The Restart Mandurah Community Grants Help Guide

A 'how to' guide on Restart Mandurah Community Grants

By the Community Capacity Building Team

Contents

Restart Mandurah Community Grants – Who can apply?

Eligibility Criteria

The City of Mandurah is committed to supporting local people and community groups through various grants schemes.

Incorporation

To be eligible for either of the City's Restart Mandurah Community Grants, you must be an incorporated not-for-profit group OR seek another incorporated not-for-profit group to 'auspice' the application.

If your group wants to become incorporated go to the following website for more information; https://www.commerce.wa.gov.au

The City will also support funding applications to cover your incorporation costs.

Auspice

An auspice is an incorporated not-for-profit group whom is willing to support your project and be listed on your application for funding. If successful, the auspice will be required to invoice the City of Mandurah and receive the funding on your behalf. However, it will still be the applicant's responsibility to manage the project work and report on the project at completion.

When approaching an organisation to be your auspice, it's a good idea to:

- Make sure your project values and those of their organisation and work align
- Check that you both understand what responsibilities the commitment does and doesn't involve
- Ensure you have a good working relationship before applying for funding

The City's Community Development team will be happy to assist you in finding an auspice where possible. Contact (08) 9550 3777 or alternatively email cdo@mandurah.wa.gov.au

Project Location

The project must be shown to directly benefit the Mandurah community. As such we do not fund activities conducted outside of the City of Mandurah.

Grant Objectives & Approved Expenses

To be eligible, you must show that the outcomes of your proposed project meet the grant objectives.

Community Grants – Objectives

We look for:

To be eligible, applications are required to address at least one of the Restart Mandurah objectives:

- Support increased demand from Mandurah's most vulnerable communities
- Build capacity of community organisations and resident associations
- Increase volunteering, including capacity and training
- Improve access to technology for education and training
- Celebrate and encourage cultural diversity and social inclusion
- Create opportunities for localised smaller scale events (within allowed government restrictions)
- Youth Development, especially initiatives that build capacity and support leadership initiatives
- Celebrate Mandurah's resilience through Arts & Culture
- Build neighbourhood connection.

Your application must provide:

- A clear and comprehensive budget complete with quotes for all items is required
- Your group or organisations endorsement of the project to be funded.

Please note partnerships with other community organisations is highly regarded.

Community Grants – Approved Expenses

What WILL we fund?

- Marketing & advertising costs
- Direct program delivery expenses i.e. instructor/ training provider costs
- Incorporation set up costs
- Equipment purchases or hire i.e. Items that increase the capacity of the group to deliver its services
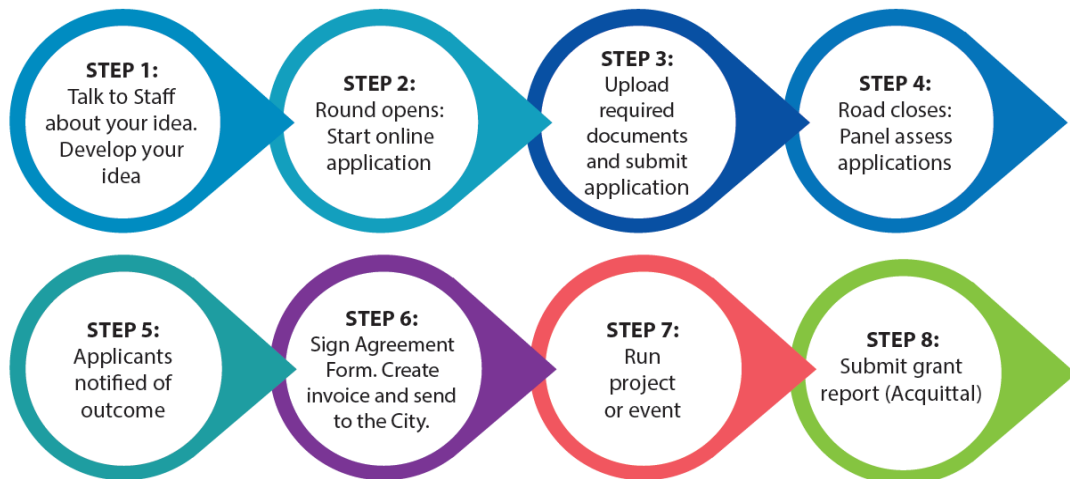- Facility hire fees.

What will we NOT fund?

- Retrospective/deficit costs (funding of activities that have already occurred, or existing 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 and activities.

Community Grants – Application Process

This is the process for the Restart Mandurah Community Grants:

The Grants Process from beginning to end

STEP 1: Talk to Staff about your idea. Develop your idea

STEP 2: Round opens: Start online application

STEP 3: Upload required documents and submit application

STEP 4: Road closes: Panel assess applications

STEP 5: Applicants notified of outcome

STEP 6: Sign Agreement Form. Create invoice and send to the City.

