

## Operating Subsidy – Assessment Matrix

Does the applicant meet the eligibility criteria for an operating subsidy?		
	Yes	No
Incorporated not-for-profit organisation or social enterprise located within the Town		
<p>The applicant is Established and Solvent</p> <ul style="list-style-type: none"> <li>a. operating a business for all or part of the income year</li> <li>b. cash reserve and/or guaranteed income to cover three months worths of operating costs at any time</li> <li>c. has an aggregated turnover less than \$10 million annually</li> <li>d. has demonstrated capacity to deliver upon Funding Agreements</li> </ul>	Yes (proof two most recent Audited Financial Statement)	No
The Applicants Mission/ Purpose is stated in the organisations constitution, details of incorporate or similar statement of purpose.	Yes	No
The impact of the operating subsidy upon competition and economic efficiency are minimized as far as practicable and evidenced by the applicant.	Yes	No

### Criminal Convictions

The respondent must disclose whether the applicant or any other specified personnel directly involved with the applying party has been convicted or a criminal offence that is punishable by imprisonment or detention. Spent convictions under the Spent Convictions Act 1998 (WA) or equivalent legislation of another State or Territory of Australia are not required to be disclosed.

### Has any person described in above been convicted of a criminal offence that requires disclosure under this section?

Yes

No

If yes, provide details:

### Conflict of Interest

The applicant must declare and provide details of any actual, potential or perceived conflicts of interest.

**Are there any circumstances, arrangements or understandings which constitutes, or may reasonably be perceived to constitute, an actual or potential conflict of interest with either the applicant's obligations to adhere to the Funding Agreement or which may unduly impact the application?**

**If an Elected Member works for or resides on an applicant's Board of Management or similar governing body, this must be declared as a conflict of interest, as Operating Subsidies will be considered by Council.**

Yes

No

Sufficient details as to how the actual or perceived conflict of interest arises.

### **Qualitative Criteria**

To ensure economic efficiency, applications will be evaluated against the extent to which they satisfy the following criteria. Responses to the Qualitative Criteria are designed to demonstrate the applicants operating capacity to deliver services to the community and to meet the requirements of the funding agreements.

The Operating Subsidy will support the operating capacity of the applicant to deliver programs and services to a specific community cohort, or the 'broad community'.

- An example of a specific community cohort would be seniors aged 55+, or people with a disability, or people experiencing or at risk of homelessness.
- The 'broad community' may be a community center which provides services to a range of diverse community groups/ cohorts.
- In circumstances where similar applications are received, resources will be allocated to their most productive use. This will be determined through a cost-effectiveness analysis between the similar applications.

The following evaluation criteria will be used:

1. Demonstrated evidence-based need (25% weighting)
2. Individual or community outcomes aligned to the Town's SCP (25% weighting)
3. Outcomes are relative/ proportionate to the funding amount requested (value for money) (25% weighting)
4. Demonstrated sound governance and risk management procedures (25% weighting)

**5 marks- Minimal evidenced provided.**

- **Did not respond to selection criteria**
- **Unable to discern information provided**
- **Failed to draw upon a range of data sources**

**15 marks- Adequate evidence provided**

- **Provided an adequate response to the criteria.**
- **Provided adequate evidence from limited data sources to substantiate claims**

**25 marks -Strong evidenced provided**

- **Provided strong responses to the criteria**
- **Provided high quality evidence from a variety of data sources to substantiate claims**

## 1) Evidenced-based Need (weighting 25%- total available marks 25)

- *The need for the service you provide within the community i.e.*
  - *Are you addressing a service gap in the community? If so how can you demonstrate this? How is your service unique?*
  - *How many people (approximately) will benefit from your service?*
  - *Have you undertaken human centred-design and developmental evaluation (consultation and engagement with stakeholders in program design, monitoring and evaluation)*
  - *Is there secondary data sets to support the need for your service in the local community?*
  - *Is your service a duplication of a service that already exists in the community?*
- *How is your service value for money (it is really important to evidence efficient use of ratepayer's funds and to demonstrate industry standard bench marking).*
  - *Are you able to demonstrate a significant return on the ratepayer's investment in your service?*
- *Staff capacity and capability (experience and qualifications) to deliver services/ program in the chosen community/communities*

## 2) Individual and Community Outcomes: Alignment to the Town's SCP (weighting 25%- total available marks 25)

*Use the following as prompters*

- *How will these outcomes be achieved and what evidence do you have to prove that you can achieve these outcomes? i.e*
- *you can provide evidence of past outcomes achieved at an individual and/or community level, and how they were measured.*
- *do you have a monitoring, evaluation and outcome measurement framework in place? If so, provide details as to how you will collect data for the Annual Outcome Report.*
- *provide evidence of the skill set, capabilities and capacity of staff to measure outcomes*
- **hot tip-** *do not over claim attribution (i.e do not make unsupported claims; do not take credit for an outcome when in reality the outcome may have occurred regardless of your intervention or service. Refer to the CSI- The Compass, for additional information)*

## 3) Outcomes are relative/ proportionate to the funding amount requested (value for money) (weighting 25%- total available marks 25)

Use the following as prompters to explain how you will deliver value for money.

For example provide examples of your industry benchmark price points.

- If you are seeking a staff salary, provide examples of similar positions and the average wage. Clearly explain why that role/ salary is required.
- If you are seeking funds for an ongoing program, provide examples of similar programs and their operational costs.
- Hot-tip- ensure that the funding you request is proportionate to the benefits (tangible and intangible) you intended to achieve. For example if you are requesting \$100,000 for an employee's salary to design and deliver six language classes a year, for 10 people, with the intended outcome of 'a sense of belonging (aligned to S3)', this would not be considered value for money.

- On the other hand, should you be requesting \$120,000 to contribute towards the operational costs of a social inclusion programs for 180 people aged 55+ per year, which includes 40 social activities, over 200 meals to be provided, amongst other actives, this may be considered value for money.

#### 4. Demonstrated sound governance and risk management procedures (weighting 25%- total available marks 25)

- *Provide details of the Board of Management structure*
- *Staff skills, experience and capabilities*
- *Provide details of risk mitigation strategies*

### Insurance

The applicant must confirm and provide details for the following insurances;

- Public Liability Insurance not less than \$20 million for any one occurrence and unlimited in the aggregate
- Workers Compensation Insurance (if required)
- Personal Accident for Volunteers Insurance not less than \$100,000 per person for death or permanent total disablement and weekly compensation entitlements for employment and self-employed volunteers of an amount up to 1% of the capital sum
- Personal Accident for Volunteers Insurance of an amount no less than \$30million for any one occurrence or accident

Type	Insurer	ABN	Policy No.	Insured amount	Expiry date	Exclusions if any
Public Liability						
Workers Compensation Insurance						
Personal Accident for Volunteers Insurance						
Personal Accident for Volunteers Insurance						
Other						