

COMMUNITY FUNDING POLICY

Responsible Directorate:	<i>Community and Place</i>
Responsible Service Unit:	<i>Community Development</i>
Contact Person:	<i>Manager Community Development</i>
Date of Approval:	<i>8 October 2024</i>
Council Resolution No:	<i>CP01-10/24</i>

1. POLICY STATEMENT

The City of Wanneroo (City) is committed to building healthy, safe and connected communities through the provision of the **Community Funding Program** (Community Funding) and capacity building support to increase community inclusion, resilience and connectedness.

2. OBJECTIVE AND PURPOSE

The objective of this policy is to support initiatives that enhance community participation and connection, improve wellbeing, promote cultural diversity and empower residents and groups to contribute positively to their community.

The purpose of the policy is to:

- ensure community funding arrangements are outcomes based, in alignment with the City's Strategic Community Plan, endorsed brand and values;
- coordinate fair and equitable application and assessment processes for the Community Funding Program; and
- ensure the responsible, strategic, sustainable and transparent distribution of community funding.

3. KEY DEFINITIONS

<i>DEFINITIONS: Any definitions listed in the following table apply to this document only.</i>	
Co-Funded	<i>The City has a preference for not being the sole-funder of applications approved through the Community Funding Program. There is an expectation that applicants will be self-contributing and/or seeking other external sources of support in addition to the City's contribution.</i>
Community Funding	<i>Financial support provided to individual residents, community or sporting groups, school parent and citizens associations and eligible organisations to enable the delivery of initiatives which promote healthy, safe, connected and inclusive communities.</i>

Emergency	<i>A serious, unexpected event requiring immediate action, including the provision of support and relief. May include, but not limited to; natural disaster (bushfire, cyclone, storm, earthquake), terrorist acts or pandemic.</i>
Funding Recipient	<i>An individual resident, community or sporting group, school parent and citizen association or approved organisation, that, for a specified term, receives a financial contribution in return for delivering a community-led initiative as outlined in an agreement.</i>
Kickstarter Fund	<i>A fund that supports empowerment of community members, sporting and community groups and local organisations to implement small-scale initiatives or local neighbourhood projects which activate places and bring communities together.</i>
Community Grants	<i>A fund that supports delivery of a variety of non-profit-making community-led initiatives delivered in the City which support key actions in the City's various community-directed plans. Community Grants encourage community group sustainability, aligning with the Community Development capacity-building approach and reducing reliance on the City.</i>
Flagship Fund	<i>A fund that provides longer-term financial support for community-led initiatives which celebrate and commemorate Wanneroo's rich history and diverse culture.</i>
Response and Recovery Fund	<i>A fund that enables and supports response and recovery to emergency situations which have a large or widespread impact on the local community (i.e. livelihood, housing, resourcing, service impact). In the event of an emergency, funding will be prioritised towards supporting relief measures and essential services and projects, aligned to the City's Local Emergency Management Arrangements, which target vulnerable City residents and encourage community reconnection.</i>
Participation Fund	<i>A fund that supports individual City of Wanneroo residents to participate in State, National or International competitions, festivals and exhibitions. Applications are accepted from clubs, groups or associations on behalf of eligible individuals (City residents aged up to and including 25 years; aged 60 years and over; with a disability, of any age) to assist with costs of participation. Contributions are available for individuals participating in the areas of sport, arts and culture. To be eligible for this fund, individuals must reside in the City of Wanneroo and have been selected by an appropriate governing body.</i>

4. SCOPE

Community Funding is provided by the City to residents, community or sporting groups, school parent and citizen associations, and eligible organisations that live or operate within the City of Wanneroo area.

This policy applies to all council members and employees.

5. IMPLICATIONS

This policy aligns to the City's Strategic Community Plan 2021-2031: Goal 7: A well-governed and managed City that makes informed decisions, provides strong community leadership and valued customer focused services.

Community Funding will be distributed in accordance with the City's endorsed budget and Strategic Community Plan objectives in order to add value to the City's services and programs and provide benefit for the City's residents, workers and visitors.

Funding will be managed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 1995*.

