



City of Cockburn  
Guidelines:  
**Community Funding for  
Community Organisations  
and Individuals**



## City of Cockburn Guidelines: Community Funding for Community Organisations and Individuals

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## City of Cockburn Guidelines: Community Funding for Community Organisations and Individuals

### Objective

The purpose of these guidelines is to complement the associated Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' that provide a framework for the provision of community funding to local community groups, organisations and individuals.

Council provides up to two per cent of the annual rates income to a budget for grants, donations, sponsorships and subsidies. To ensure that these funds are distributed in a rational way, eligibility, selection and evaluation criteria are required for the assessment and prioritisation of applications to be funded.

The funds allocated to local community groups, organisations and individuals are to assist in the provision of the activities and services that benefit the local community. This program is divided into seven (7) categories to encourage and cater for a range of applications and activities.

Community Funding Category	Description	Open for applications	Maximum amount available per application	Approval
Category A - Community Grants	One-off projects, programs or activities that benefit the wider Cockburn community.	Twice a year, in March and September	\$15,000	Delegated Authority
Category B - Cultural Grants	Events, projects, workshops and residencies that embody at least one of the diverse art and cultural interests of the Cockburn community.	Twice a year, in March and September	\$5,000	Delegated Authority
Category C - Sustainability Grants	Projects or activities that demonstrate Sustainability principles and themes for the benefit of the Cockburn community.	Annually in March	\$4,000	Delegated Authority
Category D - Small Events Sponsorship	Small-scale neighbourhood events across Cockburn.	Open all year round	\$3,000	Delegated Authority

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Community Funding Category	Description	Open for applications	Maximum amount available per application	Approval
Category E - Donations	Covers operating or ongoing expenses to assist the disadvantaged and/or vulnerable within the Cockburn community.	Twice a year, in March and September	\$20,000	Council Decision
Category F - Sponsorships	Financial contribution to a significant event, activity, service or endeavour to either a Group or Individual and, in return, the City receives public recognition for its contribution.	Groups - Twice a year, in March and September  Individuals - open all year round	Groups - \$20,000  Individuals - \$1,000	Groups – Council Decision  Individuals – Delegated Authority
Category G - Major and Minor Funding	Major funding proposals, minor funding and requests outside of established categories.	Upon enquiry and invitation to apply	Dependent on funding type	Dependent on funding type. Applications over \$5,000 are to be referred to Council for decision

These guidelines assist how the City responds to requests for financial assistance in line with the City's Strategic Community Plan and aim to optimise the use of Council funds to support community groups, organisations and individuals to deliver social, environmental and economic benefits. These outline the relevant selection criteria, evaluation and limitations of each funding category, and are to be utilised in conjunction with the associated Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)'.

Applicants for funding to be distributed from the Grants and Donations budget are required to apply and address the relevant criteria in one of the funding categories. Assessment and approval will be done according to the category and be done under the relevant delegated authority or recommendation by the Grants and Donations Committee to Council, and applicants cannot bypass these processes.



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For applications in Categories A, E, F and G, any requests over \$5,000 will require a copy of the most recent, audited financial statements to be provided with the application.

An applicant may successfully apply for and receive funding from two different categories from the Policy per financial year, provided they meet the criteria for the particular category, however, the applications cannot be for the same project. Applicants that have been successful in previous years are eligible to apply provided all previous funding has been satisfactorily acquitted.

