

# Unconfirmed Minutes Grants Selection Committee meeting

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6 August 2024

I certify that the minutes of the meeting of the Grants Selection Committee meeting held on 6 August 2024 were confirmed on 15 October 2024.

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Presiding Member

## ATTENTION/DISCLAIMER

These minutes are subject to confirmation.

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a committee member or employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a committee member or employee, or the content of any discussion occurring during the course of the Committee Meeting.



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**GRANTS SELECTION COMMITTEE  
COUNCIL CHAMBER, 7000 GREAT EASTERN HIGHWAY, MUNDARING – 5.30PM**

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**1.0 OPENING PROCEDURES**

The Presiding Member declared the meeting open at 5.30pm.

Acknowledgement of Country

Shire of Mundaring respectfully acknowledges the Whadjuk people of the Noongar Nation, who are the traditional custodians of this land. We acknowledge Elders past, present and emerging and respect their continuing culture and the contribution they make to the region.

Recording of Meeting

Members of Council and guests are advised that this meeting will be audio-recorded.

**1.1 Announcement of Visitors**

Nil.

**1.2 Attendance/Apologies**

<b>Members</b>	Cr Luke Ellery (Presiding Member)	South Ward
	President Paige McNeil	Shire President
	Cr Neridah Zlatnik	East Ward
	Cr Prapti Mehta	Central Ward
	Cr Jo Cicchini (Deputy Member)	West Ward
<b>Staff</b>	Megan Griffiths	Director Strategic & Community Services
	Shannon Foster	Manager Libraries, Communications & Engagement
	Karen White	Coordinator Community Engagement
	Paula Heath	Minute Secretary
<b>Apologies</b>	Cr Karen Beale	West Ward
	Jorim Johnson	Community Capacity Building Officer
	Michelle Read	Community Events Officer

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**3.0 DECLARATION OF INTEREST**

**3.1 Declaration of Financial Interest and Proximity Interests**

Council Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*).

Nil

### 3.2 Declaration of Interest Affecting Impartiality

A Council Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

- Cr Cicchini disclosed an interest affecting impartiality in Item 8.2 (2024-2025 Round One Community Event Grant Applications) as she is a member of the Swan View Carols by Candlelight committee.
- President McNeil disclosed an interest affecting impartiality in Item 8.2 (2024-2025 Round One Community Event Grant Applications) as her daughter plays for and is a member of Swan View Cricket Club.

### 4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

### 5.0 PUBLIC QUESTION TIME

Procedures for asking and responding to questions are determined by the Presiding Member and in accordance with the Shire’s Meeting Procedures Local Law 2015. Questions must relate to a function of the Committee.

Nil

### 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

<b>COMMITTEE DECISION RECOMMENDATION</b>		<b>GSC1.08.24</b>	
Moved by	Cr Mehta	Seconded by	Cr Cicchini
1. the Minutes of the Grants Selection Committee Meeting held 16 April 2024 be confirmed; and 2. the Minutes of the Special Grants Selection Committee Meeting held 30 April 2024 be confirmed; and 3. the Minutes of the Special Grants Selection Committee Meeting held 4 June 2024 be confirmed.			
<b>CARRIED 5/0</b>			
<b>For:</b> Pres McNeil, Cr Cicchini, Cr Ellery, Cr Mehta and Cr Zlatnik			
<b>Against:</b> Nil			

## **7.0 PRESENTATIONS**

### **7.1 Deputations**

Sue Summers	Item 8.1	InspireArts Community Creativity & Cultural Fund Application – Mundaring Sporting Club Inc
David Pease, Swan View Cricket Club	Item 8.2	2024-2025 Round One Community Event Grant Applications
Paul McCleod & Ben Smeeton, Day in the Forrest Inc.	Item 8.2	2024-2025 Round One Community Event Grant Applications
Alison Gilchrist, Swan View Together, auspiced by Swan View Community Association	Item 8.2	2024-2025 Round One Community Event Grant Applications
David Halalilo, Chidlow Progress Association	Item 8.2	2024-2025 Round One Community Event Grant Applications

### **7.2 Petitions**

Nil

### **7.3 Presentations**

Nil

## 8.0 REPORTS OF EMPLOYEES

### 8.1 InspireArts Community Creativity & Cultural Fund Application - Mundaring Sporting Club Inc

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<b>File Code</b>	GS.COM2.09
<b>Author</b>	Jorim Johnson, Community Capacity Building Officer
<b>Senior Employee</b>	Megan Griffiths, Director Strategic & Community Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. 2024-2025 InspireArts Community Creativity and Cultural Fund - Recommendation Report <a href="#">↓</a>

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#### PURPOSE

To consider an application from Mundaring Sporting Club Inc. (MSC) for an amount of \$3000 to deliver an exhibition of disc art by local artists and disc art enthusiasts in partnership with MAC Inc. (see **Attachment 1**)

#### BACKGROUND

In May 2021, Council (C7.05.21) resolved to allocate an annual amount of \$7000 to a new arts and culture grant (with annual Perth CPI indexation applied from year two onwards). The InspireArts Community Creativity & Cultural Fund was developed to support arts, culture and heritage initiatives developed in the shire and was launched in July 2022.

The objectives of the InspireArts Community Creativity & Cultural Fund are to encourage new partnerships, improve access to arts and culture within the shire, achieve long term artistic and cultural benefits and engage local residents.

In addition to assessing whether or not the applications meet the selection criteria, the GSC, as outlined in the program guidelines, will also take into consideration:

- Partnerships, where two or more community groups will benefit directly from the project.
- The equitable distribution of funds across the geographic communities of the Shire of Mundaring.

The InspireArts Community Creativity & Cultural Fund provides the Shire with opportunities for positive promotion. The Grant Guidelines and Agreement outline the requirement, on acceptance of funding, that the groups acknowledge the support they receive from Shire of Mundaring. This helps people understand one of the ways Shire revenues is spent in the local community. It may also encourage other community organisations undertaking similar activities to consider approaching the Shire for a grant.

The types of promotion include:

- Provide a written invitation to a Council representative to attend the project launch. Invitations should be received at least two weeks prior to the launch.
- Publicise the Shire's financial support for the project through:
  - At least one media article;

- Including the Shire’s name or logo on any promotional or program material;
- Displaying Shire of Mundaring signage during events;
- Verbally acknowledging the Shire’s support during speeches;

The InspireArts Community Creativity & Cultural Fund grant is promoted in the community through advertising in the local newspaper, Shire website, community group email network, social media and posters at Shire sites and community noticeboards.

The application to be considered by the GSC is as follows:

Disc Art for Disc Golf	Community Art Workshop	\$3000
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**STATUTORY / LEGAL IMPLICATIONS**

The GSC has the authority to allocate funding to eligible not for profit groups who have applied to the Community Grants Program which includes the InspireArts Community Creativity & Cultural Fund.

**POLICY IMPLICATIONS**

The grant is in line with the Shire’s Community Funding Policy CD-02.

**FINANCIAL IMPLICATIONS**

The 2024/2025 InspireArts Community Creativity & Cultural Fund budget is \$9200. The funding application recommended for approval (\$3000) can be met within the allocated budget, and will leave \$6200 remaining in the budget for allocation this financial year

**STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

**SUSTAINABILITY IMPLICATIONS**

**Social**

Shire of Mundaring has developed this financial assistance program in order to effectively and as far as possible equitably provide funds to local community groups to undertake projects in the Shire. Such projects meet identified community needs, promote active participation of local residents, build community strength and enhance the image of the Shire.



## RISK IMPLICATIONS

<b>Risk:</b> Reputation – Council faces a reputational risk if the Community Grants Program budget is not expended in an effective, strategic and equitable manner.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
The risk is mitigated through ongoing and periodic review of the program.		

<b>Risk:</b> Financial – The risk of funds mismanagement by grant recipients.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Minor	Low
<b>Action / Strategy</b>		
The risk is mitigated through the eligibility and assessment process, where groups must provide evidence of their capacity to complete and acquit the project or event.		

<b>Risk:</b> <u>Reputation and Financial</u> – Council faces a reputational and financial risk if Community Grants are awarded to groups that do not meet the grant assessment criteria.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
The risk is mitigated through not awarding grants to groups that do not meet the assessment criteria.		

## EXTERNAL CONSULTATION

Consultation was undertaken with the applicant group and referees as required.

