



SHIRE OF EXMOUTH

# Attachments

Shire President COVID-19 Relief Fund Committee Meeting  
12 May 2020

# Shire President COVID-19 Relief Fund Guidelines

## Introduction

The Shire of Exmouth is working closely with WA Government and the Australian Government to support the response and recovery of the COVID-19.

On a local level the Shire of Exmouth has implemented a number of measures to address the COVID-19 impacts including the creation of a dedicated Shire President COVID-19 Relief Fund (Relief Fund) to be used to support the Exmouth community in dealing with the financial impacts of the pandemic.

The Shire of Exmouth has also established the Exmouth Local Recovery Coordinating Group. This group is considered pivotal to a successful recovery and a number of working groups have been formed to address identified needs within the Exmouth community. These working groups largely comprise representatives from community and business support agencies and groups with support provided from appropriate Shire of Exmouth officers.

A copy of the Exmouth Local Recovery Coordinating Group framework is attached to these guidelines and illustrates the “community led” approach to the Shire’s recovery.

These guidelines and application form should be used by those eligible seeking financial support from this Relief Fund.

## Eligibility requirements

1. Funding is available only to not-for-profit groups based in the Shire of Exmouth. Ideally all applications should be submitted from groups participating via the Exmouth Local Recovery Coordinating Group framework.
2. Individuals seeking assistance should be directed to appropriate agencies and support groups in first instance.
3. Applications must demonstrate that funding will meet an identifiable need from the Exmouth community relating to the impacts of the COVID-19 pandemic and that is not currently addressed by other State and Federal government support and relief agencies and programs.
4. The Shire of Exmouth Local Recovery Coordinating Group provides a clear management framework for community and business support agencies and groups to respond to the local impacts of COVID-19.
5. Applicants must consult with nominated Shire of Exmouth officers prior to submitting funding requests. This can be done via attending any of the Local Recovery working groups or approaching Shire officers direct.
6. All applications must be submitted using the nominated Shire of Exmouth form.
7. Applicant groups do not need to be incorporated.
8. Applicants are required to complete a brief acquittal form.

## Who is Ineligible?

1. Individuals are not eligible. The intent of the Shire President COVID-19 Relief Fund (SPRF) is not to deal directly with individuals seeking assistance. Individuals requiring support should be directed to appropriate agencies and groups.
2. For profit commercial operations. Various State and Federal Government relief and grant programs are in place for these types of operations seeking assistance.

## Application Process

1. Eligible applicants must contact Shire of Exmouth officers to discuss funding request prior to submitting application.
2. Funding applications can be made up to a maximum of \$4,000 per application however larger amounts may be considered at the discretion of the SPRF Committee.
3. Additional applications from the same group are permitted following successful acquittal of a previous submission.
4. Shire officer to assess request including identify existing agency responsibilities and funding sources. As a first priority, existing funding and resources to be used wherever possible.
5. If a gap is identified between community need and existing agency service/funding then Shire officers make recommendations on funding support.
6. Shire officers to work with applicant agency/group to complete SPRF application form (draft attached).
7. Shire officers present reports including completed application form for consideration at the SPRF Committee Meeting.
8. The SPRF Committee assess and allocate the Relief Funds via Special Committee resolution.
9. Shire officers implement SPRF Committee decisions.
10. Shire officers report activities to full Council at monthly OCMs including acquittal outcomes.

