

CITY OF JOONDALUP
COMMUNITY FUNDING PROGRAM - 2ND FUNDING ROUND 2004-2005
LARGE GRANTS TO BE APPROVED BY COUNCIL

Applicant/ Organisation	Funding Category	Project Proposal	Total Project Cost	Funds Sought	Funding Recommended	Excluding GST (where applicable)	Justification
Kingsley Park Play Group	Community Services	Cycle Track Project: An appropriate provider will install a rubber bike path in an enclosed area, enabling children attending this play group to: cycle safely, drive toy cars and push other toys around. Currently, children may only ride around inside the annexe area used by play group, where there may be babies and younger children or ride around the outside the annexe which is next to a public car park. Construction of a rubber bike path would provide a safe pathway for the uses already identified, and would complement a planned "soft fall" area. The play group sees the cycle track as a means of promoting road safety awareness from a young age. The proposed cycle track will be well utilised by all current and future play group members.	\$4,900.00	\$4,900.00	\$4,900.00	\$4,900.00	The assessment panel unanimously supported this project because it met the objectives and priorities of the City. The project: supports the volunteer support base of local community groups (such groups depend largely on volunteers) and supports groups that provide services to members of the community who may be considered to be marginalised (play groups decrease potential isolation of parents). The cycle track has a clear and practical outcome and is sustainable upon completion, providing something that will be utilised by children now and in the future.
COMMUNITY SERVICES TOTAL			\$4,900.00	\$4,900.00	\$4,900.00	\$4,900.00	
Oriental Post Kite Organising Committee	Culture & the Arts	Kite culture & art exchange festival, celebrating the existence of kites around the world. Kite flying activities, demonstrations, flying shows & exhibitions. The Festival will provide a platform for trade, commercial and cultural development.	\$132,800.00	\$20,000.00	\$0.00	\$0.00	The assessment panel did not support funding for this project. * The panel agreed the event could be a terrific spectacle for the City and has the potential to draw people from well beyond its boundaries, however it appears to be a huge undertaking that requires much more detail than was provided in the application. The activity appears commercial, whilst it has the appearances of a cultural activity, it has stronger leanings towards economic and trade outcomes. * It did not address the outcomes of this fund. The application appeared vague and unclear in many areas. In order to be considered for funds, the panel felt the applicant must provide much more detailed information and a detailed budget breakdown. * No letters of support were provided. * The applicant is a Company Limited by guarantee, not an incorp. assoc. as required by this fund. * From a cultural perspective, this could be an activity with a very positive effect, but is possibly beyond the realms of cultural development and appears to require greater support from the Council
CULTURE AND THE ARTS TOTAL			\$132,800.00	\$20,000.00	\$0.00	\$0.00	

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ATTACHMENT 1

Applicant/ Organisation	Funding Category	Project Proposal	Total Project Cost	Funds Sought	Funding Recommended	Excluding GST (where applicable)	Justification
Heathridge Soccer Club	Sport and Recreation	To coordinate a development program for all soccer clubs within the City of Joondalup region to encourage players to participate as goalkeepers.	\$5,000.00	\$5,000.00	\$3,580.00	\$3,580.00	The assessment panel agreed that the project was a positive initiative that would increase participation in sport and recreation, increase or enhance the volunteer support base of soccer clubs and assist in the improvement of community recreation. Funding was recommended for the coaches fees (\$2000.00), printing (\$480.00), advertising (\$600.00) and stationary (\$500.00), subject to the club forwarding a copy of its audited financial statement to the City. The panel felt that other budget items (webpage, gloves and caps) were operational expenses that are the responsibility of the club.
Joondalup Brothers Rugby Union Football Club	Sport and Recreation	To conduct coaching courses and sports medicine courses.	\$2,800.00	\$2,800.00	\$2,800.00	\$2,800.00	This club applied for funding under the Sport Development Program. The coaching and sports medicine courses in their application fit more appropriately into the Sport and Recreation Development Fund of the Community Funding Program, as they provide club volunteers with skills and training, and encourage safety within the activity. The assessment panel recommended full funding for the courses in this round of the Community Funding Program.
Padbury Education & Child Care Centre	Sport and Recreation	To construct an outdoor shade structure to provide sun portection for children and staff.	\$12,000.00	\$6,000.00	\$0.00	\$0.00	The application needed to provide more evidence to support the project's ability to increase participation in sport, recreation or physical activity. The assessment panel agreed that funding for this project was the responsibility of Education Department and as a result, no funding was recommended.
		SPORT AND RECREATION TOTAL	\$19,800.00	\$13,800.00	\$6,380.00	\$6,380.00	
		GRAND TOTAL	\$157,500.00	\$38,700.00	\$11,280.00	\$11,280.00	

COMMUNITY FUNDING PROGRAM

FUND CATEGORIES: OBJECTIVES AND PRIORITIES

COMMUNITY SERVICES FUND:

<i>Objectives</i>	<i>Priorities</i>
<ol style="list-style-type: none"> 1. To support 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.

CULTURE & THE ARTS DEVELOPMENT FUND:

<i>Objectives</i>	<i>Priorities</i>
<ol style="list-style-type: none"> 1. To extend and support the level of participation in cultural activities within the community. 2. To increase the number and variety of cultural opportunities in the municipalities. 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 the local community groups. 	<p>Projects, events or activities which:</p> <ol style="list-style-type: none"> 1. Encourage skills development and greater participation by young people with a particular focus on creating a sense of community; and 2. Encourage partnerships and collaborations with other groups and individuals.

SPORT & RECREATION DEVELOPMENT FUND

<i>Objectives</i>	<i>Priorities</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. Promote active participation in sport and recreational activities; 2. Expand the active membership and participation base of sport and recreation organisations; 3. Provide volunteers with skills and training to enhance club/association development; 4. Demonstrate ongoing sustainability in the future; and 5. Encourage safety within the activity for all participants.

SUSTAINABLE DEVELOPMENT FUND:

Objectives	Priorities
<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.

Section 4.1 – Community Funding

ATTACHMENT 3

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.

STATEMENT

Scope

This policy encompasses the following areas of community funding:

- sport and recreation subsidies, including those which have, historically, been provided to individuals;
- financial support to recreation associations, specific sporting and service groups, and schools;
- community arts and community service projects, activities or events;
- welfare support projects, activities or events;
- 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

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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.

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.

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

Subsidy - is the provision of in-kind support in the form of a cash book entry which enables Council to determine the real cost of support provisions and donations to community groups.

4. General Funding Guidelines

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

4.1 *Eligible Projects, Activities or Events*

Consideration will be given to funding the following:

- 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 Retrospective funding – expenses incurred prior to the application closing date;
- 4.2.3 recurrent salaries and recurrent operational costs;
- 4.2.4 proposals where alternative sources of funding are available;
- 4.2.5 more than one request for funding in a twelve month period;
- 4.2.6 individuals, unless they are sponsored by an eligible organisation and are residents of the City;
- 4.2.7 government or quasi-government agencies with the exception of schools;
- 4.2.8 projects considered part of a school’s core activities;
- 4.2.9 Development or improvement of school facilities and equipment;
- 4.2.10 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.

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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;
- 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.

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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;
 - 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.

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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;
- 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;

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- 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

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 are encouraged to 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; CJ194-08/04
Issued:	August 2004
Related Documentation:	Community Funding Guidelines Delegated Authority Manual
