

Community Hubs Activation Fund Guidelines

What is the Community Hubs Activation Fund?

The Community Hubs Activation Fund supports the delivery of local community-led projects at City of Stirling Community Hubs.

The City of Stirling's four Community Hubs offer a range of services, facilities and spaces for community activities. Each Hub comprises of a Library and Community Centre, and in two locations there is also Recreation and Leisure Services. The Hubs focus on meeting localised needs and aspirations of the community. The four Hubs are:

- Inglewood Town Square
- Mirrabooka Community Hub
- Osborne Community Hub
- Scarborough Community Hub

For more information on each hub: <https://www.stirling.wa.gov.au/leisure-and-culture/libraries-and-hubs/community-hubs>

What can we support?

Funding will be allocated to projects (programs, activities and/or events) which meet these main objectives:

- Activation of Community Hub spaces for increased community member awareness and utilisation;
- Projects which contribute to a thriving, healthy and active community, such as those that address, social connectedness, skills development, health and wellbeing and/or sustainable development; and
- Projects that respond to the needs of the local community.

Who can apply?

Funding is available to individuals, community organisations and groups, not-for-profit organisations and small businesses.

Funding available

Grants are available of up to \$2,500

*Amount is excluding GST

The City of Stirling in-kind contribution to grant recipients is as follows:

- Room Hire Fee for City managed facilities (room hire fees waived for grant recipients); and
- Marketing – promotion of activities through City of Stirling platforms (dependant on City of Stirling staff capacity).

When can I apply?

Please visit the Community Grants page to view upcoming funding rounds, notification and project start dates.

Applications received after a round closing date will be considered in the following grant round. The Community Hub Activation Fund will not support projects that have started prior to the granting of funds.

Eligibility

To be eligible for funding the applicant must:

- Undertake the project within one or more of the City of Stirling Community Hubs for the direct benefit and accessible to all of the City of Stirling community
- Have completed and acquitted any project for which any City of Stirling funding was previously received, with no outstanding debts to the City of Stirling;
- Not be an employee of the City of Stirling or an elected member of the City's Council or their immediate family;
- Submit a separate event application to the City's Events Department for all projects, events or activities where more than 100 people are expected to attend; and
- Submit your application in accordance with requirements prescribed in these guidelines and on the prescribed Application Form.

Ineligibility

The Community Hubs Activation Fund will not provide funding for:

- Projects that have received City of Stirling funding during the previous financial year;
- Projects or organisations that will rely on recurrent funding. Applicants will not be funded for two financial years in a row;
- Costs for activities already funded by another grant;
- Costs associated with a project which have been accumulated prior to approval of the grant;
- Core organisational/business operating costs, for example; websites, admin and overhead cost, computers, printers etc.;
- The purchase of equipment that only benefits individual groups or organisations;
- Projects with a religious or political purpose only;

- Businesses applying to cover facilitation costs who then charge community members to attend workshops;
- Projects where funding is used to purchase alcohol; and
- Projects that duplicate existing services and programs.

Assessment criteria

Applicants must demonstrate their project meets the main objectives of the fund and that there is organisational capacity to enable successful delivery of the project. To this end, applications will be assessed against the following criteria:

Community Capacity and Wellbeing outcomes (40%)

- Project contributes to the development of a thriving, healthy and active community
- Activities increase skills, knowledge or confidence in participants
- Project responds to the needs of the local community

Connection to the City of Stirling (30%)

- Project increases community awareness and utilisation of the City of Stirling Community Hubs, including activating underutilised space
- Activities empower City of Stirling residents to feel a sense of belonging and connectedness to their community
- Majority of participants in project activities are City of Stirling residents
- Community and stakeholders support of the project

Project Viability, Applicant Capacity and Budget (30%)

- The likelihood proposed outcomes will be met
- Capacity of applicant to deliver the project
- 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

Assessment and notification of funding

- Eligible applications will be assessed against the criteria by a panel comprising of 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 by email along with a checklist of requirements to access the funding.
- Unsuccessful applicants will be notified by email. At this time you will also be provided information on the procedure to appeal a decision. Feedback as to the reasons the application was not successful can be requested by the applicant.

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.

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 Hub Facilitator on 9205 8555 or email familyservices@stirling.wa.gov.au to discuss your idea.
Step Two	Complete the Community Hubs Activation Fund Application Form online via the City’s Smarty Grants portal .
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.
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Contact us

For more information or to discuss your funding application, contact the City of Stirling's Community Hub Facilitator 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