



POLICY
COMMUNITY FUNDING



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To provide an equitable framework for the allocating of funds to support the Kwinana community in achieving the aspirations of the Strategic Community Plan

Adopted:	16/12/2015 #084
Last reviewed:	13/09/2017 #587 14/03/2018 #116
Legal Authority	Local Government Act 1995 Sections 2.7, 6.7(2), 6.8 & 6.11(1)

Policy

To establish criteria for the allocation of funding to community based organisations, groups and individuals.

Council is to allocate each year in the financial budget, funding for community activities to satisfy the objectives of this Policy and to ensure that these funds are distributed in an equitable manner to assist the City and the community as a whole to achieve the goals and aspirations, as detailed in the Strategic Community Plan.

The City has a number of funding opportunities available to assist and encourage the provision of services and achievement of goals, including:

1. Grants and subsidies
2. Provision of cash and in kind donations
3. Waiving of fees for use of community facilities
4. Educational scholarships
5. Sponsorship
6. Loan funding

In all instances, where support is provided under the provisions of this Policy appropriate acknowledgment of the City's contribution is to be undertaken by the recipient.

The purpose, criteria, eligibility and method of assessment for each funding group are detailed below:

1. Grants and Subsidies

1.1 Community Development Fund

Purpose - to assist community groups to enhance community life and strengthen community connections through the provision of a financial grant to projects that meet Council's objectives of facilitating community development.

- a) To encourage local community organisations to engage in capacity building and community engagement projects, events and programs, maximising the potential for collaboration between multiple groups. Examples of suitable projects include:
 - Community events and initiatives
 - Pilot programs such as homework groups or breakfast clubs
 - Community arts projects
 - Community workshops and training courses

- b) To give local groups and organisations access to a local funding source for the acquisition or replacement of minor equipment. Examples of suitable projects include:
- Replacement or new sporting equipment for junior sporting clubs
 - gardening tools for community gardens
 - tables and chairs for community halls
 - trailers.

The City of Kwinana has entered into a Memorandum of Understanding with the Kwinana Community Bank and the Kwinana Community Chest for the collective distribution of the three organisations' annual community funding allocation. The Kwinana Community Funding Program has been established as the mechanism through which the allocations will be made.

A panel comprised of two representatives from each organisation has been formed to administer the Kwinana Community Funding Program including:

- Engagement with community groups and organisations to attract applications to the funding program;
- Determining allocations to be made from the funding program as per the guidelines of the funding program; and
- Ensuring grants from the funding program are adequately acquitted.

Two Councillors will represent the City of Kwinana on the Allocations Panel.

1.2 Minor Capital Works

Purpose – to encourage local community organisations using City facilities, or facilities where an agreement is in place between the City and another public entity (such as the Department of Education) for the joint use of the facilities, to maintain the facility to service levels sufficient to meet community need.

Criteria

- Minor capital works will only be considered for City owned/controlled reserves, road reserves and property, or where a joint use agreement is in place for use of the facility by the community at large.
- It is a requirement that the applicant provides at least 50% of the total project cost. Applicant contributions can be either cash or in - kind such as donated supplies, materials or services eg labour.

City contribution to the project will be a maximum of \$5,000 per project.

Examples of suitable projects include:

- Installing benches in a park
- Additional play equipment in a playground
- Installing reverse cycle air conditioning in clubrooms
- Cleaning courts

- Relaying cricket wicket surfaces
- Installing a basketball hoop
- Building a community barbeque

Applications for funding will be called for once in each year. A selection panel comprised of two elected members and one Officer of the City from the City Engagement Directorate will assess applications against the stated criteria. Applicants will be notified of the outcome of their submission within six weeks of the closing of the funding round.

1.3 Active Participation Fund

Purpose - to improve the health of Kwinana residents by increasing participation in sport through the provision of financial assistance to low income families who their children in sports clubs.

