

**6/003 FUNDING & DONATIONS POLICY**

The Town of Port Hedland will work in collaboration with the community to support the delivery of events, celebrations and community activities which reflect the unique identity, add to the social fabric of the Town of Port Hedland and the wellbeing of residents.

Previous Council resolutions have identified a series of community, recreation, sporting and cultural celebrations and events of significance and regularity, and accordingly determined levels of support to be provided by the Town. This information forms the later part of this Policy (section 8). The Town will encourage excellence and innovation, and inclusive community participation.

**1. Objectives**

- a. To support community initiatives that strengthen the capacity of local organisations and that deliver valuable outcomes to the Town's residents
- b. To assist in the initiation and establishment of new, independently sustainable events, programs and activities that build capacity within the community
- c. To enable the Town to implement a consistent response to support requests received from community organisations, individuals and not for profit organisations
- d. To provide budget certainty to applicants
- e. To provide both local residents and community organisations with guidance in respect to the Town's expectations of such requests.

**2. Scope of Funding**

The Town of Port Hedland will provide assistance to the community based on the below structure:

***Community Support Donations***

- a. This support is limited to the consideration of requests up to a maximum of \$2,000 cash component in value
- b. This maximum value of all or any Community Support Donation within this section, whether comprised of cash funding, in-kind support, talent development or waiver of fees, is to a maximum of \$5,000 in total annually. In order to assess the value of a request, a dollar (\$) value will be estimated for the in-kind component
- c. All funding applications will be considered as part of this policy; applications outside this policy will be referred to and considered separately by Council

- d. A maximum of one (1) application per financial year per organisation or individual will be considered.

Types of Community Support include:

- Establishment funding (Cash - \$2,000 maximum) – Available to applicants running a new, one-off project, program, activity or event
- Periodical funding (Cash - \$1,000 maximum) – Available to applicants to support a community project, program, activity or event on a recurring basis or that has been funded previously. Organisations are required to fund 50% of the project's cash contribution from their own or other funding sources. Funding may be used for the purchase of equipment, uniforms etc.
- In-kind contributions – This support includes the provision of facilities, equipment and purchases
- These will usually not require a significant contribution of staff time. In-kind contributions will be considered subject to their availability, the need to protect the security and value of the assets, and their use for required Town of Port Hedland purposes
- Waiver of Fees – This support is for the waiver of fees for the hire of community facilities. Waiver costs will be in accordance with the Town of Port Hedland adopted Schedule of Fees and Charges
- Development of Talented Local People – Financial contributions may be made towards the costs associated with the initiatives by local people of all ages that develop talented individuals. A maximum contribution of \$500 in one financial year may be considered to each person who is eligible for this support. These initiatives may include:
  - Travel and attendance at competitions, educational tours or recognised State level (or above) training usually located elsewhere in Western Australia or beyond. The person concerned must have been invited to attend on the basis of exceptional sporting, artistic or other talent
  - Hosting of a talent development initiatives (incl. coaching courses).

Table 1 (Attachment A) identifies in-kind assistance, and fee waiver and cash support that will be provided on an ongoing basis.

## **Community Partnership Grants**

- a. This Partnership support is limited to a maximum period of 3 years
- b. The maximum value of all or any Community Partnership support within this section whether comprised of cash funding, in-kind support or waiver of fees is to a maximum of \$15,000 in total annually. In order to assess the value of a request, a dollar (\$) value will be estimated for the in-kind component and / or fee waiver
- c. All funding applications will be considered as part of this policy; applications outside this policy will be referred to and considered separately by Council
- d. A maximum of one (1) application per financial year per organisation or individual will be considered

The Partnership Fund has three main aims:

1. To increase community access to essential programs and services through the development of partnerships between the Town and not for profit community organisations
2. To provide assistance to not for profit community organisations with the capacity to assess community need to develop essential community services or programs which are consistent with the Town of Port Hedland's strategic objectives and programs, but not directly operated by the Town
3. To provide initial support for significant community, sport, recreation and cultural events and to ensure these activities build independent capacity and reduced reliance on Town funding over a set period of time.

Table 2 (Attachment 2) identifies financial support that will be provided (maximum of \$15,000 annually for a period of up to 3 years).

What will not be funded?

- Commercial activities
- Retrospective costs (ie for activities, programs and events that occur prior to consideration by the Town of the funding application)
- Associations with outstanding debts to the Town of Port Hedland
- Non-incorporated organisations, unless prior written approval by Council resolution
- Core organisational operating costs i.e. a permanent position for ongoing work.

