

Council Policy (WCC.017)

Financial and In-Kind Assistance

Responsible Officer:

General Manager

Date of Issue:

May 2023

Review Date:

30 June 2024



Version	Document produced	Approved by GM	Policies Repealed	Approved by Council
1	9 June 2015	9 June 2015	Policy No.15 Gifts & Donations Adopted 18 March 2008 Amended 16 July 2013 Economic Development Funding Assistance Adopted 21 August 2012	16 June 2015
2	17 April 2016	17 April 2016	WCC.001 Financial & In-Kind Assistance VI	19 April 2016
3	14 Sept 2017	14 Sept 2017	WCC.001 Financial & In-Kind Assistance V2	26 Sept 2017
4	23 July 2019	15 May 2019	WCC.001 Financial In-Kind Assistance V3	23 July 2019
5	16 May 2021	16 May 2021	WCC.001 Financial & In- Kind Assistance V4	24 Aug 2021
Note		New policy review process implemented. Result – new policy numbering & modified review dates.		26 October 2021
6	May 2023	May 2023	WCC.017 Financial In-Kind Assistance V5	23 May 2023



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1 Introduction

Each year Council dedicates funds to provide Financial and In-Kind Assistance to community groups, organisations and individuals.

Assistance can be financial (cash sponsorship) or in-kind (for example waiver of fees for Council venues, facilities or resources).

Council has a responsibility to ensure that all requests for assistance are properly managed and that the application and approvals process is transparent.

Supporting Documents

This Policy is supported by the following documents:

- Small Grants Application (Appendix 1)
- Event Sponsorship Application (Appendix 2)
- Innovation Fund Application (Appendix 3)
- Community Christmas Event Fund Application (Appendix 4)
- In-Kind Assistance Application (Appendix 5)
- Community Christmas Event Fund Application (Appendix 6)
- Acquittal Form (Appendix 7)
- General Manager's Assessment and Recommendation Form (Appendix 8)
- Internal Documents

2 Purpose

The purpose of the Financial and In-Kind Assistance Policy is to outline:

- The types of assistance Council can provide,
- What is involved in the application process, and
- How applications are reviewed, assessed, and approved

This Policy applies to all financial and in-kind assistance provided by or on behalf of West Coast Council. It applies to Councillors, Council staff, all Council departments, businesses, and facilities. It also applies to community groups, organisations, businesses, and individuals applying for financial or in-kind support from Council.

3 Available Financial and In-kind Assistance Types

There are six (6) different programs that provide community groups, organisations and individuals with assistance from West Coast Council. These comprise of four funding programs and two in-kind assistance programs.

Funding (cash):

- Small Grants (up to \$250)
- Event Sponsorship (up to \$2,000)
- Innovation Fund (up to \$2,000)
- Community Christmas Events Fund (up to \$500 per township)

In-kind (non-cash):

- In-Kind Assistance – General (no limit)
- Community Christmas Event In-kind Assistance (\$1,500 per township)

4 Cash Funding

4.1 Small Grants (cash requests only)

- Approved by: Mayor or General Manager
- Maximum amount available: \$250 per request
- Applications accepted: year-round
- Cut-off date for applications: last day of each month
- Application process: via small grants application (See Appendix 1)
- Reporting process: reported to Council as part of monthly reporting
- Acquittal process: via acquittal form (See Appendix 7)

Note that:

The applicant may apply for other Council grants during the same financial year however, any amount provided under Small Grants would be subtracted from additional approved support.

4.2 Event Sponsorship (cash requests only)

- Approved by: Council at monthly Ordinary Meeting
- Maximum amount available: \$2,000 per request
- Applications accepted: year-round
- Cut-off date for applications: three weeks prior to monthly Council Ordinary Meeting.
- Application process: via event sponsorship application (see Appendix 2)
- Reporting process: report submitted to Council for approval at Ordinary Meeting
- Acquittal Process: via Acquittal Form (See Appendix 7). Additionally, recipients will need to provide a written submission to Council outlining the benefits to the community of the event and the return on investment for Council.

Note that:

A sponsorship is a commercial arrangement in which West Coast Council provides a cash contribution in return for specified benefits. Any application should outline how event sponsorship will provide a clear benefit to the West Coast Community and Council.

