

COMMUNITY FUNDING PROGRAM GUIDELINES

2020/21

IMPORTANT INFORMATION – PLEASE READ PRIOR TO APPLICATION

The City of Wanneroo is proud of its diverse community and offers a range of grants through the Community Funding Program to build community capacity, resilience and sustainability. The City aims to support community activities that align with the City's strategic objectives and provide benefits to the community, its residents, visitors and workers.

The Community Funding Program receives many applications, which means not all requests can be approved. A strong application will reflect that these guidelines have been read and understood. This is also an early indicator of the ability and skills required of an applicant group to be able to plan, deliver and report on successful projects and events.

Fund Eligibility

As per the City's Community Funding Policy, the following eligibility requirements apply to all funding applications:

Applicants should:

- live, operate or deliver the activity 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 activity;
- 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; and
- adhere to all other terms and conditions set out in the supporting guidelines for the specific funding category.

Ineligible Applications

The City will NOT provide funding for activities 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 of opportunity 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 for general operational expenditure (e.g. staff salaries, lease rent payments, insurance, office equipment) – unless otherwise agreed;
- are to cover shortfalls or duplication in funding by state or federal government departments
- are for the purchase of property and/or land;
- are for major/capital equipment purchases or works over \$500;
- have already commenced or were 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; or

- do not represent value for money for the City as determined through the assessment process.

Other conditions may apply to specific funding categories as outlined in this document.

Need more information or assistance?

Before submitting an application for funding, please ensure you have carefully read all details contained in these guidelines.

You must also discuss your proposed activity with the City's Community Development Team before submitting an application. You will be provided with information and guidance on how to submit a high-quality application:

Phone 9405 5600
Email communityfunding@wanneroo.wa.gov.au
Website wanneroo.wa.gov.au/communityfunding

CONNECTED COMMUNITIES

Supporting local activities, projects and events

Connected Communities offers two types of funding support:

General:

To support one-off community-led local activities, projects and events which benefit the wider community and provide opportunities for the City's community to come together to learn, celebrate and strengthen. Activities, projects and events should align with one or more of the City's following 2020/21 Funding Priority Areas:

- Celebrates diversity
- Encourages community members to engage positively with our environment
- Showcases the City of Wanneroo's unique history
- Increases participation of disadvantaged or vulnerable community members
- Increases digital literacy through learning opportunities
- Educates the community on sustainability and waste management
- Celebrates the City of Wanneroo's distinctive places and areas of interest
- Improves the health and wellbeing of our community
- Increases connection and understanding across different ages, cultures and abilities in our community.

COVID-19 Recovery:

To support innovative, community-led local activities, projects and events which specifically aim to connect and re-connect people within our community as COVID-19 social restrictions are eased. Applications should clearly show:

- Why COVID-19 has made the activity, project or event necessary;
- How the activity, project or event addresses building and re-building positive connections in local areas; and
- How the activity, project or event supports physical, mental and social wellbeing of residents.

Funding applications are capped at \$5,000.

Assessment Criteria

Applications must meet the general eligibility criteria outlined in the Community Funding Policy https://www.wanneroo.wa.gov.au/downloads/file/39/community_funding_policy as well as the following fund-specific criteria:

CRITERIA		WEIGHTING
Community benefit and accessibility	General: <ul style="list-style-type: none"> • The activity/project/event addresses one or more of the 2020/21 General Funding Priority Areas. • The application demonstrates the ability to connect and reconnect the City's vulnerable residents to community spaces and activities. 	50%

	<ul style="list-style-type: none"> • Compliance with Australian and State Government COVID-19 regulations and restrictions. • The activity/project/event is physically accessible to, and welcomes people of all abilities, ages, and cultural background where applicable: https://www.wanneroo.wa.gov.au/info/20108/public_community_events/372/public_community_events/23 • The event/project is free to participants/attendees. <p>COVID-19 Recovery:</p> <ul style="list-style-type: none"> • The application demonstrates that the activity/project/event meets a local need clearly related to the impact of COVID-19. • The activity/project/event builds positive community connections through an innovative approach. • Supports physical, mental and social wellbeing of residents. • Compliance with Australian and State Government COVID-19 regulations and restrictions. • The activity/project/event is physically accessible to, and welcomes people of all abilities, ages, and cultural background where applicable: https://www.wanneroo.wa.gov.au/info/20108/public_community_events/372/public_community_events/23 • The event/project is free to participants/attendees. 	
Capacity to deliver a successful activity/project/event	<ul style="list-style-type: none"> • The application clearly defines achievable objectives, timeline and outcomes for the event/project. • The applicant group demonstrates the capacity and experience to deliver the activity/project/event. • The project/event has a clear budget with all aspects of the event/project taken into account. 	30%
Collaboration and Contribution	<ul style="list-style-type: none"> • The applicant has evidenced their contribution and other income sources towards the activity/event/project. • The applicant demonstrates a partnering approach, working together with other groups and contributors, to maximise the use of existing community resources in planning and delivery. 	20%

What happens if my application is successful?

The City aims to advise applicants of the outcome of their application within four (4) weeks of the closing date.

