

Community Collaborations Fund Guidelines

Overview

The Community Collaborations Fund is available to support localised community-led programs that meet the needs and aspirations of the community,

Funding will be allocated to projects that support initiatives which meet these main objectives:

- Build capacity through increasing the skills, knowledge, connection or wellbeing of the City of Stirling community.
- Enable organisations and community members to create lasting community connections.
- Meet objectives of the City's five Social Plans; Access and Inclusion plan, Aged Friendly Strategy, Multicultural Framework, Reconciliation Action Plan and Youth Framework.
- Collaborate with other community organisations, groups, business, services providers or the City of Stirling

Funding available

Grants are available of up to:

- \$100 for Get to Know Your Neighbours Gatherings
- Up to \$2,500 for collectives with no ABN, sole traders/ incorporated organisations/small businesses and Not-For Profit groups.

Eligibility

Eligible activities include the implementation of community capacity building and wellbeing initiatives, such as events, programs or neighbourhood get-togethers (Get to Know Your Neighbours) or development of new projects and events for the benefit of the community. Projects will be assessed on how well they meet the assessment criteria.

Initiatives must demonstrate they meet the main objectives of the funding:

1. Build skills, knowledge, connection or wellbeing of the City of Stirling Community.
2. Enable organisations and community members to create lasting community connections
3. Meet the objectives of the City's Social Plans.
4. Where applicable collaborate with other organisations, services, community groups or the City of Stirling to implement an initiative.
5. Applications that activate underutilised places and spaces are strongly encouraged (including community and recreation centres in the City of Stirling).
6. Must meet community needs and fill identified gaps

Other eligibility requirements:

- Individual applicants must reside in the City of Stirling.
- Projects, events or activities should be of direct benefit to the City of Stirling community.
- Projects, events or activities must be delivered within the City of Stirling.
- Projects or ideas that meet identified community needs will be prioritised.
- An event application must be submitted for all events or activities with more than 100 people in attendance.
- Majority of program participants must live, work or study in the City of Stirling.
- Applications must have sustainable outcomes (recurrent funding will not be given and programs that require this will be less likely to be supported).
- Project start dates must be a minimum of three (3) weeks after grant round closing date All funding awarded needs to be acquitted by 30 July 2022

The following recipients and activities will not be eligible for funding:

- Applicants that have not met the terms and conditions of previous grants or have outstanding acquittals or debts to the City.
- Costs associated with a project which have been accumulated prior to approval of the grant.
- Cost associated with the running of an organisation or business (e.g. websites, admin and overhead cost, computers, printers etc.).
- Organisations aligned to a political cause.
- Faith-based activities of religious organisations, this includes worship activities of a religious entity or group such as preaching, delivery of sermons, prayer services, rituals and the like.
- Activities or projects that are already funded or supported by the City of Stirling.
- Funds that will be used to purchase alcohol.
- Applications will not be approved for the same activity more than once per financial year.
- Projects that duplicate an existing or similar project or services within the community.
- Activities that are part of your day-to-day business

What else do I need to know?

- There will be two (2) grant rounds per financial year, a limited amount of funds will be available for each round.
- If your application is unsuccessful you can apply in subsequent rounds.
- Applications submitted outside of the grant rounds will not be accepted.
- Applications for equipment will be accepted if you can demonstrate how it fits with the assessment criteria below.

Assessment criteria

Community Capacity and Wellbeing outcomes (30%)

- Support the development of strong, resilient communities and residents that are engaged with and contribute to their local community.
- Work with other organisations, business and individuals to support the diverse needs of the community.
- Where applicable projects are inclusive of all residents within the City of Stirling.
- Projects respond to a need within the City of Stirling as identified by the community.

Connection to the City of Stirling (30%)

- Empower City of Stirling residents to feel a sense of belonging and connectedness to their community. Providing an opportunity to increase their wellbeing by increasing networks and engaging in projects that improve their knowledge, skills or capacity.
- Enable community members to create lasting connections with their neighbours and/or localised community hubs. (Community hubs are located in Mirrabooka, Scarborough, Inglewood and Osborne.) *Priority will be given to projects located in hubs/locations where there are currently no other grant funded projects.*

Project viability, sustainability and quality (20%)

- The likelihood proposed outcomes will be met and ability of applicant to deliver the project.
- The potential for the project to lead to or support other opportunities or projects in the future.
- Resources.

Financial Considerations (20%)

- Budget has been clearly outlined and matches the proposed project idea.
- Budget items are reasonable and well explained.
- In kind or cash contribution has also been made by the applicant.
- Items over \$500 have quotes attached.

Acknowledgment of grant funding

Successful grant recipients are required to acknowledge the City's contribution to funding by at least one or more of the following:

- Verbal and/or written acknowledgment of City of Stirling support.
- Social media hashtags and @ mentions.
- Logo on public project materials.

Assessment and notification of funding

- Eligible applications will be assessed against the criteria and funding recommendations made by a designated panel of up to two City of Stirling Officers.
- Notification of outcomes will generally occur within 6 weeks of the round closing date. The Assessment Panel may recommend full, part or no funding.
- Transfer of grant funding can take up to 30 business days to process.
- Officers may request further information in considering any application, as well as the right to reject any application that is not eligible or does not adequately satisfy the criteria.
- Successful applicants will receive formal notification along with a checklist of requirements to access the funding.
- Unsuccessful applicants will be notified as soon as possible and provided with feedback as to the reasons the application was not successful and the procedure for appealing a decision.

Appealing a funding decision

Community Groups Assistance Fund appeals must:

- a) Be made in writing to the Director Community Development;
- b) Be received within 21 days of the funding decision being advised;
- c) Be received prior to the project start date; and
- d) Address the grounds on which the appeal is being made.
- e) Appeals will be responded to within 21 days of being received.

Acquittal

Following completion of the project applicants are required to submit an acquittal, giving a brief overview of the project and whether expected outcomes were met, and providing evidence of project expenditure. Acquittal must be completed within the agreed upon timeframe, failure to complete an acquittal will disqualify future applications. Acquittals will require a copy of receipts and invoices for all purchases made with the funds.

Canvassing of Elected Members

Please note that, if prior to the determination of a Grant, an Applicant (or any agent) canvasses any Elected Member of the City of Stirling, or attempts to provide additional information, either directly or indirectly, on any matter relating to the application to an Elected Member, the person/organisation may be disqualified and the grant excluded from being considered for approval.

Ready to apply?

Step One	Contact the City of Stirling’s Community Collaborations Officer on 9205 8555 or email familyservices@stirling.wa.gov.au to discuss your idea.
Step Two	<p>Complete the Community Groups Assistance Fund Application Form online via the City’s Smarty Grants portal.</p> <p>You should answer all the questions provided with as much detail as possible. Your responses will enable the assessors to make their decision.</p>
Step Three	<p>Submit your application.</p> <p>Once you have submitted your application you will receive an email acknowledging receipt. Applicants will be notified of funding decisions via email.</p>

Contact us

For more information or to discuss your funding application, contact the City of Stirling’s Community Collaborations Officer on 9205 8555 or email familyservices@stirling.wa.gov.au

The Translating and Interpreting Service (TIS) is available on 13 14 50 and can contact the City on your behalf.

The National Relay Service (NRS) can contact the City on your behalf
 TTY/voice calls 133 677
 Speak & Listen 1300 555 727
 SMS relay 0423 677 767