



CONFIRMED MINUTES

GRANTS SELECTION COMMITTEE MEETING

9 APRIL 2019

I certify that the minutes of the meeting of the Grants Selection Committee held on Tuesday, 9 April 2019 were confirmed on Tuesday, 11 June 2019.



_____ Presiding Person



**CONFIRMED MINUTES
GRANTS SELECTION COMMITTEE MEETING
9 APRIL 2019**

ATTENTION/DISCLAIMER

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 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 Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

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**GRANTS SELECTION COMMITTEE
COMMITTEE ROOM, 7000 GREAT EASTERN HIGHWAY, MUNDARING – 5.15PM**

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 5.17pm.

Acknowledgement of Country

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

1.1 Announcement of Visitors

The Presiding Person welcomed Trish Cook, Amy Varis and Vanessa van der Swaagh to the meeting.

1.2 Record of Attendance

Members	Cr John Daw	East Ward
	Cr Stephen Fox	East Ward
	Cr Doug Jeans	Central Ward
	Cr Jason Russell (Presiding Member)	West Ward

Staff	Shannon Foster	Manager Libraries & Community Engagement
	Tracey Peacock	Community Capacity Building Officer
	Paula Heath	Secretary Community Services
	Penny McGrory	Community Engagement Facilitator - Youth

Apologies	Cr James Martin	South Ward
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Absent	Nil
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Guests	Nil
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Members of the Public	Trish Cook	Darlington Bonfire 2019
	Vanessa van der Swaagh	Wooroloo Primary School P&C
	Amy Varis	Glen Forrest Community Kindy

Members of the Press	Nil
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2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

3.0 DECLARATION OF INTEREST

3.1 Declaration of Financial Interest and Proximity Interests

Elected 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

An Elected 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 John Daw disclosed an interest affecting impartiality in item 8.2 Matching (Grant Applications) as his daughter sings in The Hills Choir.

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 Person 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

COMMITTEE DECISION RECOMMENDATION	GSC1.04.19
Moved by Cr Fox	Seconded by Cr Daw

That the Minutes of the Grants Selection Committee Meeting held 9 October 2018 be confirmed.

CARRIED 4/0

For: Cr Daw, Cr Fox, Cr Jeans and Cr Russell

Against: Nil

7.0 PRESENTATIONS

7.1 Deputations

Nil

7.2 Petitions

Nil.

7.3 Presentations

Nil. However Trish Cook thanked Shire Officers for allowing them to apply for funds for the 2019 Bonfire event so far in advance of the actual event.

8.0 REPORTS OF EMPLOYEES

8.1 Community Event Grant Applications

File Code	GS.COM 2.03
Author	Tracey Peacock, Community Capacity Building Officer
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Community Event Grant Applications

SUMMARY

The 2018/2019 Community Event Grant Program budget is \$30,000. This is the second round of this grant, with \$16,074 remaining for allocation. Five applications were received, with requests totalling \$21,045.

The applicants are seeking funds to run a variety of community events including festivals, markets and indoor cinemas. All activities fall within the grant guidelines.

One application seeking under \$500 has been approved by the Chief Executive Officer.

It is recommended that Community Event Grants to the value of \$11,075 be awarded to the remaining four applicants, with adjusted amounts as outlined in the attached (Attachment 1).

BACKGROUND

The Community Event Grant was developed to financially assist local community groups which deliver a range of events that meet identified community need, promote active participation of local residents, build community strength and enhance the image of the Shire. The grants are funded at two levels:

- Event grants to the value of \$500 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 or other grants.

In addition to meeting the selection criteria, the Grants Selection Committee, 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 in the community through an advertisement in the local newspaper, Shire website, community group email network, social media and posters at Shire sites and community noticeboards.

The four applications to be considered by the Committee are as follows:

- Glen Forrest Residents and Ratepayers Association.....\$2000
- Mount Helena Residents and Ratepayers Association\$5000
- Darlington Youth Community Bonfire.....\$1575
- Wooroloo Primary School Parents and Citizens Association.....\$2500

STATUTORY / LEGAL IMPLICATIONS

The Grants Selection Committee has authority to grant Milestone Event Grants, Community Event Grants and Matching Grants.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The funding applications recommended for approval can be met within the allocated budget.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.4 – A place of vibrant culture and arts

Strategy 2.4.1 – Encourage, promote and support existing and new community 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 project 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

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

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 different amount is recommended to the amount sought by the group, to ensure compliance with the grant guidelines, this is outlined in the attachment under Comment and Recommendation. A summary of all applications is noted below:

- Glen Forrest Residents and Ratepayers seeks funds to hold the Bark in the Park event at Morgan John Morgan Reserve.
- Mount Helena Residents and Ratepayers Association seeks funds to hold the Mount Helena Classic event (Whim Festival and Billy Cart race).

- Darlington Youth Community Bonfire seeks funds to hold the annual bonfire event in Darlington.
- Wooroloo Primary School Parents and Citizens Association seek funds to hold a mini market and indoor cinema at the school.

50% of applications were received from groups in the East Ward, 25% from Central Ward and 25% from South Ward. There were no applications received from groups located in the West Ward.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION		GSC2.04.19	
RECOMMENDATION			
Moved by	Cr Fox	Seconded by	Cr Daw

That the Committee resolves to award Community Event Grants to the total value of \$11,075 to:

- Glen Forrest Residents and Ratepayers Association.....\$2000
- Mount Helena Residents and Ratepayers Association.....\$5000
- Darlington Youth Community Bonfire.....\$1575
- Wooroloo Primary School Parents and Citizens Association.....\$2500

CARRIED 4/0

For: Cr Daw, Cr Fox, Cr Jeans and Cr Russell

Against: Nil

Community Event Grant Assessment against Selection Criteria

There are five applicants for the first grant round for the financial year 2018/19, seeking funds to the total of \$21,045. These requests cannot be met within the allocated budget of \$16,074. One application requesting under \$500, from Solace Grief Support Group, has been approved by the Chief Executive Officer.

The remaining four applications are summarised below:

Applicant Group 1: Glen Forrest Residents & Ratepayers Association Inc
Event: Bark in the Park

1. Meets eligibility requirements?

Yes. All of the group's 24 members are Shire of Mundaring residents.

2. Applicant Grant History

Year	Grant	Purpose	Amount
2014	Quick Grant	Noticeboard	\$500

3. Meets Shire Strategic Community Plan objectives

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 3 A strong and localised community spirit

Objective 4 A place of vibrant culture and arts

Objective 5 Flourishing local business

4. Brief Description of Project

The group seeks funds to hold the inaugural Bark in the Park event at Morgan John Morgan Reserve in Glen Forrest. The event will involve people and their dogs coming together to experience and learn about dog welfare and enjoy a day out with their pets. Stallholders will sell dog related goods including food, portraits and dog accessories. In addition, information stalls will be held by welfare organisations, vets, Guide Dogs, RSPCA and Dogs West. Dog training, working dog displays and dog obstacle courses will also be run on the day. The Shire will be offered a stall for staff to provide relevant dog related information to the community.

The group will also hold a sausage sizzle on the day and an art competition related to the theme, to engage local schools and the wider community.

5. Activities to be funded by this grant

Funds will be used to cover the cost of event insurance, promotional material and signage, hire of additional bins and toilets, first aid, hire of public address system and temporary fencing.

6. Priority of Project/Community Consultation/Benefit

It is expected that between 600 and 1000 people will attend the event. The group will partner with the Glen Forrest Volunteer Fire Brigade to run a sausage sizzle on the day to increase membership and to raise funds. This will build the capacity of the group to be sustainable and to run future events, as well as offering the opportunity for the community to contribute as volunteers. It is anticipated that this will be a popular event due to the number of dog owners in the Shire. It offers the community a free day out to learn, have fun and meet their neighbours.

The group has surveyed members to gauge support for the event and this has been very positive. Support has also been provided by Mundaring Branch Bendigo Bank.

7. Access and Inclusion

The event will be promoted using accessible formatting. The group will ensure ease of access to existing facilities at the event site including encouraging local people to walk, freeing up existing parking. The event will be promoted to groups supporting people with a disability. Guide Dogs WA will also be invited to the event to provide information about their services.

8. Project Plan and Timeline

Project plan provided.

9. Risks Identified and Managed

Risk management plan provided is being assessed.

10. Acknowledgement of the Shire's support

Shire support will be acknowledged on social media, through a media release, and on promotional material. Shire Councillors will be invited to attend.