If your application is successful, you will be required to:

1. Sign a Funding Agreement with the City of Wanneroo. Auspicing organisations will enter into a funding agreement with the City on behalf of the unincorporated group whose activity they are sponsoring.
2. Acknowledge the City of Wanneroo as a supporter of the initiative. This support must be acknowledged through any advertising, other promotional material and media publicity associated with the activity. Approval must be obtained prior to using the appropriate City's logo.
3. Provide financial documentation including a tax invoice (if GST registered) or invoice if not GST registered.
4. Complete and submit an Acquittal Report (including financial acquittal and copies of receipts) within six (6) weeks of activity/project/event completion.

SERVICE PROVISION

Supporting the most vulnerable

To respond to hardship being experienced by the local community as a result of COVID-19, through the continuation or expansion of existing essential services for vulnerable City of Wanneroo residents.

The City will continue to monitor the overall community service needs of its residents as a result of COVID-19 and funding will be prioritised based on service gaps and demands.

Funding applications are capped at \$5,000.

Assessment Criteria

Applications will be assessed against the following criteria:

1. The applicant must be an established provider, with extensive experience in delivering the service/initiative.
2. A need and/or increase in demand for service/initiative (particularly by vulnerable residents) can be demonstrated by the applicant and the City.
3. The service/initiative will comply with Australian and State Government COVID-19 regulations and restrictions.
4. The period of support requested from the City is in line with the City's Emergency Recovery Plan (until 30 June 2021) and subject to availability of funds.
5. The applicant can demonstrate organisational capacity and resourcing to deliver the service/initiative.
6. The applicant can demonstrate that their existing funding for this service/initiative does not meet the level of demand.
7. The applicant can demonstrate that the service/initiative is available free of charge to City of Wanneroo residents.

What happens if my funding application is successful?

If your application is successful, you will be required to:

1. Sign a Funding Agreement with the City of Wanneroo
2. Acknowledge the City of Wanneroo as a supporter of the initiative. This support must be acknowledged on advertising, other promotional material and media publicity associated with the service support period. Approval must be obtained prior to using the appropriate City's logo.
3. Provide financial documentation including a tax invoice (if GST registered) or invoice if not GST registered
4. Complete and submit an Acquittal Report (including financial acquittal and copies of receipts) within six (6) weeks of the completion period.

EXPERT ADVICE FOR GROUPS AND CLUBS

Sustainable Community Groups and Clubs

To develop and implement strategies that assist community groups and clubs to recover from the COVID-19 pandemic and build resilience for the future. The focus of this support package is to build the capacity and sustainability of groups and organisations through training, advice and support.

Successful applicants will have the opportunity to obtain assistance from a consultant in order to develop skills in a variety of areas, including but not limited to:

- Membership recruitment and retention
- Volunteer recruitment and retention
- Business/strategic planning
- Marketing/communications
- Grant identification and writing
- Program development/diversification
- Financial planning/management
- Event planning/management
- Acquiring incorporation status

This support package includes a maximum of 5 hours consultancy advice which can be accessed by your group/club between September 2020 and June 2021.

Assessment Criteria

Applications will be assessed against the following criteria:

1. Ability to demonstrate how this support package will enable resilience and sustainability for the group/club through and beyond the COVID-19 recovery period.
2. Ability to demonstrate how this support package will assist to build positive connections and increase participation for City of Wanneroo residents.
3. Commitment from the group/club to undertaking initiatives which enable ongoing resilience and sustainability as a result of this support package.

What happens if my funding application is successful?

If your application is successful you will be required to:

1. Acknowledge the City of Wanneroo as a supporter.
2. Complete a short report outlining how your group/club has benefited from the support package and what your group/club intends to implement as a result.

PLACEMAKING

Activating local spaces

City of Wanneroo Placemaking means transforming a public space or area within or around a town centre to activate it. When more local people are inspired by a space or an area and spend more positive time there because they love where they live, the local space is activated.

This funding supports short-term low-cost (\$500 to \$1000) quick and easy projects and makeovers which convert an underused public place or area, into a vibrant, safe, accessible place that enables and inspires people to meet there, socialise and have fun.

Assessment Criteria

Applications will be assessed against the following criteria:

Assessment Criteria	Yes / No
Is it a short term project?	
Can the project be completed quickly at low cost?	
The application proposes an initiative that can be safely and legally completed?	
Will it help convert an under utilised public area in or around a town or activity centre into a loveable place?	
Will it help activate the local area?	
Does this project contribute to the creation of a vibrant, safe, accessible place?	
Does the project inspire people to engage, socialise, meet have fun and/or participate in physical exercise?	
Is the budget balanced and realistic?	
Has a letter/s of support been provided?	

What happens if my funding application is successful?

If your application is successful you will be required to:

1. Sign a simple agreement with the City of Wanneroo
2. Acknowledge the City of Wanneroo as a supporter of the initiative.
3. Work together with a nominated City staff member.
4. Provide financial documentation including a tax invoice (if GST registered) or invoice if not GST registered.
5. Provide evidence of appropriate Public Liability Insurance coverage.
6. Prepare and submit a short end of project report, including a financial acquittal.