

Community Funding Program Guidelines

The purpose of these guidelines is to provide information and support to potential funding applicants.

These guidelines give an overview of the Town's Community Funding Program, including funding streams, application requirements, eligibility criteria, and assessment processes. Applicants are encouraged to read the guidelines before submitting any funding applications.

We look forward to supporting innovative local community initiatives and are here to offer funding and grant advice. For more information, please contact the Town's Community Development Officer, mail@bassendean.wa.gov.au or phone: (08) 9377 8000.

Application Dates

The Town's Community Funding Program accepts applications from all streams from 1st July until 1st June. Funding streams may close early if the allocated budgets are exhausted.

General Eligibility Requirements

The Town will not consider any applications where:

- The project/activity contravenes any Council policies.
- There is an actual or perceived conflict of interest.
- It benefits or could be perceived as benefiting a political party or campaign.
- The primary purpose involves religious worship, preaching, delivery of sermons, prayer services, or rituals.
- The applicant has failed to provide satisfactory acquittal reporting for any previously approved funding.
- The sole purpose is to financially benefit an individual, group, or organisation.
- They are from a local, state, or federal government agency (*local schools are eligible*).
- They promote gambling, tobacco or alcohol consumption, or are otherwise deemed inappropriate by the Town.

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1. Community Grants

Provide a financial contribution of **up to \$5,000** to individuals, not-for-profit community and charitable groups to support projects that benefit the local community, build capacity, support volunteering, and enhance community wellbeing in the Town of Bassendean.

The Town's grants are not intended to cover all costs; but rather, contribute to the project's delivery. Applicants can support their project through other funding sources, in-kind support, and / or volunteering.

The Town will consider applications that demonstrate community benefit and align with the performance and outcome areas detailed in the Town's adopted Council Plan.

Applications must meet the general eligibility requirements and be submitted at least **eight weeks** prior to the project start date. Town funding cannot be used to purchase gifts, alcohol, or make payment for services supplied by the applicant or any member of the community group committee or their executive committee or team.

Preparation

Applicants should:

- Discuss their proposal with a relevant Town Officer.
- Read the Community Funding Guidelines.
- Read the Performance and Outcome Areas in the Town's Council Plan 2023-33.
- Prepare all supporting information, including a:
 - Budget.
 - Risk management plan.
 - Requests for in-kind support (eg fee-waiver for venue hire).

Funding documentation templates are available on the Town's Community Grant Application webpage and hard copies are provided on request. Other information or documentation, including formal quotes, may be requested during your application review.

Application

Applications should demonstrate how the project benefits the local community and aligns with one or more Council Plan's 2023–33 following performance areas:

- **People:** A connected and inclusive community.
- **Planet:** Healthy ecosystems and environmental sustainability.
- **Place:** Attractive and welcoming places.
- **Prosperity:** A thriving economy and lifelong learning opportunities.

The Council Plan is available on the Town's website and hard copies are available on request.

Grant applications should be submitted online and must include all supporting documentation.

Assessment

Applications will be assessed by a panel of three (3) Town officers against:

- Alignment with the Town's Council Plan.
- Benefit to the community.
- Where relevant, compliance with previous funding agreements.

Once the panel has made their assessment they will provide a written recommendation to the approving officer, who makes the final decision.

Applicants will be notified of the outcome within four weeks of lodging an application. Notifications will be sent by email, and applicants may request feedback if unsuccessful.

Terms and Conditions

Successful applicants must sign a Funding Agreement before any funds are released. The Funding Agreement will include the following terms and conditions:

- Funding must be acquitted within one month of project completion.
- The recipient acknowledges and agrees that the Town reserves the right to prepare, publish and distribute articles, news releases, photographs and other promotional material related to the project and the grant.
- The recipient will use the official Town logos on all project marking materials.
- Where applicable, the recipient is responsible for obtaining any relevant approvals, permits, licenses and insurance.
- Where applicable, the recipient must include disability, access, and inclusion measures.
- Variations to the Funding Agreement will be considered upon written request.
- The Town may require repayment of funds not spent in accordance with the approved budget.
- Failure to repay any unspent or unauthorised expenditure of funds will result in any future funding applications being rejected.

