



# Council Guideline Manual

## WEST WIMMERA SHIRE COUNCIL

<b>COUNCIL GUIDELINE</b>	
<b>COMMUNITY SPONSORSHIP AND CONTRIBUTIONS GRANTS</b>	Guideline No: <span style="float: right;"> </span>
	Adopted by Council: <span style="float: right;">21 June 2023</span>
	Next review date: <span style="float: right;">June 2027</span>
Senior Manager:	Director Corporate and Community Services
Responsible Officer:	Manager Community Development and Tourism
Functional Area:	Corporate and Community Services
Introduction & Background	The West Wimmera Shire Council Sponsorship and Contributions Grants provides communities with the opportunity to collaborate with Council to make their locality a better place to live. The Council provides Sponsorships and Contributions to address local needs and provide opportunities to support the community and enhance lifestyles of West Wimmera Shire Council residents. Sponsorship and Contributions may be via application for funds and/or Council in-kind support.
Purpose & Objectives	<p>West Wimmera Shire Council Sponsorship and Contributions Grants is to support locally based groups and organisations that:</p> <ul style="list-style-type: none"> <li>• Support community wellbeing</li> <li>• Encourage community participation.</li> <li>• Bring economic benefit to the West Wimmera Shire</li> <li>• Assist in the recovery from catastrophic emergencies (funding to non-West Wimmera Shire groups may be considered i.e., Blazaid)</li> <li>• Supports individuals where a benefit is seen to the community of the West Wimmera</li> </ul>



# Council Guideline Manual

## WEST WIMMERA SHIRE COUNCIL

1.	<p><b>Eligibility – Organisations/Groups/Individuals must:</b></p> <ul style="list-style-type: none"> <li>• Be a not-for-profit group, or organisation. or individual</li> <li>• Have no outstanding payments owed to Council.</li> </ul>
2.	<p><b>Ineligible</b></p> <ul style="list-style-type: none"> <li>• Organisations/Groups/Individuals that have outstanding payment owed to Council.</li> <li>• Unincorporated groups, political, businesses and for-profit groups</li> </ul>
3.	<p><b>What projects will be funded?</b></p> <p>Council will consider requests for sponsorship towards initiatives and/or activities that:</p> <ul style="list-style-type: none"> <li>• Demonstrate significant community benefit.</li> <li>• Are inclusive and encourage community participation.</li> <li>• Are responsive to current community needs.</li> <li>• Support community recovery</li> <li>• Be a community group or organisation with an Australian Business Number (Not applicable for Individual applicants)</li> <li>• Submit an online application form.</li> <li>• Request sponsorship or a contribution which aligns to objectives of the funding program.</li> <li>• Have the ability to undertake their project/activity and acquit expended funds by the end of the financial year, unless provided with a written extension.</li> <li>• Work collaboratively with council.</li> <li>• Not already receive substantial support from council</li> <li>• Not be in breach of any statutory requirements.</li> <li>• Have Public Liability Insurance cover for the project and must indemnify Council against any legal claims arising out of the project.             <ul style="list-style-type: none"> <li>○ Groups and Organisations must have public liability insurance</li> <li>○ Individuals may be requested to have public liability insurance at the discretion of Council</li> </ul> </li> </ul>



# Council Guideline Manual

## WEST WIMMERA SHIRE COUNCIL

4.	<p><b>What projects will not be funded?</b></p> <p>Council will not consider projects that:</p> <ul style="list-style-type: none"><li>• Are for wages and staffing costs.</li><li>• Are for the purchase of gift and prizes.</li><li>• Are non-compliant of regulatory requirements.</li><li>• Are for the reimbursement of council fees and charges consultancies.</li><li>• Unconditional gifts, contributions, bequests, or endowments</li><li>• Political sponsorships, contributions, or merchandising.</li><li>• Events that create environmental concerns</li><li>• Programs that may present a hazard to the community.</li><li>• They are based outside of the West Wimmera Shire</li><li>• The funding is the responsibility of other Government departments i.e., Department of Land, Water and Planning, Department of Health and Human Services, Department of Education.</li><li>• Duplicate other locally available services, resources, or programs.</li><li>• The funding is requested retrospectively.</li><li>• There is outstanding debt with the council. Councils' financial hardship policy can be discussed in context with your application.</li></ul> <p>Sponsorship is a commercial arrangement in which Council provides a contribution of financial or in-kind support for an activity, group, or organisation.</p>
5.	<p><b>Funding and Timelines</b></p> <p>Council's Sponsorship and Contributions Grants is open throughout the year, until all budgeted funds have been expended.</p> <p>Application assessment panels are convened as required, and applicants will be notified within two weeks of the next council meeting of the outcome.</p> <p>If your application is successful in obtaining Council Sponsorship and Contributions funding you will be required to enter into a written agreement with Council, stating your organisation will adhere to the following conditions:</p> <p>Funding Conditions</p>



