

Council Policy

1. OBJECTIVE:

The purpose of this Policy is to provide the City of Mandurah (the City) with an equitable, transparent, and accountable framework to guide the disbursement of grants and funding to third parties for the purpose of supporting initiatives that align with strategic direction of the City.

2. APPLICABILITY

This Policy is applicable to:

- All Elected Members and employees.
- All applicants and recipients of City of Mandurah grants and funding.

This Policy is not applicable to:

- The procurement of goods and services guided by Council Procurement Policy.
- Incoming grants and funding received by the City.
- Incoming or outgoing gifts, sponsorships, donations, or non-monetary contributions (excluding in-kind support related direct to a specific grant or funding application).
- Disbursement or administration of funded grant pools established by another agency (e.g. Kidsport).
- Financial contributions to 'for profit' entities such as businesses.

Definitions:

- **Applicant** - means the party that makes an application, including its officers, directors, employees, an auspice of an applicant, an agent, or any individual who represents, acts on behalf of, or in the interests of, the applicant.
- **Approving Officer** – means the City officer positions that have authority to make a final decision on the outcome of each grant application.
- **Assessment Panel** - means the panels established under this Policy to review applications and make recommendations to the Approving Officer for decision.
- **Council** – means City of Mandurah Council.
- **City** - means the City of Mandurah.
- **Funding** – means a financial assistance arrangement made for a specific purpose or project as a cash contribution, provided to the recipient for an eligible purpose. This is as part of an approved grant program, with the understanding that there will be a defined outcome that directly or indirectly benefits the community, but with no expectation of a commercial return to the City. If applicants can prove eligibility and their application meets all criteria, funds will be awarded without a competitive application process (ie, applicants are either eligible or not, there is not a sliding scale of applicant priority through a competitive process).
- **Grants** – means a financial assistance arrangement made for a specific purpose or project, including cash and/or in-kind contributions provided to the recipient for an eligible purpose. This is as part of an approved grant program, with the understanding that there will be a defined outcome that directly or indirectly benefits the community, but with no expectation of a commercial return to the City. If applicants can prove eligibility and their application meets all

criteria, their application will be assessed as part of a competitive application process (ie, the strength of the application relative to the purpose and objectives of the program will determine the outcome).

- **Grant and Funding Guidelines** – means the document containing the relevant information required for potential recipients to understand: the purpose, outcomes and objectives of a grant or funding; the application and assessment process; the governance arrangements (including roles and responsibilities); and the operation of the grant or funding. The guidelines include related documents, such as a grant variation request.
- **'In-kind support'** means where the City provides the value of its resources, goods or services, at no or reduced cost to eligible parties, instead of cash as part of a sponsorship or grant. In-kind support will be attributed a monetary value and considered within the totality of funds provided by the City to the eligible party.
- **Lobby/ing** – means to contacting Elected Members or employees with the intention of trying to influence a grant or funding outcome, by applying pressure beyond considered more than general communication.
- **Policy** means this Policy POL-RCS 04.
- **Recipient** - means the individual or organisation that has been selected to receive a financial contribution by grant or funding via an application process.

Any reference in this Policy to a dollar threshold for decision making or a funding limit is taken to be the combined amount of cash and in-kind support funding in Australian dollars.

3. POLICY STATEMENT

Through the provision of Grants and Funding, Council aims to:

- Advance the vision described in the City's Strategic Community Plan by supporting groups or individuals to generate initiatives and outcomes that align with strategic 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 a range of endeavours that encourage inclusivity and connectedness, promote healthy lifestyles, and nurture the environment.
- Leverage City funding to create meaningful change and generate greater positive impact.
- Empower community-led and sector-led initiatives.
- Ensure transparency, accountability and good governance measures are applied to the management of grants processes.

