

Community Funding Guidelines

WHAT IS COMMUNITY FUNDING?

The City of Wanneroo's Community Funding Program provides the opportunity for community organisations to apply for funding to support community events, activities and projects. This program is one of the initiatives developed to support healthy, safe, vibrant and connected communities as a key focus within the City's Strategic Plan.

Availability of each stream is outlined in this guide.



community funding



Community groups in our City are a crucial part of our social fabric, and are a clear reflection of our culture of helping our neighbours, and those in need. They provide opportunities for people to come together, have fun and help each other. By providing funding for community groups we are making an investment in our City's social needs and in a vibrant future.

Grants cover an extensive range of projects, from a few hundred dollars to several thousand dollars. Since Community Funding was introduced by the City of Wanneroo in 2001, over \$395,000 has been awarded. Two rounds of funding are held each year and it is a difficult but enjoyable task for the City as we assess the many applications. Successful applications are chosen because they meet the strategic direction of Council and have a strong community benefit or outcome. It always gives us great pleasure to help groups achieve their goals.

I hope you can be inspired by their examples of past successes in this brochure. I encourage all residents to be involved in their community in some way so they can help build a strong social network for future generations.

JON KELLY
MAYOR



Application Checklist

Have you:

- Talked to the City of Wanneroo about your project or event?
- Given yourself adequate time to complete the application before the deadline?
- Completed the application form, making sure that each question is answered?
- Attached all of the relevant information including:
 - GST information and ABN details
 - Letters of support from other community groups or organisations
 - A detailed budget for your project or activity
- Checked that your budget is accurate, including total expenditure equalling total income?
- Ensured that an office bearer of your organisation has signed the application?

Need more information or assistance?

Get in touch with the Grants Officer at the City of Wanneroo on:

Telephone: (08) 9405 5000

Fax: (08) 9405 5499

E-mail: enquiries@wanneroo.wa.gov.au

Website: www.wanneroo.wa.gov.au

Or call into the City of Wanneroo Civic Centre at: 23 Dundobar Rd, Wanneroo

Our postal address is:

Attention: Grants Officer

City of Wanneroo

Locked Bag 1, WANNEROO WA 6946

How does it work?

The Community Funding Program is divided into three main categories:

1. Community Development Funding

- Available to assist community organisations with projects and activities that contribute to the growth and enrichment of community life
- Two rounds of funding each year - in March and October

2. Community Event Sponsorship

- Available to assist community organisations to develop and operate events across the City of Wanneroo
- Two rounds of funding each year - in March and October
- Council must approve all events held in the City of Wanneroo. An Event Approval Form needs to be completed for this purpose*.

3. Hallmark Event Sponsorship

- Designed to recognise events that contribute to the City of Wanneroo's history and identity
- Funds provided on a three year management basis
- Offered every three years
- Events identified as 'Hallmark' for funding purposes include Australia Day and ANZAC Day
- It is essential that Hallmark Event applications be discussed with the City of Wanneroo prior to submitting an application
- Council must approve all events held in the City of Wanneroo. An Event Approval Form needs to be completed for this purpose*

Further details regarding each category and application details are included in this guide. *The Grants Officer will contact you if you are required to complete a form.

Who can apply?

- Community Funding is available to not-for-profit, incorporated community organisations based in the City of Wanneroo or with a principal interest in the area
- If your organisation is not incorporated or you wish to apply for funds on behalf of an individual, please contact the City to see if you may be eligible
- Community groups may submit ONE application per category in EACH funding round

Question Session

Each funding round, the Grants Officer holds an informal Question Session at the Civic Centre. It is recommended that all applicants attend the session to clarify any questions they have prior to submitting their application.

Are there any restrictions on who can apply?

- Federal and State government initiatives, programs or projects that are considered to be core business activities of the applicant organisation will not be funded
- Incorporated groups associated with these government groups will remain eligible to apply, e.g. School P & C groups applying for non-curricular projects
- For-Profit Organisations and Businesses: Before being considered for funding, organisations operating on a for-profit basis must demonstrate how funds raised in relation to possible funding assistance will be distributed, e.g. to a City of Wanneroo charity or volunteer group

What will the program fund?

