Community Funding *Program*

Grants Guidelines

Shire of MUNDARING

Contents

About the Community Funding Program

Background

Shire of Mundaring's Community Funding Program is designed to build community capacity through effective, strategic and equitable provision of funds to the local community.

The program aims to support projects and activities that enhance community wellbeing and strengthen, empower and celebrate our local community.

This funding is offered via grant opportunities and is governed by the Community Funding Policy, which can be downloaded from the Shire of Mundaring website - search 'Policies'.

The program aims to support projects and activities that align with the Shire's Council Plan 2024 - 2034 and applications that address key priority areas within the Plan will be highly regarded.

These guidelines are designed to be read before you apply. They will help with understanding how the program works, the types of grants available, eligibility, and outline the responsibilities of successful applicants.

Council Plan Key Priority Areas

Sustainable Environments

Sustainable Environments covers all aspects of natural resource management, from the tree canopy, nature reserves, waterways and wildlife, to the management of waste, energy, water, environmental health and natural disasters.

Sustainable Communities

Sustainable Communities covers all aspects of community health and wellbeing, from youth, family and seniors' services to access and inclusion, sport and recreation, culture and the arts, community safety, responsible animal ownership, and volunteering.

Sustainable Places

Sustainable Places covers the built form, from urban planning and building services, to housing, built heritage, streetscapes and verges, roads, footpaths, trails and cycleways, parks and playgrounds, community buildings, toilets, transport and parking.

Sustainable Economies

Sustainable Economies covers all aspects of economic development, including the development of town centres and village hubs, tourism, events and place activation, business support services, life-long learning, and library services.

Sustainable Governance

Sustainable Governance covers all aspects of delivering effective local government from Council's leadership, financial, risk and asset management, and human resources through to community engagement, communications and customer service.

Download the Council Plan 2024 - 2034
mundaring.wa.gov.au/council/planning-reporting-and-governance/plans-and-strategies

Overview of Grants

Introduction to grants

Funding is provided under the Community Funding Program through grants.

Grants are designed to support activities that meet identified community needs, promote active participation of local residents and build community strength.

The program is organised on a financial year basis and is a competitive process. The Shire recommends applicants plan ahead for their application, ensuring they leave enough time for assessment processes.

The gants operate on a rolling basis, meaning applications are accepted year-round until the allocated budget for the financial year is fully spent.

Year-Round Availability
- Open all year: You can apply at any time, but early submission is wise.
- No fixed deadline: Grants close once funds are exhausted, not on a set date.

Financial Year Budgeting
- Funding resets annually: Budgets typically refresh on 1 July with the new financial year.
- First come, first served: Once the yearly allocation is expended, applications may pause until the next cycle.

