

Financial and In-Kind Assistance Policy

Frequently Asked Questions



Who does this Policy apply to?

This Policy applies to any organisation that has or will ask Council for funding assistance, waiver of fees, gifts & donations, sponsorship for events, or any in-kind assistance.

Where can I find the Policy and application forms?

The Policy, guidelines and applications forms can be found on our website at www.westcoast.tas.gov.au. Application forms can be completed and submitted electronically. Hard copies are available at the West Coast Council office or may be mailed upon request.

How are applications assessed?

Council staff reviews all applications with the information that is provided. Staff will rarely do extra research into an organisation, therefore it is important to provide as much information as possible when submitting an application. Supporting documentation (posters, programs, photos from past events, risk assessments) are welcomed as they may provide a better explanation of your event.

Upon receipt of an application Council staff write a report that is presented to Council at the next scheduled Council meeting. This report must include a recommendation from the General Manager (either supporting or rejecting the application) however it is Council that make the final decision. Council may not always agree with the recommendation. A point scoring system is used to determine how the community will benefit from your event, a copy of which is located in Appendix 3 of the Policy.

Why do we have this Policy?

Council introduced this Policy to support local organisations and to ensure that limited community funds are being spent on projects and events that will benefit the community. Above anything else, Council wants to apply consistency to all decisions regarding funding opportunities. By implementing this policy Council are ensuring that a fair and transparent system is accessible for all organisations.

Required Documents

Applicants should submit as much information as possible about their event and/or activity. This will often include copies of a Certificate of Currency for insurance, Certificate of Incorporation or a Risk Assessment. Organisations listed as not-for-profit will need to provide a Certificate of Incorporation. Organisations coming under the banner of an Administering Organisation need to provide a letter of their Certificate of Incorporation. Applications for an event or an activity (as opposed to the purchase of equipment for example) will need to provide a risk assessment. Organisations using a Council facility or open space for their event/activity will have submitted a risk assessment as part of *their Application for Use of Council Facility or Open Space*, and this assessment can be used for the funding application also.

Can I apply for Community Funding and Event Development/Sponsorship?

An organisation can apply for two lots of funding provided they are for different events. Financial or In-Kind support will not be given to an event that has already received funding from Council during that financial year.

How much information is needed and why do you need so much information?

Council staff need as much background information and detailed explanations of what the funding will be used for as possible to make an educated recommendation. This is community money being spent therefore it is Councils responsibility to ensure it is being spent wisely.

What if the questions aren't relevant to my request? Do I have to answer them?

Council would prefer an explanation as to why a question does not apply to your request rather than leaving a question blank. In doing this staff understand you haven't accidentally missed an answer.

It sounds like its first in best dressed, what happens if all of the funds are depleted after the first month?

Whilst it may seem that those who apply first will have a better chance, this isn't true – all submissions are reviewed by Council and if a submission does not meet the guidelines, the organisation has already received funding from Council, or they receive significant funding from other business, they may not be successful.

Each application is reviewed individually on the information provided in the application, therefore an application received in the first month of the financial year may not necessarily be successful. In the instance of the allocated budget being depleted, applications will still be received and taken to Council for consideration as the final decision is determined by Council. Councillors may decide to use funds from other department budgets to support your organisation. However, with limited funds available this outcome is unlikely.

What is a not-for-profit organisation?

Generally, a not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people. Not-for-profits can make profit, but any profit made must be applied for the organisation's purpose(s). Organisations can retain profits (instead of applying it towards their purpose), as long as there is for a genuine reason for this related to its purpose. For example, a good reason to retain money may be to save up for starting a new project, building new infrastructure or to accumulate a reserve to ensure an organisation remains sustainable. By contrast, if an organisation continues to retain significant profits indefinitely without applying this to its charitable purpose, this may indicate that the organisation is not working solely towards its stated charitable purpose.

Our activity will happen sooner than the recommended 8 weeks prior to getting the application in, but Council has said that they won't accept late submission, what can we do?

The reason Council asks that all submission are received at least 6-8 weeks prior to the event is to ensure that there is enough time for a report to be submitted, Council to make a decision, and for the organisation to make other plans should their application be rejected. Council understands that for many organisations events do come together last minute and in these circumstances it is important to communicate with Council as soon as possible if your organisation intends to apply for financial support. The applications may be approved using the Contingency Fund in some instances.

Why do we need to detail the in-kind support we're asking of Council?

When an application for in-kind support is received, it is the responsibility of Council staff to work out an estimated costing for the requested support. Council receives many applications requesting in-kind support in the way of waste removal. When this happens a costing is then worked out for the transport, waste removal, and staff charges (including call out fees and weekend rates). This costing is then added to the report that goes to Council.

If your organisation intends to submit an application for support it is essential that any requests for in-kind support list and/or detail the amount of equipment or support required. Example:

Council cannot make a recommendation for applications that state *"wheelie bins for two days"* or *"bollards for blocking off vehicle access."*

The application would need to state: *"5 wheelie bins for use over two days, with waste removal and pick up on the final day"* and *"10 bollards to block off vehicle access for the event."*

If an application for in-kind support is successful, the costing of the support is taken out of budget.

What form do I fill out if my organisation is requesting assistance to purchase equipment and we've missed the Community Assistance Fund?

This will depend upon what the assistance from Council is to be used for. If, for example, you are a sporting organisation and you wish to purchase new uniforms for your team, the sponsorship application would be better suited. This would mean that your organisation would have to provide benefits to Council, and this might come in the form of inviting a Councillor to your end of year dinner, public announcement of Council's support, or acknowledgement and/or use of Council's logo in publications. If your organisation was seeking funding for advertisements or for chairs and tables for an event, then the event development fund would be better suited.