6. IMPLEMENTATION

The City will ensure sound Community Funding administration, including:

- **Planning** through policy, procedure, processes and guidelines
- **Communicating** the availability of the City's various funding opportunities
- **Assessing** applications and distributing funds
- **Monitoring and evaluating** project progress and outcomes
- **Reporting** benefits and sharing success stories with the community

6.1 Guiding Principles

Community Funding will be implemented in accordance with the following principles.

The City is committed to providing funding that is:

- **Ethical and Accountable** – processes are robust, transparent and fair, governance is clear and strong, appropriate policies and procedures are followed, applications are assessed objectively and conflicts of interests are declared and addressed.
- **Strategic and Needs Based** – the distribution of Community Funding is optimised to support individuals, community groups and organisations to deliver social, environmental and economic benefits in alignment with the City's Strategic Community Plan objectives.
- **Responsive** – Community Funding information is accessible and processes are streamlined to meet identified community needs in a relevant and timely manner.
- **Co-funded** – priority is given to applications that provide optimal value for the City, with a preference for those which can evidence self-contribution and/or other sources of financial support.
- **Value For Money** – supports initiatives that represent good value for the City, its residents and the community.

6.2 Program Outcomes

Through the Community Funding Program, the City aims to:

- strengthen the community by supporting a diverse range of initiatives that are responsive to community needs;
- build the capacity of individuals, community and sporting groups, school parent and citizen associations and local organisations to develop and implement sustainable solutions at a local level;
- create community networks and connections which drive initiatives that achieve strategic priorities;
- increase participation, engagement and inclusivity by broadening access to diverse, high-quality, and innovative initiatives
- support and enable community recovery and resilience in response to emergency situations;
- celebrate and recognise the City's diversity, history, lifestyle and environment; and
- enhance the City's reputation and brand as a prosperous and progressive organisation.

6.3 General Program Eligibility

The following conditions apply to all community funding categories. Applicants must:

- live or operate and deliver the initiative within the City of Wanneroo;
- have no outstanding acquittals or debts with the City;
- obtain all relevant permits or approvals from the City before proceeding with the initiative;
- use funding solely for the purposes outlined by the City in the agreement;
- demonstrate satisfactory insurance cover, as outlined in the supporting guidelines;
- demonstrate applicant eligibility as outlined in the supporting guidelines;
- adhere to all other terms and conditions set out in the supporting guidelines, including acquittal reports for previous community funding received;
- ensure that all initiatives that are funded by community funding must be alcohol, drug, smoke and vape free events; and
- ensure that all initiatives are free or low cost for the community to attend or participate in.

6.4 Ineligible Applications

The City will not provide funding for initiatives that:

- directly or indirectly contravene existing Council policy;
- create an actual or perceived conflict of interest;
- interfere with the City's compliance with and exercise of its legislative obligations;
- do not positively reflect the City's values and brand;
- conflict with the City's events program or other activities;
- are not consistent with the City's access and inclusion principles which support participation and equity for all members of the City's diverse community;
- could be perceived as benefiting a political party or campaign;
- are for the sole purpose of financially benefiting an organisation, group or individual;
- are to cover shortfalls or duplication in funding by state or federal government departments;

- have already commenced or been completed prior to the application being submitted;
- are deemed inappropriate by the City i.e. pollution, destroy or waste non-recurring resources, illegal or political in nature;
- promote tobacco, gambling, pornography, weaponry, drugs and/or alcohol;

6.5 Exclusions

The City will not provide funding towards the following expenses:

- general operational expenditure (e.g., staff salaries, lease rent payments, insurance, office equipment) – unless otherwise agreed;
- purchase of property and/or land;
- major/capital equipment purchases or works over \$750;
- fundraising, donations, giveaways, gifts, prize money or prizes;
- bonds associated with any venue or equipment hire;
- alcohol or any other expense the City deems inappropriate to fund.

It is anticipated that some of the above criteria may vary during Emergency response and recovery periods.

The City reserves the right to withdraw funding from a **Funding Recipient** if the activity is not progressing satisfactorily, the Funding Recipient ceases to be eligible, the Funding Recipient breaches funding conditions, or the activity poses a reputational risk for the City. If this occurs, the Funding Recipient will be fully liable for costs involved and grant funds should be returned to the City.

