

---

**COMMUNITY FUNDING POLICY**

---

**Policy Owner:** Community Development  
**Contact Person:** Grants Officer  
**Date of Approval:** 16 November 2010

---

**POLICY OBJECTIVE**

The purpose of this policy is to provide a framework for the provision of funding which meets Council's strategic objectives in facilitating community development and partnerships.

**POLICY STATEMENT**

In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of support and assistance through the operation of a Community Funding Program each financial year.

This program is divided into three (3) principal areas in order to encourage a range of applications and activities. These principal areas are as follows:

- Community Development,
- Community Event Sponsorship
- Hallmark Event Sponsorship

Each of these areas are described in further detail in this policy.

**SCOPE**

This policy applies to the types of funding and sponsorship nominated under each principal area of the program. It differentiates between the provision of grants and purchase of service arrangements and, therefore does not incorporate funding provided to services such as St John's Ambulance or the State Emergency Service. These funding arrangements, together with the awarding of scholarships, awards, prizes, annual or special appeals, cash donations, waivers of fees and charges are treated separately.

**BACKGROUND**

This policy provides guidelines to support the provision of funding to community groups and organizations engaged in community development within the City of Wanneroo. This policy identifies the eligibility of groups to apply for funding, as well as the responsibilities of groups receiving funding through this program.

The policy has been written to identify the City's objectives in providing Community Funding and determine how applications will be processed. The policy sets out the types of funding that will be available and the items for which support can be requested.

This policy ensures that grant funding rounds are administered in a consistent manner and clear guidelines are available to applicants. Implementation of this policy will ensure that grant funding procedures remain transparent and that assessment of applications occurs in a systematic manner.

### **CONSULTATION WITH STAKEHOLDERS**

Key stakeholders include community organisations within and servicing Wanneroo as well as internal stakeholders who liaise with community groups such as Community Development Officers and Events Officers. Each year the City collects data from successful applicants to the Community Funding program and this policy has been developed in light of this feedback.

### **IMPLICATIONS (Financial, Human Resources)**

The implementation of this policy is supported by funds allocated through the Annual Community Funding Budget. Council has demonstrated a long term commitment to the provision of support and assistance through the operation of a Community Funding Program each financial year.

### **IMPLEMENTATION**

Community Funding will be administered in accordance with the following guidelines and procedures:

#### ***General Funding Guidelines***

#### **General Funding Guidelines applicable to this program include:**

##### **1. *Eligibility***

- Only organisations defined in this policy are eligible for funding support. In some instances, organisations may apply for funding on behalf of an unincorporated group that is based or operates in the City. An incorporated organisation applying on behalf of an unincorporated group will be treated as the applicant for the purposes of accountability and shall receive any grant amount on behalf of the unincorporated group.
- In general, applications for funding shall fulfil the following criteria in order to be considered:
  - Not for direct profit or financial gain to the organisation or *any* individual.
  - Proposal supports the values and strategic direction of Council.
  - Proposal meets specific funding program guidelines and criteria.
  - Applicant organisation can demonstrate:-
    - The capacity to manage and be accountable for funds and the project.
    - That its membership is primarily City residents.
    - That its aims and objectives are targeted principally at the City's community.

## **2. Accountability**

While each principal area of the Community Funding Program will have specific guidelines, the following accountability measures will be common to all funding made available.

### **2.1 Reporting requirements**

Organisations successful in their application for funds are to:

- Acquit the funds during the financial year in which their successful application was made. The acquittal is to include the appropriate financial statements as determined by Council, and to demonstrate that the funds have been spent on the purpose for which they were allocated.
- Provide a written report to Council on the outcome of their project including relevant statistics and evaluation of the activity against objectives and key performance indicators. Specific report requirements will be noted in Community Funding Program guidelines.
- Organisations may be required to make a presentation to Council, participate in an interview or address a group of people regarding the activity.
- Organisations applying for funding on behalf of an unincorporated group are responsible for all reporting requirements detailed above.

