

CMP-065 Community Enhancement Donations & Sponsorships

MANAGEMENT PROCEDURE No.	CMP-065
MANAGEMENT PROCEDURE	COMMUNITY ENHANCEMENT DONATIONS & SPONSORSHIPS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	N/A
RELEVANT DELEGATIONS	3005

OBJECTIVES:

These guidelines provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a donation or sponsorship towards events, activities and projects that are considered to provide community benefit.

The Shire of Chapman Valley recognises the value of donations and sponsorship to deliver activation, vitality and participation benefits to the local community. The Shire's vision in its Strategic Community Plan is of 'a thriving community, making the most of our coastline, ranges and rural settings to support us to grow and prosper.'

Providing support to community activities and events aligns with the key theme included in the Strategic Community Plan to 'nurture the sense of community.'

The intention of the donations and community event sponsorship procedure is to provide support to a broad range of events, activities and projects occurring throughout the year, based in the Shire boundaries to enhance the sense of community in the Valley.

Please read these guidelines carefully before submitting an application. You may direct any questions to the Shire by phoning us on 08 999 205011.

MANAGEMENT PROCEDURE STATEMENT/S:

Restrictions on Funding

Each year, the Shire of Chapman Valley donations and sponsorship procedure will provide support to events, activities and projects assessed as providing community benefit and are successful through an application process.

Donation and sponsorship support may be financial or in-kind. In-kind support may include (but is not limited to) waiving of venue hire fees, cleaning costs, or access to Shire equipment.

Included in the Shire's annual financial budget will be a specific line item amount for Community Enhancement Donations/Sponsorship. The budgeted amount will be determined by Council as part of the annual budget preparation process and may vary depending on affordability.

The Community Organisation is encouraged to have made application to source additional funding for the activity or event.

Applications

- Application are open all year round;
- Application forms can be completed online through the Shire of Chapman Valley website;
- Hardcopy application forms can be accessed by customer service at the Shire offices, or mailed out by calling 9920 5011;
- Applications should be received at least 8 weeks prior to the scheduled event/activity/project commencement date to ensure processing and evaluation procedures can be implemented (a shorter time period may be accepted for Tier One applications)

Process

- Application to be submitted for assessment.
- Community Development Officer (CDO) to ensure all application components are completed;
- Chief Executive Officer (CEO) can use delegated authority through Delegation 3005 or present applications to Council for determination;
- If considered necessary the CEO may consult with the Shire President and Tourism & Events Advisory Group members prior to exercising delegated authority on the final outcome of donation/sponsorship applications;
- CEO will provide correspondence to applicants on the outcome of their request;
- A list community donations/sponsorships approved in the prior month will be presented to Council as part of the CEO's Staff Information Report.

Tiers of funding

The minimum funding request is \$100. The maximum funding request is \$5,000.

- Tier One, funding of \$100-\$1,000 can be dealt with by the CEO under Delegation 3005;
- Tier Two, funding of \$1,001-\$2,500 can be dealt with by the CEO in consultation with the Tourism & Events Advisory Group under Delegation 3005; and
- Tier Three, funding of \$2,501-\$5,000 will require presentation to Council for consideration.

Who can apply

- Applications are welcome from incorporated community organisations and not for profit organisations that have a demonstrated significant connection to Chapman Valley.
- Applications from incorporated community organisations and not-for-profit organisations based outside of Chapman Valley may be considered where the event/activity/project is considered to demonstrate community benefit and/or positive public exposure for Chapman Valley (applications should detail the benefit/exposure outcomes)
- Applications from private enterprises and for-profit organisations (based either in or outside Chapman Valley) may be considered where the event/activity/project is considered to demonstrate community benefit and/or positive public exposure for Chapman Valley (applications should detail the benefit/exposure outcomes).
- If not an incorporated organisation, an auspicing role must be taken on by an appropriate incorporated body.

Eligibility

- Events, Activities and Projects must be held in the Shire of Chapman Valley Local Government boundaries;
- The organisation must have no outstanding debts to the Shire of Chapman Valley;
- Submit a completed application including risk management and activity/event budget;
- Funding will not be provided to more than one organisation for the same event.

