

Connecting and Celebrating Communities

Welcome to the City of Melville's Community Partnership Fund.

The City of Melville welcomes submissions from community groups and not-for-profit associations which are seeking funding support for programs, projects, activities and events that address identified community's priorities: build local capacity, strengthen social diversity and enhance the health and wellbeing of residents in the City of Melville.

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. Applications are to be completed via the online grants portal *Smartygrants* via the City's website:

www.melvillecity.com.au/grants

Community Partnership Funding Guidelines

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Background

Working together to achieve community wellbeing for today and tomorrow.

The Strategic Community Plan for 2016-2026 identifies our communities aspirations and describes how the City of Melville and others can work towards achieving these goals.

Find out more below:

- [Corporate Business Plan](#)
- [Community Priorities and goals](#)

Program Objectives and Principles

The objectives of the Community Partnership Program are to:

- Provide community groups and associations with financial and in-kind support to meet identified community needs for a prescribed timeframe
- Acknowledge the contribution of community groups and volunteers to the community and the Council's vision for the future
- Contribute to the achievement of the City's corporate goals, through active participation of community groups/associations (partnerships)

The following strategic objectives provide guidance for the administration of the Community Partnership Funding program by the City of Melville, to make sure values of social justice, social inclusion and transparency of process, accessibility, effectiveness and equity are supported.

The following principles will influence in the assessment of submissions:

- Inclusion and Accessibility – projects and activities that respond to the aim of an inclusive Melville community by encouraging and enabling active participation of all community members, free of any form of discrimination.
- Responsiveness – projects and activities that will identify and respond to needs of the participants.
- Capacity building – projects and activities that will strengthen local assets and create sustainable communities.
- Community wellbeing – projects and activities that will create and encourage healthy living.

Community Development (Level 2 Up to \$5,000)

Overview

A maximum of \$5,000 will be offered all year around towards the delivery of community programs and projects that support sustainable communities and contribute to a connected, livable, inclusive City.

Specifically this grant supports initiatives that bring positive benefits and build capacity to any of the following groups:

- Youth
- Older people
- Children
- People with Disability
- People from CALD (culturally and linguistically diverse) backgrounds and
- Volunteers

Applications must be received at least four months before commencement of the project and to be delivered within 12 months from date of approval of grant.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased involvement and participation of all members of the community
- Improved access to equitable and inclusive facilities, services and activities
- Promoted active ageing
- Improved physical and mental health and safety of the community
- Improved access to families to free events and programs
- Improved interactions amongst all members of the community. E.g.: older people and children
- Increased development of community leadership and capacity building
- Facilitated social sustainability and life long learning
- Promoted volunteering

Types of activities supported

Funding will support proposals that:

- Connect people (build diverse, cohesive and connected communities)
- Increase trust, awareness and understanding across community groups
- Increase participation of isolated or at risk members of the community
- Facilitate access to information, education and training
- Encourage participation in civic and community activities
- Increase opportunities for recreation and leisure
- Enables vibrancy in neighbourhoods/precincts

Cultural and Arts Development (Level 2 Up to \$5,000)

Overview

A maximum of \$5,000 will be offered all year around towards the delivery of community events, programs and projects that provide opportunities for creative participation enhance creativity in public spaces and strengthen sustainability and capacity of the City of Melville's cultural and creative industries.

Applications must be received at least four months before commencement of the project and to be delivered within 12 months from date of approval of grant.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased involvement and participation of all members of the community for self-expression and creativity
- Activation of public spaces with cultural and creative initiatives
- Increased opportunities for learning and sharing of local culture and history
- Increased development of community leadership and capacity building
- Facilitated social sustainability and life long learning
- Facilitated audience development and creative opportunities linked to new and emerging digital tools
- Increased opportunities for access to live performances across all age groups

Types of activities supported

Funding will support proposals that:

- Increase access to arts and cultural activities within the City
- Build new audiences or help eliminate barriers
- Increase participation of members of the community not previously engaged in arts and cultural activities
- Facilitate sustainability and long-term artistic and cultural benefits for the City of Melville
- Support the development of emerging cultural and arts groups
- Share knowledge through the creative use of existing resources, new technologies and the knowledge and experiences of our diverse community
- Enhance the cultural fabric of the City of Melville
- Enables vibrancy in neighbourhoods/precincts

Environmental Development (Level 2 Up to \$5,000)

Overview

A maximum of \$5,000 will be offered all year around towards the delivery of community programs and projects that will raise awareness or take action on climate change and support environmental sustainability.