11. Demonstrated success of the project

Success of the event will be demonstrated through attendance numbers, increased awareness of dog related issues, enjoyment of patrons, increased respect between dog owners and the general public. The event will enhance the sense of place in Glen Forrest and bring new people to the area. Local businesses will be supported and membership of community groups will be increased.

Success will be measured through a survey of attendees, stall holders and entertainments as well as a social media poll. Increase of community group membership will be noted.

12. Event Budget

The total budget is \$4015. The applicant is seeking \$2000 from Shire of Mundaring, being 49.8% of the budget. Matching funding will be sourced through other grants (Bendigo Bank) and the group's own funds/fundraising.

13. Referees

Carol Palmer, Partner/Manager, Trojan Earthworks
Jane Fisher, Personal Banking Specialist, Westpac Banking Corporation

14. Comment

This unique event will bring together members of the local community as well as visitors to the area, to celebrate, learn about and enjoy their pets. The event offers many opportunities for local people and businesses to contribute, to enhance a sense of community inclusion and participation.

15. Recommendation

That a Community Event Grant to the value of \$2000 be awarded to the applicant.

Applicant Group 2: Mt Helena Residents & Ratepayers Association
Event: Mount Helena Classic

1. Meets eligibility requirements?

Yes. All of the group's 30 members are Shire residents.

2. Applicant Grant History

Year	Grant	Purpose	Amount
2018	Quick Grant	Mount Helena Rejuvenation	\$500
2018	Community Event Grant	Billy Cart Festival	\$5000
2018	Matching Grant	Skateboard Workshop	\$600
2017	Community Event Grant	Whim Festival	\$4580
2016	Matching Grant	Promotional Event	\$500
2015	Community Event Grant	Whim Festival	\$3915
2014	Matching Grant	Promotional	\$1108
2013	Community Event Grant	Whim Festival	\$5122
2013	Matching Grant	Promotional	\$525
2012	Quick Grant	Website Upgrade	\$500
2012	Volunteer Recognition Event Grant	Recognition Event	\$300
2011	Community Event Grant	Whim Festival	\$3053
2011	Quick Grant	Thank You Whim Volunteers	\$500
2010	Quick Grant	Website	\$500
2009	Quick Grant	Security	\$480
2008	Seed Funding	Whim Festival	\$3000

3. Meets Shire Strategic Community Plan objectives

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 2 Residents of all ages, needs and backgrounds are engaged and supported by their community

Objective 3 A strong and localised community spirit

Objective 4 A place of vibrant culture and arts

Objective 5 Flourishing local business

4. Brief Description of Project

The Mount Helena Classic is a combination of the Mount Helena Whim Festival and Billy Cart Festival, to be held on Sunday 27 October 2019. The Mount Helena Classic is so named to enable other future events or activities to be incorporated under the same banner. Just as billy carts evoke a past era, the Whim is designed to recapture something of the simpler pleasures and pastimes we need in our lives. It is very much a family event, locally organised but with wide appeal.

The Whim Festival is held every two years and consists of entertainment, activities, displays and competitions as well as a variety of food vendors. This year the event will incorporate a 'turn back time' section.

The Billy Cart Festival provides an opportunity for families and individuals to race self-made billy carts. The carts will compete in time trials and best built cart sections. There are also plans for a Vintage Car Display.

5. Activities to be funded by this grant

Funds are sought to assist with event costs including hire of tables, shade structures and marquee's, traffic management, first aid and billy cart course communications.

6. Priority of Project/Community Consultation/Benefit

It is expected that approximately 4000 people will attend, based on attendance at the 2018 Billy Cart Festival. The two events will promote a sense of community and enhance the wellbeing of residents in Mount Helena and surrounding areas. The Whim Festival is a long running and iconic event, whilst the Billy Cart Festival is a new event that was very successful and well supported by the community in 2018. The combined festival presents a time to celebrate friends and family, have fun together and demonstrate the hills lifestyle.

7. Access and Inclusion

The aim of the Mount Helena Classic is to be inclusive as possible. A wide range of activities and entertainment will cater for all ages and abilities. Entry to the event will be free whilst most activities will be free or low cost. Pioneer Park has entries through various wheelchair accessible paths. Evan Street has a wide footpath suitable for wheel chairs and prams. Two existing accessible toilets are available at nearby Elsie Austin Oval. There will be accessible parking available on McVicar Place and at Elsie Austin Oval.

8. Project Plan and Timeline

Project plan provided.

9. Risks Identified and Managed

Risk management plan provided and being assessed by Shire staff.

10. Acknowledgement of the Shire's support

Shire support will be acknowledged through a media release, in the group's newsletter and on social media. The Shire logo will be attached to all promotional material. Shire signage will be displayed at the event. The Shire President will be invited to open proceedings on the day.

11. Demonstrated success of the project

Success of the event will be demonstrated through the number of groups, schools, businesses and organisations engaged in the planning of the event and participation on the day; attraction of a full field of entries for the Billy Cart race from the local and wider community; increase in tourism in Shire of Mundaring; and an increased awareness of the history and potential of our community.

Success will be measured by the number of visitors to the event, number of entries to the Billy Cart race, verbal feedback from stall holders and other stakeholders, social media survey and other anecdotal evidence.

12. Event Budget

The total budget is \$39,860. The applicant is seeking \$10,000 from Shire of Mundaring, being 25% of the budget. Matching funds will be sought from other grants (Bendigo Bank, \$3000; Perth Airport, \$1000; Lotterywest, \$13,500; Healthway, \$5000), donations, contestant fees (billy cart race) \$4500 and the group's own funds \$2000.

13. Referees

Jenny Johnson, Vice President, Mundaring & Hills Historical Society
Pam Power, Deputy Principal, Mount Helena Primary School

14. Comment

Although the applicant has requested \$10,000 the maximum grant allowable under the grant guidelines is \$5000.

15. Recommendation

It is recommended that a Community Event Grant to the value of \$5000 be awarded to the applicant.

Applicant Group 3: Darlington Youth Community Bonfire (under the auspices of Darlington Sports & Recreation Association - DaSRA)
Event: Darlington Youth Community Bonfire 2019

1. Meets eligibility requirements?

Yes. All members are Shire residents.

2. Applicant Grant History

Nil.

3. Meets Shire Strategic Community Plan objectives

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 1 A community that is prepared for bush fire and other natural disasters

Objective 2 Residents of all ages, needs and backgrounds are engaged and supported by their community

Objective 3 A strong and localised community spirit

Objective 4 A place of vibrant culture and arts

4. Brief Description of Project

Seven years ago members of the Darlington community came together, prior to summer weather, with the aim of reducing the fuel load around the Railway Road Heritage Trail in the Darlington village. The outcome was a hugely successful community bonfire and barbeque held on the fourth weekend in October.

The 2019 Darlington Youth Community Bonfire, proposed for 26 October 2019, will involve various community groups and individuals for the purpose of reducing fuel loads in the town site, engaging young people and providing fundraising opportunities. Young people will have the opportunity to participate in a skate competition, wood art competition, mud play activity, professional skate demonstration, bonfire construction and in musical performances.

5. Activities to be funded by this grant

The group seeks funds to assist with the cost of event insurance, hire of musicians, prizes for the wood art competition, professional skateboarder, mud play activity and signage.

6. Priority of Project/Community Consultation/Benefit

Based on previous events it is anticipated that approximately 400 people will attend the event. The event aims to provide the following benefits to the community:

- reduce bushfire fuel in the village centre;

- showcase the local volunteer bushfire brigade;
- provide local entertainment for the whole community;
- build capacity in the community by including young people in building the bonfire and encourage their ongoing participation in bushfire readiness for the future;
- showcase local youth musicians who have limited opportunities to perform their talents;
- showcase local skateboarding and scootering talent to encourage use of the skate park facility;
- provide fundraising opportunities for local groups and the Darlington Pavilion project.

The Darlington Residents and Ratepayers (DRRA) are supportive of the Bonfire 2019. The Lets Talk Rubbish (LTR) subgroup of DRRA have been approached to loan some of their equipment (high visibility vests, tongs, bags etc.) to enable the volunteer students to collect rubbish as they clear the dead wood in the village.

7. Access and Inclusion

The Darlington Community Pavilion is accessible by design. Event activities are designed to include young people and community members of all abilities and engage all groups in the natural environment, whether that is observing the bonfire, engaging in mud play, creating wood art or participating in the scooter or skate competition as an 'all wheeled sports' activity.

8. Project Plan and Timeline

Project plan provided.

9. Risks Identified and Managed

Risk management plan provided and being assessed by Shire staff.