The components of an event, project or activity that the City will fund as part of a successful application are detailed under each of the categories inside. For all applications, the City will generally **not consider** funding for:

- Deficit funding - for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue
- Equipment - other than a maximum of 50% of the value of the application, capped at \$500, 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
- Recurrent salaries or recurrent operational costs - this 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
- Computers - all applications for computer equipment will be redirected towards the City's program for the distribution of decommissioned computer equipment
- Uniforms - other than a maximum of 50% of the value of the application for uniforms, capped at \$500
- Capital projects or items valued over \$1,000 - These applications will be redirected and considered as part of Council's capital works program
- Projects or activities that do not have a designated start and end date (eg: staged applications will not be considered beyond the current funding round). If a staged project/activity is funded in one round, applicants must reapply for any further stages with no guarantee that these will be funded

What happens when we submit an application?

All applications received are considered by a Community Funding Working Party, consisting of the Mayor and Councillors. This Working Party will assess each application according to funding criteria and then make a series of recommendations to a Council meeting for approval. This means that your organisation will need to allocate approximately 2-3 months after the application closing date to receive official notification regarding the outcome of your application. Council allocates an amount of money to the Community Funding Program each year, as part of their budgetary process.

Funding Category A: Community Development

What is it?

This category of funding is designed to encourage projects and activities that contribute to the growth and enhancement of community life in Wanneroo. In general, funding will be considered for several types of projects including:

- Capital projects and items valued up to \$1,000
- Discrete projects, activities or programs (those that have a designated start and end date)
- Seeding grants to assist in the development of new community organisations
- Projects where all other potential sources of funding have been exhausted

Key areas within this category include:

Community Development:	To encourage a community that is committed to learning, improving and developing its own resources, the people within it.
Economic Development:	To maximise opportunities for balanced economic growth and development within the City.
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.

Who can apply?

All eligible community organisations are able to apply for funding under this category. This category will be open for applications twice a year - in March and October. Application forms are available from the City of Wanneroo or at website www.wanneroo.wa.gov.au

How do we apply?

All applicants under this category will need to:

1. Discuss their project or activity with the Grants Officer at the City of Wanneroo,
2. Complete the application form - available from the City of Wanneroo or on our website, www.wanneroo.wa.gov.au
3. Address a number of criteria (detailed on the application form) which include:
 - How the project fits into the key area you have selected
 - Your group's objectives (what you hope to achieve through the project), strategies (how you are planning to do this) and performance indicators (how you will measure the success of the project)
 - Outlining the level of community support and involvement for the proposed project or activity
 - Telling us about your organisation's ability to conduct the nominated project or activity
 - Outlining how your organisation intends to manage and be accountable for a) the funds allocated and b) the project or activity, should your submission be successful
 - Providing information regarding the membership of your organisation and how this project or activity will provide benefits to the residents of the City of Wanneroo
 - Your organisation's commitment to acknowledging the City's support through marketing strategies nominated by the City of Wanneroo

If your application is successful under this category of funding, you will be required to sign a Funding Agreement that will detail the use of the funds.

Funding Category B: Community Event Sponsorship

What is it?

Community Event Sponsorship assists community organisations to develop and conduct community-based events across the City of Wanneroo.

Who can apply?

All eligible community organisations are able to apply for funding under this category. This category will be open for applications twice a year, in March and October. Application forms are available from the City of Wanneroo or at www.wanneroo.wa.gov.au

How do we apply?

All applicants under this category will need to:

1. Discuss your proposed event with the Grants Officer at the City of Wanneroo.
2. Complete the application form - available from the City of Wanneroo or at www.wanneroo.wa.gov.au
3. Address a number of criteria (detailed on the application form) which include:
 - Telling us about the proposed event - site, venue, activities to take place, entertainment, catering
 - Explaining how you will make the event accessible to all sectors of the community and let them know the event is on
 - Outlining the level of community support and involvement for the proposed event
 - Telling us about your organisation's ability to conduct the nominated event
 - Outlining how your organisation intends to manage and be accountable for a) the funds allocated, and b) the event, should your submission be successful
 - Providing information regarding the membership of your organisation and how this event will provide benefits to the residents of the City of Wanneroo
 - Your organisation's commitment to acknowledging the City's support through marketing strategies nominated by the City of Wanneroo

Each successful organisation under this category will also be required to promote the City of Wanneroo at their event with supplied marketing material, (eg. City of Wanneroo banner or display).

Funding Category C: Hallmark Event Sponsorship

What is it?

Hallmark Event Sponsorship is designed to assist community organisations to hold events celebrating milestones that contribute to the City of Wanneroo's history and identity. Events identified in this category are:

- **Australia Day, 26 January**
- **ANZAC Day, 25 April**

Funding is available to assist organisations to provide an Australia Day Event and ANZAC Day Memorial Service in identified areas of the City, for example, North, Central, Coastal and South Wards.

