

# Community Funding Program Guidelines

## Response and Recovery Fund

Applicant Information Package

2024

# Contents

Contents.....	2
General Funding Criteria .....	3
Ineligible Applications .....	3
Exclusions .....	4
Available Grants.....	4
Response and Recovery Fund .....	4
Application Process.....	6
Before you apply.....	6
Prepare your application.....	6
Agreement Process .....	7
Acknowledging the City .....	7
Acquittal.....	8
Other Considerations .....	8
Other Opportunities and Resources .....	11
FAQs.....	13
Get in Touch.....	15

## General Funding Criteria

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

All eligible applications will be considered, with priority given to applications for initiatives primarily targeting people impacted by the Mariginiup bushfire areas.

The City has an expectation that any funding recipient that works with children and young people is committed to child safety and is working towards the 10 National Principles

## 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;
- conflict with the City's events program or other activities;
- do not positively reflect the City's values and brand;
- 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 benefitting an organisation, group or individual;
- are for general operational expenditure (e.g. staff salaries, lease rent payments, insurance, office equipment)
- 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 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; or

- do not represent value for money for the City as determined through the assessment process.
- Are not free for attendees and participants

## 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 \$500;
- gifts, prize money or prizes for competitions or raffles;
- bonds associated with any venue or equipment hire;
- any other expense the City deems inappropriate to fund i.e., alcohol

## Available Grants

### Response and Recovery Fund

Response and Recovery Fund is for a community-led initiative that supports community recovery following the Mariginiup Bushfires that enhance community connection and resilience. The aim of the Fund is to inspire approaches to connect, interact, and participate, whilst focusing on impacted residents and ensure it is accessible for all.

Funding applications are capped at \$5,000.

### Eligibility

#### Eligible Applicants

You can apply for this funding if you:

- Incorporated and insured community groups and organisations located in, or with a primary interest in, the City of Wanneroo
- Other Not-for-Profit entities
- Registered Charitable organisations
- Unincorporated City of Wanneroo community groups auspiced by a trusted eligible group/organisation.

Eligible initiatives that address community connection and resilience will demonstrate one or more of the following outcomes of this grant:

- Build and strengthen community awareness and resilience.
- Social cohesion and connection
- Enhance physical, mental, and social wellbeing.
- Inclusivity of all community members (e.g., cultural connection); and
- Innovative services and programs.

## Eligible Expenses

Funding can be used for most aspects of an event/activity, including but not limited to:  
What are some examples of eligible activities?

- An initiative with a beginning and end date, such as a series of workshops.
- Production costs e.g., equipment hire;
- Venue/facility costs;
- Publicity, communications, and marketing costs;
- Costs associated with performers, facilitators, or vendors;
- Food and non-alcoholic beverages up to a maximum of \$200;
- Supplies and resources associated with delivering the activity; and
- Minor equipment purchases up to a maximum value of \$500.

## **Assessment Criteria**

Applications must meet general eligibility criteria and will be assessed against the following Assessment Criteria:

- Address one of the outcomes of this grant
- Demonstrate local benefit and participation
- Initiative must be related to bushfire recovery with the target audience including people impacted by the Mariginiup Bushfire
- The application proposes an initiative that can be safely and legally completed
- The initiative will help enhance community connection and resilience
- The initiative is open to the wider community
- The budget is balanced and realistic
- The initiative is welcoming to people of all abilities, ages, and cultural background where applicable and practices access and inclusion principles
- The applicant has appropriate public liability insurance or guarantee that it will be obtained upon notification of successful funding (where applicable)

All applications will be assessed against the application questions, community benefit and participation, budget justification, risk assessment, and outcomes of the initiative.

## **What are some examples of eligible initiatives?**

Examples could include:

- A creation of a documentary to share stories, resources and support to foster a sense of unity.
- A small-scale event or workshop where people can make new connections.
- A peer support group, offering mental health resources to support emotional recovery and resilience.

## Application Process

### Before you apply

Carefully read all details contained in these guidelines.

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 successfully plan, deliver and report on initiatives.

Allow enough time to apply for funding and to coordinate a successful initiative. The City recommends applicants begin the process at least three months prior to initiative commencement.

Resolve all outstanding debt or acquittals with the City. Although you can still submit an application, the City is unable to release further funds until these items are finalised.