The following guiding principles apply in consideration of support for grants and funding:

- **Strategic Alignment** – funded projects and initiatives accelerate the City's vision and objectives as outlined in the Strategic Community Plan.
- **Demonstrated Need** – demonstrating that the purpose meets an unmet community need
- **Best Practice** – Design and delivering of robust grants and funding guidelines underpinned by professional, ethical, and efficient administration.
- **Value for money** – Optimising financial value throughout all phases of the grants and funding process by City and recipients.
- **Probity and transparency** – effective processes, systems and controls for good governance, compliance, risk management, declarations, reporting and accountability.
- **Clarity and simplicity** – information and processes that are easily understood and applied by applicants.

- Communication and Engagement - Effective communication for promotion, management and collaboration between stakeholders to implement the grants and funding programs.
- Outcomes Orientation – capturing the greater public value generated by grants and funding recipients and ensuring accountability of funds by recipients.
- Sustainability – encouraging recipients to build capacity, resilience and self-sufficiency.
- Proportionality – throughout the grants process, striking an appropriate balance between complexity, risks, outcomes, and transparency. The size of the grant and the administrative capacity of the recipient should be weighed up so as not to overburden or dissuade recipients or potential recipients. Grant opportunities will be tailored with scalable guidelines, application processes, grant agreements, accountability, and reporting requirements based on the objectives.

4. GRANT AND FUNDING GOVERNANCE FRAMEWORK

4.1 Grant and Funding Programs

There are nine grants and funding programs available as follows:

- Community Grants
- Community Partnership Grants
- Community Event Support Grants
- Youth Dream Big Fund
- Club Grants
- Outstanding Representation Fund
- New Group Start-Up Fund
- Milestone Celebration Fund
- 'Meet your Neighbours' Fund

4.2 Guidelines

The City will establish and maintain Grants and Funding Guidelines published annually and available on the City's website that outline details for each program. The Guidelines are intended as a 'one stop shop' which enables transparency and clarity of all details relating to each funding program. It will also include officer contact details and general useful information for applicants such as: how to recognise the City's contribution; promote other financial contributions available through the City (eg sponsorship or donation); and how to identify other external funding opportunities available, such as through the GrantsGuru online platform.

4.3 Grant and Funding Program Approval

The City's financial contribution for each Funding Program will be reviewed annually as part of the City's Long Term Financial Plan, with allocations placed in the Operating Budget accordingly as adopted by Council. Any changes to Funding programs that have a financial impact, including the total pool available or level of financial contribution per applicant, will require Council approval through amendment of this policy.

4.4 Access to Grant and Funding Programs

Information on the City's Grant and Funding Programs outlined in this Policy is available on the City's website or by contacting City officers. The City will hold a minimum of one workshop per year that informs potential applicants about the grants and funding available, and how to access these.

City officers are available to assist applicants submit an application if required, including digital help to access online platforms.

4.5 Lobbying of Elected Members and City Officers

Applicants for Grant and Funding Programs must not lobby or seek to influence their application through lobbying of Elected Members or City officers.

If an Applicant, whether personally or by an agent, canvasses any of the City's Elected Members or City officers with a view to influencing the outcome of the application made by it or by any other Applicant, then regardless of whether the canvassing had or may have had any influence on the outcome of such Application, the City may at its discretion omit the Application from further consideration.

Note that Applicants are encouraged to contact the nominated Program Administrator prior to application. City officers will assist Applicants with the process for submitting applications.

4.6 Probity in Decision Making

In order to ensure decisions are made in a transparent manner, with integrity and free from bias the following principles apply:

