

# Partnership Fund Guidelines

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## 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 Partnership Fund** is designed to partner with Not-For-Profit organisations to deliver essential programs, services or projects that provide a community benefit, which would not be possible with only one years funding.

**The Partnership Fund aim** is to increase community access to essential programs and services, particularly where there is a gap in service.

Funding will be provided in annual payments for up to 3 financial years. The annual contribution amount is usually capped at \$5000 per financial year, although amounts granted are at the discretion of the panel and are assessed on need.

The funding round opens each year from 1 July – 14 August.

## Who can apply?

- Incorporated, not-for profit organisations
- Non-incorporated community groups that are auspiced by an incorporated body

## Applicants will need to demonstrate;

- Community need for the project/initiative
- Organisational ability to deliver projects that address community need
- The project will benefit City of Mandurah residents
- The project is accessible and inclusive of people of all ages, ability, culture and financial background
- The project aligns with at least one of the following key priority areas, as identified in the City of Mandurah's Strategic Community Plan 2013-2033:

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## City of Mandurah Strategic Community Plan - Key Priority Areas

- Support people to have a greater sense of safety in our community
- Contribute to the provision of high quality health services
- Facilitate people from diverse cultural backgrounds and abilities to engage and participate in our community
- Support seniors to remain active and engaged and independent into the future
- Facilitate the emotional, social and language development of children
- Provide opportunities for community involvement, increasing sense of vibrancy and connection to place
- Provide opportunities for people to engage in local arts, music and culture
- Provide opportunities for lifelong learning for all
- Encourage conservation and appreciation of our natural resources

### What CAN be funded?

- Costs associated with delivery of the service or project
- Direct program / project delivery expenses e.g. instructor / training provider costs
- Equipment purchases / hire i.e. if it increases the capacity of the group to deliver its services
- Marketing and advertising costs.
- Hire of facilities

### What will NOT be funded?

- Commercial activities or organisations
- Retrospective costs (funding of past activities, loan repayments)
- Costs or activities already funded by another grant
- Organisations with outstanding debts or acquittals due to the City of Mandurah
- Projects that duplicate existing services and programs
- Core organisational operating costs e.g. Salary for a permanent position, rent

# Partnership Fund Guidelines

## Application process

1. Speak to a Community Development Officer about your idea (phone: 9550 3846)
  - To confirm eligibility
  - To seek feedback and get assistance with your idea.
  
2. Visit the City of Mandurah, Community Assistance Grants webpage <http://www.mandurah.wa.gov.au/communitygrants> for more information:
  - The Grants Help Guide – an easy step by step process guide.
  - Click on the link to the online application form
  
3. 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:
    - Certificate of Incorporation
    - Recent financial statement
    - Public Liability Certificate of Currency
    - 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 email [cdo@mandurah.wa.gov.au](mailto:cdo@mandurah.wa.gov.au)***