

**CITY OF JOONDALUP
COMMUNITY FUNDING PROGRAM
2ND FUNDING ROUND 2003-2004**

ATTACHMENT 1

Applicant/Organisation	GST Reg	Funding Category	Project Proposal	Total Project Cost	Funds Sought	Funding Recommended	Excluding GST (where applicable)	Justification
Australian Asian Association	Yes	Community Services Large Grant	Multicultural Handmade Harmony Quilt. Woman from 20 different multicultural groups will participate in quilting, sewing, dying, beading and embroidering to complete the quilt. The quilt will represent harmony in the community and be on display in a prominent place once completed.	\$5,910.00	\$4,410.00	\$3,900.00	\$3,545.45	The assessment panel evaluated this to be very a worthwhile project, which involves the community in many meaningful ways. The project meets the objective of "supporting groups that provide services to members of the community that may be considered marginalised" and the funding priorities of "having a clear practical outcome" and "sustainability on completion." The panel did not support the catering or administration component of the application as they were considered to be operational.
Lions Club of Ocean Reef	No	Community Services	The Lions Club of Ocean Reef request funding assistance to enable them to hold a fundraising concert to raise the revenue to provide local kids with severe disabilities with walking aids approved by the Cerebral Palsy Association.	\$6,500.00	\$2,500.00	\$1,200.00	\$1,200.00	The decision to partially fund the application from the Lions Club of Ocean Reef was because panel members felt that the outcomes of the project fitted the City's funding program objective of "supporting members of the community who may be considered marginalised" i.e. children with Cerebral Palsy. The panel also supported the application because the implementation of the project involved a large volunteer-base and encouraged the participation of a wide cross-section of the community.
Mullaloo Surf Life Saving Club	Yes	Community Services	Youth Board of Management. To provide young people with quality leadership, management and life-skills to guide their personal development and to maintain the future and relevance of the Mullaloo Surf Life Saving Club.	\$2,520.00	\$2,520.00	\$1,200.00	\$1,090.91	The panel agreed that this application responded to the objectives and priorities from both the Sport and Recreation Development Fund and the Community Services Fund. It was agreed that the Surf Lifesaving Club provides an extremely valuable community service. The objectives the project aligned to were "To assist in the improvement of community recreation", "to positively contribute to the well being of the community" and "to increase or enhance the volunteer support base of local community groups". The project demonstrates significant benefits to the community's overall quality of life.
Rotary Club of Whitfords	Yes	Community Services	The Rotary Club of Whitfords organises for a group of approximately 40 senior citizens who have limited social interaction to be taken to Yanchep National Park for a free outing and lunch BBQ.	\$700.00	\$600.00	\$500.00	\$454.55	Objective and priorities of the City to "support local responses to the needs of seniors in the community" would be met through the Whitfords Club of Rotary Seniors Picnic project. Other objectives of "supporting volunteers" and "people who may be considered marginalised" would be also be achieved. The panel supported the suggestion to partially fund this project and in doing so make a contribution to this event.
St Vincent de Paul Society	Yes	Community Services	Joondalup Seniors Christmas Party. St Vincent de Paul would like to hold a Christmas Party for lonely or disadvantaged elderly people who would otherwise experience no Christmas joy.	\$4,075.00	\$1,305.00	\$500.00	\$454.55	Objectives and priorities of the City to "support local responses to the needs of seniors in the community" would be met through the St Vincent de Paul Society's Seniors Christmas Party project. Other objectives of "supporting volunteers and people who may be considered marginalised" would be also be achieved. The panel supported partial funding for this project. Whilst it could be suggested that the application could have been deferred to the October funding round, the timing of the approval of funds may not have left the organisation much time to respond appropriately.
Te Rangatahi Maori Club	No	Community Services	Yarning with Maori Elders. Maori elders will come together with young people to participate in making piu piu (traditional Maori skirts) and poi balls. The young people will learn the discipline involved in these activities and develop a stronger cultural identity.	\$5,300.00	\$4,000.00	\$2,000.00	\$2,000.00	Members of the panel supported the application to provide cultural activities and interactions between Maori elders and their young people. The project meets the City's objectives of "identifying positive outcomes and encouraging community involvement for youth" and "supporting members of the community that may be considered marginalised." It also has a "clear and practical outcome" and is "sustainable at completion." The recommendation is for partial funding because the project could easily be scaled to fit the funding allocation.
Whitfords Senior Citizens Club	No	Community Services	To purchase two new mats for indoor bowls and a new wide-screen television. Existing items fifteen years old.	\$4,500.00	\$2,500.00	\$1,290.00	\$1,290.00	The assessment panel evaluated the application from the Whitfords Seniors Citizens Club for new mats for their indoor bowls program to have merit because this equipment promotes physical activity and social interactions for seniors in the community. The request for funds for a new wide-screen television was not considered by the panel to fit with the priorities of the funding program. The panel elected to fund the purchase of one bowling mat @ \$1,290.
Woodvale Senior High School	Yes	Community Services	Mentor program for "at-risk" year 9 students. The program is designed to engage students through a framework of hip-hop and break dance youth culture.	\$3,000.00	\$2,500.00	\$1,500.00	\$1,363.64	Woodvale Senior High School applied for funds to provide a Mentor program to "at risk" year nine students. The panel considered this to be a project that would "bring positive benefits to youth in the City, encourage the involvement and interaction of youth with their community and foster a positive image of youth in the community". The project also has a clear and practical outcome and is sustainable at completion. The panel felt that the project could easily be scaled to fit the allocated funding or that the school seek further funds to contribute to the completion of the full project.
Association of Independent Retirees	No	Community Services	To purchase a public address system to support monthly meetings of seniors.	1,800.00	1,800.00	0.00	\$0.00	The assessment panel did not recommend funding for this project as it viewed the purchase of a sound system for use once per month as an operational cost and should be the association's responsibility. The project does not meet the objectives and priorities of the Community Services Fund.