### 3. Application Process

#### ***Community Support Donations***

- a. Requests for assistance will be made in writing through completion of an application form (attachment 3).
- b. Applications to be made in response to Town of Port Hedland advertising, within specified deadlines and funding criteria
- c. Application forms are available on the website or from the Customer Service Counter. Applications must provide all required information
- d. Delegates to the Chief Executive Officer the authority to approve donations that fall within the scope and limits of this Policy. The approval must be countersigned by the Mayor.
- e. The Chief Executive Officer is to present quarterly to the Audit and Finance Committee a schedule of all grants and donations made since the previous Audit and Finance Committee meeting detailing the Grantee, the amount, the purpose of the grant, and the section of the Policy under which approval/authorisation was given
- f. The Audit and Finance Committee will make recommendations to the next Ordinary Meeting of Council in regard to the approval or otherwise of applications received that fall outside the delegation of the Chief Executive Officer under this Policy
- e.g. Under no circumstances must the Town of Port Hedland Municipal Budget allocation as adopted or varied from time to time be exceeded.
- ~~f. Four (4) funding rounds will be held annually, timed to allow for consideration at the quarterly Audit and Finance Committee.~~

#### ***Community Partnership Funding***

- a. Requests for assistance will be made annually in writing and considered as part of the budget preparation process
- ~~b. Applications to be made in response to Town of Port Hedland advertising, within specified deadlines and funding criteria~~
- e.b. Applications supported (by Council) for more than one year will be included in the Policy table, detailing the level and length of funding
- d.c. Applications for support outside of policy limit (i.e. above \$15,000 / 3 years) to be considered by Audit and Finance Committee, then Council and subject to budget availability.

### 4. Selection Criteria

In considering the relative merits of applications, the Town will apply the following criteria:

- a. The positive contribution the event or project will make to the Hedland community
- b. The information requested meets the requirements of this policy
- c. The applicant certifies within the application that they are authorised to apply for Town of Port Hedland support and to represent the applicant organisation
- d. The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town
- e. Sufficient financial information has been provided to clearly identify the items on which monies will be spent, their discrete costs and their importance to the success of the event or project
- f. The level of resource contribution to be made by the applicant, relative to their capacity to do so, as well as the accessibility of funds from other sources.

## 5. Acquittals

Successful applications will be required to provide a brief report / acquittal containing information including:

- Measuring qualitative aspects, such as the success of the activity
- Financial information, such as receipts accounting for the expenditure of monies.
- Funding in further financial years will not be available until an acquittal has been received for any previous years of funding.

Council adoption date and resolution no.	27 January 2011 OCM
Date of adoption of amendment and resolution number <b>do not delete the previous dates</b>	8 May 2013 SCM
Relevant legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Delegated authority	
Business unit	Community Development
Directorate	Community Development
Review frequency	As required

## Attachment 1

Table 1- Ongoing support (In kind, fee waiver and cash support)

Event	Key Partner	Council Support	Notional Value
Sports Group Forums	Department Sport and Recreation WA	Use of Town Venues Advertising, photocopying and postage Contribute to hosting event	\$500
Port Hedland Cup Day	Port Hedland Turf Club	Provision for 20 extra bins Waiver of all stall fees and street trading ground hire for one day Ground hire Use of Town Flag to fly at event	\$5,000
Premier Regional Lawn Bowls	Port and South Hedland Bowling Clubs	Staff member on Committee Advertising/photocopying, fax and postage	\$500
Nindji Nindji Festival	Bloodwood Tree Association	Use of Town Venue Provision for up to 20 extra bins	\$500
Australia Day Breakfast	Soroptimist International	Administration/organisation of Premier's Australia Day Active Citizen Awards Use of Town equipment and facilities Advertising and photocopying of events	\$3,000
Port Hedland Golf Club Pro-AM Open Event	Port Hedland Golf Club	When required leading mowing and maintenance equipment support	\$2,000
Community Clean-Up Event	Care for Hedland Environmental Association	Waiver of tip fees and provision of litter bags for community clean up events including but not limited to Clean Up Australia Day, Adopt a Spot, Great Northern Clean Up and South Hedland Street Blitz	\$3,000
PH Pony Club Pre-Season	PH Pony Club	Pre-season annual slash of the Port Hedland Pony Club Event space	\$1,000
Pilbara Music Festival	Pilbara Music Festival	Patron of Festival Use of Town Venues Provide administrative and photocopying assistance	\$5,000
NAIDOC Week	Pundulmurra Campus EPCT	Town of Port Hedland display	\$250

Chamber of Commerce Business of the Year Awards	Chamber of Commerce	Additional trophies for Community of the Year Award Categories	\$1,000
Carols by Candlelight	Ministers Fraternal	Use of Town venue	\$500
ANZAC Day Ceremony	RSL	Use of Town venue Wreath Advertisement	\$1,500
Local schools	End of year graduation/awards	Contribution towards a book or similar prize	Up to \$1,000

## Attachment 2

Table 2 - Financial support that will be provided (maximum of \$15,000 annually for a period of up to 3 years as identified in annual budget process)

