

Community Grants Committee

Meeting Agenda

Community Grants Program – Round 25



Meeting Name	Community Grants Program – Round 25 Committee Meeting	Meeting No.	2 – 2021/22
Meeting Date	Tuesday 29 March 2022		
Meeting Time	2:00pm		
Meeting Location	Civic Centre, Greenough Room (Committee Meeting Room)		
Attendees	Cr Jennifer Critch Cr Michael Librizzi Cr Michael Reymond Cr Simon Keemink Cr Victor Tanti Brooke Rafferty Jane Bagshaw	By Invitation	David Emery Fiona Norling Paul Radalj
		Apologies	
		Leave of Absence	
		Distribution	As above
Purpose of Committee	To allocate funds provided by Council to Community Groups servicing the Greater Geraldton area in accordance with determined guidelines.		
Attachments (Confidential)	<ol style="list-style-type: none"> 2021-22 Community Grants Program Round 26 Application Summary 2022-23 Festival and Event Funding Program Summary Mullewa Muster Risk Management Plan 2022 Shore Leave Budget and Event Program Awarded Community Funding Report 		

All Committee Members, including external members, are subject to the same rules as a Council Meeting concerning confidentiality, public statements, conflicts of interest and behaviours of members, pursuant to the [Local Government \(Model Code of Conduct\) Regulations 2021](#).

The Presiding Member is to refer to the following Policy, Meeting Procedures and Regulations when chairing a meeting.

[Meeting Procedures Local Law 2011](#)

[Council Policy 4.4. Operation of Advisory Committees](#)

[Local Government \(Model Code of Conduct\) Regulations 2021](#).

1. Welcome & Apologies

2. Appointment of Chairperson

3. Disclosure of Interests

Member	Reference	Applicant & Project	Details
Cr Jennifer Critch	21/22CGR26-04	Mullewa District Agricultural Society – 88 th Mullewa Show	Closely Associated Persons pursuant to Section 5.62 of the Local Government Act 1995 (including receipt of gift) – Member of Committee and husband is Show President

4. Community Grants Program Round 26

The Community Grants Program aims to provide assistance to not-for-profit community groups, clubs and organisations to implement projects, activities and programs that enhance and promote community wellbeing within the Greater Geraldton region.

The Community Grants Program has an annual budget of \$150,000. \$76,414 was awarded in Round 25 of the Community Grants Program delivered at the start of 2021-22. The total available for disbursement in Round 26 is \$73,586.

Applications opened for the City's Community Grants Program Round 26 on 10 January 2022 and closed on 23 February 2022.

A total of seven (7) applications have been received, requesting funding of \$63,474 for projects worth \$252,212.

All applications have been deemed **eligible** based on the criteria in the Community Funding Guidelines. Discussion of the individual committee member assessments will form the basis of the Committee decision for recommendations to the CEO for endorsement as per Council Policy 1.8 Community Funding Programs.

Full applications have been provided to the Committee through SmartyGrants for assessment and will be attached as Confidential Attachments to the minutes.

OFFICER RECOMMENDATION:

That the Committee determine which applications be approved for funding under the Community Grants Program Round 26.

COMMITTEE DECISION:

MOVED:

SECONDED:

5. 2022-23 Festival and Event Funding Program

The Festival and Event Funding Program aims to provide assistance to host events within the City that brings tourism and an economic boost to the region.

Applications are received in advance for next financial year and outcomes will be incorporated into the draft 2022-23 budget based on the committee recommendation.

Applications opened for the City's 2022-23 Festival and Event Funding program on 19 July 2021 and closed on 31 December 2021.

Two (2) applications have been received and have been deemed eligible based on the criteria in the Community Funding Guidelines. The total of applications for funding in 2022-23 is \$100,000 for events worth \$893,580.

Discussion of the individual committee member assessments will form the basis of the Committee decision.

Full applications have been provided to the Committee through SmartyGrants for assessment and will be attached as Confidential Attachments to the minutes.

OFFICER RECOMMENDATION:

That the Committee determine which applications be approved provision for events in the 2022-23 to 2031-32 Long Term Financial Plan to conditionally allocate funding in future years subject to the following conditions:

1. Funding is to be directed to costs associated with approved activities. If applicable, in-kind support is for the waiver of approved City fees and costs .
2. Council endorsement of the City of Greater Geraldton's Annual Budget which commits the provisional allocation for the relevant year.
3. Review and acceptance of the annual budget and annual acquittal for the events by City officers prior to the applicable years funding being issued. Information is to include evidence demonstrating increased economic impact, financial sustainability and community benefit.
4. If applicable, in-kind support for Year 2 (2023-24) and Year 3 (2024-25) will not be provided, unless the applicant agrees to reduce the cash contribution by the value of the in-kind provision to make the total contribution as per the cash contribution for Year 1 (2022-23).