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Australian Red Cross	Yes	Community Services Large Grant	To contribute to the Red Cross Calling Doorknock Appeal	\$770,000.00	\$5,000.00	\$0.00	\$0.00	This application was considered by the panel to be a donation to the Red Cross's major fundraising campaign. Whilst it appeared that funds could be directed to members of the City of Joondalup community, the identified needs were not substantiated in the application. The panel assessed that the organisation had a large operational base and the project did not fit the objectives, priorities or spirit of the City's Community Funding Program.

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Bunyip Toy Library	No	Community Services	Replenishment of toys. Promotion of toy library services available to the local community.	\$2,500.00	\$2,500.00	\$0.00	\$0.00	Groups such as the Bunyip Toy Library have access to Lottery West for funding the replacement of toys and equipment. This applicant has not demonstrated that they have accessed this avenue prior to approaching the City for funds. The assessment panel did not support this application for this reason as one of the eligibility considerations is that other potential funding sources have been exhausted or are not available.
Carers WA	Yes	Community Services	"Linking Together" seeks to reduce the social isolation experienced by family carers who support a family member or friend who is frail, aged or disabled. Linking together initiates regular informal networking and support structures for carers and is mainly run by volunteers	\$7,650	\$2,000	\$0.00	\$0.00	The application to support carers in the community was not supported by the panel. The panel considered that the application did not demonstrate the need for supporting carers in the northern suburbs because the information given was very general and gave state-wide statistics rather than specific numbers of benefits to residents in the City of Joondalup municipality.
Citizen's Advice Bureau of WA	Yes	Community Services Large Grant	Low Cost Legal Service. To enhance and expand existing low cost legal services to the local community. Expand community members' awareness of the services and organisations available and assist in their access to them.	\$34,638.00	\$14,242.00	\$0.00	\$0.00	This organisation applied for funds to provide low-cost legal services to the community. The panel is aware of a source of State Government funding that has recently become available which would enable the establishment of a larger-scale community legal service to the community and that to fund this application would be piece-meal. The panel felt that the Citizen's Advice Bureau could be informed about the funding opportunity and if desired, the organisation join a collaborative community effort to provide low-cost legal services in the northern suburbs through the alternative avenue.
Duncraig Playgroup	No	Community Services	Toy and equipment replacement for the Playgroup. This will better enable the Playgroup to provide the children with a happy, relaxed, friendly and safe environment for playing and learning.	\$2,500.00	\$2,500.00	\$0.00	\$0.00	Groups such as the Duncraig Playgroup have access to Lottery West for funding the replacement of toys and equipment. This applicant has not demonstrated that they have accessed this avenue prior to approaching the City for funds. The assessment panel did not support this application for this reason as one of the eligibility considerations is that other potential funding sources have been exhausted or are not available.
Heathridge Central Playgroup	No	Community Services	To obtain funding to purchase a new cubby house for the family playgroups run at the Ocean Ridge Leisure Centre in Heathridge.	\$900.00	\$900.00	\$0.00	\$0.00	The Heathridge Playgroup applicant received a \$3,000 equipment grant from Lottery West in the 2003/2004 financial year. The assessment panel did not support this application for this reason as one of the eligibility considerations is that other potential funding sources have been exhausted or are not available.
Lake Joondalup Baptist Church Playgroup	Yes	Community Services	Apply shade sails to the playground at Playgroup. This will make it safe and cool.	\$1,888.00	\$1,628.00	\$0.00	\$0.00	Groups such as the Lake Joondalup Baptist Playgroup have access to Lottery West for funding the replacement of toys and equipment. This applicant has not demonstrated that they have accessed this avenue prior to approaching the City for funds. The assessment panel did not support this application for this reason as one of the eligibility considerations is that other potential funding sources have been exhausted or are not available.
Leaps and Bounds Incorporated	Yes	Community Services Large Grant	Set up administration and training to support staff in running programs for Autistic Children	\$110,000.00	\$3,600.00	\$0.00	\$0.00	The Leaps and Bounds application was not supported because the panel identified that all funds would be applied to setting up an administration infrastructure to enable programs to operate. This was seen by the panel to be operational and not project-based. The application did not meet the City's priorities of having "clear and practical outcomes" and "sustainability at completion." It also appeared that the organisation would need funds for staffing the program, and that it would not be practical to fund an infrastructure until additional funding was secured for wages.
North City Community Services - North City Christian Centre	Yes	Community Services Large Grant	To provide strategies to enable youth in the City of Joondalup to develop healthy lifestyles and minimise drug use. The group will be provided with training and support regarding drugs and healthy alternatives to drug use.	\$33,400.00	\$5,900.00	\$0.00	\$0.00	The workshop component of this youth drug education project, whilst considered worthwhile, would only benefit a small segment of the community. The funds requested would primarily enable North City Community Services to supplement their administration which was considered by the panel not to be operational and not integral to the objective of supporting young people to choose a drug-free lifestyle.
North Metropolitan Community Drug Services Team c/o St John of God Health Care	Yes	Community Services Large Grant	To conduct an art competition with the theme "Health Alternatives to Drug Use" throughout high schools in the City of Joondalup. To then produce a 2005 calendar using the artwork. The calendar will have the "Health Alternatives" theme.	\$7,000.00	\$7,000.00	\$0.00	\$0.00	The calendar project has been funded by other sources over the past few years and the expectation is that a calendar will be produced by the North Metropolitan Community Drug Services Team each year into the future. The panel agreed that this project is not sustainable because of the ongoing production expectation. There was also discussion about the benefits to young people through the production of a calendar. It was difficult for the panel to see the direct relationship between the production of a calendar (albeit the healthy lifestyles message) and the reduction of drug use amongst young people. The application did not demonstrate an identified community need for the production of a calendar or provide evidence that previous calendars decreased drug use amongst young people.