- Council will support children and young people to participate in community sport through the provision of a club fee subsidy program.
- Funding will be provided on a needs basis to children aged between 5 and 18 years of age.
- Applications must be made on the appropriate form and can only be for participation in sport and recreation clubs that are incorporated not for profit groups. Fees will not be subsidised for participation in activities run by commercial entities.
- Applicants should be made aware of local clubs and be directed to these clubs for registration where possible, however funding will also be provided for participation in clubs outside of the City.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

1.4 Seniors Security Subsidy Scheme

Purpose – to assist Seniors improve the level of security within their home by subsidising the purchase of home security devices through the Seniors Security Subsidy Scheme.

- Eligible applicants must hold a valid Pensioners Concession Card or Seniors Card.
- A subsidy (currently maximum \$250 per application) will be paid toward the cost of installing a range of security items such as window and door deadlocks, security screens, home intruder alarms, meter box locks and roller shutters.
- Security items must be installed and the invoice dated no more than 3 months prior to the application being lodged. Only one claim per household per year is permitted.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

1.5 Subsidy for Representative Athletes

Purpose - to assist local Kwinana residents who have been selected to

represent Western Australia or Australia at an elite level of competition with the costs of attending a regional, national or international sporting competition or event.

Definitions:

International event means any sporting competition or event that occurs outside of Australian borders.

National event means any sporting competition or event that occurs outside of the Western Australian border.

Regional event means any sporting competition or event that occurs within Western Australia.

- Applications are to be made in writing on the appropriate form.
- Every application for assistance must be accompanied by verification from the relevant peak or sporting body or Club President.
- Individuals and/or groups are eligible to receive a subsidy once per financial year.
- Should an individual or a group not compete in the event after having received funding from the City to attend, all funds must be returned to the City.
- On return from competition, successful applicants must be able to provide proof of participation in the competition, for example, air ticket, medals, photograph, etc.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

1.6 Waste Collection and Disposal Assistance Scheme

Purpose – to assist community groups with waste and recycling collection and disposal costs.

- Any organisation staging a free community event in Kwinana may apply for 240 litre waste and 360 litre recycling collection services for their event, free of charge once per financial year.
- A journal transfer from the City of Kwinana Donations account will be made to the relevant business unit's income account for an amount equivalent to the value of the waste collection services provided.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

1.7 Planning, Building, Health, Waste and Food Fees Reimbursement Scheme - Community Organisations

Purpose - to reimburse a percentage of the planning, building, health, waste and food fees paid by local community groups and organisations on development of new facilities (including extensions and alterations to existing facilities) within the City of Kwinana.

- The City of Kwinana will reimburse local groups, volunteer

organisations, religious groups and not for profit organisations with a percentage of the fees paid by them to the City, on development of new facilities (including extensions and alterations to existing facilities) within the City of Kwinana.

- Applications are to be made in writing in the financial year in which the fees are paid.
- The amount to be reimbursed per application is to be 50% of the fees paid, to a maximum of \$1,000.
- A journal transfer from the City of Kwinana Donations account will be made to the relevant business unit's income account for an amount equivalent to the value of the fees waived.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

1.8 (a) Local Events Fund – Place Based Events

Purpose – to assist community groups to enhance community life and strengthen community connections through the provision of financial grants for the hosting of local, place based community events.

- Funding of projects is to a maximum of \$5,000 per event.
- One application per community group will be accepted per annum.
- Community groups and organisations must be Kwinana based incorporated not for profit entities, and must provide proof of public liability insurance to \$10m.
- Projects for which funds are being sought are to provide benefits for residents of Kwinana.
- Collaborative projects between multiple groups will be viewed favourably.
- The proposal should be in writing on the applicable form and should address the following:
 - A statement detailing a description of the event, including date/time, location, theme, audience, proposed activities and entertainment, etc including the objectives of the event and the expected outcomes and benefits that will be delivered to the residents of the area in which the event will be held.
 - Demonstrated ability of the group/organization to achieve timeframes and budgets outlined in the proposal.
 - The organisation's capacity to administer the project.
 - The events viability in terms of support from any other relevant organisations.
 - Appropriate marketing and communications acknowledgement of the City's support.
 - Details of other sponsors, proposed or confirmed, involved with the event.

