



CONFIRMED MINUTES

GRANTS SELECTION COMMITTEE MEETING

8 OCTOBER 2019

I certify that the minutes of the meeting of the Grants Selection Committee held on Tuesday, 8 October 2019 were confirmed on 15 October 2019.



Presiding Person



**CONFIRMED MINUTES
GRANTS SELECTION COMMITTEE MEETING
8 OCTOBER 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 – 5.15 PM**

1.0 OPENING PROCEDURES

The Presiding Person declared the meeting open at 5.13pm.

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 David Hughes and Colin James from Darlington Volunteer Bushfire Brigade to the meeting.

1.2 Attendance/Apologies

Members	Cr Jason Russell (Presiding Person)	West Ward
	Cr Stephen Fox	East Ward
	Cr Doug Jeans	Central Ward
	Cr John Daw	East Ward
	Cr James Martin	South Ward
Staff	Shannon Foster	Manager Libraries & Community Engagement
	Tracey Peacock	Community Capacity Building Officer
	Paula Heath	Minutes
Apologies	Nil	
Absent	Nil	
Guests	Nil	
Members of the Public	David Hughes	Darlington Volunteer Bushfire Brigade
	Colin James	Darlington Volunteer Bushfire Brigade
Members of the Press	Nil	

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 Doug Jeans disclosed an interest affecting impartiality in Item 8.1 (Matching Grant Applications) as a family member is a member of the Glen Forrest Volunteer Bushfire Brigade and his grandson attends Little Possums Early Years.
- Cr Doug Jeans disclosed an interest affecting impartiality in Item 8.2 (Community Event Grant Applications) as a family member is a member of the Glen Forrest Volunteer Bushfire Brigade.

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	GSC1.10.19
Moved by Cr Jeans Seconded by Cr Fox	

That the Minutes of the Special Grants Selection Committee Meeting held 19 June 2019 be confirmed.

CARRIED 5/0

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

Against: Nil

7.0 PRESENTATIONS

7.1 Deputations

Nil

7.2 Petitions

Nil

7.3 Presentations

Nil

8.0 REPORTS OF EMPLOYEES

8.1 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 2019/20 Matching Grant Program budget is \$30,070. This is the first round of this grant. Five applications were received, with requests totalling \$9500.

It will be recommended that the Grants Selection Committee awards Matching Grants to the five applicants.

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 five applications to be considered by the Committee are as follows:

- Darlington Volunteer Bushfire Brigade (under auspice of Glen Forrest Volunteer Bushfire Brigade).....\$1500
- Mundaring Tennis Club.....\$2000
- Hills Rangers Football Club.....\$2000
- 1st Mundaring Scout Group.....\$2000
- Little Possums Early Years.....\$2000

The applicants are seeking funds to purchase equipment, undertake minor capital upgrades of facilities and implement projects that benefit the local community. 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.

- Darlington Volunteer Bushfire Brigade (under auspice of Glen Forrest Volunteer Bushfire Brigade) seeks funds to develop and print a book on the history of the Brigade.
- Mundaring Tennis Club seeks funds to upgrade their website.
- Hills Rangers Football Club seeks funds for equipment to assist with running many football programs and events.
- 1st Mundaring Scout Group seeks funds for audio-visual equipment.
- Little Possums Early Years seeks funds to install lawn and repair reticulation at the site.

In this round, 80% of eligible applications received were from groups located in Central Ward and 20% from South Ward. No application were received from groups located in East or West Ward.

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION

That the Committee resolves to award Matching Grants to the total value of \$9500 to:

- Darlington Volunteer Bushfire Brigade (under auspice of Glen Forrest Volunteer Bushfire Brigade)\$1500
- Mundaring Tennis Club.....\$2000
- Hills Rangers Football Club.....\$2000
- 1st Mundaring Scout Group.....\$2000
- Little Possums Early Years.....\$2000

The Grants Selection Committee elected to itemise each grant application and vote accordingly.

COMMITTEE DECISION MOTION	GSC2.10.19
Moved by Cr Daw	Seconded by Cr Fox

That the Committee resolves to award a Matching Grant to the total value of \$1500 to Darlington Volunteer Bushfire Brigade (under the auspice of Glen Forrest Volunteer Bushfire Brigade).

CARRIED 5/0

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

Against: Nil

COMMITTEE DECISION MOTION	GSC3.10.19
Moved by Cr Martin	Seconded by Cr Russell

That the Committee resolves to defer the application from Mundaring Tennis Club for consideration at another meeting pending further information being provided, including a more detailed budget breakdown and quotes for website creation.

CARRIED 4/1

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

Against: Cr Fox.

COMMITTEE DECISION MOTION			GSC4.10.19
Moved by	Cr Daw	Seconded by	Cr Jeans

That the Committee resolves to award a Matching Grant to the total value of \$2000 to Hills Rangers Football Club.

CARRIED 5/0

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

Against: Nil

COMMITTEE DECISION MOTION			GSC5.10.19
Moved by	Cr Fox	Seconded by	Cr Jeans

That the Committee resolves to award a Matching Grant to the total value of \$2000 to 1st Mundaring Scout Group.

CARRIED 5/0

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

Against: Nil

COMMITTEE DECISION MOTION			GSC6.10.19
Moved by	Cr Fox	Seconded by	Cr Jeans

That Committee resolves to award a Matching Grant to the total value of \$2000 to Little Possums Early Years.

CARRIED 5/0

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

Against: Nil

Matching Grant Assessment against Selection Criteria

There are five applicants for the first grant round for the financial year 2019/20, seeking funds to the total of \$9500. These requests can be met within the allocated first round budget of \$15,035.