# Council Guideline Manual

## WEST WIMMERA SHIRE COUNCIL

	<ul style="list-style-type: none"><li>• Sponsorship is allocated specifically for the use articulated in the funding agreement and cannot be used for any other purpose without prior formal written agreement from Council.</li><li>• Only one successful grant (quick response, community strengthening grant, Sponsorship/Contributions) application per organisation is permitted per two financial years.</li><li>• Funds allocated to the organisation are GST exclusive.</li><li>• Any change to the original submission must be approved by West Wimmera Shire Council in writing.</li><li>• Any works to be undertake must obtain relevant permits and approvals prior to commencement.</li><li>• Organisations are required to sign a funding agreement with Council and partake in media and communications opportunities that promote the council's community grants, as requested.</li><li>• Any programs or activities undertaken with grants or funding under this program must acknowledge the support and sponsorship of the West Wimmera Shire Council</li><li>• Successful applicants will be provided with the West Wimmera Shire Council corporate logo, use of the logo must be approved by the West Wimmera Shire Council media and communications department.</li><li>• Organisations are required to meet relevant government legislation requirements (e.g., Occupational Health &amp; Safety Issues, Risk Management Equal Opportunity, Workcover, Privacy)</li><li>• Organisations are required to ensure volunteers are registered with the organisation and adequately covered by insurance - where required.</li></ul> <p>Sponsorship acquittals are submitted via <a href="https://westwimmera.smartygrants.com.au/">https://westwimmera.smartygrants.com.au/</a></p> <p>Applicants will be ineligible for further grants if the acquittal process is incomplete.</p>
6.	<p><b>Information about Financial Support</b></p> <p>The level of assistance available to the community is limited by Council's budgetary allocation which is set each financial year. No applicant can be guaranteed funding,</p>



# Council Guideline Manual

## WEST WIMMERA SHIRE COUNCIL

	<p>nor can any applicant be guaranteed to receive the full amount requested.</p> <p>Groups/Organisations are eligible for one sponsorship contribution per financial year from Council. Please note that submitting a request does not guarantee approval.</p> <p>The sponsorship/contribution provided maybe either financial and/or in-kind support. Groups/Organisations wishing to obtain a Council sponsorship or contribution for an amount greater than \$1,000.00 must submit their request for consideration prior to the commencement of the financial year for which the organisation requires the sponsorship or contribution.</p> <p>Council will require organisations seeking funding through this grant to have public liability insurance. For individuals' council may require the individual to carry public liability insurance. This will be advised at the time of application.</p> <p>Any support provided through the Community Sponsorship and Contributions Grants (direct financial or in kind) will require recognition of Council's contribution.</p>
7.	<p><b>Submitting a Request Form</b></p> <p>Request forms can be completed via <a href="https://westwimmera.smartygrants.com.au/">https://westwimmera.smartygrants.com.au/</a></p> <p>For assistance in completing the online application please contact the Volunteer and Events Officer <a href="mailto:grants@westwimmera.vic.gov.au">grants@westwimmera.vic.gov.au</a></p>
8.	<p><b>Council's In-kind Support</b></p> <p>West Wimmera Shire Council's in-kind contribution is a contribution of a good or a service other than money. Some examples include:</p> <ul style="list-style-type: none"><li>• Preparation of an area out of normal works routine (Mowing, slashing, etc.)</li><li>• Allocation, preparation, delivery, and removal of extra bins</li><li>• Allocation, delivery, and removal of traffic management signage</li></ul> <p>As with monetary support, in kind contribution is a contribution by council and as such requires acknowledgement to the support and sponsorship of the West Wimmera Shire Council</p>



# Council Guideline Manual

## WEST WIMMERA SHIRE COUNCIL

9.	<p><b>Assessment Criteria</b></p> <p>Applications will be assessed according to the following criteria:</p> <ul style="list-style-type: none"><li>• The request effectively meets identified local need and meets the objectives of the Sponsorship and Contributions program.</li><li>• The request has clear and achievable objectives and outcomes.</li><li>• The request has been accurately costed.</li><li>• The applicant has the capacity to implement and report on the project.</li><li>• Does not contravene the West Wimmera Shire Council Grants policy.</li></ul>
10.	<p><b>Assessment Process</b></p> <p>All applications are assessed against the program criteria and eligibility:</p> <ul style="list-style-type: none"><li>• Applications are reviewed by a cross-departmental panel of three Council Officers</li><li>• A community development officer provides administrative and record-keeping support in the assessment process - they are not a member of the assessment panel.</li><li>• Applicants will be notified in writing within 2 weeks of Council approval if their application has been successful.</li><li>• All Sponsorship and Contributions applications will be assessed against the Sponsorship and Contributions Assessment Guide. The outcome of the grant application assessment will guide the eligibility of the applicant to receive grant funding.</li><li>• The level of funds awarded will be determined by the grant assessment panel with consideration for:<ul style="list-style-type: none"><li>○ The number of applications received.</li><li>○ Total funding pool available for the financial year</li></ul></li><li>• Applicants may not receive the full amount requested.</li><li>• Council reserves the right to provide Contributions without application in the case of recovery operations during or after a catastrophic emergency event.</li></ul>



# Council Guideline Manual

## WEST WIMMERA SHIRE COUNCIL

11.	<p><b>Submitting the application</b></p> <p>Applications must be submitted via <a href="https://westwimmera.smartygrants.com.au/">https://westwimmera.smartygrants.com.au/</a></p> <p>For assistance in completing the online application please contact the Volunteer and Events Officer <a href="mailto:grants@westwimmera.vic.gov.au">grants@westwimmera.vic.gov.au</a></p>
12.	<p><b>Disclaimer</b></p> <p>These Guidelines are updated on a regular basis. Please ensure your application aligns with the latest Guidelines which are available on Council's Community Grants webpage.</p>

<b>Guideline Adopted:</b>	Ordinary Meeting 21/06/23	Minute Book	Policies and Procedures Team
<b>Guideline Reviewed:</b>			
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