Grant Guidelines for Community Groups

- Matching Grant
- Community Event Grant
- General Purpose Quick Grant
- Giving Back Grant: Milestone and Recognition Grants

Community Funding Program

Shire of Mundaring has developed this financial assistance program in order to be effective, strategic and as far as possible 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 undertaken by community groups that align with the Shire’s Strategic Community Plan will be regarded favourably.

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.

Each grant stream will be available twice in a financial year, subject to availability of funds. 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 grant activity are encouraged. As such, applications from district committees and sporting associations are encouraged.

Contents

- Is our group eligible for a grant? .......... 2
- Which grant will best assist our group? ........................................ 2
- What else do we need to know? ........... 2
- What won’t be funded ........................................ 3
- Assessment of grant applications ........ 3
- Grant decision making process ............. 4
- Successful grants .......................................... 4
- Giving Back Grant: Milestone and Recognition Grants .......... 4
- Promotion .................................................. 5
- Grant acquittal .......................................... 5
- Examples of what will be funded .......... 5
- Grant Program Map ......................... Attachment

If you are seeking a grant for an event to thank your members/volunteers, or to celebrate a significant milestone, please refer to Giving Back Grant: Milestone and Recognition Grants on page 4.

For further information about grants contact the Community Capacity Building Officer on 9290 6678, email ccbo@mundaring.wa.gov.au or visit the Shire’s Community Grant Page at www.mundaring.wa.gov.au
**Is our group eligible for a grant?**

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 the Shire of Mundaring
- They are a Parents and Citizen’s Association which is based in the Shire of Mundaring
- They are a Shire Volunteer Bush Fire Brigade
- They are an un-incorporated community group under the auspices of an incorporated organisation

Groups are ineligible for grants if they:

- Are currently in receipt of a 3 year service agreement with the Shire of Mundaring
- Have already undertaken the activity/project/event (funding will not be paid retrospectively)
- Have not acquitted a previous Shire of Mundaring Grant of the same grant type.
- Are profit-making, or represent a profit-making enterprise

**Which grant will best assist our group?**

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Value of Grant</th>
<th>Group Contribution</th>
<th>What is Funded**</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Purpose Quick Grant</td>
<td>$500 maximum</td>
<td>In Kind</td>
<td>Small projects:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Promotional material</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Training</td>
</tr>
<tr>
<td>Matching Grant</td>
<td>$2000 maximum</td>
<td>Under $500 In Kind</td>
<td>Projects:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ for $ matching</td>
<td>• Equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$501 to $2000</td>
<td>• Minor capital upgrades</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Promotional material</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Training</td>
</tr>
<tr>
<td>Community Event Grant</td>
<td>$5000 maximum</td>
<td>Under $500 In Kind</td>
<td>Events:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$ for $ matching</td>
<td>• Fetes, festivals, markets, sporting/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$501 to $5000</td>
<td>• recreational carnivals, exhibitions, small performances</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Training costs related to the event</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Event insurance costs (for one year only)</td>
</tr>
</tbody>
</table>

**See last page for examples.**

**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. These dates are made available through local papers and posted on the Shire’s Community Grants web page
- Applicants are required to obtain all appropriate permits, consents or approvals, including but not limited to those required by the Shire’s planning, building or health 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. 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
- The amount of financial assistance from the Shire is GST inclusive. All GST obligations are the responsibility of the applicant
- The applicant organisation will provide banking details to enable the electronic transfer of funds
- Referees should be people who are familiar with your group and its activities, but not a member of your organisation. Shire Councillors and staff cannot act as referees on grant applications.

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• 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 a Service 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 the completion of the event/project.
• Shire registered Environmental Friends Groups can only seek grants for “celebratory activities/events” and training.
• Volunteer Bush Fire Brigades can only seek grants for items not available through Shire of Mundaring managed ESL/LGGS funding or Shire of Mundaring direct funding.
• A group that has applied for, received, and met Shire of Mundaring grant requirements within a financial year to the value of $3300 or above will be given low 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. group insurance - except for one-off event insurance for the first year only).
• Educational institutions (Parents and Citizens Associations may apply for funding).
• Deficit funding.
• Sponsorship.
• The purchase of alcohol.
• 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.

