



4. COMMUNITY LIAISON

Policy 4.2

Financial Assistance – Section 356 Of The Local Government Act

Version 7

4. COMMUNITY LIAISON

4.2 FINANCIAL ASSISTANCE – SECTION 356 OF THE LOCAL GOVERNMENT ACT

OBJECTIVE:

To provide a policy framework for the allocation of financial assistance under Section 356 of the Local Government Act, 1993.

POLICY:

Council provides financial assistance to not-for-profit community groups and organisations under Section 356 of Local Government Act, 1993.

Financial assistance will be provided on the basis of the relative merits of each application and the benefits to the community provided by the project/activities of the organisation.

GENERAL CONDITIONS FOR FINANCIAL ASSISTANCE

1. Council only provides financial assistance to not-for-profit community organisations located within the Lithgow Local Government Area to support local projects and activities which benefit the Lithgow community
2. Branches of charities which fund raise for projects and activities outside of the Local Government Area (at a State, National or International level) will not be supported
3. Council financial assistance will not be made to organisations which operate on a for-profit basis
4. Council does not provide in-kind assistance. All requests for Council works and services are costed through the Financial Assistance Program
5. All financial assistance requests are to be submitted to Council on the Financial Assistance Program Application Form
6. Financial assistance will not be provided retrospectively other than for Council fee waiver requests within the current financial year

FINANCIAL ASSISTANCE CATEGORIES

1. RECURRENT FINANCIAL ASSISTANCE

1. Council acknowledges that the following annual events and festivals, which are regarded as contributing to the retention and further development of social capital within individual communities, will be provided with financial assistance on a recurrent basis. Council will determine in each Operational Plan, an amount of Recurrent Financial Assistance for allocation during the year (No further financial assistance* will be provided to these organisations):

- Lithgow Show Society
- Ironfest Festival
- Lithgow Chamber of Commerce programs and events

- Western Region Academy of Sport
- White Ribbon Day
- Solid Fuel Incentive to Community
- Schools within Council's area will be provided an amount per school each year as determined in each Operational Plan towards end of year academic prizes. *Schools are eligible to apply for further financial assistance under the other financial assistance categories.
- Lithgow Tidy Towns
- Wallerawang Tidy Towns
- Portland Tidy Towns
- Cullen Bullen Tidy Towns
- Portland Golf Club
- Lithgow Information and Neighbourhood Centre Rental Assistance

All organisations in receipt of recurrent financial assistance, except schools requesting the school prize assistance, are required to submit a Financial Assistance Program Application Form in April each year for the following financial year.

2. NON-RECURRENT FINANCIAL ASSISTANCE

1. Council will determine in each Operational Plan, an amount of non-recurrent Financial Assistance for allocation during the year.
2. Council will call for applications for non-recurrent financial assistance twice each year in April and October. This financial assistance will be made available in July and December respectively.
3. Council considers at these times, applications:
 - With a demonstrated broad community benefit to the Lithgow community.
 - For the re-imburement of the general rates component of property rates (including rates for Crown Land).
4. Applications must :
 - Include a clear demonstration of community need.
 - Show evidence/explanation of how the selected approach addresses community need.
 - Target Lithgow LGA residents/community members.
 - Have a clear plan for project development, implementation and project management.
 - Demonstrate community development and participation.
 - Connect people.
 - Increase opportunity.

- Build community capacity.
- Have a clear project budget.
- Demonstrate organisational capacity to develop and run the program.
- Provide supporting documentary evidence.

3. FEES AND CHARGES

Council will determine in each Operational Plan, an amount for the waiving of fees and charges for the use of Council owned facilities during the year as follows:

An allocation for the waiver by the General Manager of fees for the use of Council facilities throughout the year.

An allocation for Civic Ballroom and Tony Luchetti Showground fee waiver packages each up to the value of \$2,500. These are provided once only to each applicant; are not to be provided to organisations already receiving Financial Assistance for major events at these venues, and; applications are to be received at least 3 months prior to the event for consideration by a meeting of Council.

