Donation Guidelines 2025-26

FIN/226

Applications

Applications for a donation are accepted year-round until the funds are exhausted and are to be submitted using the Donation application form. Electronic copies are preferred, although hard copy applications will be accepted.

Application Assistance

Please read these guidelines carefully before applying. If you require any further information or assistance with your application form, please contact:

Hannah Waterse, Executive Assistant
Email: hwaters@amrshire.wa.gov.au
Phone: (08) 9780 5638

Submitting Your Application

Applications must be submitted by completing an application form.

Application Forms are available in hard copy should it be required.

Completed applications must be submitted to the Shire by email or post

Email:	amrshire@amrshire.wa.gov.au
Post:	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285

Purpose

These guidelines provide prospective applicants with information about financial assistance from the Shire of Augusta Margaret River by way of a Donation. Donations are made available to community groups, schools, or individuals to support activities that provide benefit the Shire or Shire community.

Priorities

Specific Donation Categories:

- $6,000 allocated for Recurrent Civic Events
- $5,000 allocated for Sporting Support (e.g. South West Academy of Sport)
- $1,000 allocated for Local School's End of Year Awards
- $8,000 allocated for Council discretionary support for 'disaster' or 'emergency' type appeals or to individuals or private organisations where, in the option of Council, the donation is in the interest or benefit to the community.

Eligibility

Donations will be considered for:

- Applications that successfully meet the donation guidelines
- Applicants must discuss their application with the Shire prior to submitting.

<u>Recurrent Civic Events</u>

- The Shire of Augusta Margaret River will identify recurrent civic events that align with its Community Strategic Plan 2040
- Identified events will be noted as part of the annual budget deliberation process for endorsement by Council
- Shire officers to liaise with providers of the endorsed recurrent events to discuss the terms and conditions relevant to the provision of donation and request the submission of an application form
- Donation will be payable upon presentation of a tax invoice to the Shire.

<u>Sporting Support</u>

- Application to be submitted including a summary of what the Shire's donation will be utilised for
- Council to endorse provision of funding to the South West Academy of Sport (or other recipient) as part of the budget deliberation process
- Donation to be provided upon presentation of a tax invoice following the adoption of the budget.

Shire of Augusta Margaret River 41 Wallcliffe Road, Margaret River 6285 | T (08) 9780 5255 | F (08) 9757 2512 | amrshire.wa.gov.au

Local School's End of Year Awards

- Annual allocation for local school end of year awards to be noted as part of the annual budget deliberation process for endorsement by Council
- Donation will be payable upon presentation of a tax invoice to the Shire
- No application is required.

Council discretionary support

- Triggered by a request from Councillors
- Shire Officer's to prepare a report for a formal council decision authorising payment of the donation identified/requested.

Donations will not be considered for:

- Activities that are already covered by an existing service agreement with the Shire of Augusta Margaret River.

Funding amounts

- The maximum donation available in the Donation funding stream will not exceed $8,000 including GST*
- Donations up to $5,000 including GST can be approved by a delegated officer
- Donations above $5,000 including GST are to be approved by Council.

*Except by decision of Council.

Funding Rounds

Applications for a Donation are open all year round until funds have been exhausted.

Conditions of Funding

Successful applicants will be required to:

- Applications (where applicable) are to be lodged on the Shire's donation application form and retrospective applications will not be considered where they are submitted after the event or competition
- Only use the funds for the purpose/s indicated in the application
- Where appropriate, successful applicants will be required to liaise with the Shire's Marketing team to obtain a copy of the Shire's logo and acknowledge the Shire's support
- Events: Adhere to all Shire compliance requirements as directed
- Events: Adhere to current WA Government directions and liaise with the Shire should you need to cancel or postpone a funded event
- Meet any other conditions outlined in your confirmation letter.

Shire of Augusta Margaret River 41 Wallcliffe Road, Margaret River 6285 | T (08) 9780 5255 | F (08) 9757 2512 | amrshire.wa.gov.au

Application Process

- Your application will be reviewed in line with these guidelines
- All applicants will receive an email notifying them of the outcome of their application
- Successful applicants will receive donation money via electronic transfer to the bank account nominated on the application form.

Shire of Augusta Margaret River 41 Wallcliffe Road, Margaret River 6285 | T (08) 9780 5255 | F (08) 9757 2512 | amrshire.wa.gov.au