- Decision making associated with the assessment and awarding of grants must be captured, managed and retained in accordance with the *State Records Act 2000* and the City's Recordkeeping Plan 2022-2027.
- Elected Members and City officers are not permitted to apply for Grants and Funding programs available under this Policy.
- Elected Members and City employees should not provide a letter of support or a reference for an applicant in either professional or personal capacity.
- The applicant should advise in their grant application if an Elected Member or City Officer is a member of their Committee or holds another position of influence at the entity.
- In the administration and awarding of grants and funding programs, any real, potential or perceived conflicts of interest are to be managed in keeping with the *Local Government Act 1995* and the City's Code of Conduct. This applies to any Elected Members or City officers involved within the grant and funding process to declare and manage any:
 - financial, indirect financial, proximity or gift interests that they have with any applicant for a community funding program; and
 - impartiality interests they have with any applicant for a community funding program.
- Where any employee discloses a financial, indirect financial, proximity or gift-related interest, they must not be involved in any part of the grants management or oversight process for the application.
- Where an impartiality interest by an employee is disclosed, the interest should be referred to the CEO or a Director to establish if it continues to be appropriate for that employee to be involved in the assessment process.
- All panel members on grant applications must undertake appropriate Probity in Decision Making training.
- Applicants must not lobby or seek to influence the recommendations of the Assessment Panel or decision-making of the Approving Officer in relation to their submitted grant or funding application. In doing so, the funding application may be excluded from being assessed or considered for approval.

4.6 Reporting

The City will report successful grant outcomes publicly through the Annual Report, including: the grant or funding program; recipient of funds; brief description of activity and the amount approved. The City will aggregate the data for individuals and not list specific names or details.

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To assess implementation of Grants and Funding Programs outlined in this Policy, the City will conduct periodic reviews (minimum every three years). Findings will be reported through the Audit and Risk Committee.

5. ELIGIBILITY

Each grant program includes unique eligibility criteria and objectives that will be outlined in the grant guidelines.

Baseline eligibility for all grants and funding is outlined below:

- Applications must be submitted in accordance with the Grant or Funding Program.
- Applications must align with the City's strategic direction.
- Where an application is submitted by a group, then the project, program, event or initiative for which funding is sought must benefit or service the City of Mandurah community.
- Where an application is submitted by an individual, the applicant must reside primarily in the City of Mandurah.
- Where an application is submitted by a group, the applicant must be incorporated under the Associations Incorporations Act 2015 (or other Australian State Government Incorporations Act), except for applicants to the Start Up Fund, which may obtain incorporation and be reimbursed.
- Where an application is submitted from a group that involves children or young people in the project, program, event or initiative for which funding is sought, they must 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) and it is encouraged that applicants demonstrate to the City a commitment to the 10 National Principles for Child Safe Organisations.
- Approved initiatives must be welcoming and inclusive for people
- Approved initiatives must be culturally inclusive.
- All grants and funding are subject to the City's annual budget adoption for the funding and grants programs.
- Applicants must submit an application that is consistent with objects and reasons of their constitution.

Unless otherwise stated in additional ineligibility criteria under each funding program, applicants will be considered ineligible under the following circumstances:

- The applicant has:
 - an outstanding or overdue debt with the City
 - current legal proceedings with the City
 - failed to submit a satisfactory acquittal from a previous grant or funding program
 - an existing funding arrangement with the City for the same purpose
 - an existing funding arrangement in the same grant program
 - auspiced another grant application in the same round
- The applicant is:
 - Financially unsustainable or insolvent
 - a for profit entity
 - a City of Mandurah Elected Member or employee
- The application is submitted retrospectively i.e. the project, program event or initiative commenced prior to the City providing an outcome on the application
- The application is for:
 - contingency or on-going operational costs, e.g., base salaries, rent, insurance, administration, utilities.
 - Payments of debts or deficits.
 - Activities which are the direct responsibility of Commonwealth or State Government departments or associated agencies.
 - fundraising, income-generating or commercial activities.

- political, religious, advocacy or lobbying activities.
 - travel, entry fees, insurance, or conference attendance (excluding the travel or outstanding representation funding).
 - the purchase of alcohol, prizes, gifts, trophies, medals, awards, annual ceremonies.
 - Initiatives that are a duplication of existing City of Mandurah activities, without demonstration of unique added value.
 - A purpose where a significant part of the budget is for meals or catering.
 - Initiatives that should be funded by a more relevant agency
- Any projects, programs, events, or activity that is unlawful, contravenes City policy or Local Laws, or inconsistent with the City's values.