These waivers are provided in accordance with *Council Policy 4.6 Request for Donation by Waiving of Fees for Council Facilities*. Organisations may submit requests for the waiving of Council fees and charges throughout the year.

4. SCHOOLS

Local projects and activities of schools within Council's area where those projects demonstrate partnership with and benefit to the wider community.

Note: Council will not support any school scholarships that are not funded through a dedicated trust fund. Such school scholarships will only be supported until the trust fund balance reduces to zero

All organisations requesting non-recurrent financial assistance must do so on the Financial Assistance Program Application Form.

5. SPORTS RELATED FINANCIAL ASSISTANCE

Council will determine in each Operational Plan an allocation for sporting-related sponsorships/financial assistance including the waiving of sportsground hire fees and charges and financial assistance for junior representatives. These applications are considered by Council's Sports Advisory Committee and reported separately to Council for approval.

Council considers recommendations from the Sports Advisory Committee to support junior sporting achievements with the aim of addressing health issues such as the levels of obesity.

All requests to waive or reduce fees and charges for the hire of Council’s sporting facilities are first considered by the Sports Advisory Committee which then makes recommendations to Council.

PAYMENT CONDITIONS

1. Payments will only be made after the receipt by Council of a valid tax invoice or Statement by Supplier form;
2. Prior to any payment of funds, Council will enter a formal agreement, in the format attached to this policy, with any organisation receiving \$10,000 or more for one project.
3. Council fees and charges incurred in the use of a Council facility for the event that Council is providing the financial assistance, will be deducted before the financial assistance is paid.

ACQUITTAL AND REPORTING REQUIREMENTS

1. Organisations receiving financial assistance of less than \$500 are required to submit a letter outlining the achievements and benefits of the project.
2. Organisations receiving financial assistance of between \$500 and \$2,000 are required to submit the acquittal form and provide a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.
3. Organisations receiving financial assistance of more than \$2,000 are required to submit an acquittal form, an audited financial statement and a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.

Maintained by Department:	Community and Culture	Approved by:	Council		
Reference:	Policy Register	Policy No:	4.2	Effective Date:	2 November 2009
Min No:	06-349 (v1) P08-33 (V2) P08-136 Exhibited 009-67 09-227 09-451 11-212 14-217 16- 183	Version No:	7	Reviewed Date:	2019
Attachments:	<ol style="list-style-type: none"> 1. Financial Assistance Guidelines 2. Sample – Acquittal for financial assistance 3. Financial Assistance Application Form 4. Funding Agreement for financial assistance of \$10,000 or more 5. Guidelines for LJ Hooker Reg Cowden Sports Star Awards 				

GUIDELINES FOR LITHGOW CITY COUNCIL FINANCIAL ASSISTANCE PROGRAM

- The Lithgow City Council Financial Assistance Program assists not-for-profit groups that offer a significant contribution to the social, economic and/or environmental well being of the community.
- Projects must be clearly described, illustrate the community benefit that the financial assistance will provide and identify which of Council's vision statements will be addressed.

GENERAL CONDITIONS OF FUNDING

- All applicants are to complete the Financial Assistance Application form – letters of request or verbal applications will **not** be accepted as funding applications.
- Applications that **match \$ for \$ will be considered favourably** – any matching funding from the applicant or other sources are to be identified on the application.
- Applications received after close of business on the due dates will not be considered.
- Assessment of applications will remain confidential.
- No funding will be allocated to meet short falls, nor will financial assistance be retrospective other than for Council fee waiver requests within the current financial year.
- All applicants must provide certificates of currency for insurance and/or constitution/rules of their organisation.
- Council **must be acknowledged in all promotional activities** and must be provided with copies of advertising or promotional materials featuring Council for Council's approval **prior** to use in any promotional activity.
- This symbol  on the application form provides tips on particular components on the application form.
- Any funds unspent at the completion of the project must be returned to Council.
- Council requires a tax invoice prior to payment of Financial Assistance. GST will be added to all financial assistance. Applicants should be registered for GST and provide their ABN. Applicants without an ABN must submit a 'Statement by a Supplier' form available from the Australian Tax Office or from Council.
- Council fees and charges incurred in the holding of an event will be deducted before the financial assistance is paid.