Payment

If registered for GST, applicants must provide a tax invoice for the full grant amount, plus GST. All other applicants should provide an invoice for the full grant amount.

Once the Town is in receipt of an invoice and signed Funding Agreement, the Town's officer will authorise the grant funds to be paid into the nominated account. It is the responsibility of the applicant to ensure that all bank account details are correct.

Acquittal

Community Grant funding recipients must submit an acquittal report using the Towns grant template within one month of the project concluding. The acquittal report must be to the Town's satisfaction and should include evidence of expenditure, proof of acknowledgement of the Town's support, and images of the project that can be used by the Town for promotional purposes.

The Town reserves the right to request additional information or evidence to support the acquittal process.

Acquittal reports are to be submitted electronically.

2. Community Insurance Reimbursements

Supports responsible community group management while encouraging community led initiatives by helping to offset insurance costs, which can present a financial burden.

Reimbursements of up to **\$1,000** are available to eligible not-for-profit and charitable community groups within the Town of Bassendean, that independently arrange Public Liability and/ or Personal Accident (Volunteer) Insurance for their community activities. No other policy types are eligible.

The Town may offer partial reimbursement to maximise the Community Insurance reimbursement budget and support a greater number of community groups.

Community Insurance reimbursements are limited to one application per year.

Eligibility

In addition to the general eligibility criteria listed, applications will not be funded if the group can access insurance through an affiliated association or state/national body. Groups must be based in and operate primarily within the Town of Bassendean.

Assessment Areas

The Town will consider reimbursements from eligible groups who deliver projects within the Town of Bassendean that demonstrate community benefit and align with the objectives in the Town's adopted Council Plan:

- **People:** A connected and inclusive community.
- **Planet:** Healthy ecosystems and environmental sustainability.
- **Place:** Attractive and welcoming places.
- **Prosperity:** A thriving economy and lifelong learning opportunities.

Application and Assessment

Applications for pre-approval must be made online and include an official insurance quote (that is less than 14 days old) and evidence of an annual or ongoing program of activity which demonstrates community benefit or engagement.

Applications are assessed by three (3) Town officers against the community benefits; alignment with the Town's Council Plan performance areas; and, where relevant, compliance with previous funding agreements.

- Assessing Officers review each pre-approval application and provide a recommendation to the Approving Officer.
- The Approving Officer makes the final decision.
- All applicants are notified by email of the outcome within four weeks of lodging the application.
- Unsuccessful applicants may request feedback.
- Once formal approval has been issued, applicants may purchase their insurance policy and submit evidence of payment to the Town. Once the Town is in receipt of evidence of payment, the Town's officer will authorise the reimbursement funds to be paid into the nominated account.
- Purchase of the insurance policy/policies must be made within 30 days of pre-approval.
- Applicants should not purchase insurance before receiving pre-approval unless they are prepared to cover the full cost of the policy if funding is not approved.

If a group is unable to pay for its own insurance in advance, support may be considered through an exception-based process. This is subject to prior approval by the Community and Place Director and is available by exception only and only where an established community benefit to the Town exists.

Terms and conditions

Community Insurance Reimbursements are subject to the following terms and conditions:

- The Town reserves the right to reject any application that conflicts with the Town's purpose and values or fails to meet the requirements outlined in the Community Funding Policy.
- A funding acquittal report must be submitted no later than two months before the policy end date.
- The recipient acknowledges and agrees that the Town reserves the right to prepare, publish and distribute articles, news releases, photographs and other promotional material related to projects, events and activities covered by insurance paid for by the Town.

Payment

- Funds will be paid into the nominated account. It is the responsibility of the applicant to ensure that all bank account details are correct.

Acquittal

Reimbursement recipients must submit an acquittal report using the Town's approved template no later than two months before the policy end date. The acquittal report must outline the activities undertaken during the period in which the insurance policy, and the associated reimbursement, were in effect.