10. Acknowledgement of the Shire's support

Shire support will be acknowledged on social media, DaSRA website, verbally and with signage on the day.

11. Demonstrated success of the project

Success of the project will be demonstrated by a reduction in fuel load within the town site. The community will have the opportunity to participate in construction of wood art. Young people will have the opportunity to participate in a skate competition and perform their music to an audience. The bonfire will be successfully carried out by the DVBB. Prizes will be awarded for completed art on the night.

Outcomes will be measured through social media polls run following the event.

12. Event Budget

The total budget is \$5550. The applicant is seeking \$3550 from Shire of Mundaring, being 64% of the budget. Matching funds will be sourced through sponsorship (Darlington Review, \$800; Helena College, \$200; Bendigo Bank, \$1000).

13. Referees

Trea Wiltshire, Editor, Darlington Review

14. Comment

There are a number of items in the event budget that are ineligible for funding under the grant guidelines (prizes and oval hire bond). The total of eligible items equals \$3150. It is recommended that to meet the matching component of the grant, 50% of this amount is awarded, being \$1575.

15. Recommendation

That a Community Event Grant to the value of \$1575 be awarded to the applicant.

Applicant Group 4: Wooroloo Primary School Parents and Citizen's Association
Event: Mini Market & Indoor Cinema

1. **Meets eligibility requirements?**
 Yes. All members are Shire residents.

2. **Applicant Grant History**

Year	Grant	Purpose	Amount
2018	Quick Grant	Environmental Sustainability Program	\$500
2017	Quick Grant	Reading books	\$500
2016	Matching Grant	Tablets	\$2000
2014	Matching Grant	Audio-visual program upgrade	\$2000
2012	Matching Grant	Musical instruments	\$2000
2011	Matching Grant	Robotics program	\$2000
2010	Quick Grant	Naming wall project	\$500
2010	Community Event Grant	Launch of DAVE (Values Program)	\$500

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

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

- Objective 2 Residents of all ages, needs and backgrounds are engaged and supported by their community
- Objective 3 A strong and localised community spirit
- Objective 4 A place of vibrant culture and arts

4. **Brief Description of Project**

The group seeks funds to run a mini market and indoor cinema at Wooroloo Primary School on 26 June 2019, encompassing stalls at the rear of the undercover area from 2.00pm and then the indoor cinema in the evening from 6.30pm.

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

Funds will be used to assist with the cost of movie licensing fees, hire of equipment, security, food and refreshments.

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

It is estimated that approximately 150 people will attend the event, based on past Cinema Under Starlight events held at the school.

Students at the school struggle with a variety of issues. The group believes this is a reflection of greater community disengagement. The school is seen as being central in the provision of sustainable programs to help bridge the identified gaps.

Students have been involved in determining what they would like to have offered to them. The group has contacted several community organisations who would like to try something new in the way of community engagement.

The group has also worked with the Shire to provide Cinema Under Starlight for many years and has a good understanding of what works for the students and wider community, and also what the group is capable of providing.

Local businesses will have the opportunity to promote their services by having a stall at the mini market.

7. Access and Inclusion

Provision of free refreshments will make it easier for all families to attend the event.

The school has recently had an accessible shower and toilet block built and provides access for those in wheel chairs or who have additional care needs.

The group will promote the event in several formats to ensure that those without access to the internet feel that they are welcome and included.

8. Project Plan and Timeline

Project plan provided.

9. Risks Identified and Managed

Risk management plan provided and undergoing assessment.

10. Acknowledgement of the Shire's support

Shire contribution will be acknowledged in the School newsletter, on social media, website and with signage on the night.

11. Demonstrated success of the project

Success will be demonstrated through an increase in positive community discussion about the school and increased attendance to school events.

Students will feel valued and have an increased sense of belonging in the school and the community.

Success will be measured through a survey of parents and attendees at the event.

12. Event Budget

The total budget is \$5000. The applicant is seeking \$5000 from Shire of Mundaring, being 100% of the budget. Originally requesting that the Shire fund 100% of the event, the group was advised of the matching component of the grant and has confirmed that 50% matching funding will be provided through business sponsorship (Workplace Training Institute, \$2500).

13. Referees

Sarah Barton, Principal, Wooroloo Primary School
Robynne McTaggart, Director, Noblewood Park Holsteiner Stud

14. Comment

The group has identified a need and wishes to bring the community together with an event to build a sense of community spirit and a sense of belonging for students and the wider community. With few events run in the area, the group is well placed to assess the needs of their community and provide suitable events to achieve this aim.

15. Recommendation

That a grant to the value of \$2500 be awarded to the applicant.

8.2 Matching Grant Applications

File Code	GS.COM 2.01
Author	Tracey Peacock, Community Capacity Building Officer
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Matching Grant Applications

SUMMARY

The 2018/19 Matching Grant Program budget is \$25,000. This is the second round of this grant, with \$18,573 remaining for allocation. Eight applications were received, with requests totalling \$11,093.

BACKGROUND

The Matching Grant provides up to a maximum of \$2000 or 50% of the total project cash cost, whichever is the lesser amount. While in-kind contribution to the project is encouraged, this cannot be used as a matching component to Shire funding, for grants over \$500. Matching funding may be sourced through the group's own fundraising activities, other grant applications or sponsorship for that project.

The grant was promoted in the community through the local newspaper, Shire website, social media, community group email network and posters at Shire sites and community noticeboards.

In addition to meeting the selection criteria, the Grants Selection Committee, 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 Matching 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 the broader community understand one of the ways Shire revenue is spent. It may also encourage other community organisations undertaking similar activities to consider approaching the Shire for a grant. Examples of Shire acknowledgement include:

- A Council representative being invited to attend the launch of a completed project;
- Verbal acknowledgement of the Shire's support during speeches;
- Media articles about Shire support of the project;
- Use of Shire logo on promotional material;
- Display of Shire signage at the site of the project.

The eight applications to be considered by the Committee are as follows:

- The Hills Choir.....\$270
- Mundaring Hills Open Studio.....\$2000
- Mundaring Chamber of Commerce.....\$2000
- Darlington Family Playgroup.....\$1128
- Mount Helena Playgroup and Community Kindergarten.....\$490
- Glen Forrest Sports Club.....\$2000
- Silver Tree Steiner School Parents and Friends Association.....\$2000
- Parkerville Playgroup.....\$1205

The applicants are seeking funds to purchase equipment and undertake minor capital upgrades of facilities. All of these activities fall within the grant guidelines.

The request for funds can be met within the allocated budget.

STATUTORY / LEGAL IMPLICATIONS

The Grants Selection Committee has authority to grant Milestone Event Grants, Community Event Grants and Matching Grants.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The funding applications recommended for approval can be met within the allocated budget.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.2 – Residents of all ages, needs and backgrounds are engaged and supported by their community

Strategy 2.2.3 – Encourage and promote volunteer and support services

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

Risk: <u>Reputation</u> – Council faces a reputational risk if the Community Grants Program budget is not expended in an effective, strategic and equitable manner.		
Likelihood	Consequence	Rating

Unlikely	Moderate	Moderate
Action / Strategy		
The risk is mitigated through ongoing and periodic review of the program.		
Risk: Financial – The risk of funds mismanagement by grant recipients.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
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.		

EXTERNAL CONSULTATION

Consultation was undertaken with applicant groups and referees as required.

COMMENT

All applications have been reviewed and a report compiled (Attachment 1).

All applications meet the eligibility and limitation requirements as outlined in the guidelines.

- The Hills Choir seeks funds to purchase new music practice files.
- Mundaring Hills Open Studio seeks funds to promote the Open Studio event for 2019.
- Mundaring Chamber of Commerce seeks funds to produce a “Weir in Business” voucher book to promote local businesses.
- Darlington Family Playgroup seeks funds to upgrade their facility and purchase equipment.
- Mount Helena Playgroup and Community Kindergarten seek funds for promotional material.
- Glen Forrest Sports Club seeks funds for a minor kitchen refurbishment.
- Silver Tree Steiner School Parents and Friends Association seeks funds for a composting project.
- Parkerville Playgroup seeks funds for a replacement cubby house.

In this round, 75% of eligible applications received were from groups located in Central Ward, 12.5% from East Ward and 12.5% from South Ward. No application were received from groups located in West Ward.