- For financial assistance of \$10,000 and above, a performance agreement must be completed between Council and the organisation.
- Applicants should keep the guidelines and only return the application form and any associated documentation with their application.

FINANCIAL ASSISTANCE CATEGORIES

There are five (5) financial assistance categories.

1. Recurrent Financial Assistance

Council acknowledges that the following annual events and festivals, which are regarded as contributing to the retention and further development of social capital within individual communities, will be funded on a recurrent basis. No further funding requests for these mentioned activities, by way of financial assistance, will be considered by Council:

- Lithgow Show Society
- Ironfest Festival
- Lithgow Chamber of Commerce programs and events
- Western Region Academy of Sport
- White Ribbon Day
- Solid Fuel Incentive to Community
- Lithgow Information and Neighbourhood Centre Rental Assistance
- Tidy Towns Lithgow, Portland, Wallerawang and Cullen Bullen
- Portland Golf Club
- Schools within Council's area will be provided an amount, as determined in each Operational Plan per annum as a contribution towards end of year academic prizes, for which no application will be required;

All organisations, excepts schools, in receipt of recurrent financial assistance are required to submit a Financial Assistance Program Application Form in April each year for the following financial year.

2. Non-Recurrent Financial Assistance

Council calls for applications for financial assistance **twice each year in April and October**. This financial assistance will be made available in July and December respectively.

All organisations requesting non-recurrent financial assistance must do so on the Financial Assistance Program Application Form.

Council considers at these times, applications:

- To support local projects and activities with a demonstrated broad community benefit to the Lithgow community.
- For the re-imburement of the general rates component of property rates (including rates for Crown land).
- For the waiving of fees and charges for the use of Council owned facilities.*

- Applications must:
 - Show evidence/explanation of how the selected approach addresses community need.
 - Target the Lithgow LGA residents/community members.
 - Have a clear plan for project development, implementation and project management.
 - Provide supporting documentary evidence
 - demonstrate community development and participation.
 - Have a clear project budget.
 - Demonstrate organisational capacity to develop and run the program.
 - Connect people.
 - Increase opportunity.
 - Build community capacity.

3. Fees and Charges

Council will determine in each Operational Plan, an amount for the waiving of fees and charges for the use of Council owned facilities during the year as follows:

- An allocation for the waiver by the General Manager of fees for the use of Council facilities throughout the year.
- An allocation for Civic Ballroom and Tony Luchetti Showground fee waiver packages each up to the value of \$2,500. These are provided once only to each applicant; are not to be provided to organisations already receiving Financial Assistance for major events at these venues, and; applications are to be received at least 3 months prior to the event for consideration by a meeting of Council.

These waivers are provided in accordance with *Council Policy 4.6 Request for Donation by Waiving of Fees for Council Facilities*. Organisations may submit requests for the waiving of Council fees and charges throughout the year. These are to be submitted on the Financial Assistance Program Application form. Council fees and charges will be deducted before the financial assistance is paid.

4. Schools

Local projects and activities of schools within Council's area where those projects demonstrate partnership with and benefit to the wider community.

Note: Council will not support any school scholarships that are not funded through a dedicated trust fund. Such school scholarships will only be supported until the trust fund balance reduces to zero;

5. Sporting Related Financial Assistance

- Council's Sports Advisory committee considers **ALL** applications for sporting-related sponsorships/financial assistance including the waiving of sportsground hire fees and charges.
- The Sports Advisory Committee has existing criteria that sets the level of funding for different sporting achievements.
- All organisations seeking Sporting financial assistance or a sporting facility fee reduction must submit an application using the Financial Assistance Program Application Form.