6. GRANT CONDITIONS

Each grant program may include unique conditions that will be outlined in the grant guidelines.

Baseline conditions for all grants and funding are outlined below:

- Meeting the criteria and submitting a correct application does not guarantee funds will be provided.
- The grants and funding are finite and may result in some applicants missing out if the total funding pool is oversubscribed.
- The City reserves the right not to expend all available funds in the pool.
- Grants will be assessed and prioritised in relation to the grant purpose, objectives and eligibility criteria.
- Grants and funding must be used in accordance with the approved program, unless a formal funding variation is approved.
- Recipients will be required to sign a funding agreement prior to commencement of the program or initiative.
- Funded programs are required to meet all relevant legislative requirements (e.g. Disability access, and Work Health & Safety requirements).
- Funding being provided to entities for a purpose involving children must 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) and it is encouraged that applicants demonstrate to the City a commitment to the 10 National Principles for Child Safe Organisations.
- Funds are required to be expended within 12 months of the signing of the funding agreement, unless otherwise provided for within the funding agreement, or a formal funding variation is approved.
- Funds not expended within the agreed timeframe are to be returned to the City unless a formal variation/extension is approved by the City.
- Grant recipients must submit a signed acquittal as described for the program to evidence how the funds were utilised and report on outcomes, within three months following completion of the funded project. Grant recipients who fail to provide a suitable acquittal will not be eligible to make further grant applications until received.
- Variations to Funding Agreements must be approved by the City in accordance with the Grants and Funding Procedures.
- Recipients must comply with Local, State and Commonwealth laws applicable to the approved project or initiative.
- The City retains the right to refuse to award a grant or funding to an individual or group if there is evidence the applicant has a poor history in previously managing City of Mandurah grants or funding

7. GRANT PROCESS

7.1 Application

The application process varies slightly for each program as outlined in the Grant Guidelines. General information regarding application is outlined below:

- Applicants are encouraged to contact the program administrator to discuss the proposed application before submitting an application.
- Assistance with completing an online application can be provided by the program administrator.
- Applications must be submitted in accordance with program requirements (for example, by the closing date).
- Applicants must address the application criteria and provide the mandatory supporting documentation. This may include, for example, project budget, objectives, intended outcomes, public liability insurance certificate of currency to the prescribed amount, other documentation as required, such as letters of support.
- Applicants may be requested to provide current (within three months) quotes for goods and services which could be in the form of a screenshot of an advertised price on a website, formal written quote or equivalent.

7.2 Assessment, Decision, Agreement and Payment

The assessment, decision and agreement process vary for each program which are outlined in the Grant Guidelines. General information regarding assessment is outlined below:

- The City reserves the right to reject any application that does not meet the criteria and/or to request further information to support or clarify the application.
- Applications will be assessed initially on the eligibility criteria by City officers.
- Applications that meet the eligibility criteria will be considered, with a recommendation provided on the assessment outcome.
- The Approving Officer will review the recommended outcome and make a final decision regarding the application (i.e. approve or not approve the application).
- Applicants will be notified in writing of the outcome of their application and may seek feedback on their application.
- Applications received outside of the funding parameters may be referred to Council for a decision at the discretion of the Chief Executive Officer.
- The decision of the Approving Officer or Council is final and not subject to any further appeal within the City.
- If approved, the successful applicant will enter into a written agreement with the City before any funding is provided to the successful applicant, including guidelines around City acknowledgement (for example, use of City logo).
- Successful grants and funding will be paid by bank transfer to the account provided by the applicant. The offer may lapse if the applicant does not respond in the timeframes given.