The applications are summarised below:

Applicant Group 1: Darlington Volunteer Bush Fire Brigade
Project: History of the Darlington Volunteer Bush Fire Brigade (under auspice of Glen Forrest Volunteer Bush Fire Brigade)

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2011	Matching Grant	Pergola Upgrade	\$1750	Yes

3. Meets Shire Strategic Community Plan objectives

Yes, Community.

4. Brief Description of Project

The group seeks funds to research, write and print a book on the history of the Darlington Volunteer Bush Fire Brigade. The aim is to produce a full colour book of approximately 100 pages, complete with information, stories, photographs and pictures that will permanently record and archive the history of the Brigade over its 75 years.

5. Project Rationale

The Brigade was founded on 5 June 1942. The Brigade wishes to publish this long history, with research to be undertaken by local Darlington historian and writer, Cliff Burns. A morning tea held at the fire station in April 2019, attended by many previous brigade members, acknowledged that this process should be undertaken to document the Brigade's history, with the aim of acknowledging the contribution to community and to assist with recruitment of new members.

Once published the book can be provided to, and archived by the State Library of Western Australia, the two Shire of Mundaring libraries, the libraries of local primary and secondary schools and local history groups.

It is expected that copies of the book would also be available for sale to current and former Brigade members and any other member of the community who wishes to obtain a copy.

The information contained in the book could be used as a research tool, as information on the history and events of the district and the Shire of Mundaring, provide an insight into the workings of a volunteer Bush Fire Brigade, or just be a source interest and entertainment for the reader.

6. In Kind Contribution by Members

Members will liaise with the researcher to provide information and photographs for the book, arrange printing and launch of the book.

7. Project Plan

Once the draft has been completed, reviewed and signed off, the group intends to print a quantity of books depending on available funds. Some of these books will be donated or given to members and the remainder will be sold. The group plans to have a book launch prior to the end of 2019.

8. Acknowledgement of the Shire's support

Shire support will be acknowledged in the book as a contributing organisation with Shire logo. Copies of the completed book will be donated to the Shire and its libraries. Shire representatives will be invited to the book launch.

9. Demonstrated Success of the Project

Feedback will be sought from Brigade members, the Darlington community and others who obtain copies of the book.

Increase in number of new members to the Brigade following launch of the book will be monitored. The group will record recognition from other volunteer bush fire brigades that also see the value in compiling and recording their own history.

10. Project Budget

The total budget is \$4870. The applicant is seeking \$1500 from Shire of Mundaring, being 31% of the budget. Matching funding will be sourced through existing Brigade funds.

11. Referee

Max Williams, Shire of Mundaring Freeman.

12. Comments

Recording of the Brigade's history will assist the community to preserve the heritage and identity of the group and local volunteers who have contributed.

13. Recommendation

That a Matching Grant to the value of \$1500 be awarded to the applicant.

Applicant Group 2: Mundaring Tennis Club Inc.
Project: Website Upgrade

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2018	Matching Grant	Club Room Acoustic Panelling	\$1864	Yes
2017	Matching Grant	Club Room Ceiling Replacement	\$2000	Yes
2016	Quick Grant	Microwave Oven	\$470	Yes
2014	Quick Grant	Equipment Sheds	\$500	Yes
2013	Quick Grant	Garden Upgrade	\$500	Yes
2012	Quick Grant	Garden Upgrade	\$500	Yes
2011	Quick Grant	Cleaning Equipment	\$500	Yes
2010	Quick Grant	Security Door	\$500	Yes
2009	Quick Grant	Chairs	\$500	Yes
2008	Quick Grant	Seating & BBQ	\$400	Yes

3. Meets Shire Strategic Community Plan objectives

Yes, Community.

4. Brief Description of Project

The group seeks funds to attract new players and members to the facility, especially younger people. In order to achieve this the club needs to ensure its marketing and online presence is relevant and professional. The upgraded website will link seamlessly with the club's online court booking system. The current website is dated, does not allow the club to easily update its details, or add content/link to social media posts, news and events.

5. Project Rationale

The members of the club were surveyed in 2018 and strongly indicated that they want to grow the club. The committee has been tasked to increase the use of the facility, increase membership, and develop and grow the juniors. The club has been very active on social and local print media, and with facility upgrades including new court lighting, court resurface and online electronic booking system.

The upgraded website will allow greater visibility of website hits and engagement. It will also allow links to social media posts and news. In order to engage with younger people and enable the club's presence on multiple platforms is crucial.

The Book a Court online court booking system is the future for tennis facilities. By enabling the website to link directly with this system through widgets, the club will ensure a seamless process to book and access courts.

An upgraded and professional website will attract more members and players to the club / tennis facility. With the recent facility upgrades, the club views the new website as a critical platform to promote a first-class sporting facility in the Shire of Mundaring.

6. In Kind Contribution by Members

Club members will engage a web developer to update the website and the new content it will contain, including drone photos and footage of the facility on completion of court resurfacing due to take place early in 2020.

7. Project Plan

Project plan provided.

8. Acknowledgement of the Shire's support

Shire support will be acknowledged with an invitation to a website launch, on print and social media. The group will also acknowledge the Shire as a supporter on the upgraded website and link to the Shire's website.

9. Demonstrated Success of the Project

The expected outcomes of the project are an increase in website hits and engagement, social media engagement, online court bookings and club membership particularly in younger players.

Outcomes will be measured through number of website hits, number of online court bookings, number of younger players using the courts, and comparing club membership before and after the website upgrade.