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

Groups can apply for more than one grant type at a time.
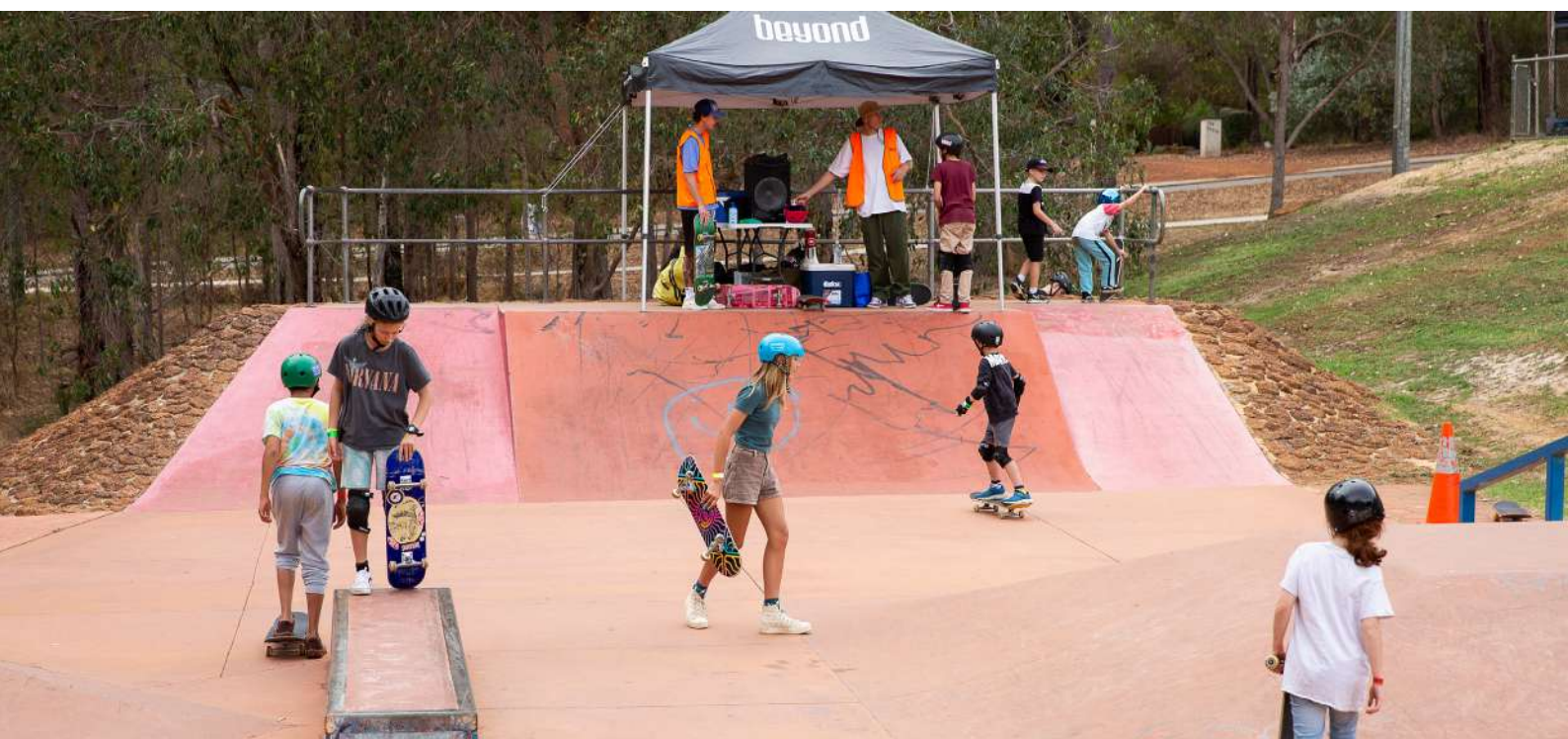
Grant funding streams and types

The Shire provides two grant funding streams including:

Community Event Grants
Community-wide or group events
e.g. festivals, markets or fundraising
events.

Community Impact Grants
Community programs, resourcing
and individual activities that have
a lasting community impact in key
focus areas.

TABLE 1: Community Event Grants			
Grant type	**Types of activity funded**	**Grant value**	**Examples of eligible costs**
Community-wide events	Fetes Festivals Markets Sporting / recreational carnivals Exhibitions Small performances	Up to $5000	Entertainment Hire of equipment Catering Event marketing and promotion Security and crowd control Event insurance costs Training costs related to the event Presenters / speakers
Significant milestone events	Significant milestone events (10 years or more) that involve the broader community (e.g. past members).	Up to $3000	
Group events	Volunteer member recognition Celebration of an achievement or anniversary fundraisers	Up to $1000	

TABLE 2: Community Impact Grants			
Grant type	**Types of activity funded**	**Grant value**	**Examples of eligible costs**
Community program	Arts and culture Health and wellbeing Conservation and environmental sustainability Sports and recreation Community activities	Group up to $3000 Arts and culture individual artist up to $1500	Venue hire Presenters / speakers Activity resources Catering Marketing and promotion
Community group resourcing	Equipment	Up to $2500	Musical instruments First aid kits Barbecues Toys and books Storage cupboard Laptop computer
	Minor capital upgrades	Up to $2500	Replacement of club room carpet Installation of shade sails Fencing and raised garden beds Outdoor lighting and security
	Promotional material	Up to $2500	Development of websites Production of brochures
	Training	Up to $2500	Volunteer training that supports the group or individual's activities
	Public liability insurance to establish an incorporated group	Up to $2500	50% of total cost of Public Liability Insurance
Youth travel	Sport and recreation Science Technology Arts Community service Culture Environment	Regional and remote $200 Interstate $400 International $600	Travel for young people representing their club / institution at state, national or international level

Recommended application timing

To help you plan ahead, it is important to note that assessment processes vary depending on the type of grant and the amount you intend to apply for.

For amounts over $3000 the Grants Selection Committee will review the application. All Significant Milestone Event grant applications, regardless of value, will also be presented to the Grant Selection Committee for approval.

As a general guide note:

- For grants under $3000, allow a six week lead time to secure funding for your activity.

- For the Youth Travel grants, apply at least one month prior to your activity.

- For a Community-wide Event grant (Community Event Grant) over $3000, factor in a minimum six week process.

