

# Council Policy (WCC.017)

## Financial and In-Kind Assistance

**Responsible Officer:** General Manager

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**CONTENTS**

- 1 Introduction 5**
- 2 Purpose 5**
- 3 Available Financial and In-kind Assistance 5**
- 4 In-kind Assistance 7**
  - 4.1 In-Kind Tiers 7
  - 4.2 General in-kind Assistance – (non-cash) 7
  - 4.3 Sports Club In-kind Applications – (non-cash) 8
  - 4.4 Community Christmas In-kind Assistance – (non-cash) 8
  - 4.5 Co-Hosted Events 8
- 5 Funding & In-kind Assistance Application Process 8**
  - 5.1 Funding Deadlines 8
  - 5.2 Forms 8
- 6 Assessment 9**
- 7 Approval Process 9**
- 8 Acquittal 9**
- 9 Additional Matters 10**
  - 9.1 Conflicts of interest 10
  - 9.2 Unused Funds 10
- 10. Appendices 11**
  - 10.1 Appendix 1 - Application for Financial & In-Kind Assistance 12
  - 10.2 Appendix 2 – Acquittal Form 13
  - 10.3 Appendix 3 - Assessment and Recommendation Form 14

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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)
- 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	Three times yearly Jan-Apr, May-Aug, Sept-Dec.	General Manager	Appendix 1 Application for FINK	To Council, three times -yearly	30 days
Small Grants - School End of Year	\$150 per school	Closes October 31	General Manager	Appendix 1 Application for FINK	To Council, twice-yearly	30 days
Innovation Grant	\$1,000	Twice yearly (Dec-Apr and June-Oct)	Full Council	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)	Full Council	Appendix 1 Application for FINK	After Acquittal	30 days
Community Christmas Fund (One request per town will be approved)	\$250 per town	1 Oct - 30 Nov	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	General Manager	Appendix 1 Application for FINK	To Council, twice-yearly	30 days
Community Christmas Event In-kind Assistance	\$1,500 per request	1 Oct - 30 Nov	General Manager	Appendix 1 Application for FINK	Monthly	30 days
Sports Club In-kind Applications	At discretion of GM	2 months prior to season	General Manager	Appendix 1 Application for FINK	Monthly	30 days
Co-hosted event	At discretion of GM	Any time of year	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 for 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 reports.

For on-going financial assistance, 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. (Note: An applicant may request a full waiver of the in-kind fee, including the booking fee, if they provide evidence they expect to create a significant benefit to the community)\*
- 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 of 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 the General Manager.

### 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.

**Note that: Various Hirers and members of hiring party of Council owned or controlled facilities (not otherwise insured) may be covered under Part A, COMMUNITY LIABILITY COVER for one off events or activities not listed in the policy exclusions.**

**\*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.

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 Community Development Team via the council email of [wcc@westcoast.tas.gov.au](mailto:wcc@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 deliver the application in person to 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 the 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 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

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 2035

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.

## 8 Acquittal

As a condition of receiving financial or in-kind support from Council, recipients are required to report back to Council on how the funds or in-kind resources were utilised. 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 and the person with the conflict removed from any decision making. This includes staff and Councillors.

### **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.

## **10. Appendices**

## **10.1 Appendix 1 - Application for Financial & In-Kind Assistance**



# APPLICATION FOR FINANCIAL & IN-KIND ASSISTANCE (FINK)

APPENDIX 1

## APPLICANT DETAILS

Name of Group/organisation/Individual

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Contact person: \_\_\_\_\_

Contact phone(s): M: \_\_\_\_\_ H: \_\_\_\_\_

Email address: \_\_\_\_\_

Event, program or project \_\_\_\_\_

Postal address: \_\_\_\_\_

## PROGRAM REQUESTED

- |   |   |
|---|---|
| <input type="checkbox"/> Small Grant (up to \$250)        | <input type="checkbox"/> Community Christmas Events (up to \$250) |
| <input type="checkbox"/> Event Sponsorship (up to \$1000) | <input type="checkbox"/> Community Christmas In-Kind              |
| <input type="checkbox"/> Innovation Fund (up to \$1000)   | <input type="checkbox"/> General In-kind Assistance               |
| <input type="checkbox"/> Small Grant – School EOY (\$150) |   |

Applicants may apply for cash funding OR In-Kind assistance.

## FUNDING REQUESTED

How much money are you applying for? \$ \_\_\_\_\_

What costs do you expect to have for this event, program, or project?

Please list them in the table below:

Item	Cost

Are you seeking financial support for this event/program/project from other sources?