VOTING REQUIREMENT

Simple Majority

COMMITTEE DECISION RECOMMENDATION		GSC3.04.19	
Moved by	Cr Fox	Seconded by	Cr Daw

That the Committee resolves to award Matching Grants to the total value of \$11,093 to:

- The Hills Choir.....\$270
- Mundaring Hills Open Studio.....\$2000
- Mundaring Chamber of Commerce.....\$2000
- Darlington Family Playgroup.....\$1128
- Mount Helena Playgroup and Community Kindergarten.....\$490
- Glen Forrest Sports Club.....\$2000
- Silver Tree Steiner School Parents and Friends Association.....\$2000
- Parkerville Playgroup.....\$1205

CARRIED 4/0

For: Cr Daw, Cr Fox, Cr Jeans and Cr Russell

Against: Nil

Matching Grant Assessment against Selection Criteria

There are eight applications for the second grant round for the financial year 2018/19, seeking funds to the total of \$11,093. These requests can be met within the allocated budget of \$18,573.

The applications are summarised below:

Applicant Group 1: Mundaring Hills Open Studio (under the auspices of Mundaring Arts Centre Inc.)
Project: Mundaring Hills Open Studio 2019

1. Meets eligibility requirements?

Yes. All members are Shire of Mundaring residents.

2. Applicant Grant History

Nil.

3. Meets Shire Strategic Community Plan objectives

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 4 A place of vibrant culture and arts

Objective 5 Flourishing local business

4. Brief Description of Project

Mundaring Hills Open Studio (MHOS) holds an annual open studio event where local painters, potters, sculptors, glass artists, jewellers and textile artists open their studios to the public. The event is a self-funded artist run initiative, supported by a number of café's within the Shire of Mundaring as well as the Mundaring Arts Centre. MHOS is one of the oldest open studio events in the State and this year it celebrates its 10th year.

In 2019 the event will be held over two weekends, 19-20 October and 26-27 October. The event is held in locations throughout the Shire of Mundaring from Swan View to Wooroloo.

MHOS is seeking grant funds to assist with the production of a comprehensive promotional brochure with maps and advertising for relevant local businesses. In previous years the publication has consisted of a DL size brochure. In 2018 this expanded due to the popularity of the event and number of artists involved. A professional book with detailed maps and promotional information about each artist was included to attract people to the region.

As 2019 signifies a milestone event the group will produce a special commemorative 10 year anniversary brochure and increase promotional strategies to highlight the regions artists and put Mundaring on the map as a creative haven and tourist destination.

5. Project Rationale

This event helps promote the Shire of Mundaring as a significant arts and cultural destination. There is a long tradition of arts and creativity in the hills and this event (held the two weekends before the Darlington Arts Festival) continues this tradition.

The event has tourism and economic benefits for the community. Local artists have the opportunity to sell and promote their work in a climate when Art Galleries are closing their doors. Increased visitation to the hills has an economic flow-on effect to local businesses, attracting new visitors to explore and uncover the assets of the region. In 2018 local café's reported they were full all weekend, saw many new customers and in some instances ran out of product.

The MHOS event leads to an increase in numbers of workshops and art classes held locally and an increase in attendance. More local people participate in the arts and it is widely acknowledged that this contributes to personal and community wellbeing.

By distributing the map and brochure at selected sites around the region, it also helps promote local businesses and attracts locals and visitors to explore the region in a new way. Partners like the Mundaring Arts Centre distribute the map, promote the event and include the information on their website. The Open Studio has its own web site that attracts a large number of hits.

All members are consulted at regular monthly meetings held from March onwards. The proposal has also been discussed with Jenny Haynes of Mundaring Arts Centre and Shire staff, as well as with local businesses. All have given positive responses and indicate that their businesses benefit by the event.

6. In Kind Contribution by Members

An estimated 1000 hours of volunteer time is donated over the event weekend and in the lead up, including studio preparation, committee assistance, sourcing partner and business support, advertising and collating material. Artist's also conduct their own promotional campaign as well as MHOS preparation and maintenance of websites, Facebook and Instagram pages.

7. Project Plan

- Brochure and map prepared June 2019. Printed July 2019. Distributed September 2019.
- Web site updated July 2019.
- New signs made September 2019.
- Advertising September - October 2019.
- Open Studio event held last two weekends of October 2019.
- Meetings held from March 2019 to November 2019.

8. Acknowledgement of the Shire's support

Shire support will be acknowledged on all advertising and event brochure.

9. Demonstrated Success of the Project

The number of participating artists has increased over the years. Last year 41 artists participated with some studios attracting approximately 600 visitors over the two weekends. Based on the success of the event last year and enquiries from artists, it is anticipated over 35 studios will open their doors in 2019, showcasing the works of over 50 local artists.

It is anticipated that local business will benefit from more trade, including Glen Forrest Gourmet, Perrella's Café and Mundaring Visitors Centre. Galleries such as MAC and Nest in the Hills will have increased patronage.

Success will be measured by the total number of artists involved which is recorded at meetings and in the brochure, the number of people visiting the studios - artists keep a tally on each day. Also many artists have a guest book which can provide some indication of where people have come from. Local businesses will be asked to provide feedback.

10. Project Budget

The total budget is \$16,921.20. The applicant is seeking \$2000 from Shire of Mundaring, being 11.8% of the budget. Matching funding will be sourced through membership fees, advertising and sponsorship.

11. Referee

Vivian Whyatt, Glen Forrest Gourmet Café.

12. Comments

This long running event has not received financial support through the Community Grants Program previously. The event has benefits not only to local artists and local businesses, but provides an opportunity for the wider community to enjoy a fantastic selection of local art and promotes the Shire of Mundaring as a cultural destination of note.

13. Recommendation

That a Matching Grant to the value of \$2000 be awarded to the applicant.

Applicant Group 2: The Hills Choir
Project: New Music Practice Files

1. Meets eligibility requirements?
 Yes. 76% of the group’s 38 members are Shire residents.

2. Applicant Grant History

Year	Grant	Purpose	Amount
2018	Quick Grant	PA System Upgrade	\$500
2018	Matching Grant	Promotional Brochure	\$350
2014	Matching Grant	Promotional Brochure	\$500
2011	Community Event Grant	Community Concert	\$500

3. Meets Shire Strategic Community Plan objectives
 Mundaring 2026 Strategic Community Plan

Priority 2 – Community
 Objective 4 A place of vibrant culture and arts

4. Brief Description of Project
 The group seeks funds to replace the music practice files currently being used, as these are old and no longer serving their purpose. These will be replaced with new hard cover four-ring binders. Plastic inserts will also be used, as constant handling during practice sessions damages the sheet music and it is expensive to replace.

5. Project Rationale
 The current music practice files are in a very poor state. After months of practising the songs, the sheet music gets damaged from constant use. It is anticipated that the new hard cover binders with the protective inserts will save the music from being damaged, and further, will not require replacement. The files will also make it easier for the music librarian to store upright in alphabetical order, rather than the current system which requires the files to be laid flat on top of each other.

6. In Kind Contribution by Members
 Members will source, purchase, distribute and store the new files, ensuring they are arranged and kept in an orderly and accessible manner.

7. Project Plan
 It is anticipated that the new files will be purchased in time for the second half of the year, in time for the winter concert in early June.

8. Acknowledgement of the Shire's support

The Shire of Mundaring will be acknowledged on the cover of each practice file.

9. Demonstrated Success of the Project

The final outcome of this proposed project is that each chorister will receive a brand new music file. It will make life for the choristers simpler as it will be easier to organise the music in order of the performance as the plastic sleeves are interchangeable. Currently the practice music is handed out in a flimsy file with fixed sleeves. At this stage the music is not in order of performance. Later when the order of music is decided, the choristers have to remove the music and put them in order, and because each sleeve is fixed in the file, the process of changing the order is onerous. With the new files, it will be a simple matter of removing the entire sleeve and putting it in order.

The outcome will be achieved when the music is protected in the new hard cover files with heavy duty plastic sleeves and will not need to be replaced. The group will notice a saving in not having to replace expensive sheet music.

10. Project Budget

The total budget is \$270. The applicant is seeking \$270 from Shire of Mundaring. As the request is under \$500, the matching component is made up of the in-kind contribution of the group.

11. Referee

Karen Beale, Executive Officer, Bendigo Bank Mundaring Branch

12. Comments

This small project will have a positive impact on the sustainability of the group as cost savings will be found, as well as providing a more enjoyable experience for Choir members.

13. Recommendation

That a Matching Grant to the value of \$270 is awarded to the applicant.

Applicant Group 3: Mundaring Chamber of Commerce
Project: 'Weir in Business' Voucher Book

1. Meets eligibility requirements?

Yes. All of the group's 60 members are Shire residents.

2. Applicant Grant History

Nil.