Who can apply?

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

All eligible community organisations are invited to apply for this funding, according to the three yearly cycle. Please contact the City's Grants Officer for details regarding the next round of Hallmark Event Funding.

Application forms are available from the City of Wanneroo or at www.wanneroo.wa.gov.au

How do we apply?

It is essential that Hallmark Event applications be discussed with the Grants Officer at the City of Wanneroo prior to submitting an application.

All applicants under this category will need to:

1. Complete the application form - available from the City of Wanneroo or at www.wanneroo.wa.gov.au
2. Address a number of criteria (detailed on the application form) which include:
 - Telling us about the proposed event - site, venue, activities to take place, entertainment, catering
 - Explaining how your group has involved the community in the organisation of the proposed event
 - Outlining the level of community support and involvement for the proposed event
 - Telling us about your organisation's ability to conduct the nominated event
 - Outlining how your organisation intends to manage and be accountable for a) the funds allocated, and b) the event, should your submission be successful
 - Providing information regarding the membership of your organisation and how this event will provide benefits to the residents of the City of Wanneroo
 - Your organisation's commitment to acknowledging the City's support through marketing strategies nominated by the City of Wanneroo

If your organisation is successful in seeking funding to support a Hallmark Event, you will be required to sign a three (3) year management contract and provide an acquittal of funds each year. Annual allocations will not be distributed until the previous year's funds have been adequately acquitted.



What happens if our application is successful?

If your application is successful you will be required to:

- Supply GST information and a tax invoice to the City, if your organisation is registered for GST
- Provide a 'Statement by Supplier' form if your group does not have an Australian Business Number (ABN)
- Sign a management contract or funding agreement that specifies the terms and conditions of the funding
- Abide by the conditions of the funding agreement, including acknowledgement of the City of Wanneroo as a sponsor or contributor to the project or event

Unspent Funds

If your community group is successful in their application but does not access funding within six (6) months of notification, funding will be forfeited. In this event, groups will be notified in writing. Any funding that has not been used at the end of your group's project or event must be returned to the City of Wanneroo within 60 days of the completion of the project or event.

Do we need to report back to the City of Wanneroo?

The City likes to keep in touch with all of our successful applicants to get regular updates on how projects and events are going. After your project or event, your group will need to provide an acquittal to the City that shows that you have completed the project according to your proposal. As part of this acquittal, you will need to provide copies of receipts and a statement signed by office bearers of your organisation. Your group will receive all reporting information and requirements when you sign a funding agreement with the City.

Community Funding Past Successes

The City of Wanneroo's Community Funding Program has been in operation since 2001. During this time, a wide range of community initiatives have received financial support through cash and in kind contributions. A selection of successful projects is outlined below.

Mercy College Parent Council

The Mercy College Parent Council received funding to support their Multicultural Food and Entertainment Festival. This enabled the whole community to enjoy many cuisines from around the world, as well as various activities and performances including the South African Choir, Jazz Band, Chinese Sword and Fan Dance.

Naval Association of Western Australia

The Naval Association of WA received funding to assist with their Navy Day Service held at Wanneroo Memorial. This open event provided the community with the opportunity to commemorate the formation of the Royal Australian Navy and to remember those who participated in all wars.

Peter Moyes Anglican School P&F Association

Peter Moyes Anglican School received funding to assist in holding a Kite Festival on their school grounds. There was an array of kites across the skies as well as numerous stalls and activities for the whole community to enjoy.

Merriwa Mudlarks Sub Branch

The Merriwa Mudlarks Sub Branch received funding towards costumes and the hire of stage equipment and recording devices for their three concert performances held at the RAAFA Estate Retirement Village. The concert performances provided entertainment for residents and neighbours of the RAAFA Estate and demonstrated that life after retirement can be active, productive and enjoyable.

Northern Suburbs Stroke Support Group

The Northern Suburbs Stroke Support Group received funding to support a program teaching stroke victims how to operate a computer. Most members had never owned or used a computer and this project enabled them to learn basic skills and communicate with family and friends via email. All who participated thoroughly enjoyed the challenge and it has considerably raised their self esteem.



Locked Bag 1, Wanneroo, WA 6946
Telephone (08) 9405 5000 Facsimile (08) 9405 5499
www.wanneroo.wa.gov.au