



# **Achievers Award Assistance Program**

## **Funding Guidelines**

**Adopted by Council 28 April 2021**

### 1. INTRODUCTION

Moirá Shire Council has adopted an Achievers Award Assistance Program Policy and these Funding Guidelines to recognise the dedication and efforts of citizens who, through their ability or initiative, are participating in a leadership, sporting or cultural event or activity. The program provides encouragement and financial assistance to eligible persons, in the form of a donation, towards assisting with the cost of participation.

Council will endeavour to allocate an amount during the budget process each year towards the Achievers Award Assistance Program. If budgeted funds become exhausted, no further donations will be made during that financial year.

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 amount of assistance has been set at up to \$300 per person for successful applicants, whether competing as an individual or as a member of a team or group. A limit of up to \$500 per team applies. 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.

### 2. FUNDING PRINCIPLES

The following principles are taken into account when making a decision on funding an application:

- 2.1 The level of the leadership, sporting or cultural event or activity. For example, for a sporting event, participation would be at a regional, state, national or international level.
- 2.2 The benefits an applicant hopes to gain, both for themselves and the Moirá Shire community, from participating in the event or activity will be taken into consideration.
- 2.3 Where the total costs associated with participation are less than the amount that the person is eligible for, the lesser amount will be awarded.
- 2.4 Efforts by applicants to explore other forms of fundraising will be taken into consideration.

### 3. ELIGIBILITY CRITERIA

To be eligible for making an application for funding under the Achievers Award Assistance Program:

- 3.1 Your regular place of residence must be within the municipal district of Moirá Shire.
- 3.2 You must be participating in a leadership, 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 intellectual achievements.
- 3.3 For sporting events, applicants must be competing at a regional, state, or national level, or representing Australia at an international level.
- 3.4 Your application must be made in advance and ideally should be lodged at least four weeks prior to the event or activity.

#### 4. FUNDING EXCLUSIONS

The following applications are not eligible for funding:

- 4.1 Applicants who have already received a previous donation under the Achievers Award Assistance program are not eligible.
- 4.2 Applications for an event or activity that has commenced or has already taken place.
- 4.3 Applicants who are in debt to Council.
- 4.4 Applicants that don't reside in the municipal district of Moira Shire.

#### 5. TERMS AND CONDITIONS OF FUNDING

- 5.1 Successful applicants will be required to sign their agreement to Council's Terms and Conditions of Funding, as detailed below, prior to funds being paid:
  - (a) Expenditure of funds will only be spent on participating in the nominated event or activity identified in your application form.
  - (b) Funding recipients must be prepared to provide Council with a written report on the event or activity within 4 weeks of participating, and If requested by Council:
    - (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.
  - (c) If for any reason participation in the event or activity does not take place unexpended funds must be returned to Moira Shire Council.
- 5.2 Funds will be paid to successful applicants as soon as possible after receipt of a signed agreement to the Terms and Conditions of Funding.

#### 6. ACQUITTAL (POST EVENT REPORTING)

In return for funding, applicants are required to provide a written report to Council 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.

#### 7. EVALUATION OF APPLICATIONS

- 7.1 Applications will be evaluated against these Guidelines as they are received by the Mayor and the Chief Executive Officer, with the process being administered by the Executive Assistant to the Chief Executive Officer.
- 7.2 Assessment will be based on the information provided with the application.

- 7.3 Advice on the outcome of evaluation will be provided to applicants as soon as possible after assessment is completed.
- 7.4 If the Mayor and the Chief Executive Officer consider it appropriate they may choose to refer a particular application to Council for assessment.
- 7.5 Council reserves the right to fund or not fund an application.
- 7.6 The decision made on an application is final and not subject to any appeal or review.
- 7.7 Applicants may be requested to provide additional supporting information should it be considered appropriate.

## 8. HOW TO APPLY

- 8.1 Applications for financial assistance are able to be submitted all year round. There will not be an advertised period for applications, or a funding round.
- 8.2 Applications should be submitted on the Application Form (or an exact copy) by the person who is applying for the award. The application form is available on Council's website or by contacting Council.
- 8.3. Applications must be made in advance, and ideally should be lodged at least four weeks prior to the event or activity.
- 8.4 Applications should be typed where possible or completed in black ink.
- 8.5 Any application that is considered incomplete or not in the required format may not be accepted.

If you are concerned about your eligibility, or require further information, please contact the Executive Assistant to the Chief Executive Officer on (03) 5871 9222 before you apply.

Applications should be completed and forwarded to:

Chief Executive Officer  
Moirá Shire Council  
PO Box 578  
COBRAM VIC 3643

Email: [info@moira.vic.gov.au](mailto:info@moira.vic.gov.au)

In person to: 44 Station Street, Cobram or  
100 Belmore Street, Yarrawonga

## REVIEW OF GUIDELINES

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

## RELATED POLICIES

*Achievers Award Assistance Program Policy*

## RELATED LEGISLATION

*Local Government Act 2020*

*Charter of Human Rights & Responsibilities Act 2006*