

CITY OF JOONDALUP  
COMMUNITY FUNDING PROGRAM  
2ND FUNDING ROUND 2002-2003

ATTACHMENT 1

Applicant/Organisation	Funding Category	Project Proposal	Total Project Cost	Funds Sought	Funding Recommended	Excluding GST (where applicable)	Justification
Dads Landing Pad	Community Services	<b>Family Ties.</b> Dads Landing Pad seeks funding to cover the costs of several outings over a twelve month period. The outings are organised to provide a support group for separated parents - particularly fathers - who are experiencing stress in relation to issues that arise with separation, divorce and custody for children.	\$7,700.00	\$2,500.00	\$2,500.00	\$2,500.00	The assessment panel decided this to be a very worthwhile project that would benefit a marginalised community group. The project meets the priority of "supporting unique initiatives which bring identified positive benefits to families in the City." The project also is supported heavily by volunteers from the community.
Greenwood Uniting Church	Community Services	<b>Late Skate.</b> The aim of this project is to develop a skate facility for youth aged 13 to 16 years. The project would allow the young people to build skate ramps, then use them for skating activities in the community.	\$9,300.00	\$2,500.00	\$2,500.00	\$2,272.73	The assessment panel were supportive of the concept of the project, however concerned about the response from the neighbouring community regarding the ongoing skate activities. The Greenwood Uniting Church will be requested to provide the City with an Action Plan to deal with this concern a prior to receiving the Grant.
Joondalup Community Church of Christ	Community Services	<b>RHR Youth Group.</b> The Joondalup Community Church of Christ wish to expand their operations by offering a youth program which provides a safe and supportive environment for youth to meet. The Youth Group will operate two afternoons per week and engage young people in leisure activities, provide support, community education, advocacy and referral.	\$12,500.00	\$2,500.00	\$2,500.00	\$2,272.73	This project was supported by the panel because it met the priority of supporting new initiatives which bring identified positive benefits to youth in the City.
Kinross College	Community Services	<b>Kinross College Cadets.</b> Kinross College have requested funds to provide an avenue for young people aged 12 to 14 years to become involved with their local community and promote a positive youth culture within the City of Joondalup. This will be achieved through the development of a cadets program at the college.	\$9,200.00	\$2,500.00	\$2,500.00	\$2,272.73	The panel were very supportive of this program and recommend that is allocated a grant of \$2,500. The decision was based on the program bringing positive benefits to youth in the City and fostering a positive image of youth in the community. The Kinross Cadets application demonstrated that the program will join youth with seniors, involve community participation and engage the participants in leadership, team building and positive citizenship activities.
Living Waters Anglican Church	Community Services	The name of this project is <b>Identity</b> . The project is an eight week course aimed at encouraging positive personal identity in young people assessed (by teachers) as being at risk from an educational point of view.	\$3,600.50	\$1,444.00	\$1,444.00	\$1,312.73	This project was supported by the panel because it met the priority of supporting new initiatives which bring identified positive benefits to youth in the City. The panel felt that the application demonstrated positive benefits to youth through the provision of an intensive eight-week course that addresses self esteem, team building, body image, interpersonal skills and relationships. The course will be run with the support of community volunteers.
Rotary Club of Whitfords	Community Services	<b>Seniors Picnic.</b> The project is to provide a picnic for seniors who have limited social interaction; at Yanchep National Park. The project is supported by the Rotarians - who give their time to organising and attending the event in a voluntary capacity.	\$730.00	\$540.00	\$540.00	\$490.91	The assessment panel supported this project unanimously because it met the objective of supporting local responses to the needs of seniors in the City as well as increasing the volunteer support base of local community groups.
Concordia Lutheran Church	Community Services	<b>Concordia Cares.</b> To create a Volunteer visiting service which aims to increase the social networks of people over the age of 60 years.	\$41,332.16	\$11,091.16	\$0.00	\$0.00	The assessment panel did not support this application for two reasons. The first reason was that this type of service is already being offered by a number of different organisations in the region for example Red Cross. The panel also felt strongly that the funds requested to purchase an air-conditioning unit and office furniture would not directly support the stated project.
Connolly Rainbow Toy Library	Community Services	<b>New Toys.</b> Purchase of toys, games and activities for the positive physical, mental and social development of children aged 0 to 6 years.	\$2,500.00	\$2,500.00	\$0.00	\$0.00	The assessment panel did not support this application as it did not meet the priorities set by the Community Funding Guidelines. The panel agreed that the purchase of toys and equipment for children aged 0 to 6 years does not benefit or support youth, seniors or volunteers in the community.
Endeavour Child Care Centre	Community Services	<b>Training for Staff who work with special needs children.</b> This project aims to provide workshops for staff and parents in areas of identification and requirements for the implementation of inclusion strategies for children with special needs.	\$1,800.00	\$1,500.00	\$0.00	\$0.00	The assessment panel did not support this application as it did not meet the priorities set by the Community Funding Guidelines. The panel felt that the provision of training for staff working with children with special needs, though a worthwhile activity, did not fit into the category of supporting or encouraging the community participation of youth, seniors or volunteers.
Lady McCusker Home	Community Services	<b>Snoezelen Room.</b> To set up a room of sensory stimulating equipment to enable the establishment of snoezelen-oriented therapy program for seniors who reside at Lady McCusker home.	\$13,652.00	\$12,084.00	\$0.00	\$0.00	This project was not supported because the panel felt that an application could have been made to the Lotteries Commission in the first instance. Panel members had researched the Snoezelen method prior to attending the meeting and it was decided that Snoezelen Therapy could be a contentious method until further tested. The panel were not convinced that there was an established need for this type of program in the community.
Lions Club of Whitfords	Community Services	<b>Construction of a Marquee.</b> To provide a services to community organisations at minimal cost.	\$4,500.00	\$2,500.00	\$0.00	\$0.00	The assessment panel did not support this application as it did not meet the priorities set by the Community Funding Guidelines i.e. the provision of a marquee would not directly encourage the involvement of youth, seniors or volunteers in the community. The project is designed to add a marquee to an existing BBQ Trailer which is hired to schools, sporting groups and community organisations for events. The Lions Club would charge groups to use the BBQ Trailer (with it's marquee) and the panel assessed that over time, they would recoup the cost of the marquee.
Resource Unit for Children with Special Needs	Community Services	<b>Chatterbox.</b> This project needs funds to put together eight "Chatterboxes" resources to help caregivers stimulate young children's language development through the sharing of books and language development activities.	\$10,000.00	\$6,240.00	\$0.00	\$0.00	The assessment panel did not support this application as it did not meet the priorities set by the Community Funding Guidelines. The application is focussed on the purchase of equipment to stimulate the language development of young children with special needs - which is not included in the listed priorities of youth, seniors or volunteers set by the City.

