

Moira Shire Council

Recognition of Accomplishment Program Policy

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| Policy type | Council |
| Policy number | COM-01 |
| Version number | 2 |
| Responsible Director | Community |
| Responsible Officer | Office of the CEO |
| Date adopted by Council | 23 July 2025 |
| Scheduled for review | This policy will be reviewed four years from the date of adoption, or sooner if required. |

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Administrative changes do not materially alter the document (such as spelling/typographical errors, change to the name of a Council department, a change to the name of a Federal or State Government department). Administrative updates can be made in accordance with the Policy Framework Guidelines.

PURPOSE

The purpose of this policy is to provide a financial assistance program to recognise the dedication and efforts of Moira Shire residents who, through their ability or initiative, have been selected to participate in a leadership, educational, sporting, or cultural event or activity. This policy should be read in conjunction with the Recognition of Accomplishment Funding Guidelines.

SCOPE

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

DEFINITIONS

| Term | Definition |
|----------|---|
| Cultural | Relating to the culture of a society; or relating to the arts and creative, academic and intellectual achievements. |

POLICY STATEMENT

1. About the Moira Shire Recognition of Accomplishment Funding

- 1.1. The Recognition of Accomplishment Program provides an opportunity for Moira Shire residents to make an application for financial assistance, to recognise the dedication of Moira Shire residents, who as a result of their efforts or achievements, are participating in a leadership, educational, sporting or cultural event or activity.
- 1.2. If an application is successful, the amount awarded will be up to \$500 for a team or \$300 for an individual.
- 1.3. Applications received separately from individuals who belong to the same team or group and are participating in the same event, will be assessed as a combined application.
- 1.4. Efforts by applicants to explore other forms of sponsorship or fundraising will be taken into consideration.
- 1.5. Council will determine 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.

2. Funding Principles

- 2.1. The level of the leadership, sporting, educational or cultural event or activity, must be at a state, national or international level.
- 2.2. The gain from participating in the event or activity should be beneficial for both the applicant and the Moira Shire community.
- 2.3. Where the total costs associated with participation are less than the amount requested, up to 50% of the lesser amount will be awarded.
- 2.4. Efforts by applicants to explore other forms of sponsorship or fundraising will be taken into consideration.

3. Funding Exclusions

The following funding exclusions will apply:

- 3.1.** Applicants who have already received previous sponsorship under the Recognition of Accomplishment Program (or the previous Achiever Award Assistance Program) within the previous 3 years are not eligible.
- 3.2.** Applications for an event or activity that has commenced or has already taken place.
- 3.3.** Applicants who are in debt to Council.
- 3.4.** Applicants that don't reside in the municipal district of Moira Shire.

4. Application Process

- 4.1.** Applications for financial sponsorship can be submitted all year round. There will not be a set advertised period, or a funding round for applications.
- 4.2.** The sponsorship program will be advertised on Council's website, social media and in local newspapers.
- 4.3.** Details of the program will be included on Council's website.
- 4.4.** Applications are to be submitted through Council's online grant management system SmartyGrants.
- 4.5.** Applications should be lodged at least 4 weeks prior to the event or activity.

MONITORING AND EVALUATION

5. Assessment and Approval of Applications

- 5.1.** Applications will be assessed by a panel of Council officers against the Recognition of Accomplishment Sponsorship Guidelines. Assessment results will be collated by grants and forwarded to the Office of the CEO for determination.
- 5.2.** Assessment will be based on the information provided in the application.
- 5.3.** Advice on the outcome of the application will be provided through SmartyGrants as soon as possible following the assessment process.
- 5.4.** Council reserves the right to decline an application.
- 5.5.** The decision made on the application is final and not subject to any appeal or review.
- 5.6.** Successful applicants will be required to agree to Council's Terms and Conditions of Funding as detailed in the Recognition of Accomplishment Sponsorship Guidelines.

RELATED LEGISLATION

Local Government Act 2020

Charter of Human Rights & Responsibilities Act 2006

Gender Equality Act 2020

RELATED POLICIES AND PROCEDURES

Community Strengthening Grants Guidelines

Grant Application, Assessment and Acquittal Forms

Community Strengthening Grants Administration Manual

Moira Shire Recognition of Accomplishment Guidelines

REFERENCES

Moira Shire Recognition of Accomplishment Program supporting documentation including;

- Funding Guidelines
- Application Form
- Terms and Conditions of Funding.

DOCUMENT REVISIONS

| Version | Summary of Changes | Approved by | Date |
|----------------|---|--------------------|---------------|
| 1.0 | Original Policy adopted | Council | 28 April 2021 |
| 2.0 | Review of Policy to include changes; <ul style="list-style-type: none">- administrative and assessment process- name of program- removed 'regional' from eligibility criteria | Council | 23 July 2025 |