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### Cockburn Community Fund

#### Community Grants

1. Eligibility Criteria:
  - (a) Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.
  - (b) Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.
  - (c) Applications must include a financial and/or in-kind contribution to the project.
2. Selection Criteria:
  - (a) Primarily serve residents of the City.
  - (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
  - (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
  - (d) Must hold public liability insurance to a value as agreed with the City.
3. Evaluation Criteria for Project or Activity:
  - (a) Can demonstrate how project or activity outcomes will be of benefit to the local community and/or City of Cockburn generally.
  - (b) Meets an identified need in line with one of the themes of the City's Strategic Community Plan.
  - (c) Applicants have a demonstrated ability to manage their affairs effectively.
  - (d) Applications will not require commitment to ongoing funding from Council.
  - (e) Applications from organisations that can demonstrate a financial or in-kind contribution to the project will be considered favourable.
  - (f) Project does not duplicate an activity already available in the local area.
  - (g) As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.
4. Funding Rounds:
  - (a) Applications are invited twice per year, closing at the end of March and September as advertised during each round.
5. Grant Limitations:
  - (a) The maximum grant available to any one group or organisation in the Community Grants category will not exceed \$15,000.

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- (b) There are caps of:
    - (i) \$3,000 for equipment (equipment must not be for personal use, be accessible for community or member use, and be durable – must last over 12 months).
    - (ii) \$3,000 for recurring community events. Recurring community events are defined as types of events that have already been funded by Community Grants or Small Events Sponsorship and are regularly applied for and funded, such as Christmas events and neighbourhood movie nights (also applies under Small Events Sponsorship).
    - (iii) \$1,000 for costs associated with incorporation of a new organisation (N.B. Residents associations can access funds under LGACS7 for these purposes, so these grants are intended for community groups that are not residents associations).
  - (c) Funds will not be provided for consumables or personal items unless the applicant can demonstrate that the general community will benefit from their provision.
  - (d) Funding will not be provided retrospectively for projects or events that have already occurred or are due to occur within two months of the closing date for applications.
6. Elected Members are to be informed of the outcome of applications for Community Grants.

### Cultural Grants

- 1. Eligibility Criteria:
  - (a) Organisations based within the City of Cockburn and primarily service the residents of the City of Cockburn or organisations who will be working with a majority of Cockburn residents through the life of the project and can show considerable community support for the program/project.
  - (b) Individual applicants may be considered if they are residents of the City of Cockburn and/or:
    - (i) They are invited by the community and can demonstrate a high level of community support for 'Artist in the Community' or 'Telling Community Stories' program; or
    - (ii) Individuals who have been selected as an 'Artist in the Community' outside of Cockburn may be considered on presentation of supporting documentation.
  - (c) Schools and other educational institutions in accordance with Schools eligibility.
- 2. Selection Criteria:
  - (a) Can demonstrate the ability to manage financial affairs effectively.
  - (b) Priority will be given to applicants who haven't previously been funded.

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- (c) Program/project needs to represent the residents of Cockburn or embody one or more of the diverse art and cultural interests of the City of Cockburn through one of the following areas:
    - (i) Artist in the Community Program
    - (ii) Celebrating Community Program
    - (iii) Creative Community Program
    - (iv) Telling Community Stories Program
  - (d) Applicants who are able to contribute toward the activity in cash or in-kind will be considered favourably, as will those who source funding from other sources.
  - (e) Funding will not be for personal items such as costumes, food consumables or catering costs.
  - (f) Program/Project does not duplicate an activity already available in the local area.
3. Evaluation Criteria for Project or Activity:
- (a) Can demonstrate how program/project outcomes will be of benefit to the local community and/or City of Cockburn generally.
  - (b) Programs/Projects should:
    - (i) Develop and nurture the skill base of the local community;
    - (ii) Develop and nurture the skill base of individual artists (all art forms);
    - (iii) Express local culture and identity;
  - (c) Applicants have a demonstrated ability to manage their affairs effectively.
  - (d) Will not require commitment to ongoing funding from Council.
4. Funding Rounds:
- (a) Applications are invited twice per year, closing at the end of March and September as advertised during each round.
5. Grant Limitations:
- (a) The maximum grant available to any one group or organisation in the Cultural Grants category will not exceed \$5,000.
6. Elected Members are to be informed of the outcome of the applications for Cultural Grants.