## COMMENT

The application has been reviewed and a report compiled (**Attachment 1**).

The MSC seeks funding for a community arts program in collaboration with Mundaring Arts Centre Inc. (MAC Inc.) to celebrate the World Flying Disc Federation World Team Disc Golf Championships (WTDGC). This initiative will merge art and sports through 'Disc Golf Art', promoting skill-building and social connection. MSC will host the WTDGC from November 6-9, 2024, featuring teams from over 24 countries, followed by the Aussie Open.

The program includes an exhibition of disc art by local artists and workshops on disc art dyeing and decorating. Led by Ken Summers, an experienced disc golf artist, the project aims to highlight local artists, teach new skills, and attract new disc golf players. Public engagement will feature drop-in art stations and workshops for all ages. Local professional artists will also create 'Disc Golf' objects for exhibition, fostering collaboration between sports and arts communities.

The total budget for the project is \$14,500. Grant funds will be spent on the community workshop material fees, marketing and promotional fees.

MSC have proven capacity to undertake this project, with the support and expertise of MAC Inc. The applicant has demonstrated how the project meets the objectives of the InspireArts Community Creativity & Cultural Fund to encourage new partnerships between groups and organisations in the shire; improve access to arts and culture within the shire through opportunity to participate and engage local residents in a local arts and culture project.

The project also aligns with the Shire’s Strategic Community Plan 2020/2030 priority strategy: 1.1.2 – Provision and support for arts, culture and events  
And Community Health & Wellbeing Strategy 2020/2025 priority goals;

Goal: Proactively support positive mental health promotion in individuals and the community.

Goal: Empowering and enabling our people and community to make healthy lifestyle choices.

**VOTING REQUIREMENT**

Simple Majority

<b>COMMITTEE DECISION</b>		<b>GSC2.08.24</b>	
<b>OFFICER RECOMMENDATION</b>			
Moved by	Cr Zlatnik	Seconded by	Cr Mehta
That the Committee awards an InspireArts Community Creativity & Cultural Fund grant for an amount of \$3000 to Mundaring Sporting Club Inc.			
<b>CARRIED 5/0</b>			
<b>For:</b>	Pres McNeil, Cr Cicchini, Cr Ellery, Cr Mehta and Cr Zlatnik		
<b>Against:</b>	Nil		

**InspireArts Community Creativity & Cultural Fund -  
Assessment against Selection Criteria**

The 2024-2025 InspireArts Community Creativity & Cultural Fund budget is \$9200. This is the first application received this financial year.

The application is summarised below:

**Applicant Group:** Mundaring Sporting Club Inc.

**Project:** Disc Art for Disc Golf

- 1. **Meets eligibility requirements?**  
Yes. The applicant is an Incorporated Association and meets the eligibility criteria for this grant, for requests up to \$3000.

2. **Applicant Grant History**

Year	Grant Name	Purpose	Amount	Acquitted
2021-22	Quick Grant	Redesign of Blue Hole 16 and 17	\$500	Yes
2022-23	Matching Grant	Disc Golf Course Signage	\$2000	Yes
2022-23	Quick Grant	Marketing banners	\$500	Yes
2023-24	Milestone Events Grant	Disc Golf 10 Year anniversary celebration	\$2500	No
2023-24	Quick Grant	Disc Golf room shelving	\$500	No

3. **Meets Shire Strategic Community Plan objectives**

**Strategic Community Plan 2020/2030:**

Objective 1.1 – Healthy, safe, sustainable and resilient community  
Strategy 1.1.2 – Provision and support for arts, culture and events

**Community Health & Wellbeing Strategy 2020/2025:**

Goal: Proactively support positive mental health promotion in individuals and the community.

Goal: Empowering and enabling our people and community to make healthy lifestyle choices.

4. **Short Project Description**

The Mundaring Sports Club (MSC), in partnership with Mundaring Arts Centre Inc. (MAC Inc.), is seeking funding to deliver a community arts program celebrating the World Flying Disc Federation World Team Disc Golf Championships (WTDGC). This

program will blend art and sports through 'Disc Golf Art', promoting skill building and social connection.

The MSC will host the WTDGC from 6 to 9 November, 2024, with teams from over 24 countries competing. The proposed arts project includes a showcase of disc art by local artists and enthusiasts, along with workshops on disc art dyeing and decorating. The MSC, in partnership with MAC Inc, propose a community arts project to celebrate the WTDGC event with a showcase exhibition of spectacular disc art by local artists and disc art enthusiasts, and creative skill sharing workshops in disc art dyeing and decorating techniques.

The project will feature customised art discs, reflecting personal flair and enhancing the sport's growing popularity. MAC Inc. will invite local professional artists to recreate 'Disc Golf' objects for exhibition during the championships, promoting local arts practice and fostering collaboration between sports and arts communities. Ken Summers, President of Mundaring Disc Golf Club, will lead the program. An experienced disc golf artist, Ken's expertise in the sport and art form uniquely qualifies him to facilitate this initiative.

The program aims to showcase local artists to an international audience, teach new skills, and attract new players to the sport. Public engagement includes free drop-in art stations and workshops for all ages, linked to the international tournament.

## **5. Project Plan & Rationale**

The project includes exhibition of spectacular Disc Art by local artists and disc art enthusiasts in Gallery 2 at Mundaring Arts Centre from 19 October – 22 December 2024.

This showcase will spotlight local creatives, sporting culture, and present a cultural exchange for international visitors. The cross promotion with local professional artists and partnership with MSC connects local community groups and broadens exposure between these groups.

A drop in, activated space workshop will run concurrently in Gallery 2, with a workspace set up for visitors to the display to interact with disc golf art, learn new skills and foster inclusion in arts activities. Golf discs and artistic materials will be provided to patrons to "have a go" whilst visiting the exhibition, with the option to take home their work as a memento of the event.

Workshops Creative skill sharing workshops in disc art dyeing and design techniques will run from September – November 2024.

It is intended that creative workshops will be held at the Mundaring Hall.

- One school holiday workshop will be held at the Mundaring Hall, facilitated by Ken Summers and other disc golf artists, sharing skills in disc dyeing and ink applications aimed at developing artistic skills of young artists and introduce them to new creative applications. This workshop will be fee-paying and open to youth in the Shire of Mundaring.
- Three Community workshops will be held at the Mundaring Hall. Led by Ken and associated disc golf artists, these finer technique lessons will be fee-paying and open to all members of the public and local artists, for those who wish to learn new artistic applications.

A Disc Art Symposium will be held in conjunction with the Mundaring Rotary Markets on 10 November, the day after the championship event is held. Building on the momentum of the weekend, and the draw of visitors to the Mundaring area for the markets and sports events, the Symposium will include demonstrations by Ken Summers and disc art community members of disc art techniques. Visitors to the market and disc art enthusiasts can learn skills from disc art professionals and purchase available art discs.

The project aims at targeting a diverse range of communities within the Mundaring Shire. By facilitating arts activities and activating spaces across multiple locations, the program engages a broad audience of both local and international patrons, giving those in the sporting and artistic communities the opportunity to participate in and collaborate with new networks, communities, and cultural activities.

This project will:

- Strengthen community connections and networks.
- Activate Shire of Mundaring arts and culture and community spaces.
- Enhance interaction between local residents, international visitors, and artists.
- Develop skills and foster creativity.
- Improve access to arts and culture activity within the Shire.
- Promote SoM natural, heritage and cultural assets.
- Connect community through a shared love of arts and sports.
- Cross-promote the value of sports and art as well-being activities.

This arts project brings together the sporting and arts communities within the shire, promoting foundational networks for continued partnership between the two. MAC Inc. and the MSC are pillars in their local communities and have long facilitated community engagement and involvement. This partnership brings arts to the sporting community and sets a precedent for future collaboration, strengthening inter-community bonds within the shire.

The project will provide a program of events for residents and international visitors to engage with, activating local community spaces, fostering connection, and initiating a cultural exchange.

Artist-led workshops, the exhibition and the international and national championships will provide spaces and a framework in which community members can share skills, socialise, exchange ideas, collaborate and develop connections. This framework will foster creativity and promote sporting and wellness within the community. Through workshops and the exhibition showcase, open to the public, MAC Inc. improves the access the community has in engaging with arts activities.

