

Community Grants Committee

Meeting Agenda

Meeting Name	Community Grants Program – Round 28	Meeting No.	1 – 2023/24
Meeting Date	Tuesday 28 March 2023		
Meeting Time	2:00pm		
Meeting Location	Civic Centre, Greenough Room		
Attendees	Cr Simon Keemink / Voting Member Cr Jennifer Critch / Voting Member Cr Michael Librizzi / Voting Member Cr Michael Reymond / Voting Member Cr Victor Tanti / Voting Member Brooke Rafferty	By Invitation	Paul Radalj Mark Adams Jay Prow Peter Treharne Jacqui McLean
		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	1 – 2022-23 Community Grants Program September 2022 Meeting Minutes 2 – 2022-23 Community Grants Program Round 28 Application Summary (CONFIDENTIAL) 3 – 2023-24 Festival and Event Funding Program Application Summary (CONFIDENTIAL) 4 – Awarded Community Funding Report (CONFIDENTIAL) 5 – Proposed Changes Community Grants 2023-24 6 - Council Policy 1.8 Community Funding 7 – Community Grants Scoring Criteria		

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](#)

[Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates](#)

1 Welcome & Apologies

The Chair welcomed the members and apologies were noted from:

2 Acknowledgement of Country

I would like to respectfully acknowledge the Yamatji people who are the Traditional Owners and First People of the land on which we meet/stand. I would like to pay my respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Yamatji people.

3 Disclosure of Interests

Cr Keemink declared a Closely Associated Persons interest in Item 5, relating to application 22/23CGR28-01, as they have many close friends involved with the organisation.

Cr Librizzi declared an Indirect Financial interest in Item 5, relating to application 22/23CGR28-08, as the event supports a charity that they are Secretary of.

Cr Keemink declared a Proximity Pursuant interest in Item 5, relating to application 22/23CGR28-21, as their daughter plays at the club.

4 Minutes of Previous Meeting

Committee Recommendation:

RECOMMENDED that the minutes of the Community Grants Committee Meeting held on 29 September 2022 as previously circulated, be adopted as a true and correct record of proceedings.

5 Community Grants Program Round 28

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 to be allocated over two (2) rounds during the financial year. \$74,720 was awarded in Round 27 of the Community Grants Program delivered at the start of 2022-23. The total available for disbursement in Round 28 is \$75,280.

Applications opened for the City's Community Grants Program Round 28 on 3 January 2023 and closed on 22 February 2023.

A total of 19 applications have been received, requesting funding of \$175,832 for projects worth \$907,726.

One (1) application has been deemed **ineligible** on pre-assessment against the Community Funding Guidelines as outlined in Attachment 2 – 2022-23 Community Grants Program Round 28 Application Summary.

The remaining 18 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 Community Grants Committee RECOMMENDS the following allocation of funding to eligible projects to the Chief Executive Officer for endorsement as per Council Policy 1.8 Community Funding Programs:

1. APPROVE funding to Geraldton Professional Fishermans Association – Blessing of the Fleet Committee for Geraldton Blessing of the Fleet of \$7,400, subject to the following condition/s:
 - a. Provision of insurance certificates are required before a Funding Agreement is issued.

- b. Funds are to be allocated to costs associated with the Geraldton Blessing of the Fleet 2023 (note catering and operational costs i.e. wages, are not eligible to be covered by the funding).
 - c. The City's contribution will not exceed 50% of the total project cost
2. APPROVE funding to Apex Club of Geraldton for Support of Apex National Convention of \$6,041 with in-kind support of up to \$3,272, subject to the following condition/s:
 - a. Funds are to be allocated to streaming, internet/IT support, Welcome to Country, kids activities and community volunteer activity material costs associated with the National Convention 2023.
 - b. In-kind support is approved for the waiver of the Geraldton Multipurpose Centre's Meeting Room, Function Room and Boardroom fees.
 - c. Provision of updated insurance certificates by 5 October 2023.
 - d. The City's contribution will not exceed 50% of the total project cost
3. APPROVE funding to Geraldton Water Polo Association for Country Championships Geraldton of \$6,080, subject to the following condition/s:
 - a. Funds are to be allocated to to marquee hire, speakers, venue hire, and printing costs associated with the Country Championships.
 - b. Provision of updated insurance certificates by July 2023.
 - c. The City's contribution will not exceed 50% of the total project cost.
4. APPROVE funding to Geraldton Mountain Bike Club for Backroads: Fields of Gold – Greater Geraldton Activation of \$9,250, subject to the following condition/s:
 - a. Provision of insurance certificates are required before a Funding Agreement is issued.
 - b. Funds are to be allocated to costs associated with the Friday Night Public Backroads Festival, Local Art Competition and Cycling Workshops.
 - c. The City's contribution will not exceed 50% of the total project cost.
5. APPROVE funding to Midwest Multicultural Association for Multicultural Concert for Senior's Week 2023 of \$4,050, subject to the following condition/s:
 - a. Funds are to be allocated to promotional, venue hire & staffing and entertainment costs associated with the Multicultural Concert for Seniors Week 2023.
 - b. Provision of updated insurance certificates by September 2023.
 - c. The City's contribution will not exceed 50% of the total project cost.
6. APPROVE funding to Pesona Indonesia Geraldton for Indonesian Independence Day Celebration of \$4,050, subject to the following condition/s:
 - a. Funds are to be allocated to photographer, cleaning. PA system, rubbish bins, bouncy castle, traditional costumes, face painting, performances, venue hire, electrical and marketing & promotion costs associated with the Indonesian Independence Day Celebrations.
 - b. Provision of updated insurance certificates by May 2023.
 - c. The City's contribution will not exceed 50% of the total project cost.
7. APPROVE funding to Geraldton Touch Football Association for Touch Football Country Championships Incorporating North-West Tournament of \$7,250 with in-kind support of up to \$976, subject to the following condition/s:
 - a. Funds are to be allocated to advertising, photography/filming, first aid, PA hire, oval fees and preparation, power, rubbish collection, trophies and prizes, wind-up presentation expenses (excluding catering costs), flights, accommodation, and weekend activities / entertainment associated with the Country Championships.
 - b. In-kind support is approved for the waiver of the QEII Centre's Upper Hall and Kitchenfees.
 - c. The City's contribution will not exceed 50% of the total project cost.
8. APPROVE funding to Geraldton Golf Club for Attaining Two Defibrillators at Geraldton Golf Club of \$2,237, subject to the following condition/s:
 - a. Funds are to be allocated to costs associated with the purchase and installation of two (2) defibrillators.
 - b. The City's contribution will not exceed 50% of the total project cost.
9. APPROVE funding to Western Australian 10th Light Horse Organisation for Statewide Community Events of \$3,435, subject to the following condition/s:

