



Moirira Shire Recognition of Accomplishment

Funding Guidelines

1. Introduction

Moira Shire Council has adopted the Recognition of Accomplishment Policy and these Funding Guidelines to recognise the dedication and achievements of Moira Shire residents who, through their ability or initiative, are participating in a leadership, educational, sporting, or cultural event or activity. The sponsorship provides encouragement and financial assistance to eligible persons in the form of a donation towards assisting with the cost of participation.

Council will allocate an amount during the budget process each year towards the Moira Shire Recognition of Accomplishment Sponsorship program. If budgeted funds become exhausted, no further donations will be made during that financial year.

All applications for Recognition of Accomplishment are to be submitted via SmartyGrants. Applicants whether competing as an individual or part of a team are eligible for sponsorship up to \$500 per application. The final amount will be determined through a panel assessment process with a focus on eligibility criteria and based on total cost of participation. Applications received separately from individuals who belong to the same team or group, will be assessed as a group application.

2. Funding Principles

The following principles are considered when deciding on funding an application.

1. The level of the leadership, education, sporting or cultural event or activity, must be at a state, national or international level.
2. The benefits an applicant will gain, both for themselves and the Moira Shire community, from participating in the event or activity.
3. Where the total costs associated with participation are less than the amount requested, up to 50% of the lesser amount will be awarded.
4. Efforts by applicants to explore other forms of sponsorship or fundraising will be taken into consideration.

3. Eligibility Criteria

To be eligible to make an application for funding under the Moira Shire Recognition of Accomplishment Program:

1. Your regular place of residence must be within the municipal district of Moira Shire.
2. You must be participating in a leadership, educational, sporting or cultural event or activity. Cultural for the purpose of this program is defined as relating to the culture of a society; or relating to the arts and creative and academic and intellectual achievements.
3. Applicants must be competing at a state or national level or representing Australia at an international level.
4. Your application is to be submitted via SmartyGrants at least four weeks prior to the event or activity.

4. Funding Exclusions

The following applications are not eligible for funding:

1. Applicants who have already received a previous donation under the Moira Shire Recognition of Accomplishment program (or the previous Achiever Award Assistance Program) within the last 3 years are not eligible.
2. Applications for an event or activity that has commenced or has already taken place.
3. Applicants who are in debt to Council.
4. Applicants that don't reside in the municipal district of Moira Shire
- c. If for any reason participation in the event or activity does not take place unexpended funds must be returned to Moira Shire Council.
2. Payments will be made electronically once the Terms and Conditions have been completed and submitted through SmartyGrants.

6. Acquittal (Post Event Reporting)

As a condition of funding, applicants are required to submit a completion report through SmartyGrants within 4 weeks of participating in the event or activity. This is included in the Terms and Conditions of Funding, as covered in point five above.

5. Terms and Conditions of Funding

1. All successful applicants will be required to enter a Funding Contract with Council via completion of the Terms and Conditions of the donation.
 - a. Expenditure of funds will only be spent on participating in the nominated event or activity identified in the application form.
 - b. Funding recipients must complete a report on the event or activity through SmartyGrants within 4 weeks of participating.
 - i. receive the award in person; and
 - ii. agree to have your photograph taken, which Council may choose to distribute to local and or regional media with an associated article and or use in a Council publication, Councils website or social media.

7. Assessment of Applications

1. Applications will be assessed against these Guidelines as they are received by the Council Officers and sent to the CEO for a decision, with the process being administered by Administration Officer – Grants
2. Assessment will be based on the information provided with the application.
3. Advice on the outcome of evaluation will be provided to applicants as soon as possible after assessment is completed.
4. If there is a conflict of interest with Community Wellbeing assessment officers another Council officer will be chosen as an assessor.
5. Council reserves the right to fund or not fund an application.
6. The decision made on an application by the CEO is final and not subject to any appeal or review.
7. Applicants may be requested to provide additional supporting information should it be considered appropriate.

8. How to Apply

1. Applications for sponsorship can be submitted all year round through SmartyGrants. There will not be an advertised period for applications, or a funding round.
2. Applications should be lodged at least four weeks prior to the event or activity (individual circumstances may be taken into consideration).
3. The application form can be accessed through the Council website.

If you are concerned about your eligibility, or require further information, please contact Grants Administration staff on (03) 5871 9222 before you apply.

Review of Guidelines

These guidelines will be reviewed four years from the date of adoption, or sooner if required.

Related Policies

Moira Shire Recognition of Accomplishment Policy

Related Legislation

Local Government Act 2020

Charter of Human Rights & Responsibilities Act 2006

Gender Equality Act 2020