### **2.2 Unspent funds**

- Funds which are unspent at the conclusion of the project or activity will be returned to Council within 60 days of the completion of the project, activity or event.
- Funds that remain unaccounted for or remain unspent in the custody of the organisation shall be treated as for any Council debt.
- Grant allocations that are not accessed within six months from notification of success will be forfeited. Groups will be notified in writing in this instance.
- Where funds are allocated to an incorporated organisation on the behalf of an unincorporated group, the incorporated organisation remains responsible for the funds and will, if necessary, refund unspent funds as detailed above.
- Unspent funds that are forfeited will be rolled over into the following round of Community Funding.

### **2.3 Availability of Information**

A central register of grants will be maintained and kept current by the Grants Officer. The information will be available to any member of the public on request and will be submitted to Council for noting annually. The register will contain the following information:

- Name of recipient organisation and individual concerned (where applicable).
- Amount of funds provided.
- Purpose of funds provision.
- Date project/activity is expected to be complete.
- Date funds were approved.
- Date satisfactory acquittal of funds was received by Council.

- Any other information considered by the Chief Executive Officer to be of value to the Council in its decision-making and fund management.

### **3. Program Promotion**

#### **3.1 Availability of Funding Guidelines**

Guidelines will be provided as part of the funding application package available on request from Council.

Applicants may seek assistance from the relevant Council staff member to develop their proposal.

#### **3.2 Advertising**

The Community Funding Program will be advertised to coincide with the opening of each funding round and subsequent invitation for applications.

### **4. Time Frame**

All applicants will be notified of the outcome of their application within one month of Council's decision regarding applications.

### **5. Other**

Council will:-

- Not provide block grants. Funds will only be allocated for identified purposes and with specific expenditure estimates provided.
- Require each applicant organisation to submit a new funding application on each occasion before any funds are allocated.
- Require each application for funding to be in writing with the required supporting documentation supplied.
- Expect each successful applicant to agree that they do not represent Council in any capacity.
- Allocate grants inclusive of GST provisions, where applicable.

### **6. Funding Criteria**

All applications will be subject to the General Funding Guidelines of this policy and specific selection criteria nominated in the specific Community Funding Guidelines for each principal area.

In general, community organisations applying for Community Funding will be required to:

- Describe all aspects of the proposed event or project including details regarding particular activities, entertainment and catering.
- Substantiate a high level of community involvement in the organisation of the event or project.

- Substantiate a high level of community support for the proposed event or project.
- Demonstrate a commitment to the fulfilment of key marketing criteria nominated by the City in the Community Funding Program Guidelines.
- Demonstrate the capacity to manage and be accountable for the funds.
- Demonstrate the capacity to manage the event or project.
- Demonstrate that the membership of the organisation, or a subgroup of the organisation, is primarily City residents and that organisational/subgroup aims and objectives are directed primarily at the City's community.

### **7. Funding Assessment**

All applications for each principal area will be considered by a Working Party, consisting of one elected representative from each Council Ward and the Mayor. The Working Party will assess each application according to funding criteria, with decisions made by full Council resolution based on Working Party recommendations.

Decisions regarding funding applications are final and will not be reconsidered. Applicants may choose to resubmit their application during future funding rounds, including the same financial year.

A management contract between the City and the successful organisation will be prepared once funding decisions are made, outlining the key responsibilities of each party, payment schedules, and specific marketing criteria to be met by the successful organisation (if applicable).

Applications will be assessed under the most appropriate principal area.

### **8. Funding Availability**

Funding available for all principal areas of the program will be determined as part of Council's financial year budgetary process.

Funds will generally be available for all costs directly associated with the development, operation and evaluation of the project or event.

Council will NOT fund the following:

- Deficit funding – for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue.
- Recurrent expenditure.
- Computers – all applications for computer equipment will be redirected towards the City's disposal of computer equipment program.
- Capital equipment or projects over the value of \$1 000.00 – these will be redirected and considered as part of Council's capital works program within the annual budget determination process.