It is highly recommended that you discuss your proposed initiative 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 and be able to confirm eligibility for your initiative. The team can also provide you with the application questions so you can plan your responses in advance.

### Prepare your application

Submit your application to via email on [communityfunding@wanneroo.wa.gov.au](mailto:communityfunding@wanneroo.wa.gov.au)

Gather all supporting documents that are applicable and attach them to your application.

This could include:

- Certificate of WA Incorporated Association, Australian Charities registration or details of other incorporated entity
- Supporting information for an auspicing arrangement
- Australian Business Number (ABN)
- A copy of your Public Liability Certificate of Currency
- Initiative budget information
- A project plan is not required, but you will be asked to provide as much detail in your application questions.
- Initiative Notification/Application submission and any City Facility booking details

Consider your initiative outcomes.

In the application you will be asked what the outcome(s) of your initiative will be, and if approved, you will need to report on how you met this outcome. Consider your plans for evaluating and establishing if and how this outcome was met.

Prepare your budget to include all expenses and contributions so the overall cost of your initiative is shown. As well as the requested expense items from this grant, include both

the financial and in-kind contribution from the applicant organisation and any other contributors, including what the contribution will be used towards.

Complete and submit your application online. You should answer all the application questions with consideration given to the assessment criteria and enough detail. Once the City receives your application, we may request further information and documentation to determine eligibility and assist in the assessment process. The City aims to advise applicants of the outcome of their submitted application within four (4) weeks if no further application information is required after submission.

## **Agreement Process**

Once your application has been assessed, you will be notified of the outcome via email. If your application is successful, you will be required to;

1. Sign an agreement with the City of Wanneroo outlining the conditions of funding. Where applicable, auspicing organisations will enter into the agreement with the City on behalf of the unincorporated group whose initiative they are sponsoring. The agreement will require the funding recipient to include their execution block in accordance with their constitution and/or minutes to demonstrate that the person signing on behalf of the applicant group is authorised to do so.
2. Provide financial documentation including a tax invoice (if GST registered) or invoice if not GST registered.
3. Where applicable, action any conditions of funding outlined in the outcome email.
4. Acknowledge the City of Wanneroo as a supporter of the initiative.
5. Complete and submit an acquittal report within six (6) weeks of initiative completion.

Once the agreement is signed and financial documentation has been provided, please allow three (3) weeks to receive your payment.

## **Acknowledging the City**

The City's support should be acknowledged in your promotional material, advertising and media publicity associated with your initiative.

This acknowledgement includes:

- Displaying the "Supported by City of Wanneroo" logo on all printed and promotional material directly related to the initiative. The City will provide the applicant with the logo. Draft promotional material with the City's logo must be approved by the City prior to finalising your printing/distribution;
- Displaying provided "Supported by City of Wanneroo" banner/s during the initiative;
- Acknowledging the City in all media coverage associated with the initiative during the agreed period;
- Working with the City of Wanneroo Communications and Brand Team if required, for media coverage associated with the City's support of the initiative; and

- Acknowledge the City on social media posting related to the initiative by tagging the City on Facebook or Instagram. Initiatives, where applicable, should also be submitted for inclusion on the City's Community Directory.

Visit [wanneroo.wa.gov.au/communitydirectory](http://wanneroo.wa.gov.au/communitydirectory) to register your group and promote your initiative. Please speak to the Community Funding Officer prior to your event if you are unable to meet these criteria.

## Acquittal

An acquittal report will be required within six (6) weeks of the initiative's completion.

An acquittal report template will be provided to assist you with this process and will require (but is not limited to) the following information:

- Provide details on how you achieved the outcome of the Fund
- How has the initiative supported community connection and resilience
- If applicable, which organisations you collaborated with or received support from
- Feedback about the initiative, which may include attendance or participation numbers, attendee feedback, learnings from initiative delivery and overall initiative success;
- A minimum of three (3) high resolution photographs of the initiative in action (with prior consent of individuals in photos attached) of a quality to be used for promotional purposes;
- Copies of receipts showing funding was used on expense items agreed to by the City. The City can only accept receipts which show a proof of purchase. This can either be in the form of tax invoices displaying proof of payment (zero balance), or an invoice accompanied by an extract from a bank statement showing payment to the suppliers.

Upon completion of the acquittal, the City will issue an invoice to the applicant for any unspent funds. Unspent funds must be returned to the City within 30 days of receiving the invoice.

