

Moira Shire Council

Achievers Award Assistance Program Policy

Policy type	Council
Responsible Director	Chief Executive Officer
Responsible Officer	Executive Assistant to the Chief Executive Officer
Date adopted by Council	28 April 2021
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 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.

This policy should be read in conjunction with the Achievers Award Assistance Program 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 intellectual achievements.
Family Member	Victorian Local Government Act 2020

POLICY STATEMENT

1. About the Achievers Award Assistance Program

- 1.1. Council's Achievers Award Assistance 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, sporting or cultural event or activity.
- 1.2. If an application is successful, 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.
- 1.3. 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.
- 1.4. 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.
- 1.5. 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.
- 1.6. 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.

2. Funding Principles

- 2.1. The level of the sporting or cultural event or activity. For example, for a sporting event, participation at a regional, state, national or international level.
- 2.2. 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.
- 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. Funding Exclusions

- 3.1. Applicants who have already received a previous donation under the Achievers Award Assistance program 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 assistance are able to be submitted all year round. There will not be an advertised period for applications, or a funding round.
- 4.2. The program will be advertised quarterly in local newspapers.
- 4.3. Details of the program will be included on Council's website.
- 4.4. Applications should be submitted on the Application Form (or an exact copy) by the person who is applying for the award.
- 4.5. Applications must be made in advance and ideally should be lodged at least **four weeks prior** to the event or activity.

5. Evaluation of Applications

- 5.1. Applications will be evaluated against the Achievers Award Assistance Program Funding Guidelines, by the Mayor and Chief Executive Officer, with the process being administered by the Executive Assistant to the Chief Executive Officer.
- 5.2. Assessment will be based on the information provided with the application.
- 5.3. Advice on the outcome of evaluation will be provided to applicants as soon as possible after assessment is completed.
- 5.4. If the Mayor and Chief Executive Officer, consider it appropriate they may choose to refer an application to Council for assessment.
- 5.5. Council reserves the right to fund or not fund an application.
- 5.6. The decision made on an application is final and not subject to any appeal or review.
- 5.7. Successful applicants will be required to sign their agreement to Council's Terms and Conditions of Funding, as detailed in the Achievers Award Assistance Program Funding Guidelines.

RELATED LEGISLATION

Local Government Act 2020

Charter of Human Rights & Responsibilities Act 2006

REFERENCES

Moira Shire Council Achievers Award Assistance Program supporting documentation including *Funding Guidelines, Application Form & Terms and Conditions of Funding*.