

Shire of Irwin

Waiver of Fees and Charges Guidelines and Application

innovation
accountability
integrity
respect

SHIRE OF IRWIN

GUIDELINES AND APPLICATION FORM

Council allocates approximately 1% of the value of rates revenue per financial year to the Financial Assistance Policy. The allocated funding is then distributed between four funding categories in the following way:

- ***80%** is allocated to the **Community Assistance Scheme** and*
- ***20%** is allocated to the*
  - ***Assistance for Resident Elite Athletes,***
  - ***Waiver of Fees** and*
  - ***Sundry Donations** combined.*

Each organisation eligible for financial assistance, as described in the Financial Assistance Funding Policy, will not be granted funding that exceeds $5,000 in any financial year. The maximum $5,000 may be sought through the Community Assistance Scheme only or as a combination of Waiver of Fees, Sundry Donation and the Community Assistance Scheme.

WAIVER OF FEES AND CHARGES

Waiver of Fees and Charges for the use of Shire owned resources up to $1,000 can be applied for at any time throughout the year using the Waiver of Fees and Charges application form.

Waiver of Fees and Charges will not be granted to events/projects who are also receiving financial or in kind support from the Shire, e.g. Road Closures, waiver of fees associated with permits.

Waiver of Fees and Charges will be considered for Projects or Events that;

- Are open for attendance by the local community;
- Encourage participation by a community organisation;
- Encourage volunteer participation;
- Enhance community spirit and quality of life within the Shire of Irwin; and
- Promote the development of social, economic, recreational, sporting, art or cultural projects

Restrictions on Funding

Waiver of Fees and Charges is available to a maximum value of $1,000 per application.

Each organisation is eligible to submit several applications per financial year, provided the total cumulative amount of successful applications does not exceed $1,000.

> ***For example**, in one financial year the same organisation might successfully apply for:*
> *2 x $500 Waiver of Fees and Charges or*
> *3 x $300 Waiver of Fees and Charges or*
> *5 x $100 Waiver of Fees and Charges.*

The total amount of Waiver of Fees and Charges provided to an organisation is deducted from the maximum $5,000 financial assistance available to each eligible organisation.
The maximum $5,000 may be sought through the Community Assistance Scheme (CAS) only or a combination of Waiver of Fees, Sundry Donation and Community Assistance Scheme funding.

***For example**, in one financial year the same organisation might successfully apply for:*
$500 Sundry Donation, $900 Waiver of Fees and $3600 CAS equalling $5,000 or $1000 Sundry Donation and $4000 CAS equalling $5000.

Reimbursement for utility charges such as water and electricity will not be considered for waivers

The community organisation is encouraged to have made application to source additional funding for the Project or Event.

Eligibility – Who can apply?

To be eligible for funding the applicant must be a not for profit, incorporated, community organisation or has been sponsored by an incorporated organisation.

Ineligible for Funding

Funding will not be provided to or considered for:

- Individual persons;
- Commercial Organisation or Businesses;
- Funding to undertake commercial activities or assist with organisational operating costs; or
- Projects on behalf of political organisations or political events.

How to apply

- Waivers of Fees and Charges are available all year round (with no closing date).
- Applications must be received and date stamped by the Shire at least two weeks PRIOR to the event or project for consideration.
- Applications will not be considered where they are submitted retrospective of the Event or Project.
- Applications are to be lodged on the Shire's Waiver of Fees and Charges application form, available from the Shire of Irwin administration office or on the Shire of Irwin website (www.irwin.wa.gov.au).
- Completed and signed application forms should be submitted:

  By Email: fboksmati@irwin.wa.gov.au or

  In Person: Shire of Irwin Administration Building
  11-13 Waldeck Street
  Dongara WA 6525

- Applicants will receive a response within 14 days of submitting the application.

For further information or assistance with your application form please contact Farah Boksmati on 9927 0000 or by the e-mail address above.

Successful applicants

All Waiver of Fees and Charges applications will be assessed at the discretion of the Chief Executive Officer (under delegated authority). Waiver of Fees and Charges will only be available until all allocated funding has been expended. Once funding has been depleted Waiver of Fees and Charges will not be available until the following financial year.

Acknowledging the Shire's support

Successful applicants are to acknowledge the Shire of Irwin in all advertising and on any material relating to the activity or event for which the funding has been provided.

APPLICATION FORM – WAIVER OF FEES AND CHARGES

Applicant Details

Name of Organisation: _____

Contact Person: _____

Postal Address: _____

Phone No: _____

E-mail: _____

ABN: _____

Is the organisation GST registered? Yes ☐ No ☐

Type of Organisation

Community Organisation ☐ Charitable Body ☐

Not-for-Profit ☐ Educational Institution ☐

Activity/Event Details

Type of Activity or Event: _____

Name of Activity or Event: _____

Location and Venue: _____

Date of Activity or Event: _____

Will Income be generated as a Result of the Activity or Event?

Yes ☐ No ☐

Are any Workers Working on a Volunteer Basis Yes ☐ No ☐

What is the Shire **Fee and/or Charge** that is requested to be waived?

_____

Reason for Request: _____

_____

_____

_____

_____

BANK DETAILS

Account Name: _____ BSB Number: _____

Bank & Branch: _____ Account Number: _____

Signature of Account Holder: _____

Declaration

I, _____ confirm that all of the information contained within the application form is true and correct and submit it to the Shire of Irwin for consideration.

Signed: _____ Name: _____

Position: _____ Date: _____

SHIRE OFFICE USE ONLY

Application Received By: _____ Date: _____

Record No: _____

On review of this application, it has been determined the application will be:

Approved Yes ☐ No ☐

Total of Fees and Charges to be Waivered: _____

If Declined please provide reason: _____

_____

_____

_____

_____ _____ _____

Name of Authorised Officer Signature Date