(b) Local Events Fund - Neighbour Day Events

Purpose – to assist individuals and community groups to enhance community life and strengthen community connections through the provision of financial grants for the hosting of local, Neighbour Day events.

- Funding of projects is to a maximum of \$150 for events organized by individuals at a street level and \$3,000 for events organized by community groups at a community level.

- One application per event will be accepted.
- Community groups and organisations must be Kwinana based incorporated not for profit entities, and must provide proof of public liability insurance to \$10m.
- Events for which funds are being sought are to provide benefits for residents of Kwinana at a neighbourhood level.
- The proposal should be in writing on the applicable form and should address the following:
 - A statement detailing a description of the event, including date/time, location, theme, audience, proposed activities and entertainment, etc including the objectives of the event and the expected outcomes and benefits that will be delivered to the residents of the area in which the event will be held.
 - Demonstrated ability of the individual/group/organization to achieve timeframes and budgets outlined in the proposal.
 - The individual/group/organisation’s capacity to administer the project.
 - Appropriate marketing and communications acknowledgement of the City’s support.

A selection panel comprised of three elected members and two Officers of the City from the City Engagement Directorate will assess applications made under Section 1.8 (a) and (b) against the stated criteria. Applicants will be notified of the outcome of their application within four weeks of the closing date for applications.

1.9 The Greening Fund

Purpose – The green canopy of Kwinana is easily identifiable and valued by the residents of Kwinana. Kwinana has a relatively high retention rate of tree canopy for an urban area (comparable to some Western Suburbs). The Greening fund has been provided by the State Government to create a fund for community groups to apply for funding to plant trees native to the Perth metropolitan area or undertake other projects aimed at preserving or rehabilitating natural bushland. The Fund is for community groups to green up spaces special to them.

Project Criteria:

- Projects should aim to increase the urban tree canopy or restore areas of bushland primarily
- Funding of projects is from a pool with a total of \$95,000 available
- Community groups can apply for several projects, each project can be between 1-3 years in duration, OR several projects can be combined together.
- Community groups and organisations must be Kwinana based incorporated not for profit entities, and must provide proof of public liability insurance to \$10m.
- Projects for which funds are being sought are to provide benefits for residents of Kwinana.
- Collaborative projects between multiple groups will be viewed favorably.
- The proposal should be in writing on the applicable form and should address the following:
 - A statement detailing a description of the project, including the objectives of the project, the location of the

project, an indicative area, expected timeframes and the expected outcomes and benefits that will be delivered to the residents of the area in which the project will be implemented.

- Demonstrated ability of the group/organization to achieve timeframes and budgets outlined in the proposal.
- The organisation’s capacity to administer the project.
- The projects viability in terms of support from any other relevant organisations.
- Appropriate marketing and communications acknowledgement of the City’s support.
- Details of other sponsors, proposed or confirmed, involved with the project.
- Species selection should primarily be from local natives (or approved street trees if it is a verge project). Regeneration of bushland areas should attempt to replicate local vegetation communities
- Projects should occur on Council managed land or Crown land, with the landowners permission i.e. Department of Biodiversity, Conservation and Attractions
- Applicants should consider weed control, watering, site preparation, timing, plant selection, purchasing (City of Kwinana would be able to assist organising purchasing and delivery of tube stock in some cases, and some contracts with suppliers might also be utilisable).

A selection panel comprised of two elected members, Director City Regulation and Manager Environment Services will assess applications made under Section 1.9 against the stated criteria. Applicants will be notified of the outcome of their application within four weeks of the closing date for applications.

The Greening Fund is funded for 3 years, expiring 30 June 2021. After this date, the Greening Fund will either be removed from this Policy, if no funding source is identified, or remain in the Policy if suitably funded.