COMMITTEE DECISION:

MOVED:

SECONDED:

6. 2022-23 Community Grants Budget

The 2021-22 budget for the Community Grants Program is \$150,000.

In 2019-20 the annual budget for the Community Grants Program was \$200,000 however this was reduced to \$100,000 in 2020-21 due to the impacts of COVID-19 and limitation of available funding rounds for the financial year to just one (1).

At the March 2021 Community Grants Committee Meeting, the Committee requested the consideration of \$15,000 for the Community Grants Program in 2021-22 to allow for the offering of two (2) grant rounds.

Community Grants Committee to discuss and make a determination if the current budget of \$150,000 for the 2022-23 is sufficient, or if they would like to request an increase to the budget allocation to be deliberated as part of the annual budget process.

OFFICER RECOMMENDATION:

That the Committee determine the preferred level of funding for the Community Grants Program in 2022-23.

COMMITTEE DECISION:

RECOMMEND the current Community Grants budget of \$150,000 is considered in budget deliberations for 2022-23.

MOVED: Cr. Critch

SECONDED: Cr. Librizzi

7. 2022 Mullewa Muster & Rodeo

The City of Greater Geraldton received correspondence from the Mullewa Muster & Rodeo Inc. in December 2021 as follows:

Since the inception of the Mullewa Muster & Rodeo in 2012, the City of Greater Geraldton has been supporting our event with cash and in-kind contributions. Part of the in-kind contribution was an event coordinator supplied by a Mullewa District Office staff member. This position has since been made redundant in 2020. The committee are passionate to continue the high standards already obtained by an experienced event coordinator. To effectively achieve this we request the following from Council.

- Continued financial support of \$30,000 cash contribution.
- A further \$15,000 cash contribution to cover fees associated with an event coordinator.
- In kind support to the value of \$30,000 inclusive of staff wages to assist with event logistics, ground preparation, and event set up and pack down.

If approved, the committee will enlist the services of event coordinator Gina Jenkins from Zen Events, a Geraldton based business. Gina has been involved in the event industry for 12 years delivering community and corporate events throughout the Midwest region. I have attached Gina's quote with this letter.

Mullewa Muster & Rodeo Inc. is a non for profit organisation. All proceeds from each event is 100% invested into the following year.

With the Premier's announcement of open borders from 5 February, the Mullewa Muster and Rodeo Committee are excited to confirm our action packed event is returning 4 June 2022.

The event brings approximately 4000 people to our small town, which reflectively boosts the local economy with many businesses reporting record profits over the event weekend.

Our small committee consists of dedicated community members who work collaboratively to present this annual event. Our objectives are to revitalise and strengthen community spirit, boost the local economy and showcase our town as a great place to live and visit. With continued support this event promises to prosper for many years to come.

At the Community Grants Committee in March 2021, the Committee approved that the 2019-20 funding that had already been paid be carried over for a further year. There was concern amongst the Committee on the financial risk of the Mullewa Muster & Rodeo Inc. if there was no strategy to adapt to changing COVID-19 restrictions. The approved carryover of funds was therefore approved on the condition that the recipient provided a plan to run a modified event in 2022 based on the current COVID-19 restrictions that can be updated as restrictions change.

The Risk Management Plan was provided to the City on 21 March 2022, and is attached for reference.

Mullewa Muster & Rodeo Inc. were invited to submit a request for additional funding in 2021-22 through SmartyGrants, with an additional \$15,000 cash contribution, for the appointment of an external event co-ordinator, requested along with in-kind provisions of up to \$20,000 for the following:

1. Use of City Equipment & Resources
 - a. Maintenance of the Rodeo Arena;
 - b. Set-up and pack down of the event;
 - c. Printing of programs.
2. City staff to assist in the preparation of the event – 400 hours
 - a. Moving of equipment from Geraldton to Mullewa for the event.
 - b. Placement of existing rodeo equipment at the site.

COMMUNITY GRANTS COMMITTEE - AGENDA – 29 MARCH 2022

- c. Printing and folding of programs.
- d. Placement of rubbish bins.
- e. Maintenance of rodeo arena, including removal of weeds and preparation of arena.
- f. Use of Mullewa office for cash storage prior to and after the event.

Mullewa Muster & Rodeo Inc. were awarded funding for a three (3) year period, and have currently received the first year's allocation (2019-20) which has been carried over to the 2022 Mullewa Muster & Rodeo due to the impacts of COVID-19.

