

### 3.12 TOURISM ALLOCATION FUNDING POLICY

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The following guidelines for distribution of Tourism Allocation Funding to tourism or community based organisations are to apply:

a. Fund Objectives

Funds from the Shire of Gingin may be made available for the following purpose;

To assist Tourist or Community Groups in establishing and implementing tourism initiatives within the Shire.

These initiatives can include, but are not necessarily limited to, promotional campaigns, development of tourist related infrastructure and assistance with the operation of Tourist Information Centres within the Shire.

b. Application Procedure

- i. Applications for funding from the Shire's Tourism Allocation Fund close at the Shire Office on 31 March each year, and are to be considered in August the following financial year, after the adoption of the Municipal Budget.
- ii. All applications are to be submitted on the Grant Application Form provided and include all information requested by the Shire.
- iii. Applicants are encouraged to discuss potential local law, town planning scheme and development policy implications with Shire staff when preparing their Grant submission.
- iv. Application's should only be made when the applicant group is confident and can demonstrate that any additional monies required to complete the project will be available if a Council grant is approved.

c. Land/Site

If the applicant body is seeking capital funding for a Tourism initiative, the project shall relate to crown reserve or land owned or vested in the Shire of Gingin.

d. Limitations

- i. Applicant groups, in applying for Tourism Allocation Funding (administration or capital) should provide supporting information in the form of a brief summary of their own financial position, including most recent audited financial statement, a budget for the project including all funding sources and a program of time over which planned expenditure will occur.
- ii. Shire employees or equipment may be used in lieu of cash distribution and costs allocated against the relevant Tourism Allocation Fund.
- iii. All capital works undertaken utilising the Tourism Allocation Funding shall be completed to the satisfaction of the Shire of Gingin.

e. General Guidelines

- i. Generally, Shire contributions will be limited to a maximum of 50% of the capital cost of any project.
- ii. Shire contributions towards administration will be determined on merit and as a general rule will not be considered.
- iii. Applications must be submitted not later than 31 March for consideration in the following financial year.
- iv. Application's will be acknowledged by the Shire of Gingin.
- v. Council reserves the right to consider and allocate funds without the right of appeal.
- vi. Council reserves the right to request further information.
- vii. All monies allocated must be spent and claimed by the 30 June in the financial year for which it was allocated, unless otherwise approved by Council.
- viii. No capital project requiring funding shall commence without the written consent of the Shire.
- ix. Money granted must be spent on the projects to which it is allocated.
- x. No money will be allocated retrospectively.
- xi. The Shire of Gingin reserves the right to inspect at any time works in progress for which a Tourism Allocation Funding grant has been approved.
- xii. Applications will be considered at Council's sole discretion.
- xiii. Council reserves the right to set aside all and/or any project for budget consideration.
- xiv. All applications are to be submitted on the relevant forms provided by the Shire and should include all information requested to be provided.

**ADOPTED: COUNCIL 3 DECEMBER 2002**  
**REVIEWED: 19 APRIL 2011**