10. Project Budget

The total budget is \$4000. The applicant is seeking \$2000 from Shire of Mundaring, being 50% of the budget. Matching funding will be sourced through existing funds.

11. Referee

Karen Winterburn, Teacher, Bayswater Primary School

12. Comments

Along with recent improvements to the clubrooms, the upgraded website will assist the club to continue growing and engaging young members, ensuring its vibrancy and sustainability.

13. Recommendation

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

Applicant Group 3: Hills Rangers Football Club
Project: Footy for Life

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2018/19	Volunteer Recognition Event Grant	Recognition Event	\$300	N/A
2017	Community Event Grant	Female Festival of Football	\$2500	Yes
2017/18	Volunteer Recognition Event Grant	Recognition Event	\$300	N/A

3. Meets Shire Strategic Community Plan objectives

Yes, Community.

4. Brief Description of Project

The group seeks funds to purchase equipment to allow the continuation of various programs including schools engagement programs and pre-season fitness and well-being events. Provision of these programs continues to build teams, engage young people, increase positive health outcomes with a particular focus on young girls (pre-teen and teen) and teen boys within the Shire of Mundaring community. The group wishes to purchase training balls, game balls, water bottles, water bottle carriers, countdown timer and training singlets.

5. Project Rationale

The Hills Rangers Football Club continually engages with its members to determine how the football club can provide opportunities for young people to continue to be engaged in sport. Recent programs including the Hills Festival of Female Football Program have enabled the club to continuously improve and develop programs based on feedback received from members and potential members. Membership and retention continues to grow and provide positive social and health outcomes to the community.

The Hills Rangers Football Club is the only youth Australian Rules Football Club in the Shire that hosts youth football male and female, junior football and women's football. Over the past three years, the Club have increased the opportunity for females to participate in AFL. The club's female participation has grown from no female players in 2016 to 40% of players being female in 2019.

The club is actively engaging young people to play football. Research shows that:

- Participation in sport can promote positive feelings of control, self-esteem, self-efficacy and positive social interaction.
- Football clubs are important and effective vehicles for delivering health and safety campaign messages for young people.
- Football clubs are three times more useful for developing social networks than work, education or other community group networks.
- Football clubs harness the collective energy of players, coaches, administrators, volunteers and supporters to not only deliver sport and social activities for members, but for their respective communities.

6. In Kind Contribution by Members

Members will source and purchase the equipment and run the programs over the period October 2019 to February 2020.

7. Project Plan

The club will assist and support the inaugural Junior Dockers Cup between Parkerville Primary School and Helena Valley Primary School in Term 4 2019, engage Junior Clubs within the Shire of Mundaring in August/September 2019, host a whole of club health and wellness program in February 2020 and host a Year 7 pre-season welcome event in February 2020.

8. Acknowledgement of the Shire's support

Shire support will be acknowledged on social media, on website and through invitation to Councillors to attend events.

9. Demonstrated Success of the Project

Success will be demonstrated through:

- Increased engagement and participation of members at the Hills Rangers Football Club;
- Increased participation in pre-season, wellness and welcome events of members and community members;
- Increased opportunity for football touches (due to number of footballs available important for development in football);
- Participation in Outside the Locker Room wellness and education program;
- Positive feedback from volunteers received;
- Positive feedback from attendees through various events;
- Positive social outcomes from attendees at events;
- Positive engagement from attendees at events.

Success will be measured through:

- Number of participants engaging in pre-season and welcome events compared to 2019;
- Recruitment and retention of players in 2020 season;
- Skills acquisition pre-evaluation results compared to in compared to post-evaluations;
- Ratio of footballs available to players for increase in touches;
- Volunteers needs met through available equipment for them to engage young people;
- Club participation in Outside the Locker Room, wellness and education program.

10. Project Budget

The total budget is \$4531. The applicant is seeking \$2000 from Shire of Mundaring, being 44% of the budget. Matching funding will be sourced through the Clubs fundraising.

11. Referee

Alanna Dickie, WA Football Commission, Coach Coordinator

12. Comments

The Club has worked hard over the past few years to develop their programs, in particular with engaging young women in the sport. This grant will support the Club to further their programs, club development and healthy outcomes for the community.

13. Recommendation

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

Applicant Group 4: 1st Mundaring Scout Group
Project: Audio-Visual Equipment

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2018	Milestone Event Grant	100th Anniversary event	\$2500	Yes
2017	Quick Grant	Entry door locks	\$193	Yes
2016	Matching Grant	Kitchen appliance upgrade	\$2000	Yes
2014	Community Event Grant	Queen's Scout Award presentation	\$500	Yes
2013/14	Volunteer Recognition Event Grant	Recognition Event	\$300	Yes
2005	Seed Funding Grant	Scout Hall repairs	\$1500	Yes

3. Meets Shire Strategic Community Plan objectives

Yes, Community.

4. Brief Description of Project

The group seeks funds to install a projection system and TV in the Mundaring Scout Hall to support delivery of Scout vocational training courses for members, including Leader e-learning for adults and youth. The equipment will also be used for delivery of presentations to parents and community members as part of recruitment activities allow access to the new online Scout award scheme resources and record keeping applications, as well as providing an entertainment facility for youth members on special occasions.

5. Project Rationale

Scouts Australia are implementing a complete new awards system that will necessitate members and leaders going online to implement and maintain information. Members will be able to upgrade their awards progress status online on section nights. The screen and projector will be used for education, training and recruitment purposes and for entertainment nights.

