



Sponsorship and Contributions Grant

Council Guidelines

The West Wimmera Shire Council Sponsorship and Contributions Grant 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.

In-kind support can only be provided under this grant if financial support is also provided to a successful applicant.

Purpose & Objective

West Wimmera Shire Council Sponsorship and Contributions Grants is to support West Wimmera Shire groups and organisations that:

- Support community wellbeing.
- Encourage community participation.
- Bring economic benefit to the West Wimmera Shire
- Assist in the recovery from catastrophic emergencies (funding to non-West Wimmera Shire groups and organisations assisting in catastrophic emergency recovery may be considered by Council in its discretion.)

GRANT GUIDELINES

Eligibility- Organisations/groups must:

- ✓ Be a not-for-profit group or organisation
- ✓ Have no outstanding payments owed to Council.

Ineligible

- ✗ Organisations or groups that have outstanding payment/s owed to Council
- ✗ Political, businesses and for-profit organisations or groups
- ✗ Individuals

GRANT GUIDELINES

What Projects will be funded?

Council will consider requests for sponsorship towards initiatives and/or activities that:

- ✓ Align with Councils Community Vision 2041 and Council's current Annual Plan
- ✓ Demonstrate significant community benefits.
- ✓ Are inclusive and encourage community participation.
- ✓ Are responsive to current community needs.
- ✓ Support community recovery
 - Be a community group or organisation with an Australian Business Number
- ✓ Request sponsorship or a contribution which aligns to objectives of the funding program.
- ✓ Have the ability to undertake their project/activity and acquire expended funds by the end of the financial year, unless provided with a written extension.
- ✓ Work collaboratively with council.
 - Not already receive substantial support from council
 - Not be in breach of any statutory requirements.
 - Groups and organisations must have Public Liability Insurance cover for the project and must indemnify Council against any legal claims arising out of the project.

What Projects will NOT be funded?

Council will NOT consider projects that:

- ✗ Are for wages and staffing costs.
- ✗ Are for the purchase of gifts and prizes.
- ✗ Are non-compliant with regulatory requirements.
- ✗ Are for the reimbursement of council fees and/or charges or consultant fees
- ✗ Unconditional gifts, contributions, bequests, or endowments
- ✗ Political sponsorship, contributions, or merchandising.
- ✗ Events that create environmental concerns
- ✗ Programs that may present a hazard to the community.
- ✗ Are based or located outside of the West Wimmera Shire
 - The funding is the responsibility of federal or state government (e.g. Department of Land, Water and Planning, Department of Health and Human Services, Department of Education)
- ✗ Duplicate other locally available services, resources, or programs.
- ✗ The funding is requested retrospectively.
- ✗ There is outstanding debt with the council.

Sponsorship is a commercial arrangement in which Council provides a contribution of financial or in-kind support for an activity to an eligible group or organisation.

Funding and Timelines

Council's Sponsorship and Contributions Grants are open throughout the year, until all budgeted funds have been expended.

Applicants will be notified within two weeks following determination of their application.

If an application is successful in obtaining Council Sponsorship and Contributions funding, the successful applicant will be required to enter into a written agreement with Council, stating that the successful applicant will adhere to the following conditions:

Funding Conditions:

- 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.
- Any variation to the original application must be approved by Council in writing.
- Any work to be undertaken must obtain relevant permits and approvals prior to commencement.
- Organisations are required to sign a funding agreement with Council and may be asked to participate in media and communications opportunities as requested
- Any programs or activities undertaken with grants or funding under this stream must acknowledge the support and sponsorship of Council
- Successful applicants may be provided with the West Wimmera Shire Council corporate logo, the use of which must be approved by Council
- Successful applicants are required to meet relevant government legislative requirements (e.g., Occupational Health & Safety Issues, Risk Management Equal Opportunity, Workcover, Privacy)
- Successful applicants are required to ensure volunteers are registered with the organisation and adequately covered by insurance.

Grant funding acquittals must be submitted via

<https://westwimmera.smartygrants.com.au/>

Applicants will be ineligible for further grant funding if any current or previous Council grant funding has not been acquitted.

Information and Financial Support

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, nor can any applicant be guaranteed to receive the full amount requested.

Groups/Organisations are eligible for one sponsorship contribution per financial year from Council. Please note that submitting a request does not guarantee approval.

The sponsorship/contribution provided must be financial and may also include an in-kind component.

Groups/Organisations wishing to obtain a Council sponsorship or contribution grant for a financial amount greater than \$1,200.00 must submit their application prior to the commencement of the financial year for which the organisation requires sponsorship or contribution.

Council requires applicants to demonstrate that they have appropriate Public Liability Insurance cover.

Any support provided through the Community Sponsorship and Contributions Grants will require recognition of Council's contribution.

Council's In-Kind Support

West Wimmera Shire Council's in-kind contribution is a contribution of a good or a service other than money. Some examples include:

- Preparation of an area out of normal works routine (Mowing, slashing, etc.).
- Allocation, preparation, delivery, and removal of extra bins.
- Allocation, delivery, and removal of traffic management signage.

As with financial support, a kind contribution is a contribution by council and as such requires acknowledgement to the support and sponsorship of the West Wimmera Shire Council.

ASSESSMENT CRITERIA

Applications will be assessed according to the following criteria:

- Council staff will assess the application for eligibility against the grant guideline. If assessed as eligible the application will be referred to Council for determination.
- Approval of the application can only be granted by Council
- Applicant must disclose any other funding sources applied for or received in relation to this project/undertaking.

IMPORTANT

- Grant eligibility is assessed by staff. Grant determination is made by Council in its discretion. The number of projects that can receive funding under this grant is limited by Council's annual budget allocation.
- Information is also available on Council's Community Grants webpage.

SUBMITTING AN APPLICATION

Applications must be completed via <https://westwimmera.smartygrants.com.au/>

For assistance in completing the online application please contact the Volunteer and Events Officer grants@westwimmera.vic.gov.au

Guideline no:

Adopted by council: April 2024

Next review date: May 2025

Executive Director: Director Corporate and Community Services

Responsible Officer: Manager Community Development and Tourism

Functional Area: Corporate and Community Services

Guideline Adopted:	Council Meeting 21/06/23	Minute Book	Policies and Procedures Team
Guideline Reviewed:	Council Meeting 17/04/24	Minute Book	Policies and Procedures Team
	Council Meeting 16/04/25	Minute Book	Policies and Procedures Team



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