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Teen Challenge	Community Services	<b>Solutions Seminar.</b> The aim of this project is to produce a brochure that promotes a two-hour seminar for parent and friends of young people who become involved in drugs.	\$766.26	\$766.26	\$0.00	\$0.00	The assessment panel did not support this application as they felt that this group could seek funds through other avenues such as the Police Department or the Department for Community Development. The assessment panel also concluded that this application showed little effort in the completion of the application document.
Teen Challenge	Community Services	<b>Say No to Drugs.</b> The aim of this project is to produce a brochure that promotes drugs - training program for schools.	\$711.45	\$711.45	\$0.00	\$0.00	The assessment panel did not support this application as they felt that this group could seek funds through other avenues such as the Police Department or the Department for Community Development. The assessment panel also concluded that this application showed little effort in the completion of the application document.
WA Association for the Deaf	Community Services	<b>Understanding Everyday English.</b> A short course for the deaf to aid with understanding and use of written and spoken English (meaning, structure and syntax).	\$11,290.00	\$8,564.00	\$0.00	\$0.00	The assessment panel did not support this application as it did not meet the priorities set by the Community Funding Guidelines. The panel also decided that a community need was not great for this project and questioned the direct benefit to those residents in the City of Joondalup.
<b>COMMUNITY SERVICES TOTAL</b>			<b>\$129,582.37</b>	<b>\$57,940.87</b>	<b>\$11,984.00</b>	<b>\$11,121.82</b>	
North Metro Music Club	Culture and the Arts	<b>Art-O-Rama</b> will be a festival for youth featuring local bands, DJs, performances from high schools dance troupes cheerleaders and expressive theatre.	\$9,560.00	\$5,560.00	\$5,560.00	\$5,560.00	The assessment panel supported this application because it fitted with a number of objectives for the Culture and the Arts Development and supported the objectives for youth in the Community Services fund. The North Metro Music Club demonstrated that they would support the artistic talent of youth in the City through a festival of DJs, high school performances, dance troupes, cheer leaders expressive theatre and a variety of music forms.
St Simon Peter Catholic Primary School	Culture and the Arts	<b>Boyz Only Dance Group.</b> This project will provide a series of dance workshops specifically designed for boys education within the area of arts-based activities using an artist in residence for Term 3.	\$7,840.00	\$1,500.00	\$1,500.00	\$1,363.64	The assessment panel supported this project as it will promote the increased participation of a marginalised group within the school population. The panel agreed that the applicant demonstrated strong reasons to support a boys-only dance program - as dance is often recognised in the community as a "feminine" art form. This project will provide opportunities to male students who might otherwise be cautious of expressing themselves through dance due to public perceptions.
Lake Joondalup Baptist College	Culture and the Arts	<b>Lake Joondalup Baptist College Radio Station.</b> To set up and run a radio station which would operate in the school before and after classes and during lunch times.	\$3,000.00	\$2,500.00	\$0.00	\$0.00	The assessment panel did not support this application as it did not meet the priorities set by the Community Funding Guidelines. The selection panel agreed that this project was part of the education curriculum which is not the responsibility of the City of Joondalup. The panel also concurred that the school could access existing resources in the community for example Twin Cities Radio to teach the curriculum, rather than creating their own radio station.
Sacred Heart College	Culture and the Arts	<b>Trip on Love.</b> The Year 11 students will make a feature film that highlights the anti drugs message.	\$3,000.00	\$3,000.00	\$0.00	\$0.00	The assessment panel did not support this application as the applicant did not provide adequate information to convince the panel that the project was well thought through. The applicant was invited to provide further information to support their application prior to the meeting of the selection panel and did not avail themselves of this opportunity.
<b>CULTURAL &amp; THE ARTS TOTAL</b>			<b>\$23,400.00</b>	<b>\$12,560.00</b>	<b>\$7,060.00</b>	<b>\$6,923.64</b>	
St Stephens School	Environment & Sustainable Development	Installation of solar panels and monitor performance over the school year. To relate the results to the school weather station and return excess power to the grid to Western Power.	\$10,500.00	\$10,500.00	\$5,000.00	\$4,545.45	The panel recommended partial funding based on the condition that the school develops a curriculum based education program that demonstrates/includes environmentally friendly energy sources and lesson plans that can be utilised by other schools. A copy of the education program is to be provided to the City of Joondalup, prior to the acquittal of the grant.
Creany Primary School	Environment & Sustainable Development	The school wishes to promote Aboriginal culture, diversity and the conciliation process through the arts and regeneration of the bushland surrounding the school.	\$2,500.00	\$2,500.00	\$2,500.00	\$2,272.73	The panel recommended full funding as this project meets important cultural and environmental community needs. Funding is subject to the school forwarding an educational lesson plan to the City of Joondalup which can be utilised by other schools. The lesson plan should demonstrate how indigenous history and environmental education issues are met. This can then be used as a prototype for use by other schools in the Joondalup area. This application was originally submitted to the Culture and the Arts Fund, but was referred to the Environmental and Sustainable Development Fund for assessment.
Poseidon Primary School	Environment & Sustainable Development	Creating water wise garden and frog habitat to enrich awareness of native animals and their habitats	\$2,000.00	\$2,000.00	\$1,000.00	\$909.09	The panel recommended partial funding because this project has valuable learning opportunities for the school but not necessarily the larger community. The panel also felt that the brick removal and other costs (other than the actual pump and fittings) could be covered by voluntary assistance by parents and the school community.
Montessori School	Environment & Sustainable Development	To provide a lockable, roofed enclosure for recycling bins and recycling storage	2,109.00	1,900.00	0.00	0.00	This application is not eligible as the applicant was awarded funds in the 1st round of the program in 2003
<b>ENVIRONMENT &amp; SUSTAINABLE DEVELOPMENT TOTAL</b>			<b>\$17,109.00</b>	<b>\$16,900.00</b>	<b>\$8,500.00</b>	<b>\$7,727.27</b>	