The partnership with MAC broadens access across multiple locations within the Mundaring Shire, providing residents and international communities with greater opportunities to interact with and participate in arts and culture activities, complimenting their experience of the Disc Golf Championships hosted by the MSC. In partnership, MAC Inc. and MSC will facilitate the sharing in and celebration of our local arts and sporting infrastructure and community landscapes, nurturing sustainable and long-term relationships, benefiting artistic and cultural initiatives in the future.

The grant will fund workshops, facilitator fees, and material costs such as discs, markers, and inks. School holiday and community workshops at Mundaring Hall will be affordably priced, with costs partially covered by the grant. This includes delivery, artist fees, materials, and venue hire. MAC Inc. will provide local artists with golf discs to create artworks for exhibition, funding the cost of 40 discs. Artists will cover other material costs.

The grant will also support the Disc Art Symposium, held alongside the Rotary Markets on 10 November. This includes funding for golf discs, artistic materials, and facilitator fees for Ken Summers and another disc golf artist. Art discs by Ken and others will be available for sale, with commissions helping to subsidise the Symposium costs.

Additionally, the grant will fund a drop-in "have-a-go" workshop in Gallery 2 throughout the exhibition, covering materials and discs. All installation, invigilation, and administration costs for the exhibition, along with promotional materials, will be provided by MAC Inc. as in-kind support, valued at \$7,550 in the budget.

## **6. Applicant Capacity**

The applicant has proved their capacity to host the proposed project through their strong partnership with local organisation such as MAC Inc. who was formed in 1979 by a group of dedicated volunteers passionate about providing a focus for arts and culture in the Perth hills, MAC Inc. Over the years, the MAC staff, volunteers and artists have delivered a diverse range of creative arts experiences, annually engaging thousands of individuals of all interests and ages.

The Shire has had a funding agreement in place with MAC Inc. since before 1991, with the organisation providing arts and cultural services to the community for the past 45 years.

The Mundaring Sporting Club have an excellent track record having successfully hosting the WTDGC and have successfully acquitted all the grant administrative requirements.

## **7. Access & Inclusion**

Accessibility and inclusion are important to MSC and MAC Inc. Frameworks and measures are taken to ensure the program is available to all members of the Shire of Mundaring and visiting communities regardless of ability, age, cultural background and gender.

All locations, workshops venues and exhibition spaces will be accessible to those with disabilities. Fee paying workshops are priced accessibly. The proposed workshop program provides opportunities for a range of age groups in the community to participate and share in skill building and socialisation, benefiting from the wellbeing outcomes generated through engaging with arts practice. Entry to the exhibition will be free of charge to the public, ensuring accessibility to all, with all staff and volunteers available to assist and navigate the individual needs of all community members as required.

## 8. Outcomes & Evaluation

The programs outcomes and evaluation are as detailed below:

- Increased awareness and attract players to Disc Golf in Mundaring.
- Skill and technique development for local artists.
- Skill and technique development for young people and community members.
- Exhibition and activities to engage a new audience.
- Increased visitation to Mundaring.
- Increased sense of wellbeing and belonging.
- Workshops that deliver creative outcomes.
- Exhibition statistics.
- Increase in the visitation to Mundaring Sport Club and Mundaring Arts Centre.
- Workshops well attended.

## 9. Project Budget & Non-Financial Inputs

The total Project Cost is \$14200. The applicant is seeking \$3000.00 from Shire of Mundaring. The group has outlined their in-kind contribution of \$1250 and in-kind support from MAC Inc. of \$7550.

The project income and expenditure contributions budget are detailed below:

<b>Income Description</b>	<b>\$</b>
Workshop Fees	1100.00
Shire of Mundaring InspireArts Grant	3000.00
Exhibition Sales (Artworks)	1600.00
Community Organisation MAC Inc. (In Kind) *	7,550.00
Community Organisation MSC (Disc Golf) (In Kind)	1,250.00
<b>TOTAL</b>	<b>14500</b>

<b>Expenditure Description</b>	<b>\$</b>
Other Project Coordination – MAC Inc. In-Kind	1000
Other Project Coordination – MCS In-Kind	1000
Exhibition	6480.00
Marketing and promotional costs – Shire of Mundaring InspireArts Grant	250.00
Marketing and promotional costs – Exhibition Sales	250.00
Materials for art projects	2300.00
Venue hire	200.00
Catering costs	100.00
Other: Marquee Hire	100.00
Other: Artist Fees	1120.00

Other: Workshop Facilitator fees	1700.00
<b>TOTAL</b>	<b>14500</b>

<b>Total Income</b>	<b>\$14,500</b>	<b>Total Expenditure</b>	<b>\$14,500</b>	<b>Total In Kind</b>	<b>\$8800</b>
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**10. Acknowledgement of the Shire’s support**

Shire contribution will be acknowledged in the group’s newsletter, via media release, social media, posters and verbally.

**11. Referee**

David Kynaston, Australian Disc Golf Association, State Representative

**12. Cultural Advisory Group Comments**

The Cultural Advisory Group were given the opportunity to comment on the application, however no feedback was received. Noting two members of CAG were excluded from the assessment process due to conflict of interest.

**13. Officer Comments**

The MSC seeks funding for a community arts program in collaboration with MAC Inc. to celebrate the WTDGC. This initiative will merge art and sports through 'Disc Golf Art', promoting skill-building and social connection. MSC will host the WTDGC from 6 to 9 November, 2024, featuring teams from over 24 countries, followed by the Aussie Open.

The program includes an exhibition of disc art by local artists and workshops on disc art dyeing and decorating. The project aims to highlight local artists, teach new skills, and attract new disc golf players. Public engagement will feature drop-in art stations and workshops for all ages. Local professional artists will also create 'Disc Golf' objects for exhibition, fostering collaboration between sports and arts communities.

MSC have proven capacity to undertake this project, with the support and expertise of MAC Inc. The applicant has demonstrated how the project meets the objectives of the InspireArts Community Creativity & Cultural Fund to encourage new partnerships between groups and organisations in the shire; improve access to arts and culture within the shire through opportunity to participate and engage local residents in a local arts and culture project.

The project also aligns with the Shire’s Strategic Community Plan 2020/2030 priority Strategy 1.1.2 – Provision and support for arts, culture and events

**14. Recommendation**

That an InspireArts Grant to the value of \$3000 be awarded to the applicant.



## 8.2 2024-2025 Round One Community Event Grant Applications

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<b>File Code</b>	GS.COM 2.03
<b>Author</b>	Michelle Read, Community Events Officer
<b>Senior Employee</b>	Megan Griffiths, Director Strategic & Community Services
<b>Disclosure of Any Interest</b>	Nil
<b>Attachments</b>	1. 2024-2025 Community Event Grant Round One Recommendation Report <a href="#">↓</a>

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### PURPOSE

To consider five applications received in round one of the Community Event Grant. Applicants are seeking funds to run community events including a music festival, community Christmas celebrations, annual showjumping event and an anniversary celebration (see **Attachment 1**) to the value of \$17,586.45.

### BACKGROUND

The Community Event Grant was developed to financially assist local community groups deliver a range of events that meet identified community need, promote active participation of local residents, encourage community connection, foster health and wellbeing and enhance community spirit. The grants are funded at two levels:

- Event grants to the value of \$1000 for small community events.
- Event grants to the maximum value of \$5000 (plus GST where applicable) for annual community events where the group is able to match or exceed the grant amount, from fundraising, sponsorship, other grants and in-kind contributions.

In addition to assessing whether or not the applications meet the selection criteria, the Grants Selection Committee (GSC), as outlined in the program guidelines, will also take into consideration:

- Partnerships, where two or more community groups will benefit directly from the project.
- The equitable distribution of funds across the geographic communities of the Shire of Mundaring.

The Community Event Grant provides the Shire with opportunities for positive promotion. The Grant Guidelines and Agreement outline the requirement, on acceptance of funding, that the groups acknowledge the support they receive from Shire of Mundaring. This helps people understand one of the ways Shire revenue is spent in the local community. It may also encourage other community organisations undertaking similar activities to consider approaching the Shire for a grant. The types of promotion include:

- Provide a written invitation to a Council representative to attend the project launch. Invitations should be received at least two weeks prior to the launch.
- Publicise the Shire's financial support for the project through:

- At least one media article;
- Including the Shire's name or logo on any promotional or program material;
- Displaying Shire of Mundaring signage during the event;
- Verbally acknowledging the Shire's support during speeches;
- Promoting the event on the event calendar on the Shire's website.