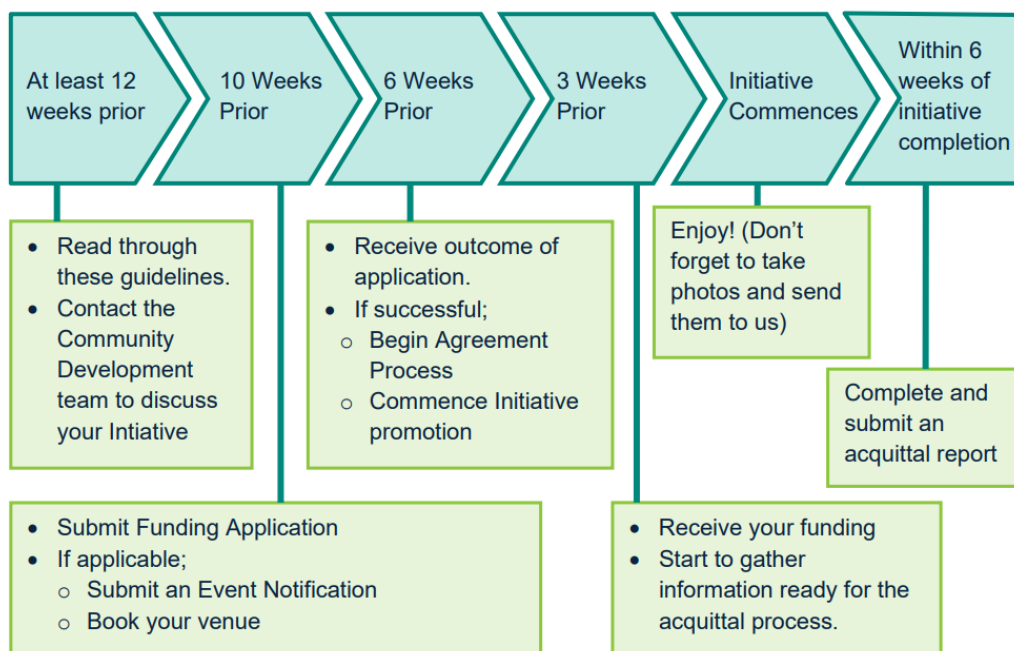
Failure to submit a satisfactory acquittal report within six (6) weeks of the completion of the initiative may affect the consideration and recommendation for approval of any future financial support offered by the City

## Other Considerations

### Timeline

Applicants should consider an appropriate timeline when submitting their funding application. The City recommends applicants begin the process at least three (3) months prior to initiative commencement. Eligible applications without an appropriate timeline will still be considered but may not be approved on these grounds.





## Plan your initiative

Read through these guidelines, resolve any outstanding debts or acquittals with the City and speak to the Community Development team about your initiative.

### 10 weeks prior to initiative commencement

Submit your application via email on [communityfunding@wanneroo.wa.gov.au](mailto:communityfunding@wanneroo.wa.gov.au). The City aims to advise applicants of the outcome of their submitted application within four (4) weeks if no further information is required after submission. An Event Notification must also be completed by all event organisers proposing to hold an event anywhere in the City at least ten (10) weeks in advance. If an Event Application is also required, you will be requested to apply once your Event Notification has been reviewed. If your initiative requires it, book your venue/s. If considering a City venue, contact the City's Facilities Bookings Team on 9405 5000 to enquire if a tentative booking can be placed to hold the date.

### 6 weeks prior to initiative commencement

Once you have been formally notified of the applications success, return the required documents (including a signed agreement and invoice) and allow three (3) weeks to receive payment. Where applicable, get your promotional material approved by the City and then begin promotion of the initiative.

### In the lead up to initiative commencement

Contact the City's Community Development Team to arrange collection of relevant banner/s if required. Submit your initiative on the City's Community Directory. Read through the acquittal report template to ensure you begin to gather all the required information. This could include; receipts, flyers, external promotion including social media and any other media coverage.

### Initiative commencement

Make sure you get feedback from attendees and photos that show your initiative in action, ideally showing the City of Wanneroo's banner in the background.

### Within 6 weeks of initiative completion

Complete and submit an acquittal report, including initiative evidence.