A meeting was held with section leaders and adult helpers to discuss the project and the type of audio-visual equipment that would best suit the group's needs. The group reviewed the telecommunications requirements to provide WIFI capability for internet access. Best positioning of the equipment was considered so as not to interfere with the layout and use of the hall for traditional Scouting activities and ceremonies.

- 6. In Kind Contribution by Members**
Members will source, purchase and arrange installation and maintain the equipment.
- 7. Project Plan**
Project plan provided.
- 8. Acknowledgement of the Shire's support**
Shire support will be acknowledged with a letter of acknowledgement to the Shire of Mundaring, newsletter, invitation and verbal acknowledgement at opening night.
- 9. Demonstrated Success of the Project**
The expected outcomes of this project include the successful delivery of training courses for members including leader e-learning for adults and youth, more successful recruitment outcomes through delivery of presentations to parents and community members and successful implementation and maintenance of the new Scouting award scheme with online resources.

Success will be measured through an increased number of youth members, leaders and parent helpers, improved training and use of the new award scheme resource.
- 10. Project Budget**
The total budget is \$9295. The applicant is seeking \$2000 from Shire of Mundaring, being 21.5% of the budget. Matching funding will be sourced through existing funds.
- 11. Referee**
Mikki Vernon, Business Proprietor, Devine Hair & Beauty Supplies.
- 12. Comments**
The addition of audio-visual equipment to the Mundaring Scout Hall will enable the group to undertake volunteer training and manage member's online awards progress on site, simplifying these activities for Leaders and assistants of the group. The grant is awarded pending an inspection by Building Assets to determine suitability of ceiling and roof framing structure and on condition that all work is undertaken by appropriately qualified tradespeople.
- 13. Recommendation**
That a Matching Grant to the value of \$2000 be awarded to the applicant.

Applicant Group 5: Little Possums Early Years
Project: Operation Revamp

- 1. Meets eligibility requirements?**
Yes.
- 2. Applicant Grant History**
Nil.
- 3. Meets Shire Strategic Community Plan objectives**
Yes, Community.
- 4. Brief Description of Project**
The group seeks funds to repair the reticulation and re-establish the lawn area with roll on lawn.
- 5. Project Rationale**
The group seeks funds to improve the outside play area so it becomes more functional, as well as being aesthetically pleasing to members. The first project will be the lawn area, which currently represents a sandy patch riddled with weeds.

A busy bee was recently held at the Centre, with members and staff volunteering their time to clear out the overgrown bush area, also clean up, and repair the play areas. The common opinion was the need to put down new lawn, as it is located in a key area of the playground. The Committee also raised the idea of improvement in the last member general meeting, which received complete support from the attending members. A poster about fundraising to replace the lawn has also been displayed at the Centre and received positive comments from all that use Little Possums.
- 6. In Kind Contribution by Members**
Members will source, purchase and arrange installation of reticulation and the new roll on lawn and ensure its upkeep over time.
- 7. Project Plan**
The group has consulted a professional to assist with the work that will include digging out old lawn, soil and weeds, upgrading the existing watering system, levelling, spreading new soil and placing the new lawn. The area will then be cornered off for a number of weeks to allow it to establish prior to use by the children.
- 8. Acknowledgement of the Shire's support**
Shire support will be acknowledged on social media, with signage, in the Treasurer's report, and annual Christmas party to be held in the lawn area. Invitations will be extended to Council representatives to visit the Centre and attend the Christmas Party that attracts all members and families.

9. Demonstrated Success of the Project

In taking on this project, the Committee are striving to achieve two main objectives.

The main goal is to improve the outside play areas for the children so they are able to benefit from the space for both their educational needs and as a space for them to have fun. The Educators of the Centre promote the children being outside and developing fundamental movement skills that encourage them to develop balance and confidence. The lawn area is a larger open area, ideal for building obstacle courses and playing group games.

The second objective is to embrace the community of members and supporters of the Centre. The visual appeal of a nice new green lawn is a gift to members, and a sign of the progress being made towards the vision of making the Centre first class. Having new lawn will give families somewhere comfortable to sit under the shady trees and bask in the wonderful community we are lucky to be a part of.

Measuring these outcomes will be reliant on verbal and written feedback, both from the children and members. The additional programs that the Educators will be able to implement, leading to increased usage of the area, will identify the increase in functionality of the space.

10. Project Budget

The total budget is \$4435. The applicant is seeking \$2000 from Shire of Mundaring, being 45% of the budget. Matching funding will be sourced through existing funds.

11. Referee

Tom Burbidge, Secretary, Mundaring Residents & Ratepayers Association

12. Comments

As a newly established group who have not received funds from the Community Grants program previously, it is recommended that this initiative is supported. Funds will build the capacity of the group to move forward with plans to improve the service and its facilities.

13. Recommendation

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

8.2 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 2019/2020 Community Event Grant Program budget is \$30,600. This is the first round of this grant. Seven applications were received, with requests totalling \$23,340.

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 \$21,690 be awarded to the remaining six 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 six applications to be considered by the Committee are as follows:

- Parkerville Primary School Parents & Citizen’s Association.....\$3850
- Mundaring in Transition.....\$5000
- Anglican Parish of Mundaring.....\$2000
- Glen Forrest Christmas Gathering (under auspice of Glen Forrest Volunteer Bushfire Brigade).....\$1500
- Chidlow Progress Association.....\$4340
- Day in the Forrest (under auspice of Glen Forrest Resident & Ratepayers Association).....\$5000

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:

- Parkerville Primary School Parents & Citizen’s Association seeks funds to hold an outdoor family movie night.
- Mundaring in Transition seeks funds to assist with running the Blue Sky Festival.
- Anglican Parish of Mundaring seeks funds to hold an outreach fair.