The Community Event Grant round was promoted through advertising in the local newspaper, Shire website, community group email network, social media and posters at Shire sites and community noticeboards.

The five applications to be considered by the GSC are as follows:

Swan View Cricket Club	Swan View Cricket Club 50th Anniversary, Past Players, Partners and Community Gala	\$4992.45
Chidlow Progress Association	CPA Christmas on the Green	\$4094
Swan View Community Association	Carols by Candlelight (Swan View)	\$2000
Eastern Hills Horse and Pony Club	Dressage and Show Jumping Event	\$1500
Day in the Forrest Inc	Day in the Forrest	\$5000

## **STATUTORY / LEGAL IMPLICATIONS**

The GSC has the authority to allocate funding to eligible not for profit groups who have applied to the Community Grants Program which includes the Community Event Grants.

## **POLICY IMPLICATIONS**

The grant is in line with the Shire's Community Funding Policy CD-02.

## **FINANCIAL IMPLICATIONS**

The 2024/2025 Community Event Grant Program budget is \$38,365. The funding applications recommended for approval (\$16,860.60) can be met within the allocated budget, and will leave \$21,504.40 remaining in the budget for allocation in the second round of the financial year.

## **STRATEGIC IMPLICATIONS**

Mundaring Strategic Community Plan 2020 - 2030

Priority 1 - Community

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.4 – Support community collaboration and community-led initiatives and activities

## SUSTAINABILITY IMPLICATIONS

### Social

Shire of Mundaring has developed this financial assistance program in order to effectively and as far as possible equitably provide funds to local community groups to undertake projects in the shire. Such projects meet identified community needs, promote active participation of local residents, build community strength and enhance the image of the Shire

### RISK IMPLICATIONS

<b>Risk: <u>Reputation</u></b> – Council faces a reputational risk if the Community Grants Program budget is not expended in an effective, strategic and equitable manner.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
The risk is mitigated through ongoing and periodic review of the program.		

<b>Risk: <u>Financial</u></b> – The risk of funds mismanagement by grant recipients.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Minor	Low
<b>Action / Strategy</b>		
The risk is mitigated through the eligibility and assessment process, where groups must provide evidence of their capacity to complete and acquit the project or event.		

<b>Risk: <u>Reputation and Financial</u></b> – Council faces a reputational and financial risk if Community Grants are awarded to groups that do not meet the grant assessment criteria.		
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
Unlikely	Moderate	Moderate
<b>Action / Strategy</b>		
The risk is mitigated through not awarding grants to groups that do not meet the assessment criteria.		

### CORPORATE COMMUNICATIONS

The Council Decision will be communicated in the following way/s.

Direct to stakeholder/s	Website article/post	Social media post	Print article/media release	E-newsletter/Community update	Advertisement	Nil
X	X	X	X			

In addition to Shire corporate communications approaches there is a requirement for individual grant recipients to acknowledge the Shire's support, as detailed in **Attachment 1**.

## EXTERNAL CONSULTATION

Consultation was undertaken with applicant groups and referees as required.

## COMMENT

All applications have been reviewed and a report compiled (**Attachment 1**). Where a lesser amount is being recommended, reasons for the recommendation are outlined in the comments section of each application in **Attachment 1**. A summary of all applications is noted below:

- Swan View Cricket Club seeks funds to run their Swan View Cricket Club 50th Anniversary, Past Players, Partners and Community Gala event.
- Chidlow Progress Association seeks funds to run their CPA Christmas on the Green event.
- Swan View Community Association - Carols by Candlelight Planning Committee seeks funds to run their Carols by Candlelight event in Swan View.
- Eastern Hills Horse and Pony Club seeks funds to run their Dressage and Show Jumping Event.
- Day in the Forrest Inc seeks funds to run their Day in the Forrest Community music festival event.

Of the applications received, three were from a group located in Central Ward, one from East Ward and two from West Ward.

## VOTING REQUIREMENT

Simple Majority

### OFFICER RECOMMENDATION

That the Committee awards Community Event Grants to the total value of \$16,860 to the following:

- |                                     |           |
|-------------------------------------|-----------|
| • Swan View Cricket Club            | \$4992.45 |
| • Chidlow Progress Association      | \$3626.15 |
| • Swan View Community Association   | \$2000    |
| • Eastern Hills Horse and Pony Club | \$1242    |
| • Day in the Forrest Inc            | \$5000    |

**COMMITTEE DECISION****GSC3.08.24****AMENDED OFFICER RECOMMENDATION**

Moved by

Pres McNeil

Seconded by

Cr Cicchini

That the Committee awards Community Event Grants to the total value of **\$17,328.45** to the following:

- Swan View Cricket Club \$4992.45
- Swan View Community Association \$2000
- Eastern Hills Horse and Pony Club \$1242
- Day in the Forrest Inc \$5000
- Chidlow Progress Association **\$4094, noting eligible for up to 50% of budget based on revised in-kind contribution.**

**CARRIED 5/0****For:** Pres McNeil, Cr Cicchini, Cr Ellery, Cr Mehta and Cr Zlatnik**Against:** Nil

**Community Event Grant Assessment against Selection Criteria**

There are five applicants for the first Community Event grant round of the 2024/25 financial year, seeking funds to the total of \$17,586.45. These requests can be met within the allocated budget of \$38,365.

The applications are summarised below:

**Applicant Group:** Swan View Cricket Club  
**Event:** Swan View Cricket Club 50th Anniversary, Past Players, Partners and Community Gala

- 1. **Meets eligibility requirements?**  
Yes

- 2. **Applicant Grant History**

Year	Grant	Purpose	Amount	Acquitted
2023	Quick Grant	Girls coloured pants	\$500	Yes
2022	Quick Grant	Nets upgrade	\$500	Yes

- 3. **Meets Shire Strategic Community Plan objectives**  
**Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs  
 Objective 1.1 – Healthy, safe, sustainable and resilient community  
 Strategy 1.1.2 – Provision and support for arts, culture and events

**Community Health & Wellbeing Informing Strategy 2020-2025**

Goal: Proactively support positive mental health promotion in individuals and the community  
 Objective 2: Increase participation in activities that yield mental health benefits  
 Commitment 2.3 Support groups and organisations that host community events

- 4. **Brief Description of Project**

The Swan View Cricket Club's 50th Anniversary Celebration aims to honour their rich history and reconnect past and present members. The event will celebrate their achievements, recognise the contributions of life members, past players, current men, women and junior players, player's partners, and engage the entire community, building diversity and community engagement. Celebrating a 'One Club' culture and pictorialise the day with a group/club photo with all players in their 50th Anniversary Shirt. The day will include (some by means of donation) food, activities and entertainment for all age groups, cultures and genders, fostering a sense of unity and pride within their club.

**5. Activities to be funded by this grant**

Activities to be funded include community cricket matches and pop-up activities, hire of entertainment, food purchases and children's activities. This includes: face painting, massages, family lawn games, obstacle challenges, raffles, sausage sizzle and ice cream truck, acoustic performance entertainment, commemorative shirts and memorabilia, decorated spectator areas and marquees and promotional materials. See budget table for detail.

**6. Priority of Project/Community Consultation/Benefit**

The club hosted a smaller scale event last year, highlighting the past players, life members and women, with food and entertainment. This was the highest attended function the club hosted all year.

The full committee and life members have created the event concept and are eager and excited to make it come to life.

**7. Access and Inclusion**

The event will address Access and Inclusion by implementing the following:

- The event will be held at the club grounds, which are wheelchair accessible. Ensure pathways, entrances, and key activity areas are accessible for individuals with mobility challenges.
- Accessible restrooms will be available, and seating arrangements will accommodate those with special needs.
- A wide range of activities are planned, catering to different age groups and abilities, including pop-up cricket, an inflatable obstacle course, face painting, lawn games, and more.
- All activities are designed to be inclusive, ensuring everyone can participate, regardless of their physical or cognitive abilities.
- Clear and easily readable signage will be placed around the venue to guide attendees to various activities and facilities.
- Trained volunteers will be available throughout the event to provide assistance, answer questions, and support attendees with specific needs.
- Event information will be made available in multiple formats, including printed materials and digital communication, to ensure accessibility for all attendees.
- Promotional materials and communications will highlight the inclusive nature of the event, encouraging participation from all community members.
- There will be feedback mechanism in place to gather input from attendees on how we can further improve accessibility and inclusion for future events.