## **Canvassing of Elected Members**

Applicants may not lobby Elected Members or seek to influence the decision-making process in relation to their submitted funding application. If an applicant seeks to lobby any Elected Member of the City of Wanneroo prior to the determination of the grant, the applicant may be disqualified and no longer considered for approval.

## **Cancellation/Postponement**

Once the funding agreement has been signed, any variation from the approved initiative must be discussed with the City. The funding may be rescinded if there are significant changes from your initial application.

Where the funded initiative is no longer taking place, funding must be returned to the City. If funds have been expended by the applicant prior to the initiative ceasing, any refund received must be returned to the City. Funding can be used to cover any cancellation fees incurred, as long as the fee was for an approved expenditure item.

## **Act Belong Commit**

The City is a Site Partner of Mentally Healthy WA for the purpose of raising awareness of the Act Belong Commit (ABC) concept. The ABC concept encourages people to take action to improve and protect their mental health and wellbeing by promoting protective behaviours known to increase mental wellbeing at the individual and community levels including;

- Encouraging people to prioritise mental health
- Motivating and inspiring people to take action to improve their mental health
- Encouraging organisations to provide opportunities for people to connect
- Applicants should consider this messaging when designing their project and applying for funding.

## **Acknowledgement of Country**

The City of Wanneroo is located on the land of the Whadjuk people. The City encourages applicants to make an Acknowledgement of Country where appropriate during their initiative.

It can be a verbal announcement at the commencement of the initiative or placed on your initiative's programs or website. You may also wish to involve the services of an Elder to conduct a Welcome to Country. Suggested wording for an Acknowledgement of Country: "We wish to acknowledge the Traditional Custodians of the land we are meeting on, the

Whadjuk people. We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land, and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region."

For further advice, contact the City's Community Development team on 9405 5600.

### **Access and Inclusion**

It is important for all initiative organisers to ensure their initiative is accessible and inclusive for all community members, including; people with disability, people using mobility aids, seniors, people using prams and people from culturally and linguistically diverse backgrounds. This is also likely to increase attendance at your event by ensuring it appeals to a wider audience.

Does your venue and initiative cater for the needs of people with differing abilities, cultural backgrounds, and interests? Some considerations when planning your initiative: is there accessible parking/public transport options, are there accessible toilets close by? Have you considered clear signage and program information? Does the food provided cater to a range of health and cultural needs?

For further advice, contact the City's Community Development team on 9405 5600

## **Other Opportunities and Resources**

### **Community Directory**

The Community Directory is a free online hub where you can connect with local community groups and find out what's happening across the City. You can find up to date information about local activities, events, community groups and service providers in the City of Wanneroo.

Find more information via the City's website on - [Community Directory - City of Wanneroo](#)

### **Wanneroo Funding Finder**

The Wanneroo Funding Finder has an extensive selection of external grants available locally and nationwide. Visit [wanneroo.grantguru.com.au](http://wanneroo.grantguru.com.au) to register and search available grants. Once registered, groups can set up email alerts for any new funding opportunities relevant to them.

### **Community Toolkit**

The City supports passionate community groups, clubs and individuals that help to make our community great by giving them the tools for success. These tools form the Community Toolkit, which has been created based on the specific strengths and needs of our local community.

The Toolkit contains a variety of resources to help people to learn and grow their skills.

These resources range from information sheets and templates to videos and short courses, and just about everything in between. Visit [wanneroo.wa.gov.au/communitytoolkit](http://wanneroo.wa.gov.au/communitytoolkit) to find out more.

## FAQs

### **What does the word “auspiced” mean?**

Auspicing is when an eligible community group or organisation applies for funding on behalf of a community group or organisation that isn't eligible to apply. For an auspicing arrangement, you should consider the following:

- Provide evidence (Minutes of Board/Committee Meetings etc.) to clearly explain that both groups/organisations have agreed to the arrangement.
- The auspicing group or organisation is responsible for managing the funding and ensuring the activity/ initiative /event and funding process is completed, including the acquittal report.

### **Can we apply for additional funding from other grants for our initiative?**

The City encourages applicants to seek a partnering approach; there is an expectation that applicants will be self-contributing and/or seeking other external sources of support, either financially or in-kind, in addition to the City's contribution.

### **Can we use a City owned venue?**

The City of Wanneroo has numerous community halls, clubrooms as well as parks and reserves which are used for a wide range of activities.