Applications must be received at least four months before commencement of the project and to be delivered within 12 months from date of approval of grant.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Evidence of increased knowledge and skills amongst the community about sustainable environmental solutions
- Improved knowledge on best practice environmental practices and methods to reduce waste impacts
- Increased community ownership of its environment by ongoing preservation and conservation

Types of activities supported

Funding will support proposals that:

- Encourage or reduce green house emissions
- Improve energy efficiency
- Encourage reduced water use
- Reduce waste or increase recycling
- Protect and enhance the biodiversity of the City's public natural areas
- Increase local native biodiversity
- Encourage or increase the use of sustainable transports. E.g.: cycling, walking, etc.
- Encourage community participation in environmental issues and initiatives

Seeding Fund (Level 3 Up to \$1,000)

Overview

A maximum of \$1,000 will be offered all year around for new, one-off and small community projects to not-for-profit organisations (incorporated and non-incorporated).

Specifically this grant supports towards the delivery of community programs and projects that contribute towards the strategic goals:

1. Connectedness and belonging
2. Active citizenship and
3. Capacity building

Applications must be received at least six weeks before commencement of the project and to be delivered within three months from date of approval of grant.

Expected program outcomes

Initiatives and projects can contribute to one or more of the following outcomes:

- Increased involvement and participation of some members of the community
- Improved relative equality, resilience and capacity building of the City of Melville diverse community
- Enhanced positive social, cultural and sustainable outcomes for local communities
- Facilitated long life learnings

Types of activities supported

Funding will support proposals that:

- Connect people (build diverse, cohesive and connected communities)
- Increase participation of the diverse members of the community
- Facilitate access to information, education and training
- Encourage participation in civic and community activities
- Enables vibrancy in neighbourhoods/precincts
- Increase access to arts and cultural activities
- Increase participation of members of the community not previously engaged in the community
- Share knowledge and incentive on the use of new technologies
- Builds on the history of a place
- Contribute to community health, wellbeing and safety
- Promotes involvement of children, youth and age-friendly activities
- Promotes cross-generational involvement and engagement

Who Can Apply for these grants?

All applicants must be:

- A properly constituted not-for-profit association, incorporated in accordance with the Associations Incorporations Act 1987
 - Based in City of Melville or providing services within this community
 - Incorporated community groups/organisations that have an Australian Business Number (ABN).*
- * Non-Incorporated groups applying for monetary grants must have an appropriate auspice organisation (shared aims and common interest) that can support their project and receive the grant on their behalf.

What is an Auspice Organisation?

The City of Melville recognises the role that the key auspice organisations play in supporting grassroots community groups/associations to apply for funding and facilitating reporting requirements for proposed projects. Auspice organisations can charge an administration fee up to 10% of funding, to contribute towards their costs in the facilitation and support towards unincorporated groups/associations.

What do we consider for funding?

The City of Melville receives many requests and unfortunately not all of these can be met.

The City of Melville will favorably 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 priorities and linked to council's core business and vision for the future
- Is aligned to the Community Partnership Funding Guiding Principles
- Will benefit and include 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 association
- Will not use the funding from the proposed grant for a profit making venture

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.

What types of activities would be considered for funding?

- Fees for temporary staff to coordinate a project/activity
- Printing/promotions costs
- Advertising and Marketing associated costs
- Venue Hire fees
- Materials and small equipment essential to the activity/project
- Staging related costs
- Transport and entry fees for participants
- Public Liability insurance costs associated to the activity/project
- Volunteer support costs
- Photography and filmography
- Small equipment (up to \$1,200 only)

Examples of activities based on the priorities the community has set for the future:

<p>Clean & Green</p> <p>Encourage the community to get out and about by: Organising plant a tree day, Plan a walking trail in our beautiful parks, Organise a gardening talk, Encourage conservation/ habitat protection activities Inspire and educate the community on recycling Apply a aquaponics systems in a community garden</p>	<p>Sense of Community</p> <p>Draw the community together by: Organising a festival/event Or a cultural /fair/market/movie night Help build community knowledge on various topics, Art activities and workshops Teach Aboriginal education Organise a theatrical performance Teach an accredited Auslan Sign Language workshop</p>
<p>Sustainable & Connected Transport</p> <p>Reduce the communities dependence on vehicles and encourage: a Cycling Event, Organise a dog walking event, Teach others to use public transport facilities Organise a day bus trip to our facilities</p>	<p>Safe & Secure</p> <p>Promote safety awareness by: Conduct authorised self defence classes, Organise an online safety class for all ages Driver behaviour presentation road safety Raising awareness of crime prevention</p>
<p>Growth & Prosperity</p> <p>Help others be successful by: Run your own small business course Host innovation workshops Engage with a entrepreuneuring programme Disability employment assistance Certification workshops</p>	<p>Healthy Lifestyle</p> <p>Encourage the community to be fit physically and mentally with: Brain training games / puzzle sessions, Conduct falls prevention class for seniors, Start an exercise class/sporting team for your suburb Invite a trained professional to run talks on health topics Programs for kids and teens to volunteer Facilitate classes for Seniors to learn to use electronic goods Organise a sensory screening at the cinema</p>

Who is NOT eligible for funding?