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Patricia Giles Centre	Yes	Community Services Large Grant	A pilot project to determine the level of demand and take-up rate for couple counselling to address issues of family violence.	\$9,750.00	\$4,500.00	\$0.00	\$0.00	This application was not supported by the assessment panel because it was felt that alternative funding sources such as the Department for Community Development - Stronger Families Project and the Justice Department could be accessed by the agency. Whilst partial funding was considered, it was felt that the project would not be sustainable unless the full amount was allocated.
Poynter Primary School	Yes	Community Services Large Grant	The funds will be used for an upgrade of playgrounds to meet current standards.	\$19,965.00	\$12,465.00	\$0.00	\$0.00	The recommendation for not funding the upgrade of playground equipment for Poynter Primary School was supported unanimously by the assessment panel. Members of the panel referred to the City's condition of not funding projects that are considered part of a school's "normal curriculum". The panel evaluated the provision of playground equipment to be a normal function of the school and the Department of Education. The panel were also cognisant that community expectation could be raised far beyond the City's ability to respond if one of its fifty primary schools were to gain funds for playground equipment upgrade. Consequently, the assessment panel recommended that the City consider modifying the funding guidelines to reflect this position.
Riverview Community Services - Riverview Church	Yes	Community Services	"Just for Kids" Life skills Program will offer innovative life-skills programs to local primary schools at a reduced/subsidised rate. The program covers Leadership and Resilience skills for years 5,6 and 7.	\$3,300.00	\$2,500.00	\$0.00	\$0.00	One of the assessment criteria for the funding program is that projects meet a demonstrated community need. The applicant organisation stated that they would approach several primary schools in the region once they received the funding. The assessment panel were not convinced that the applicant had identified a community need prior to offering a program to the school community. The panel agreed that the project would not be funded for the above reasons in this round.
			COMMUNITY SERVICES TOTAL	\$1,037,796.00	\$86,870.00	\$12,090.00	\$11,399.09	
Joondalup Kinross Junior Football Club	No	Sport and Recreation	To purchase audio visual equipment to enable to the running of Education and Training courses for coaches, trainers, team managers and players of the JKJFC.	\$3,206.00	\$2,246.00	\$1,000.00	\$1,000.00	The panel recommended partial funding of \$1,000.00 to contribute to the education and training of the Coaches, Trainers, Team Managers and Players. The panel acknowledged that the club has not specifically asked for funding for clinics but agreed that the club can have the funding on the proviso that the it is spent on clinics as an alternative method to provide training in the club. The panel agreed with supporting the positive developmental impact of education and training on the standard of the club. The panel viewed the operational costs and the equipment as the club's responsibility. The objectives which this project funding meets are "to assist in the improvement of community recreation" and "to increase or enhance the volunteer support base of local community groups".
Joondalup Netball Association	No	Sport and Recreation	To promote and develop Under 21 netball through an afternoon "Come and Try" carnival followed by structured competition.	\$2,210.00	\$2,000.00	\$1,900.00	\$1,900.00	The assessment panel recommended partial funding for this project as it was seen as a very important project which offered new participation opportunities to everyone within the community. The panel agreed that the project would encourage increased participation and provide a safe playing environment for all community members. The objectives which this project funding meets are "to extend and support the level of participation in recreation activities within the community", "to increase the number and variety of recreation opportunities in the community" and "to assist in the improvement of community recreation". The priorities met include "promote active participation in recreational activities" and "expand the active membership and participation base of sport and recreation organisations".
Sacred Heart College	Yes	Sport and Recreation	The funds will be for printing Frequent Activity Logbooks. The students gain frequent activity points for participating in various forms of physical activities. These points are exchanged for chances to win in the major "Strive Awards" Raffle.	\$1,464.00	\$1,464.00	\$1,200.00	\$1,090.91	The assessment panel strongly agreed with the importance of promoting sport and recreation within schools outside of the normal curriculum. The project was favourably viewed as it promoted participation in physical activity in and out of school time. This included non-compulsory and community sport and recreation. The objectives which the project funding meets are "to extend and support the level of participation in recreation activities within the community", "to increase the number and variety of recreation opportunities in the community" and "to assist in the improvement of community recreation". The priorities met include "Promote active participation in recreational activities" and "expand the active membership and participation base of sport and recreation organisations".
Whitfords Little Athletics Club	No	Sport and Recreation	To develop a marketing program to increase dwindling membership, replacement of old unserviceable athletics equipment and specialised coaching to improve the skills of existing and new athletes.	\$3,076.00	\$2,500.00	\$1,000.00	\$1,000.00	The panel recommended partial funding of \$700.00 to contribute to the specialised training for existing and new athletes. The panel acknowledged the positive developmental impact of the clinics. The objectives which this project funding meets are "to assist in the improvement of community recreation" and "to increase or enhance the volunteer support base of local community groups".