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Belridge Buddies	Sport and Recreation	To train coaches and provide an opportunity for disabled children to participate in a national ten pin bowling competition in Canberra.	\$50,000.00	\$5,000.00	\$2,680.00	\$2,436.36	The panel was supportive of this program as it provided an opportunity for young people to compete in a national competition not previously attended by WA. The panel resolved to fund the coaching courses along with a \$50 subsidy on tournament fees for each participant. This was justified as an alternative to the City's junior sporting donations policy, which these young people would not be eligible to obtain as the team attending is not representative.
Joondalup Brothers Rugby Union Football Club	Sport and Recreation	To provide first aid and safety courses that enhance the skills and awareness of coaches, officials and players in the sport of rugby union.	\$9,908.00	\$2,500.00	\$2,000.00	\$2,000.00	The panel recognised the positive impact that this program will have on the standard of coaching and the safety of participants within the club. They regarded the storage and training equipment as the club's responsibility and acknowledged the financial commitment being made. The panel resolved to fund all of the course costs associated with the program and the medical equipment.
Joondalup & Districts Rugby League Club	Sport and Recreation	To provide a safe playing environment for players and officials by way of education and training courses for coaches, league safe personnel, first aid officers and referees, in accordance with WARL regulations.	\$2,134.00	\$1,500.00	\$1,500.00	\$1,363.63	The panel recognised the high standard of this application and agreed that the project would encourage increased participation and provide a safe playing environment for all members. The planned courses will be extremely beneficial to the club and rugby league in the Joondalup area and as a result the panel recommended full funding.
ECU Joondalup Soccer Club	Sport and Recreation	To conduct an under 12's soccer competition and a one (1) week coaching clinic for under 8's, 9's and 10's during the Easter school holidays.	\$3,940.00	\$1,970.00	\$850.00	\$850.00	The assessment panel acknowledged the positive impact of the proposed coaching program and recommended funding assistance for the developmental aspects. The club is making a significant contribution towards the program and the qualifications and experience of the coaching staff are sufficient. The panel concluded to fund 50% of the coaching costs.
Kingsley Senior's Group	Sport and Recreation	Purchase of replacement indoor bowling mat to provide additional sporting opportunities for members.	\$1,395.00	\$1,395.00	\$700.00	\$700.00	The panel identified that this project would increase participation in sport and recreation for seniors, will contribute to the well-being of the group and also may help to improve overall quality of life. They resolved to fund 50% of the project cost based on the group contributing the remaining 50%.
Young Women's Christian Association (YWCA)	Sport and Recreation	To provide an exercise program for women who have undergone breast cancer surgery.	\$2,600.00	\$600.00	\$600.00	\$545.45	This application was not assessed by the panel as it was passed from Community Services after the panel had met. It was assessed by the City's Manager of Community Development Services and Recreation Development Officer. It was considered an extremely worthy program offering opportunities to participate in physical activity with an emphasis on improving self esteem, personal well-being and attitude to health. It was recommended that full funding be provided.
Hillarys Yacht Club	Sport and Recreation	To conduct a three (3) day junior angling course involving classroom instruction and on-water education.	\$2,460.00	\$1,230.00	\$555.00	\$504.54	The panel was supportive of this project as it provides opportunity in a recreational activity not readily available. The application showed good planning, a commitment from the club and fulfils all of the City's objectives and priorities. The budget supplied indicated that the project would in fact generate a profit and as such, the panel recommended to fund 50% of the projects total cost less the income created.
Glengarry Primary School	Sport and Recreation	Purchase of replacement netball equipment to assist in the development of skills and promote wider participation.	\$2,672.00	\$1,282.00	\$480.00	\$480.00	The assessment panel accepted the importance of promoting sport and recreation within primary schools. It supported the developmental aspects of the program, but viewed the operating equipment as the school's / club's responsibility. The panel recommended partial funding subject to the provision of financial statements and the support of an incorporated sponsoring body (perhaps the local school P&C group).
Freestyle Martial Arts	Sport and Recreation	Purchase of training mats to provide a safer environment for participants.	\$2,310.00	\$2,310.00	\$0.00	\$0.00	This group is not incorporated or not-for-profit and as a result is not eligible to be considered for funding under the Community Funding Program's eligibility criteria.
Sorrento Surf Life Saving Club	Sport and Recreation	To provide train courses for schools, community groups and seniors in the areas of surf rescue, bronze medallion and surf education.	\$4,400.00	\$2,200.00	\$0.00	\$0.00	As a result of the Sorrento Surf Life Saving Club's successful application in the Sports Development Program (\$5,000), the club was ineligible to apply for funding through the Community Funding Program.
The Probus Club of Sorrento	Sport and Recreation	The purchase of a radio microphone and relevant accessories to assist members at monthly meetings.	\$2,563.00	\$2,500.00	\$0.00	\$0.00	The application supplied no evidence of how the project would increase or improve participation in sport and recreation. It did not meet the objectives or priorities of the fund and the club was not prepared to commit any fund towards the project. The assessment panel therefore did not recommend any funding for this application.
Warwick Over 50's Club	Sport and Recreation	Purchase of indoor bowls and the maintenance of table games.	\$2,400.00	\$2,400.00	\$0.00	\$0.00	The panel concluded that the application showed little evidence of planning and no effort was made to complete the essential sections. The application failed to provide objectives or priorities and the program had no developmental aspect.
<b>SPORT &amp; RECREATION DEVELOPMENT TOTAL</b>			<b>\$86,782.00</b>	<b>\$24,887.00</b>	<b>\$9,365.00</b>	<b>\$8,879.98</b>	
<b>GRAND TOTAL</b>			<b>\$256,873.37</b>	<b>\$112,287.87</b>	<b>\$36,909.00</b>	<b>\$34,652.71</b>	





