

YOUTH ENGAGEMENT PARTNERSHIP FUND

Through delivery of the Youth Engagement Partnership Fund the Shire will work in partnership with community groups to deliver a range of programs and initiatives to local young people. The Fund will provide a maximum of \$25,000 funding to community groups delivering initiatives that are aligned to the objectives of the Shire's youth services model (refer Figure 1).

Grants will address identified community need, promote active participation of local young people, and build community strength and capacity. Young people, community groups and the Shire need to work in partnership to support participation of young people in decision making and in the design of services to meet diverse needs.

Funded initiatives will be community driven and actively engage young people, develop personal and life skills and increase opportunities for participation. Initiatives undertaken by community groups that align with the Shire's Strategic Community Plan, the Shire's Youth Services Model (Figure 1) and the Youth Informing Strategy 2017 - 2022, and have been developed in consultation with young people, will be regarded favourably.

This funding program is governed by the Community Funding Policy which is available on the Shire of Mundaring Website.

OBJECTIVES OF THE FUND

- To assist community groups to deliver sustainable youth driven programs.
- To provide opportunities for young people to connect with and contribute to the broader community.
- To provide activities that enable young people to explore their interests and participate in learning opportunities.
- To encourage young people to be physically and mentally healthy.
- To develop resilience in young people and empower them to make quality decisions about their health and well-being.

OVERVIEW OF THE YOUTH ENGAGEMENT PARTNERSHIP FUND

This fund is organised on a financial year basis and is a competitive process which is transparent and fair. Applications are assessed objectively against the criteria. The fund aims to support the sustainability and independence of community groups and enhance opportunities for young people between the ages of 12 to 17.

Applications are open on an ongoing basis, however please allow up to 12 weeks for your project to be considered by the Shire. Partnerships where two or more community groups collaborate on the delivery of the project are encouraged.

Equitable distribution of funds across the geographic communities of the Shire of Mundaring and the priority of the needs of young people being addressed in the applications will be taken into account when funding decisions are made.



Figure 1. Shire of Mundaring Youth Services Model

Prior to submitting an application, all community groups must discuss their project ideas and options with the Community Engagement Facilitator – Youth. Applications can be made via our grants portal at mundaring.smartygrants.com.au.

IS OUR GROUP ELIGIBLE FOR A GRANT?

Groups are eligible for grants if the proposed activity is to be held within the Shire of Mundaring and at least one of the following criteria are met:

- They are an incorporated not-for-profit organisation based in Shire of Mundaring.
- They are a Parents and Citizen’s Association based in the shire.
- They are an un-incorporated community group or individual under the auspices of an incorporated organisation.

Under the Fund, one-off financial support to assist groups to become incorporated is available. Groups are ineligible for grants if they:

- Have not acquitted a previous Shire of Mundaring grant.
- Are profit-making, or represent a profit-making enterprise.

AUSPICING

An unincorporated community group can only apply for funding if they do so under the auspices 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. For information on how to become incorporated search for the Department of Mines, Industry Regulation and Safety - How to incorporate an association. Or see this link: <https://www.commerce.wa.gov.au/consumer-protection/how-in-corporate-association>

WHAT ELSE DO WE NEED TO KNOW?

- A Working with Children's Check (WWCC) www.workingwithchildren.wa.gov.au will be required for any person who has direct contact with young people in the delivery of a program or event. Funding of staff wages will require evidence of a WWCC upon appointment of the successful applicant.
- Applicants are required to obtain all appropriate permits, consents or approvals, including but not limited to those required by the Shire's planning, building or health departments. Funding may be withdrawn or withheld if the necessary steps are not taken to meet this condition.
- If a group does not have an ABN, an Australian Taxation Office "Statement by Supplier" form must be completed and received prior to the release of funds.
- The amount of financial assistance from the Shire is GST inclusive. All GST obligations are the responsibility of the applicant.
- The applicant organisation will provide banking details to enable the electronic transfer of funds.
- Referees should be people who are familiar with your group and its activities, but not a member of your organisation. Shire Councillors and staff cannot act as referees on grant applications.
- Where an organisation is to be auspiced, evidence of such auspice must be attached to the application.
- The group must provide a copy of their public liability insurance prior to the grant being provided.
- Funds must be spent in accordance with the details and time line described in the application.
- Funds will not be available for projects prior to approval being given in writing.
- Unexpended funds must be returned to the Shire on the completion of the event/project.

WHAT WON'T BE FUNDED?