- Glen Forrest Christmas Gathering seeks funds to run the Glen Forrest Christmas Gathering.
- Chidlow Progress Association seeks funds to run the community Christmas Carols in Chidlow.
- Day in the Forrest seeks funds to run the Day in the Forrest event in Glen Forrest.

72% of applications were received from groups in the Central Ward, 14% from South Ward and 14% from East Ward. There were no applications received from groups located in the West Ward.

VOTING REQUIREMENT

Simple Majority

Prior to voting on this item, the Community Capacity Building Officer advised that the amount requested from Parkerville Primary School Parents & Citizen’s Association (listed on page 25) was \$5000; \$3850 is the amount recommended for funding.

COMMITTEE RECOMMENDATION

That the Committee resolves to award Community Event Grants to the total value of \$21,690 to:

- Parkerville Primary School Parents & Citizen’s Association.....\$3850
- Mundaring in Transition.....\$5000
- Anglican Parish of Mundaring.....\$2000
- Glen Forrest Christmas Gathering (under auspice of Glen Forrest Bush Fire Brigade).....\$1500
- Day in the Forrest (under auspice of Glen Forrest Residents & Ratepayers Association).....\$5000
- Chidlow Progress Association.....\$4340

The Grants Selection Committee elected to itemise each grant application and vote accordingly.

COMMITTEE DECISION MOTION	GSC7.10.19
Moved by Cr Martin	Seconded by Cr Daw

That the Committee resolves to defer the application from Parkerville Primary School Parents & Citizen’s Association for consideration at another meeting pending further information being provided on event promotion to ensure it benefits the wider community.

CARRIED 5/0

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

Against: Nil

COMMITTEE DECISION MOTION	GSC8.10.19
Moved by Cr Daw	Seconded by Cr Jeans

That the Committee resolves to award a Community Event Grant to the total value of \$5000 to Mundaring in Transition.

CARRIED 5/0

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

Against: Nil

COMMITTEE DECISION MOTION	GSC9.10.19
Moved by Cr Martin	Seconded by Cr Russell

That the Committee resolves not to award a Community Event Grant to the Anglican Parish of Mundaring.

CARRIED 4/1

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

Against: Cr Fox

Rationale:

The Grants Selection Committee to resolve rationale at the Special Grants Selection Committee Meeting on 15 October 2019.

COMMITTEE DECISION MOTION	GSC10.10.19
Moved by	Cr Daw
Seconded by	Cr Martin

That the Committee resolves to award a Community Event Grant to the total value of \$1500 to the Glen Forrest Christmas Gathering (under the auspice of Glen Forrest Volunteer Bushfire Brigade).

CARRIED 5/0

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

Against: Nil

COMMITTEE DECISION MOTION	GSC11.10.19
Moved by	Cr Martin
Seconded by	Cr Fox

That the Committee resolves to award a Community Event Grant to the total value of \$5000 to the Day in the Forrest (under the auspice of Glen Forrest Residents & Ratepayers Association).

CARRIED 4/1

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

Against: Cr Jeans

COMMITTEE DECISION MOTION	GSC12.10.19
Moved by	Cr Daw
Seconded by	Cr Russell

That The Committee resolves to award a Community Event Grant to the total value of \$4340 to Chidlow Progress Association.

CARRIED 5/0

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

Against: Nil

Community Event Grant Assessment against Selection Criteria

There are seven applicants for the first grant round for the financial year 2019/20, seeking funds to the total of \$23,340. These requests can be met within the allocated budget of \$30,600.

The Chief Executive Officer has approved an application from Darlington Family Playgroup for an amount of \$500. It is recommended that Community Event Grants to the value of \$21,690 be awarded to the remaining six applicants, with adjusted amounts as outlined below.

Applicant Group 1: Parkerville Primary School Parents and Citizen's Association
Event: Outdoor Family Movie Night! An evening on OUR green!

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2018	Community Event Grant	Twilight Christmas Fete	\$1500	Yes
2016/17	Volunteer Recognition Event Grant	Recognition Event	\$300	Yes
2013	Matching Grant	Canteen Equipment	\$1644	Yes
2012	Community Event Grant	50 th Anniversary	\$500	Yes

3. Meets Shire Strategic Community Plan objectives

Yes, Community.

4. Brief Description of Project

The group seeks funds to hold an outdoor family movie night on 6 March 2020. The group plans to create a fun family event that promotes community connections, celebrates local business and establishes a passion for volunteering. The group also wants to provide opportunities for students to volunteer and develop leadership skills.

5. Activities to be funded by this grant

Funds will go towards the cost of the outdoor movie cinema experience. This includes the screen hire, movie licence and sound system, promotional material including banners.

6. Priority of Project/Community Consultation/Benefit

This event has been held before at the school on a small scale. The group intends to extend the event to include the wider community. This idea has been pitched to parents through the Parkerville Primary School Facebook page. A promotional video was uploaded and parents have been invited to comment. The post has received excellent feedback with families stating they would attend and also assist in the event. It is expected that approximately 500 people will attend. Students will also be encouraged to participate in the event in various roles.

Local businesses will have the opportunity to become a stallholder or feature in advertising prior to the movie commencing.

The event will be widely advertised and it is expected that a diverse crowd will attend.

Funds raised through sale of tickets will be put back into P&C projects for the school community.

7. Access and Inclusion

Access and inclusion has been considered and comprehensively addressed.

