

Town of Cottesloe  
Corporate and Community Services  
109 Broome Street  
Cottesloe WA 6011



To Cottesloe Council:

I am writing further to correspondence with Sherilee Macready and Garry Bird in order to request a donation from the Town of Cottesloe for the ICEA Classic, coming up on the 11<sup>th</sup> of September. As long term community partners of the event, I am sure the Council knows that the ICEA Classic is an event that celebrates rich Indigenous cultures and young surfing talent, and brings people together in the spirit of reconciliation. Now in its seventh year, the Classic is attracting around 7000 people with plans for it to continue growing. We are particularly focused on expanding the cultural aspect of the event, with a record number of cultural facilitators joining us on the 11<sup>th</sup>, meaning we are more in need of the support of our partners and sponsors than ever to ensure we continue to provide an efficient, safe, fun and impressive community event to our patrons. We hope that you will be able to work with us in this endeavor.

ICEA is requesting a \$5000 donation from the Town of Cottesloe, consistent with what they have contributed to the event in the past. This amount will directly cover the cost of the Welcome to Country ceremony conducted by Professor Len Collard as well as his facilitation of Cultural Tours at the Cove and surrounding landmarks on the day. Further, this amount will cover the cost of two young Indigenous dance groups – the Wesley Moorditj Mob and the PLC Goorna Liyarn Dancers – to perform on the day.

The total project budget is \$54 036. This budget includes infrastructure for the event (marquees, staging, safety barriers, sound equipment, lighting), security, entertainment and performances, cultural facilitators and activities, marketing and promotion, volunteer/personnel costs as well as food, merchandise and other necessary materials. We have plans in place for this year's event to be a more refined version of what the Classic has been in the past, and the budget has grown slightly because of that. We are extremely lucky and fortunate to receive the community support that we do, including some in-kind sponsorship deals, but we are still seeking further support.

Please, do not hesitate to contact us at [admin@iceafoundation.com.au](mailto:admin@iceafoundation.com.au) if there are any questions or queries. Alternatively, you can contact Emma Pegrum (ICEA Foundation Chief Operations Officer) directly on .

We do hope that you'll be able to make a contribution to assist us in the delivery of this fantastic event, and of course that we'll see some of you down there on the day!

Kind Regards,

Tom Joyner  
ICEA Foundation | Chief Executive Officer

**TOWN OF COTTESLOE  
DONATIONS SUMMARY  
FOR THE YEAR ENDED 30TH JUNE 2017**

	<b>Organisation</b>	<b>Funding Requested</b>	<b>Summary</b>	<b>Recommendation</b>
1	Shenton Christian YouthCare Council	\$ 2,500.00	Contribution to assist annual Chaplaincy program at Shenton College, and some of its feeder primary schools: Mt Claremont Primary School and Mosman Park Primary School, including allowance for the Year 7 students at Shenton College.	\$ 2,000.00
2	Lions Clubs District 201W1	\$ 3,000.00	To provide a day out for special needs, ill, vulnerable and underprivileged children in Cottesloe and Perth areas to attend the Lions Club's annual Razzamatuzz Show event. Some children attending draw from Lady Lawley Cottage in Cottesloe.	\$ 1,500.00
3	Cottesloe Childcare Centre	\$ 6,500.00	The contribution would be used for works to extend the permanent parking facilities at Cottesloe Child & Family Centre which houses the Cottesloe Child Care Centre, Cottesloe Toy Library and the Multipurpose Room. While Cottesloe Child Care Centre have requested \$6,500, the guidelines provide for a limit of \$5,000.	\$ 3,000.00
4	Melanoma WA	\$ 4,993.00	To assist with the costs associated with running the annual Melanoma WA Free Community Skin Screening Unit to be set up at Cottesloe Beach from 14 to 18 November 2016.	\$ 2,500.00
5	La Casa Dei Bambini Montessori Playgroup	\$ 4,000.00	The contribution would be used to purchase new materials and replace damaged and older items used by the playgroup, for example, books, a library storage cabinet, early learning resources, and maintenance work on broken or older toys and equipment.	\$ 3,000.00