- Political parties or activities or programs perceived as benefiting a political party or political campaign.
- Religious activities that could be perceived as divisive within the community
- Government organisations
- Education institutions, except incorporated Parents and Friends associations
- Groups or associations that have not adequately acquitted previous Council funding or satisfactorily met the requirements of a funding agreement
- For profit organisations/associations
- Individuals (except Youth Development Funding)
- Groups or associations that have already been funded during the current budget year
- Projects that duplicate existing services and programs
- Projects that directly go against current Council policies
- General donations to charities

What cannot be funded?

- Recurrent operating or maintenance costs for the day-to-day operations of the association or group, including administration costs
- Major capital equipment purchases (above \$1,200)
- New building projects or capital works fundraising activities
- Salaries where the salary forms part of the association's usual responsibility
- Outstanding debts or loans
- Administration fees over 10% of total cost of activity/project
- Liquor Licensing for events
- Travel and accommodation expenses
- Gifts

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

- 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.
- Applications for activities/projects that will happen in less time as specified in the level of funding. Refer to each funding level for timelines.
- Requests for both financial and non-monetary grants for the same activity.

How do we process and assess submissions?

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

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

Community Partnership Funding levels two and three, Youth Development Funding and Non-Monetary requests are received and assessed by the City's Community Development and Environmental related service areas, which may seek additional information with applicant before completing 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 according to the priorities of the Community Partnership Funding:

- Projects/activities that support and strengthen the capacity of local community associations and groups
- Projects/activities that demonstrate multi-agency or a groups partnership in the planning and delivery
- Projects/activities that support and encourage environmental sustainability
- Projects/activities that promote and support volunteerism as an integral part of wellbeing and active citizenship
- Projects/ activities that aim to increase participation and inclusion of disengaged communities who may be marginalized, disadvantaged or have special needs
- Project/activities that promote reconciliation with Melville's Indigenous communities and encourage understanding between different religious and cultural communities
- Project/activities that support shared interests of different generations
- Projects/activities that are new and innovative
- Projects/activities that improve the health and wellbeing of Melville residents

How do we notify applicants?

Usually you will receive notification of the outcome of your request within one month of application date (for levels two, three, Youth Development Funding and Non- Monetary) .

You should clarify with the City how the timing of the assessment process corresponds to your project time-line before submitting a proposal.

Request for quotes

All funding applicants will be requested to provide quotations for the items to be paid by the City of Melville, as follows:

- Two written quotes for items over \$2,000;
- One written estimate, advertised price, or one written quote for items under \$2,000 (miscellaneous items can be grouped together to \$1,000);

This enables to determine how the City of Melville's funds will be efficiently utilised.

Payment & Funding Acquittal

In order to acquit the Community Partnership Funding received, all successful funding applicants are required to submit a Funding Acquittal Report within 8 weeks of the completion of the project (or submitted at specified date in the funding agreement).

Acquittal reports for Youth Development Funding are required after one month of the completion of the activity funded.

Funding Acquittal Reports also requires a detailed budget breakdown and copies of tax invoices covering project's expenditure.

Failure to acquit your funding within the requested period will result in the applicant being ineligible for future Community Partnership Funding, including Non- Monetary grants.

If financial funding is not fully spent by the time of the Funding Acquittal Report submission, they will be lost and must be returned to the City.

How to Apply

If you think you have a suitable proposal for Community Partnership Funding, we encourage you to speak to our funding program coordinator to discuss your proposal. You can also speak to a team member if you need assistance with your application.

Community groups/associations seeking financial and in-kind support from the City of Melville should complete the Community Partnership Application Form online via the online grants portal SmartyGrants.

All applications must be submitted via SmartyGrants – hard copy and electronic applications will not be accepted.

If your organisation already has a SmartyGrants registration established from another grant program or a previous Community Partnership Funding round, you may use the same login information.

If you do not have a SmartyGrants registration, you will need to create one prior to commencing an application. [Simply click on the Smartygrants link provided for each level of funding available.](#)

Supporting documentation for your application

It is required that community groups/associations provide supporting documents, particularly for larger funding requests. This all can be uploaded on the online application form.

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 associated with the project/activity seeking funding can be covered by the Community Partnership Funding program, as part of the budget in the application.

