

# Community Partnership Grants Program

## Grant Guidelines

**When:** One round per year, opening in July for 6 weeks, maximum one grant per organisation

**Decision:** Within 6 weeks of close of round

**Total Funding Pool:** \$220,000 per year (covering all partnership grant commitments in years 1,2 and 3)

**Funding:** Up to \$15,000 per applicant per year (at the discretion of the grants panel) for a maximum of 3 years

**Funding Administrator:** Community Services

**Funding Assessment and Approval:** Grants Assessment Panel for final approval by CEO or Director.

### Purpose

To support the delivery of community-initiated projects, programs, events and initiatives that align with the City's strategic objectives and benefit Mandurah residents with economic, community, environmental or good governance outcomes with a financial commitment over multiple consecutive years.

### Objectives

- Advance the City's vision described in the [City's Strategic Community Plan 2024-2044](#) by supporting groups to generate initiatives and outcomes that align with strategic and corporate objectives.
- Support a wide range of projects and initiatives that create a thriving, welcoming, vibrant City with possibility for everyone.
- Build capacity, encourage community ownership, and foster a sense of community pride.
- Support endeavours that encourage inclusivity and connectedness, promote healthy lifestyles, and nurture the environment.
- Empower community-led and sector-led initiatives for greatest impact.
- Support people to have a greater sense of safety in our community.
- Support initiatives that contribute high-quality, impactful, positive outcomes in focus areas such as healthy lifestyles, community safety, ending homelessness, cultural inclusion, improving literacy, celebrate heritage, arts, culture, music, conservation, environment and generate positive outcomes for certain groups that may benefit from targeted support.

### Eligibility checklist

- Are you an incorporated, not-for-profit organisation or an unincorporated community group applying under the auspices of an incorporated association?
- Will your project provide a benefit or service to the City of Mandurah community?

- Does your project align with at least one of our Partnership Fund Objectives ([listed above](#))?
- Do you hold current Public Liability insurance?
- Will your project or initiative comply with Local, State and Commonwealth laws?
- If your group works with children or young people, do you comply with all applicable State and Commonwealth laws relating to the employment and engagement of people who work or volunteer with children (Working with Children Check)?
- Have you discussed your application with a Senior Community Development Officer or the Grants and Funding Officer?

If you answered **yes** to **[all the above](#)**, we encourage you to apply for the City of Mandurah's Community Partnership Fund.

**We are looking for projects that:**

- Provide a benefit to the City of Mandurah community, which would not be possible with only one year's funding.
- Address a clear community need.
- Provide value for money.
- Align with the City's strategic direction (see our [Strategic Community Plan 2024-2044](#)).
- Are welcoming, accessible and culturally inclusive of people of all ages, abilities, cultures, genders, and financial backgrounds.
- Demonstrate measurable outcomes and impact on the community.
- Include a sustainability plan that demonstrates how your project will continue benefiting the community after funding ends.

**What we will fund:**

- Direct project delivery costs (such as instructors, consultants, specialist facilitators, or other delivery expenses).
- Equipment purchases or hire, if it increases the capacity of the group to deliver its services.
- Marketing and advertising costs.
- Facility or room hire.

**What we won't fund:**

- Projects that have already started (retrospective), or that duplicate existing services in the City of Mandurah.
- Ongoing operational expenses (costs that would be incurred regardless of the specific project).
- Commercial activities.
- Projects that should be funded through contractual or individualised Government funding arrangements.
- Activities which are the direct responsibility of Commonwealth or State Government departments or associated agencies.

- Activities that are already covered by an existing service agreement, grant or sponsorship.
- Applicants or auspice with an open funding agreement under the Community Partnership Grant Program or outstanding debts or acquittals due to the City of Mandurah.
- Large capital expenditure (such as building repairs/maintenance, or major infrastructure).
- Faith based or religious activities (although welfare and community service activities of faith-based groups can be funded).
- The purchase of alcohol, prizes or gifts.
- A project where a significant part of the budget is for meals or catering.
- Projects that are considered to have a political or lobbying purpose.
- Conferences, sponsorship, or fundraising appeals.

### **Application process**

Applications must be submitted via the City of Mandurah [SmartyGrants](#) portal prior to the closing date. Late applications will not be accepted.

Before submitting your application, you must discuss your project with a Community Development Officer or the Grants and Funding Officer. After this discussion, you'll receive a receipt number to include in your application. This conversation will help:

- Confirm your project's eligibility.
- Provide valuable feedback on your idea.
- Offer guidance to strengthen your application.

Please contact 9550 3649 or email [hcc@mandurah.wa.gov.au](mailto:hcc@mandurah.wa.gov.au) to discuss your application.

### **Please note**

- Engaging in a discussion does not indicate that your grant has been or will be approved.
- Current City of Mandurah grantees must have successfully acquitted all outstanding grants to be eligible to apply.
- Canvassing of Elected Members or City Officers could exclude applications from grant funding.

### **Required documentation**

- Incorporation registration
- Current public liability certificate
- Comprehensive budget, with supporting quotes

### **Child Safe**

Applicants should note that any requests to fund initiatives involving engagement with children or young people will require their commitment to ensure adequate child safeguarding measures are in place, such as compliance with Working With Children Check Legislation, alignment with the National Principles for Child Safe Organisations, acknowledgement of the rights of children and assurance to immediately report any concerns, disclosures or allegations of child abuse.

**What happens next**

Applicants will receive notification confirming receipt of application. The City reserves the right to reject any application that does not meet the eligibility criteria or to request further information from the applicant.

All applicants are notified of the panel decision in writing, within six weeks of the rounds closing date. If successful, you will need to:

- Sign a Grant Agreement. The Grant Agreement cannot be changed without prior approval. Any requests for changes (variation) must be submitted via the approved form.
- Provide a report (acquittal) each year via SmartyGrants.
- Acknowledge City support in promotional materials (You will be provided with a logo pack. Use of the City's logo must be approved prior to use).

**Competitive Process**

Application to the Partnership Grants program is a competitive process. We usually receive more applications than the total amount of money available to distribute. This means that even if your application is compliant and for an awesome idea, it may not be successful in receiving a grant from the City. In some instances, we may be able to help you find another funding organisation where you may be eligible to apply and we