	<b>Organisation</b>	<b>Funding Requested</b>	<b>Summary</b>	<b>Recommendation</b>
6	Surfing W.A.	\$ 5,000.00	The contribution would be used to cover some of the costs of the annual Whalebone Classic event which will be held over three days in 2016 at Isolators Reef, Cottesloe.	\$ 4,000.00
7	Lady Lawley Cottage	\$ 5,000.00	Contribution would be used to purchase replacement toys and play equipment used by clients at Lady Lawley Cottage. Lady Lawley Cottage in Cottesloe is a respite and high needs centre for children with disabilities.	\$ 4,000.00
8	North Cottesloe Surf Life Saving Club	\$ 5,000.00	Contribution would be used to assist with some of the costs of works to level the pavement along the front of the ocean side of the club, and also to install a safety hand rail at the beach ramp.	\$ 2,500.00
9	Cottesloe Playgroup	\$ 5,000.00	Contribution would be used to assist with the costs to improve the facilities at Cottesloe Playgroup, in the form of: purchasing Indoor play equipment and storage items, carrying out maintenance work on the external play areas, and installing outdoor seating furniture.	\$ 3,000.00
10	North Cottesloe Primary School	\$ 10,000.00	Contribution would be used to assist with some of the costs to renovate and upgrade older playground equipment at the Wanslea Early Childhood Facility at North Cottesloe Primary School. While North Cottesloe Primary School have requested \$10,000 the guidelines provide for a limit of \$5,000.	\$ 3,000.00
11	Seaview Community Kindergarten	\$ 4,746.51	Contribution would be used to assist with some of the costs to upgrade Seaview Kindergarten's older facilities, for example building a concrete path for the children to ride bicycles on, replace a broken data projector, painting inside the Kindergarten, and replacing the Centre's front door.	\$ 3,000.00
12	St Philips Anglican Church	\$ 5,000.00	Contribution would be used to cover some of the costs of purchasing modern Audio Visual equipment for the Church Hall, which is part of a larger plan for the facility to be more usable for internal learning sessions, community events, and workshops for the wider community.	\$ 3,000.00

	<b>Organisation</b>	<b>Funding Requested</b>	<b>Summary</b>	<b>Recommendation</b>
13	Westcoast Community Centre Inc.	\$ 1,700.00	To assist with the costs of printing the WCC Newsletter - which helps to advise the residents of the Town of the Community Centres events and activities.	\$ 2,000.00
<b>TOTAL</b>		<b>\$ 62,439.51</b>		<b>\$ 36,500.00</b>

## **DONATIONS**

### **(1) OBJECTIVE**

Encourage independence and self reliance within the community.

### **(2) PRINCIPLE**

Council recognises the value of charitable organisations within our community to assist in the development of appropriate services suited to the community's needs. Council is committed to a positive approach as a corporate citizen and will provide aid to those organisations as is possible within budgetary constraints.

### **(3) ISSUES**

A range of organisations and individuals seek financial assistance from Council annually. Council is not in a position to provide substantial assistance to all requests. Requests are received from organisations which may not be registered charities and from organisations about whom little is known. Requests are received from organisations which may provide limited assistance or be of little relevance to the Cottesloe community.

### **(4) POLICY**

(4.1) All applications to be in the form as set out in the attached Schedule.

(4.2) All applications will be assessed by the CEO in accordance with the criteria set out below.

(4.3) The CEO may refer applications that meet the criteria set out below to Council.

(4.4) Donations will be made by Council at its absolute discretion and Council may be guided by the following criteria.

#### **ASSESSMENT CRITERIA**

Donation requests will not be considered where;

- The applicant is a private and for profit organisation or association.
- The applicant is an individual person.
- The application is in relation to general fundraising.
- The application is for funding for conferences and conventions.

Priority will be given where ;

- The applicant is a registered not for profit organisation and has a base or visible presence in Cottesloe or with in the Western Suburbs;

## TOWN OF COTTESLOE POLICY

- The applicant is a community group based in Cottesloe or has a visible presence within Cottesloe or has significant impact on residents of Cottesloe.
- The applicant can demonstrate that the funds will provide some benefit to Cottesloe residents.
- The funds are required for a new initiative or significant once off project.
- The applicant has not received a donation from Council within the previous two years.
- If the donation is for an event entry to the event is free of charge to Cottesloe residents to attend and participate.
- The application is made in the financial year prior to the funds being required in time for inclusion in the coming year's budget deliberations.

