

Community Association Fund Guidelines

General information

The City of Mandurah is committed to financially supporting community groups through the Community Assistance Grants Scheme. Two streams of funding are available through the Scheme: the Community Association Fund and the Partnership Fund. The Community Association Fund has two funding rounds per year (July and February of each financial year) and has two types of grants:

- One-off funding (\$2000 max) – Available to organisations running a new project or event, or one that has not previously received funding from the City.
- Recurrent funding (\$500 max): This suits organisations that provide the same community project or event every year. Organisations are required to fund 50 percent of the project's cash contribution.

Who can apply?

- Incorporated, not-for-profit organisations.
- Non-incorporated community groups may seek the services of an incorporated body (sponsor) to auspice the project on their behalf. The sponsor will be required to accept legal and financial responsibility for the project or activity.

We look for:

To be eligible applications are required to address at least one of the CAF objectives:

1. Increasing community participation and involvement within City of Mandurah boundaries
2. Developing the skills of community associations and volunteer based organisations.
 - A clear and comprehensive budget complete with quotes for all items is required.
 - Partnerships with other community organisations are well regarded.
 - Your group or organisations endorsement of the project to be funded.

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We will fund:

- Marketing and advertising costs.
- Direct program delivery expenses i.e. instructor/training provider costs.
- Incorporation set up costs.
- Equipment purchases or hire i.e. if it increases the capacity of the group to deliver its services.
- Facility hire.

We will NOT fund:

- Retrospective / deficit costs (funding of activities already held or loan repayments).
- Associations with outstanding debts or acquittals due to the City of Mandurah.
- Camp costs, travel, entry fees, insurance or wages.
- Core organisation operating costs i.e. a permanent position for ongoing work.
- Projects which occur as part of the City's ordinary activities.
- For-profit organisations.

Application process

3. Speak to a Community Development Officer about your idea (phone: 9550 3850)
 - To confirm eligibility
 - To seek feedback and get assistance with your idea.
4. Visit the City of Mandurah, Community Assistance Grants [webpage](#):
 - [The Grants Help Guide](#) – an easy step by step process guide.
 - Click on the [link to the online application form](#)

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5. Complete online application

- Create a login using an email address and password that will be used for the duration of the grant process (first time users only).
- Login and commence your application online.
- Attach the following documents as required:
 - o Certificate of Incorporation
 - o Public Liability Certificate of Currency
 - o Letters of Support

Applications must be submitted by the closing date.

What happens next?

1. The panel meets to assess funding applications
2. All applicants are notified of the panel decision in writing, within six weeks of the rounds closing date.
3. If successful, you will receive a funding agreement, which requires your acceptance of the conditions of the funding.

For further enquiries please call (08) 9550 3850 or alternatively email cdo@mandurah.wa.gov.au