*City of*  
**Joondalup**

**COMMUNITY FUNDING PROGRAM  
GUIDELINES**

**2002-2003  
2nd Round**

**INFORMATION AND FUNDING APPLICATION  
PACKAGE**

**Closing Date for Applications:  
13 March 2003**

## **TABLE OF CONTENTS**

203

<b>What Is The Community Funding Program? .....</b>	<b>3</b>
Background.....	3
Contact Officers.....	3
<b>Who Is Eligible For Funding? .....</b>	<b>3</b>
<b>What Projects, Events and/or Activities Are Eligible?.....</b>	<b>4</b>
<b>How are the Applications Assessed?.....</b>	<b>4</b>
<b>What are the Conditions of Funding? .....</b>	<b>5</b>
<b>How Do I Apply? .....</b>	<b>6</b>
General Application Information .....	6
Steps For Applying For Funds .....	6
<b>Fund Categories: Objectives and Priorities.....</b>	<b>7</b>
<b>Small Grant Application Form .....</b>	<b>10</b>
<b>Large Grant Application Form.....</b>	<b>16</b>
<b>Statement by a Supplier Form .....</b>	<b>22</b>

## **What Is The Community Funding Program?**

### **Background**

The City of Joondalup's Community Funding aims to assist community-based organisations to conduct projects, events and activities in developing and enhancing the Joondalup community.