Event	Key Partner	Council Support	Notional Value
Relay for Life	Relay for Life Port Hedland Committee	Funding of \$5,517 per year in 2012/13, 2013/14, and 2014/15 budget years for: reserve hire; disabled toilet hire; rubbish collection; and reserve floodlighting. (NB. 14/15 funding deferred to 15/16.)	\$5,517.00
Australia Day Breakfast	Soroptimist International	Provide sponsorship towards event of \$1,500 annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)	\$4,500
Nindji Nindji Festival	Bloodwood Tree Association	Provide sponsorship towards event of \$1,000 annually for a period of up to 3 years and/or for 3 events (2013/14 to 2015/16 inclusive)	\$3,000
Mingle Mob	Youth Involvement Council	Provide Sponsorship support of \$15,000 annually towards the operation of the Mingle Mob annually for a period of up to 3 years (2013/14 to 2015/16 inclusive)	\$45,000
n/a	Port Hedland Cricket Association	Provide support of \$5,000 annually towards structural and seasonal alignment (2013/14 and 2014/15)	\$10,000
n/a	Hedland Amateur Swimming Club (HASC)	Provide support of \$5,000 annually towards club development initiatives (2013/14 and 2014/15)	\$10,000
n/a	Cooke Point Playgroup	Assistance of \$6,000 to cover increases in rent costs (2014/15 to 2016/17 inclusive)	\$18,000
n/a	Hedland BMX Club	Seal track berms with bitumen to reduce erosion and ongoing maintenance (2014/15)	\$5,000
n/a	Wangka Maya Pilbara Aboriginal Language Centre	Restoration and reproduction of anthropologist Norman Tinsdale's 1950s research information (2014/15)	\$5,000
n/a	Bloodwood Tree Association – Wapa Maya	Program costs for cultural reconnection visits for drug and alcohol treatment (2014/15)	\$2,500
n/a	Bloodwood Tree Association – Wapa Maya	Program costs for providing house cleaning and maintenance training (2014/15)	\$2,500



Pilbara Music Festival	Pilbara Music Festival	Venue hire, audio and equipment costs of up to \$8,000 per annum (2014/15 to 2015/16 inclusive)	\$16,000
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# Town of Port Hedland

## Community Funding & Donations Application

Please submit completed form to [council@porthedland.wa.gov.au](mailto:council@porthedland.wa.gov.au)

### Section 1a: Applicant Details

Identify who is applying for this funding:

Individual Person  Community Organisation  Not For Profit Organisation/ Individual Name: \_\_\_\_\_

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

Position within Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*Applicants are requested to complete ALL sections relevant to their application.*

### Section 1b: Organisation Details

Incorporated: Yes  No  Year of Incorporation: \_\_\_\_\_

*If Yes, please attach a copy of your Certificate of Incorporation*

ABN: \_\_\_\_\_

Registered for GST: Yes  No

### Section 1c: Public Liability Insurance

Does your organisation have Public Liability Insurance:

Yes  No

**If No, are you/your organisation covered under another association (e.g. State Sporting Association)?**

Yes  No

If yes, by who? \_\_\_\_\_

**If No, will you/your organisation be obtaining cover for this event?**

Yes  No

If yes, by who? \_\_\_\_\_

### **Section 1d: Authorisation**

*I certify that the information provided on this application is correct to the best of my knowledge and that*

*I am authorised to apply for funding on behalf on this community organisation/ individual. If successful,*

*I will acquit the funds received before the end of the financial year in which they were received.*

**Full name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Section 2a: Application Details**

**What is the name of your Project /Event:**

\_\_\_\_\_

**Provide a brief outline of your project / event and what you would like to achieve.**

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**Outline how ToPH funding will specifically be used.**

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**Has this project or event previously been supported by the Town's Funding & Donation Policy?**

Yes       No

**If Yes, in which year?** \_\_\_\_\_

**Please provide details:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Section 2b: Type of Community Support**

**Which type(s) of community support are you seeking (refer to policy 6/003):**

Establishment Funding (max \$2,000 cash)	
Periodical Funding* (max \$1,000 cash)	
In-kind Contributions	
Waiver of Fees	
Development of Talented Local People (max \$500)	

\* provide evidence of 50% cash contribution from applicant organisation.

**Details of funds from applicant:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 2c: Funding Details

Detail the amount of each type of funding requested from contributing parties:

	Contributed by Applicant	Contributed by Other Funding Sources	Requested to be contributed by ToPH
Cash (max \$2,000 by ToPH)	\$	\$	\$
Venue fees funded	\$	\$	\$
In-kind contributions*	\$	\$	\$
Total (max \$5,000 by ToPH)	\$	\$	\$

\* refer to Policy 6/003 for eligible criteria and provide details of in-kind requested (i.e. bins, vehicle usage, mowing, etc)

## Section 3: Recognition

Detail how the funding / support from the Town of Port Hedland will be recognised :

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## Section 4: Application Criteria / Checklist

Please ensure the application meets all criteria below:

- a. *Applicant has read, understood and acknowledged the conditions and eligibility requirements contained in Policy 6/003 'Community Funding & Donations'*
- b. *The positive contribution the event or project will make to the Hedland community*
- c. *The information requested meets the requirements of this policy*
- d. *The applicant certifies within the application that they are authorised to apply for Town of Port Hedland support and to represent the applicant organisation*
- e. *The applicant certifies that the information contained within the application is true and accurate, with commensurate evidence / documentation able to be provided on request from the Town*
- f. *Sufficient financial information has been provided to clearly identify the items on which*

*monies will be spent, their discrete costs and their importance to the success of the event or project*

*g. The level of resource contribution to be made by the applicant, relative to their capacity to do so, as well as the accessibility of funds from other sources.*