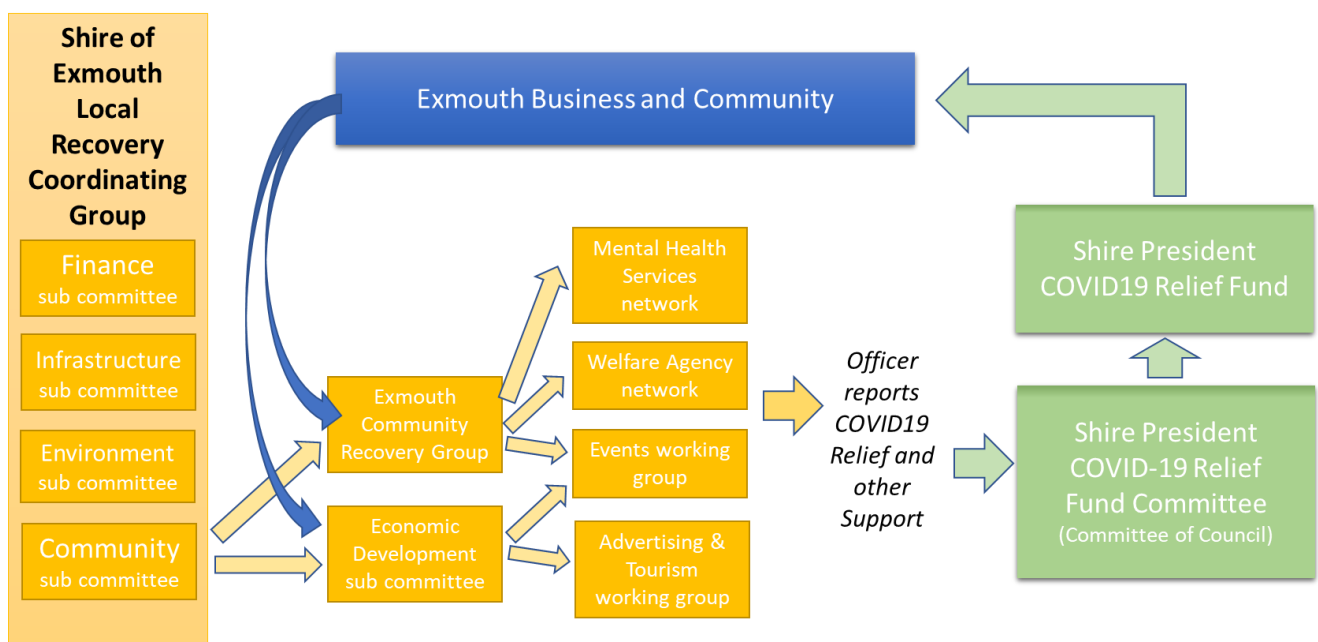



Figure 1 - Shire of Exmouth Local Recovery Coordinating Group framework

	SHIRE OF EXMOUTH PO Box 21 Exmouth WA 6707 Tel: (08) 9949 3000 Fax: (08) 9949 3050	<b>SHIRE PRESIDENT COVID 19 RELIEF FUND APPLICATION</b>
---	---	---

**Applicant's Details**

Organisation/ Group Name:					
Postal Address:					
Suburb:		State:		Postcode:	

**Preferred Contact Person**

*All application correspondence will be directed to this person*

Name:		Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:			
Mobile Phone:			
Email:			

**Funding Request Information**

Funding Request Title:	
Name of Shire Officer consulted:	
Description:	
Who will manage this funding?	
Please list other groups you will be working with this funding.	

**Funding Expenditure – (Ex GST)**

Expenditure items	Amount
<b>TOTAL Expenditure</b>	<b>\$</b>

**Applicant's Certification**

I confirm that:

*The information supplied is to the best of my knowledge, true and correct.*

*I have the authority, as vested by the Organisation, to submit this application*

Name:	
Position Held:	
Signature:	
Date:	

If you have any queries about your eligibility or the details required when applying, please contact the Shire of Exmouth on **(08) 9949 3000**.

Please return a completed and signed copy of this application to:

**Chief Executive Officer  
Shire of Exmouth  
PO Box 21  
EXMOUTH WA 6707  
Or: [records@exmouth.wa.gov.au](mailto:records@exmouth.wa.gov.au)**

## Shire President COVID-19 Relief Fund Acquittal

<b>Expenditure (for Shire of Exmouth funding only)</b>		
<b>Funding received: (A)</b>		<b>\$</b>
<b>Cost Items</b> (please describe)	<b>Budget as per grant application</b> <b>\$</b> GST inclusive	<b>Actual Expenditure</b> <b>\$</b> GST inclusive
<b>Total expenditure: (B)</b>		
<b>Net amount: (A-B)</b>		<b>\$</b>

Please note: Acquittal to be submitted to Shire of Exmouth (records@exmouth.wa.gov.au) within 2 weeks of all funding expended.

### Declaration

I, the undersigned, being the \_\_\_\_\_ (insert title)  
of \_\_\_\_\_ (organisation name), confirm that the above expenditure provided is true and correct.

Signed \_\_\_\_\_ Date: \_\_\_\_\_