



# COMMUNITY FUNDING

program

## GRANT GUIDELINES





## Introduction

Shire of Mundaring has developed this financial assistance program in order to be effective, strategic and equitable in providing funds to local community groups for activities that not only benefit the members of the group, but the broader community. Grants may meet identified community need, promote active participation of local residents and build community strength.

This funding program is governed by the Community Funding Policy which is available on Shire of Mundaring website.

Projects and/or activities that align with the Shire's Strategic Community Plan will be highly regarded.

## Overview of the Grants Program

The grants program is organised on a financial year basis and is a competitive process. The program aims to support the sustainability and independence of community groups.

The outcome of each funding round will reflect the number and value of requests received. Groups are not guaranteed funding in consecutive years.

Partnerships where two or more community groups will benefit directly from the activity will be considered favourably. As such, applications from district committees and sporting associations are encouraged.

Equitable distribution of funds across the geographic communities of the Shire of Mundaring and the priority of the needs being addressed in the applications will be taken into account when funding decisions are made.

All community groups must discuss their ideas and options with the Community Capacity Building Officer, especially those seeking funds for the first time. Applications can be made via our website at [mundaring.smartygrants.com.au](http://mundaring.smartygrants.com.au).





## Eligibility criteria

Groups are eligible for grants if they meet at least one of the following criteria:

- They are an incorporated not-for-profit organisation based in Shire of Mundaring
- They are an un-incorporated community group under the auspices of an incorporated association
- They are a Parents and Citizen's Association based in the Shire
- They are a Shire Volunteer Bush Fire Brigade (for items not available through Shire of Mundaring managed ESL/LGGS funding or Shire of Mundaring direct funding)
- Shire registered Environmental Friends Groups can only seek grants for "celebratory activities/ events" and training

Groups are ineligible for grants if they:

- Are currently in receipt of a service agreement with the Shire
- Have already undertaken the activity/project/ event (funding will not be paid retrospectively)
- Have not acquitted a previous Shire grant of the same grant type
- Are profit-making or represent a profit-making enterprise

## Auspecting

An unincorporated community group can only apply for funding if they do so under the auspices of another incorporated organisation. The incorporated organisation will be responsible for receiving and managing the funds. Funds will be paid directly to the bank account of the incorporated organisation. It is the responsibility of the incorporated organisation and the applicant to negotiate and agree upon the conditions of the auspecting arrangement.

For information on how to become incorporated search for the Department of Mines, Industry Regulation and Safety - How to incorporate an association.

Or see this link: <https://www.commerce.wa.gov.au/consumer-protection/how-incorporate-association>





## What else do we need to know?

- Groups may apply for more than one grant type at a time for separate projects/activities/events.
- Applications must be submitted by the advertised closing dates. No late applications will be accepted.
- Incorporated groups can submit an application on their own behalf, and act as auspice for an unincorporated group in the same grant round and for any grant type. Incorporated groups may act as auspice for up to four other applications in a financial year.
- Applicants are required to obtain all appropriate permits, consents or approvals, including but not limited to those required by the Shire's planning, building, health and/or recreation departments. Funding may be withdrawn or withheld if the necessary steps are not taken to meet this condition.
- Groups seeking a Community Event Grant must complete the event questionnaire on the Shire's website and submit for approval. Once approved, groups must also notify the Shire's Health Service of the event.
- If a group does not have an ABN, an Australian Taxation Office "Statement by Supplier" form must be completed and received prior to the release of funds.
- If you are registered for GST, provide your expenses without GST. We will add 10% to your total grant.
- If you are not registered for GST, we will not add GST to your total budget. You need to use GST inclusive amounts in your budget, otherwise you will be out of pocket the GST component of the cost.
- The applicant will provide banking details to enable electronic transfer of funds.
- Referees provided should be people who are familiar with the applicant group and its activities, but not a member of the organisation. Shire Councillors and staff cannot act as referees on grant applications.
- On success of an application for a grant over \$500, the group will provide evidence of their capacity to match the funding dollar for dollar with confirmation of other grants/sponsorship or the group's financial position. The group will complete an agreement prior to the release of funds.
- If the grant is for an event, the group will provide a copy of their public liability insurance.
- Funds must be spent in accordance with the details and time line described in the application.
- Funds will not be available for projects prior to approval being given in writing.
- Unexpended funds must be returned to the Shire on completion of the event/project.
- A group that has applied for, received, and met grant requirements within a financial year to the value of \$3300 or above will be given lower priority in any further competitive grant rounds. Priority will be given to groups that meet the grant criteria and have not received funding in this period.