**RESOLUTION NO:** 12.1.6  
**ADOPTION:** August 2004  
**REVIEW:** August, 2012



### DONATIONS APPLICATION FORM

Donation requests should be made before 1 April each year for funding in the next financial year. Priority is given to new initiatives which enhance the lifestyles of those living within the area. Previously successful applicant should not assume that funding will always be granted. Other sponsorship priorities and eligibilities are listed on an attached sheet. This information form is designed to assist you in making your application for donation and to enable us to efficiently deal with your request.

Name of Organisation: .....

Postal Address .....

.....

Contact & Position .....

Telephone (W)..... (H).....

Aims of Organisation.....

.....

When was your organisation established? .....

Is your group a non-profit organisation? YES/NO Is your group a registered association? YES/NO

Does your group have an ABN number? YES/NO If yes, ABN Number .....

**(Please note the Council can only make grants to organisations with a bank account)**

Has the Town of Cottesloe previously assisted your organisation by either direct donation or by waiving service costs? YES/NO

If YES date of previous assistance .....

If YES amount of previous assistance \$ .....

Purpose of previous assistance.....

.....

#### Present Application

Amount requested from the Town of Cottesloe \$ .....

Date when donation request is required.....

#### Project Details

If you have any further information you would like to include with your application form please attach.

#### Project Description

.....  
.....  
.....  
.....



**TOWN OF COTTESLOE POLICY**

How will the event/project benefit the Cottesloe community?  
 .....  
 .....

Is this a regular project or a one-off event? Please detail  
 .....  
 .....

Please detail how the sponsorship from the Town of Cottesloe will be used  
 .....  
 .....

Will there be a cost involved for the Cottesloe community for participation in your event or project eg. Entry fee                      YES/NO

If YES please detail  
 .....  
 .....

What acknowledgement will the Town of Cottesloe receive for it's donation?  
 .....

**Budget Summary**

Please attach a detailed budget for the project if appropriate

<b>EXPENDITURE</b>	.....	\$ .....
	.....	\$ .....
	.....	\$ .....
<b>A</b>	<b>TOTAL EXPENDITURE</b>	\$ .....
<b>INCOME</b>	Your Contribution.....	\$ .....
	.....	\$ .....
	.....	\$ .....
	.....	\$ .....
	.....	\$ .....
	Box office/entry fees/sales estimates (if appropriate)	\$ .....
	Amount requested from the Town of Cottesloe	\$ .....
<b>B</b>	<b>TOTAL INCOME</b>	\$ .....

**Donation Agreement**

If donation is approved I agree:

- To provide the Town of Cottesloe with a tax invoice for the amount granted
- To present the Town of Cottesloe with a report on the event including a financial report of the sponsorship expenditure, copies of material which feature the Town's logo and a brief assessment of the project's success (Donation's over \$500 only)
- Please notify Council immediately, if the donation amount granted is used differently to what was listed in the application form

Signed ..... Dated .....

Please return to: Chief Executive Officer  
 Town of Cottesloe  
 109 Broome Street  
 COTTESLOE WA 6011



## **DONATION ASSESSMENT CRITERIA**

Applicants should note that donations will be made at the absolute discretion of Council and that Council may use the following criteria when assessing applications.

Donation requests will not be considered where:

- The applicant is a private and for profit organisation or association
- The applicant is an individual person
- The application is in relation to general fundraising
- The application is for funding for conferences and conventions

Priority will be given where:

- The applicant is a registered not for profit organisation and has a base or visible presence in Cottesloe or within the Western Suburbs
- The applicant is a community group based in Cottesloe or has a visible presence within Cottesloe or has a significant impact on residents of Cottesloe
- The applicant can demonstrate that the funds will provide some benefit to Cottesloe residents
- The funds are required for a new initiative or significant once off project.
- The applicant has not received a donation from Council within the previous two years.
- If the donation is for an event entry to the event is free of charge to Cottesloe residents to attend and participate.
- The application is made in the financial year prior to the funds being required in time for inclusion in the coming years budget deliberations