The Community Funding Program is a grants based program which provides funding in the categories of sport and recreation, cultural & the arts, economic development, environment and sustainable development and community services.

Each year, specific strategic objectives for the coming twelve months, commencing July 1, are adopted in these categories (see Fund Categories-Objectives and Priorities). Eligible organisations are invited to apply for grants to support projects, activities and events relevant to those objectives.

Grants are divided into two categories and there is a different application process for each:

- Small Grants-\$2,500 or Less
- Large Grants-More Than \$2,500

These guidelines are available electronically via the City's website on [www.joondalup.wa.gov.au](http://www.joondalup.wa.gov.au). You may wish to access the material via that means to enable you to use the pro formas directly on your own computer.

### **Contact Officers**

FUND	CONTACT	TELEPHONE
Sport & Recreation Development Fund	Mr Craig Johnson	9400 4922
Culture & the Arts Development Fund	Ms Natalie Maiden	9400 4926
Environment & Sustainable Development Fund	Mr John Goldsmith	9400 4219
Community Services Fund	Ms Julie Eaton	9400 4202

## **Who Is Eligible For Funding?**

Grants will only be provided to not-for-profit organisations which are incorporated under the provisions of the Associations Incorporation's Act (1987) or a recognised not-for-profit, non-government corporate body either created by government or with an Australian Companies Number (ACN) or Australian Business Number (ABN) or a school.

Eligible organisations will generally be located within the City of Joondalup. In some instances, organisations with a wider membership base *may* be considered, provided the

aims and objectives are aimed primarily at the City's community or the proposed project, activity or event will take place within the City and benefit the City.

Individuals will only be considered for funding if they have a sponsoring organisation prepared to manage the funds on their behalf and they can demonstrate specific benefits to the Joondalup community. Individuals must reside within the City of Joondalup.

All applications will only be considered for funding if they can show achievable objectives and clear benefits for the community in line with the City's own objectives.

## **What Projects, Events and/or Activities are Eligible?**

Consideration will be given to funding the following:

- Capital projects and items;
- Discrete projects, activities or events;
- Seeding grants for projects, activities or events which can demonstrate independent viability after an appropriate period;
- Projects, activities or events where all other potential sources of funding have been exhausted or are not available.

Council **will not** fund the following:

- Deficit funding – for organisations which are experiencing a shortfall in cash revenue or anticipated revenue;
- Recurrent salaries and recurrent operational costs;
- Proposals where alternative sources of funding are available;
- More than one request for funding in a twelve month period (Financial Year 1 July to 30 June);
- Individuals, unless they are sponsored by an eligible organisation and are residents of the City;
- Government or quasi- government agencies, with the exception of schools;
- For profit organisations.

## **How are the Applications Assessed?**

Applications will be assessed against the following factors:

- All eligibility criteria for funding are met;
- The application supports the mission statement, values and strategic direction of Council;



- The application addresses the funding objectives and identified priorities of the relevant fund category;
- Value for money;
- Demonstrated need;
- Community support either in cash or kind;
- Appropriate accountability processes being in place;
- Inclusion of all relevant documentation; and
- Compliance with Council's Community Funding Program Policy and Guidelines.

## **What are the Conditions of Funding?**

Organisations seeking funds through this program must be prepared to sign a Funding Agreement in the event that their application is successful.

For grants up to \$2,500 (including GST), a Letter of Agreement will be required to be signed. For grants greater than \$2,500, a Funding Agreement must be signed.

Successful organisations *without* an ABN must be prepared to sign a "Statement of Supply" Form in order to be funded.

Successful organisations with an ABN and are GST registered must be prepared to agree to the issue of a Recipient Created Tax Invoice from the City of Joondalup and the conditions of its issue as stated below:

- *The organisation cannot issue tax invoices to the City in respect to the grant supplied;*
- *The organisation acknowledges that it is registered for GST when signing the funding agreement and will notify the City of Joondalup if it ceases to be registered; and*
- *Successful organisations must be prepared to complete all required documents, such as the funding agreements within a set time schedule.*

For all grants, it is a requirement that a formal acquittal of funds, together with a report outlining the success of the project in meeting its objectives is provided. The acquittal of funds is to occur by 31 October 2003. For large grants, the City may require a formal audited financial statement.

Where financial assistance is sought for infrastructure development and the expected cost is greater than \$10,000, the City's Formal Facilities Assessment Process will also require to be undertaken.

