

SPONSORSHIPS SCHEME

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1. OBJECTIVE

The Shire of Roebourne seeks to support and promote a strong and involved community through the sponsorship of events, projects, services or other activities in an equitable and accountable way. The sponsorship scheme aims to increase community capacity, economic opportunities and build greater understanding of Council's role in the community.

2. PRINCIPLES

2.1 Introduction

The Shire of Roebourne welcomes sponsorship proposals that may include monetary, non-monetary, and other forms of support. Sponsorships are available for sporting, cultural, development of services and community events and projects. The value and potential of all substantial proposed arrangements will be considered against criteria presented in this document.

Financial assistance will be provided each financial year through the Sponsorship Scheme, to organisations that assist in developing a vibrant community and making the Shire of Roebourne a vibrant and interesting place to live in.

2.2 Funding

Council will allocate funds for the Sponsorships Scheme as part of the Shire of Roebourne annual budget process.

2.3 Eligibility

The Shire of Roebourne will consider sponsorship arrangements with organisations that are:

- For-profit organisations;
- Non-profit Community Groups;
- Sporting clubs;
- Government agencies;
- Are not necessarily regularly residents and / or operates within the Shire of Roebourne.

2.4 General Conditions

The Shire of Roebourne will endeavour to provide support to projects, activities and events that are consistent with the values and strategies contained within the Shire's Strategic Plan.

Specifically:

1. The proposal must support the values and strategic direction of the Shire of Roebourne.
2. The proposal must meet the specific funding program guidelines and criteria.
3. The applicant organisation must demonstrate:
 - Their capacity to manage financial and funding accountabilities of the project, as well as their overall project management capabilities;
 - That the project is inclusive and encourages local community participation;
 - The aims and objectives are targeted principally at economic and tourism benefits for the local community.
4. Proposals of up to \$50,000 may be considered.

5. All applications, submitted on the relevant application forms, must be received prior to March each year by 4pm on the due date of the funding round. Council will review the proposals and make recommendations for funding to be included in the upcoming financial year.

NB. All proposals are therefore for projects commencing in the following financial year.

Council will not:

- Fund retrospectively;
- Fund applicants where monies are not expended on the purpose detailed in the original application;
- Fund events that will be in conflict with goals set out in its Strategic Plan or subsequent plans; or diminish Council's public standing.

2.5 Criteria

Applications for sponsorship will be assessed against criteria of:

- Purpose, scope and duration of the proposal;
- Benefits to the Shire of Roebourne in supporting the project that aligning to the Strategic themes and goals of Council specifically to:
 - Our Community – Diverse and Balanced
 - Our Economy – Well Managed and Diversified
 - Our Natural and Built Environment – Thriving and sustainable
 - Our Leadership – Responsive and Accountable
- Provision of a risk analysis of the proposed project;
- Level of support secured from other organisations and / or funding partners;
- Roles, responsibilities and deliverables clearly outlined of both the applicant and Council.

Consideration will be given to all applications that meet the objectives.

2.6 Return Benefits to the Shire of Roebourne

The applicant agrees to acknowledge the Shire of Roebourne's assistance through the following mediums, inclusive of, but not limited to:

1. Public address announcements;
2. Shire banner displayed at the event;
3. Shire logo displayed on posters, pamphlets, sign boards etc.;
4. Shire logo displayed as appropriate on other promotional materials such as t-shirts & stubby holders;
5. Undertake joint media promotion with the Shire of Roebourne;
6. Submission of photographs of activities and outcomes with an acquittal report.

2.7 Allocation of funds

Depending on the scope of the sponsorship proposal the successful applicants will be subject to a written agreement, which may be in the form of a Memorandum of Understanding or Sponsorship Agreement.

Successful applicants will be eligible to claim allocated funds as per the signed agreement. Payments will be made as per Council's Purchasing Policy.

Decisions regarding Corporate Sponsorships and Partnerships are final and will not be reconsidered.

2.8 Unspent Funds

Funds which are unspent at the conclusion of the project or activity will be returned to Council within 60 days of the completion of the project, activity or event. Funds that remain unaccounted for, or remain unspent in the custody of the organisation, shall be treated as for any Council debt.

2.9 GST

Where groups and individuals have an ABN (Australian Business Number) and are registered, GST will be applicable and will be paid. Unregistered groups and individuals will need to complete an Australian Taxation Shire declaration form prior to receiving reimbursement of grant monies.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the Shire of Roebourne. Unless appropriate approvals are obtained, deviations from the policy may invoke disciplinary action to be taken as per the Shire's performance counselling process.

4. ROLES AND RESPONSIBILITIES

It is the responsibility of **All Staff** to ensure that they adhere to the policy, direction and legislation.

It is the responsibility of the **Community Services Directorate** to administer funds within relevant guidelines and ensure community organisations, successful in obtaining funds, are compliant with this policy.

Council is responsible for the application of the policy. Council is responsible for the review of the policy.

5. REFERENCES TO RELATED DOCUMENTS

- Sponsorship Scheme Guidelines
- Policy CS6: Community Grants, Contributions and Sponsorships
- Policy CS19: Annual Community Associations Grant Schemes
- CF6 Purchasing Policy
- Policy CE1: Financial Requests for Unbudgeted Items (Previous Policy No: CS10)

Policy Number:	CS-22
Previous Policy Number:	N/A
Resolution Numbers:	152532 – June 2013
Last Reviewed:	June 2013
Next Reviewed:	June 2014
Responsible Shirer:	Manager Community Services

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.