

Connecting and Celebrating Communities

Community Partnership Funding Guidelines 2011-2012

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Background

The City of Melville has a population of 105,000 people living in 39,000 dwellings. There are 18 suburbs within 52 square kilometres. More than 9,000 businesses operate within the City, including about 850 in health and community services, and cultural and recreational areas.

A 10-year Community Plan for the City of Melville, *People Places Participation*, was developed in 2007. The Community Plan identifies our community's aspirations and describes how the City of Melville and others can work towards achieving these goals.

In 2009, four *Neighbourhood Plans* were developed. These plans contain a snapshot of the people who live in our community, their history and the assets they share. These four Plans are key priorities for the City as a way of identifying challenges and opportunities as well as possible solutions to enhance the way we live, work and play, today and into the future.

The City of Melville has a proud history of supporting its communities with a number of initiatives, including funding.

About the Program

The City of Melville welcomes submissions from community groups and not-for-profit organisations which are seeking funding support for programs, projects, activities and events.

The following information will assist in developing your application, including information such as what type of activities are funded, and how to go about making an application. Community groups and organisations are encouraged to use the Application Forms available on the City's website at www.melvillecity.com.au/grants

Useful Dates

2011 Community Partnership Funding – Level One

15 – 26 March	Program is advertised
15 March	Level One applications open
31 May	Level One applications close
10 – 29 June	Assessment of Level One applications
20 – 30 June`	Final recommendations
1 – 8 July	Notification provided to applicants

Program Objectives and Principles

The objectives of the Community Partnership Program are to:

- Provide community organisations with financial support to meet identified community needs for a prescribed timeframe.
- Contribute to the achievement of the City's corporate goals, through active participation of community organisations and community groups.
- Acknowledge the contribution of community groups and volunteers to the community and the Council's vision for the future.

The following guiding principles will influence in the assessment of submissions:

- Diversity and inclusion – projects and activities that include all members of the community.
- Participatory – projects and activities that create opportunities for participation and involvement.
- Capacity building – projects and activities that will strengthen local assets (people, groups and community organisations).

The City of Melville values relationships, excellence, vibrancy and wellbeing.

Levels of Support

Level One \$5,000 - \$10,000 Applications for this level of funding are invited in March - May each year and successful applicants are notified in July.

Level Two \$1,001 - \$4,999 This level of funding is ongoing and assessments are conducted monthly. Successful applicants are notified within two months.

Level Three Up to \$1,000 This level of funding is ongoing and assessments are conducted monthly. Successful applicants are notified within one month.

Youth Development Funding Up to \$500 per individual This level of funding is ongoing and assessments are conducted monthly. Please refer to Youth Development Funding Guidelines and application form, both available on our website www.melvillecity.com.au/grants

Funding Priorities

This year, the Community Partnership Funding focuses on five key areas. The emphasis placed on each area will be influenced from time to time by business circumstances, community expectations and the availability of resources.

Focus Area	Purpose
Age-Friendly	To provide funding for projects, programs and activities which are age-friendly and benefit all the community for current and future generations.
Early Childhood and Youth	To provide funding for projects, programs and activities that involve children and young people that facilitates and promotes opportunities for local children and young people.
Community Health and Wellbeing	To provide funding for projects, programs and activities that contributes to community health, wellbeing and safety.
Environmental Sustainability	To provide funding for innovative projects, programs and activities which raise awareness and take action on climate change and environmental sustainability.
Cultural Vitality	To provide funding for projects, programs and activities that contribute to cultural and artistic vitality by fostering diversity and addressing barriers to participation.

Community organisations are encouraged to refer to the relevant City of Melville plan(s) for guidance in their project proposals, available at www.melvillecity.com.au, the City of Melville Civic Centre at 10 Almondbury Road, Booragoon, and can also be mailed out upon request.

- Directions from Seniors
- Directions from Young People
- Neighbourhood Plans
- Public Health & Wellbeing Plan
- Safer Melville Plan
- Cultural Vitality Plan (available after July 2011)

Who Can Apply?

Applications will be accepted from:

- Not for profit organisations that are based in City of Melville or provide services within this community.
- Incorporated community groups/organisations that have an Australian Business Number (ABN).*

Considerations for Funding

The City of Melville receives many requests and, unfortunately, not all of these can be met. The City of Melville will favourably consider submissions where an applicant can demonstrate that a project, program or activity:

- Is based in the City of Melville.
- Is aligned to Council's Corporate Plan priorities and linked to Council's core business and vision for the future.
- Is aligned to the Community Partnership Funding Guiding Principles.
- Will benefit a large/diverse number of people.
- Will observe access and inclusion principles.
- Creates a long-term social, cultural or economic value for the community.
- Has clear objectives and outcomes.
- Has a realistic budget and is cost effective.
- Demonstrates a high level of self-help and involvement of members of the organisation.

Funding in one year does not guarantee funding in future years. Generally the City of Melville aims to support a variety of groups and events from one year to the next.

The following **will** be considered for funding:

- Fees for temporary staff to coordinate a project/activity.
- Printing.
- Advertising and Marketing associated costs.
- Venue Hire.
- Materials and small equipment essentials to the activity/project.
- Staging related costs.
- Transport and entry fees for participants.
- Public Liability insurance costs.
- Volunteer support costs.

The following **will not** be considered for funding:

- Recurrent operating or maintenance costs for the day-to-day operations of the organisation or group, including administration costs.
- Major capital equipment purchases.
- New building projects or capital works fundraising.
- Salaries where the salary forms part of the organisation's usual responsibility.
- Outstanding debts or loans.
- Administration fees over 15% of total cost of project.