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Women's Healthworks	Yes	Sport and Recreation	"Walking towards Wellness" To host a series of 4 group walks within the City of Joondalup.	\$3,186.00	\$2,497.00	\$1,700.00	\$1,545.45	The panel recommended partial funding for this project to contribute to the expenditure excluding the catering costs. The panel strongly agreed with the benefits the community will receive from this project as it aligned with the priorities and objectives of the Sport and Recreation Development Fund. The objectives which the project funding meets are "to extend and support the level of participation in recreation activities within the community", "to increase the number and variety of recreation opportunities in the community", "to positively contribute to the well being of the community", "to assist in the improvement of community recreation" and "to increase and enhance the volunteer support base of the local community groups". The priorities met include "Demonstrate significant benefits to the community's overall quality of life", "Promote active participation in recreational activities", "expand the active membership and participation base of sport and recreation organisations" and "encourage partnerships and collaborations with other groups and individuals".
Woodvale Junior Hockey Club	No	Sport and Recreation	To increase the number of people participating in the sport of Hockey of all ages and all areas in the Northern Suburbs. To improve the skills of coaches and umpires within the club and improve the quality of competition within the region, through the provision of training and coaching clinics.	\$24,000.00	\$12,000.00	\$1,000.00	\$1,000.00	The panel recommended partial funding of \$1,000 to contribute to the Coaching and the Umpire Clinics. The panel acknowledged the positive developmental impact of the clinics on the standard of coaching and umpiring, but viewed the registration, players insurance, uniforms, end of year function and equipment as operational costs and as such club's (and for the end of year function, the individual's) responsibility. The City's funding guidelines clearly state that "recurrent operational costs will not be funded." The objectives which this project funding meets are "to assist in the improvement of community recreation" and "to increase or enhance the volunteer support base of local community groups".
1st Padbury Scout Group	Yes	Sport and Recreation	To purchase new compasses for the scout group training.	\$898.50	\$898.50	\$0.00	\$0.00	The assessment panel did not recommend funding for this project as it viewed the compasses as operational cost and should be the club's responsibility as the guidelines state that "recurrent operational costs will not be funded."
Arena Swim Club	Yes	Sport and Recreation	Purchase of a computer to assist the volunteers to administer membership details, input race entries and record swim meet results for 300 members.	\$2,500.00	\$3,100.00	\$0.00	\$0.00	The assessment panel did not recommend funding as the project did not meet the objectives or priorities of the Sport and Recreation Development Fund, which focus on the encouraging active participation in recreation activities and demonstrating significant benefits to the community's overall quality of life. The assessment panel suggested that the club could be redirected to the Surplus Computers Program which the City of Joondalup offers. The next round of Surplus Computers is yet to be decided, however the group could be informed when a date is set.
Duncraig Senior Citizens Club	No	Sport and Recreation	To purchase a new sound system for the Club to use for seniors dances . The current system is old an unreliable.	\$1,190.00	\$1,190.00	\$0.00	\$0.00	This project will not be funded through the Community Funding Program as the City of Joondalup is already presently purchasing and installing a new sound system for the facility. The City of Joondalup view the sound system as part of the facility and as a result it is the role of the Council to replace it.
Hillary Yacht Club	Yes	Sport and Recreation	To conduct a classroom and on-water fishing course for children.	\$1,632.50	\$882.50	\$0.00	\$0.00	The assessment panel did not recommend funding for this application. The Hillarys Yacht Club has received funding over the past two years for this program in November 2001 and May 2003. The assessment panel agreed that, whilst it was a worthwhile project, the Club could be introducing this program into their operational budget and the City's funds could be allocated to other groups in the community that had not accessed the funds thus far. The course is also only aimed at attracting participants from within the club. This therefore excludes the rest of the community.
Joondalup and Districts Rugby League Club	Yes	Sport and Recreation	To purchase a fountain clubline marker and 2 sets of rugby league jumpers	\$3,005.00	\$2,500.00	\$0.00	\$0.00	The assessment panel did not recommend funding for this project as it viewed the linemarkers and the jumpers were operational costs and should be the club's responsibility as it is part of their core business. The funding guidelines clearly state that the City will not fund "recurrent salaries or recurrent operational costs". The project does not meet the objectives and priorities of the Sport and Recreation Development Fund.
Joondalup Primary School P&C	No	Sport and Recreation	To develop shade areas at the school for the children. Joondalup Primary School is working towards becoming a sun smart school. The shade areas will be created by purchasing and installing sun shades.	\$18,500.00	\$2,500.00	\$0.00	\$0.00	The assessment panel suggests that the project should be the responsibility of the Department of Education because the school building and grounds are owned by the Department. The panel could not conclude how the project would increase or improve active participation in sport and recreation. The project did not meet the objectives or priorities of the fund which focus on the active participation of the community in physical activities. The assessment panel therefore did not recommend any funding for this application. (The City owns four temporary sun shelters that could be loaned to the school or sporting events and other functions.)
Mindarie Mustangs Little Athletics Club	No	Sport and Recreation	Purchase of high jump equipment for training of Junior Athletes.	\$3,000.00	\$2,500.00	\$0.00	\$0.00	This group is not eligible for Community Funding through the City of Joondalup as they are in Mindarie/ Quinns Rocks region which is covered by the City of Wanneroo.