The Town reserves the right to request additional information or evidence to support the acquittal process. Acquittal reports should be submitted online unless otherwise agreed with a Town of Bassendean officer.

3. Dudley Robinson Youth Excellence Grants

Provides grants of up to **\$500** to Town of Bassendean residents aged **12–18 years** who have been selected to participate in any of the following categories:

1. Sport: Individuals selected by an accepted sporting governing body to represent the State or Commonwealth in a recognised sporting event who require financial assistance to participate in that event.
2. Performing Arts: Individuals selected by a recognised performing arts body to represent the State or Commonwealth in a recognised competition and requiring financial assistance to participate.
3. Academic or Educational: High achieving individuals selected by a recognised educational institution to represent the State or Commonwealth for academic or educational event.
4. Youth Leadership: Individuals nominated to undertake youth leadership training delivered by a recognised organisation.

Applications must meet the general eligibility criteria and be submitted at least **six weeks** prior to the event.

Dudley Robinson Youth Excellence Grants are limited to one per financial year.

Applications should be submitted online and must include supporting evidence that details the event, dates, and the participant's intent to attend. Evidence must be from an officially recognised organisation.

A Town officer will make an initial assessment of the grant application and make a recommendation to the Approving Officer, who will make the final decision.

Applicants will be notified of the outcome within three weeks of lodging an application, and the notification will be sent by email. Payments will be made to the nominated bank account detailed on the application form.

4. Community Donations

Provide financial support of up to **\$250** for charitable, not-for-profit community activities, events, and initiatives that deliver benefits to the Bassendean community.

Applications must be submitted at least **four weeks** prior to the project start date.

Community Donation payments are limited to one per financial year.

Applications must demonstrate a community benefit and align with one or more of the performance areas in the Town's adopted Council Plan:

- **People:** A connected and inclusive community.
- **Planet:** Healthy ecosystems and environmental sustainability.
- **Place:** Attractive and welcoming places.
- **Prosperity:** A thriving economy and lifelong learning opportunities.

Applications should be submitted online and detail the purpose of the donation.

A Town officer will make an initial assessment of the donation application and make a recommendation to the Approving Officer, who will make the final decision.

Applicants will be notified of the outcome within two weeks of lodging an application. Notifications will be sent by email, and applicants may request feedback if unsuccessful.

Successful recipients will be sent an electronic Payment Request Form which must be signed and returned to the Town officer. On receipt, the Town officer will arrange payment into the nominated account. It is the applicant's responsibility to ensure that the payment details are correct.

By accepting the Town's Donation, the recipient acknowledges and agrees that the Town reserves the right to prepare, publish and distribute articles, news releases, photographs and other promotional material related to activities supported through by donation payment.

5. Fee Waivers

5.1 Facility and Reserve Hire Fee Waivers

Fee waivers may be available to local not-for-profit groups or individuals that deliver community-led activities, projects and events that deliver benefits to the local community. Waived fees are limited to a maximum value of \$1,000. Where the Town cannot waive all fees, a reduction may be offered.

Eligibility

In addition to the general eligibility criteria, applications must be submitted at least **eight weeks** before a booking is required and will not be approved if attendees are required to pay a fee or charge, which provides a financial benefit (a basic fee to cover operating costs is permitted).

Assessment Areas

Applications must demonstrate a community benefit and align with one or more of the performance areas in the Town's adopted Council Plan:

- **People:** A connected and inclusive community.
- **Planet:** Healthy ecosystems and environmental sustainability.
- **Place:** Attractive and welcoming places.
- **Prosperity:** A thriving economy and lifelong learning opportunities.

Application and Assessment

Applications for Fee Waivers must be submitted online at least eight weeks before the project's start date. Fee Waivers cannot be applied retrospectively.

Eligible applications are assessed by a Town officer against the Town's endorsed Council Plan and the strength of the community benefits. A recommendation is then made to the Approving Officer for final determination.