Ineligibility

- Individuals and government agencies (including schools) are not eligible for support;
- Funding will not be provided for operating costs or staff costs associated with an event/activity/project;
- Activities or Events the Shire of Chapman Valley already operate;
- Recurrent funding for the same event/activity/project expenditure will not be supported, applicants can not apply for support for the same activity or event in consecutive years;
- Events/Activities/Projects with a sole political or religious purpose.
- Retrospective funding: activity/events started prior to being awarded the donation/sponsorship support, will be ineligible (with exception of projects/activities/events that demonstrate community benefit that are related to recovery from natural disaster e.g. cyclone/bushfire/flooding).

Assessment criteria

Criteria will include an assessment of all elements of the application form, including activity/event budget.

Criteria to be addressed include:

- **Sense of community:** to what extent does the event/activity/project nurture a sense of community in Chapman Valley?
- **Activation:** To what extent does the event/activity/project activate a public or private space in Chapman Valley?
- **Economic:** To what extent does the event/activity/project deliver economic benefits to the local businesses in Shire of Chapman Valley?
- **Activity/Event Management:** To what extent does the applicant have a capacity to deliver a successful event/activity/project?

Donation/Sponsorship conditions

- Funding must be used for the purpose and items as outlined in the application and approval letter;
- Successful applicants may be required to enter into a funding agreement with the Shire and agree to the terms and conditions included in that funding agreement;
- Organisations will be required to provide the Shire a tax compliant invoice(s) for the agreed amount of funding;
- Funding cannot be transferred to another organisation;
- Funding amounts approved may not reflect the full amount requested;
- If applicable, all required licences and permits must be approved by the appropriate government agency (e.g. event, venue hire, temporary food, road and traffic management if required);
- Applicants are encouraged to seek additional funding from other sources;
- Requests to change the purpose of the donation/sponsorship must be made in writing to the CEO;
- Request for extension to the approved donation/sponsorship timeline must be made in writing to the CEO prior to the activity/event;
- The Shire of Chapman Valley must be recognised as a sponsor of the activity/event in all relevant signage, media, speeches, MC notes, advertising and programming. Approved Shire logos will be supplied to the grant recipient if necessary.
- If requested, supporting documentation must be included with the application including:
 - A most recent financial statement certified by the President/Treasurer;
 - Current certificate of currency for Public Liability Insurance to the value of \$10 million;
 - Certificate of incorporation;
 - Evidence of other cash or in-kind support (where applicable);
 - Letters of support (where applicable); and
 - Organisations minutes endorsing the event.
- Activity/event is open for attendance by the local community.

Acquittal

- Acquittal instructions will be sent to the sponsorship recipient at the time of donation/sponsorship approval;
- Acquittal documents must be completed within 12 weeks of the event/activity/project being completed;
- Copies of all paid invoices and receipts may be required to be submitted;
- Unspent funds at the time of the acquittal deadline (12 weeks from event date) must be returned to the Shire within 7 days of the acquittal submission;
- If applicable, it is a requirement to have all acquittals for funding completed before applying for new funding;
- Failure to complete acquittal requirements as requested may disqualify recipients from receiving further financial assistance and support from the Shire into the future.

Disclaimer

- The Shire may receive more funding applications than the available budget and funding may be exhausted prior to the end of the financial year;
- If the funding allocation is achieved before the end of the financial year, new event/activity/project donation/sponsorship funding will not be available until the adoption of the Council budget in the new financial year;
- The Shire reserves the right to refuse any application in the interests of appropriate public safety and where the event/activity/project is not considered to align with the values of Council and its Strategic

Community Plan;

- All decisions of the Shire are final.

Application Timeframes

Applications may be lodged with the Shire of Chapman Valley at any time during the year.

Completing and Lodging your application

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original signed Application Form be submitted by either of the following methods:

By Post:

Chief Executive Officer
Shire of Chapman Valley
PO Box 1
Nabawa WA 6532

In Person:

Shire of Chapman Valley Administration Centre
3270 Chapman Valley Road, Nabawa, WA 6532
Office Hours: 9:00am – 4:00pm

What happens when your application is received?

Your application will be reviewed by the Shire and we will notify you in writing of the outcome of our assessment.

Acknowledging the Shire's support

If considered appropriate by the CEO the successful applicants will be required to liaise with the Shire's CDO and provide for marketing and media opportunities during the Event/Activity/Project.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES:

Adopted – Council Resolution:	
Reviewed/Amended – Council Resolution:	05/15-23; 06/15-18; 03/17-32; 07/21-03; 03/22-08; 05/22-02