It is expected that Council's financial support will be acknowledged through means such as advertising, promotion and any media publicity associated with any project, activity or event. Approval may be given to use the City's logo where appropriate.



In some instances, there may be a requirement to make a presentation to Council or participate in some promotional activities during, or at the completion of, the project, event or activity.

## **How Do I Apply?**

### **General Application Information**

The City of Joondalup must receive your application by no later than **5.00pm on 13 March 2003**. Applications received after this date will not be considered.

Your application is to be made in writing (typed), using the appropriate application form in these Guidelines and incorporate separate attachments where necessary.

Applications for up to \$2,500 (including GST) should be made on the **Small Grant Application Form**. Applications for more than \$2,500 should be made on the **Large Grant Application Form**.

While organisations may submit more than one application per annum, **only one application per organisation will be funded in any financial year (July 1 to June 30)**. Organisations wishing to submit more than one application should prioritise their applications.

Applicants will be advised of the outcome of their application within two months of the closing date of applications. All applications are approved by the full Council on the recommendation of the appropriate Assessment Panel.

### **Steps For Applying For Funds**

- Determine if your organisation is eligible.
- Determine which category of funding you are seeking. The categories are listed in the introduction to these guidelines.
- Determine whether you need to prepare the detailed form for applications seeking more than \$2,500 or the simplified application for up to \$2,500 (including GST).
- Ensure that you have the agreement of your organisation to apply for the funds.
- Complete your application using the appropriate Application Form and forward to the City by no later than **5.00pm on 13 March 2003**.

**Note:** For more complex applications, it is recommended that you contact the appropriate Council officer in order to discuss the best way to prepare your application.

## FUND CATEGORIES: OBJECTIVES AND PRIORITIES

<i><b>Fund</b></i>	<i><b>Total Funds available</b></i>	<i><b>Objectives</b></i>	<i><b>Priorities</b></i>
<i><b>Sport &amp; Recreation Development Fund</b></i>	<i><b>\$42,049 across all Fund Categories</b></i>	<ul style="list-style-type: none"> <li>• To extend and support the level of participation in recreation activities within the community</li> <li>• To increase the number and variety of recreation opportunities in the community</li> <li>• To assist in the improvement of community recreation</li> <li>• To positively contribute to the well being of the community</li> <li>• To increase or enhance the volunteer support base of local community groups</li> </ul>	<p>Projects, events or activities which</p> <ul style="list-style-type: none"> <li>• Demonstrate significant benefits to the community's overall quality of life;</li> <li>• Promote active participation in recreational activities;</li> <li>• Expand the active membership and participation base of sport and recreation organisations; and</li> <li>▪ Encourage partnerships and collaborations with other groups and individuals.</li> <li>•</li> <li>•</li> </ul>
<i><b>Culture &amp; the Arts Development Fund</b></i>	<i><b>\$42,049 across all Fund Categories</b></i>	<ul style="list-style-type: none"> <li>• To extend and support the level of participation in cultural activities within the community</li> <li>• To increase the number and variety of cultural opportunities in the municipalities</li> <li>• To assist in the improvement of community recreation</li> <li>• To positively contribute to the well being of the community</li> <li>• To increase or enhance the volunteer support base of the local community groups.</li> </ul>	<p>Projects, events or activities which:</p> <ul style="list-style-type: none"> <li>• Encourage skills development and greater participation by young people with a particular focus on creating a sense of community; and</li> <li>▪ Encourage partnerships and collaborations with other groups and individuals.</li> </ul>

<i>Fund</i>	<i>Total Funds available</i>	<i>Objectives</i>	<i>Priorities</i>
<b><i>Environment &amp; Sustainable Development Fund</i></b>	<b><i>\$42,049 across all Fund Categories</i></b>	<ul style="list-style-type: none"> <li>• To encourage ecologically sustainable development.</li> <li>• To encourage integrated environmental, social and economic development projects.</li> <li>• To provide opportunities for people to become actively involved in environmental protection and conservation activities.</li> <li>• To enhance community participation and understanding of sustainable development and environmental issues.</li> <li>• To provide a positive contribution to the well being of the community.</li> <li>• To increase or enhance the volunteer support base of the local community groups.</li> </ul>	<p>Projects, activities or events which:</p> <ul style="list-style-type: none"> <li>• Encourage efficient use of renewable energy sources.</li> <li>• Encourage waste reduction, reuse and recycling.</li> <li>• Reduce Greenhouse gas emissions.</li> <li>• Develop eco-tourism opportunities.</li> <li>• Improve air quality.</li> <li>• Encourage sustainable forms of transportation (walking, cycling, etc).</li> <li>• Promote ecologically sustainable business practices.</li> <li>• Encourage community participation and enhance community awareness of ecologically sustainable development, sustainability and environmental issues.</li> <li>• Have a clear, practical direction and are sustainable at their completion.</li> <li>• Support the City's Strategic Plan (2000-2005), including strategy 1.2 (adopt and implement a Local Agenda 21 Plan) and strategy 2.6 (implement projects with a focus on improving environmental, social and economic balance).</li> <li>• Enhance community sustainability and generate environmental benefits to the community.</li> <li>• Integrate with other sustainable development initiatives and environmental programmes.</li> <li>• Represent "seed" projects, readily transferable or adaptable for wider application.</li> <li>• Are promotional and/or educational.</li> </ul>