8. Project Plan and Timeline

A comprehensive project plan has been provided.

9. Risks Identified and Managed

A risk management plan has been provided and is being assessed by Health Services Staff.

10. Acknowledgement of the Shire's support

Shire support will be acknowledged on social media, included in business advertising prior to the movie commencing, in the school newsletter, on banners, and Shire logo will be included on event tickets and posters.

11. Demonstrated success of the project

Success of the event will be measured in the following ways:

- Impact on school spirit
- Number of attendees
- Increase in number of volunteers
- Level of funds raised for additional resources to enhance student learning and improve the school environment

12. Event Budget

The total budget is \$11,867. The applicant is seeking \$5000 from Shire of Mundaring, being 42% of the budget. Additional funds will be sourced through stallholder fees, business sponsorships, and ticket and popcorn sales.

13. Referees

Carolyn Nunn, School Principal, Parkerville Primary School
Kerryn South, Member, Parkerville Playgroup

14. Comment

The budget contains items that are not eligible under the Community Event Grant guidelines. Eligible items to be funded include screen hire, movie licence, sound system and promotional materials as these are essential to the success of the event.

Funds will assist the group to expand this event to include the wider community, facilitate participation and volunteering and to build the capacity of the group to fund school projects to the benefit of the community.

15. Recommendation

That a Community Event Grant to the value of \$3850 be awarded to the applicant.

Applicant Group 2: Mundaring in Transition
Event: Blue Sky Festival

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2018	Quick Grant	Seed Library	\$500	Yes
2017	Quick Grant	Go2Cups for Blue Sky Festival	\$500	Yes
2016	Community Event Grant	Monthly Events	\$750	Yes
2015	Matching Grant	2015 Film Season	\$670	Yes

3. Meets Shire Strategic Community Plan objectives

Yes, Community, Natural Environment.

4. Brief Description of Project

The annual Blue Sky Festival held in Mundaring Sculpture Park features displays, workshops, demonstrations and presentations with an environmental and sustainability theme. The event offers an opportunity for locals to have input on what they would like to see happen in the Shire as the climate grows hotter and drier, and as population increase leads to pressure on future development. Themes will be in line with the event vision including water, waste, the next generation, renewable energy, climate change, transport and built environment.

5. Activities to be funded by this grant

Funds will be used towards the costs of entertainment, waste management and to engage Peter Holland as the Master of Ceremonies.

6. Priority of Project/Community Consultation/Benefit

It is anticipated that approximately 2000 people will attend the event based on previous years. The group received positive feedback from attendees and stallholders at last year's event who indicated an interest in returning.

The 2020 event will be expanded to run over two days, with presentations running from the Hub of the Hills on Saturday and the Festival running in Sculpture Park on Sunday. This decision was based on feedback received in a participant survey last year indicating that some of the presentations were difficult to find and/or hear, amongst the rest of the Festival activities.

- 7. Access and Inclusion**
Access and inclusion has been considered and appropriately addressed.
- 8. Project Plan and Timeline**
A project plan and timeline for the event has been provided.
- 9. Risks Identified and Managed**
A risk management and emergency evacuation plan has been submitted and is being assessed by Health Services staff.
- 10. Acknowledgement of the Shire's support**
Shire support will be acknowledged via social media, Mundaring in Transition newsletter, media release, flyers and display of Shire banners at event.
- 11. Demonstrated success of the project**
Success of the project will be demonstrated through an increased awareness of the environmental issues facing the shire. The group will undertake direct interviews with all stakeholders following the event to measure event success.
- 12. Event Budget**
The total budget is \$13,014. The applicant is seeking \$5000 from Shire of Mundaring, being 38% of the budget. Matching funding will be sourced through a Lotterywest Grant (\$8014, not confirmed).
- 13. Referees**
Ross Mars, Owner, Water Installations
Jeannie Richardson, Owner, Wasteless Pantry
- 14. Comment**
The Blue Sky Festival has become an anticipated fixture in the local events calendar. The event is successfully delivered and continues to develop and evolve each year. The group has acted on feedback to make improvements to the 2020 event, making it more accessible to the community.
- 15. Recommendation**
That a Community Event Grant to the value of \$5000 be awarded to the applicant.

Applicant Group 3: Anglican Parish of Mundaring
Event: Outreach Fair

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2014	Community Event Grant	Centenary Celebrations	\$3500	Yes
2014	Quick Grant	Marquees	\$500	Yes
2014	Matching Grant	Garden Upgrade	\$1387	Yes

3. Meets Shire Strategic Community Plan objectives

Yes, Community.

4. Brief Description of Project

The group seeks funds to assist with the provision of a community fair with free activities to draw attention to the services the church provides in the local community. The event will incorporate a demonstration of cultural activities, children's activities, vintage car display and sausage sizzle, opportunity for local community groups to promote and stalls for local artisans to display their wares. The Church Op Shop will also be open on the day.

5. Activities to be funded by this grant

Funds will be used to assist with provision of food, cost of entertainment, generator and furniture hire.

6. Priority of Project/Community Consultation/Benefit

The Church provides the following services to the local community:

- An 'Op Shop' that promotes recycling and the opportunity for residents to purchase items such as clothing, furniture, books and toys at a reduced cost. Funds raised through this initiative assist in provision of other services.
- Support for those in need of assistance (predominantly food supplies, clothing, personal needs).
- A free counselling service.
- Home visits to local aged care facilities or to other community members in need.
- Bi-monthly 'Kids Church' including short worship, craft activity and free meal.
- Weekly Church Centre Community Café provided on a weekly basis.
- Low cost Yoga classes.
- Facilities for a craft group and book club.