Should the Committee approve this request for additional funds to be made available in 2021-22, the following funding options can be considered:

1. The Community Grants budget will be under expended this year (final figure is dependent on approved allocations under Item 4 – Community Grants Program Round 26 Allocations). Remaining budget can be utilised for additional funding awarded to Mullewa Muster & Rodeo Inc. if required.
2. Festival & Event Funding budget will be under expended this year by \$20k due to the cancellation of events. Remaining budget can be utilised for additional funding awarded to Mullewa Muster & Rodeo Inc. if required.
3. Awarded funding can be seen as additional to the funding that they are currently holding and be acquitted as the Year 1 allocation, OR
4. Awarded funding can be seen as release of the Year 2 allocation, with the Year 1 and Year 2 allocation to be acquitted together. This would mean that the 2023 Mullewa Muster & Rodeo (2022-23) would be the final year of funding under the current agreement. The Recipient will be eligible to submit a request for recurrent funding from 2023-24 to 2025-26 when the next round opens in July 2022.

The request for additional funding has been provided to the Committee through SmartyGrants for assessment and will be attached as Confidential Attachments to the minutes.

OFFICER RECOMMENDATION:

That the Committee determine if additional funding for the 2022 Mullewa Muster & Rodeo be approved.

COMMITTEE DECISION:

AWARD additional \$15,000 cash contribution and up to \$20,000 in kind contribution from the existing 2021-22 budget.

AMEND the current funding agreement such that the total funding awarded over the term remains at \$90,000:

2019-20 carried over to 2021-22	\$45,000 cash + \$20,000 in kind
2022-23	\$30,000 cash
2023-24	\$15,000 cash

MOVED: Cr Reymond

SECONDED: Cr. Keemink

8. 2022 Shore Leave

At the Ordinary Meeting of Council on 23 February 2021 (CE0070), Council resolved to:

1. APPROVE and AUTHORISE the budget transfer of \$60,000 in existing funds allocated in the 2020-21 Current Budget from the WoW Festival to the proposed Festival and Event in Geraldton (Shore Leave), subject to the following conditions:
 - a. Provision of a minimum of one COVID-19 compliant free family friendly event per day for the community;
 - b. Provision of evidence demonstrating approval of all required applications and permits;
 - c. Provision of final Program of Events and Budget;
 - d. Review of the annual acquittal to be endorsed by the Committee prior to subsequent years funding being issued. Acquittal to include evidence demonstrating economic impact, financial sustainability and community benefit;
 - e. Review of the annual budget and event program to be endorsed by the Committee prior to subsequent years funding being committed. Information is to include evidence demonstrating increased economic impact, financial sustainability and community benefit;
2. APPROVE and AUTHORISE the integration of the \$40,000 Night Laser Show to include integration of elements in the WA Regional Tourism Conference and the Shore Leave Festival to be delivered by the applicant in line with the REDS funding guidelines and conditions under an MOU with the City;
3. DELEGATE approval to the CEO for in kind support to the value of \$20,000 for venue hire;
4. MAKE PROVISION in the 2021-22 to 2030-31 Long Term Financial Plan to conditionally allocate \$100,000 in Year 1 and Year 2 of the plan (being Year 2 and Year 3 of the event), subject to 1 (d) and (e) above;
5. DELEGATE authority to the Chief Executive Officer to negotiate an Agreement with Tourism Geraldton Midwest regarding expenditure of the above funds; and
6. DETERMINE future funding of the Wind on Water (WoW) Festival as part of the 2021-22 budget deliberations.

Community Grants Committee to review the 2022 Shore Leave Festival Budget and Event Program and endorse the 2021-22 allocation to be made available to the recipient.

Current conditions of funding are as follows:

1. Provision of a minimum of one COVID compliant free family friendly event per day for the community.
2. Provision of evidence demonstrating approval of all required applications and permits.
3. Provision of a final Program of Events and Budget.
4. Review of the annual acquittal to be endorsed by the Committee prior to the following years funding being issued. Acquittal to include evidence demonstrating economic impact, financial sustainability and community benefit.
5. Review of the annual budget and event program to be endorsed by the Committee prior to the following years funding being committed. Information is to include evidence demonstrating increased economic impact, financial sustainability and community benefit.
6. Provision of evidence of Public Liability Insurance, Personal Accident Insurance, and if applicable, Workers Compensation Insurance.
7. Provision of current Risk Management Plan and / or COVID Safe Plan.

The current agreement is with Tourism Geraldton Midwest (auspiced by Geraldton Fishermen's Cooperative). Project 3 were appointed as the Event Director for the 2021 Shore Leave Festival. Tourism Midwest has advised that Project 3 now has full financial responsibility for Shore Leave and have therefore requested that the Funding Agreement be transferred to Project 3. As per the Council resolution, the Agreement is with Tourism Geraldton Midwest to 2023-24. While we cannot change the awarded recipient of funding, additional conditions are proposed in the Officer Recommendation to reflect that the financial responsibility of the event is with Project 3.

Current COVID-19 impacts and restrictions continue to leave uncertainty regarding if events will go ahead, regardless of the measures put in place to mitigate this risk. Additional condition is proposed in

COMMUNITY GRANTS COMMITTEE - AGENDA – 29 MARCH 2022

the Officer Recommendation that the funding is returned should the event not go ahead in the 2022 calendar year.