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### Sustainability Grants

1. Eligibility Criteria:
  - (a) The following groups who are based within the City of Cockburn and/or provide services primarily within Cockburn:
    - (i) Community groups
    - (ii) Not-for-profit organisations
    - (iii) Collective households (>2)
    - (iv) Small businesses (<20 employees)
    - (v) Schools
2. Evaluation Criteria for Project or Activity:
  - (a) Project or activity must relate to one or more of the below themes:
    - (i) Giving Back
    - (ii) Protecting our Future
    - (iii) Strong Communities
    - (iv) Water, Energy and Waste
    - (v) TravelSmart
    - (vi) Healthy Lifestyles
  - (b) Applications from organisations that can demonstrate a financial or in-kind contribution to the project will be considered favourable.
3. Funding Rounds:
  - (a) Applications are invited annually, closing at the end of March each year, as advertised.
4. Grant Limitations:
  - (a) The maximum grant available to any one group or organisation in the Sustainability Grants category will not exceed \$4,000.
5. Elected Members are to be informed of the outcome of the applications for Sustainability Grants.

### Small Events Sponsorship

1. Eligibility Criteria:
  - (a) Organisations based within the City of Cockburn or whom primarily service residents and/or the interests of the City are eligible to apply for funds.
  - (b) Applications from not-for-profit organisations including sporting, welfare, educational, arts/cultural, youth, seniors, children, ethnic and related groups are eligible to apply.
  - (c) Applications must include a financial and/or in-kind contribution to the project.

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2. Selection Criteria:
  - (a) Primarily serve residents of the City.
  - (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
  - (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
  
3. Evaluation Criteria for Project or Activity:
  - (a) Project or activity will be of benefit to the local community and/or City of Cockburn generally.
  - (b) Project meets an identified need in line with one of the themes of the City's Strategic Community Plan.
  - (c) Applicants have a demonstrated ability to manage their affairs effectively.
  - (d) Project will not require commitment to ongoing funding from Council.
  - (e) Applications from Schools and other educational institutions must be in accordance with school specific eligibility criteria.
  - (f) Applications from organisations that can demonstrate a financial or in-kind contribution to the project will be considered favourable, as will those who source funding from other sources.
  - (g) Project does not duplicate an activity already available in the local area.
  
4. Funding Rounds:
  - (a) Applications will be invited year-round, assessed and notified within a month.
  
5. Funding Limitations:
  - (a) The maximum funding available to any one group or organisation in the Small Events Sponsorship category will not exceed \$3,000.
  - (b) Only one successful application in this category per financial year per organisation.
  - (c) Funds will not be provided for consumables or personal items unless the applicant can demonstrate that the general community will benefit from their provision.
  - (d) Funding will not be provided retrospectively for projects or events that have already occurred or are due to occur within two months of the closing date for applications.
  
6. Elected Members are to be informed of the outcome of the applications for Small Events Sponsorship.

## City of Cockburn Guidelines: Community Funding for Community Organisations and Individuals

### Donations

1. Eligibility Criteria:
  - (a) Eligible applicants include not-for-profit benevolent organisations that directly assist the disadvantaged and/or vulnerable within the Cockburn community. This does not include sports clubs, residents associations or other special interest groups.
2. Selection Criteria:
  - (a) Not-for-profit benevolent organisations that primarily serve and can demonstrate direct improved social outcomes for City residents and the Cockburn community.
  - (b) Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
  - (c) Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought. For requests over \$5,000, a copy of the most recent, audited financial statement must be provided with the application.
3. Evaluation Criteria:
  - (a) A Donation is a contribution of money towards a groups day-to-day running costs.
  - (b) A Donation is not for a specific project or activity.
  - (c) Priority will be given to applications that can demonstrate:
    - (i) How they will provide direct outcomes for the disadvantaged and/or vulnerable in the Cockburn community.
    - (ii) Overall benefits to City residents.
    - (iii) Improved access to services or activities for Cockburn residents.
    - (iv) Value for money and/or value adding as a result of the proposed funding.
    - (v) Other funding sources so that the funding is subsidising operations rather than relying solely on funding from the City.
    - (vi) Alignment with the objectives in the City's Strategic Community Plan.
4. Funding Rounds:
  - (a) Applications are invited twice per year, closing at the end of March and September as advertised during each round.
5. Donation Limitations:
  - (a) The maximum donation available to any one group or organisation will not exceed \$20,000.