STEP 7: Run project or event

STEP 8: Submit grant report (Acquittal)

1. Talk to City of Mandurah Staff / Develop your project idea

- Talk to a City Community Development Officer prior to submitting your application to get support in developing your project. Telephone (08) 9550 3777 or email cdo@mandurah.wa.gov.au
- Read the Restart Mandurah Grant Guidelines
- Preview the online form prior to commencing
- Start to gather essential documents and quotes required.

To find the guidelines and SmartyGrants link on the City of Mandurah website simply follow these steps:

- Select 'Community' from the main menu across the top of the home page, select 'Support' from the list and then select 'Grants and Sponsorship. Select 'Groups and Organisations Grants'. Alternatively, visit www.mandurah.wa.gov.au/community/Support/grants-and-sponsorship

2. Round opens – Start online application

Restart Mandurah Community grants applications are to be submitted online during the time the round is open through www.mandurah.smartygrants.com.au

- Register first - create a login and password (after that just login)
- Have a look through
- Word limits apply to most sections to encourage conciseness
- Some sections are locked - just go to next page
- Save as you go
- Go in and out of the form to work on it while the grant round is open
- Only click 'Submit' when you are ready to send the form
- Submit application before the round closes
- If you need help – simply give us a call.

3. Upload required documents & submit application

The following documents are important:

✓ **Certificate of Incorporation** (if not already supplied previously) A group 'registered' as an incorporated group is a legal 'identity' as distinct from individuals who make up the group. The incorporated body can apply for funding and receive insurance etc.

Groups can apply for grant funding to become incorporated.

✓ **Written quotes** - required to show evidence of the amount required from the City of Mandurah to support your project.

✓ **Letters of support** - Letters written by another organisation to express their support of your project.

✓ **Public Liability Insurance** –This covers you and your organisation for any financial risk of being found liable for death or injury, loss or damage of property or financial loss resulting from negligence from a third party.

You will need to submit a copy of your current Public Liability coverage.

4. Round closes and panel assess applications

Once the round is closed, the Community Development Officer will review all applications and may seek additional information.

The panel consists of four Elected Members (Councillors) and three City of Mandurah staff (Senior officers from Community Development).

The panel usually meet within three weeks after the grant round has closed to assess applications and make decisions. The panel may set specific conditions for grant funding and may or may not grant all of the funds requested.

5. Applicants notified of outcome

Applicants will be advised in writing within two weeks of the panel meeting.

For successful applicants the following steps will apply:

6. Complete Agreement form and create an invoice

In order for the City of Mandurah to release funds you need to supply:

- A signed copy of the funding Agreement.
- An invoice created by your organisation for the amount specified.

An Agreement is a legal contract between the City and an organisation. It specifies the terms and conditions of the funding. The agreement needs to be signed and returned to the City of Mandurah for the contract to be valid

Invoicing - To receive grant funding, your organisation needs to create an invoice addressed to the City of Mandurah requesting the grant funding amount you have been approved for. If your organisation is GST registered then you will add GST to the approved amount.

The grants officer will provide you with a purchase order number to include on your invoice.

7. Complete grant report (Acquittal)

The report on completion of the grant period is called an acquittal or annual report (Partnership Funding). You need to report on the outcomes of your project against your objectives, as well as submit a financial report on the income and expenditure of your project. Log-in to www.mandurah.smartygrants.com.au and use the same login and password that was created for the application and submit report.

You will be given a due date for your acquittal.

Financial Reporting

- Paid invoices or receipts to show expenditure of your grant
- A profit/loss or financial statement of your expenses
- Proof of your project such as photos, flyers or print articles
- You will be required to answer a series of questions about your project.

Changes to your project / event

If there are significant changes to the timing of your project or an inability to meet the funding agreement, you need to write to the Community Development Officer and request a variation to the grant agreement.

Tips for developing great projects

Ask yourself questions

- Who could we partner with to get more benefit for community?
- Who could be on the project committee or working group?
- What are the benefits to community of this idea?
- Which groups in our community could benefit?   (Target Audience)
- How specifically could they benefit from this? (Outcomes)
- How else can the wider community be involved and engaged?

Team work

Having a committee means you can share the load and have people to bounce off and refine your idea. Also, different people offer different skills needed in developing a project; initiative, finances, record keeping, facilitation, handyman, marketing, evaluation, writing and self-reflection skills. Identifying the teams' skill sets for specific tasks will mean the project is more enjoyable, inclusive and successful in the long run.

What are the benefits to community?

Projects often start because of a perceived need. E.g. lack of access to social activities for the frail aged, transport challenges for a particular sector, few opportunities for young people to express themselves artistically.

With any brilliant idea it is important to go back and think about 'what are the benefits to this community from this project?' **A project that demonstrates strong benefit for the community is more likely to get supported**. This also helps you to describe the outcomes you are hoping to achieve.

Invite feedback

Invite others to think about your project and give you feedback. Consider holding open meetings within your group, with the local school, businesses, community organisations and others in that area.

Allow your project idea to evolve

Inviting feedback could mean your project evolves in a different way.
Funding bodies will have their own objectives. Be open to seeing how your idea could evolve to meet others needs and yet still meet yours.

Once you have consulted and allowed your idea to evolve, the decisions about; what, where, when and how will be easier.