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Ocean Ridge Cricket Club	No	Sport and Recreation	To acquire a fully-equipped playing kit for the colts Under 19 side. A playing kit contains all the necessary items required for a team of 11 players to play cricket in safety.	\$2,319.00	\$1,823.00	\$0.00	\$0.00	The assessment panel did not recommend funding for this project as it viewed the fully-equipped playing kit as operational costs and should be the club's responsibility as it is their core business. The funding guidelines clearly state that "recurrent operational costs will not be funded."
Sorrento Surf Life Saving Club	Yes	Sport and Recreation Large Grant	The development camp is directed at the cadet members of the club (U14 to U21). The participants develop lifesaving and leadership skills. The camp teaches the U14 and U16 member's basic lifesaving techniques while the U19 and U21 participants develop their leadership skills by teaching the skills under the direction of senior instructors.	\$11,200.00	\$4,000.00	\$0.00	\$0.00	The assessment panel did not recommend funding for this project. 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 club can reapply for a Community Funding Grant in Round 1 of 2004/2005.
Transplant Australia Kids WA	No	Sport and Recreation Large Grant	A sporting event where transplant recipients, siblings and carers compete in various events over a week. The purpose is to promote organ donation, physical and mental health in all participants aged 2 to 90 years. The games are held every two years, 2004 being the next games.	\$60,000.00	\$10,000 to \$20,000	\$0.00	\$0.00	The assessment panel did not recommend funding for this project as it directly impacted on a small number of individuals rather than benefiting the wider community and because the participants were to travel to Adelaide to participate in the event. Whilst the assessment panel could see the value of the project, it could not justify the allocation of funds as the project was an annual event, did not positively contribute to residents of the City and the funding program's sport and recreation objectives were not met. The assessment panel suggested more nationally based funding could be sought and each City of Joondalup participant to apply for a Junior & Disabled Sporting Donation from the Council.
Uniting Community Services	Yes	Sport and Recreation Large Grant	Tai Chi for Seniors is a Tai Chi program designed to promote low impact exercise and increase strength and balance in seniors living in the City of Joondalup. The goal of the program is to reduce the incidence of hospitalisations and loss of independence in seniors resulting from slips, trips and falls.	\$8,670.00	\$5,310.00	\$0.00	\$0.00	The assessment panel did not recommend funding this project as the applicant clearly stated that up to ten people from within the City of Joondalup were to benefit. The panel could not justify such a large amount being allocated to benefit such a small group. The panel also felt the group could consider hiring a Council facility which would offer subsidised use for seniors hence decreasing the cost of the project.
			SPORT AND RECREATION TOTAL	\$150,057.00	\$47,411.00	\$7,800.00	\$7,536.36	
Malubillai Wildlife Carers Network Inc.	Yes	Sustainable Development	To provide aviaries, small bird cages and hospital boxes to care for injured and young orphaned wildlife. The project also involves developing promotional material including a calendar to promote and educate people on caring for our wildlife and the volunteer work undertaken by the group with the aim of increasing its volunteer membership base and developing an educational program to work with schools, scouts, guides and other community groups.	8,670.36	6,489.36	6,489.36	5,899.42	Recommended for full funding. The proposal is in accord with the City's mission and strategic objectives, funding priorities (8,9,10,13,16,17), funding objectives (2,3,4,5,6,11) and demonstrates value for money and has a demonstrated need. All the volunteer members work from home and are located throughout the metropolitan area including the suburb of Mullaloo. The committee considered that there would be considerable benefit to wildlife and the community within the City of Joondalup, with a reported 70% of call outs to injured fauna occurring in the City of Joondalup during the busy season. The community generally do not know where to take injured or sick wildlife and promotion of this group and its services is considered to be a worthwhile and very much needed initiative.
Mullaloo Heights Primary School	Yes	Sustainable Development	To eliminate pest bees in trees with faunal habitat potential, and provide nesting boxes to encourage and monitor subsequent occupation from animals in these large trees.	2,810.00	2,500.00	2,500.00	2,272.73	Recommended for full funding. The proposal is in accord with the City's mission and strategic objectives, funding priorities (8,9,10,13,14,15,16,17), funding objectives (3,4,5,6,10,11) and demonstrates value for money and has a demonstrated need. The development of a video to capture first hand any intruders and the process of life inside the nesting boxes is considered to be information that would be of much interest to other schools and the wider community and should be promoted and made available as such.
Padbury Primary School	Yes	Sustainable Development	To enhance a section of school grounds by planting native flora to attract native fauna. The revegetation works are to be carried out during 'busy-bees' involving the whole school community to prepare the site, plant flora and install a frog pond and pathways. Regular monitoring is planned.	2,491.90	2,000.00	2,000.00	1,818.18	Recommended for full funding on proviso that they liaise with Dave Hancock from the Friends of Yellagonga and Keith Armstrong from the City of Joondalup to identify a greater range of native species for establishment in the native garden. The proposal is in accord with the City's mission and strategic objectives, funding priorities (2,8,9,10,12, 13,14,15,16,17), funding objectives (3,4,5,6,11) and demonstrates value for money and has a demonstrated need.
			SUSTAINABLE DEVELOPMENT TOTAL	\$13,972.26	\$10,989.36	\$10,989.36	\$9,990.33	
			GRAND TOTAL	\$1,201,825.26	\$145,270.36	\$30,879.36	\$28,925.78	