2. City of Kwinana Donations Programme

Purpose - to provide for generic, discretionary and small donations to be made to any cause which merits the involvement of the City and which will be of direct or indirect benefit to the municipality, in instances where other grants are not suitable or available. For example, the donations could be for the development and implementation of a local scheme, project or initiative; for the provision of assistance in instances of individual or group hardship or to assist individuals to achieve their full potential; or where the provision of assistance will be for the greater benefit of the local community.

- The City of Kwinana Donations Programme is divided into two principal areas; cash donations and donations of in-kind goods and services.
- Donations will only be made to individuals and organisations that are based in, or undertake their activities in the City of Kwinana.

2.1 Cash Donations

- A panel is to consider requests for ‘one off’ donations to local individuals and organisations, or to other community groups and services that provide support to local residents.
- Generally, the maximum amount per cash donation will be \$500, however, applications for higher amounts will be considered on their merits. All cash donations above \$1,000 must be approved by Council.
- Ineligible requests include donations for:
 - Unspecified purpose or general fundraising drive
 - Organisations that do not provide support to local residents.
 - Religious or political activities or entities
 - Activities for private or commercial gain
 - Bonds or insurance for hire of facilities
 - Backdated events
- Requests for ongoing donations or donations greater than the maximum value detailed above should be made through other relevant City of Kwinana Funding Programs.
- A panel comprised of two elected members and one Officer of the City from the City Engagement Directorate will assess requests against the stated criteria.

2.2 Non cash donations

Purpose – the City may make non-cash donations of goods and services to the value of \$500, to be used as prizes by local organisations in fund raising efforts. An example of this could be a 3 month Bronze membership to the Recquatic Centre or merchandise from City teams such as branded drink bottles.

In the case of non-cash donations, a journal transfer from the City of Kwinana Donations account will be made to the relevant business unit’s income account for an amount equivalent to the value of the non-cash donation.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

2.3 Emergency Relief Reserve Fund

Council by resolution may consider making a donation to disaster relief appeals upon being given approval by the Minister for Local Government; Heritage, Culture and the Arts. Such donations are to be drawn from the Emergency Relief Reserve Fund.

3. Waiving of fees for City managed facilities

Purpose – to support and encourage community groups and organisations to provide a range of activities across a broad spectrum of interest areas, for the benefit of the community.

Generally fees will only be waived for hire of facilities; other fees and charges may apply to a booking of a facility including a bond, or a liquor licence, as specified in the City’s adopted Schedule of Fees and Charges. Consideration may be given to waiving bond requirements taking into consideration the activity proposed and past hire history of the group or organisation. All hire is subject to facility availability and all booking requirements and Terms and Conditions of Hire apply to any booking covered under this policy.

Where fees are waived for the hire of facilities, a journal transfer from the City

of Kwinana Donations account will be made to the relevant business unit's income account for an amount equivalent to the value of the hire fee.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

3.1 One off waiver

- Requests for waiving of hire fees will be assessed taking into consideration the group's/organisation's capacity to self fund, the benefit to the community and past hire history of the group or organisation.
- Each group or organisation is eligible for one hire fee waiver per year to a maximum value of \$500. Extraordinary circumstances for additional waiving of hire fees may be considered at the City's discretion.
- Where a community group or organization is funded under the Place Based Events Fund to host a local community event, consideration will be given to waiving hire fees if the event is to be hosted in a City managed facility.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

3.2 Ongoing fee waiver

The following organisations are to be provided with an annual hire fee waiver as detailed below;

- Kwinana Schools – Granting of a waiver of hire fees on one occasion per year for every school in the City of Kwinana for the purpose of one school organised event per year. The booking may be made through the relevant school or it's P & C Association.
- Progress Associations/Residents Groups – Council grants a waiver of hire fees for Progress Associations/Residents Groups based in the City of Kwinana for three hours per month for the purpose of conducting monthly meetings of residents.
- Kwinana R.S.L – Council grants a waiver of hire fees on one occasion per year, for hire of the Medina Hall, to conduct an ANZAC day function.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

3.3 Other Waiver

In order to support the establishment of a new community group without financial resources or a new community or sporting activity for which demand is untested, consideration may be given to waiving hire fees and charges on up to twelve occasions.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

4. Educational Scholarships

Purpose - to recognise educational achievement and encourage attainment of

entry level qualifications to further education institutions by young people from Kwinana with the long term goal of raising the educational standard of residents and assisting local people to compete effectively in the employment market.