INDICATIVE FUNDING LEVELS

Funding Type	Maximum funding levels available annually per application
Recurrent Financial Assistance	Generally up to \$10,000
School Prize Giving within the Lithgow City Council Area – per school per annum.	As resolved by Council in each Operational Plan
Non- Recurrent Financial Assistance: Projects of demonstrated broad community benefit, including school projects – the applicant must demonstrate the uniqueness of the project, how it will benefit the community and how it meets Council’s vision statement(s) objectives.	Generally up to \$3,000
Rate Reimbursement: Not for profit only and general land rates component of rates only.	As specified on rates notice
Fees and Charges	As specified in Council’s Fees and Charges.
Sporting Related: Financial Assistance for junior representatives are considered by Council’s Sports Advisory Committee.	up to \$100.00 for regional selection \$300.00 for state selection \$500.00 for national selection

PROJECT DESCRIPTION AND INFORMATION TO INCLUDE IN THE APPLICATION

The following information is to be included in the application:

- The project name
- A clear description of the project and its aims.
- How the project meets the overall visions of Council. Obtain a copy of Council’s Operational Plan to get a better picture of Council’s visions.
- Clearly identified and demonstrated needs for the project from the community’s viewpoint.
- How the project/programs will address identified needs.
- Outcomes to be achieved and the specific tasks to be undertaken
- Evidence of consultation with, and involvement in the project of, key stakeholders and others who will benefit from the project.
- Letters of support including supporting documentation from the applicant’s sponsoring or governing body.

BUDGET

- Section 4 on the application form.
- **IMPORTANT – Every** applicant should carefully consider this section and complete in full.
- Include a detailed budget that shows income and expenditure for the project and details of any other funding that is anticipated.
- Include an estimate of the in-kind contribution to be provided by your organisation as **\$ for \$** matching applications will be favourably considered.
- Applicants may attach a budget to the application in preference to completing the section.

IMPLEMENTATION SCHEDULE

- Section 5 on the application form.
- This will assist Council to understand how you will achieve the project objectives.

ACQUITTAL AND REPORTING REQUIREMENTS

- An acquittal form is provided with the application form for applicant's information only.
- A copy will be sent to all applicants at the conclusion of the funding process – applicants need to ensure that they have listed the end date of the project in section 1.
- Organisations receiving a financial assistance of less than \$500 are required to submit a letter outlining the achievements and benefits of the project.
- All organisations receiving a financial assistance of between \$500 and \$2,000 are required to submit the acquittal form and provide a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.
- Organisations receiving a financial assistance of more than \$2,000 are required to submit an acquittal form, an audited financial statement and a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.
- Organisations receiving a financial assistance of \$10,000 and over will be required to report quarterly (or as agreed) in the performance agreement that will be created for each Category 1 application.

FUNDING AGREEMENT

- ONLY applicants seeking financial assistance of \$10,000 or more are required to complete a funding agreement but this is not required until funding is approved.
- Successful applicants will be sent a completed copy for signing following the negotiation of terms between the organisation and Council.

ATTACHMENTS TO ASSIST IN THE CONSIDERATION OF YOUR REQUEST

The following attachments must be attached with the financial assistance request:

- The organisation's constitution.
- Minutes of the most recent Annual General Meeting and the most recent Annual report and financial statements.

• The following suggested inclusions might assist in the success of the request:

- Details of promotional and marketing activities for the project.
- Evidence of ongoing communication with stakeholders regarding the project.
- Number of active members, including volunteers, in the organisation – names are not required.

Any changes to the purpose for which funding has been allocated must be submitted in writing to The General Manager, Lithgow City Council, PO BOX 19 LITHGOW NSW 2790

CHECKLIST – THESE ITEMS MUST BE INCLUDED WITH THE APPLICATION

To ensure the application is complete, please check that all the attachments are included as follows:

- A completed application form is required for **ALL** applications.
- All applicants should complete section 1
- All applicants should complete section 2 selecting one category only.
- All applicants need to sign in section 6.
- For capital assistance projects – **2 quotations** must be included.
- All Applicants must include the organisation's constitution showing its not-for-profit status.
- All Applicants must include the minutes of the most recent Annual General Meeting and the most recent Annual report and financial statements.
- Only return the application form and your attachments – keep the guidelines, draft funding agreement and draft acquittal form for your records.

Sample - ACQUITTAL FOR FINANCIAL ASSISTANCE

Successful applications will be sent an acquittal notice to prepare and submit at the conclusion of the financial assistance period. It should be accompanied by a report of the outcomes of the project.