<i>Fund</i>	<i>Total Funds Available</i>	<i>Objectives</i>	<i>Priorities</i>
<b><i>Community Services Fund</i></b>	<b><i>\$42,049 across all Fund Categories</i></b>	<ul style="list-style-type: none"> <li>• To support new and unique initiatives which bring identified positive benefits to youth in the City.</li> <li>• To support local responses to the needs of seniors in the City.</li> <li>• To increase the volunteer support base of local community groups.</li> </ul>	<p>Projects, events or activities which:</p> <ul style="list-style-type: none"> <li>• Encourage the involvement and interaction of youth with their community;</li> <li>• Foster a positive image of youth in the community;</li> <li>• Involve seniors in active involvement in their community;</li> <li>• Have a clear practical outcome; and</li> <li>• Are sustainable at their completion.</li> </ul>



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**Section 4.1 – Community Funding**

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**POLICY 4.1.1 - COMMUNITY FUNDING**

224

**OBJECTIVE**

To provide a framework for the provision of targeted funding which meets Council's strategic objectives in facilitating community development in partnership with the community.

**STATEMENT**Scope

This policy encompasses the following areas of community funding:

- sport and recreation subsidies, including those which have, historically, been provided to individuals;
- financial support to recreation associations, specific sporting and service groups, and schools;
- community arts and community service projects, activities or events;
- welfare support projects, activities or events;
- environmental projects, activities or events;
- infrastructure funding, however requests for \$10,000 or more require a Formal Facilities Assessment Process;

It differentiates between provision of grants and purchase of service arrangements, and therefore does not incorporate funding provided to services such as the St John's Ambulance or State Emergency Service. These funding arrangements, together with the awarding of scholarships, awards, prizes, annual or special appeals and sponsorship arrangements are treated separately.

**1. Community Funding Strategy To Be Established**

- 1.1 Council recognises the important role it plays in fostering a vibrant and harmonious community. One of the measures established to support the development of the community is through the provision of community funding initiatives.
- 1.2. A community funding strategy will be determined as part of the budget development process each year and shall incorporate an adopted focus for the funding period, based on Council's Strategic and other Plans. The focus will be developed as part of Council's community consultation program and will aim at providing a strategic objective for community funding initiatives for a specified period of time. This will translate to each funding area highlighting priority areas for the twelve month period.

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**Section 4.1 – Community Funding**

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**2. Funding Categories****225**

Council may establish the following specific funds each year, as part of the budget development process. Each fund will focus on selected strategic objectives. Priorities for each fund will be developed as part of the promotion and application package.

**2.1 *Sport & Recreation Development Fund*****Objective:**

To provide funding support to specific activities which complement the annual priorities adopted as part of the budget process and Leisure Services planning.

**2.2 *Culture & the Arts Development Fund*****Objective:**

To promote and foster culture and the arts in line with the strategic objectives of Council and Cultural Services planning.

**2.3 *Environmental and Sustainable Development Fund*****Objective:**

To encourage environmental and sustainable development, management, improvement and conservation in line with the strategic objectives of Council.

**2.4 *Community Services Fund*****Objective:**

To promote and support community-based initiatives which meet council's annually selected strategic direction and Community Services planning.

**2.5 *Economic Development Fund*****Objective:**

To foster economic growth, vitality and diversity throughout the region in line with Council's strategic objectives.

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**Section 4.1 – Community Funding**

---

226

**3. Definitions**

The following definitions apply to this policy:

*Organisation* - is an incorporated body under the Associations Incorporation's Act 1987 or a recognised not for profit, non-government corporate body either created by government or with an Australian Companies Number (ACN) or Australian Business Number (ABN), or a school.

*Grant* - is the provision of a set amount of funds for a single year in order to achieve a specific identified purpose, agreed to in a formal contract with Council.

*Subsidy* - 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 groups.

**4. General Funding Guidelines**

While individual funds will have their own guidelines, the following are common to all funds:

**4.1 Eligible Projects, Activities or Events**

Consideration will be given to funding the following:

- capital projects and items;
- discrete projects, activities or events;
- seeding grants for projects, activities or events which can demonstrate independent viability after an appropriate period;
- projects, activities or events where all other potential sources of funding have been exhausted or are not available.