There are some circumstances where requests for funding will be **denied**. These include:

- Activities, projects or programs which seek to make a financial profit for the organisation or group, including fundraising activities.
- Applications by individuals, political organisations and private profit-making organisations.
- Facility maintenance projects.
- Projects that have already commenced or been completed, or for costs that have already been incurred.
- Activities, projects and programs which have received community grants funding during the past 12 months, unless such funding is for a significantly new and different activity.
- Programs, projects and services considered the responsibility of other government departments, individuals and private for-profit groups.
- Any project or group not covered by current Public Liability Insurance.
- Activities which conflict with the City of Melville's corporate values: vibrancy, relationships, excellence and wellbeing.
- Groups or organisations that have not adequately acquitted previous Council funding or satisfactorily met the requirements of a funding agreement.

- Groups or organisations that have already been funded during the current budget year.
- Applications for projects that will happen in less than four months from funding submission date.

Processing and Assessing Submissions

Eligibility for funding does not mean your application will be successful. Community Partnership Funding receives many applications and funding is limited.

Requests are considered by the City of Melville Community Funding Committee which meets once a month. Level One applications are reviewed by June each year to enable allocation of funding for the successful activities in the following financial year.

The majority of successful Community Partnership Funding requests are between \$250 and \$1,000. Requests for more than \$1,000 are reviewed by the City of Melville Community Funding Committee. The Committee may often agree to a partial contribution towards the overall cost of a program, project or activity.

To increase your application's chance of success, we suggest you contact relevant staff to discuss your project.

Community Partnership Funding requests are received by the City's Neighbourhood Development service area, which may seek additional information before forwarding the application for assessment.

Your chances to be successful in your application depend on how well you can demonstrate that your application meets the focus areas and guiding principles. Funding proposals will be assessed against the focus areas and guiding principles of the Community Partnership Funding.

You will receive notification of the outcome of your request within approximately one month (for Level Three and Youth Development Funding) , two months (for Level Two) and in July (for Level One) .You should clarify with the City how the timing of the assessment process corresponds to your project time-line before submitting a proposal.

If you are successful, you will be asked to sign an agreement detailing the terms of conditions of the City of Melville's support, including project evaluation and financial reporting requirements. This agreement should be signed by the organisation's CEO or chairperson or a person with the authorisation to sign, and returned to the City along with an invoice before the funding is provided.

How to Apply

If you think you have a suitable proposal for Community Partnership Funding, we encourage you to speak to a member of our Neighbourhood Development team to ensure this funding program is appropriate for your proposal. You can also speak to a team member if you need assistance with your application.

Organisations seeking support from the City of Melville should complete the Community Partnership Application Form available in the following formats:

- Online at www.melvillecity.com.au/grants
- The Community Partnership Funding pack that can be posted upon request or downloaded from www.melvillecity.com.au/grants

Applications should be signed by the organisation's CEO or chairperson, or by a person with the authority to sign and delivered via:

Online By submitting the online application.

Email: grants@melville.wa.gov.au

Fax: 9364 0285

Mail: City of Melville
Community Partnership Fund
Community Development
Locked Bag 1
Booragoon WA 6959 or

Hand delivery: City of Melville Civic Centre
Customer Service & Information Centre
10 Almondbury Road
Booragoon WA 6154

Please keep a copy of your application for future reference.

Support Materials

It is sometimes useful for organisations to send support materials, particularly for larger funding requests (e.g. letter of support, annual reports, etc).

Please send copies, not original documents, as these materials cannot be returned.

Public Liability Insurance

All applications for projects or activities using City of Melville venues and applying for funding of more than \$1,000 need to be covered by Public Liability Insurance. A copy of the insurance should be attached to the application.

Public Liability costs can be covered by the Community Partnership Funding program, as part of the budget in the application.

Working with Children (WWC) Check

Organisations applying for funding of activities that involve child and youth activities are required to comply with the Working with Children Check Act 2004. The Working with Children Check (WCC) is a national criminal record check that is compulsory for people who carry out child-related work in Western Australia.

For more information about the WCC and when to apply, please visit:

www.checkwwc.wa.gov.au or call 6217 8100 or 1800 883 979.

Certificate of Incorporation

To find out about incorporation, contact the Department of Consumer and Employment Protection on 1300 304 074 or visit www.docep.wa.gov.au

Steps in the Process

Step 1 - Read carefully the Community Partnership Funding Guidelines before you decide which level of funding is most appropriate to you.

We encourage you to call a member of our Neighbourhood Development team.

Step 2 - Complete the application form relevant to your proposal.

Step 3 - Submit your application. If you are applying for Level One, please ensure this is ahead of the submission deadline.

Step 4 - Applications are assessed by the Community Partnership Funding Committee which makes final recommendations.

Step 5 – You are notified of the outcome of your proposal.

Step 6 – Funds are distributed.

Step 7 – You run your project.

Step 8 - You finalise the acquittal report* and submit it to us together with all receipts of all approved expenditure the project incurred.

* An acquittal is a report to provide feedback on your project and confirmation of how the fund was spent.

Partnership Funding Acknowledgement

In many cases, successful applicants will be asked to acknowledge the City of Melville's contribution through local newspapers, stationary, brochures, promotions, media and other forms of publicity. A copy of the City of Melville logo will be provided to successful applicants on a CD, along with a letter acknowledging their success and other documentation.

The City of Melville welcomes examples of any materials or publicity which recognizes the City's funding assistance.

Contact

If you require any further information or need help with your submission proposal, please contact:

Marcia Coelho
Community Development Coordinator
Neighbourhood Support
City of Melville
10 Almondbury Road
Booragoon WA 6154

Email: marcia.coelho@melville.wa.gov.au
Phone: 9364 0660