## City of Cockburn Guidelines: Community Funding for Community Organisations and Individuals

### Sponsorships

1. Eligibility Criteria for Group Sponsorship:
  - (a) Applicants are eligible for Group Sponsorship if their project or activity provides brand exposure and public recognition benefits to the City of Cockburn and meets the eligibility, selection and evaluation criteria outlined in the Community Grants paragraphs 1, 2 and 3. Private organisations are also eligible to apply for Group Sponsorship.
  - (b) Applications must include a financial and/or in-kind contribution to the project.
  - (c) In addition to satisfying paragraphs 1(a) and 1(b) above, Sporting Teams/Clubs can only apply if they are:
    - (i) representing at a National or International level event at which they have been selected based on their endeavours in their chosen activity; or
    - (ii) hosting a sporting event or activity in the City of Cockburn that is of State, National or International significance that will add value to the City of Cockburn.
  
2. Eligibility Criteria for Individual Sponsorship:
  - (a) Individual applicants are eligible if they are residents of the City of Cockburn and they can demonstrate a high level of community support.
  - (b) Individuals attending a significant event or activity at a National or International level at which he or she has been selected on the basis of their individual endeavours in their chosen activity. (Individuals must supply supporting documentation from the relevant governing association of the activity).
  - (c) Individuals attending or completing a significant activity that benefits the community.
  - (d) Applications are invited from all ages for a range of projects, events or activities including sporting, welfare, education and arts/cultural, unless eligible to apply for funding through the City's Junior Sports Travel Assistance Program, or Youth Art Scholarship Program.
  
3. Evaluation Criteria for Activity/Event:
  - (a) Activity/Event will be of long-term benefit to the local community and/or the City of Cockburn generally.
  - (b) Activity/Event will provide brand exposure and public recognition benefits to the City of Cockburn.
  - (c) Activity/Event will increase awareness and raise the profile of the City of Cockburn, in line with its desired image.
  - (d) Applicants who are able to contribute toward the activity in cash or in-kind will be considered favourably, as will those who source funding from other sources.

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- (e) Funding will not be for personal items such as uniforms, food consumables or catering costs.
4. Funding Rounds:
- (a) Applications for Group Sponsorships are invited twice per year, closing at the end of March and September as advertised during each round.
  - (b) Applications for Individual Sponsorships are invited year round.
5. Sponsorship Limitations:
- (a) The maximum sponsorship available to any one group or organisation will not exceed \$20,000.
  - (b) The maximum sponsorship available to any one individual will not exceed \$1,000.
  - (c) The successful request for sponsorship in any year does not imply any ongoing commitment of the same or similar contribution in following years.

## Major and Minor Funding

This Category incorporates a large range of funding opportunities under both Council Decision and Delegated Authorities.

### Major Funding Proposals and Committed and Contractual Funding

Most of the Cockburn Community Fund budget is distributed to community groups, organisations and individuals through established grants, donations and sponsorship programs and application processes in accordance with Council Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' and these guidelines.

There are also some donations made annually out of this budget that are deemed to be committed by legal agreements, such as leases, or by Council Decision.

Occasionally, the City receives new requests for funding that fall outside of the scope of the category rounds and other limitations. Hence why this category was established to include a process and assessment criteria for funding requests received that do not fit within the other established categories and processes, which may include major or partnership funding proposals, or committed or contractual funding arrangements.

1. Eligibility Criteria:
- (a) As per the relevant category from these guidelines that the funding request would normally apply to.