## What won't be funded

- Retrospective costs
- Capital works being undertaken by the community group or the Shire of Mundaring through other budget processes/major capital infrastructure projects
- Corporate events or projects
- Recurrent operational and staffing costs (e.g. wages. Insurance costs for single events may be covered for the first year only)
- Educational institutions (e.g. schools. Parents and Citizen's Associations may apply)
- Deficit funding
- Sponsorship
- The purchase of alcohol
- The purchase of prizes and gifts
- Activities that are the core funding responsibility of other government agencies
- Equipment costs that are not an element of the event or the activity/purpose of the group
- Commercial projects for the personal or financial benefit of the applicant
- Faith-based activities of religious organisations. The welfare and community service activities of faith-based groups may be supported
- Projects with a political purpose
- Lobbying activities
- Activities that duplicate an existing service



## Grant types

Grant Type	Value of Grant	Group Contribution	What is Funded	Availability
<b>General Purpose Quick Grant</b>	\$500 maximum	In-kind	Small projects: <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Promotional material</li> <li>• Training</li> </ul>	Twice per year
<b>Matching Grant</b>	\$2000 maximum	Under \$500 – in-kind \$501 to \$2000 – dollar for dollar (matching)	Projects: <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Minor capital up-grades</li> <li>• Promotional material</li> <li>• Training</li> </ul>	Twice per year
<b>Community Event Grant</b>	\$5000 maximum	Under \$500 – in-kind \$501 to \$5000 – dollar for dollar (matching)	Events: <ul style="list-style-type: none"> <li>• Fetes, festivals, markets, sporting/recreational carnivals, exhibitions, small performances</li> <li>• Training costs related to the event</li> <li>• Event insurance costs (first year only)</li> </ul>	Twice per year
<b>Milestone Event Grant</b>	\$2500	In-kind	One annual grant awarded to a group celebrating a significant milestone achievement	Annually
<b>Volunteer Recognition Event Grant</b>	\$300	In-kind	Celebration and recognition of volunteer contributions	Open all year
<b>Youth Grant</b>	Travel to regional and remote WA - \$100 Interstate travel - \$200 International travel - \$300	Individual applicants only	Assists young people aged between eight and 18 to represent their club or institution at events or activities in a range of fields.	Open all year





## Assessment criteria

Each application will be assessed in the context of the purpose and requirements of the grant program and against the following grant program criteria:

### General Purpose Quick Grant

- Project overview
- Budget
- Benefit to members/community
- In-kind contribution by the group
- Demonstrated success of the project/activity

### Matching Grant

- The aim of the project meets an identified need of the group and the purpose and requirements of the grant program
- Demonstrated benefits the project will bring to the local community
- The level of community consultation and support demonstrated for the project
- The capacity of the community to contribute to the project
- Budget
- Evaluation of outcomes of the project

### Community Event Grant

- The aim of the event meets an identified need of the group and the purpose and requirements of the grants program
- Identifies benefits the event will bring to the local community
- The level of community consultation and support demonstrated for the event

- The capacity of the community to contribute to the event
- The extent to which the event is inclusive and accessible to all sectors of the community (information and guidelines on accessibility are provided on the Disability Services Commission website at [www.disability.wa.gov.au](http://www.disability.wa.gov.au). Contact the Co-ordinator Community Engagement on 9290 6715 or email [cce@mundaring.wa.gov.au](mailto:cce@mundaring.wa.gov.au) to discuss.
- Budget
- Evaluation of outcomes of the event

### Milestone & Volunteer Recognition Event Grants

The Shire of Mundaring Support for Volunteerism Policy outlines funding to volunteer organisations. The Milestone and Volunteer Recognition Event Grants are specifically for volunteer based groups to undertake activities and celebrations for the benefit of their members with the purpose of recognising their contribution to the groups.

The annual Milestone Event Grant to the value of \$2500 assists a group to celebrate a significant milestone achievement. This grant is open once annually in a competitive round.

The Volunteer Recognition Event Grant to the value of \$300 supports volunteer groups to celebrate and recognise the contribution of their volunteers. This grant is open all year and applications can be made at any time.



### Youth Grant

The purpose of the Youth Grant is to assist local young people who have been chosen to attend state, national or international events, representing their institution, club or organisation in areas including:

- sport and recreation
- science
- technology
- arts
- community service
- culture
- the environment.

To be eligible for sponsorship, applicants need to:

- Reside in the Shire of Mundaring;
- Be aged between eight – 18 years;
- Provide documentation from the relevant body that confirms participation;
- Only one application per person per 12 month period.

Applications must be made at least one month before the event or activity is due to take place.

