

## Achievers Award Assistance Program

### PURPOSE

To provide an assistance program to recognise the dedication and efforts of Moira Shire citizens who, through their ability or initiative, have been selected to participate in a leadership, sporting or cultural event or activity.

### SCOPE

This policy applies to all residents of the municipal district of Moira Shire.

### DEFINITIONS

#### Cultural

Relating to the culture of a society; or relating to the arts and intellectual achievements.

### POLICY

- Council will provide financial assistance, by application, through the Achievers Award Assistance Program to recognise the dedication of Moira Shire residents, who as a result of their efforts or achievements, are participating in a leadership, sporting or cultural event or activity.
- The amount awarded will be up to \$300 per person, whether competing as an individual or as a member of a team or group. A limit of up to \$500 per team will apply. For example, if there were four eligible members in the same team, the payment would be up to \$125.00 per person.
- If applications are received separately from individuals who belong to the same team or group, they will be treated as an application from a team or group.
- Applicants are encouraged to explore other forms of fund raising, for example: sponsorship through local businesses, donations from other sources, or contacting the relevant governing body for information on potential grants or scholarships.
- Council will endeavour to allocate an amount during the budget process each year to fund this program. However, in the event of budgeted funds becoming exhausted, no further donations may be made in that financial year.
- The Chief Executive Officer will submit a report to Council, by October each year for the previous financial year, listing the applications received and what donations were made.

#### Funding Principles

- To provide financial assistance towards the cost of participating in a leadership, sporting or cultural event or activity at a higher level. For example, participation would be at a regional, state, national or international level.
- The benefits an applicant hopes to gain, both for themselves and the Moira Shire community, from participating in the event or activity may be taken into consideration.

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- Where the total costs associated with participation are less than the amount that the person is eligible for, the lesser amount will be awarded.
- Efforts by applicants to explore other forms of fundraising will be taken into consideration.

### Funding Exclusions

- Applicants who have already received a previous donation under the Achievers Award Assistance program.
- Individuals who are family members of Council staff or Councillors.
- Applications for an event or activity that has commenced or has already taken place.
- Applicants who are in debt to Council.

### Application Process

- Applications for financial assistance are invited and will be received year round. There will not be an advertised period for applications, or a funding round.
- The program will be advertised quarterly in local newspapers.
- Details of the program will be included on Council's website.
- Funding guidelines and an application form will be provided to applicants.
- Applications should be submitted on the standard application form (or an exact copy) by the person who is applying for the award.
- Applications must be made in advance and ideally should be lodged at least four weeks prior to the event or activity.

### Evaluation of Applications

- Applications will be evaluated, as they are received, by the Mayor and Chief Executive Officer, with the process being administered by the Director Community Sustainability.
- Assessment will be based on the information provided with the application.
- Advice on the outcome of evaluation will be provided to applicants as soon as possible after assessment is completed.
- If the Mayor and Chief Executive Officer consider it appropriate they may choose to refer an application to Council for assessment.
- Council reserves the right to fund or not fund an application.
- The decision made on an application is final and not subject to any appeal or review.

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## Achievers Award Assistance Program

### RELATED POLICIES

*Council Policy Protocol*

### RELATED LEGISLATION

Nil

### REFERENCES

Moirashire Council, *Achievers Award Assistance Program* supporting documentation: *Funding Guidelines; Application Form; Terms and Conditions of Funding; and Completion Form*

### REVIEW

This policy will be reviewed two years from the date of adoption, with operational amendments as required in accordance with Council's approval.

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