**8. Promotional activities**

The event will be promoted on social media, via a media release, banners, verbally at the event, street signage, flyers, website and newsletters.

**9. Acknowledgement of the Shire's support**

Shire support will be acknowledged by including the Shire logo on all promotional material, displaying Shire banners or corflute signs and an invitation will be sent to the Shire Councillor's to attend.

#### **10. Demonstrated success of the project**

The event will reconnect past and present members, fostering a sense of unity and belonging within the club. It will reinforce their 'one club' culture through the juniors, women's and seniors' teams. The event aims to strengthen relationships among members, enhance community spirit, and create a more cohesive club environment.

By showcasing the club's history and achievements, the event will increase the club's visibility within the broader community, with a more inclusive club culture that values diversity, leading to broader participation and a richer club environment.

To ensure the outcomes of the Swan View Cricket Club's 50th Anniversary Celebration are achieved, the club will implement the following evaluation methods:

- Feedback forms will be distributed to attendees after the event.
- The club will keep detailed records of attendance for various activities and overall event turnout.
- A free door prize raffle, may be organised to count attendees as a total.
- Through high attendance numbers, it will indicate strong community engagement and participation.
- Volunteers and staff will observe participation levels in different activities.
- The club will track revenue generated from the raffle, merchandise sales, and any other fundraising activities.
- Social media interactions and media coverage will be monitored before, during, and after the event.
- Membership inquiries and sign-ups following the event will be tracked, as well as participation in subsequent club activities.
- Debrief meetings will be conducted with event organisers, volunteers, and key stakeholders.
- Qualitative insights will be reviewed on what worked well, areas for improvement, and overall achievement of objectives.

By adopting these methods, the Swan View Cricket Club will be able to assess the success of the 50th Anniversary Celebration and ensure that the desired outcomes have been achieved.

#### **11. Event Budget**

The total budget is \$21,470.22. The applicant is seeking \$4992.45 from Shire of Mundaring, being 23% of the budget. Matching funds will be sourced from Bendigo Bank, the club's own funds, fundraising efforts at the event, with in-kind equipment and volunteer contributions detailed in the table below.



<b>Income Description</b>	<b>\$</b>
Shire of Mundaring - Event Grant	\$4992.45
Financial Contribution - Bendigo Bank - Grant	\$6500
Financial Contribution - Swan View Cricket Club	\$510
Fundraising - Massages donation	\$160
Fundraising - sausage in bread & Ice cream	\$520
Fundraising - Ladies & Partners Box	\$875
Fundraising - Commemorative Shirt	\$1000
Fundraising - Kids entertainment	\$300
In-kind contribution - EMRC - equipment items offered for free	\$358
In-kind contribution - WA Cricket Assoc volunteers hours for the Cricket Blasters pop up sessions	\$517.77
In-kind contribution - Bendigo Bank - equipment items loaned free for the event	\$540
In-kind Contribution - Swan View Cricket Club Volunteers for the event and planning	\$4457
In-kind contribution Sausages Tonys House of Tender Meats	\$240
In-kind contribution - Volunteer Photographer	\$500

<b>Expenditure Description</b>	<b>\$</b>
<b>SoM Grant (Expenditure items)</b>	
SoM Grant - 3 minute angels massage	\$594
SoM Grant - Coles Fruit & Sandwich platters	\$215
SoM Grant - Tonys House of Tender Meats Sausages	\$240
SoM Grant - Coles Hot pastries	\$114.80
SoM Grant - Coles Bread rolls	\$157.50
SoM Grant - Eastern Hills Slushie & Ice Cream Van/150 ice creams/slushies @ \$3.50 each	\$525
SoM Grant - Juice Boxes	\$81.60
SoM Grant - Woolworths Gluten Free and Vegan BBQ items	\$51
SoM Grant - Woolworths Misc BBQ items	\$42.10
SoM Grant - Scouts WA inflatable obstacle course	\$1276
SoM Grant - Scouts WA Climbing Wall	\$1116.50
SoM Grant - Nina Rose Face Painting/Entertainment	\$630

SoM Grant - Main Event Hire Lounge/Couches	\$660
SoM Grant - Swan Valley Weddings Picket Fence	\$420
SoM Grant - Cockburn Party Hire Display walls/Photo Walls	\$198
SoM Grant - Kmart Printing of photos, scorecards memorabilia	\$80
SoM Grant - Cheese Cake Shop Commemorative Cake & Decoration	\$89.95
SoM Grant - Tom Woodward Acoustic Music	\$450
SoM Grant - Snap Printing A5 Flyers x 1250	\$230
SoM Grant - Einsigns Designs Corflute Lawn Signs x 10 @ \$33 each	\$330
SoM Grant - Einsigns Designs Selfie Frame & Photo Booth	\$275
SoM Grant - Einsigns Designs 50th Anniversary Stickers x 200 @ \$0.66 each	\$132
SoM Grant - JB HiFi Microphones - JB HiFi	\$179
<b>Swan View Cricket Club cash/own funds contributions (expenditure Items)</b>	
Own Funds - Grazing the Roof - Grazing Boards	\$510
<b>Financial Donations (Expenditure Items)</b>	
Bendigo Bank Cash grant - 50th Commemorative Shirts for All club players (200 shirts)	\$6500
Donation EMRC in-kind donation - Sustainable Drinking Water fountains	\$250
Donation EMRC in-kind donation -Clothing Rails for clothing sale	\$108
Donation Bendigo Bank in-kind gazebo hire	\$540
WA Cricket volunteer hours 9 hours x \$57.53)	\$517.77
<b>In-kind (Expenditure Items)</b>	
Swan View Cricket Club - Volunteer Hours (20 hours x 56.02 + 50 hours \$57.53)	\$4457
Photographer	\$500

<b>Total Income</b>	\$21,470.22	<b>Total Expenditure</b>	\$21,470.22
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## 12. Referees

The Boss, Tonys House of Tender Meats  
Peggy Lee Deards, The Owner, Swan View IGA

**13. Comment**

The group have submitted an application that clearly outlines how their event aligns to the Shire's Strategic Community plan to foster a healthy, safe, sustainable and resilient community. This 50th Anniversary event provides an opportunity for the club to celebrate its past and present members and their achievements through an all-ages family friendly community wide event, where everyone belongs.

The applicant has requested \$4992.45. The expenditure items detailed in the applications above budget table under the Shire of Mundaring grant expenditure exceeds the requested amount of \$4992.45. Therefore, the recommended amount of \$4992.45 is to be awarded to Swan View Cricket Club. This can be contributed toward event expenses such as hire of equipment, amusement and activities, event signage, promotional printing and catering.

**14. Recommendation**

That a Community Event Grant to the value of \$4992.45 be awarded to the Swan View Cricket Club.

### Community Event Grant Assessment against Selection Criteria

**Applicant Group:** Chidlow Progress Association

**Event:** CPA Christmas on the Green

**1. Meets eligibility requirements?**

Yes

**2. Applicant Grant History**

Year	Grant	Purpose	Amount	Acquitted
2023	Community Event Grant	Chidlow Community Christmas Carols	\$3,345.50	Yes
2022	Quick Grant	Kitchen equipment	\$500	yes
2021	Community Event Grant	Chidlow Monthly Markets	\$1331	Yes
2021	Matching Grant	Improving community and organisational equipment	\$581	Yes
2021	Matching Grant	Improving community and organisational equipment	\$581	Yes
2021	Quick Grant	Equipment of Chidlow Hall	\$500	Yes
2021	Community Event Grant	Chidlow Carols by Candlelight	\$1000	Yes
2019	Quick Grant	Maintenance and painting of rail carriages	\$500	Yes
2019	Community Event Grant	Chidlow Christmas Carols	\$4340	Yes

**3. Meets Shire Strategic Community Plan objectives**

**Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

**Community Health & Wellbeing Informing Strategy 2020-2025**

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.3 Support groups and organisations that host community events

**4. Brief Description of Project**

The CPA Christmas on the Green is a free community Christmas event held on the Chidlow Village Green. Families attend to enjoy a picnic style afternoon/evening whilst enjoying the Christmas carols and entertainment such as mini golf, face painting and snow machines. Santa makes a special visit to hand out lollies and have pictures with the local children.