Name of Organisation/Individual receiving financial assistance:

Address of Organisation/Individual:

Contact Person :

Contact Phone Number (during office hours): _____

FINANCIAL ASSISTANCE DETAILS:

1. Amount of Financial Assistance Received:

2. Expenditure Details of Financial Assistance (please attach budget)

Describe how the financial assistance was spent and the outcome/success of the activity (attach media coverage and more information if possible).

Signed: _____ Date: _____

FINANCIAL ASSISTANCE PROGRAM Application Form

SECTION 1: APPLICANT'S DETAILS – all applicants complete this section

The name of Your Project	
Name of the Organisation or person seeking financial assistance.	
Address	
Postal Address	
Name and position of the contact person	
Telephone, Fax and Email Address	Telephone: (bh)
	Fax:
	Mobile:
	Email:
What legal status does your organisation have? (e.g. Incorporated Association etc)	
Australian Business Number (ABN) *	
Australian Company Number (if applicable)	
General Description of your Organisation	
Is your insurance, including a minimum of \$20m for public liability insurance, current? Please state policy numbers. (Council may request a copy of certificates of currency.)	Please list policies, insurer and policy number.
What is the time frame of your project?	Start Date: End Date:

- If you don't have an ABN, please attach a copy of the Australian Taxation Office form "Statement by a supplier". Applicants with an ABN DO NOT need to complete the Statement by a Supplier form.

AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:

\$

Must agree with amount stated in this application's budget in section 5) (amount EXCLUSIVE of GST)

SECTION 2: PROJECT / PROGRAM DESCRIPTION

PLEASE tick one of the following boxes

RECURRENT FINANCIAL ASSISTANCE

Lithgow Show, Lithgow Chamber of Commerce, Ironfest, Western Region Academy of Sport, White Ribbon Day, Lithgow Tidy Towns, Wallerawang Tidy Towns, Portland Tidy Towns, Cullen Bullen Tidy Towns, Portland Golf Club and Lithgow Information and Neighbourhood Centre Rental Assistance

School Prize Giving –.

NON-RECURRENT FINANCIAL ASSISTANCE

Local projects and activities with a demonstrated broad community benefit - Generally up to \$3,000 p.a.

Applications For Rate Reimbursements
General Land Rates only and available for non profit organisations only

Waiver of Council fees and charges

Schools: Local projects and activities of schools within Council's area where those projects demonstrate partnership with and benefit to the wider community.

SPORTING FINANCIAL ASSISTANCE – ALL applications under this category are referred to the Council's Sports Advisory Committee for their recommendation – note if more than one team member applies the financial assistance will be split between team members.

Junior Regional Sporting representation – up to \$100 p.a.

Junior State Sporting representation – up to \$300 p.a.

Junior National Sporting representation – up to \$500 p.a.

SECTION 3: APPLICATION / PROJECT DETAILS – all applicants to complete (including representation/prize giving).

Briefly describe your request/project. If required, attach additional details.

Is your project new? Select one YES NO N/A
If you answered no, please provide some information that illustrates the new part of an existing project that you are seeking funding for.

What are the aims of the request/project?

How will your request/project assist members of the Community?

Which of Council's vision statements does your project achieve?

What outcomes and benefits will your project have for the community?

Demonstrate how your project promotes community development and participation by connecting people, increased opportunity and building community capacity.

What community consultation has confirmed the need for this program?

List the organisations actively involved in the project / program.

ORGANISATION	CONTACT PERSON	Contact telephone number



TIP

You can submit supporting documentation with your application to show how other organisations support your project.

SECTION 4 : BUDGET – IMPORTANT – all applicants must complete this section.

You should include estimates of the cash and in-kind contributions you are making to the project and any other income you are applying for/expecting to receive from other grant sources. You may submit your budget as a separate attachment if you prefer.

Proposed Income:	Amount
Proposed Expenses:	Amount
TOTAL COST OF PROJECT	
TOTAL COST OF FUNDING SOUGHT	

50% ONLY of capital projects will be considered. Please indicate if you intend to match any funding applied for on a \$ for \$ basis. If you are purchasing equipment or are planning a capital improvement to your asset, 2 quotations for the goods/ services need to be attached to your application.