Yes                       No                       Unsure

If yes, who else have you asked to support you?

Name of funding body \_\_\_\_\_

Funding name \_\_\_\_\_

Amount \$ \_\_\_\_\_

If Council is only able to meet part of this request, do you wish to continue with the application?

Yes                       No                       Unsure

Do you have an ABN?

Yes                       No                       Unsure

If yes provide your account name: \_\_\_\_\_

If no, please provide bank account details:

BSB: \_\_\_\_\_:\_\_\_\_\_

Account No: \_\_\_\_\_

**YOUR EVENT, PROGRAM OR PROJECT**

Name of event, program or project: \_\_\_\_\_

Goals – please detail:

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What outcomes do you hope to achieve? Please describe:

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If you are applying for an event, program, or project what are your estimated audience numbers:

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Is there a similar event, program, or project being held on the West Coast?

Yes                       No                       Unsure

If yes, please explain why your event, program, or project is needed:

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How will this event, program, or project benefit the local West Coast Community?

Please detail:

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Where will this event/program/project be held? Please attach schedule (if applicable):

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Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Finish Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time: \_\_\_\_:\_\_\_\_

Finish Time: \_\_\_\_:\_\_\_\_

How will you promote Council's contribution to your event, program, or project if your application is successful?

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**PLEASE ATTACH:**

- Any additional documentation to best describe your application,
- Certificate(s) of Currency (Certificate of Insurance),
- Attach Council Doc 1 – Booking Confirmation (If applicable),
- Attach Council Doc 2 – Work Order Details (If applicable), and
- Any other additional information that would assist Council in assessing your application.

Examples may include - Promotional Materials, Letters of Support, Booking Quotations or Other relevant information you believe is important to support your application.

**DETAILS OF FACILITIES AND EQUIPMENT REQUIREMENTS:**

As part of Council’s responsibility to ensure public spaces and facilities are clean and safe, Council wants to make sure that additional wheelie bins are available, and public toilets are well stocked. So that we can provide this service, please complete the following equipment and toilet facilities table:

**USE OF PUBLIC TOLIETS:**

What public toilets do you wish to use, if any? (Attach details if required):

\_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Finish Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time: \_\_\_\_\_:

Finish Time: \_\_\_\_\_:

**HIRE OF WASTE AND RECYCLING BINS:**

Hire of Waste Bin                      Quantity: \_\_\_\_\_

Hire of Recycling Bin                      Quantity: \_\_\_\_\_

Hire of Skip Bin                              Quantity: \_\_\_\_\_

**FEE WAIVER REQUEST FOR VENUE HORE, WORKS, AND EQUIPMENT:**

Waiver Fee Detail	Start Date	End Date	Start Time	End Time
	__/__/__	__/__/__	__:__	__:__
	__/__/__	__/__/__	__:__	__:__
	__/__/__	__/__/__	__:__	__:__
	__/__/__	__/__/__	__:__	__:__
	__/__/__	__/__/__	__:__	__:__
	__/__/__	__/__/__	__:__	__:__
	__/__/__	__/__/__	__:__	__:__
	__/__/__	__/__/__	__:__	__:__

**Note: Please attach a copy of the costings provided by Council’s Booking Department**

**DECLARATION**

1. I/We understand that this event/program/project application is not an automatic approval and is subject to assessment and determination of approval by Council.
2. If successful, in my/our application, we agree to provide Council with copies of our promotional materials and ways in which we will promote Council’s contribution.
3. If successful in my/our application, we agree to complete an Acquittal Form – Form 7.
4. I/We certify that the information provided in this application is correct and I/We have the authority of the group/organisation to make this application.

**FULL NAME** \_\_\_\_\_

**POSITION** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**DATE**

Disclaimer  
By completing and lodging this form, electronically or by hard copy, you agree to the terms set out in West Coast Council’s Privacy and Confidentiality Policy which is available on our website.

## CHECKLIST

**Before you submit your application, please review this checklist. Have you?**

- Completed all sections of the FINK Application
- Attach – Schedule of events/programs/projects (if applicable)
- Attach - Additional Documentation
- Attach - Certificate(s) of Currency (Certificate of Insurance)
- Attach - Risk Management for your event/program/project
- Attach - Document 1 - Council's Booking Confirmation (If applicable)
- Attach - Document 2 – Work Order details (If applicable)
- Completed and Signed Declaration
- Attach - Any other supporting documents

## **10.2 Appendix 2 – Acquittal Form**



# ACQUITTAL

## APPENDIX 2

As part of receiving financial assistance from Council, you are required to provide us with information on how you spent this money and what the outcomes were for your project/program/event. The outcome of your project/program/event will be shared with the West Coast community. Please submit this form no later than 60 days after the completion of your project/program/event.

