

# FI12.6 Interest Free Loan



December 2017

Corporate and Community Services

## Council Contribution Guidelines

These guidelines provide prospective applicants with information about financial assistance from the Shire of Augusta Margaret River by way of an Interest Free Loan.

Please read these guidelines carefully before submitting an application. You may direct any questions to the Shire by email on [amrshire@amrshire.wa.gov.au](mailto:amrshire@amrshire.wa.gov.au) or phone us on 08 9780 5255.

## Eligibility - Who can apply?

To be eligible for a Council Contribution the applicant must be:

1. A community organisation within the Shire of Augusta Margaret River that is under a current lease agreement.
2. A community organisation that makes membership available to the general community.
3. An incorporated community-based volunteer and not-for-profit organisation functioning in the Shire of Augusta Margaret River.

## Funding requirements

- Applications will require at least dollar for dollar funding from the applicant or from a grant funding source
- Applicants are required to have made an application for funding for the project from other funding sources to the satisfaction of Council. In relation to this application, the Council may commit to provide a certain level of funding providing the project proceeds. The rationale for this is to maximise funding received from the other funding sources
- Only one application for any funding stream under the Financial Assistance Policy per financial year (July to June) can be submitted by a community organisation
- The location of the facility shall be on land owned by or vested within the Shire of Augusta Margaret River local government boundaries

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- The duration of the repayment of the loan is not to exceed a repayment period of more than five (5) years
- Community organisations are to demonstrate a financial capacity to service loan repayments and will be required to provide audited annual income and expenditure statements for the past two (2) years with their application
- Documentation to be provided includes a copy of the Certificate of Incorporation issued by the Department of Fair Trading and evidence of that the organisation is registered for an Australian Business Number (ABN)
- If successful, the community organisation will be required to nominate two (2) persons who will guarantee the repayment of the loan in full if the organisation fails to meet any or all of the repayments when due
- Sporting associations or clubs require written support from the Sport and Recreation Advisory Committee, which is to accompany the application
- All approved applications will require the community organisation to enter into a written agreement with the Shire
- It is at the discretion of Council if funding is to be provided in a financial year with relation to the balance of the community loan reserve
- The community organisation will be required to complete a Direct Debit Authorisation Form for the Shire to process Loan Repayments on the date due as per the loan schedule
- Applications for an interest free loan will be determined by the Council.

### Funding will be considered for

- The establishment of new facilities, preferably multi-purpose to allow for community organisations to expand its operations and or services which as a result will have significant benefits to the community and its members
- Capital improvements to Shire facilities open and used for attendance by the local community which encourage participation (ie: Sporting associations or clubs)
- Projects for permanent improvements or items considered to be fixed to a structure erected on Council owned or controlled land
- Structural renovations or improvements of a fixed nature.

### Funding will not be provided for

- Improvements to Shire facilities that are not capital in nature
- General maintenance, minor repairs or moveable items
- Purchase of plant
- Community organisations that already receive funding under an existing service agreement with the Shire of Augusta Margaret River in the current financial year.

## Completing and lodging your application

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original, signed Application Form be submitted by either of the following methods:

**By Post:** Chief Executive Officer  
Shire of Augusta Margaret River  
PO Box 61, Margaret River WA 6285

**Email:** [amrshire@amrshire.wa.gov.au](mailto:amrshire@amrshire.wa.gov.au)

**In Person:** Margaret River Civic Administration Centre  
41 Wallcliffe Rd, Margaret River  
Office Hours: 9.00am – 4.00pm

Augusta Office  
66 Allnutt Tce, Augusta  
Office Hours: 9.00am - noon, 1.00pm - 4.00pm

If you require any further information or assistance with your application form, please contact:

Hannah Waters  
Executive Assistant Corporate and Community Services  
[hwaters@amrshire.wa.gov.au](mailto:hwaters@amrshire.wa.gov.au)  
9780 5638

## What happens when your application is received?

- You will receive an acknowledgement letter upon receipt of your application
- Your application will be reviewed by the Shire in accordance with Shire Policy FI12 Financial Assistance Policy and FI12 Interest Free Loan Procedure
- A report will be submitted to Council for their consideration and approval
- After the Ordinary Council Meeting has been held, we will notify you in writing of the outcome of Council's decision.

## Determination of the application

Where Council has supported the application for Interest Free Loan funding, we will inform you of the processes required to complete the documentation by way of written agreement with the Shire.

The Shire will also provide documentation for the loan repayments as per the schedule of repayments.