3. Meets Shire Strategic Community Plan objectives

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 5 Flourishing local business

4. Brief Description of Project

The group seeks funds to print an initial 250 copies of a voucher book, similar to the Perth Entertainment book, but for businesses local to the Shire of Mundaring. The book aims to encourage people to shop locally, keeping dollars in the local economy and supporting local businesses. Businesses will provide a voucher to entice people to shop with them/use their service or product. There will be six sections to the book, covering different industries, giving all businesses in the Shire the opportunity to participate. The group have asked member outlets to distribute the book and will be approaching schools to see if they are interested in selling the book as a fundraising opportunity.

The cost to purchase the voucher book will be \$40. Where they are sold by schools the group will give \$5 per copy sold to the school. Voucher space will be free for Chamber members (one voucher per member). Vouchers for non-members will be \$20 per voucher. Any additional funds raised from the book will be put back into the Chamber to support local business.

If it is successful the group aims to produce the book on an annual basis, but the second and subsequent publications will not be as costly, as the initial template will be in place.

5. Project Rationale

The group have surveyed members, conducted social media polls, consulted with residents, local businesses and the Shire about the project and have received much positive feedback.

The aim of the book is to help local businesses to flourish by encouraging people to shop locally, try products and services they have never used before, and promote businesses who may not have the opportunity or resources to reach such a wide audience alone.

The book will assist local schools to reach their fundraising goals, with minimum effort and a second edition could be offered to other community groups as a fundraiser.

The book will help the local community discover many more businesses in their area, reducing the need to travel and promoting the shop local ethos, with exclusive offers for all types of local industry, keeping money in the local economy for the benefit of all.

6. In Kind Contribution by Members

Members will source quotes, organise design and printing and distribute the booklets.

7. Project Plan

Three quotes have been obtained for printing and graphic design work. The preferred supplier is local company Graphics Overflow of Glen Forrest. It is anticipated that the launch date for the book will be 1 July 2019.

- March - send out applications, develop information page on website and collect business's offers for the voucher book. Contact schools to invite them to participate in fundraising efforts.
- April - Put vouchers together, liaise with businesses re logos and terms and conditions, and complete first draft of voucher pages.
- May - finalise book including advertising space. Ensure website is set up correctly for online payments.
- June - Send final draft to printers for publication.
- July - Launch book.

8. Acknowledgement of the Shire's support

Shire contribution will be acknowledged with logo placement on the book and at the launch and in any related promotional material. Support will also be acknowledged in the group's newsletter, social media pages and website.

9. Demonstrated Success of the Project

Success of the project will be demonstrated through successful sales of the book, successful utilisation of the vouchers leading to an increase in patronage of local businesses. Successful use of the book as a fundraiser for local schools will also be a positive outcome.

The group will be distributing the book through local retail outlets as well as online for school fundraising. Sales will be recorded to determine where demand is highest.

The group will conduct a feedback survey online via social media and newsletter to obtain feedback not only from the business community but from the residential community too.

10. Project Budget

The total budget is \$9180.70. The applicant is seeking \$2000 from Shire of Mundaring, being 21.8% of the budget. Matching funding will be sourced through a Bendigo Bank grant (\$380.70), sale of advertising space, voucher space and sale of booklets.

11. Referee

Matthew Hughes, MLA Kalamunda, Australian Labor Party

12. Comments

This is a well thought out initiative that will promote local business and offer an additional fundraising avenue for local schools.

13. Recommendation

That a Matching Grant to the value of \$2000 be awarded to the applicant.

Applicant Group 4: Mount Helena Playgroup and Community Kindergarten
Project: Promotional Material

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount
2018	Quick Grant	Open Day	\$500
2016	Quick Grant	Kindy Promotions	\$500
2015	Volunteer Recognition Event Grant	Recognition Event	\$300
2010	Quick Grant	Steel Climbing Frame	\$500
2007	Quick Grant	Shade Sail	\$500
2007	Volunteer Recognition Event Grant	Recognition Event	\$200
2006	Volunteer Recognition Event Grant	Recognition Event	\$200
2005	Volunteer Recognition Event Grant	Recognition Event	\$200
2005	Seed Funding Grant	Outdoor Play Equipment	\$1500

3. Meets Shire Strategic Community Plan objectives

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 2 Residents of all ages, needs and backgrounds are engaged and supported by their community

4. Brief Description of Project

The group seeks funds to produce a-frame and corflute signage (“Now Taking Enrolments”) to be placed around Mount Helena to promote awareness of the playgroup and kindergarten facilities to the local community.

At present, the facility is underutilised and this may be because of a lack of awareness. The group wishes to make their presence in the community more noticeable and attract more local families to attend and enrol.

5. Project Rationale

The group held a meeting with the President and parent management committee in collaboration with teaching staff, to determine the organisation's needs for continued operation. It is the belief that with greater awareness in the community, parents of the class of 2020 will become aware of the need to enrol now to ensure the group reaches the required 16 Kindergarten enrolments, to be able to remain open.

Families enrolled in Playgroup tend to become students of the Kindergarten. Having Playgroup in the same facility acts as a fabulous tool for school readiness and allows students to get to know some of their peers, making their first year of school an easier transition.

6. In Kind Contribution by Members

The volunteer committee will source the signage and arrange for its placement, as well as monitoring the success of the initiative and acquitting grant funds.

7. Project Plan

The signs will be created as soon as possible on receipt of funds and will be put up immediately on collection.

8. Acknowledgement of the Shire's support

Shire contribution will be acknowledged via social media.

9. Demonstrated Success of the Project

Early promotion of enrolments will encourage families to enrol in playgroup and kindergarten. It will also start communication among families in the community about their future plans for their children's education and raise awareness of this easily accessible, family friendly organisation right here in their own neighbourhood. At present it is believed several residents have travelled to other localities in the Shire to attend a playgroup, which is such a loss for the group.

This project will also help the group to gauge how heavily they need to promote enrolments for kindergarten heading closer to enrolment closing dates.

Enrolling early allows local families to start getting to know the kindy and playgroup environment in preparation for their child starting school, and for the children to meet others who will likely be their classmates in 2020.

Increased attendance at playgroup during the school terms, and achievement of minimum 16 enrolments required for Kindergarten to continue running next year, will be indicative of outcomes being achieved. A significant increase in memberships by June 2019, will enable better planning for future promotional strategies.

10. Project Budget

The total budget is \$490. The applicant is seeking \$490 from Shire of Mundaring. As the request is under \$500 the matching component is the in-kind contribution of the group.

11. Referee

Jamy Stallman, Ex-President, Community Kindergarten Association

12. Comments

Assisting the group to raise awareness of the playgroup and kindergarten program available in Mount Helena, will support their ongoing sustainability and continued provision of a valuable service to the local community. Temporary placement of signage on roads is only permitted to promote community events. The group has been informed that signage can only be placed on the premises or fence and this will be a condition of the grant.

13. Recommendation

That a Matching Grant to the value of \$490 be awarded to the applicant.

Applicant Group 5: Darlington Family Playgroup
Project: Darlington Family Playgroup Rejuvenation

1. Meets eligibility requirements?

Yes. All 80 members are Shire residents.

2. Applicant Grant History

Year	Grant	Purpose	Amount
2018	Community Event Grant	Open Day	\$500
2018	Volunteer Recognition Event Grant	Recognition Event	\$300
2018	Matching Grant	Upgrade of Babies Area	\$550
2017	Volunteer Recognition Event Grant	Recognition Event	\$300
2016	Quick Grant	Security Door	\$500
2015	Volunteer Recognition Event Grant	Recognition Event	\$300
2015	Quick Grant	Air-conditioning	\$500
2014	Volunteer Recognition Event Grant	Recognition Event	\$300
2010	Quick Grant	Installation of wall cupboards	\$500
2005	Seed Funding	Outdoor sheltered play area	\$1500

3. Meets Shire Strategic Community Plan objectives

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 2 Residents of all ages, needs and backgrounds are engaged and supported by their community.

4. Brief Description of Project

The group is planning a package of projects to rejuvenate the playgroup and make it more appealing for new members to join. The projects include improving the sandpits with new bench seating and refreshing the sand, garden improvements including adding new plants for shade and food production, a series of educational incursions for the children, new paint in the front room of the playgroup and new toys.

The group will hold a busy bee, seeking further support from Lotterywest and Bendigo Bank, to help deliver the improvements.

5. Project Rationale

The need for rejuvenation has been identified in the annual member survey, and will play an important role in increasing membership numbers. Membership fees form the main source of funding for the group, and increasing membership will increase their financial sustainability.