Failure to submit this form may result in you or your organisation not being able to receive further Council funding.

### RECIPIENT DETAILS

Name of group, organisation, or Individual

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Group Organisation (i.e., Not for profit, Community Group, Sporting club etc):

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Contact person:

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Position:

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Contact phone(s):

M: \_\_\_\_\_ H: \_\_\_\_\_

Email address:

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Business address:

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Postal address:

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### EVENT, PROJECT, OR PROGRAM FEEDBACK

What was your event, project, or program? Please describe

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How many people participated in your event, project, or program? \_\_\_\_\_

What were the outcomes of the event, project, or program? What kind of feedback would you like us to know?

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What were the benefits to the community?

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What worked well?

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What would you do differently?

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In what way did you promote Council's contribution? - Please attach photos (preference is digital photos) and/or promotional material.

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How did you spend the last of the funding that Council gave you? Please attach your budget expenditure details

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**THANK YOU FOR COMPLETING THIS ACQUITTAL FORM**  
PLEASE RETURN TO [wcc@westcoast.tas.gov.au](mailto:wcc@westcoast.tas.gov.au)

## **10.3 Appendix 3 - Assessment and Recommendation Form**

# ASSESSMENT AND RECOMMENDATION

## APPENDIX 3

### APPLICANT DETAILS

Name of group, organisation, or Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

Event, program, or project: \_\_\_\_\_

Amount Requested (Grant/In-Kind amount): \$ \_\_\_\_\_

### FUNDING TYPE (PLEASE TICK)

Small Grant     Event Sponsorship     Innovation Fund     Christmas Grant

In-Kind Assistance (General)     Community Christmas In-Kind Assistance

### APPLICATION ASSESSMENT

Does this event, program, or project have the appropriate approvals?     Yes     No

COMPLETE EITHER A OR B DEPENDING ON THE NATURE OF THE APPLICATION.

A

Assessment Criteria – Event	Points
Estimated audience of 1000 or more	/25
Estimated audience of 500 to 1000	/15
Target audience of 500 or less	/10
SUBTOTAL	/25

COMPARISON TO EXISTING EVENTS	
Exclusive/unique event that fits an identified gap in the event calendar	/25
Significant event that compliments existing offering	/15
Regular event or one which replicates other existing events	/10
SUBTOTAL	/25

B

Assessment Criteria – Project/Program	Points
The project has the potential to gain strong community support	/15
The project has limited community support	/10
SUBTOTAL	/25

Comparison to existing events	
The project/program will bring strong economic and/or benefits to the community.	/25
The project/program will provide limited economic and/or benefits to the community.	/15
The project/program has some potential to have a positive impact on West Coast's economy.	/10
SUBTOTAL	/25

TOTALS FROM TABLES A & B	/50
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GENERAL ASSESSMENT CRITERIA	POINTS
Aligns to values of the West Coast Council	/10
Creates and promotes a positive image of the West Coast	/10
Event/activity/project provides a unique experience, service, and facilities to the community.	/10
Sponsorship benefits outlined in the application meet West Coast Council's expectations.	/10
Organisation (or individual's activity) is not for profit	/5
Event has a risk management plan or has detailed strategies to mitigate against	/5
SUBTOTAL	/50

ADDITIONAL COMMENTS

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RECOMMENDATIONS

I \_\_\_\_\_ recommend the above organisation is to be

Approved       Not Approved

For an In-Kind amount of \$ \_\_\_\_\_ for this event, program, or project.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

SMALL GRANT APPROVAL

Small grant approval is:

Granted       Not Granted       N/A

For the amount of \$ \_\_\_\_\_ (refer to Forms Appendix 1 and 2, submission budget request details (if relevant) and internal documents 004)

This amount has been calculated to be within standard budget availability  Yes  No

This amount has been calculated to be outside standard budget availability  Yes  No

IN-KIND ASSISTANCE APPROVAL

Small grant approval is:

Granted       Not Granted       N/A

For the amount of \$ \_\_\_\_\_ (refer to Forms Appendix 1 and 2, submission budget request details (if relevant) and internal documents 004)

This amount has been calculated to be within standard budget availability

This amount has been calculated to be outside standard budget availability

AUTHORITY

Officers Name \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\*Approved applicants will be included in the regular financial and In-Kind assistance report\*