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2. Project Selection and Evaluation Criteria:
  - (a) Funding requests that align with the evaluation criteria of one of the funding categories described in these guidelines, must follow the process below for consideration.
  - (b) A proposal for funding must be submitted to the City which outlines:
    - (i) How it meets the evaluation criteria of one of the funding categories of the Policy 'Community Funding for Community Organisations and Individuals (Grants, Donations & Sponsorships)' and within these guidelines and a statement addressing the eligibility, selection and evaluation criteria of the category.
    - (ii) The justification for the funding request and why it cannot be accommodated within the established programs and processes outlined in the other categories within these guidelines.
    - (iii) The amount of funding requested.
    - (iv) The proposed term of funding or partnership.
    - (v) Key terms and conditions.
    - (vi) Proposed outputs, outcomes or benefits of the proposed funding arrangement to the Cockburn community, and how these will be evaluated.
    - (vii) Any contractual considerations.
  
3. Process:
  - (a) The proposal must be submitted to the City's Grants and Research service unit for initial assessment at least one month prior to the next scheduled Grants and Donations Committee Meeting.
  - (b) The Manager, Community Development will review the proposal and provide a report with a recommendation to the Grants and Donations Committee for consideration at its next meeting. The Manager, Community Development may exclude a proposal from being considered by the Committee if the applicant does not provide adequate information or does not meet the evaluation criteria of one of the funding categories.
  - (c) The Grants and Donations Committee will make their recommendation for consideration by Council.

## Community Innovation and Participatory Budgeting

1. Eligibility Criteria:
  - (a) Applicant is a not-for-profit or private organisation that primarily services residents and/or the interests of the City, or has a specific project that intends to do so.
  - (b) Applicant is an incorporated organisation.
  - (c) Applicant can demonstrate it is financially sound.
  - (d) Applicant holds appropriate insurance/s to a value as agreed with the City.

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2. Project Selection Criteria:
  - (a) The project primarily serves residents and/or ratepayers of the City.
  - (b) The applicant can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
  
3. Evaluation Criteria:
  - (a) The Project/Activity demonstrates innovation.
  - (b) The Project/Activity meets a community need, and can demonstrate how the project or activity outcomes will benefit the local Cockburn community.
  - (c) The applicant can demonstrate clear community involvement and support through the participatory budgeting process.
  - (d) Project/Activity gives consideration to sustainability principles as outlined in the Sustainability Policy.
  - (e) Risks posed to the community or the organisation can be mitigated, including safety and legal liability.
  - (f) The Project/Activity does not require commitment to ongoing funding from Council.
  - (g) There are sufficient resources available to meet community objectives for the life of the project.
  - (h) Project/Activity does not duplicate an activity already available in the local area.
  - (i) The Project/Activity is in accordance with eligibility criteria for applications from schools and other educational institutions.
  - (j) The Project/Activity attracts a financial and/or in-kind contribution.
  
4. Funding Conditions:
  - (a) Applications will be sought through the participatory budgeting process at a frequency and an allocation determined by Council.
  - (b) Consideration will be given to whether an organisation has been funded previously within the financial year.
  - (c) Projects are only eligible for once-off funding, and applicants cannot apply through other Council sources.
  - (d) Projects must start within six months of funding allocation and funding should be spent within 12 months of the project start date.
  - (e) The distribution of funding to approved projects will be in accordance with the participatory budgeting community voting process.
  
5. Elected Members are to be informed of the outcome of the applications for participatory budgeting funding.

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### Minor Funding

The City also has provisions for minor funding contributions through allocations in the Grants and Donations budget allocation.

1. The majority of these fall under the following Delegated Authorities:
  - (a) LGASC2 Local Government Act, 1995 – Minor Funding (Small grants, donations and subsidies)
    - (i) Minor Donations
    - (ii) Subsidies
    - (iii) Minor Grants
    - (iv) Youth Reward and Recognition
    - (v) Donations to Schools – Reimbursements
    - (vi) Community Welfare Funding
  - (b) LGACS7 Local Government Act, 1995 – Funding Assistance for Community Associations
    - (i) Publication & Distribution of Newsletters
    - (ii) Cockburn Community Insurance Program
    - (iii) Hire of Council Community Centres & Halls
    - (iv) Resident Association Support

### Minor Donations

No donation can be made to non-local groups or individuals (other than charitable groups). Excluding donations relating to point 4 below, there is a delegated authority to make donations of up to \$200 to individuals and groups, but only after consultation with the Mayor.