Members particularly endorsed the need for the sandpit to be refreshed and new seating added. Renewed sand will provide a softer landing for any falls during adventures on the play equipment and make the playgroup more visually enticing to new members. The seating overlooking the main sandpit is falling apart and needs renewing. New benches will be made using the existing steel frames to provide seating for children and parents.

Improvements to the gardens including planting for added shade and fruit production will enhance the amenity of the playgroup, making playgroup sessions more enjoyable for current members, and increasing the attractiveness for prospective members.

The recent 'messy play' incursion was so well received that the group plans to run a similar series of incursions over the coming months. The incursions offer members hands-on learning opportunities and bring families from different sessions together, building a sense of community. Each session creates new opportunities to promote the playgroup through articles on Facebook and/or The Darlington Review. Incursions will include 'Happy Feet', Scitech and either 'Kids Nature Club' or Kanyana (depending on availability).

6. In Kind Contribution by Members

The playgroup is also able to provide a significant in-kind contribution through the many volunteer hours involved in delivering the projects. Tasks include researching, selecting and purchasing the plants, planting them and watering them to establishment. In terms of the incursion, playgroup volunteers will contribute the hours required to organise the providers and promote the sessions. The group also plans to hold a busy bee event which will include a contribution of time towards new projects.

7. Project Plan

Works will be completed as soon as possible within three months of receiving funds. The group has obtained quotes for the sandpit refresh and production of the new benches.

The incursions will be scheduled from early May, subject to provider schedules.

The painting is expected to be completed and toys purchased within six weeks of receiving funds.

8. Acknowledgement of the Shire's support

Shire contribution will be acknowledged in the Darlington Review, newsletter and social media.

9. Demonstrated Success of the Project

Success of the project will be demonstrated in the following ways:

- The playgroup will have a refreshed appearance, which will increase the appeal of the playgroup to prospective families looking to join, ensuring the financial viability of the group
- Opportunity to showcase the upgraded area in promotional activities, increasing local awareness of our playgroup
- Contribute fruit and vegetables from the garden to the morning tea for future children to eat in the longer term
- Add shade to the playground for safer enjoyment of the outdoor areas over summer
- Create hands-on opportunities for children to learn about the origin of food and what plants need to grow, and to get involved in caring for food producing plants
- Build a sense of community across the playgroup through families networking across different playgroup sessions

Success will be measured through successful completion of the proposed projects, positive feedback and increased membership.

10. Project Budget

The total budget is \$4099.30. The applicant is seeking \$1127.50 from Shire of Mundaring, being 27.5% of the budget. Matching funding will be sourced through other grants (Lotterywest, \$1506.80; Bendigo Bank, \$990) and the group's own funds.

11. Referee

Louise Thompson, Previous President, Darlington Family Playgroup

12. Comments

The group is looking to undertake a number of projects which members have identified are of particular need to encourage new membership and improve the amenity of the site and the experience of children and families who use the facility. The group has proactively sought other grants and will contribute with both financial and a significant in-kind contribution.

13. Recommendation

That a Matching Grant to the value of \$1128 be awarded to the applicant.

Applicant Group 6: Glen Forrest Sports Club Inc.
Project: Minor kitchen refurbishment

1. Meets eligibility requirements?

Yes. 89% of the group's members are Shire residents.

2. Applicant Grant History

Year	Grant	Purpose	Amount
2017	Community Event Grant	Day in the Forrest 2017	\$2500
2014	Matching Grant	Split System Air conditioners	\$2000
2014	Matching Grant	Air conditioner for Kitchen	\$1049
2013	Matching Grant	Ladies toilet upgrade	\$2000
2012	Quick Grant	Defibrillator	\$500
2012	Matching Grant	Carpet Upgrade	\$2000
2010	Quick Grant	Fire Extinguisher and fire blanket	\$500
2009	Quick Grant	Volunteer appreciation	\$500
2008	Quick Grant	First aid kit	\$500
2008	Seed Funding Grant	Open Day	\$1414

3. Meets Shire Strategic Community Plan objectives

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 3 A strong and localised community spirit

4. Brief Description of Project

The group seeks funds to upgrade the kitchen at the Glen Forrest Sports Club to bring it up to a suitable standard. The group will install a proper exhaust extractor in place of the small circular extractor as well as a new metal splashback. It is also proposed to install a separate basin for handwashing.

5. Project Rationale

Members have been consulted over progressive improvements to the Club. These have been ongoing over the years and have included significant upgrades to both the female and male toilets, new carpet, air-conditioning in parts of the Club and other general improvements. These have all been part of the overall plan to improve the amenity of the Club for members and visitors.

The new extractor fans will be more effective in the removal of food odours and heat generated from the gas hotplates and ovens and allow for the air conditioner to function more effectively. This will improve the comfort of kitchen users. The splashback will enable the easier cleaning of the wall behind the ovens and lead to a more hygienic and aesthetic outcome. The installation of a hand basin, soap dispenser and hand dryers will encourage members and visitors to effectively wash their hands separate from the dish washing sink before handling food or dishes.

6. In Kind Contribution by Members

Members will contribute time to sourcing quotes and contractors to carry out the work, promoting the success of the project and acquitting grant funds.

7. Project Plan

It is planned to have a contractor install the extractor hoods and hand basin along with appropriate hand drying facilities. It is envisaged that the project will be completed within a month of approval of the grant.

8. Acknowledgement of the Shire's support

Shire contribution will be acknowledged in the minutes of the Club AGM, displayed on the Club noticeboard and advertising screen at the Club.

9. Demonstrated Success of the Project

Success will be demonstrated through improved amenity, aesthetics and functionality of the kitchen. Increased effectiveness of the air-conditioner will improve the comfort of users as well as the dissipation of food odours.

Success will be measured through feedback from members and visitors.

10. Project Budget

The total budget is \$4225. The applicant is seeking \$2000 from Shire of Mundaring, being 47% of the budget. Matching funding will be sourced through the group's own funds.

11. Referee

Keith Thomson, Director, AKT Constructions

12. Comments

Members have identified required works and sought Shire permission to carry out the work. It is recommended that grant funding be awarded with the condition that work is carried out by appropriately licensed contractors.

13. Recommendation

That a Matching Grant to the value of \$2000 be awarded to the applicant.

Applicant Group 7: Silver Tree Steiner School Parents & Friends Association
Project: Wagyl's Compost

1. Meets eligibility requirements?

Yes. 90% of the group's members are Shire residents.

2. Applicant Grant History

Year	Grant	Purpose	Amount
2018	Quick Grant	Framing of Aboriginal Artwork	\$500
2016	Quick Grant	Wonders of Wood	\$500
2016	Quick Grant	Gardening Program	\$500
2015	Quick Grant	Wheelbarrows	\$500
2014	Quick Grant	Development of organic orchard	\$500
2014	Quick Grant	Garden tools	\$500
2013	Quick Grant	Garden development workshops	\$500
2011	Matching Grant	Equipment	\$1845
2008	Quick Grant	Christmas craft activities	\$400
2007	Quick Grant	Advent Breakfast	\$200

3. Meets Shire Strategic Community Plan objectives

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 2 Residents of all ages, needs and backgrounds are engaged and supported by their community

Priority 3 – Natural Environment

Objective 2 A place where the environment is well managed

4. Brief Description of Project

The group seeks funds to implement a composting facility at the school. Funds will be used towards the purchase of construction material (concrete, poles, corrugated sheeting), mulch, signage and other gardening equipment including buckets for collecting food scraps and pitchforks.

5. Project Rationale

Sustainability and land care ethos flows through Silver Tree's curriculum and the values instilled in children and families. Silver Tree Steiner School are an accredited waste wise school, Sunsmart School and also a Land for Wildlife property. It is only fitting that environmental studies, excursions, gardening

lessons fit within the main lesson plan. Children take pride in their work and this is shown by their enthusiasm to participate in these activities.

The School's faculty was consulted to understand their ideas and curriculum goals. Meetings were held with the members of the Parents and Friends Association to understand the commitment available for human resources to carry out the project.

6. In Kind Contribution by Members

Members will have significant in-kind contribution as outlined in the project plan below.

7. Project Plan

Members of the group, parents, friends and school staff will:

- source materials and construct project;
- make signage for users;
- prepare teaching aids and deliver workshops to peers and families who will use the compost system;
- provide education and availability of use of the compost system to the wider community;
- deliver buckets for collecting scraps in all classrooms and staff rooms;
- collect full compost scrap buckets and deliver to compost location as part of lessons;
- chickens introduced;
- monitor compost, on-going education and evaluation;
- address improvements and change as required;
- media package sent out to promote composting project in wider community;
- education workshops, with teachers and students, about composting and show results to date;
- continued compost monitoring with students as part of their main lessons.