A number of local groups will be involved in the event including Swan Districts Lions, Mundaring Community Men's Shed, Hills Choir, school choirs, local artisans and vintage car club.

It is anticipated that approximately 600 people may attend the event based on previous year's attendance. The aim of the event is to continue to develop an awareness of the Church and the broad participation the church has in the local community.

7. Access and Inclusion

Access and inclusion has been considered and addressed.

8. Project Plan and Timeline

Not sufficiently addressed. This will be captured in the event approval process.

9. Risks Identified and Managed

Risk management plan has been provided and is being assessed by Health Services staff.

10. Acknowledgement of the Shire's support

Shire support will be acknowledged in the Church Monthly News, on all promotional material and verbally at the event.

11. Demonstrated success of the project

Success of the event will be demonstrated by an increase in awareness of the Church's community initiatives, access to Church services and a growth in numbers regularly attending Church, especially families with children.

12. Event Budget

The total budget is \$5115. The applicant is seeking \$2000 from Shire of Mundaring, being 39% of the budget. Matching funding will be sourced from existing funds.

13. Referees

Jeremy James, Bishop Perth Diocese, Anglican Church
Kate Goldsworthy, Bishop Perth Diocese, Anglican Church

14. Comment

The Church undertakes varied initiatives within the local community. The event provides an opportunity for the local community to learn more about not only the Church's community outreach, but also learn about the work of other community groups, whilst enjoying a day out.

15. Recommendation

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

Applicant Group 4: Day in the Forrest (under auspice of Glen Forrest Resident and Ratepayers Association)
Event: Day in the Forrest

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2017	Community Event Grant	Day in the Forrest	\$2500	Yes

3. Meets Shire Strategic Community Plan objectives

Yes, Community.

4. Brief Description of Project

Day in the Forrest is an annual music and food event that highlights local talent and brings together the community. The event will be held on 14 December 2019 at the Morgan John Morgan Reserve. This is a new location, with the past three events being held at the Glen Forrest Sports Club.

The event will consist of live music, local acts, food vans, bar and an antique car show. This year's event will also feature a very small market with around five stalls selling handmade craft, clothing and more.

5. Activities to be funded by this grant

Funds will be used to hire audio equipment (stage, PA, sound equipment), security and toilets.

6. Priority of Project/Community Consultation/Benefit

It is anticipated that approximately 800 people will attend the event based on previous year's attendance. At previous events, the community helped with set up and pack down, collected rubbish and exhibited or sold on the day. Others attended to enjoy the music and share an outdoor event with friends and family.

7. Access and Inclusion

Accessible parking and toilets are available onsite. No other access and inclusion issues have been addressed.

8. Project Plan and Timeline

Project plan provided.

- 9. Risks Identified and Managed**
Risk Management plan provided and being assessed by Health Services staff.
- 10. Acknowledgement of the Shire's support**
Shire support will be acknowledged on social media, verbally on the day, placement of Shire signage, media release, official opening, RTR FM radio interview, Darlington Review, logo on promotional material.
- 11. Demonstrated success of the project**
Success will be demonstrated by an increased number of attendees on last year's event, lack of incident or complaint and feedback received via surveys and on social media.
- 12. Event Budget**
The total budget is \$11,560. The applicant is seeking \$5000 from Shire of Mundaring, being 43% of the budget. Matching funding will be sourced through existing funds.
- 13. Referees**
Natasha Loohuys, Owner, Miss Money Penny
Michael West, Maintenance Controller, BAE Systems
- 14. Comment**
Access and inclusion will be further addressed with the group to ensure other potential issues have been considered. The group are looking to grow the event but with the change of venue this year, will promote locally to identify any issues with Morgan John Morgan Reserve as a suitable event venue.
- 15. Recommendation**
That a Community Event Grant to the value of \$5000 be awarded to the applicant.

Applicant Group 5: Glen Forrest Christmas Gathering (under auspice of Glen Forrest Volunteer Bush Fire Brigade)
Event: Glen Forrest Christmas Gathering

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2018	Community Event Grant	Glen Forrest Christmas Gathering	\$1500	Yes
2017	Community Event Grant	Glen Forrest Christmas Gathering	\$1500	Yes
2016	Community Event Grant	Glen Forrest Christmas Gathering	\$1500	Yes
2015	Community Event Grant	Glen Forrest Christmas Gathering	\$1500	Yes
2014	Community Event Grant	Glen Forrest Christmas Gathering	\$1500	Yes
2013	Community Event Grant	Glen Forrest Christmas Gathering	\$1500	Yes
2012	Community Event Grant	Glen Forrest Christmas Gathering	\$1500	Yes
2011	Community Event Grant	Glen Forrest Christmas Gathering	\$1000	Yes
2008	Quick Grant	Glen Forrest Christmas Gathering	\$200	Yes

3. Meets Shire Strategic Community Plan objectives

Yes, Community.

4. Brief Description of Project

The Glen Forrest Christmas Gathering is held on 23 December in Burkinshaw Park, Glen Forrest. The Hills Youth Choir, made up of volunteers aged eight to 18 from the local area, leads the event.

The park is set up with facilities including sausage sizzle, coffee truck, ice-cream truck and sales of glow ware used for the carols. There are some games organised for the children and Santa arrives on a fire truck and throws lollies. There is an annual tug-o-war "East vs West" and after sunset the carols begin.

5. Activities to be funded by this grant

Funds will be used to hire sound, lighting and staging.