The following minor donations can be requested for consideration by the Manager, Community Development.

1. Up to six tip passes or equivalent rubbish removal costs for schools/welfare groups or vulnerable individuals with a disability undertaking an essential clean-up of their area.
2. The cost of hall hire less cleaning costs for School Award/Graduation functions in respect of halls under Council control, subject to the provisions of Part 7 of the City of Cockburn Consolidated Local Laws.
3. Half the cost of hall hire for local groups based in Cockburn and charitable groups, where the groups are conducting fundraising functions for purposes which may benefit the City and its ratepayers, subject to the provisions of Part 7 of the City of Cockburn Consolidated Local Laws.

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4. Donations of up to \$200 to individuals and groups after consultation with the Mayor.
5. On a dollar for dollar basis to match funds raised by City staff for benevolent purposes as approved by the Chief Executive Officer.

### **Subsidies**

Bus Subsidy for not-for-profit community groups based in the City of Cockburn, servicing a significant number of Cockburn residents for 50% of bus hire costs (excluding City of Cockburn bus hire) up to \$100 per claim (maximum 1 claim per month and for a maximum of \$500 per financial year).

### **Minor Grants**

To small grants programs approved by Council from time to time. This includes guidelines for the below Minor Grants program that is administered under the Delegated Authority LGACS2.

### ***Environmental Education for Schools Grants***

1. Eligibility Criteria:
  - (a) All primary and secondary schools within the City of Cockburn are eligible to apply.
2. Selection Criteria:
  - (a) A teacher or group of teachers must be nominated as a point of contact and to coordinate the funded activities. The City of Cockburn will provide assistance but will not coordinate the program.
  - (b) Demonstrate a commitment to incorporating environmental and sustainability principles into the school and local community, through existing school activities and participation in school, local or state programs.
  - (c) The grant is to fund sustainability and environmental educators to deliver activities, presentations or programs either at school as in-class sessions or off the school grounds as part of an excursion.
3. Funding Rounds:
  - (a) The funding is available annually, with the grant opening in early February and closing at the end of March.
4. Grant Limitations:
  - (a) Schools can apply for a maximum of \$1,000.

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5. Elected Members are to be informed of the outcome of the applications for Environmental Education for Schools Grants.

### **Youth Recognition and Reward**

#### ***Youth Academic Assistance***

To allocate funds for youth residing in the City of Cockburn to attend academic events.

1. Eligibility Criteria:
  - (a) Applicants must:
    - (i) be either studying full-time or part-time at an education institution recognised by the State or Commonwealth Government, and;
    - (ii) be 21 years of age or younger, and;
    - (iii) reside within the City of Cockburn.
2. Selection Criteria:
  - (b) Applications must:
    - (i) be in writing, advising of when the event is to occur and the costs likely to be paid by the applicant as a result of participation in the event, and;
    - (ii) include written evidence of selection or participation by the applicant from the organising group or a representative of the academic body with which the student is associated.
3. The funds are available for travel assistance to a maximum of \$350 to any one individual for an event, with the actual amount to be determined at the discretion of the Delegated Officer in consideration of the overall cost of the travel.

#### ***Youth Arts Scholarships***

The funds are available for Youth Art Scholarships to a maximum of \$500 to any one individual, with the actual amount to be determined at the discretion of the delegated officer in consideration of the overall cost of the travel or study and previous applications in accordance with established criteria.