**COMMUNITY FUNDING PROGRAM
GUIDELINES**

**2003-2004
2nd Round**

**INFORMATION AND FUNDING APPLICATION
PACKAGE**

**Closing Date for Applications:
5.00 pm 18 March 2004**

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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, culture & the arts, sustainable development and community services. All funds for the Culture and the Arts fund were allocated in the 1st funding round for 2003/04.

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. 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
Community Services Fund	Ms Julie Eaton	9400 4202
Sport & Recreation Development Fund	Ms Kristy Strange	9400 4922
Sustainable Development Fund	Mr Fabian Uzaraga	9400 4967

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:

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

Council **will not** fund the following:

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

How are the Applications Assessed?

Applications will be assessed against the following factors:

1. All eligibility criteria for funding are met;
2. The application supports the vision, mission, values and strategic direction of Council;
3. The application addresses the funding objectives and identified priorities of the relevant fund category;
4. Value for money;
5. Demonstrated need;

6. Additional support from other organisations either in cash or kind;
7. Appropriate accountability processes being in place;
8. Inclusion of all relevant documentation; and
9. 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 2005. 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.

Please note that Canvassing of Councillors will disqualify.

How Do I Apply?

General Application Information

The City of Joondalup must receive your application by no later than **5.00pm on 18 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 18 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>Fund</i>	<i>Total Funds available</i>	<i>Objectives</i>	<i>Priorities</i>
<i>Community Services Fund</i>	<i>\$18,940 across both Funds</i>	<ol style="list-style-type: none"> 1. To support new and unique initiatives which bring identified positive benefits to youth in the City. 2. To support local responses to the needs of seniors in the City. 3. To increase the volunteer support base of local community groups. 4. To support groups that provide services to members of the community who may be considered marginalized. 	<p>Projects, events or activities which:</p> <ol style="list-style-type: none"> 1. Encourage the involvement and interaction of youth with their community; 2. Foster a positive image of youth in the community; 3. Involve seniors in active involvement in their community; 4. Have a clear practical outcome; and 5. Are sustainable at their completion.
<i>Sport & Recreation Development Fund</i>		<ol style="list-style-type: none"> 1. To extend and support the level of participation in recreation activities within the community. 2. To increase the number and variety of recreation opportunities in the community. 3. To assist in the improvement of community recreation. 4. To positively contribute to the well being of the community. 5. To increase or enhance the volunteer support base of local community groups. 	<p>Projects, events or activities which:</p> <ol style="list-style-type: none"> 1. Demonstrate significant benefits to the community's overall quality of life; 2. Promote active participation in recreational activities; 3. Expand the active membership and participation base of sport and recreation organisations; and 4. Encourage partnerships and collaborations with other groups and individuals.

<i>Fund</i>	<i>Total Funds available</i>	<i>Objectives</i>	<i>Priorities</i>
<i>Sustainable Development Fund</i>	<i>\$18,457</i>	<ol style="list-style-type: none"> 1. To encourage sustainable development. 2. To encourage integrated environmental, social and economic development projects. 3. To provide opportunities for people to become actively involved in environmental protection and conservation activities. 4. To enhance community participation and understanding of sustainable development. 5. To provide a positive contribution to the well being of the community. 6. To increase or enhance the volunteer support base of the local community groups. 7. To encourage the development of new businesses within the city which do not operate in direct competition to existing business. 8. To fill an identified economic need within the community. 9. To assist the City in achieving its stated economic development priorities. 10. To increase community equity. 11. To improve quality of life for current and future residents. 	<p>Projects, activities or events which:</p> <ol style="list-style-type: none"> 1. Encourage efficient use of renewable energy sources; 2. Encourage waste reduction, reuse and recycling; 3. Reduce Greenhouse gas emissions; 4. Develop eco-tourism opportunities; 5. Improve air quality; 6. Encourage sustainable forms of transportation (walking, cycling, etc); 7. Promote sustainable business practices; 8. Encourage community participation and enhance community awareness of sustainability issues; 9. Have a clear, practical direction and are sustainable on their completion; 10. Support the City's Strategic Plan (2003-2008). 11. Support strategic economic development within the City; 12. Encourage participation of the local business community in partnership arrangements with other business sectors; 13. Foster community well being; 14. Integrate with other sustainable development initiatives and environmental programs; 15. Represent "seed" projects, readily transferable or adaptable for wider application; and 16. Are promotional and/or educational. 17. Encourage collaboration efforts to undertake sustainable project initiatives.