### Grant decision making process

All applications are assessed by the Community Capacity Building Officer who provides a report and recommendations to:

- The Chief Executive Officer for those applications \$500 or under; and
- The Grants Selection Committee, which is comprised of five Councillors who make decisions to fund grants over the value of \$500

Members of the community are able to attend and observe these meetings. Contact the Community Capacity Building Officer for the date, time and location.

Applicants will be informed of the outcome of their application as soon as possible. This information will be sent to the person nominated in the “contact details” provided in the application.

Groups in receipt of grants over \$500 will be required to sign an agreement and provide information that demonstrates the ability to match funds. The agreement will be provided at the time that they are informed of the success of their application.

Funding will be provided to groups through electronic funds transfer to the group’s bank account.





## Conditions of grant

The following undertakings and conditions will form part of the agreement with the Shire. The applicant group agrees:

- All information described in the application is true and correct and permission is given for a representative from the Shire to contact any relevant person or organisation in the processing of this funding agreement to confirm additional sources of funding.
- The event/project milestones will be completed within timelines identified, and the group agrees to undertake the event in full within 12 months of signing the funding agreement.
- Not to use, apply or extend any portion of the grant, other than in, and towards, the cost of the specified project unless otherwise agreed in writing by the Shire's Manager Libraries & Community Engagement.
- To meet the promotional requirements described under Promotion.
- To attend a risk management training session provided by the Shire of Mundaring prior to the event, and submit a risk management plan for the funded event, in the case of a Community Event Grant.
- To provide a copy of their public liability insurance. To provide a copy of their public liability insurance (minimum \$20 million) that covers the program/activity being undertaken, where the program/activity involves public attendance/participation.
- To obtain the relevant permits and approvals required by the Shire prior to the event. This may include stallholder permits and electrical permits, as well as checking the need for additional toilets, rubbish bins and post-event cleaning.
- If the Community Event includes provision of food, applicants must comply with relevant legislation such as the *Food Act 2008*.

### Variations

The grant recipient must inform the Shire in writing of any circumstances which may result in the event or project not being completed as described in the application.

If an event/project is disrupted as a result of the COVID-19 pandemic, the Shire will work with the recipient to explore options. This may include grant variations, changes to reporting timeframes, cancelling or postponing events. The Shire may also support decisions made by grant recipients to delay or amend funded projects.

Requests for variations will be considered on a case-by-case basis and in line with current COVID-19 State government advice.

Other incidences where variations may be considered include where an event is impacted by severe or unexpected weather, emergencies such as bushfire, or where a catastrophic bushfire rating has been imposed and the event cannot go ahead as planned.



## Promotion

Successful applicants are required to acknowledge the support they receive. This helps people to understand one of the ways Shire revenue is spent on the local community. It may also encourage other community groups undertaking similar activities to consider applying for a grant. As part of acceptance of funding through this program, your organisation is required to:

1. Submit all promotional material to the Shire for review prior to being distributed.
2. Provide a written invitation to a Council representative to attend the event launch (invitations should be received at least two weeks prior to the launch).
3. Publicise the Shire's financial support for your event through:
  - At least one media article
  - Promotion on social media accounts
  - The Shire's name or logo on any promotional or program material produced for the event
  - The display of Shire of Mundaring signage during the event (photo evidence to be included in the acquittal)
  - Verbal acknowledgement of the Shire's support during speech activities
  - Promotion of the event on the Shire website Event Calendar

Please contact the Shire's Community Capacity Building Officer who can provide you with further advice and appropriate signage to help meet these requirements. Any additional requirements that may arise will be discussed with the applicant if the grant is approved.

## Acquittal process

The following grants require an acquittal:

- General Purpose Quick Grant
- Matching Grant
- Community Event Grant
- Milestone Event Grant

The acquittal report is to be provided to Shire of Mundaring within three months of the completion of the project. An acquittal form will be made available via SmartyGrants at the time the grant is paid.

Documentation to show how the grant has been expended is required, i.e. invoices and receipts. The evaluation can be a statement of approximately 300 words, with photos of the project or event highlighting the benefits of the grant and how the Shire's contribution was recognised. Photo evidence of how the group has met the promotional requirements (eg. display of Shire banners) must be provided with the acquittal.





## Examples of what will be funded

### Equipment

Musical instruments  
First aid kits  
Barbecues  
Toys and books  
Storage cupboard  
Laptop computer

### Promotional Activities

Development of web sites  
Production of brochures

### Training

Volunteer training that supports the group's activities






## Contact info

For further information about grants contact the Community Capacity Building Officer on 9290 6678, [ccbo@mundaring.wa.gov.au](mailto:ccbo@mundaring.wa.gov.au) or visit the Shire's Community Grant page at [www.mundaring.wa.gov.au](http://www.mundaring.wa.gov.au).



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