- Council will provide scholarships to promote educational development and skill enhancement amongst local young people.
- Scholarships will be allocated in consultation with all secondary education providers currently located within the City of Kwinana.
- Council is seeking to encourage young people and their parents to value the importance of gaining basic or entry level qualifications and to provide young people with opportunities to compete for a range of life enhancing opportunities, including employment.
- Scholarships will recognise vocational subjects as well as academic achievement as a means of gaining entry level qualifications.
- Whilst financial hardship is not the primary motive for awarding scholarships, where this information is supplied, it will form part of the decision-making process.
- As other secondary education providers are established in the City, this scheme will be opened to students attending these institutions. This will lead to greater competition and may not necessarily require additional Council funding.
- The number of scholarships and the eligible categories will be reviewed annually during the budget development process.
- The Scholarship Program will be publicised to students and parents in Term 3 with applications to be received by a working group comprised of staff from Gilmore College, Peter Carnley Anglican Community School, Kings College and City Officers to allow for presentation of scholarships to successful students in Term 4.
- Council also offers one scholarship to a Murdoch University student who must be:
 - Enrolled full-time at any of Murdoch University's campuses in any course or year at the HECS census date
 - A resident of the City of Kwinana for at least two years prior to accepting the scholarship
 - In circumstances of personal and/or financial hardship
 - An Australian Citizen or Permanent Resident with an Humanitarian visa
- The process for awarding and administering this scholarship lies with Murdoch University.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

5. Sponsorship

Purpose – to enter into sponsorship arrangements with organisations or individuals to support new or existing programmes, services, facilities or events which contribute to the quality of life of residents of the City of Kwinana. Sponsorship is defined as an arrangement in which the sponsor provides a contribution in money or in-kind, to support a service, event, program or facility in return for specified benefits. Sponsorship differs from a grant or a donation.

- Sponsorship arrangements will only be considered when there is an alignment with the objectives outlined in the City of Kwinana's Strategic Community Plan and the benefits to residents of the City are clearly

demonstrable.

- All sponsorship proposals should generally fall into one of the following categories:
 - Business, industry or economic;
 - Cultural, social or the arts;
 - Sporting or healthy lifestyle orientated; or
 - Environmental.

- Sponsorship proposals should be in writing and should address the following:
 - A statement of the objectives and detail of the sponsorship activity;
 - A detailed statement outlining the outcomes and benefits that will be delivered over the short/medium/long term to the residents of the City of Kwinana;
 - Demonstrated ability to achieve timeframes and budgets outlined in the proposal;
 - The organisation's capacity to administer the project;
 - The activity's viability in terms of support from any other relevant organisations;
 - Appropriate marketing and communications acknowledgement of the City's sponsorship support; and
 - Details of other sponsors, proposed or confirmed, involved with the activity.

- Sponsorship proposals in excess of a total value of \$10,000 (including cash and in-kind contributions) will be considered by Council. Sponsorship proposals less than a total value of \$10,000 (including cash and in-kind contributions) will be considered by a panel comprised of two elected members and two Officers (relevant to the sponsorship proposal) of the City of Kwinana.

6. Local Organisations Financial Assistance via Loan Funds

Purpose – to assist local organisations based in Kwinana by raising loans on their behalf for items of capital expenditure.

Clubs or local organisations requesting Council by resolution to raise loans on their behalf will be required to:

- provide the past three years audited trading and balance sheet statements along with a business plan;
- be an incorporated body; and
- satisfy Council that the purpose of the loan is to lend itself to municipal purposes as identified in the Strategic Community Plan.