SECTION 6: DECLARATION – ALL applicants to complete this section.

On behalf of:

(name of the organisation, if applicable)

I declare that the information provided above is complete and correct.

Signed:

Print Name:

Position in organisation:

Address:

Contact telephone numbers:

Email address:

Date:

**Financial Assistance Program - Funding Agreement
For financial assistance of \$10,000 or more**

This Agreement is made between Lithgow City Council and (**INSERT ORGANISATION NAME**)

_____ (“The Organisation”)

TERMS OF AGREEMENT and REVIEW DATE

It is agreed as follows;

1. Lithgow City Council will support the organisation by providing financial assistance of \$_____ (**INSERT AMOUNT**), for the purpose of undertaking

INSERT PROGRAM DETAILS

_____ which links to Council’s corporate plans to achieve the following objectives:

INSERT ALL VISION STATEMENTS AND COUNCIL PROGRAMS THE PROJECT SUPPORTS/ACHIEVES:

2. The financial assistance is to be used by the Organisation for the project only, unless prior written approval is provided by Lithgow City Council. The organisation needs to demonstrate they have sourced other funding, or will seek alternative funding in the future to supplement/replace Council’s contribution.
3. The Organisation will provide written quarterly reports to Lithgow City Council within one month of the end of each quarter.
4. Lithgow City Council will provide funds upon receipt of tax invoice, each **quarter/annually (DELETE ONE)**.
5. Any extension to the project duration or scope of works must be approved by Lithgow City Council in writing.
6. At the end of the financial assistance period a final report detailing the outcomes of the project and a self assessment/evaluation of the effectiveness of the project is to be provided to Lithgow City Council.
7. An Audited financial statement, identifying how the financial assistance was spent is to be provided to Lithgow City Council within three calendar months after the project ends.
8. The Organisation will take out appropriate insurance, including workers compensation, public liability insurance and personal accident and sickness insurance. Certificates of Currency will be provided to Lithgow City Council if requested.
9. Any materials produced including project publicity and the final product are to recognise Lithgow City Council as a major financial promoter.

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10. Copyright for any material produced as a result of grant will be retained by the Organisation.
11. Lithgow City Council has the authority to use, distribute, and demonstrate any materials produced by the grant project.
12. If the Organisation fails to comply with this agreement, Lithgow City Council may withhold payment of financial assistance funds, terminate the financial assistance or request full reimbursement of the financial assistance.

Signature of parties to the Agreement.

I accept on behalf of my Organisation the terms and conditions of the funding Agreement.

Quarterly reports will be provided to Council on the following dates;

Date 1 DD/MMM/YYYY

Date 2 DD/MMM/YYYY

Date 3 DD/MMM/YYYY

Date 4 DD/MMM/YYYY

Signature of President/Chairperson etc

Date

Print Name and Position held

Signature of General Manager

Date

Print Name

Reg Cowden Memorial Sport Star of the Year Awards – Criteria

This document sets the criteria for nomination for and selection of the Reg Cowden Memorial Junior and Senior Sports Star of the Year Awards and monthly winners.

Nominations for sporting achievements will be accepted for the Reg Cowden Memorial Sports Star of the Year Awards, in both junior (18 years and under) and senior categories, for residents of the Lithgow Local Government area.

Nominations for Reg Cowden Memorial Sports Star of the Year Awards must be received within seven (7) days of the end of the month, for example, nominations for achievements in January will be accepted until 7 February.

All applications for financial assistance are automatically nominated for the Reg Cowden Memorial Junior or Senior Sports Star of the Month Award.

Nominations for the Reg Cowden Memorial Sports Star of the Year Awards may be made by any member of the community on behalf of the nominee, however, supporting documentation verifying the applicant's achievements is required from either the team the applicant has been selected in, the local sporting organisation of the sport the applicant has been chosen to represent, or the school principal (should the applicant be selected in a school representative team).

Monthly Sports Star winners (junior and senior) will be presented with a trophy donated by the major sponsor of the Awards (presented at the annual awards night), and monthly recipients are to be voted for and determined at the regular monthly Sports Advisory Committee meetings.