Applicants are notified via email of the outcome within four weeks of lodging a Fee Waiver request.

Terms and Conditions

- Successful applicants must make a booking using the Town's online booking system, and bookings are subject to availability.
- Applicants must sign an agreement that outlines the terms and conditions of use, duration of hire, and co-contributions if applicable.
- The recipient acknowledges and agrees that the Town reserves the right to prepare, publish and distribute articles, news releases, photographs and other promotional material related to activities supported through the Fee Waiver.
- Where applicable, the recipient is responsible for obtaining any relevant approvals, permits, licenses and insurance.
- The Town reserves the right to cancel any fee waiver agreement that conflicts with the Town's purpose and values or fails to meet the requirements outlined in the Community Funding Policy.

5.2 Waiving of Fees for Development Applications for Heritage Properties

The Town may waive the development application fees (or a portion thereof) for improvements made to suitable Heritage properties which support the character and significance of the place. Waived fees are limited to a maximum value of \$1,000. Where the Town cannot waive all fees, a reduction may be offered.

Eligibility

To be eligible for a fee waiver:

- The property must be included on the State Register of Heritage Places, the Town's Heritage List and/ or identified within the Town's Local Heritage Strategy; and
- The proposed works must positively contribute to the retention of the character and significance of the place as well as the appearance of the place when viewed from the street.

Application and Assessment

Applications for Fee Waivers must be submitted concurrently with the development application and include written justification demonstrating how the proposed works positively contributes to the retention of the character and significance of the place.

Terms and Conditions

- A fee waiver does not guarantee approval of the associated development application.
- The Town may refuse a fee waiver where it considers the proposed works do not make a meaningful contribution to the conservation, restoration or enhancement of the heritage significance of the place.
- A fee waiver cannot be applied to an application that is being determined by the Development Assessment Panel (DAP).
- The fee waiver applies only to development application fees and does not extend to any other fees or charges, including (but not limited to) building permit fees, demolition permit fees, crossover permits, engineering fees, bond payments, or contributions payable under other legislation.

6. CCTV Rebate Scheme

The Town provides a CCTV Rebate Scheme to help make the installation of CCTV systems more affordable while encouraging a proactive approach to crime prevention.

The scheme offers eligible applicants a rebate of up to 50% of the cost of a new CCTV installation, to a maximum of \$500 for commercial properties and \$200 for residential properties.

Commercial and residential properties must be located within the Town of Bassendean's local government boundaries. A residential property includes a building primarily for people to live in as their home or place of residence. A commercial property includes a building primarily used for business, professional services, trade, retail or other income generating activities, rather than a place of residence.

Application and Assessment

The Town will consider applications that meet the Terms and Conditions set out below.

Applications must include the following supporting documentation:

- (a) Receipts that evidence the purchase of the CCTV system
- (b) Registration of the CCTV system with the Western Australia Police Force's *Cam-Map WA*

Eligible applications are assessed by a Town officer with a recommendation made to the Approving Officer for final determination.

Applicants are notified via email of the outcome within four weeks of lodging a CCTV Rebate Scheme request.

Terms and Conditions

The rebate will only apply for new installations.

- Applications will only be accepted up until the budgeted funding is depleted.
- Rebate applications will be limited to one per household.
- Holders of a Western Australian Seniors Card will be ineligible for the Town of Bassendean Residential CCTV Rebate program, on the basis that they can access incentives via the WA State Safety and Security Rebate scheme.
- Prior to receiving a rebate, applicants are required to demonstrate registration of the CCTV system with the Western Australia Police Force's *Cam-Map WA*
- [Cam-Map WA](#) is a website to register public facing CCTV cameras. This register will assist police to locate public facing cameras quickly during investigations, help with the collection of CCTV evidence and respond more effectively to incidents as they arise.
- Prior to receiving a rebate, applicants are required to demonstrate (via the submission of high-quality screenshots) that the new CCTV system has a public angle field of view overlooking a road, footpath, front verge, or any other applicable public area, to the Town's satisfaction.