**5. Activities to be funded by this grant**

The event will provide various activities that will include:

- Entertainment and participation in free community Christmas carols.
- Children's entertainment and face painting.
- Santa will attend for a meet and greet, have a Photo and get a lolly bag.
- Food Vendors will be in attendance for attendees to purchase dinner and there will be market stalls available for Christmas shopping.

The group is requesting funding towards the hire of lighting towers, additional public toilets, snow machine, mini golf and lawn games, face painting and waste removal services.

**6. Priority of Project/Community Consultation/Benefit**

The event has been well attended by Chidlow and surrounding communities in previous years – averaging 800 attendees every year. Contributions to the event will be provided by local businesses in the form of sponsorship and in-kind support, local businesses through markets, in-kind volunteer contributions by the CPA and local community members through volunteer hours to organise and deliver the event. The committee is continuing with the same style of event as delivered in 2023. This includes, free Christmas carol singing and music, entertainment, games and activities for all, food Vendors and Market Stalls.

**7. Access and Inclusion**

Accessible toilets will be provided and the railway Heritage path is also accessible. Seating will be provided in shaded areas to accommodate older people and to offer cooler places to sit. Promotional material will consider accessibility guidelines.

**8. Promotional activities**

The event will be promoted on social media posts, Shire website, social media, newspaper advertising, banners and posters.

**9. Acknowledgement of the Shire's support**

Shire support will be acknowledged by displaying Shire logo on all promotional material, Shire banners or corflute signs and an invitation will be sent to the Shire Councillor's to attend.

**10. Demonstrated success of the project**

The group aim to execute a well organised and well attended event with involvement from community groups, local businesses and local primary school. In addition, strong volunteer involvement and support from community members will be utilised to run the event. In-kind contributions and sponsorship will be sourced from a variety of local businesses. It is anticipated strong attendance and involvement by the local community of approximately 800 people.

Through the execution of this event the CPA will provide a Christmas event for the Chidlow community to celebrate the festive season as a community. It is also an opportunity to showcase the creative talents of the local young people.

The annual Christmas carol concert is a community wide opportunity for Chidlow residents to come together, connect with each other and celebrate their local assets such as the Chidlow Village Green, local music groups, local businesses and local residents and especially their young people.

#### 11. Event Budget

The total budget is \$7252.30. The applicant is seeking \$4094 from Shire of Mundaring, being 56% of the budget. Matching funds will be sourced from fundraising and donations, with in-kind volunteering detailed in the table below.

<b>Income Description</b>	<b>\$</b>
Shire of Mundaring Grant	\$4094
CPA Fundraising	\$900
Create Footprints Donation	\$500
Chidlow Hall Market Day Donation	\$150
In-kind CPA Volunteer	\$216
In-kind Chidlow Volunteer Fire Brigade	\$1392.30

<b>Expenditure Description</b>	<b>\$</b>
<b>Shire of Mundaring Grant (expenditure items)</b>	
Hire King - Snow Machine	\$610
Kennards - Toilet Hire	\$550
Kennards - Lighting Tower Hire	\$784
Party on the Green - Mini Golf Hire	\$1450
All About You Face Painting 3hrs of Face Painting	\$400
Chidlow Busy Bee Skip Bins	\$300
<b>CPA Own Funds &amp; Cash Donations (Expenditure items)</b>	
DJ Dan - Sound System Hire	\$400
St Johns	\$300
Coles - Water bottles, juice boxes, soft drink	\$150
Coles - Lollies for Santa to give away	\$250
Kmart - Christmas Decorations & Craft Activity	\$150
Advertising - Printing Flyers, Mail Out, Posters	\$300

<b>In-kind (expenditure items)</b>	
Chidlow Volunteer Fire Brigade 4.5hrs x \$48.01	\$216
CPA Volunteer Hours 29hrs x \$48.01 per hour	\$1392.30

<b>Total Income</b>	\$7252.30	<b>Total Expenditure</b>	\$7252.30
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**12. Referees**

Jessica Shaw, Member for Labour, WA Labour Party  
Amanda McCormack, Principal, Chidlow Primary School

**13. Comment**

The group have submitted an application that clearly outlines how their event aligns to the Shires strategic Community plan to foster a healthy, safe, sustainable and resilient community.

The CPA annual Christmas on the Green has become a popular community Christmas event and a staple for the capacity building of the local area, where everybody belongs. The event is organised by local volunteers of the Chidlow Progress Association and Chidlow Volunteer Fire Brigade. Fundraising from its volunteers, donations from local businesses, participation from local schools and community markets, all contribute to delivery of the community celebration. This year an expansion in funding has been requested to meet the increased costs required for the event.

Whilst the Shire recognises the valuable contribution this event brings to the wider community, the grant guidelines stipulate that the Shire contribution toward the event is to be a maximum of 50% of the overall expenditure. Therefore, the recommended amount is for \$3,626.15 to meet these guidelines. This is toward equipment hire, entertainment, waste collection and infrastructure to ensure the event is safely delivered by its volunteer-led community members for the annual community-wide Christmas festival of approximately 800 people.

**14. Recommendation**

It is recommended that a Community Event Grant to the value of \$3626.15 be awarded to the Chidlow Progress Association.

**Community Event Grant Assessment against Selection Criteria**

**Applicant Group:** Swan View Community Association  
**Event:** Carols by Candlelight (Swan View)

**1. Meets eligibility requirements?**  
 Yes

**2. Applicant Grant History**

Year	Grant	Purpose	Amount	Acquitted
2024	Quick Grant	Promotional items for membership growth and support	\$500	Yes
2023	Community Event Grant	Swan View Carols by Candlelight	\$2350	Yes

**3. Meets Shire Strategic Community Plan objectives**  
**Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs  
 Objective 1.1 – Healthy, safe, sustainable and resilient community  
 Strategy 1.1.2 – Provision and support for arts, culture and events

**Community Health & Wellbeing Informing Strategy 2020-2025**

Goal: Proactively support positive mental health promotion in individuals and the community  
 Objective 2: Increase participation in activities that yield mental health benefits  
 Commitment 2.3 Support groups and organisations that host community events

**4. Brief Description of Project**

This is a community event to foster community respect and a feeling of pride in community. The desired outcomes are focused on inclusivity and diversity and the promotion of personal relationships. The community event bolsters community spirit through increasing community safety and developing relationships. Participation includes the Salvation Army, Girls Friendly Society, Swan View Primary School and the Uniting Church. These local organisations will be partnering with the Swan View Community Association - Carols by Candlelight Planning Committee to present this community event. A significant feature of the event is a focus on Indigenous cultural awareness and appreciation.



#### **5. Activities to be funded by this grant**

Planned activities at the event include Salvation Army band, Binar Indigenous dance group, The Nativity Story, carols community singing, a visit by Father Christmas, food and drink from local businesses, coordination of the program by an MC. The target audience is the wider local community with folk from beyond the immediate area welcome.

Funding will be used to ensure a safe and organised environment whilst providing safety protocols and treats for the children. Aspects of the event included in the expenditure will be St John first aid, security personnel, toilet supplies, event insurance, waste removal, toilet cleaning expenses, electrician to oversee safety installation, treats for children and fake candles, identifying clothing for organisers, advertising and promotion.

#### **6. Priority of Project/Community Consultation/Benefit**

It is anticipated that 600 people will attend this event. This is based on the attendance of 450 in 2023, an attempt to reinstate the Carols event following Covid.

The previous event will be expanded on as a result of information received from the 2023 attendees. A significant improvement will be on the level of security due to the anticipated increase in numbers. There is a cultural segment provided by Binar, which includes a Welcome to Country by an Aboriginal Elder. There is a planned increase in the number of supports to improve supervision in the toilets housed in the pavilion and directions for parking and the location of food vans.

#### **7. Access and Inclusion**

The event will address Access and Inclusion by implementing the following:

- Promotional material will include posters and banners created by the children at Swan View Primary School.
- Social media will use phrases that ensure messages are simple to read and have clear intent.
- Parking is available at Brown Park in the allotted parking areas and also on street verges if required.
- Volunteers will be present to direct parking. However, many attendees walk and this will be minimal.
- Event staff will be wearing identification.
- The toilets in the Pavilion will be manned with a volunteer to deter children from playing in the area.
- Attendees will bring rugs or folding chairs to sit on and relax.
- There are no issues impinging on accession or inclusion.