A media release is prepared following the Sports Advisory Committee meeting detailing the monthly award winners. The annual Reg Cowden Memorial Sports Star Award winners will be selected by the Sports Advisory Committee, after applicants supply an update of their achievements for the year, and this updated information needs to be verified by the relevant sporting bodies the applicant has listed as representing.

Reg Cowden Memorial Sport Star of the Year Awards – Criteria

The criteria for the Reg Cowden Memorial Sports Star Awards is as follows, however, the Sports Advisory Committee reserves the right to select a lower achievement provided a vote of the Sports Advisory Committee is undertaken and the majority supports the decision:

- Junior category is eligible for nominees aged eighteen (18) or under in the year of the Award.
- Merit is awarded in the following order, however, the selection of the recipient is at the Sports Advisory Committee's discretion:
 - Local Achievement.
 - Intertown Representation.
 - District Representation.
 - Zone Representation.
 - Regional Representation (Western) etc.
 - Half State Representation North, South, etc.
 - State Representation.
 - National Representation.
 - International Zone Representation (Oceania) etc.

Possible/probable selection is classed the category immediately prior to the selection, ie. possible/probable selection for Western Region Hockey Team would

be classified in the same category as (d) Zone Representative.

School achievements will be considered in the same order as above, provided the nominee is a resident of the Lithgow Local Government area at the time of their achievement, indifferent of which Local Government Area their school is located.

Whilst selection in a representative team is an achievement, this does not meet the criteria for a monthly achievement. As a monthly achievement, a nominee must have competed in an event, as either an individual or as part of a team, to be eligible for nomination, for example, if a nominee is selected in a regional team in June, but the team does not compete at an event until August, then the achievement is for the month of August, not June.

Merit Certificates will be distributed on an annual basis, with merit certificates being presented by the Sports Advisory Committee..

The monthly award can only be won once per person per season per sport. Applicants are eligible to win the monthly award in separate sports during the year.

Junior Annual Award and Senior Annual Award winners are eligible to win the Annual Award in future years (including consecutive years).

At the end of each year, monthly winners will be requested to provide updated details of their sporting achievements during the year. Based upon this information, the Sports Advisory Committee will determine the annual Junior and Senior Reg Cowden Memorial Sports Star of the Year Award winners. Should there not be a consensus between the members of the Sports Advisory Committee for these winners, a secret vote will occur, with the winner determined via a "first past the post" points system.

Reg Cowden Memorial Sport Star of the Year Awards – Criteria

Winning recipients of the following annual awards will be determined as detailed below:

- Reg Cowden Memorial Junior Sports Star of the Year Award
Selected by the Sports Advisory Committee members from the junior monthly award winners.
- Reg Cowden Memorial Senior Sports Star of the Year Award
Selected by the Sports Advisory Committee members from the senior monthly award winners.
- Junior Team Achievement of the Year Award
Selected by the Sports Advisory Committee members from the junior nominations made by the community as well as any junior monthly teams nominees.
- Senior Team Achievement of the Year Award
Selected by the Sports Advisory Committee members from the senior nominations made by the community as well as any senior monthly teams nominees.
- Bunny Abbott Volunteer of the Year Award
Selected by the Sports Advisory Committee members from nominations made by the community.
- Laurie Muir Official of the Year Award
Selected by the Sports Advisory Committee members from nominations made by the community.
- International Sports Achievement of the Year Award
Selected by the Sports Advisory Committee members from nominations made from the community as well as any junior or senior monthly award winners.
- Whitty Perpetual Trophy

Selected by the Sports Advisory Committee from any nomination during the year.

- Mac Scott Memorial Trophy for All Round Achievements
Selected by the Sports Advisory Committee members from any individual nomination during the year (teams are not eligible).
- Encouragement Award

Selected by the Sports Advisory Committee members from any junior individual nomination during the year (teams are not eligible).

- Eric Arnold Memorial Trophy
Selected by the Sports Advisory Committee members from any junior individual nomination during the year (teams are not eligible).