



# Community Sponsorship & Contributions Grant Guideline

## WEST WIMMERA SHIRE COUNCIL

<b>COUNCIL GUIDELINE</b>	
<b>COMMUNITY SPONSORSHIP AND CONTRIBUTIONS GRANT</b>	Guideline No:
	Adopted by Council: 17 April 2024
	Next review date: May 2025
Senior Manager:	Director Corporate and Community Services
Responsible Officer:	Manager Community Development and Tourism
Functional Area:	Corporate and Community Services
<b>Introduction &amp; Background</b>	<p>The West Wimmera Shire Council Sponsorship and Contributions Grants provide 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.</p> <p>In-kind support can only be provided under this grant if financial support is approved</p>
<b>Purpose &amp; Objective</b>	<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., Blazeaid)</li> <li>Supports individuals where a benefit is seen to the community of the West Wimmera Shire.</li> </ul>
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>



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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>• Political, businesses and not-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>• Align with Councils Community Vision 2040 and the Annual plan 2021 - 25</li> <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.</li> </ul> <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>
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> </ul>



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	<ul style="list-style-type: none"><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.</li></ul> <p>Sponsorship is a commercial arrangement in which Council provides a contribution of financial or in-kind support for an activity, individual, group or organisation.</p>
5.	<p><b>Funding and Timelines</b></p> <p>Council's Sponsorship and Contributions Grants are open throughout the year, until all budgeted funds have been expended.</p> <p>Applicants will be notified within two weeks after 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> <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>• Any variation to the original application must be approved by Council in writing.</li><li>• Any works to be undertaken must obtain relevant permits and approvals prior to commencement.</li><li>• Organisations are required to sign a funding agreement with Council and may be asked to participate in media and communications opportunities as requested</li><li>• Any programs or activities undertaken with grants or funding under this stream must acknowledge the support and sponsorship of Council</li><li>• Successful applicants will be provided with the West Wimmera Shire Council corporate logo, use of the logo must be approved by Council</li><li>• Successful applicants are required to meet relevant government legislation requirements (e.g., Occupational Health &amp; Safety Issues, Risk Management Equal Opportunity, Workcover, Privacy)</li><li>• Successful applicants 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>



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6.	<p><b>Information and 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, nor can any applicant be guaranteed to receive the full amount requested.</p> <p>Groups/Organisations/Individuals 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 must be financial and may also include an in-kind component. Groups/Organisations wishing to obtain a Council sponsorship or contribution for a financial amount greater than \$1,200.00 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 requires successful applicants to have appropriate Public Liability Insurance cover.</p> <p>Any support provided through the Community Sponsorship and Contributions Grants 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>
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>• 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.</li><li>• Approval of the application can only be granted by Council</li><li>• Applicant must disclose other funding sources being applied for this project/undertaking.</li></ul>



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	<p><b>IMPORTANT</b></p> <ul style="list-style-type: none"> <li>Meeting all the criteria does not guarantee that an application will be approved by Council.</li> <li>The budget will limit the number of projects that can be funded in any given financial year.</li> </ul>
10.	<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>
11.	<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>	Council Meeting 21/06/23	Minute Book	Policies and Procedures Team
<b>Guideline Reviewed:</b>	Council Meeting 17/04/23	Minute Book	Policies and Procedures Team