7.3 Acquittal

The acquittal process varies for each program as outlined in the Grant Guidelines. General information regarding acquittal is outlined below:

- All grants and funding must be acquitted by the recipient upon completion of the activity using the acquittal form provided by the City.
- The acquittal will be scalable depending on the amount provided and complexity of the program.
- Acquittal will require evidence that the funds were used for the approved purpose.

- Following the conclusion of the relevant project and receipt of acquittal, the City should evaluate whether the grant or funding achieved its objectives and whether the recipient complied with the funding agreement.
- The acquittal report and the City's evaluation must be considered as part of any further application for grants or sponsorships by the same applicant.
- The acquittal should include how the City of Mandurah was acknowledged by the recipient (for example, in speech, logo, on social media).

7.4 Change Variation

It is acknowledged that in some instances it may necessary (or preferable) for the recipient to make a change to the initiative for which they have received funds. For example, in the instance a critical supplier is no longer available.

Any changes by the recipient to fulfilling the requirements of the Grant Agreement must be submitted to the Program Administrator via the Change Request Form.

Changes that are regarded to be within keeping of the original grant purpose may be considered.

Changes that significantly change the purpose, outcomes or core elements of the initiative will not be approved. In these instances, the recipient would need to either deliver in accordance with the Agreement, or return the funds and reapply with a new application for assessment in a future round.

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8.0 Grants and Funding – Program Information

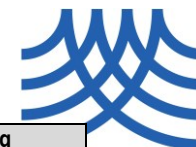


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Program Title	Purpose	Total Pool Available (exc. GST)	Level of Support	Availability	Application format	Assessment and Notification Process	Acquittal	Program Administrator	Approving Officer
Community Grants	To support the delivery of community initiated projects, programs, events and initiatives that align with the City's strategic objectives and benefit Mandurah residents with economic, community, environment or good governance outcomes with a single financial commitment.	\$110,000 (\$55,000 per round)	Up to \$5,000 per application	Minimum two grant rounds per year	Online Application	Grant Assessment Panel to make recommendation to Approving Officer for decision. Applicants notified within 6 weeks	Evidence of: Activity, Outcomes, Expenditure, Acknowledgement	Community Services	CEO and/or Director Place and Community
Community Partnership Grants	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.	\$220,000	Up to \$15,000 per year for a maximum of 3 years (ie total \$45,000 over 3 years). Limit of one active partnership grant per applicant.	Minimum one grant round per year	Online Application	Grant Assessment Panel to make recommendation to Approving Officer for decision. Applicants notified within 6 weeks	Evidence of: Activity, Outcomes, Expenditure, Acknowledgement	Community Services	CEO and/or Director Place and Community
Community Event Support Grants	To assist non-profit recreation clubs and community groups located within the City of Mandurah to conduct community based events that encourage participation, engage local businesses and add vibrancy to the area.	\$30,000 per year	Up to \$3,000 per application	Applications open all year round.	Online Application	Grant Assessment Panel to make recommendation to Approving Officer for decision. Applicants notified within 6 weeks	Evidence of: Activity, Expenditure, Outcomes, Acknowledgement	Events Team	CEO and/or Director Place and Community and/or Director Strategy and Economic Development.
Youth Dream Big Fund	To support young people to achieve something great such as developing new skills, increase education or employment outcomes, leadership and talent skills or, reaching toward a dream goal.	\$9,000	\$350 per person, or \$500 per family or \$700 per organisation.	Applications open all year round. One application per financial year.	Online Application	Grant Assessment Panel (minimum 2 City officers) to make recommendation to Approving Officer for decision. Applicants notified within 4 weeks.	Evidence of: Activity, Outcomes, Expenditure, Acknowledgement	Youth Development Team	CEO and/or Director Place and Community and/or Executive Manager Community

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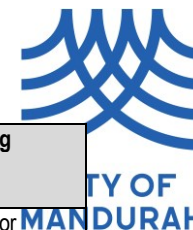