Working with Children (WWC) Check

Applicants applying for funding for 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, please visit: www.checkwwc.wa.gov.au or call 6217 8100 and 1800 883 979 (for WA Country Callers)

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

Events Package

If you are planning an event in the City of Melville owned facilities and/or parks and reserves you may be required to complete and submit an [Events Package](#). Completed events packages should be submitted to the City of Melville Bookings Officer three months prior to the event. They can be contacted on 9364 0611 or melinfo@melville.wa.gov.au

Before applying

Step 1 - Read this Guideline carefully before you decide which level of funding is most appropriate to you. We encourage you to call a member of our Neighbourhood Development team by calling 1300 635 845 or 9364 0666.

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

Step 3 - Please make sure the application is completed and submitted ahead of the deadline. Deadlines are different for each of level of funding. For levels 2 and 3, submissions need to be submitted online within 4 months of event/activity starting date level 3, Non-Monetary and Youth Development Funding timeline is 6 weeks.

After submitting:

Step 4 - Applications are assessed by the Neighbourhood Development service area before final recommendation.

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

Step 6 – Funding Agreement is signed and funding is distributed.

Step 7 – You run your project.

Step 8 – You then 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 funds were spent.

Partnership Funding Acknowledgement

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.

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

Appealing a Decision

Once an application has been unsuccessful you can appeal the decision.

Your appeal must be received in writing within 10 days from the date of notification from us. You must state on what ground(s) you believe you should have been approved.

Note- The appeal process will take us five business days to consider. If your request is not successful further dispute cannot take place. If we reconsider your appeal or approve the funding we cannot pay activities if it has already commenced/ended.

Should you wish to proceed with the appeal, [please email the Customer Relations Coordinator](#).

Glossary

Auspice

An auspice is an agreement where one organisation agrees to apply for funding on behalf of a second organisation that is not incorporated. If funding is approved, the Auspice organisation receives, holds and administers the funding for the auspiced organisation. Auspicing organisations and sponsored organisation must have common interests and shared aims.

Acquittal

An acquittal report is consisted of a written report that ensures funding recipients have managed funds received according to the Funding Agreement. It also provides a financial statement detailing how funds were spent. All receipts need to be provided to confirm claimed expenditure.

Council's Plan for the Future

Previously referred as the Corporate Plan, it comprises of a set of goals and strategies based on community aspirations.

Funding Agreement

States the purpose of funding, the dollar amount and the conditions attached to the funding. It defines the rights and obligations of the agreement. Once signed, the organisations are under legal obligation to comply with the terms and conditions in the agreement.

Funding

Refer to the sum of money provided to organisations or individuals for a specific project, activity or program. Funding amount is exclusive of GST.

Incorporated or not for profits

A not-for-profit is an organisation whose primary objective is something other than profit making, and which does not distribute any profit to the organisation's members. Being incorporated means that the group has a legal 'identity' of its own, separate and distinct from the individuals who comprise the group.

In-Kind support

Includes volunteer labour, administrative support, donations of materials or equipment. These contributions should be given a dollar value and be included in the project's budget.

For example: Volunteer hours is worth **\$\$32.53** (Reference: Department for Communities (2009) *The Economic Value of Volunteering in Western Australia* www.communities.wa.gov.au)

Non-monetary grant

A request for Council to provide in-kind contribution towards temporary hire of Council owned facilities, including equipment. Examples of non-monetary are: loan of equipment (Community BBQ) and venue or reserves hire fees.

Public Liability Insurance

This type of insurance protects a community association against its legal liability to pay:

- Compensation to third parties
- Property damage that may occur as a result of the community association's activities
- The legal costs that a community association may have if it needs to defend bodily injury and property damage claims made against it.

Volunteer Value Rate

Is the current monetary value allocated to volunteer participation spent on both types of volunteering, organised and unorganised. The current value is **\$32.53** per hour.

References

- Guidelines for local government administration of community grants. October 2009. Prepared by Queensland Government.
- City of Yarra Website
- The Economic Value for Volunteering in WA. May 2009. Prepared by the Department for Communities. Government of Western Australia.
- The Australian Best Practice Grantmaking (Quartely). Edition 3. Our Community Pty Ltd (2003)
- Grantmaking Toolkit, The Smartway to Build, Review or Refresh your Grants Program. April 2011. The Australia Institute of Grants Management.
- Australian Early Development Census: <https://www.aedc.gov.au/>

Contact Us

If you require any further information, need help with your submission proposal or wish to appeal a decision, please contact:

Marcia Coelho

Coordinator Customer Relations

Email: marcia.coelho@melville.wa.gov.au

Phone: 9364 0660

Website: www.melvillecity.com.au/grants

If you wish to provide feedback regarding the Community Partnership Funding please [submit your feedback via our website](#).