- Capital works being undertaken by the community group or Shire of Mundaring through other budget processes/major capital infrastructure projects.
- Corporate events or projects.
- Educational institutions (Parents and Citizens Associations may apply but must demonstrate that the program has a broader community benefit).
- Deficit funding.
- Sponsorship.
- The purchase of alcohol.
- Purchase of prizes and gifts.
- Activities that are the core funding responsibility of other government agencies.
- Equipment costs that are not an element of the event or the activity/purpose of the group.
- Commercial projects for the personal or financial benefit of the applicant.
- Retrospective costs.
- Interstate and overseas travel.
- Projects involving fundraising, unless the funds go back into the project.
- Faith-based activities of religious organisations. The welfare and community service activities of faith-based groups may be supported.
- Projects with a political purpose.
- Lobbying activities.
- Activities that duplicate an existing service.

For further information about this Fund contact the Community Engagement Facilitator - Youth on 9290 6790, email cefy@mundaring.wa.gov.au or visit the Shire's Youth page at www.mundaring.wa.gov.au

ASSESSMENT OF GRANT APPLICATIONS

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

GRANT DECISION MAKING PROCESS

All grants are assessed by the Community Engagement Facilitator - Youth and the Youth Advisory Group who provide a report and recommendations to:

- The Chief Executive Officer for those applications \$1000 or under; and
- The Grants Selection Committee, which is comprised of five Councillors who make decisions to fund grants over the value of \$1000. This committee will convene quarterly.

Members of the community are able to attend and observe these meetings. The details of the meetings are placed in the local community newspaper or you can contact the Community Engagement Facilitator – Youth for the date, time and location of the meeting, or to obtain a copy of the agenda.

SUCCESSFUL GRANTS

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

YOUTH ENGAGEMENT PARTNERSHIP FUND GRANT UNDER \$1000

Groups in receipt of these grants are required to sign a grant acceptance form. The acceptance form will be provided at the time the applicants are informed of the success of their application.

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

YOUTH ENGAGEMENT PARTNERSHIP FUND GRANT OVER \$1000

Groups in receipt of these grants are required to sign a Service Agreement. The agreement form will be provided at the time the applicants are informed of the success of their application. Funding will be provided to groups through electronic funds transfer to the group’s bank account. The following undertakings and conditions will form part of your contract with the Shire. The applicant group agrees:

- All the information described in the application is true and correct and permission is given for a representative from the Shire to contact any relevant person or organisation in the processing of this funding agreement to confirm additional sources of funding.
- The event/project will be completed within timelines identified, and the group agrees to undertake the event in full within 12 months of signing the funding agreement.
- To inform the Shire in writing of any circumstances which may result in the event/project not being completed as described in the application.
- Not to use, apply or extend any portion of the grant, other than in, and towards, the cost of the specified project unless otherwise agreed in writing by the Shire’s Manager Libraries, Communications & Engagement.
- To meet the promotional requirements described under Promotion.
- Where the activity is a community event the group must submit a risk management plan 30 days prior to the event.

- To provide a copy of their public liability insurance (minimum \$10 million) that covers the program/activity being undertaken, where the program/activity involves public attendance/participation.
- To obtain the relevant permits and approvals required by the Shire prior to the event. This may include stallholder permits and electrical permits, as well as checking the need for additional portable toilets, rubbish bins and post-event cleaning. All permits must be in place 7 days prior to the event.
- If the Community Event includes provision of food, applicants must comply with relevant legislation such as the Food Act 2008.

PROMOTION

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

1. Submit all promotional material to the Shire for review prior to being distributed.
2. Publicise the Shire's financial support for your event through:
 - At least one media article.
 - Promotion on social media accounts.
 - The Shire's name or logo on any promotional or program material produced for the event.
 - The display of Shire of Mundaring signage during the event (photo evidence to be included in the acquittal).
 - Verbal acknowledgement of the Shire's support during speech activities.

For further advice and appropriate signage, contact the Shire's Community Engagement Facilitator – Youth. Any additional requirements will be discussed with the applicant if the grant is approved.

GRANT ACQUITTAL

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

Documentation to show how the grant has been expended is required, i.e. invoices and receipts. The evaluation can be a statement of approximately 300 words, with photos of the project or event highlighting the benefits of the grant and how the Shire's contribution was recognised. Photo evidence of how the group has met the promotional requirements (e.g. display of Shire banners, flyers, social media posts etc.) must be provided with the acquittal.

EXAMPLES OF WHAT WILL BE FUNDED

- Volunteer training that support the club's/ groups activities.
- Youth driven community events.
- Workshops that build the skills of local young people.
- Staff wages (maximum \$15,000).
- Hire of equipment for fetes and festivals such as stage and sound equipment.
- Working with Children Checks.
- Costs associated with becoming incorporated.
- Insurance associated with once-off activities.

In addition to the Youth Engagement Partnership Fund, the Shire administers a range of community funding opportunities. For further details contact the Community Capacity Building Officer on 9290 6678, email ccbo@mundaring.wa.gov.au or visit www.mundaring.wa.gov.au