To enquire about the availability and hire cost of a community centre, clubroom, or park/sports ground, please contact the City's Facility Booking team on 9405 5000 or visit [wanneroo.wa.gov.au/bookafacility](http://wanneroo.wa.gov.au/bookafacility). Funding can be used towards facility hire fees.

### **What is in-kind support?**

In-kind support refers to any contribution towards an initiative that is not financial. For example; donated services for the preparation or delivery of the initiative - like volunteer hours, or donated goods such as food, materials, or equipment. Estimate the worth of in-kind support by asking – how much would this cost if we had to pay for it? For example, the worth of volunteer hours can be worked out by estimating how many hours worked x how many volunteers x hourly rate.

### **What insurance will be required?**

The scale and nature of the initiative will determine the insurance requirements. A small, localised neighbourhood activation may not require insurance, whereas a larger community event does. Speak to the Community Development team if you have any questions about the level of public liability insurance you may need.

### **Can we apply if we have received funding from the City before?**

The City will fund one-off initiatives with the expectation that the applicant has taken sustainability of the initiative into consideration. If an initiative is likely to continue in the

future, applicants will need to demonstrate a plan for its continued delivery once funding ceases.

Eligible applicants who have received funding previously will still be considered but may not be approved on these grounds.

### **What does ‘free or low cost’ mean?**

The City prefers initiatives that are free for attendees/participants. A free event requires there to be no admission fee and some free activities; however, it does not exclude having some paid components for example, a food truck or coffee/ice cream van. Initiatives that have small entry or participation fees that go towards the initiatives running costs will still be considered.

### **Can events include fundraising?**

Fundraising cannot be the main purpose of the initiative. Applicants can do some small fundraising to cover the costs of the initiative, but not to raise any profits. The Community Toolkit has further suggestions on how to fundraise for your group.

### **Can we get a contribution towards catering for our initiative?**

When applying for funding, food items or catering is capped at \$200. Partnering with other local groups and businesses can assist in obtaining catering for your initiative. Consider connecting with your local grocery store, suppliers, bakeries, and butchers to advertise their contribution towards your initiative.

If your initiative is food/meal based (for example, a Volunteer Breakfast or Community Christmas lunch) please speak with the Community Development team to discuss your initiative prior to applying.

### **What needs to be included in the budget?**

When providing the budget in your application, include all expenses and contributions so the overall cost of the Initiative is shown. As well as the requested expense items from this grant, include both the financial and in-kind contributions from the applicant organisation and any other contributors, specifying what the contribution will be used towards. It is important to note that the City can only contribute up to a total of \$500 towards capital equipment (i.e. items that will remain as assets) and catering up \$200. See example budget below – or speak with the City’s Community Development team who can provide you with a template you can use to help prepare your initiative budget.

Expenditure Items	Contributors	City of Wanneroo contribution	Applicant & Partner contribution		Total
			In-Kind	Financial	
Stage Hire	City of Wanneroo/Applicant	1000		1000	2000
Sausage Sizzle	Applicant			1000	1000
Children's Entertainment	Applicant/Partner			1800	1800
Outdoor games	City of Wanneroo/Applicant	500		500	1000
Marketing (social media boosts, printed posters, newspaper advert)	City of Wanneroo	700			700
Volunteer Hours (30 Volunteers x 4 hours x hourly rate)	Applicant/Partner		3000		3000
Other Initiative Expenses (e.g. estimated admin and creation costs)	Applicant		1500		1500
First Aid	Partner			800	800
Venue/Bin Hire	City of Wanneroo	1500			1500
Prizes (Donations from local businesses)	Partner		500		500
<b>Totals</b>		<b>\$3,700.00</b>	<b>\$5,000</b>	<b>\$5,100</b>	<b>\$13,800.00</b>

## Get in Touch

Support from City of Wanneroo staff can be provided to assist with any required City processes. The Community Development team can provide information and guidance on how to submit a high-quality application and be able to confirm eligibility for your initiative. The team can also provide you with the application questions prior to applying, so you can plan your responses in advance.

Phone: 9405 5600

Email: [communityfunding@wanneroo.wa.gov.au](mailto:communityfunding@wanneroo.wa.gov.au)

Website: [www.wanneroo.wa.gov.au/communityfunding](http://www.wanneroo.wa.gov.au/communityfunding)