

## Shire of Mundaring

# POLICY

### COMMUNITY FUNDING

<b>Policy Ref:</b>	<b>CD-02</b>	<b>File Ref:</b>	
<b>Committee Rec:</b>	SGC1.03.09	<b>Date:</b>	9 March 2009
<b>Adopted by:</b>	C4.03.09	<b>Date:</b>	23 March 2009
<b>Amended by:</b>	SGC3.04.10	<b>Date:</b>	12 April 2010
<b>Reviewed:</b>	Once per Electoral Cycle	<b>Date:</b>	27 April 2010
<b>Procedure Ref:</b>		<b>Delegation Ref:</b>	
<b>Statute Ref:</b>			
<b>Local Law Ref:</b>			

### PURPOSE

To outline the support provided to eligible community groups through the Shire of Mundaring's Community Funding Program.

### BACKGROUND

Council receives a range of requests for funding from local groups for a variety of sports, arts, recreation, environmental and community projects each year.

Council seeks to support groups to undertake these projects and in doing so, acknowledges the vast contribution made by local volunteers and not for profit groups to the social, cultural and economic fabric of our community.

This policy co-ordinates Council's response to community requests for financial support. It ensures that the shire funding resources are allocated in a way that is transparent, legal and equitable and that funded projects further the strategic aims and objectives of the Shire and represent responsible use of public monies.

### POLICY

1. The broad aims of the Shire of Mundaring's Community Funding program are:
  - To encourage the development of services, facilities and events that meet identified community needs.
  - To promote active participation of local residents in community initiatives and the development of skills, knowledge and opportunities.
  - To provide assistance to the community to develop initiatives and services that support the Shire of Mundaring's own strategic objectives.
  - To enhance the image of the Shire of Mundaring within the community

2. Council's Policy is that funding support to the community will be delivered in the following ways:

#### Funding through High Level Service Agreements

High Level Service Agreements will be offered to a limited number of groups. These groups will provide resource intensive services to the community. For example, they may provide access to services 7 days per week. They will deliver professional services (e.g. marketing and consultancy) to the Shire and collaborate on numerous Shire projects throughout the year. The services they provide will be closely aligned to the Shire's strategic goals. These groups will be required to report regularly against Key Performance Indicators set by the Shire. High Level Service Agreements will be reserved for groups who bring a high level return on investment. It is generally expected that these Service Agreements will be offered recurrently on a three year basis provided all conditions of funding are met.

#### Funding Through Mid Level Service Agreements

Mid Level Service Agreements will be offered to a limited number of groups. These groups will be required to provide professional services to the community and to the Shire however, not to the same extent as groups in the High Level. The services provided at this level will be closely aligned to the Shire's strategic goals. These groups will be required to report regularly against Key Performance Indicators set by the Shire. It is generally expected that these Service Agreements will be offered recurrently on a three year basis provided all conditions of funding are met.

#### Funding Through Lower/Entry Level Service Agreements

Entry/Lower Level Service Agreements will be offered to a limited number of groups. To be considered for this level of funding, groups will be required to present a Business Case to Council outlining the services they provide and the benefit of these to the community. If approved by Council, Entry Level groups will enter into an initial 3 year funding agreement with the Shire. Key Performance Indicators will be set and monitored through regular meetings with responsible Shire officers. Groups can only progress to higher service agreement levels if it can be demonstrated that an increased level of service is required by the community and can be delivered by the service.

All Service Agreements are reviewed on a six monthly basis by the relevant manager to ensure that Key Performance Indicators and financial reporting obligations are being met.

#### Funding to Event Organising Committees

In the first year of the Community Events Grants Program the following groups will be financially "no worse off", retaining the current level of funding from the Shire:

- Darlington Arts Festival
- Chidlow and Districts Annual Show
- Swan View Agricultural Show
- Perth Hills Wine Show
- Mundaring Rotary Club

In the second year of the Community Events Grants, these groups will be included in the application process of a grant round.

- Community Events Funding Grant Program

Assessment of applications for Community Events Grants will be undertaken by the Grants Selection Occasional Committee as per their Terms of Reference.

- Matching Fund Grants

Assessment of applications for Matching Fund Grants will be undertaken by the Grants Selection Occasional Committee as per their Terms of Reference.

- Community Quick Grants

Assessment and allocation of funding through Community Quick Grants will be undertaken by the Chief Executive Officer who has delegated authority to make required decisions.

- Giving Back Volunteer Recognition Grants – Milestone Event and Volunteer Recognition Quick Grants

Assessment of the Giving Back Milestone Grant will be undertaken by full Council. Assessment of Volunteer Recognition Quick Grants will be undertaken by the Chief Executive Officer who has delegated authority to make required decisions.

Guidelines pertaining to each of these individual grants provide detailed information about the application and limitations of each type of grant.

3. Council's Policy is that the following groups are eligible for funding support:

- An Incorporated not-for-profit organisation based in the Shire of Mundaring.
- An Incorporated not-for-profit organisation undertaking projects for the benefit of the Shire of Mundaring's residents and places, and whose primary aim is the improvement of the quality of life of the community.
- A Parents and Citizen's Association which is based in the Shire of Mundaring.
- An unincorporated community group under the auspices of an incorporated organisation.

4. Council Policy requires that all shire grant opportunities will be promoted widely, using various mediums including website, newspapers, newsletter and email networks. Groups will be given a minimum of 3 weeks in which to apply for a grant from the time of a round opening.

5. Council Policy requires that all grant recipients be required to publicly acknowledge shire support of funding through one or more of the following strategies:

- Signage at events/opening/launches
- Shire logo on all advertising material related to the event or project
- Shire mentioned in all speeches relating to the event or project
- Invitation of Councillors to project related events/activities where appropriate
- Mention in all press releases related to the event or project

- Other means where appropriate.
6. Council policy is that all groups in receipt of shire monies will be required to submit a brief acquittal report and attach copies of receipts. It is expected that this report will include photographs of events or equipment purchased and a written account of the project signed by an authorised committee member.
  7. A report will be presented to Council in February of each year reviewing the effectiveness of the policy.