

anything else?

In assessing your application the Shire will also consider:

- availability of Council Funds
- whether the activity proposed is compatible with any identified Council priorities.
- whether funds have been provided for the same activity previously (this does not necessarily mean they will be approved again)
- whether or not a report on the acquittal of funds was successfully completed and received for previous funding applications.

QUESTIONS?

- Q.** Are there any other avenues open to me for financial assistance?
- A** Councillors have a funding allocation for 'small local projects'. You can contact a Councillor for assistance in this regard. A Councillor's contact list is available on the website.

Grants are available annually for Minor Assistance for Sporting, Recreation & Cultural Facilities for the provision or improvements of sporting, recreation and cultural facilities and/or to purchase or improve items of durable equipment. These are provided on a dollar for dollar basis. Contact the Recreation Officer on 9781 0356 for further information.

There are also a number of grants and assistance programs available. For example, The Department of Local Government and Regional Development has a Grants Directory which is available on their web site www.dlgrd.wa.gov.au. You could also try the South West Development Commission.

- Q.** What if the amount sought is greater than \$500?
- A** Requests for funding in excess of \$500 are required to be considered as part of Council's annual budget process. Applicants therefore need to be aware that assessment of requests for inclusion within a coming budget may take time.

Address your application to:

Application for Sponsorship
Shire of Busselton
Locked Bag 1, Busselton WA 6280

Other contact information:
Public Relations Officer
Street Address: Southern Drive, Busselton, WA 6280
Phone: (08) 9781 0444 Fax: (08) 9752 4958
Email: shire@busselton.wa.gov.au
www.busselton.wa.gov.au



GUIDELINES FOR SEEKING SPONSORSHIP FROM THE SHIRE OF BUSSELTON

to a maximum of \$500

Updated 21 April 2008

The **Shire of Busselton** makes provision in each years budget, the opportunity for sponsorship for the direct benefit of the community.



Guidelines

FUNDING WILL BE CONSIDERED FOR A GROUP, INDIVIDUAL OR SCHOOL AS FOLLOWS:

1. Individual applicants must reside within the Shire of Busselton.
2. Those demonstrating significant direct benefit to the local community.
3. A group is a community group or non-profit making organisation or running a non-profit activity.
4. That a group's financial status is such as to justify a donation from Council.
5. **An Event:** The event must achieve the status of an 'approved community event', i.e.
 - a) Organised by a non-profit community, cultural or sporting group.
 - b) The event needs to be staged in a public place such as a main street, local park or hall within the Shire of Busselton.

Please note: Events staged on commercial premises or by a commercial event management team may not qualify, but applications are welcomed.

The event must demonstrate that it will contribute to community activity.

- The event must demonstrate that it will enhance the public profile of Busselton.
 - The event must clearly define the intended target market in relation to participants and spectators.
 - Priority for funding may be given to events which are new or can demonstrate new components which benefit the Busselton community.
 - The maximum funds available for sponsorship is \$500.
 - Non-profit groups who organise more than one event each year are eligible to make separate applications for each individual event.
 - Applications for funding after your event will not be considered.
6. **Special Circumstances:** Funds may also be approved in special circumstances.
- For example support of needy groups and individuals who bring credit to the municipality. This could be by achieving state or national representation or awards, which sees them requiring financial assistance for travelling, accommodation or other incidental expenses.

Important Note:

Should you be planning an event in the Shire of Busselton you may need to refer to the Shire's "Event Application Package". Even though sponsorship may be approved there may be other Shire approvals you need to obtain. These guidelines are available by contacting the Shire on 9781 0444.

PROCEDURE

All applicants must submit a proposal addressing the criteria, **as applicable**, and attach the standard application cover sheet.

All applications for funding must be lodged no later than 4 weeks prior to the commencement of the activity.

Applicants may be required to demonstrate financial or in-kind support from other funding sources or an outline of self generating income activities proposed to support the event.

Attach the following to your application:

- (a) Proof of non-profit status (if applicable)
- (b) Projected budget for the activity
- (c) Proposal for sponsorship acknowledgements available to the Shire of Busselton (eg. logo on printed material, signage opportunities, etc).

Any application not containing all the required information will not be considered for funding.

Successful applicants maybe required to submit an ABN and Tax Invoice or Statement by Supplier as requested by the Shire of Busselton.

Successful applicants will generally receive funds within 2 weeks of approval.

A report will be required fully acquitting the funds provided (detailing how the money was spent) within 30 days of conclusion of the activity.

Applications for funding after the activity has taken place will not be considered.

See over for address to send your application to.