1. Eligibility Criteria:
  - (a) Any person aged 18 or younger as of the application closing date is eligible to obtain a Youth Art Scholarship in any one of the following categories:
    - (i) Travel - Individual
    - (ii) Further Study
  - (b) Applicants must be residents of the City of Cockburn.

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2. Travel – Individual Scholarships:
  - (a) These will be awarded to individuals who have been given the opportunity to study or perform within the arts arena interstate, overseas or outside the Perth metropolitan area.
  - (b) Travel - Individual Scholarships will be up to \$500.
3. Further Study Scholarships:
  - (a) These scholarships are designed to assist young people with fees, materials or similar who wish to pursue the arts in further study at a TAFE/University level or specialist Art high school such as John Curtin SHS or extracurricular arts based activity.
  - (b) Further Study Scholarships will be up to \$500.
4. Selection Criteria:
  - (a) Applicants who have shown initiative and endeavour to raise funds for themselves will be highly considered.
  - (b) These awards will be based on results obtained at your current school especially in the area of artistic talent, teacher recommendations, and school and community participation.
  - (c) Proof of enrolment/acceptance in a full time course will be required.
5. Funding Rounds:
  - (a) Applications are invited twice per year, closing at the end of March and September as advertised.

### **Donations to Schools – Reimbursements**

The following items can be requested from schools located within the City boundaries for the reimbursement of costs for the items/activities designated. These are recorded as donations.

1. Upon receipt of an invoice from the Principal of any school within the boundaries of the City, for the supply of sand to that school, delegates are authorised to reimburse costs incurred for the supply and delivery, up to a maximum of 6m<sup>3</sup> in any one year.
2. Each school in the municipality will be reimbursed the cost of one bus trip per year to the annual inter-school sports day.
3. The City will reimburse the cost of a maximum of 20 trees and shrubs per year up to a total value of \$200 to schools upon receipt of an invoice from the Principal.

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4. In the case of the City undertaking work for the improvement of school sports grounds, such work will be charged at cost, provided that the school will contribute one-half of the total cost of the work done and give assurance the sports ground will be available to the general public out of school hours.
5. The City will provide all schools within the City with a book voucher for presentation as an annual student graduation prize. The award (of a Community Service nature) is \$50 for Primary Schools and \$100 for Secondary Schools issued as a book voucher. An optional additional book voucher will be provided for a graduating Aboriginal and Torres Strait Islander (ATSI) student as per the City's Reconciliation Action Plan. An acknowledgement of the City at the presentation ceremony will be requested.

For items 1 – 4 above, all requests for reimbursements need to be emailed to [customer@cockburn.wa.gov.au](mailto:customer@cockburn.wa.gov.au) with the attached invoice and receipt showing that the school has purchased the applicable items and is seeking reimbursement from the City.

### ***Graduation Prizes***

For item 5 above, the City will contact all local schools each year seeking confirmation if they would like to receive the additional ATSI award and the book vouchers will be distributed prior to graduation each year.

### **Community Welfare Funding**

To approve enrolment fees for identified disadvantaged children to enrol in Holiday Care Programmes.

1. Satisfactory evidence of the children's inability to pay fees required, prior to funding approval being given.

### **Funding Assistance for Community Associations**

#### **Publication & Distribution of Newsletters**

1. Local Resident Associations are eligible for a subsidy under this program if the following conditions are met:
  - (a) A draft copy of the publication is provided for approval;
  - (b) The newsletter must be widely available and free of charge to those who live in the area;
  - (c) The newsletter must not promote the individual interests or platform of an Elected Member or an individual who is seeking election to Council;

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- (d) Articles must be accurate and factual to the best of their ability and provide a balanced view of the issue considered.
- (e) The publication and distribution cost (printed or electronic) will be subsidised by an agreed amount up to \$4,200 annually.