\$2,500 OR LESS SMALL GRANT APPLICATION FORM

Fund Category

☐
☐
☐

Community Services
Sport & Recreation
Sustainable Development

Please tick one box only

Priority Number

(if more than one application)

Funds Sought: \$

Total Project Cost: \$

Project Title

Project Summary

Applicant Details

Name of Organisation

Address

Project Coordinator(s) or Contact Person(s)

Name	Phone	Fax	Email

Tax Information

Is your organisation registered for an ABN?

Yes/No

Please supply your ABN

Is your organisation registered for GST?

Yes/No

Date registered for GST

If your organisation is not registered for an ABN or GST, does your organisation agree to sign a statement of supply form?

Yes/No

If your organisation is registered for an ABN and GST, does your organisation agree to the issue of a Recipient Created Tax Invoice?

Yes/No

Eligibility Criteria

Is your organisation incorporated?
(Please enclose a copy of the Certificate of Incorporation)

Yes/No

Date of
Incorporation

Is your organisation Not-for-Profit?

Yes/No

Is your organisation a school?

Yes/No

Have you sought funding from any other organisation

Yes/No

Project Description

When does this project start & finish?

What is the number of people you expect to have involved in the particular Project, Activity or Event?

Where is this particular Project, Activity or Event going to be held?

Project Aim

How does this Project, Event, or Activity assist your Organisation's Objectives?

How does this Proposal meet the City's Funding Objectives and Priorities?

Who does this Proposal Directly and Indirectly Benefit and How?

Performance Objectives and Outcomes

	Objective	Strategies	Outcomes	Completion Date
1				
2				
3				
4				

Example

	Objective	Strategies	Outcomes	Completion Date
1	Increase the skills level of the Hillarys Soccer Team's 10-15 year olds	Utilise the services of Perth Glory's Assistance Coach to run holiday clinics	Increase ball handling skills for fifty 10-15 year olds	December 2001

PROPOSED BUDGET

Income	
Your organisation's contribution and earned income (sales, tickets, fees)	\$
Your organisation's in-kind contribution (labour, materials, time, rent, services)	
Additional funding from other organisations (grants, donations) Do not include City of Joondalup funding	
Other income (specify)	
TOTAL INCOME (A)	
Expenditure	
Administration Costs	
Capital Costs	
Operating Costs	
Other Costs	
TOTAL EXPENDITURE (B)	
FUNDING REQUESTED FROM CITY OF JOONDALUP (B – A)	

Please attach the following with this application form:

- ☐ Audited financial statement of your organisation for the previous financial year
- ☐ Quotes for budget items
- ☐ Any research or documentation to support your application

Funding Agreement

If your application is successful, you will be expected to sign a letter of agreement which you will agree, on behalf of your organisation, to:

1. Expend the monies made available only on the agreed project, event or activity;
2. Provide to the City a statement of expenditure certified by the organisation's Treasurer and President within six (6 weeks) of the completion of the project, activity or event;
3. Refund to the City any unexpended funds in accordance with the statement of expenditure at the time of providing the statement of expenditure;
4. Provide a report on the project, activity or event detailing its achievement in relation to the performance objectives set and any future activities or projects proposed as a result of the project, event or activity;
5. Acknowledge the funding provided by the City in any media coverage or promotional activities related to the project, activity or event for which the funding has been received;
6. Undertake to not represent the City in any official capacity without prior consent from the City;
7. Indemnify the City insofar as any activities relevant to the funding are concerned;
8. Provide the City with a copy of any documentation produced as a result of the project, event or activity;
9. Sign a "Statement of Supply" Form if your organisation has no ABN; and
10. Agree to accept the issue of a recipient created tax invoice if your organisation is GST registered with the assurance that your organisation will not issue a tax invoice, and inform the City if at any stage your organisation ceases to be GST registered.

Authorisation

I, _____ (print name) certify that I am a member of the abovementioned organisation and authorised to submit this application on behalf of the organisation.

Signed: _____ Date: _____

More than \$2,500

LARGE GRANT APPLICATION FORM

Fund Category

☐
☐
☐

Community Services

Culture & the Arts

Sport & Recreation

Please tick one box only

Priority Number

(if more than one application)

Funds Sought: \$

Total Project Cost: \$

Project Title

Project Summary

Applicant Details

Name of Organisation

Address

Project Coordinator

Name(s)

Phone: **Fax:** **Email:**

Purpose of Organisation

Membership Details

(Number, average age)

List of Office Bearers

Tax Information

Is your organisation registered for an ABN?

Yes/No

Please supply your ABN

Is your organisation registered for GST?

Yes/No

Date registered for GST

If your organisation is not registered for an ABN or GST, does your organisation agree to sign a statement of supply form?

Yes/No

If your organisation is registered for an ABN and GST, does your organisation agree to the issue of a Recipient Created Tax Invoice?

