



## DONATIONS, CONTRIBUTIONS & SUBSIDIES FUNDING GUIDELINES

The City of Busselton makes provision in its annual *budget* to support eligible groups and individuals with sponsorship that assists them to pursue and achieve endeavours with direct benefit to the broader community. Allocation of these funds is in accordance with the guidelines below and is at the discretion of the City of Busselton CEO (under delegated authority of Council), subject to funding availability.

### GENERAL APPLICATION GUIDELINES

- Applicants must be City of Busselton residents or, in the case of a group or team, must be operating from and based in the City of Busselton.
- As a general rule, applicants will only be eligible to apply for funding once within any financial year.
- For consideration, completed applications must be received by the City of Busselton prior to the date of the event / activity.
- The application must specify the event or activity date.
- Applicants must demonstrate that their pursuit has a direct benefit to the local community.
- Applicants must identify sponsorship recognition opportunities for the City of Busselton.
- Applicants must identify the impact (if any) that failure to receive funding would have on the event or activity.

In assessing your application the City will also consider:

1. Availability of budgeted funds.
2. Whether the activity or event proposed aligns with the key 'Community' objectives City of the Busselton Strategic Community Plan 2017:
  - Consultation & Partnerships with the community
  - Demonstrated Need
  - Demonstrated community capacity building

### GUIDELINES RELATING TO EVENTS

To receive City sponsorship your event must:

- Achieve the status of an 'approved community event', such as:
  1. Be organised by a non-profit community, cultural or sporting group running a not-for-profit event or activity;
  2. Be staged in a public place within the City of Busselton;
  3. Demonstrate that it will positively enhance the public profile of the City of Busselton; and
  4. Demonstrate broad community involvement.
- Applicants must specify the funding amount requested. Regardless of whether the application is being submitted on the part of a group or individual, this amount must not exceed \$1,000.00.
- Applicants must detail how the funding will be used, noting that funds will not generally be provided to cover every-day operating expenses associated with core functions of the organisation.
- Applicants must identify other funding sources or provide an outline of self-generating income activities proposed to support the event.

If you are planning an event in the City of Busselton please refer to the City's 'Event Application Package' as there may be other City approvals you need to obtain. The 'Event Application Package' is available on the City's website or by contacting the City's Events Coordinator, Peta Tuck, on 9781 0302.

## GUIDELINES RELATING TO INDIVIDUALS OR GROUPS REPRESENTING THE CITY

The CEO may also approve the allocation of funds on the basis of 'special circumstances'.

This may include funding support for groups or individuals requiring financial assistance to pursue endeavours that bring credit or acclaim to the City of Busselton. This extends to:

1. Individuals / groups representing the municipality at a state, national or international sporting or cultural event who may require assistance with accommodation, travel and other incidentals costs; and
2. Other applicants considered 'worthy' by the CEO.



Applicants applying for funding to attend a sporting or cultural event as a representative of the municipality, state or country must provide proof of their selection through a formal qualifying process.

If applicants meet the requirements, \$300 is provided for individuals attending an event / activity representing the municipality at State level and \$500 for individuals attending an event / activity representing the country. Groups / teams attending the same event / activity are encouraged to submit one application on the part of all participating members.

### HOW TO APPLY

For funding consideration all applicants must complete the 'Donations, Contributions and Subsidies Fund Application Form'. Only completed applications received prior to the activity or event will be considered.

Applications can be emailed to [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au) or can be mailed to:

City of Busselton  
Executive Assistant to Council  
Locked Bag 1  
BUSSELTON WA 6280

### OTHER FUNDING AVENUES

The City has alternative funding assistance schemes that are advertised throughout the year. The Community Assistance Program is a program that provides financial assistance to organisations that provide services or activities that deliver sustainable social, environmental and / or economic benefit to the City of Busselton community.

Funding categories include:

- Assistance Grant (COVID-19 response);
- Junior Sport Assistance (COVID-19 response); and
- Revitalisation Grant – Infrastructure Development

For further information and guidelines regarding the Community Assistance Program, please contact the Community Development Officer, City of Busselton T: (08) 9781 0496 or E: [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)