

# **Council Policy** (WCC.017)

## Financial and In-Kind Assistance

**Responsible Officer:** General Manager

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## 1 Introduction

Each year Council provides 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 consistent and transparent.

### Supporting Documents

This Policy is supported by the following documents:

- Application for Financial & In-Kind Assistance (Appendix 1)
- Acquittal Form (Appendix 2)
- General Manager's Assessment and Recommendation Form (Appendix 3)
- Internal Documents.

## 2 Purpose

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

- The types of assistance Council can provide,
- 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

There are six (6) different programs that provide community groups, organisations and individuals with assistance from West Coast Council. There are four funding programs and two in-kind assistance programs. Applicants may apply for cash funding OR in-kind assistance.

Funding (cash):

- Small Grants (up to \$250)
- Event Sponsorship (up to \$1,000)
- Innovation Fund (up to \$1,000)
- Community Christmas Events Fund (up to \$250 per township).

In-kind (non-cash):

- In-Kind Assistance – Provided on a discretionary basis
- Community Christmas Event In-kind Assistance (\$1,500 per township).

The details of each program are outlined below, including when the applications should be made, who makes the decision and the amount of support available.

Type	Max Amount	Application period	Approved by	Form name	Reporting	Acquittal due
<b>Cash</b>						
Small Grants	up to \$250	Twice yearly (Dec-Apr and June-Oct)	Mayor or General Manager	Appendix 1 Application for FINK	To Council, twice-yearly	30 days
Small Grants - School End of Year	\$150 per school	Closes October 31	Mayor or General Manager	Appendix 1 Application for FINK	To Council, twice-yearly	30 days
Innovation Grant	\$1,000	Twice yearly (Dec-Apr and June-Oct)	Council vote	Appendix 1 Application for FINK	After Acquittal	30 days
Event Sponsorship (supports establishment of new events)	\$1,000	Twice yearly (Dec-Apr and June-Oct)	Council vote	Appendix 1 Application for FINK	After Acquittal	30 days
Community Christmas Fund (One request per town will be approved)	\$250 per town	1 Jan - 31 Oct	Mayor or General Manager	Appendix 1 Application for FINK	After Acquittal	30 days
<b>Non-cash</b>						
General In-kind Assistance	At discretion of GM	Any time of year	Mayor or General Manager	Appendix 1 Application for FINK	To Council, twice-yearly	30 days
Community Christmas Event In-kind Assistance	\$1,500 per request	1 Jan - 31 Oct	Mayor or General Manager	Appendix 1 Application for FINK	Monthly	30 days
Sports Club In-kind Applications	At discretion of GM	2 months prior to season	Mayor or General Manager	Appendix 1 Application for FINK	Monthly	30 days
Co-hosted event	At discretion of Mayor or GM	Any time of year	Mayor or General Manager	Written proposal to GM	Monthly	30 days

**Note that:**

Any assistance delivered is a commercial arrangement in which West Coast Council provides a cash or in-kind contribution. Applications should outline how the event will provide a clear benefit to the West Coast Community and Council.

Council is to be recognised as an event sponsor and the West Coast Council logo should be used by recipients on any advertisements, flyers or notices.

Recipients of support will be asked to provide Council with an acquittal including, where possible, digital photos of the event for inclusion in Council materials.

A new application for in-kind assistance must be completed for each financial year to correspond to the Fees & Charges schedule.

## 4 In-kind Assistance

### 4.1 In-Kind Tiers

- West Coast community groups/ may apply for up to 100% in-kind\*
- Not-for-profits and other community groups not based on the West Coast may apply for up to 50% in-kind\*
- Businesses or entities operating for commercial purposes may apply for up to 25% in-kind\*.

**\*Note that: Booking and administration fees are not provided as in-kind support and must be paid in full.**

An organisation may request a full waiver the booking fee, if it delivers significant benefit to the community (e.g. provision of health or education services).

This request should be made in writing to the General Manager setting out the full circumstances of the application.

Any assistance delivered is at the discretion of Council.

### 4.2 General In-kind Assistance – (non-cash)

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.

All booking fees must be paid. Any exemptions will be at the discretion of the General Manager.

All initial enquiries for In-Kind support are to be sent to Council Bookings at [councilbookings@westcoast.tas.gov.au](mailto:councilbookings@westcoast.tas.gov.au). No In-Kind applications will be processed until confirmation from Council Bookings is received.

**\*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.

### 4.3 Sports Club In-kind Applications – (non-cash)

Sports clubs requesting in-kind assistance must make their facility bookings at least two months in advance of their season to ensure enough time for the processing of in-kind applications.

Applications for significant in-kind assistance will not be considered without appropriate on-site meetings to ensure an accurate assessment of requirements. Scheduling early on-site meetings with Council staff will assist with the application process.

Sports Clubs should consider any ways they can to reduce the amount of in-kind support required, i.e. by using volunteers etc.

Council facilities may only be used on dates that have been confirmed by Council Bookings. It is imperative that sporting clubs book for the length of their entire roster (including any one-off events the club may organise or host at Council facilities outside of their season).

#### **4.4 Community Christmas In-kind Assistance – (non-cash)**

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

#### **4.5 Co-Hosted Events**

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

## **5 Funding & In-kind Assistance Application Process**

### **5.1 Funding Deadlines**

Applications should be submitted well in advance of the event/program/project.

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

### **5.2 Forms**

Please complete Application for Financial & In-Kind Assistance (Appendix 1).

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.

Include any necessary supporting documents such as proof of insurance, event and risk management plans, requests for road closure or any other Council resources to [councilbookings@westcoast.tas.gov.au](mailto:councilbookings@westcoast.tas.gov.au). 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](mailto: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 at the Council office at 11 Sticht Street, Queenstown.

## **6 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 may be rejected if:

- It is for events/programs/projects that have already occurred
- The application deadline has been missed
- Council Bookings has not confirmed your booking (if applicable)
- 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 \$250 cash support or \$1500 in-kind value available for each township/ event)

Successful applications must fulfil the following criteria:

- Support events or programs on the West Coast
- Provide a positive impact or effect for the West Coast community
- Align with the West Coast Community Plan 2025
- Have demonstrated an attempt to secure funding from other sources

Events must also demonstrate:

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

## 7 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 corresponding Ordinary Meeting of Council. 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.

## 8 Acquittal

As part of receiving financial or in-kind 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 2)**.

This form is to be submitted **no later than 30 days** after the completion of the event/program/project. Failure to submit this form may result in individuals or organisations being unable to receive further Council funding.

## 9 Additional Matters

### 9.1 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.

**9.2 Unused Funds**

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