#### **8. Promotional activities**

The event will be promoted on social media, newsletters, posters and Shire website.

#### **9. Acknowledgement of the Shire's support**

Shire support will be acknowledged with Shire logo on all promotional material and an invitation will be sent to the Shire Councillor's to attend.

**10. Demonstrated success of the project**

The best outcome is in attendance numbers at the event. It is an opportunity for people to develop new friendships, improve safety, discover what the committee provides to its community members, increase cultural awareness and understand that for all of the community’s diversity, they are one. Of significance is that the event meets a clearly identified need of the community and the purpose and requirements of the grants program.

The event is accessible and inclusive of all people no matter what their personal stories are in regards to gender, age, ethnicity, religion or physical capacities. This is the community’s moment to celebrate differences and their similarities which make up their community.

The information received post the event in the previous year was invaluable in improving this upcoming community event. Information was gathered on the night and through feedback on social media. Of significance is the number of community members attending and the number who put up a hand to assist with the planning, volunteer their services and provide support at the event.

To ensure these outcomes are met and continued upon the group will continue to gather feedback on the night and via social media platforms post the event.

**11. Event Budget**

The total budget is \$5780. The applicant is seeking \$2000 from Shire of Mundaring, being 34.6% of the budget. Matching funds will be sourced from Bendigo Bank, donations and with in-kind equipment or donations and volunteers detailed in the table below.

<b>Income Description</b>	<b>\$</b>
Bendigo Bank	\$2000
Mundaring Shire	\$2000
In-kind Volunteers	\$480
In-kind Equipment	\$1200
Donations	\$100

<b>Expenditure Description</b>	<b>\$</b>
<b>Shire of Mundaring Grant (expenditure items)</b>	
St Johns	\$366.30
Advertising	\$200
Security	\$280
Toilet Expenses	\$150
Identity Clothing	\$269
Electrician	\$150

Local Suppliers	\$150
<b>Bendigo Bank Grant (expenditure items)</b>	
Binar Futures Ltd	\$1650
Binar Futures Ltd	\$350.70
<b>In-kind Contributions (expenditure items)</b>	
Swan view Primary School	\$1200
<b>In-kind (expenditure items)</b>	\$534
Swan View Primary School	\$480

<b>Total Income</b>	\$5780	<b>Total Expenditure</b>	\$5780
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**12. Referees**

Vanya Thomas, Manager Corporate Services, Swan View Primary School  
George Sekulla, Principal, Swan View Senior High School

**13. Comment**

The group have submitted an application that clearly outlines how their event aligns to the Shires Strategic Community plan to foster a healthy, safe, sustainable and resilient community.

The Swan View Carols by Candlelight is a community-led community-wide event that provides opportunities for local community groups, organisations and the local school to contribute to its now annual community Christmas celebration where everybody belongs. The recommended amount is for the \$2000 requested toward event expenses such as first aid, advertising, security, toiletry expenses, waste removal, crowd support identification clothing, electrical safety installation and local suppliers.

**14. Recommendation**

It is recommended that a Community Event Grant to the value of \$2000 be awarded to the Swan View Community Association.

### Community Event Grant Assessment against Selection Criteria

**Applicant Group:** Eastern Hills Horse and Pony Club

**Event:** Dressage and Show Jumping Event

**1. Meets eligibility requirements?**

Yes

**2. Applicant Grant History**

Year	Grant	Purpose	Amount	Acquitted
2023	Quick Round Grant	Event Equipment	\$500	Yes
2020	Matching Grant	Kintore Rd fencing repair	\$2000	Yes

**3. Meets Shire Strategic Community Plan objectives**

**Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

**Community Health & Wellbeing Informing Strategy 2020-2025**

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.3 Support groups and organisations that host community events

**4. Brief Description of Project**

The Dressage and Showjumping day is a fundraising event organised to help raise funds to support and enhance the club's yearly programs, therefore contributing to making a positive impact on the lives of young equestrians in the local community.

The event offers a range of classes tailored to riders of all ages and skill levels (from introductory to advanced). It also provides the club an opportunity to showcase how they foster a supportive and welcoming community to encourage memberships for current and future years. Funds raised from the day go directly back to the club to cover operational costs such as equipment, facility fees and coaching expenses. As a small club the Eastern Hills Horse and Pony Club operates on a limited budget, relying on membership fees and fundraising events. This fundraising is essential for the survival, growth, and success of the club, enabling them to provide valuable opportunities for riders.

**5. Activities to be funded by this grant**

The event will provide activities that will include competitions and classes. Through this event, funding is requested toward accredited course design and certification, Equestrian Australia official judge's, medic fees and prizes for classes.

**6. Priority of Project/Community Consultation/Benefit**

The event will partner with Pony Club WA and other hills zone pony clubs for participation. The previous event had approximately 35 entrants across various local and non-local pony clubs. This event anticipates approximately 50 entrants with additional family and friends in attendance.

**7. Access and Inclusion**

The event will ensure access and inclusion is met through the promoting of the event to the wider community and the provision of accessible parking and toilets.

**8. Promotional activities**

The event will be promoted on social media, the club's website, Shire website and verbally at the event.

**9. Acknowledgement of the Shire's support**

Shire support will be acknowledged with Shire logo on all promotional material, Shire banners or corflute signs at the event and an invitation will be sent to the Shire Councillor's to attend.

**10. Demonstrated success of the project**

Through this event the expected outcomes are to offer exposure to the Eastern Hills Horse and Pony Club to the community for memberships fundraising at the event through donations and competition entry fees. This will allow the club to maintain and purchase equipment that meets Equestrian Australia regulations, including coaching and operational costs for the 2024/2025 season.

Importantly, this event provides a safe inclusive environment where riders have tangible goals to work towards, whether it's improving their riding skills, achieving a certain score, or winning a ribbon. This can teach riders the importance of setting goals and working hard to achieve them. It also provides more experienced riders an opportunity to compete with younger, inexperienced horses for training and upskilling. The exposure of the club provides an opportunity to showcase how they foster a supportive and welcoming community to encourage future memberships.

Furthermore, demonstration of the events success will be through increased membership and enquires for current and upcoming season, profit margin from the day, committee observations and reporting and rider feedback post event. By employing these methods and reviewing the outcomes, the Club can effectively determine whether the event outcomes have been achieved and adjust, or put in place strategies for future events.

**11. Event Budget**

The total budget is \$3387. The applicant is seeking \$1500 from Shire of Mundaring, being 44% of the budget. Matching funds will be sourced from Bendigo Bank, entry fees, organisation cash, with in-kind in equipment hire and volunteer hours as outlined in the table below.

<b>Income Description</b>	<b>\$</b>
Bendigo Bank Grant	\$1000
Shire of Mundaring Grant	\$1500
Entry Fees	\$1000
Organisation Cash	\$1500
In-kind contribution - Volunteer Hours (30 hours @ \$48p/hr)	\$1440
In-kind contribution - equipment hire (jumps)	\$360

<b>Expenditure Description items</b>	<b>\$</b>
Judges, Course Design and Certification. Paid officials from accredited Judges through Pony Club or Equestrian Australia certified to design and quality check course for safety reasons and judge competitors on the day.	\$450
Rosettes - Required for class prizes for competitors	\$430
Arena Water - used to wet arenas for safety and environmental reasons. This reduces dust significantly.	\$330
Medic - Requirement for Riders and spectators if first aid is required.	\$462
Catering - canteen supplies for day.	\$350
Advertising fees and levies - paid adverts through Facebook to encourage entrants, Levies for Pony club WA and entrant fees for platform used for riders to enter.	\$400
Prizes (Europa) - class prizes for riders	\$4485
Prizes (HorseLand) - class prizes for riders	\$480

<b>Total Income</b>	<b>\$6800</b>	<b>Total Expenditure</b>	<b>\$3387</b>
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**12. Referees**

Daniel Forward, Director, Forward Diesel Services  
George Ruiz, Medical Doctor, Stirk Medical Group

**13. Comment**

The organisation has applied for funding to support the community event meeting a healthy, safe, sustainable and resilient community via equestrian activities and sporting events.

