

# Community Collaborations Fund Guidelines

## Overview

The Community Collaborations Fund is aimed at supporting localised community-led development programs taking place within the City of Stirling.

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

- Improve outcome for City of Stirling community through community development initiatives that increase knowledge, practical skills or confidence.
- Enable organisations and community members to create lasting community, social and networking connections.
- Collaborate with other community groups, business and organisations.
- Programs and activities that respond to the needs of the local community, addressing gaps and key issues.
- Meet of the objectives one of the City's five Social Plans; [Access and Inclusion plan](#), [Aged Friendly Strategy](#), [Multicultural Framework](#), [Reconciliation Action Plan](#) and [Youth Framework](#).

## Funding available

Grants are available of up to:

- Up to \$15,000

\*amount is excluding GST, limited projects will be funded.

## Value in-kind contributions

Value in-kind contributions from the City of Stirling will be assessed on a case-by-case basis for the following:

- Hire of City- managed facilities
- Marketing
- Staff support

## Eligibility

Eligible activities include the implementation of community development 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 (more information on the assessment criteria can be found on Pg. 3).

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

1. Build the capacity and 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. Address key issues and/or gaps in current programs.
5. Priority will be given to applicants that activate underutilised places and spaces (including community and recreation centres in the City of Stirling).

#### 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 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).
- All projects successful in obtaining funding need to be completed by 30 June 2023.
- Applications have not been approved for funding already within the financial year.

#### 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.
- The same project has received funding from the City of Stirling in the past.
- Large events.
- Employees, elected members of the City or their immediate family.
- 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.) including day to day business.
- Equipment items that only benefit individual groups or organisation.
- 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.
- Projects that duplicate an existing or similar project or services within the community, to be determined at the discretion of the assessment panel.

## Grant rounds

- There will be one round of funding.
- Please see grants page for round dates and information.
- An additional round may be added if required.

## Assessment criteria

#### Community Capacity and Wellbeing outcomes (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.
- Project increases skills, knowledge or confidence in participants.
- Demonstration of community need, evidence that this program will fill a gap and address key social issues.

#### Connection to the City of Stirling (30%)

- Enable community members to create lasting connections with their neighbours and/or localised community hubs. *Priority will be given to projects located in hubs/locations where there are currently no other grant funded projects.*
- Projects are inclusive of all residents within the City of Stirling.
- Collaborations with other organisations, business and individuals to support the diverse needs of the community.

#### 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.

#### 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, including personal facilitation fees.

## 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 as per outlined on the grants webpage. 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.

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 <a href="mailto:familyservices@stirling.wa.gov.au">familyservices@stirling.wa.gov.au</a> to discuss your idea.
Step Two	Complete the Community Groups Assistance Fund Application Form online via the City's <a href="#">Smarty Grants portal</a> .  You should answer all the questions provided with as much detail as possible. Your responses will enable the assessors to make their decision.
Step Three	Submit your application.  Once you have submitted your application you will receive an email acknowledging receipt. Applicants will be notified of funding decisions via email.

## 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](mailto: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