

### Objective

- 1) To support the City of Mandurah's (the 'City') role as a community partner in building capacity, developing community ownership and sustainability and community pride, identity and spirit.
- 2) To ensure that all members of the Mandurah community have access to a range of community activities and services.
- 3) To align grants and donations programs with the City's Corporate Business Plan.
- 4) To provide a framework that delivers an equitable and transparent process in which to assess and allocate funds to local non-profit community associations and residents.

### Statement

In recognition of the pivotal role that community and sporting groups and organisations play in developing vibrant and diverse communities, the City is committed to the provision of financial assistance through the operation of a grants and donations program each financial year.

There are six (6) grants and donations programs available in order to encourage a range of activities. These areas are as follows:

- Community Grants
- Club Development Grants
- Event Support Grants
- Community, Sport & Recreation Facilities Fund
- Outstanding Representative Donation
- Youth Dream Big Fund

In order to ensure an equitable process that is both accountable and transparent, the funding priorities will be given to requests and applications according to its ability to meet the below principles and criteria.

### Principles:

1. Aligning with the City's objectives, as outlined in the Strategic Community Plan 2013-2033.
2. Build capacity & partnerships and leverage resources to:
  - Increase the human and organisational capacity of recipients;
  - Maximise matching in kind, cash donations and volunteer time from community, business and/or other funding bodies;
  - Facilitate volunteerism and corporate citizenship/involvement in community;
  - Optimise strategic alignment with City partners, such as other funding bodies.
3. Demonstrate accountability for the expenditure of public funds:
  - Provide evidence to establish that funds and in kind support provided by the City have been used for their intended purpose;
  - Seek to maximise value for money;
  - Adopt a risk-based management approach.
4. Recognise the City's Contribution:
  - Enhance the image of the City;
  - Maximise media coverage.

### **General Eligibility Criteria:**

- Project is to be within the City's local government boundaries, or, if the applicant is an individual, be a resident.
- Address the relevant principles of the City's Grants and Donations Program.
- The applicant must not have any outstanding debts to the City; acquittals outstanding
- Applications must be submitted in accordance with the requirements outlined in the relevant Information Package and on the prescribed form;
- Prior discussion with relevant officer;
- All information, services or events provided to the public are required to be accessible to people with disabilities.

### **General Ineligibility Criteria:**

- Commercial activities or organisations.
- Core organisational operating costs, for example a permanent position for ongoing work.
- Projects that duplicate existing services and programmes.
- Activities that are already covered by existing service agreements with the City.
- Projects with a political or religious purpose only.
- Projects that will rely on recurrent funding.
- Retrospective costs.
- Costs or activities already funded by another grant.

### **Assessment, Acquittal and Review Service Standards:**

All current and new funding programs are required to follow the below service standards. In addition there are two assessment streams outlined below.

#### Service Standards for Assessment Process

- Applicants will receive a letter within 10 working days confirming receipt of their application.
- Applications will be assessed initially on the eligibility criteria by the relevant funding officer, unless otherwise described in the relevant Information Package.
- Applications that meet the eligibility criteria are then considered by an officer panel from the relevant business units.
- Applicants will receive a letter notifying them of the outcome of their application.
- The City reserves the right to reject any application that does not meet the criteria and/or to request further information to support the application.
- Applicants should clarify the timing of the assessment process in relation to their project timeline with the relevant officer prior to making a submission.

#### Service Standard for Acquittals

- Information on all applicants is recorded
- Monitoring or a checking mechanism for successful applicants is required to ensure compliance with aforementioned Principle 3.

#### Service Standard for Reviews

- Business units are required to review grant and donation programs on at least an annual basis.
- The review is to include an assessment of how the program:

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- meets strategic goals;
  - is fair and uses transparent and objective decision making processes;
  - meets community identified needs; and
  - maximises value for money.
- Review findings to be presented to Council for acknowledgment.

### Assessment Stream 1:

**For financial assistance that meets the Scheme’s principles and eligibility but requires assessment against a pool of applicants.**

#### Assessment Process

Applications that meet the eligibility criteria are then considered by an assessment panel from the relevant business units and a minimum of two (2) Elected Member representatives. Delegated Authority lies with the Manager to action decisions of assessment panel.

#### Assessment Criteria

- Addresses the criteria of the relevant program.
- Supports the key directions outlined in the City’s Strategic Community Plan and other corporate planning documents where applicable.
- Clearly defines aims, objectives and outcomes that are measurable.
- Is an innovative and creative approach to the identified need and/or issue.
- Is well-planned and achievable within clear and detailed timelines.
- Encourages community participation and capacity building.
- Demonstrates an effect that will have an impact beyond the funding period.
- Involves working in partnership with community or business organisations.

### Assessment Stream 2:

**For financial assistance that meets the Scheme’s principles and eligibility, has specific set of criteria, and does not require assessment against a pool of applicants.**

#### Assessment Process

Applications that meet the eligibility criteria are then considered by an officer and approved by the Manager of the relevant business unit as per delegated authority or within approval authority.

#### Assessment Criteria

- Addresses the criteria of the relevant program.
- Supports the key directions outlined in the City’s Strategic Community Plan and other corporate planning documents where applicable.

## Legislative Context

*Disability Services Act 1993 (Amended 2004)*

*Disability Discrimination Act 1992*

*Associations Incorporations Act 1987*

*Local Government Act 1995*

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### Related Documents

City of Mandurah Strategic Community Plan 2013-2033

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**Responsible Directorate:** Place and Community

**Responsible Department:** Community

**Reviewer:** Executive Manager Community

**Creation date and reference:** 22 June 2010, G.24/6/10

**Last Review:** 23 July 2019, G.12/7/19

Amendments			
Version #	Council Approval Date, Reference	Date Document In force	Date Document Ceased
2	Minute G.57/2/12	29/02/2012	24/02/2015
3	Minute G.35/2/15	25/02/2015	23/07/2019
4	Policy Manual Review Minute G.12/7/19	24/07/2019	-