Key Planning Dates Table
See the Grants and Funding section of the website for a handy table with key dates for the coming year mundaring.wa.gov.au/grants-and-funding.

Eligibility

Who can apply

Community groups and individuals are encouraged to apply for any activities that can demonstrate wider community value.

You or your group must meet at least one of the following criteria to apply:

- an incorporated not-for-profit organisation based in Shire of Mundaring

- an unincorporated community group under the auspices of an incorporated association

- a Shire Volunteer Bush Fire Brigade (for items not available through Shire of Mundaring managed ESL/LGGS funding or Shire of Mundaring direct funding)

- Shire registered Environmental Friends Groups can only seek funding for "celebratory activities/events" and training

- Parents and Citizen's Associations can only seek funding for community wide events

- a young person aged between eight and 18 years who has been chosen to attend state, national or international events representing their institution, club or organisation

- an individual emerging local artist

Auspicing

An unincorporated community group can only apply for funding if they do so under the auspice of another incorporated organisation.

The incorporated organisation will be responsible for receiving and managing the funds. Funds will be paid directly to the bank account of the incorporated organisation.

It is the responsibility of the incorporated organisation and the applicant to negotiate and agree upon the conditions of the auspicing arrangement.

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

Incorporated groups can submit an application on their own behalf, and act as auspice for an unincorporated group in the same grant round and for any grant type. Incorporated groups may act as auspice for no more than four applications in a financial year.

Non eligible groups

- a profit making, or represents a profit making enterprise

- educational institutions

Groups will also be ineligible in the following circumstances:

- currently in receipt of a multi-year funding agreement with the Shire

- have not acquitted a previous Shire grant of the same grant type

- have already received two grants within the financial year in which they are applying

Incorporation Resource
For information on how to become incorporated visit commerce.wa.gov.au/consumer-protection/how-incorporate-association

Young people eligibility

To be eligible for funding to support travel for young people representing their club / institution at state, national or international level, applicants need to:

- reside in the Shire of Mundaring
- be aged between eight and 18 years

Applicants must also:

- provide documentation from the relevant body that confirms participation
- submit only one application per person per 12 month period
- demonstrate participation at the activity through completion of an event summary form

Application and Assessment Process

The following outlines the application and assessment process and responsibilities of the applicant. Please read carefully before applying.

Planning your application

We recommend planning ahead as far as you can for your activity to allow discussion with the engagement team and the assessment process.

Applying for a grant

When you have read these guidelines and gathered the documents you will need, applications can be made online via mundaring. smartygrants.com.au

All applicants are encouraged to discuss their ideas and options with the Community Grants Officer.

Grant Writers Guide
For help with writing your application, you can download the Shire's Grant Writers Guide mundaring.wa.gov.au/guide.

Assessment criteria

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

Community Event Grant

Applicants will need to demonstrate:

- the event meets an identified need of the group and the purpose and requirements of the grants program
- the benefits the event will bring to the local community
- how the event aims to recognise the volunteer contribution to your group
- a level of community consultation and support for the event
- capacity of the community to contribute to the event
- consideration for accessibility and inclusion for all people regardless of age, sexual and/or gender diversity, culture and ability
- a detailed budget including in-kind contribution
- an evaluation approach demonstrating outcomes of the project
- acknowledgment of Shire support

Community Impact Grant

Applicants will need to demonstrate (excluding youth travel grants):

- the project meets an identified need of the group and purpose and requirements of the grant program
- benefits the project will bring to the local community
- a level of community consultation and support for the project
- capacity for the community to contribute to the project
- capacity of the applicant to deliver the project
- consideration for accessibility and inclusion for all people regardless of age, sexual and/or gender diversity, culture and ability
- a detailed budget including in-kind contribution if applicable
- an evaluation approach demonstrating outcomes of the project
- acknowledgment of Shire support

Activities and projects that will not be funded

Note the following activities / costs will not be eligible for funding:

- retrospective costs

- capital works being undertaken by the community group or the Shire of Mundaring through other budget processes / major capital infrastructure projects

- corporate events or projects

- recurrent operational and staffing costs e.g. wages (insurance costs for single events may be covered)

- deficit funding

- sponsorship

- the purchase of alcohol

- the purchase of prizes and gifts

- activities that are the core funding responsibility of other government agencies e.g. Department of Education

- equipment costs that are not an element of the event or the activity/purpose of the group

- commercial projects for the personal or financial benefit of the applicant

- faith-based activities of religious organisations (welfare and community service activities of faith-based groups may be supported where these activities are open to the broader community)

- projects with a political purpose or lobbying activities

- activities that duplicate an existing service

Application tips - financial status and referees

- If a group does not have an ABN, an Australian Taxation Office 'Statement by Supplier' form must be completed.