## **9. Individual Funding Programs**

### **9.1 Community Development**

The Community Development area of the Community Funding Program has been developed to assist organisations with projects and activities that contribute to the growth and enrichment of community life.

The operation of this funding area recognises the diverse facets of all communities and consequently has a number of funding aims. Applicants need to address at least one of these aims, detailed below.

- Environmental Sustainability - To value, protect and enhance our natural environment in harmony with the growth and progress of our city.
- Healthy Communities – To encourage a community that provides lifestyle and participation opportunities for all residents of the City of Wanneroo.
- Economic Development – To maximise opportunities for balanced economic growth and development within the City.
- Community Development – To encourage a community that is committed to learning, improving and developing its own resources, the people within it.

#### **a) Eligibility**

Applicants will be sought under this funding strand on a bi annual basis, with two funding rounds in any given financial year.

All eligible community organisations as defined in this policy will be invited to apply for this funding twice a year in the months of March and October.

#### **b) Funding Criteria**

All applications under this area of the program will be subject to the General Funding Guidelines of this policy and specific selection criteria nominated in Community Funding Guidelines.

Applications in this area will be considered subject to the following restrictions.

- Capital projects or items up to \$1,000.00. Applications for capital equipment or projects over the value of \$1000.00 will be redirected and considered as part of Council's capital works program.
- Equipment – a maximum of 50% of the value of the application, capped at \$500.00 where a community group can demonstrate a special need to the community and/or the group provides an essential community service. Applications for equipment that will be used by groups in any of the City's community facilities (such as microwaves, televisions, urns) will be redirected to Council's equipment budget for provision as a feature of the community facility, available for use by all groups.
- Uniforms – a maximum of 50% of the value of the application for uniforms, capped at \$500.00.
- Discrete projects, activities or programs.

- Seeding grants for projects which can demonstrate independent viability after an appropriate period,
- Projects where all other potential sources of funding have been exhausted or are not available.
- Community organisations applying for funds under this principal area of the program will generally be required to:
- Demonstrate how the application meets at least one of the aims detailed in this policy (see item 9.1).
- Nominate key objectives, strategies and performance indicators for the project, program or activity as outlined in the application form.

## **9.2 Community Event Sponsorship**

The Community Event Sponsorship area of the Community Funding Program has been developed to assist community organisations in the development and operation of a range of events across the City.

The operation of this funding strand recognises the size of the City and the need for community events to be staged at various locations and venues throughout the area in order to maximise access opportunities for residents.

### **a) Eligibility**

Applicants will be sought under this funding area on a bi-annual basis, with two funding rounds in any given financial year.

All eligible community organisations as defined in this policy will be invited to apply for this funding twice a year in the months of March and October.

### **b) Funding Criteria**

Community organisations applying for funding for assistance to stage community events will be required to address the general funding criteria outlined in Item 6 as well as category specific criteria, as follows:

- Describe all aspects of the proposed event including details regarding particular activities, entertainment and catering,
- Demonstrate the event's availability to all sections of the community, (eg. People with a disability, people from a culturally or linguistically diverse background, and varying socio economic backgrounds).

### **c) Funding Availability**

Funding (either cash, in kind or subsidy support) will generally be available for most aspects of event organisation and conduct including:

- Fees and costs associated with entertainment and other activities,
- Temporary infrastructure associated with the event, including items such as sound, stage, lighting and portable sanitary facilities (if applicable),
- Advertising and promotion,

- 
- The waiving of Council hire fees and charges associated with the event (subject to the provisions of the Facility and Reserve Hire Policy and the Donations, Sponsorships and Waivers of Fees and Charges Policy),
  - Other expenses associated with general set-up and clean-up before and after the event,
  - Organisational activities including the printing of programs, tickets and other associated items.