Recipients will be contacted by Council's Growth and Change department, who will assess information on West Coast Council logo usage, and other pertinent information to ensure that Council receives maximum exposure as an event sponsor.

As part of receiving financial support, recipients will be asked to provide Council with digital photos of the event for future possible inclusion in Council reports or media releases.

4.3 Innovation Fund (cash requests only)

- Approved by: Council at monthly Ordinary Meeting
- Maximum amount available: \$2,000 per request
- Applications accepted: year-round
- Cut-off date for applications: three weeks prior to monthly Council Ordinary Meeting (dates on Council website)
- Application process: via Innovation Fund Application (Appendix 3)
- Reporting process: report submitted to Council for approval at Ordinary Meeting
- Acquittal process: via Acquittal Form (Appendix 7) – recipients will need to provide a written submission to Council outlining the benefits to the community of the activity and the return on investment for Council.

Note that:

This fund has been established to respond to those requests which do not fit within the criteria of Council's Small Grants or Event Sponsorship funding.

It could include any number of requests whose outcomes would benefit the West Coast community that are currently unable to be funded via existing Council programs.

4.4 Community Christmas Fund (cash requests only)

- Approved by: Mayor or General Manager
- Maximum amount available: \$500 per request
- Applications accepted: 1 Jan- 31 Oct
- Cut-off date for applications: 31 Oct
- Application process: via Community Christmas Events Fund application (Appendix 4)
- Reporting Process: reported to Council as part of the monthly reporting process.
- Acquittal process: via Acquittal Form (Appendix 7)

Note that:

Each town (Queenstown, Rosebery, Strahan, Tullah and Zeehan) are allocated \$500 to cover Christmas Events that are open to the public and include activities such as parades and family fun days.

Only one application per town within the West Coast will be approved. Groups are strongly encouraged to liaise with other groups to determine one Christmas event for each township.

Applications for community Christmas events funding must be received by 31 October.

5 In-kind Assistance

5.1 General In-kind Assistance – (non-cash)

- Approved by: Mayor or General Manager
- Maximum amount available: no limit
- Applications accepted: year-round
- Cut-off date for applications: last day of each month
- Application process: via In-Kind Assistance (Appendix 5)
- Reporting process: reported to Council as part of the monthly reporting process
- Acquittal process: via Acquittal Form (Appendix 7)

Note that:

This support can include the total or partial waiver of facility hire fees, equipment rental fees, traffic management fees*, road closure advertising and any other fees and charges that Council may levy upon its services.

Significant traffic management, involving closures beyond four hours duration will no longer be provided by Council. Applicants will need to source this from qualified traffic management companies.

5.2 Community Christmas In-kind Assistance – (non-cash)

- Approved by: Mayor or General Manager
- Maximum amount available: \$1,500 per request
- Applications accepted: 1 Jan – 31 Oct
- Cut-off date for applications: 31 October
- Application process: via In-Kind Assistance Application form (Appendix 6)
- Reporting process: reported to Council as part of the monthly reporting process.
- Acquittal process: via Acquittal Form (Appendix 7)

Note that:

Each town (Queenstown, Rosebery, Strahan, Tullah and Zeehan) are allocated \$1,500 in-kind support for Community Christmas Events. This support could include the waiver of facility hire fees, traffic management of less than four hours, road closure advertising, erection and removal of Christmas decorations, and other Council resources.

Council can also provide insurance for Christmas events, if necessary, with the cost of insurance fees being subtracted from the in-kind support allocation.

Applications for Christmas event funding must be received by 31 October each year to be eligible for consideration.

6 Co-Hosted Events

Council at its discretion, may offer a Council managed facility for the duration of a Council approved co-hosted an event.

Applications are subject to the following:

- Applications are subject to approval by the General Manager
- Applications will be accepted all year-round
- The application process is via a written proposal to Council
- Reporting process: a report outlining the details of the application, will be presented to Council at the relevant monthly Council meeting
- Acquittal process: a written report to Council outlining Council's contribution and the final outcomes of the event
- At least four (4) weeks lead time is required to allow for processing of the application and upon approval, for the necessary booking requirements to be met

Applicants are encouraged to contact the Growth & Change Team at growthandchange@westcoast.tas.gov.au for further details and information on co-hosting an event with Council.