- If you are registered for GST, provide your expenses without GST. If you are not registered for GST, GST will not be added to your total budget.

- Referees provided should be people who are familiar with the applicant group and its activities, but not a member of the organisation. Council members and employees cannot act as referees.

- Where an in-kind contribution is detailed, applicants are required to outline what this contribution is made up of e.g. venue hire, volunteer hours, donation of goods or services.

Use of funds

- Funds must be spent in accordance with the details and timeline described in the application.

- Funds will not be available for projects prior to approval being given in writing.

- Unexpended funds must be returned to the Shire on completion of the event/project.

Grant decision making process

All applications are assessed by Shire employees and a report and recommendation is provided to:

- the Chief Executive Officer for those applications $3000 or under; and

- the Grants Selection Committee, which is comprised of five Councillors who make decisions to fund grants over the value of $3000 and all Significant Milestone Event applications regardless of value.

The priority of the needs identified by the applicant being addressed in the application will be taken into account when funding decisions are made.

Grants Selection Committee

Members of the community are able to attend and observe the committee meetings. The meeting is also an opportunity for you or a group representative to present a three minute deputation about your application. Contact the Shire for the date, time and location of these meetings.

Notification of application outcome

Applicants will be informed of the outcome of their application as soon as possible.

Applicants in receipt of a Community Event or Community Impact grant over $1000 will be required to sign a funding agreement. The agreement will be provided at the time applicants are informed of the outcome of their application.

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

Responsibilities of Grant Applicants

Applicant responsibilities

Please note it is the responsibility of the applicant to:

- Obtain all appropriate permits, consents or approvals, including but not limited to those required by the Shire's planning, building, health and/or recreation departments. Funding may be withdrawn or withheld if the necessary steps are not taken to meet this condition.

- Groups seeking a Community Event grant must complete the event questionnaire on the Shire's website and submit for approval. Once approved, groups must also notify the Shire's Health Service of the event.

- If the grant is for an event, the group will need to provide proof of public liability insurance through the Shire's event application process. For a Community Impact grant the applicant will need to provide a copy to the Shire's Community Engagement team prior to any funds being released.

- Appropriately acquit the funds via the acquittal process (see Acquittal process page 19)

Variations or changes to your funded activity

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

If an event / project is disrupted as a result of an incident outside of the applicant's control, for example severe or unexpected weather, emergencies such as bushfire. Where a catastrophic bushfire rating has been imposed or State government regulatory advice, the Shire will work with the recipient to explore options.

This may include grant variations, changes to reporting timeframes, cancelling or postponing events. The Shire may also support decisions made by grant recipients to delay or amend funded projects

Acknowledgement of Shire funding

Successful applicants are required to acknowledge the funding support they receive from the Shire.

As part of acceptance of funding through this program, applicants are required to:

- Submit all promotional material to the Shire for review prior to being distributed.

- Provide a written invitation to the Shire President to attend community events.

- Acknowledge the Shire's Community Funding Program as per funding awarded as follows:

  - logo inclusion on all print media not limited to programs, tickets, brochures and advertising

  - acknowledgement on social media posts

  - where space permits include the following statement alongside the appropriate Shire logo 'This event is proudly supported by Shire of Mundaring'

  - display Shire signage during the event (photo evidence to be included in the grant acquittal)

  - verbal acknowledgement of the Shire's support during speech activities

  - complete online event submission form for inclusion on the Shire website event calendar

Note the Shire's Communications team must approve intended acknowledgements and will provide appropriate logos. Please contact: comms@mundaring.wa.gov.au ensuring you leave a minimum of **five working days** for review.

Acquittal process

All grants require an acquittal, with the exception of travel funding for young people (see note below).

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

Please make sure to document your event and activity for your acquittal. You will need to produce documentation to show how the grant has been expended e.g. invoices, receipts, promotional evidence.

You are also required to provide a written evaluation along with photos of the project/event, highlighting the benefits to the community and how the Shire's contribution was recognised.

Note: Young people in receipt of funds to enable them to travel to represent their club or institution at state or national level will be required to provide the Shire with an event summary and photo within three months following completion of their activity.

More information

For further information about the Community Funding Program, please contact the Shire's Community Grants Officer.

(08) 9290 6628

cgo@mundaring.wa.gov.au

mundaring.wa.gov.au/grants-and-funding