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Program Title	Purpose	Total Pool Available (exc. GST)	Level of Support	Availability	Application format	Assessment and Notification Process	Acquittal	Program Administrator	Approving Officer
Club Grants	To assist sporting and recreation clubs with items that promote their club to be well governed, sustainable and meeting the needs of members.	\$17,000	\$700/ per financial year	Ongoing (applications accepted at any time)	Online Application	Grant Assessment Panel (minimum 2 City officers) to make recommendation to Approving Officer for decision. Applicants notified within 4 weeks	Evidence of: Activity, Expenditure, Outcomes, Acknowledgement	Recreation Services Team	CEO and/or Director Place and Community and/or Executive Manager Healthy Communities
Outstanding Representation Fund	To assist individuals when selected via open competitive process regarded to be the peak level to travel interstate or internationally to represent Western Australia (State representation) or Australia (national representation) for any community endeavour that aligns with City strategic direction and values. State or national representation intrastate will be considered at the discretion of the Approving Officer (for example, if held in a remote region of WA).	\$20,000	The maximum grant available \$300 per person and capped at \$1,000 for representatives from the same organisation requesting funding for the same competition.	Ongoing (applications accepted at any time)	Online Application	Grant Assessment Panel (minimum 2 City officers) to make recommendation to Approving Officer for decision. Applicants notified within 4 weeks	Evidence of attendance	Recreation Services Team	CEO and/or Director Place and Community and/or Executive Manager Healthy Communities
New group Start-up Fund	To help newly formed (or newly amalgamated) community and sporting groups build strong foundations with expenses such as incorporation, insurance, promotions or governance costs. Duplicated groups or splinter groups of existing groups will not be supported with funding.	\$6,000	\$1,000	Ongoing (applications accepted at any time)	Online Application	Grant Assessment Panel (minimum 2 City officers) to make recommendation for application outcome. Applicants notified within 6 weeks	Evidence of Incorporation and use of funds.	Community Services and Recreation Team	CEO and/or Director Place and Community and/or Executive Manager Community
Milestone Celebration Fund	To acknowledge continuous length of service milestones by incorporated groups in 50-year increments (ie 50yrs, 100yrs, 150yrs...).	\$5,000	\$1,000	Ongoing (applications accepted at any time)	Online Application	Grant Assessment Panel (minimum 2 City officers) to make recommendation for application outcome. Applicants notified within 6 weeks	Evidence of: Activity, Expenditure, Acknowledgement	Community Services	CEO and/or Director Place and Community and/or Executive Manager Community

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Program Title	Purpose	Total Pool Available (exc. GST)	Level of Support	Availability	Application format	Assessment and Notification Process	Acquittal	Program Administrator	Approving Officer
Meet your Neighbour Fund	To encourage residents to hold small initiatives to get to know their neighbours to reduce isolation, improve social connections and promote safety.	\$3,000	Up to \$300	Ongoing	Online Application	Grant Assessment Panel (minimum 2 City officers) to make recommendation to Approving Officer for decision. Applicants notified within 4 weeks	Evidence of activity, outcomes and expenditure	Community Services	CEO and/or Director Place and Community and/or Executive Manager Community

Note – none of the grants require matching contributions

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Related Documentation and/or Legislation:

- *State Records Act 2000*
- *Local Government Act 1995*
- *Working With Children (Criminal Record Checking) Act 2004*
- City of Mandurah Strategic Community Plan
- Grants and Funding Guidelines
- Application form
- Acquittal form
- Agreement
- Change Variation

Responsible Directorate: Place and Community

Responsible Directorate: Community

Reviewer: Director Place and community

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

Last Review: 27 August 2024, Minute G. 14/08/24

Amendments			
Version #	Council Approval Date, Reference	Date Document In force	Date Document Ceased
1	22/06/2010, Minute G. 24/6/10	23/06/2010	28/02/2012
2	28/02/2012, 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	27/08/2024
5	27/08/2024, Minute G. 14/08/24	28/08/2024	-