Yes/No

Eligibility Criteria

Is your organisation incorporated? (Please enclose a copy of the Certificate of Incorporation)	Yes/No	Date of Incorporation
Is your organisation Not-for-Profit?	Yes/No	_____
Is your organisation a school?	Yes/No	
Has funding been sought from any other organisation?	Yes/No	

Project Description

When does this project Start & Finish?

What is the number of people you expect to have involved in the particular Project, Activity or Event?

Where is this particular Project, Activity or Event going to be held?

Project Aim

How does this Project, Event, or Activity assist your Organisation's Objectives?

How does this Proposal meet the City's Funding Objectives and Priorities?

Who does this Proposal directly and indirectly benefit and how?

Performance Objectives and Outcomes

OBJECTIVE		STRATEGIES	OUTCOME	KEY PERFORMANCE INDICATOR	BY: (DATE)	EST. \$
1						
2						
3						
4						
5						

Example

OBJECTIVE		STRATEGIES	OUTCOME	KEY PERFORMANCE INDICATOR	BY (DATE)	EST. \$
1	Remove all non-indigenous plants & weeds from the John Smith Parkland	Provide weed identification training for 30 year 8 students from Duncraig SHS s	<ul style="list-style-type: none"> A group 12-13 year olds who can recognise non-indigenous species of plants 	75% of students involved can identify non-indigenous species of plants in John Smith parkland	Dec 2001	\$2,000
		Conduct a series of 'Weeding weekends' during November	<ul style="list-style-type: none"> 100% participation over three weekends in a weeding program 	60% of John Smith Parkland free of non-indigenous weeds	April 2002	\$3,000

PROPOSED BUDGET

Income	
Your organisation's contribution and earned income (sales, tickets, fees)	\$
Your organisation's in-kind contribution (labour, materials, time, rent, services)	
Additional funding from other organisations (grants, donations) Do not include City of Joondalup funding	
Other income (specify)	
TOTAL INCOME (A)	
Expenditure	
Administration Costs	
Capital Costs	
Operating Costs	
Other Costs	
TOTAL EXPENDITURE (B)	
FUNDING REQUESTED FROM CITY OF JOONDALUP (B – A)	

Please attach the following with this application form:

- ☐ Audited financial statement of your organisation for the previous financial year
- ☐ Organisational Structure
- ☐ Certificate of Incorporation
- ☐ Additional Information on the proposed Project, Event or Activities Operational Plan
- ☐ Quotes for budget items
- ☐ Any research or documentation to support your application

Funding Agreement

If your organisation's funding application is successful, your organisation will be required to enter into a formal funding agreement with the City of Joondalup. This agreement will contain a comprehensive set of provisions designed to protect the interests of the applicant organisation and the City of Joondalup.

Authorisation

I, _____ (print name) certify that I am a member of the abovementioned organisation and authorised to submit this application on behalf of the organisation.

Signed: _____ Date: _____

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POLICY 4.1.1 - COMMUNITY FUNDING**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.

STATEMENTScope

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;
- sustainable development (environmental, social and economic) 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

- 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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2. Funding Categories

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 *Sustainable Development Fund*

Objective:

To encourage sustainable development through environmentally responsible, socially sound and economically viable initiatives within the City that are 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.

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.

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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:

- 4.1.1 capital projects and items;
- 4.1.2 one-off projects, activities or events;
- 4.1.3 seeding grants for projects, activities or events which can demonstrate independent viability after an appropriate period;
- 4.1.4 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:

- 4.2.1 deficit funding - for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue;
- 4.2.2 recurrent salaries and recurrent operational costs;
- 4.2.3 proposals where alternative sources of funding are available;
- 4.2.4 more than one request for funding in a twelve month period;
- 4.2.5 individuals, unless they are sponsored by an eligible organisation and are residents of the City;
- 4.2.6 government or quasi-government agencies with the exception of schools;
- 4.2.7 projects considered part of a school's normal curriculum;
- 4.2.8 for profit organisations.

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.

4.3 *Acknowledgment*

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

- 4.3.1 acknowledge Council's support in its advertising, promotion and any media publicity to the satisfaction of Council;
-

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- 4.3.2 utilise Council's logo where approved;
- 4.3.3 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
- 4.3.4 provide a statement of acquittal of Council funds expended, and audit if required.

4.4 *Other*

Council will:

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

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.

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:

1. not for direct profit or financial gain to the organisation or an individual;
 2. proposal supports the vision, mission, values and strategic direction of Council;
 3. proposal meets specific funding program guidelines;
 4. applicant organisation can demonstrate:
 - the capacity to manage and be accountable for the funds and the project, activity or event;
-

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- that its membership is primarily City residents; and
- 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.

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:

- 7.1.1 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;
- 7.1.2 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;

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- 7.1.3 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; and
- 7.1.4 Provide details of all advertising, promotion and any media publicity to the satisfaction of Council.

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;
- 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**

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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.

Previous Policy No:	H1-01, H1-02, H5-03, H5-04, H5-06, R16
Amendments:	CJ213-06/99; CJ303-09/99; CJ193-08/03
Issued:	August 2003
Related Documentation:	Community Funding Guidelines Delegated Authority Manual