### **Cockburn Community Insurance Program**

1. Resident Associations and not-for-profit community groups are eligible to apply for an insurance subsidy under this program if the following conditions are met:
  - (a) It can demonstrate it is a local Residents Association;
  - (b) The group is affiliated with (a member of, or relationship with ) a local Resident Association;
  - (c) The group is a not-for-profit group which can demonstrate that they are providing a community benefit to Cockburn residents and that it has no more than \$5,000 in annual net profit generated from (a) core business or (b) donations or sponsorships for operational costs;
  - (d) The group or organisation does not have the option to affiliate to a peak body or State/National organisation with insurance provisions, and/or cannot access insurance cover by other means;
  - (e) The group or organisation is not a religious body or a political interest group or party.
2. Subsidy Conditions:
  - (a) Eligible associations or groups can apply for Public Liability and Volunteer Accident Insurance of up to \$10 million, or up to \$20 million where the organisation leases a City facility.
  - (b) All applicants will need to accept the insurance coverage period is from 1st October – 30th September annually.
  - (c) All applicants must complete an insurance application form and provide current financial statements.
  - (d) The applicant commits to notifying Community Development staff of any changes to information provided on the application form as well as any new events/activities.
  - (e) The applicant commits to reapplying and providing updated insurance information annually in July to ensure the City's insurer has the correct information.
3. Participation of each association or group in the Cockburn Community Insurance Program will be reviewed annually by the City.

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### **Hire of Council Community Centres & Halls**

1. Resident Associations or a group affiliated with a Resident Association (member of, relationship with) are eligible to apply for:
  - (a) Funds to cover the cost of hall hire for up to 12 meetings per financial year for Cockburn Resident Association meetings.
  - (b) Funds to cover costs for storage if required and available.
  - (c) Funds to cover cost of facility hire when running community events up to a maximum of 6 events per financial year.
  
2. Not-for-profit organisations are eligible to apply for:
  - (a) Funds to cover the cost of facility hire when running community events that benefit the local Cockburn community for up to a maximum of 6 events per financial year where:
    - (i) The group has no more than \$5,000 in annual net profit generated from (a) core business or (b) donations or sponsorships for operational costs; and
    - (ii) The group is not a religious body or a political interest group or party.

### **Resident Association Support**

Resident Associations are eligible to apply for:

1. Funds to cover costs for PO Box hire each financial year.
  
2. A once-off donation of \$1,000 for the establishment of a resident association for the purpose of a facility bond, float, signage, logo, stationery.

## City of Cockburn Guidelines: Community Funding for Community Organisations and Individuals

### Schools and Educational Institutions

The City receives requests from Schools, Parents and Citizens (P&Cs), and Parents and Friends Associations (P&Fs) for funding and reimbursements for the cost of certain items/activities.

#### School Specific Application Criteria

1. Applications from Schools, P&Cs, P&Fs and other educational institutions must be in accordance with the eligibility for the funding category they are applying for, and satisfy the following additional criteria:
  - (a) There is an identified community need for the project or activity.
  - (b) The project or activity is extra-curricular and accessible to the wider Cockburn community outside of school hours (clearly outside the Education Department's area of responsibility).
  - (c) There is a financial or in-kind contribution of at least 50% or more to the project or activity.

#### Reimbursements

The following items can be requested from schools located within the City boundaries for the reimbursement of costs for the items/activities designated. These are recorded as donations, as per the Minor Donations criteria.

1. Costs incurred for the supply and delivery of sand, up to a maximum of 6m<sup>3</sup> in any one year.
2. Cost of one bus trip per year to the annual inter-school sports day.
3. Cost of a maximum of 20 trees and shrubs per year up to a total value of \$200.
4. In the case of the City undertaking work for the improvement of school sports grounds, such work will be charged at cost, provided that the school will contribute one-half of the total cost of the work done and give assurance the sports ground will be available to the general public out of school hours.
5. The City will provide all schools within the City with a book voucher for presentation as an annual student graduation prize. An optional additional book voucher will be provided for a graduating Aboriginal and Torres Strait Islander student as per the City's Reconciliation Action Plan. An acknowledgement of the City at the presentation ceremony will be requested.