Where the funded activity or program is no longer taking place, any funds distributed must be returned to the City. If funds have been expended by the Funding Recipient prior to the activity or program ceasing, any refund or reimbursement received must be returned to the City.

In the event of an **Emergency**, all funding applications received through any category of Community Funding will be assessed against the City's Local Emergency Management Arrangements in addition to the standard Community Funding conditions. This process will apply only during the emergency and/or recovery period for the purposes of ensuring funding is prioritised for initiatives with a recovery focus.

6.6 Agreement

Distribution of Community Funding to any successful applicant shall be formalised in an agreement, the provisions and conditions of which are dependent on the specific category.

7. AUTHORITIES AND ACCOUNTABILITIES

Applications pertaining to the Community Funding Program are reviewed via an assessment prior to formal approval by Council or the relevant officer as outlined in the following table:

Funding Stream	2024/25 ex GST	2025/2026 Ex GST	2026/2027 Ex GST
Kickstarter Approved by: Manager Community Development or Manager Place Management	Up to \$1,000	Up to \$1,000	Up to \$1,000
Community Grants Approved by: Manager Community Development	Up to \$5,925	Up to \$6,070	Up to \$6,225
Flagship Approved by: Council	Up to \$11,850 (per annum for up to three years)	Up to \$12,140 (per annum for up to three years)	Up to \$12,450 (per annum for up to three years)
Response and Recovery Approved by: Manager Community Development	Up to \$5,925	Up to \$6,070	Up to \$6,225
Participation Approved by: Manager Community Development	State: \$115 per person (capped at 6 people per event per club, group or association) National: \$235 per person (capped at 12 people per event per club, group or association) International: \$470 per person (capped at 4 people per event per club, group or association)	\$120 per person (capped at 6 people per club, group or association) \$240 per person (capped at 12 people per event per club, group or association) \$485 (capped at 4 people per event per club, group or association)	\$125 per person (capped at 6 people per club, group or association) \$245 per person (capped at 12 people per event per club, group or association) \$495 (capped at 4 people per event per club, group or association)

The Director Community & Place is authorised to approve applications exceeding values specified in the above table up to a maximum of \$12,500 ex GST. All other applications must be presented to Council for approval.

8. ROLES AND RESPONSIBILITIES

- Council makes decisions regarding the allocation of funds to Community Funding through its annual budget planning process.
- The policy is owned and coordinated by the Manager Community Development.
- The Community Development service unit is the primary administrator of Community Funding, working in collaboration with other service units, working groups and the community to develop, promote and review the program.

9. DISPUTE RESOLUTION (if applicable)

Disputes in regard to this policy will be referred to the Director Community and Place in the first instance. Where the Director Community and Place is involved in the assessment or approval of applications, disputes will be referred to the CEO for a determination.

Conflicts arising from personal relationships or financial arrangements of City employees or Council Members involved in Community Funding assessment, approval or administration will be managed in accordance with the City's Conflict of Interest Policy and Code of Conduct.

10. EVALUATION AND REVIEW

The City is committed to continuous improvement of Community Funding. Regular reviews will be undertaken to measure the effectiveness of each category and the overall program to ensure:

- program outcomes remain consistent with the City's brand and strategic objectives;
- funding is being distributed and expended in accordance with policy guidelines;
- application and acquittal processes remain proportional to the grant amount;
- value for the City remains commensurate with the level of funding provided; and
- processes are managed in a transparent and accountable manner, and in accordance with relevant Local Government Act requirements.

The Policy will be reviewed every three financial years to ensure amendments to related policies are reflected accordingly.

11. REFERENCES

Conflict of Interest Policy
Community Funding Guidelines

RESPONSIBILITY FOR IMPLEMENTATION

Manager Community Development

REVISION HISTORY

Version	Next Review	Record No.
January 2014 (CD04-12/13)	November 2014	10/60107*
May 2016 (CP08-05/16)	May 2017	15/531947
July 2020	July 2023	19/211787
July 2021	July 2023	19/211787V2
October 2021 (CP01-10/21)	October 2024	19/211787V3
October 2024 (CP01-10/24)	October 2027	19/211787V4