Assessment of grant applications
Each application will be assessed in the context of the purpose and requirements of the grant program and against the respective grant program criteria.

General Purpose Quick Grant Criteria
• Project overview.
• Budget.
• Benefit to members/community.
• In kind contribution by the group.
• Demonstrated success of the project/activity.

Matching Grant Criteria
• The aim of the project meets an identified need of the group and the purpose and requirements of the grants 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 Criteria
• 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.
• Documented project plan for the event (including volunteer human resources, identifying the skills and time required, managing risks).
• 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 in the Count Us In section. Contact the Co-ordinator Community Engagement to discuss).
• Budget.
• Evaluation of outcomes of the project.

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Grant decision making process

All grants 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. The details of the meetings are placed in the local newspaper or you can contact the Community Capacity Building Officer for the date, time and location.

Successful grants

Applicants will be informed of the outcome of the grant application as soon as possible. This information will be sent to the person nominated in the “Contact Details” provided in the application.

Matching Grant and Community Event Grant over $500

Groups in receipt of these grants are required to sign a Service Agreement and provide information that demonstrates the ability to match funds. This form 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.

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

• All the 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

• To inform the Shire in writing of any circumstances which may result in the event/project not being completed as described in the application

• 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 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 portable 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

Giving Back Grant: Milestone and Recognition Grants

The Shire of Mundaring Support for Volunteerism Policy outlines funding to volunteer organisations. The Giving Back Grant program is specifically for community volunteer based groups to undertake activities and celebrations for the benefit of their members with the purpose of recognising their contribution to the group. There are two types of grants:

1. Annual Milestone Grant to the value of $2500 to assist a group to celebrate a significant milestone achievement. This grant is advertised in the local papers and on Shire of Mundaring website in March / April each year in a competitive round. Applications will only be accepted after this announcement. The Grants Selection Committee make the decision as to which group is awarded this grant.
The successful applicant group is required to acknowledge Shire of Mundaring’s contribution (see the section on Promotion) and provide a grant acquittal once the activity is complete.

2. Volunteer Recognition Grant to the value of $300. Groups are able to apply for this funding at any time and will be supported until the grant allocation is expended. Shire of Mundaring Chief Executive Officer has the authority to approve this grant. No acquittal is required.

The application form for these grants is available from the Community Grants page on the Shire’s website.

Shire of Mundaring also supports volunteer groups with regular training opportunities. Further information can be found on the Volunteer Page on the Shire’s website.

**Promotion**

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

1. 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)
2. Publicise the Shire’s financial support for your event through:
   - At least one media article
   - 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
   - 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 promotional requirements that may arise will be discussed with the applicant if the grant is approved.

**Grant acquittal**

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 3 months of the completion of the project or 1 month after the anniversary of notification of the financial assistance, whichever shall occur first. An acquittal form will be provided via SmartyGrants at the time the grant is paid.

Documentation to show how the grant has been expended is required, ie. 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.

**Examples of what will be funded**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Promotional Activities</th>
<th>Training</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Musical instruments</td>
<td>• Development of web sites</td>
<td>• Volunteer training that supports the club’s activities</td>
<td>• Replacement of club room carpet</td>
</tr>
<tr>
<td>• First Aid Kits</td>
<td>• Production of brochures</td>
<td></td>
<td>• Installation of shade sails</td>
</tr>
<tr>
<td>• Barbecues</td>
<td></td>
<td></td>
<td>• Installation of air conditioning</td>
</tr>
<tr>
<td>• Toys and books</td>
<td></td>
<td></td>
<td>• Fencing and raised garden beds</td>
</tr>
<tr>
<td>• Storage cupboard</td>
<td></td>
<td></td>
<td>• Access ramp</td>
</tr>
<tr>
<td>• Laptop and printer</td>
<td></td>
<td></td>
<td>• Outdoor lighting</td>
</tr>
</tbody>
</table>

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