8. Acknowledgement of the Shire's support

Shire contribution will be acknowledged through the school newsletter, Facebook pages and website. Becoming a sharewaste.com member (connecting people who wish to recycle their kitchen scraps with their neighbours who are already composting, worm-farming or keep chickens) will provide a connection with the wider community and positively promote the partnership. Local media will report on the project.

9. Demonstrated Success of the Project

Success will be demonstrated through involvement of students in the project and the contribution this will make to the curriculum in many subject areas including maths, woodwork, environmental studies, culture, botany and geology.

Some examples of how this is achieved is by:

- coordinating production and sale of herbs from composted garden beds;
- weeding native school gardens;
- watering the vegetable garden;
- maintenance of the compost and ensuring moisture levels are optimum;
- care of school chickens, checking for food, water, eggs;
- collecting compost from the chicken cage;
- collection of food scraps;
- planting of local native plant seeds for school gardens;
- weeding vegetable gardens;
- construction of fauna habitat elements (frog ponds, insect hotels);
- soil testing, making compost and improving soil in vegetable garden;
- maintaining worm farm, using worm casing in vegetable gardens;
- moon planting planning and bio-dynamic principles.

Silver Tree teachers will monitor the students learning. The group will assess the increase of compost added over time. Staff will provide on-going workshops for students, engaging the children and evaluating the knowledge acquired.

Students will provide input into the growth of the project, planning of the garden beds for the seasons and selling of the incidental garden products.

10. Project Budget

The total budget is \$5490. The applicant is seeking \$2000 from Shire of Mundaring, being 36% of the budget. Matching funding will be sourced through Silver Tree Steiner School Parents & Friends Association intends to match the Shires funding with a Junior Landcare grant (\$1000, confirmed), school contribution (\$200) and the group's existing funds.

11. Referee

Ben McArthur, Director, Element Construction

12. Comments

The project provides extensive learning opportunities for students in line with the ethos of the school and its curriculum. The group will have significant input into the project in a team inclusive of staff, students and the wider community.

13. Recommendation

That a Matching Grant to the value of \$2000 be awarded to the applicant.

Applicant Group 8: Parkerville Playgroup
Project: Replace Cubby House

1. Meets eligibility requirements?

Yes. 83% of members are Shire residents.

2. Applicant Grant History

Year	Grant	Purpose	Amount
2014/15	Volunteer Recognition Event Grant	Recognition Event	\$300
2014	Matching Grant	Lawn replacement	\$1605.50
2013	Matching Grant	Carpet replacement	\$1222
2012/13	Volunteer Recognition Event Grant	Recognition Event	\$300
2011	Quick Grant	Family end of year gathering	\$500
2010	Quick Grant	Family Christmas event	\$500
2009	Quick Grant	Climbing structure	\$2041
2008	Quick Grant	Extension of existing bike track	\$400
2007	Quick Grant	Christmas thank you party	\$200
2005	Seed Funding Grant	Outdoor play equipment	\$495

3. Meets Shire Strategic Community Plan objectives

Mundaring 2026 Strategic Community Plan

Priority 2 – Community

Objective 2 Residents of all ages, needs and backgrounds are engaged and supported by their community

4. Brief Description of Project

The group seeks funds to replace the existing cubby house due to structural integrity issues from white ants, highlighted by pest control last year. The cubby house has been stabilised for now but is a safety issue. As the cubby house is used by many children, the decision was made to replace it.

5. Project Rationale

It was noted on the pest control invoice last year to check the structure of the cubby house, as the white ants have been removed two years ago but the damage was already done. At a recent busy bee members noted the damage to the cubby house was quite severe and that one of the walls was no longer properly attached. It has been discussed at committee meetings and recently,

following the AGM, it was decided replacement of the cubby house was a priority.

The facility is occasionally used by the Parkerville Primary School for structured play, providing early childhood development. The facility needs to be maintained in order to provide an important service to the community and support parents and their children. The building is also used for parties and generates extra income based on the quality of facilities provided.

6. In Kind Contribution by Members

Members will source and purchase the new cubby house and supervise its installation.

7. Project Plan

The group has obtained a quote from a supplier to deliver and install the item. It is anticipated that this will occur as soon as possible, to avoid the cubby house being further damaged by winter weather. It is anticipated that the existing cubby house will be removed and the new one installed in the April school holidays.

8. Acknowledgement of the Shire's support

Shire contribution will be acknowledged on the group's social media pages and in correspondence to members.

9. Demonstrated Success of the Project

Success of the project will be demonstrated by successful removal and replacement of the cubby house, providing a safer environment for children to enjoy. Success will be measured through member feedback, an increase in membership and party/event bookings. Further feedback will be sought via social media.

10. Project Budget

The total budget is \$2410. The applicant is seeking \$1205 from Shire of Mundaring, being 50% of the budget. Matching funding will be sourced through the group's own funds.

11. Referee

Michelle Roberts, Development Officer, Playgroup WA

12. Comments

Replacement of the cubby house not only solves a safety issue, but could result in an increase in an alternative funding stream and increased membership, resulting in the future sustainability of the group.

13. Recommendation

That a Matching Grant to the value of \$1205 be awarded to the applicant.

8.3 Milestone Event Grant Applications

File Code	GS.COM 2.06
Author	Tracey Peacock, Community Capacity Building Officer
Senior Employee	Megan Griffiths, Director Strategic & Community Services
Disclosure of Any Interest	Nil
Attachments	1. Milestone Event Applications

SUMMARY

The 2018/2019 annual Milestone Event Grant program budget is \$2500. Applications closed on 28 February 2019.

Two applications were received with requests totalling \$5000.

The two applications to be considered by the Committee are as follows:

- Mundaring Netball Club.....\$2500
- Glen Forrest Community Kindergarten and Family Playgroup.....\$2500

The applicants are seeking funds to assist with acknowledgement and celebration of significant milestone anniversaries. The activities fall within the grant guidelines.

It is recommended that only one grant be awarded to maintain the value of the grant and ensure the successful group can deliver the intended event as outlined in their application.

It is recommended that the application from Glen Forrest Community Kindergarten and Family Playgroup be approved.

It is not recommended that the application from Mundaring Netball Club be approved.

BACKGROUND

As part of its commitment to volunteering in the local community, Shire of Mundaring adopted a Volunteer Support Policy in 2004. In response to this policy, the Giving Back Program was developed and originally launched in March 2005. The Grants Selection Committee (GSC) was delegated the authority to determine the recipients of the Milestone Event Grant in April 2010 (COM-48).

This program recognises volunteer contributions to the community by providing Shire funding to support the following initiatives.

Volunteer Recognition Event Grants

Council has in this financial year expended \$1800 of the \$3000 allocated for Volunteer Recognition Event Grants. Four community organisations have received this grant to the value of \$300 each, to assist them to hold an event that highlights the contribution their work has made to the local community. The Chief Executive Officer approved these grants.

Milestone Events

To assist in hosting a major recognition event for its members, local organisations that have achieved a significant milestone or developmental stage will be funded to the value of \$2500. This funding can be used to cover the cost of a larger scale event, which might include catering, advertising, entertainment or venue hire.

The grant was promoted in the community through local newspaper, Shire website, social media, community groups contact list and posters at Shire sites and community noticeboards.

Judging Process

When judging the awards, GSC is to give consideration to the following criteria:

- The contribution the host organisation is making to the event;
- The benefit the event will bring to volunteers;
- The consultation that took place with volunteers to determine that the proposed event is supported;
- How the Shire of Mundaring contribution is going to be recognised; and
- How the success of the event will be determined.

The Committee may decide not to approve any applications.

STATUTORY / LEGAL IMPLICATIONS

The Grants Selection Committee has the authority to grant Milestone Event Grants, Community Event Grants and Matching Grants.

POLICY IMPLICATIONS

The grant is in line with the Shire's Support for Volunteerism Policy LR-02 and Community Funding Policy CD-02.

FINANCIAL IMPLICATIONS

The funding application can be met within the allocated budget.