OFFICER RECOMMENDATION:

1. ACCEPT the 2022 Shore Leave Festival Budget and Event Program.
2. APPROVE the 2021-22 funding allocation of \$100,000 upon meeting of the following conditions:
 - a) Provision of a minimum of one COVID compliant free family friendly event per day for the community.
 - b) Provision of evidence demonstrating approval of all required applications and permits.
 - c) Provision of a final Program of Events and Budget.
 - d) Review of the annual acquittal to be endorsed by the Committee prior to the following years funding being issued. Acquittal to include evidence demonstrating economic impact, financial sustainability and community benefit.
 - e) Review of the annual budget and event program to be endorsed by the Committee prior to the following years funding being committed. Information is to include evidence demonstrating increased economic impact, financial sustainability and community benefit.
 - f) Provision of evidence of Public Liability Insurance, Personal Accident Insurance, and if applicable, Workers Compensation Insurance.
 - g) Provision of current Risk Management Plan and / or COVID Safe Plan.
 - h) Tourism Geraldton Midwest ASSIGN all obligations and financial responsibility under this Funding Agreement to Project 3, and Project 3 accepts the assignment of transfer.
- 2) ADVISE that if, for whatever reason, the Shore Leave Festival is not delivered in 2022 calendar year, the Recipient will be required to repay the funding.

COMMITTEE DECISION:

1. ACCEPT the 2022 Shore Leave Festival Budget and Event Program.
2. ACCEPT the 2021 Shore Leave Festival Acquittal.
3. APPROVE the 2021-22 funding allocation of \$100,000 upon meeting of the following conditions:
 - a) Provision of a minimum of one COVID compliant free family friendly event per day for the community.
 - b) Provision of evidence demonstrating approval of all required applications and permits.
 - c) Provision of a final Program of Events and Budget.
 - d) Review of the annual acquittal to be endorsed by the Committee prior to the following years funding being issued. Acquittal to include evidence demonstrating economic impact, financial sustainability and community benefit.
 - e) Review of the 2022-23 budget and event program to be endorsed by the Committee prior to the following years funding being released.
 - f) Provision of evidence of Public Liability Insurance, Personal Accident Insurance, and if applicable, Workers Compensation Insurance.
 - g) Provision of current Risk Management Plan and / or COVID Safe Plan.
 - h) Tourism Geraldton Midwest (auspiced by Geraldton Fisherman's Cooperative) ASSIGN all obligations and financial responsibility under this Funding Agreement to Project 3, and Project 3 accepts the assignment of transfer.
3. ADVISE that if, for whatever reason, the Shore Leave Festival is not delivered in 2022 calendar year, the Recipient will be required to repay the funding.

MOVED: Cr. Critch

SECONDED: Cr Librizzi

CARRIED BY CONSENSUS

9. Update on Awarded Community Funding

Refer Attachment 2 – Awarded Community Funding Report.

This report has been developed to provide an update to the Committee on projects that have previously been awarded funding through the Community Grants, Community Project Support, Festival and Event Funding and Service Agreements programs.

This provides the status of all current funding including details for projects acquitted since the previous report in September 2021.

COMMITTEE DECISION

RECEIVE the Awarded Community Funding Report.

MOVED: Cr. Librizzi

SECONDED: Cr Keemink

10. General Business

Upon endorsement of the 2022-23 Budget, Round 27 of the Community Grants Program will open early July 2022 with applications to be submitted by mid-August 2022. The Community Grants Committee Meeting will be held late September 2022. Preference of day and time will be discussed with the Committee early July 2022.

Geraldton – Greenough Sunshine Festival is anticipated to go ahead in 2022. The Committee had planned to hold their AGM early March 2022 to confirm dates and delivery of the event, but due to a number of COVID close contacts, the meeting had to be postponed. A Briefing Note will be prepared and circulated to the Committee to provide an update on the 2022 Sunshine Festival and the associated funding as soon as the information is available.

Sun City Christian Centre – FunCity Bounce!

\$19,603 awarded for the purchase and installation of a bouncing pillow in 2018-19. The pillow has been purchased and installed, however the applicant cannot get insurance to be able to use the pillow and the project will not be made available for the intended purpose.

COMMITTEE DECISION

ACCEPT the project as complete and REQUIRE Officers to review the acquittal with no penalty for the lack of outcomes, with the following conditions:

Discount the land value from the in-kind contribution as the land will not be used by the project and will be returned to the applicant

Expenditure to be assessed against the Community Funding Guidelines and adjust the funding in line with the 50% contribution limit.

MOVED: Cr. Tanti

SECONDED: Cr Keemink

CARRIED BY CONSENSUS

11. Close

Meeting closed at 3.59pm