6. Priority of Project/Community Consultation/Benefit

It is anticipated that between 1500 and 1800 people will attend based on previous year's attendance. This event has been held for over 25 years and has grown steadily each year, gaining support from the community as the 'go to' place for many families every year as part of their Christmas celebrations. Each year the programme is changed to maintain interest, support and growth. This event serves the Mundaring community at a key time of the year with a Christmas function that involves the whole community.

7. Access and Inclusion

Not sufficiently addressed.

8. Project Plan and Timeline

Project plan provided.

9. Risks Identified and Managed

Risk management plan provided and being assessed by Health Services staff.

10. Acknowledgement of the Shire's support

Shire contribution will be acknowledged in pre-event media, stage signage and announcements at the close of the event.

11. Demonstrated success of the project

Success will be measured through the delivery of a successful event attended by an increased number of people. Growing local business involvement and feedback from attendees and participants (choir/musicians/volunteers), which is always positive and enthusiastic will also be a measure of success.

12. Event Budget

The total budget is \$4300. The applicant is seeking \$1500 from Shire of Mundaring, being 35% of the budget. Matching funds will be sought from business sponsorships, donations and the sale of glow ware.

13. Referees

Graeme Bissett, President, Glen Forrest Volunteer Fire Brigade
Ann Slaven, Secretary, Glen Forrest Volunteer Fire Brigade

14. Comment

The group has not requested increased funds from the Shire for a number of years, yet has managed to not only sustain, but also grow the event.

Shire staff will work with the group to ensure access and inclusion is considered and appropriately addressed. Further avenues of acknowledging the Shire's support will also be explored, including the use of Shire signage at the event.

15. Recommendation

That a Community Event Grant to the value of \$1500 be awarded to the applicant.

Applicant Group 6: Chidlow Progress Association Inc.
Event: Community Christmas Carols

1. Meets eligibility requirements?

Yes.

2. Applicant Grant History

Year	Grant	Purpose	Amount	Acquitted
2019	Quick Grant	Community Garden fencing	\$500	No
2018	Quick Grant	Old Chidlow Hall under stage storage doors	\$500	Yes
2018	Matching Grant	Old Chidlow Hall stage repair	\$2000	Yes
2018	Matching Grant	Old Chidlow Hall window restoration	\$2000	Yes
2017	Quick Grant	Carols at Lake Leschenaultia	\$500	Yes
2016	Quick Grant	Old Chidlow Hall painting	\$500	Yes
2014	Quick Grant	Christmas Carols at Lake Leschenaultia	\$500	Yes
2011	Quick Grant	Signage	\$200	Yes
2006	Volunteer Recognition Event Grant	Recognition Event	\$200	N/A

3. Meets Shire Strategic Community Plan objectives

Yes, Community.

4. Brief Description of Project

The Chidlow Community Christmas Carol event, to be held on 7 December 2019, is a free event that brings local young people, seniors and musicians together to sing and enjoy the community spirit on the Chidlow Village Green.

The event will include a concert with local musicians and the Chidlow Choir, made up of local school students. There will be a sausage sizzle by the Chidlow Volunteer Bush Fire Brigade, and the Chidlow markets will run concurrently.

5. Activities to be funded by this grant

Funds will be used to engage musicians and a choir coordinator; for promotional items and printing of programmes; and for security.

6. Priority of Project/Community Consultation/Benefit

It is anticipated that approximately 530 people will attend. Local businesses, choirs and musicians will come together to run the event, with groups having the opportunity to fundraise. This year, the event will be expanded to incorporate the Chidlow Markets, which will have an increased number of stalls.

Local schools including Chidlow Primary School will be approached to become more involved in the event and for children to join the choir, which will perform on the night. Practice sessions will be held in the Chidlow Hall in the weeks leading up to the event. Last year the choir consisted of approximately 15 to 20 children and the group hopes to expand on this.

7. Access and Inclusion

Shire staff will assist the group to identify access and inclusion issues pertaining to the event.

8. Project Plan and Timeline

Project plan submitted.

9. Risks Identified and Managed

Risk management plan submitted and being assessed by Health Services staff.

10. Acknowledgement of the Shire's support

Shire support will be acknowledged in a media release, on social media and with an announcement at the event.

11. Demonstrated success of the project

The group hopes to achieve a growth in attendance from last year's event, with the promotion of local community groups, businesses and community participation. The group also seeks to increase the number of children in the choir, through promotion to a number of local schools.

Outcomes will be achieved if there is an increase of attendance from last year's event and positive feedback is received.

12. Event Budget

The total budget is \$9140. The applicant is seeking \$4340 from Shire of Mundaring, being 47.5% of the budget. Matching funds will be sourced from local business sponsorships and a Lotterywest grant (not confirmed).

13. Referees

Teresa Cheesman, Business Proprietor, Chidlow Post House
Adam Davis, Builder, Davis Built

14. Comment

This event, whilst smaller than other similar Christmas events in terms of attendance numbers, facilitates reach to the Shire's outer eastern regions. Expected attendance can be attributed to lower population density than other areas of the shire; however, the group aims to present a professionally presented event that can continue to grow.

15. Recommendation

That a Community Event Grant to the value of \$4340 be awarded to the applicant.

9.0 URGENT BUSINESS (LATE REPORTS)

10.0 CLOSING PROCEDURES

10.1 Date, Time and Place of the Next Meeting

The next Special Grants Selection Committee meeting will be held on Tuesday 15 October 2019 at 5.15pm in the Committee Room, 7000 Great Eastern Highway, Mundaring.

10.2 Closure of the Meeting

The Presiding Person declared the meeting closed at 6.02pm.