### **9.3 Hallmark Event Sponsorship**

The Hallmark Event Sponsorship area of the Community Funding Program has been developed in recognition of Council's commitment to a number of key public holidays and events that contribute to the City's history and identity.

a) Events identified in this category are as follows:

- Australia Day, 26 January,
- ANZAC Day, 25 April,
- Remembrance Day, 11 November.
- Other key events that contribute to the City's history and identity, as determined by Council for any given funding round.

Under this sponsorship program, funding will be available to community organisations for:

- Australia Day Breakfasts – in different areas of the City specified by Council (eg 4 in total, North, Central, Coastal and South).
- ANZAC Day Memorial Services or activities – in different areas of the City specified by Council (eg 4 in total, North, Central, Coastal and South).
- Remembrance Day Memorial Services or activities – in different areas of the City specified by Council (eg 4 in total, North, Central, Coastal and South).
- Activities that support other key events within the City identified by Council as eligible for Hallmark Funding.

#### **b) Eligibility**

Applicants will be sought for each of these events under a three (3) year management contract, where the organisation will provide the nominated event on three (3) separate occasions.

All eligible community organisations as defined in this policy will be invited to apply for this funding, according to the three yearly cycle.

Annual allocations to successful applicants are subject to the submission of an approved acquittal after each individual event.

**c) Funding Criteria**

Community organisations applying for funding for assistance to stage Hallmark Events will be required to address the general funding criteria outlined in Item 6, as well as category specific criteria, as follows:

Demonstrate the ability to conduct the nominated event for the term of the management contract (3 years).

**ROLES AND RESPONSIBILITIES**

The City's Grants Officer is responsible for monitoring compliance with this policy and will provide interpretations in the event of need for clarification.

The Director, Community Development is available to provide clarifications of the policy where a dispute occurs.

**WHO NEEDS TO KNOW ABOUT THIS POLICY?**

All employees

**EVALUATION AND REVIEW PROVISIONS**

The acquittal process described above provides a basis by which the policy can be evaluated. Through acquittal documentation the City is able to determine:

- Whether funds are expended in accordance with policy guidelines,
- The number of Wanneroo residents serviced by funded programs, events or activities,
- Whether application and acquittal processes maintain a balance between information collected and administrative burden on community organisations,

**DEFINITIONS**

**DEFINITIONS: Any definitions listed in the following table apply to this document only.**

<b>Organisation:</b>	<b>is an incorporated body under the Associations Incorporation's Act 1987 or a recognised corporate not for profit body created by government or with an Australian Companies Number</b>
<b>Grant:</b>	<b>is the provision of a set amount of funds for a period to achieve a specific identified purpose, agreed to in a formal contract with Council. This set amount will include appropriate tax provisions for items including GST where applicable.</b>
<b>Sponsorship:</b>	<b>is the provision of cash, in-kind support or subsidy in return for specifically identified promotional opportunities</b>

<b>Subsidy:</b>	<p>for Council</p> <p>is the provision of in-kind support in the form of a cash book entry which enables Council to determine the real cost of support provisions and donations to community organisations (eg waiver of hire fees).</p>
<b>Recurrent expenditure:</b>	<p>is expenditure within an organisation that occurs each year as part of normal operations. It includes items such as; salaries and wages for permanent staff, general ongoing costs such as electricity, water and rates and items such as computer maintenance, stationery purchased for the operation of the organisation, and other overheads.</p>

#### REFERENCES

- Donations, Sponsorships & Waiver of Fees and Charges Policy

#### RESPONSIBILITY FOR IMPLEMENTATION

Director, Community Development

Versions:	Next Review:	Record No:
23 July 2002		
12 August 2003		
18 May 2004 (CE03-05/04)		P/Docs 887731
4 May 2010 – CS05-05/10	March 2012	TRIM: 10/941
16 November 2010 – CD03-11/10	November 2012	TRIM 10/60167