Planning & implementing your project

Have a clear plan and timeline for implementation and don't forget about making time to promote your project and evaluate its success!

Detail what, where, when and how. Some useful questions:

- What needs to happen first?
- What are the key tasks to be achieved?
- What order will they be achieved in?
- When do they need to be achieved by?
- Who are the best people for these roles?
- How could we simplify things?
- How can we promote our project?
- How could we evaluate this?
- **What is the back-up plan if things don't go as planned?**

Brain storm a few of these questions about your project:

Funding options – Now and into the future

Consider a range of funding sources so your project is not reliant on one source.

Grant funding providers

Funding Organisation	More Information
City of Mandurah - Recreation Grants	www.mandurah.wa.gov.au
Department of Sport and Recreation	www.dsr.wa.gov.au/funding
Alcoa	www.alcoa.com/australia or google Alcoa and "becoming a partner"
Lotterywest	www.lotterywest.wa.gov.au/grants
Bendigo Bank	www.bendigobank.com.au/public/community/community-funding
Office of Multicultural Interests	www.omi.wa.gov.au/
Shire of Murray	www.murray.wa.gov.au/Residents/Community-Groups
Bank West –Easi Grants	https://www.bankwest.com.au/about-us/community/easy-grants
Bank of Queensland Grants	https://www.boq.com.au/About-us/sponsorships

Grant Directories

Australian Government Grants – Grant Connect	https://www.grants.gov.au/
Department of Local Government and Communities	http://grantsdirectory.dlg.wa.gov.au/
Community Grants HUB – Federal Grants	https://www.communitygrants.gov.au/

Marketing and promotion

Promoting widely means more people benefit. Keep your promotions short, to the point, positive and eye catching. Consider:

- Fliers/Posters
- Facebook pages and ads
- Website
- Roadside banner
- Email distribution list
- Editorial or advertisement in the local newspaper
- Press releases
- Presentations to local service clubs
- Community radio announcements
- Networking opportunities with community groups

Evaluation of your project

Evaluation provides a way of recording your successes reflect on how you could improve for next time as well as meeting grant reporting requirements. Plan how to evaluate before you commence your project. Consider:

- Photos of committee, milestones, participation, project in action
- Copies of newspaper advertising or fliers/posters produced
- Record of participation/attendance at projects/events
- Record your observations of group/event. "The event was..."
- Qualitative interviews – asking open ended questions of participants and identifying key themes that emerge
- Phone interviews
- Surveys or opinion polls of participants/providers
- Portfolio of work done
- Group interviews/discussion
- Sentence completion cards. E.g. "The best thing about this event is…"
- Report on new or stronger partnerships developed through the project
- Graphs showing specific pre and post data
- Written stories highlighting impact/outcomes of the project
- For more information: http://betterevaluation.org/

Grant writing tips

1. **Know what the aims are of the grant funding you are applying for**

   Read the guidelines several times so they are clear in your mind.

   Ask questions of your funding body for anything that is not clear to you.

2. **Be clear, concise and to the point**

   Dot points are great as it makes it easy to read and keeps your message clear.

3. **Present clear, realistic goals**

   It is great to think big and be creative, however the next step and what the funding body is looking for is that your goals are manageable and realistic given your resources. Ensure your goals intersect with the funders' goals. Sometimes this means stating what seems obvious to you.

4. **Show the level of support for your project**

   Sometimes this is referred to as "In Kind" support. It means any contribution to the project that is not money, including donation of goods or services.

   Detail the kind of support you are receiving for your project; donations of goods, donations of time such as professional expertise and volunteer labour, steering committee involvement and support from other organisations.

5. **Demonstrate collaboration with other organisations**

   Strong collaboration with other organisations and groups show willingness to step outside of your own patch and build community connections. These are often referred to as partnerships by grant funders and are highly regarded by the grants panel.

6. **Outline the strengths of your organisation to implement this project**

   If you have experience or skills in the project/event that you are proposing then this is important information for the funder to know.

7. **Ensure your budget is concise, clear and adds up.**

   The budget you submit says a lot about your project and shows whether you have considered costs accurately. The budget needs to have clarity but not have highly specific detail. For example, put in a line item for stationary but not a separate line for pens then paper etc. The budget also needs to demonstrate good value for money.

8. **Use relevant research to back up your project idea**

   Not always necessary, however good relevant statistics can provide validity to your idea. Ensure that any reference to research is relevant and concise. The City of Mandurah website has free demographic information about Mandurah residents: www.mandurah.wa.gov.au/learn/about-mandurah/suburb-profiles and if you want to search for articles relevant to your idea go to: http://scholar.google.com.au/

9. Proof-read the application before submission

Ask someone who doesn't know your project to read and give you feedback on any gaps or areas for improvement. This person will be able to tell you if there are parts that aren't clear.

Also get someone to proof-read for spelling, grammar, font, style and punctuation.

If you are still unsure at any point in your application you can call or email the City's Community Development Officer for help on (08) 9550 3777 or email cdo@mandurah.wa.gov.au

Your notes