STRATEGIC IMPLICATIONS

Mundaring 2026 Strategic Community Plan

Priority 2 - Community

Objective 2.2 – Residents of all ages, needs and backgrounds are engaged and supported by their community

Strategy 2.2.3 – Encourage and promote volunteer and support services

SUSTAINABILITY IMPLICATIONS

Social

- Council support of community groups accessing grants, assists those groups to undertake their activities and contribute to the provision of cultural, leisure and recreation facilities and services within the community.
- Support community networks, volunteers and not-for-profit organisations.
- Active acknowledgement of the valuable contribution volunteers make to the community.

Economic

- Council support of community projects facilitates consumer spending and business investment in the local economy.

RISK IMPLICATIONS

Risk: Reputation – Council faces a reputational risk is the Community Grants Program budget is not expended in an effective, strategic and equitable manner.		
Likelihood	Consequence	Rating
Unlikely	Moderate	Moderate
Action / Strategy		
The risk is mitigated through ongoing and periodic review of the program.		
Risk: Financial – the risk of funds being mismanaged by grant recipients.		
Likelihood	Consequence	Rating
Unlikely	Minor	Low
Action / Strategy		
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.		

EXTERNAL CONSULTATION

Consultation was undertaken with applicant groups and referees as required.

COMMENT

All applications have been reviewed and a report compiled (Attachment 1). A summary of applications is outlined below:

- Mundaring Netball Club seeks funds to celebrate their 20th anniversary.
- Glen Forrest Community Kindergarten and Family Playgroup seeks funds to celebrate their 30th anniversary.

VOTING REQUIREMENT

Simple Majority

**COMMITTEE DECISION
RECOMMENDATION**

GSC4.04.19

Moved by Cr Fox Seconded by Cr Daw

That the Committee awards the Milestone Event Grant to the value of \$2500 to

- Glen Forrest Community Kindergarten and Family Playgroup

CARRIED 4/0

For: Cr Daw, Cr Fox, Cr Jeans and Cr Russell

Against: Nil

**Giving Back Milestone Event Grant 2019
SUMMARY OF APPLICATION AGAINST SELECTION CRITERIA**

There are two applicants for this grant round for the financial year 2018/19, the details of which are summarised below. Only one Milestone Event Grant to the value of \$2500 can be awarded annually.

Applicant Group 1: Mundaring Netball Club
Project Title: 20 Year Anniversary Celebration

1. Applicant Grant History

Year	Grant	Purpose	Amount
2017	Matching Grant	Player uniform upgrade	\$720
2015	Quick Grant	Uniforms and kits	\$500

2. Brief description of event

Mundaring Netball Club (MNC) was formed in 1999, thus celebrating its 20th anniversary in 2019. Traditionally, at the end of the netball season in September, the Club holds its Annual General Meeting and windup. This year, the Club would like to incorporate 20th anniversary celebrations into the windup.

The celebration would see founding Club members, life members, former and current Club members partake in a carnival themed event. It is anticipated that the event will be held at the Mundaring Arena, where the Club plays.

3. Other financial contributions

Mundaring Netball Club - \$1078
Fundraising cake stall - \$300

4. What will the funds be used for?

Grant funds will be used for the hire of inflatable bouncy castle, bungee run or gladiator duel, inflatable obstacle course, indoor/outdoor garden games, fairy floss and slushy machines, photo booth and silent disco.

5. How will members of the organisation benefit from the event?

The event will bring the Mundaring Netball Club community together in a celebration of contributions from founding and significant members. Significant members will receive recognition and thanks for their valuable contributions to the Club, while other members will be celebrated for their participation and support.

The desired outcome of this event is to promote engagement and participation in the Mundaring Netball Club community. Primarily, this event celebrates and commemorates 20 years of successful, enjoyable, local netball competition as well as creating and prolonging membership of the Club.

6. What consultation took place with members regarding their support for the event?

The committee convened a special meeting to discuss and assess the needs and requirements to plan and proceed with the 20th year celebratory event. The event was also discussed with members who attended the information day on 21 February 2019.

7. How have issues of Access & Inclusion been addressed?

Mundaring Arena is an accessible venue including ramps, accessible toilets and a lift to the upper level of facility.

8. How will the organisation measure the success of the event?

Success of the event will be measured through attendance and participation of members on the day as well as feedback received.

9. How will the Shire's contribution be recognised?

Shire contribution will be acknowledged on social media, in speeches on the day, placement of Shire logo on all promotional material including invitations and signage.

Applicant Group 2: Glen Forrest Community Kindergarten and Family Playgroup
Project Title: Celebrating 30 Years

1. Applicant Grant History

Year	Grant	Purpose	Amount
2017	Matching Grant	Outdoor mud kitchen	\$500
2015	Matching Grant	Photocopier	\$2000
2014	Matching Grant	Carpet replacement	\$962.50
2013	Quick Grant	Play equipment	\$500
2013	Matching Grant	Shade sails	\$1776
2012	Quick Grant	Play equipment	\$490
2011	Quick Grant	Play equipment	\$500
2010	Quick Grant	Dolls house	\$299
2009	Quick Grant	Change station	\$491.70

2. Brief description of event

The event will run from 10.00am to 1.00pm on Sunday 19 May 2019 with an official opening at 10.30am by Mr Matthew Hughes, MLA, Member for Kalamunda (confirmed) and Hon. Donna Faragher, Shadow Minister of Education and Training; Women's interests (awaiting confirmation) in recognition of their support in 2018. Local ward Councillors will also be invited to attend.

The event will consist of a free sausage sizzle and drinks, with a coffee van also on site. Children's activities will run throughout the day with finger bun decorating, create your own fairy/pirate garden and a rock hunt throughout the mystical gardens. A bouncy castle will also be hired as well as face painters, bubble-ology and reading/music time.

This event will provide the opportunity for community members to come back to the centre they attended as a child or their children have previously attended, to reminisce and even speak with long term school teacher Mrs Jan Jost.

3. Other financial contributions

Nil.

In-kind contributions have been sought from Kalamunda Toyota (150 sausages and buns), Richelle Romasz (50 icy poles) and Shannon Jost (50 finger buns).

4. What will the funds be used for?

The grant funds will be used for catering, promotional material, children's entertainment (face painting, bubble-ology and bouncy castle) and craft activities.

5. How will members of the organisation benefit from the event?

Members will benefit through the recognition of the hard work and dedication they have given the centre over the past 30 years with a fun day out celebrating the achievement. The centre will benefit from increased exposure, bringing in new members, families and future friendships.

It is anticipated that there will be an increased sense of community and achievement within the Glen Forrest Community. Community organisations take a large amount of volunteer time and this small community has kept the centre running and looking immaculate for 30 years. The event will provide time for the community to reminisce, reflect, acknowledge and celebrate.

6. What consultation took place with members regarding their support for the event?

The application for this event has been tabled and discussed at the 2019 Annual General Meeting (AGM) where all members present agreed on applying for a Milestone Grant to celebrate the achievement. Discussion with other members not at the AGM has also taken place.

7. How have issues of Access & Inclusion been addressed?

Advertising text will be in Arial font and 12 point size. Contact details including email address will be on all advertising. The venue has accessible parking with a pathway from the parking bay through to the centre leading into a sliding door for access. There is a unisex accessible toilet.

8. How will the organisation measure the success of the event?

Success of the event will be measured through attendance numbers on the day and engagement with the activities. An increase in enrolments in either playgroup or kindergarten will also be an indicator of success.

9. How will the Shire's contribution be recognised?

Shire contribution will be acknowledged on all promotional material, social media and in local newspaper advertisements. Ward Councillors will be invited to attend. There will also be an advertisement on the centre's notice board.

Comment

The Mundaring Netball Club's 20 year anniversary is a significant milestone for sporting in the Shire of Mundaring. The group has proposed a valuable celebratory event in conjunction with their end of season wind-up. The Glen Forrest Community Kindergarten and Family Playgroup is also celebrating a significant milestone of 30 years of operation. This is a valuable contribution to the Glen Forrest community, worthy of recognition and support. The event will assist to raise the profile of the facility and encourage membership, building its capacity to continue providing vital local services for early childhood education.

Recommendation

That a Milestone Event Grant to the value of \$2500 be awarded to the Glen Forrest Community Kindergarten and Family Playgroup.

That a Milestone Event Grant to the value of \$2500 not be awarded to the Mundaring Netball Club.

9.0 URGENT BUSINESS (LATE REPORTS)

10.0 CLOSING PROCEDURES

10.1 Date, Time and Place of the Next Meeting

The next Grants Selection Committee meeting will be held on Tuesday, 11 June 2019 in the Committee Room, 7000 Great Eastern Highway, Mundaring.

The purpose of this meeting will be to assess applications from the Youth Engagement Partnership Fund.

10.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 5.21pm.