The applicant's expenditure projection was estimated at a lesser amount to anticipated income (\$2075 difference). The Shire guidelines stipulates that the grant cannot contribute toward prizes.

The applicants requested \$1500 is recommended to a reduced amount of \$1242. This is toward event expenses such medic fees, arena water safety supply, and certified officials for provision of course design and safety check standards, and professional judging, in accordance with Equestrian Australia Regulations. The recommended amount is also based on anticipated event numbers of 50 plus attendees.

**14. Recommendation**

It is recommended that a Community Event Grant to the value of \$1242 be awarded to the Eastern Hills Horse and Pony Club.

### Community Event Grant Assessment against Selection Criteria

**Applicant Group:** Day In The Forrest Inc

**Event:** Day in The Forrest

**1. Meets eligibility requirements?**

Yes

**2. Applicant Grant History**

Year	Grant	Purpose	Amount	Acquitted
2023	Community Event Grant	Day in the Forrest	\$5000	Yes
2022	Community Event Grant	Day in the Forrest	\$5000	Yes
2021	Community Event Grant	Day in the Forrest	\$5000	Yes
2020	Community Event Grant	Day in the Forrest	\$5000	Yes
2019	Community Event Grant	Day in the Forrest	\$5000	Yes

**3. Meets Shire Strategic Community Plan objectives**

**Strategic Community Plan 2020/2030**

Goal 1: Community – Healthy, safe, sustainable and resilient community, where businesses flourish and everyone belongs

Objective 1.1 – Healthy, safe, sustainable and resilient community

Strategy 1.1.2 – Provision and support for arts, culture and events

**Community Health & Wellbeing Informing Strategy 2020-2025**

Goal: Proactively support positive mental health promotion in individuals and the community

Objective 2: Increase participation in activities that yield mental health benefits

Commitment 2.3 Support groups and organisations that host community events

**4. Brief Description of Project**

Day in the Forrest (DITF) is an annual free community event that supports emerging artists and musicians by giving them a platform to showcase their talent, and for local artisans to display their produce/products. Through DITF the aim is to bring together people from the hills area and local businesses for a relaxed and fun day of arts and music festivities.

This year will be the 9th year of DITF, and the fifth year it will be held in Morgan John Morgan Reserve, Glen Forrest. The event will provide music performed by several bands during the day, separate bar for wine and beer, food vans and stalls, dance area and artisan displays.



**5. Activities to be funded by this grant**

In 2022 there were 6 food vans, catering for all dietary requirements and tastes. There were 3 stall holders selling holistic produce and clothing. This year the committee intends on expanding on this and encourages community groups to set up market stalls as a fundraising endeavour for their group.

The event funding is requested to go toward audio/sound and lighting equipment, sound engineer and lighting technician, hire of large-scale staging and cover, additional toilets and qualified staff, as well as event insurance, liquor licence marketing material and printing.

**6. Priority of Project/Community Consultation/Benefit**

It is anticipated that approximately 1000 people will attend this year's event. This is based on previous attendance numbers at the 2021 and 2022 events.

Attendances at DITF have always been high, with the festival growing each year with increasing of numbers in participation in the areas of: attendees, local business sponsors, food vendors and stall holders from the local area. The event also attracts increasing numbers of community participation from local volunteers willing to assist with areas such as setting up, running the bar, rubbish control.

Feedback has always been positive with attendees that are mostly families from the Perth Hills area. The first three DITF events were held at the Glen Forrest Bowling Club, with subsequent festivals held in Morgan John Morgan Reserve.

The applicant intends to maintain the present level of attendance and not necessarily expand on it. At any one time it has had approximately 500-600 people in attendance, and during the day approximately 1000 people visit the festival. However, increasing the number of attendees is good for community business, and community participation and it is also welcome.

**7. Access and Inclusion**

The event is held in Morgan John Morgan Reserve (Glen Forrest Train Park) which has access points and pathways suitable for those requiring support. The reserve has accessible designated parking and accessible toilets.

**8. Promotional activities**

The event will be promoted through posters across the shire and the wider communities, various websites, online sites, social media, local papers and radio adverts.

**9. Acknowledgement of the Shire's support**

Shire support will be acknowledged by including the Shire logo on all promotional material and the above noted promotional activities, display of Shire banners or corflute signs, and an invitation will be sent to the Shire Councillor's to attend.

### 10. Demonstrated success of the project

The Day in the Forrest event aims to assist emerging and established musicians, small community businesses and community groups by offering a platform to promote and grow their endeavours through this family-friendly community event, that is suitable and inclusive for everyone.

The event is continuing to grow and is becoming recognised as a free annual family music festival, not just for locals, but also for the surrounding communities outside the shire, also attracting tourism to the local area. Although the wider members of the Perth Metropolitan communities also attend, the event is primarily promoted in the Perth Hills. Therefore, attendees are more likely to be local.

To ensure outcomes of the event are met, community feedback will be evaluated by the following methods:

- Attendees will provide verbal feedback at the event to organisers.
- Feedback on social media will also be provided by attendees.
- The stall holders and food vendors will report to event organisers of sales, patron behaviour and verbal feedback also from patrons.
- Feedback will be provided from sponsors on how they felt their contributions have been beneficial.
- Performers/musicians will also provide feedback on their experiences at the festival.

### 11. Event Budget

The total budget is \$28,823.80. The applicant is seeking \$5000 from Shire of Mundaring, being 17% of the budget. Matching funds will be from Lotterywest, Bendigo Bank, sponsorship and donations, with in-kind of equipment, marketing and website services and volunteer contributions detailed in the table below.

Income Description	\$
Shire of Mundaring Grant	\$5000
Lotterywest	\$5000
Sponsorship	\$3000
Bendigo Bank Grant	\$1000
Marketing, promotion, distribution	\$2700
Transport and freight equipment	\$600
In-kind Contribution volunteers preparation and planning prior to event	\$2400
In-kind Contributions volunteers hours setup and pack down 150 hours	\$7201
Website Development and hosting, including email - donation	\$2000

<b>Expenditure Description</b>	<b>\$</b>
Public Liability Insurance	\$1200
Marketing, promotion, distribution	\$1600
Sound, Lighting, Stage hire	\$5000
Power boxes and leads	\$500
Security Guards	\$1205
Liquor License	\$120
Additional Toilets	\$853.80
Fencing for bar area	\$800
Table and Chairs	\$1150
Spray and wipe, sanitiser, cable ties, tapes (duct, gaffer, etc), wire, rope, string, bottles of water and soft drink for volunteers and musicians, screws, fixings, battery fairy lights, bunting, decorations	\$1800
Promotional DITF T-Shirts	\$2000
Power boards and cables other than staging eg bar and external lighting - Newicks	\$795
Performers Fees	\$11,800

<b>Total Income</b>	\$28,901.00	<b>Total Expenditure</b>	\$28,823.80
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**12. Referees**

Lucky Oceans, Musician/Event Ambassador, Lucky Oceans  
Amy Pepper, President, Darlington Arts Festival

**13. Comment**

The group have submitted an application that clearly outlines how their event aligns to the Shire's Strategic Community plan to foster a healthy, safe, sustainable and resilient community. Formerly auspiced by Glen Forrest Sports Club and Glen Forrest Residents & Ratepayers since 2019, the Day in the Forrest events planning committee is now registered as an incorporated body as Day in the Forrest Inc. The Day in the Forrest festival has become an annual community-led community-wide festival, where everyone belongs.

Grant guidelines stipulate Shire funds cannot contribute toward liquor or liquor licensing, the recommended amount will be for the requested \$5000 to cover the event costs of toilet hire, security, stage, sound and lighting set up and engineer/operation hire.

**14. Recommendation**

It is recommended that a Community Event Grant to the value of \$5000 be awarded to the Day in the Forrest Inc.

## **9.0 URGENT BUSINESS (LATE REPORTS)**

Nil.

## **10.0 CLOSING PROCEDURES**

### **10.1 Date, Time and Place of the Next Meeting**

The next Grants Selection Committee meeting will be held at 5.30pm on Tuesday 15 October 2024 in the Council Chamber, 7000 Great Eastern Highway, Mundaring.

### **10.2 Closure of the Meeting**

The Presiding Person declared the meeting closed at 6.15pm.