - \$50,000</b>	<b>\$50,000 upwards</b>
<b>Minimum Recognition Requirements</b>	Recognition of Shire funding in any media, marketing or communications	Y	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	Y
	Recognition of Shire at an appropriate partnership level (Major, Supporting, Presenting etc)	As negotiated	As negotiated	As negotiated	As negotiated	As negotiated
	Social Media Acknowledgment of Shire Funding	Y	Y	Y	Y	Y
	Display of Shire signage and banners in live crosses or media interviews				Y	Y
	Naming rights (event, award, key element of event)				Y	Y
	Active Sharing of Shire Initiatives through social media				Y	Y
	Acknowledgment of the Shire's Funding during MC, public presentations or other announcements				Y	Y
	Invitation for Shire to speak at opening ceremony				Y	Y
	Provision of Professional Events Photography for Shire Usage			Y	Y	Y
	Other requirements as negotiated or specified during Funding Approval Process	y	y	y	y	y
	<b>Total Funding Value (Cash and in-kind)</b>	<b>0 - \$5,000</b>	<b>\$5,000 - \$10,000</b>	<b>\$10,000 - 20,000</b>	<b>\$20,000 - \$50,000</b>	<b>\$50,000 upwards</b>



<b>Reporting</b>	Provision of updates on Shire recognition			2 weeks prior to event	4 and 2 weeks prior to event	4 and 2 weeks prior to event
	Council Briefing					4 weeks prior to event
	Provision of Acquittal Report	1 month post	1 month post	2 months post	2 months post	3 months post
<b>Statistical Data Collection</b>	Statistical data including: 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	y
<b>Acquittal</b>	Financials and Budget	Y	Y	Y		
	Audited Financials and Budget				Y	Y
	Images showing placement of Shire signage	Y	Y	Y	Y	Y
	Copies of advertising and media recognising Shire	Y	Y	Y	Y	Y
	Report against recognition requirements	Y	Y	Y	Y	Y
	Statistical Data			Y	Y	Y