

FI12.4 Council Contribution

2019-20 Budget (FIN/358)



December 2018

Corporate and Community Services
FIN/358

Council Contribution Guidelines

These guidelines provide prospective applicants with information about financial assistance from the Shire of Augusta Margaret River by way of a Council Contribution.

Please read these guidelines carefully before submitting an application. You may direct any questions to the Shire by email on amrshire@amrshire.wa.gov.au or phone us on 08 9780 5255.

Eligibility - Who can apply?

To be eligible for a Council Contribution the applicant must be:

1. A community organisation within the Shire of Augusta Margaret River that makes available its membership to the general community
2. An incorporated community-based volunteer and not-for-profit organisation functioning in the Shire of Augusta Margaret River.

Funding will be considered for

- General care and management of Shire facilities including, maintenance (i.e. painting, cleaning of facilities, rubbish disposal, utility costs (ie: gas, water, phone, power) and purchase of minor equipment (i.e. kitchen utensils)
- Ground maintenance (i.e. gardening, mowing lawns)
- Core staff and administration costs for the management of Shire facilities (i.e. honorariums, stationery)
- Cultural events resulting in significant benefits to the local community, its members and are open to the general public (i.e. festivals, markets)
- Programs and activities that strengthen our community and improve community well-being.

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Funding will not be provided for

- Improvements to Shire facilities that are capital in nature
- Projects for permanent improvements or items considered to be fixed to a structure erected on Shire owned or controlled land
- Structural renovations or improvements of a fixed nature
- Plant or vehicle operating costs
- Major repairs that require a licensed contractor (i.e. plumber, electrician, vermin or pest control)
- Equipment purchases where there is not supporting evidence that such equipment is vital to the ongoing management or maintenance of the facility
- Community organisations that already receive funding under an existing agreement with the Shire of Augusta Margaret River or through another funding stream of the Financial Assistance Policy.

Application requirements

Community organisations are to provide an income and expenditure statement to June 30 of the previous financial year, which has been audited by a Certified Practising Accountant.

The Shire will take into consideration any amount of surplus revenue as detailed in the audited statement before providing financial assistance to the community organisation.

Applications are to be lodged on the Shire's official application form and retrospective applications will not be considered after the advertised closing date.

Where applicable the Shire will issue a tax invoice for funds that have not been expended by 30 June of the following financial year.

Application closing date

All applications must be received by **Friday, 1 March 2019**.

Acquittal of funding

Where an application is successful for cultural and minor events, the applicant is required to lodge an acquittal form to the Shire within one (1) month of the completion of the event.

Please note you must retain copies of all invoices, receipts, promotion etc. throughout your project for inclusion in your acquittal.

Completing and lodging your application

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original, signed Application Form be submitted by either of the following methods:

By Post: Chief Executive Officer
Shire of Augusta Margaret River
PO Box 61, Margaret River WA 6285

Email: amrshire@amrshire.wa.gov.au

In Person: Margaret River Civic Administration Centre
41 Wallcliffe Rd, Margaret River
Office Hours: 9.00am – 4.00pm

Augusta Office
66 Allnutt Tce, Augusta
Office Hours: 9.00am - noon, 1.00pm - 4.00pm

If you require any further information or assistance with your application form, please contact:

Hannah Waters
Executive Assistant Corporate and Community Services
hwaters@amrshire.wa.gov.au
9780 5638

What happens when your application is received?

- You will receive an acknowledgement letter upon receipt of your application
- Applications will be reviewed by an assessment team at the Shire
- The collated information from the assessment team will be submitted as part of the budget deliberation processes
- Applicants will be notified of the outcome of their application following the adoption of the budget.

Acknowledging the Shire's support

Successful applicants will be required to liaise with the Shire's Marketing and Events Officer for marketing and media opportunities.

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January 2019

Corporate and Community Services

Council Contribution Application Form

Applicant		
Name of organisation		
Contact person		
Postal address		
Street address (if different from above)		
Phone	(b/h)	(mob)
Email (will be used for funding remittance)		
ABN		
If your organisation registered for GST	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Request Summary

What will the funding be used for?

- General care and maintenance of Shire facilities (including grounds maintenance)
- Cultural event
- Other

Please provide details:

Bank details

Account name

BSB number

Account number

Account holders signature

Declaration

I, _____ confirm that all of the information contained within this Council Contribution application is true and correct and submit it to the Shire of Augusta Margaret River for consideration.

Name:

Position:

Signature:

Date: