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

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1. 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	Group Manager Community Services
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	Group Manager Recreation and Place
Category C - Sustainability Grants	Projects or activities that demonstrate Sustainability principles and themes for the benefit of the Cockburn community.	Open all year round	$4,000	Group Manager Growth and Sustainability
Category D - Small Events Sponsorship	Small-scale neighbourhood events across Cockburn.	Open all year round	$3,000	Service Manager Community Development
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 Group Manager Community Services
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	Applications over $5,000 are to be referred to Council for a decision

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These guidelines assist how the City of Cockburn (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 seeking funding from the Grants and Donations budget must submit an application and address the relevant criteria for the applicable funding category. Assessment and approval will occur in accordance with the requirements of that category and by the appropriate Approval Officer, under the direction of the City's Chief Executive Officer or by Council, where required. Applicants cannot bypass these established processes.

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 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.

Applications will not be accepted for activities of a political or lobbying nature which may be used as a forum for political lobbying or canvassing and compromise the City's impartiality.

2. Cockburn Community Fund

2.1 Community Grants

Eligibility Criteria

(a) Organisations based within the City or which 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.

(d) Applications from schools must also meet the School Eligibility Criteria on page 8.

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.

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(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.

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 generally.

(b) Meets an identified need in line with one of the themes of the City's Strategic Community Plan.

(c) Applicants have demonstrated the 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 any 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.

Funding Rounds

Applications are invited twice per year, Feb-March and August-September as advertised during each round.

Grant Limitations

(a) The maximum grant available to any one group or organisation in the Community Grants category will not exceed $15,000.

(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 is available to assist with costs associated with the incorporation of a new community group; however, this does not apply to resident groups.

(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

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Elected Members are to be informed of the outcome of applications for Community Grants.

2.2 Cultural Grants

Cultural Grants can be used for a range of purposes across all art forms, including but not restricted to:

- Arts and Culture
- Pilot programs across all art forms
- Cultural and Heritage programs and activities
- Workshops across all art forms
- Residencies - local, regional and further afield

Eligibility Criteria

(a) Applicants must be based within the City or can demonstrate that they primarily serve the Cockburn community or are looking to provide a service in Cockburn that will benefit the Cockburn community.

(b) Individuals, artists and/or artist collectives must be able to demonstrate community benefit in their application, and their capacity to deliver the project. Individual applicants must show evidence of public liability insurance to the value of $10,000,000 and professional indemnity insurance.

(c) Applications from schools must also meet the School Eligibility Criteria on page 8.

Selection Criteria

(a) Can demonstrate the ability to manage financial affairs effectively.

(b) Priority will be given to applicants who have not previously been funded.

(c) Program/projects need to embody one or more of the diverse art and cultural interests of the City through one of the following areas:

Artist in the Community Program

- To assist the community with engaging an artist from any arts discipline to develop and nurture new skills in the community.
- To assist local artists across all art forms with associated costs when invited as an artist in residence at a regional, interstate, or international venue.
- To supplement venue hire costs for local artists for short-term pop-up art spaces/studios.

Live and Local Community Program

- Create live music/performance opportunities for artists including opportunities for showcasing cultures.
- Support new and experimental live works.
- Arts activities with a public outcome – visual arts, digital arts and multimedia installations, film and photography exhibitions, theatre, and dance performances.

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- Creative collaboration to reach and develop new audiences within the City.
- Re-energise public places within the City through arts and cultural activation.

Creative Development Program

- Development or creation of new work by an artist or a group of artists or cultural groups.
- Development of activities and programs that promote community participation in cultural, creative, and artistic activity that will develop and nurture the community's skill base. This may include but are not limited to:
  - New work
  - Mentorships
  - Pilot programs
  - Workshops
- A joint project between artists and cultural or community groups to develop or create new work or experience.

Telling Community Stories Program

- Supports projects that enhance understanding and interest in Cockburn's heritage and history.
- Supports the development of local community or historical stories across a range of creative platforms.

Evaluation Criteria for Project or Activity

(a) Can demonstrate how program/project outcomes will be of benefit to the local community and/or City.

(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 demonstrated their ability to manage their affairs effectively.

(d) Will not require commitment to ongoing funding from Council.

(e) Priority will be given to applicants who have not previously been funded.

(f) Applicants who can contribute toward the activity in cash or in-kind will be considered favorably, as will those who obtain funding from other sources.

(g) Program/Project does not duplicate an activity already available in the local area.

Funding Rounds

Applications are invited twice per year, Feb-March and August-September as advertised during each round.

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Grant Limitations

(a) The maximum grant available to any one group or organisation in the Cultural Grants category will not exceed $5,000.

(b) Retrospectively for events or projects that have already occurred, or due to occur within two months of the application's lodgment.

(c) For any activity or event that will be divisive in communities by denigrating, excluding, or offending community groups.

(d) If your activity or event may present a hazard to the community or environment.

(e) If you have not acquitted previous City funding.

(f) Funding for private or unincorporated organisations unless via an auspicing agreement with an incorporated body.

(g) For the entire cost of any project.

(h) For ongoing or core organisational operating costs.

(i) For personal items such as costumes, food consumables, or catering costs.

(j) Activities of a political or religious nature.

(k) Activities for the sole purpose of fundraising.

Elected Members are to be informed of the outcome of the applications for Cultural Grants.

2.3 Sustainability Grants

Eligibility Criteria

The following groups who are based within the City and/or provide services primarily within Cockburn:

(i) Community groups

(ii) Not-for-profit organisations

(iii) Collective households (>2)

(iv) Small businesses (<40 employees)

(v) Schools

Evaluation Criteria for Project or Activity

The project or activity must relate to one or more of the themes below:

(i) Giving Back

(ii) Protecting our Future

(iii) Strong Communities

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(iv) Water, Energy and Waste

(v) TravelSmart

(vi) Healthy Lifestyles

Applications from organisations that can demonstrate a financial or in-kind contribution to the project will be considered favorable.

Funding Rounds

Applications are invited year-round, assessed, and notified within two months.

Grant Limitations

The maximum grant available to any one group or organisation in the Sustainability Grants category will not exceed $4,000.

Elected Members are to be informed of the outcome of the applications for Sustainability Grants.

2.4 Small Events Sponsorship

Eligibility Criteria

(a) Organisations based within the City or which 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.

(d) Applications from schools must also meet the School Eligibility Criteria on page 8.

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.

Evaluation Criteria for Project or Activity

(a) Project or activity will be of benefit to the local community and/or City generally.

(b) Project meets an identified need in line with one of the themes of the City's Strategic Community Plan.

(c) Applicants have demonstrated the ability to manage their affairs effectively.

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(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 favorable, as will those who source funding from other sources.

(g) Project does not duplicate any activity already available in the local area.

Funding Rounds

Applications are invited year-round, assessed and notified within a month.

Grant 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.

Elected Members are to be informed of the outcome of the applications for Small Events Sponsorship.

2.5 School Eligibility Criteria

Applications from schools must meet the eligibility requirements of the specific funding category they are applying for, and must also satisfy the following additional criteria:

(a) Identified Community Need: the project or activity demonstrates a clearly identified need within the Cockburn community.

(b) Community Accessibility: the project or activity is extra-curricular and accessible to the broader Cockburn community outside of school hours and is clearly outside the Department of Education's responsibilities.

(c) Co-Contribution Requirement: the school provides a financial or in-kind contribution of at least 50% towards the project or activity.

2.6 Donations

Eligibility Criteria

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, resident groups, or other special interest groups.

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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.

Evaluation Criteria

(a) A donation is a contribution of money towards a group's 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.

Funding Rounds

Applications are invited twice per year, Feb-March and August-September as advertised during each round.

Donation Limitations

The maximum donation available to any one group or organisation will not exceed $20,000.

2.7 Sponsorships

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 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.

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(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 endeavors in their chosen activity; or

(ii) hosting a sporting event or activity in the City that is of State, National or International significance that will add value to the City.

Eligibility Criteria for Individual Sponsorship

(a) Individual applicants are eligible if they are residents of the City 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 based on their individual endeavors in their chosen activity. (Individuals must supply supporting documentation from the relevant governing association of the activity).

(c) Individuals attend or complete 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.

Evaluation Criteria for Activity/Event

(a) Activity/Event will be of long-term benefit to the local community and/or the City generally.

(b) Activity/Event will provide brand exposure and public recognition benefits to the City.

(c) Activity/Event will increase awareness and raise the profile of the City, in line with its desired image.

(d) Applicants who can 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 uniforms, food, consumables, or catering costs.

Funding Rounds

(a) Applications for Group Sponsorships are invited twice per year, Feb-March and August-September as advertised during each round.

(b) Applications for Individual Sponsorships are invited year-round.

Sponsorship Limitations

(a) The maximum sponsorship available to any one group or organisation will not exceed $20,000.

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(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.

3. Major and Minor Funding

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

3.1 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.

Eligibility Criteria

As per the relevant category of these guidelines, the funding request would normally apply.

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 is requested.

  (iv) The proposed term of funding or partnership.

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(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.

Process

(a) The proposal must be submitted to the City's Community Grants service unit for initial assessment at least one month prior to the next scheduled Grants, Funding and Events Working Group.

(b) The Group Manager Community Services will review the proposal and provide a report with a recommendation to the Grants, Funding and Events Working Group for consideration at its next meeting. The Group Manager Community Services may exclude a proposal from being considered by the Working Group if the applicant does not provide adequate information or does not meet the evaluation criteria of one of the funding categories.

(c) The Grants, Funding and Events Working Group will provide feedback prior to consideration by Council.

3.2 Minor Funding

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

- Minor donations
- Subsidies
- Minor grants
- Donations to schools – reimbursements
- Funding assistance for resident groups
- Funding assistance for resident groups and not for profit community groups

3.3 Minor Donations

The following types of minor donations may be considered:

1. School Award and Graduation Events

   Waiver of hall hire fees (excluding cleaning) for school award or graduation functions held in Council managed facilities, subject to Part V11-Management and Control of the Local Government Property, of the City of Cockburn (Local Government Act) Local Laws 2000.

2. Fundraising by Local Groups and Charities

   A 50% reduction in hall hire fees for Cockburn based community groups and registered charities conducting fundraising activities that benefit the City or its residents, subject to Part V11-Management and Control of the Local Government Property, of the City of Cockburn (Local Government Act) Local Laws 2000.

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3. Minor Donations (Mayor Consultation Required)

Donations of up to $200 may be provided to City based community groups, schools, and registered charities conducting activities that benefit the City or its residents, subject to consultation between the City's Group Manager Community Services and the Mayor.

Donations will not be provided to organisations located outside the City, unless the applicant is a registered charity undertaking an activity that directly benefits the City or its residents.

3.4 Subsidies

Bus Hire Subsidy for Community Groups helps eligible not-for-profit community groups in Cockburn to provide transport for older people and others who may be socially isolated, disadvantaged, or have limited access to transport. The subsidy supports participation in community activities that improve wellbeing and social connection, covering 50% of bus hire costs up to $125 per claim (excluding GST) and $625 per financial year for buses not owned by the City.

3.5 Minor Grants

Environmental Education for Schools Grants

Eligibility Criteria

All primary and secondary schools, and home school groups (collective of five families or more) within the City are eligible to apply.

Selection Criteria

(a) Nominated Teacher Coordinator: a teacher or group of teachers must be nominated as the primary point of contact and will be responsible for coordinating all funded activities. The City may provide support; however, it will not coordinate or manage the program on behalf of the school.

(b) Commitment to Environmental and Sustainability Principles: the school must demonstrate a commitment to embedding environmental and sustainability principles within the school and the local community. This should be evidenced through existing school initiatives and participation in school, local, or state-based sustainability programs.

(c) Purpose of Funding: Funding must be used to engage qualified sustainability or environmental educators to deliver activities, presentations, or programs. These may be delivered:

- On school grounds as in-class sessions, or
- Off school grounds as part of an excursion or external learning experience.

Funding Rounds

Applications are invited once per year, Feb-March as advertised.

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Grant Limitations

Schools can apply for a maximum of $1,000.

Elected Members are to be informed of the outcome of the applications.

3.6 Donations to Schools – Reimbursements

The following assistance is available to schools located within the City:

1. Sand Reimbursement

   Schools may apply for reimbursement of the cost of the supply and delivery of sand, up to a maximum of 6m³ per financial year.

2. Inter-School Sports Transport

   Schools may apply for reimbursement of the cost of one bus trip per financial year to attend the annual inter-school sports day.

3. Trees and Shrubs

   Schools may apply for reimbursement of the cost of up to 20 trees and shrubs per financial year, to a maximum value of $200.

   All funding amounts and reimbursement limits stated are exclusive of GST. Reimbursement requests must be supported by a tax invoice from the school.

4. Student Graduation Awards

   The City provides:

   (a) A $60 book voucher for each primary school for an annual student graduation award.
   (b) A $120 educational voucher for each secondary school for an annual student graduation award.
   (c) An additional optional book voucher for a graduating First Nations student.

Schools receiving these awards must acknowledge the City's contribution at the presentation ceremony.

The City will contact eligible schools annually to confirm whether they wish to receive the additional First Nations student award. Vouchers will be distributed prior to graduation ceremonies.

3.7 Funding Assistance for Resident Groups

Publication and Distribution of Newsletters

Resident groups 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.

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(b) The newsletter must be widely available and free of charge to those who live in the City.

(c) The newsletter must not promote the individual interests or platform of an Elected Member or an individual who is seeking election to Council.

(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 (which includes an annual subscription for Canva Pro), and distribution costs (printed or electronic) will be subsidised by an agreed amount up to $4,200 annually.

Hire of Council Community Centres and Halls

Resident groups are eligible to apply for:

Funds to cover the cost of hall hire for up to 12 meetings per financial year for Cockburn resident group meetings.

Funds to cover costs for storage if required and available.

Funds to cover cost of facility hire when running community events up to a maximum of six events per financial year.

Resident Group Support

Resident groups are eligible to apply for:

(a) Funds to cover costs for PO Box hire each financial year.

(b) A once-off donation of $1,000 for the establishment of a resident group for the purpose of a facility bond, float, signage, logo, stationery.

3.8 Funding Assistance for Resident Groups and Not for Profit Community Groups

Cockburn Community Insurance Program

1. Local resident groups and not-for-profit community groups are eligible to apply for insurance cover for Public Liability and Volunteer Accident under this program if the following conditions are met:

    (a) Demonstrate they are a local resident group or not for profit community group.

    (b) The group provides a community benefit to Cockburn residents and has no more than $10,000 in annual net profit generated from (a) core business or (b) donations or sponsorships for operational costs.

    (c) The group does not have the option to affiliate to a peak body or state/national organisation with insurance provisions or can’t access insurance cover by other means.

    (d) The group is not a religious body or a political interest group or party.

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2. Conditions

   (a) Eligible resident groups or community groups can apply for Public Liability and Volunteer Accident Insurance for 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 from 1 October to 30 September annually.

   (c) All applicants must complete an insurance application form.

   (d) The applicant commits to notifying City 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 resident group and not-for-profit community group in the Cockburn Community Insurance Program will be reviewed annually by the City.

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