**4.2 Ineligible Projects, Activities or Events**

Council will not fund the following:

- deficit funding - for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue;
- recurrent salaries and recurrent operational costs;
- proposals where alternative sources of funding are available;
- more than one request for funding in a twelve month period;
- individuals, unless they are sponsored by an eligible organisation and are residents of the City;
- government or quasi-government agencies with the exception of schools;
- for profit organisations.

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## Section 4.1 – Community Funding

---

227

Projects or matters where a donation is sought for a specific appeal such as the Red Cross Appeal or a crisis appeal will be considered separately and budgeted for in accordance with the council's annual budget review.

### 4.4 *Acknowledgment*

It is expected that all projects, events and activities funded through Council's Community Funding program will:

- acknowledge Council's support in its advertising, promotion and any media publicity to the satisfaction of Council;
- utilise Council's logo where approved;
- provide a detailed report at the conclusion of the project which outlines the project's, activity's or event's achievements measured against the objectives; and
- provide a statement of acquittal of Council funds expended, and audit if required.

### 4.4 *Other*

Council will:

- allocate grants inclusive of any GST payable;
- only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances;
- require each applicant organisation to submit a new funding application on each occasion before Council will commit any funds;
- require each application for funding to be in writing with the required supporting documentation;
- expect each successful applicant to agree that they do not represent Council in any capacity.

### 4.5 *Infrastructure Funding*

For organisations seeking financial assistance for infrastructure funding such as building extensions, new buildings or other infrastructure, this application process must be completed but applications where the expected total expenditure exceeds \$10,000 will require assessment under Council's Formal Facilities Assessment Process. Infrastructure funding applications will require an extended time frame in that the funding may not be available until the next financial year, at which time it may be funded as a separate budget item, at the Council's discretion.



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**Section 4.1 – Community Funding**

---

228

**5. Eligibility**

Only organisations are eligible for funding support. In some instances, organisations may apply for funding on behalf of individuals who must be residents of the City. Only one application per year may be funded for any one organisation. In general, applicants for funding shall be required to fulfil the following criteria:

- not for direct profit or financial gain to the organisation or an individual;
- proposal supports the mission statement, values and strategic direction of Council;
- proposal meets specific funding program guidelines;
- applicant organisation can demonstrate
  - the capacity to manage and be accountable for the funds and the project, activity or event;
  - that its membership is primarily City residents;
  - that its aims and objectives are aimed primarily at the City's community or the project, activity or event will take place within the City and benefit the City.

**6. Program Promotion****6.1 Advertising**

All funding programs will be advertised at least annually. Rolling programs which do not require a closing date for applications will be advertised quarterly within the local paper. Where appropriate and feasible, specific groups such as conservation groups, recreation associations, schools and so on may be advised of the grant availability by letter.

**6.2 Time Frame**

All applicants will be advised of the outcome of their application within three months of the closing date for applications or, in the case of rolling programs within six weeks of their application. If the application is unsuccessful the reasons for the decision will also be provided.

**6.3 Presentation & Publicity**

Wherever feasible, successful applicants may be invited to a function hosted by Council to be presented with their award or advised of their application's success. The Marketing Unit will arrange appropriate publicity for announcing successful grant applications.

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## Section 4.1 – Community Funding

---

229

### 7. Accountability

While each fund will have specific guidelines, the following accountability measures will be common to all funding made available:

#### 7.1 Reporting Requirements

Organisations successful in their application are required to

- Acquit the funds by 31 October in the year following their successful grant application. 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, activity or event including relevant statistics and whether objectives and key performance indicators of the project have been met. The contents of the report requirements will be determined by Council; and
- where an organisation has applied for funds on behalf of an individual, the individual concerned may be required to make a presentation to council, participate in an interview or address a group of people regarding the project, activity or event.

#### 7.2 Unspent Funds

7.2.1 Funds which are unspent at the conclusion of the funding period will be returned to Council within 60 days of the completion of the project, activity or event.

7.2.2 Funds which remain unaccounted for or remain unspent shall be treated as for any Council debt.

#### 7.3 Availability of Information

A central register of grants will be maintained and kept up to date by the Resource Management Directorate. 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 has been received by council;

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**Section 4.1 – Community Funding**

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**230**

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

**8. Assessment and Approval of Grants**

8.1 An assessment panel will be established by the relevant Director for each fund category to assess applications for funding received under that category. The assessment panels will consist of relevant Council officers and members of the community with expertise and experience relevant to the funding category.

8.2 All grants will be approved by resolution of Council on recommendation of an assessment panel.

8.3 Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

**9. Guidelines**

Guidelines will be available for the various funds at the time of the completion of the annual budget and will be made available on request as part of a publicly available information and funding application package.

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

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Previous Policy No:	H1-01, H1-02, H5-03, H5-04, H5-06, R16
Amendments:	CJ213-06/99; CJ303-09/99, CJ298-09/01
Issued:	September 2001
Related Documentation:	Community Funding Guidelines Delegated Authority Manual

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