7 Funding & In-kind Assistance Application Process

7.1 Funding Deadlines

Applications should be submitted well in advance of the event/program/project. Three (3) to six (6) months ahead of time is advised for both In-kind and Cash applications.

Council reserves the right not to consider applications with less than three (3) weeks notice.

For Community Christmas event sponsorship, applications must be received by 31 October each year to be eligible for consideration.

7.2 Forms

To complete an application, select the correct form:

- Small Grants application form (Appendix 1)
- Event Sponsorship application form (Appendix 2)
- Innovation Fund application form (Appendix 3)
- Community Christmas Events Fund application form (Appendix 4)
- In-Kind Assistance application form (Appendix 5)
- Community Christmas In-Kind Assistance application form (Appendix 6)

Council staff can be contacted for assistance if the applicant is unsure which form to complete or if they require assistance to complete the application form.

Once the form is completed, the applicant is to attach any other information which may assist Council in making a decision regarding the application.

7.3 Supporting Documentation

Include any necessary supporting documents such as proof of insurance, event and risk management plans, requests for road closure or any other Council resources. Forms may be altered with the approval of the General Manager to incorporate additional information.

Please send completed application and supporting documentation to:
councilbookings@westcoast.tas.gov.au

Alternatively, send via mail to: West Coast Council, PO Box 63, Queenstown TAS 7467 or drop the application in person to Council's office at 11 Sticht Street, Queenstown.

8 Assessment

Applications will be reviewed by Council staff. Staff will contact the applicant if there is any information missing or if further information is required.

Please note that applications will be rejected if:

- It is for events/programs/projects that have already occurred
- The application deadline has been missed

- The appropriate approvals have not been obtained (i.e. street trading, road closure permits or other relevant approvals.)
- Necessary insurance cover has not been obtained
- The event/program/project poses a reputational risk to the West Coast Council and the West Coast community
- The General Manager and/or Council determine that the event/program/project is not in the best interests of the West Coast community or the West Coast Council
- The application exceeds the allocation of in-kind or cash sponsorship per township for Christmas events (i.e.: a maximum of \$500 cash support and \$1500 in-kind value available for each township/ event)

Successful applications must fulfil the following criteria:

- Be located on the West Coast
- If out of the area, the event or program must contribute to enabling new skills or provide a positive impact or effect to the West Coast community
- Provide a positive impact or effect for the West Coast community and its goals, objectives and/or reputation
- Demonstrate community support, including alignment with the West Coast Community Plan 2025
- Have demonstrated an attempt to secure funding from other sources, including making other grant applications

Events must also demonstrate:

- Evidence of appropriate insurance coverage
- Evidence of a risk management plan
- Evidence of a Covid 19 risk management plan

9 Approval Process

Pre-approval is granted by the General Manager for Event Sponsorship and the Innovation Fund cash grants. A report is then prepared and presented to the next Ordinary Meeting of Council. At this meeting Council will decide if the application is approved or declined.

For Small Grants, the Community Christmas Fund grant, and both In-Kind Assistance programs, approval can be granted directly by the General Manager or Mayor.

10 Acquittal

As part of receiving financial assistance from Council, community groups, organisations and individuals are required to provide Council with information on how received money was spent.

Recipients should also report on the outcomes of their event/program/project.

This information should be submitted via the **Acquittal Form (Appendix 7)**.

This form is to be submitted **no later than 60 days** after the completion of the event/program/project. Failure to submit this form will result in individuals or organisations being unable to receive further Council funding.

11 Additional Matters

11.1 Conflicts of interest

Staff and Councillors considering requests for assistance should remain independent and unbiased. In accordance with Council's Code of Conduct and the Local Government Act 1993, any conflict of interest needs to be declared prior to the consideration of proposals. Staff should declare any conflict of interest to the General Manager. The General Manager should declare any conflict of interest to the Mayor. The Mayor should declare any conflict of interest to Councillors. Councillors should declare any conflict of interest to the Mayor.

11.2 Unused Funds

If grant recipient is awarded funding but does not proceed with the event, program or activity, unused funds are to be returned to Council. Additionally, any unused funds remaining after an event, program or activity has taken place are to be returned to Council.