- a. Funds are to be allocated to media, transport, equipment hire and marquee costs associated with Greater Geraldton based programs and events.
 - b. Provision of updated insurance certificates by July 2023.
 - c. The City's contribution will not exceed 50% of the total project cost.
10. APPROVE funding to Geraldton Board Riders Junior Development Club for Frothin' Fools Gero Groms Fest 2023 of \$4,524, subject to the following condition/s:
- a. Funds are to be allocated to surf trainer clinics, laptop, competitor shirts, wifi setup, local judges qualification upgrades and judges payment costs associated with the Frothin' Fools Gero Groms Fest 2023.
 - b. The City's contribution will be attributed to eligible costs, as listed above, incurred after acceptance of the Funding Agreement.
 - c. The City will not provide staff for videography of the event.
 - d. The City's contribution will not exceed 50% of the total project cost.
11. APPROVE funding to East Fremantle Football Club Inc. for WAFL Geraldton Game of \$16,250, subject to the following condition/s:
- a. Funds are to be allocated to costs associated with airport taxes, turf inspection, buses, accommodation and hire of equipment for the WAFL Geraldton Game 2023.
 - b. The City's contribution will not exceed 50% of the total project cost.
12. APPROVE funding to Mid West Cat Shelter Inc. for Power to the Cats! of \$1,586, subject to the following condition/s:
- a. Funds are to be allocated to costs associated with the installation of the generator.
 - b. The City's contribution will not exceed 50% of the total project cost.
13. APPROVE funding to Geraldton Tennis Club Incorporated for Essential Tennis Equipment of \$2,458, subject to the following condition/s:
- a. Funds are to be allocated to costs associated with the purchase of tennis nets and fabrication of frames and ends.
 - b. The City's contribution will not exceed 50% of the total project cost.
14. NOT APPROVE funding to Dismantle Inc. for BikeRescue Youth Engagement.
15. NOT APPROVE funding to Geraldton Yacht Club Inc. for Dragon Boat Classic October 2023.
16. NOT APPROVE funding to Moonyoonooka Horse and Pony Club for MHPC Sea Container Storage Facility.
17. NOT APPROVE funding to Wajarri Yamaji Aboriginal Corporation for Wajarri Yamaji Catering Services.
18. NOT APPROVE funding to Teach Learn Grow Inc. for Mullewa Rural Tutoring Program with Teach Learn Grow.
19. NOT APPROVE funding to Creative Castles, Tents and Events for Mind, Body and Soul.

6 2023-24 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 fiscal year and outcomes will be incorporated into the draft 2023-24 budget based on the committee recommendation.

Applications opened for the City 2023-24 Festival and Event Funding Program on 1 August 2022 and closed on 31 December 2022.

Three (3) 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 2023-24 is \$135,000 for events worth \$1,215,700.

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:

1. That the Community Grants Committee RECOMMENDS the following provision for events in the 2023-24 to 2032-33 Long Term Financial Plan to conditionally allocate funding in future years:
 - a. Mullewa District Agricultural Society Inc. is allocated \$20,000 in Year 1 (2023-24), \$20,000 in Year 2 (2024-25) and \$20,000 in Year 3 (2025-26) of the Long Term Financial Plan for the Mulewa Show, subject to the following conditions:
 - i. Funds are to be allocated to costs associated with the annual Mullewa Agricultural Show.
 - ii. In-kind support is offered for the following, upon confirmation of available resources:
 1. Mullewa Recreation Centre (Indoor Basketball Stadium and Dining Hall) for five (5) days
 2. Use of Mullewa CGG Loader, with operator, on Friday 25th and Monday 28th August
 3. Additional bins
 4. Toilet cleaning during the Mullewa Show
 5. Recreation Centre gates locked from 5pm Friday 25th to 4pm Saturday 26th August.
 - iii. Provision of current insurance certificates to be submitted as part of the acceptance of the Funding Agreement.
 - iv. Council endorsement of the City of Greater Geraldton's Annual Budget which commits the provisional allocation for 2023-24.
 - v. Annual acquittal is to be provided by 30 September and must include:
 1. organisations operational financial statements which highlight the incoming and outgoings of the Mullewa Agricultural Show;
 2. evidence of increased economic impact, financial sustainability and community benefit;
 3. provision of precise attendance numbers, with attendance origins;
 4. details of overnight stay numbers;
 5. feedback from participants and attendees; and
 6. Audit Report from a qualified accountant for either the organisations Annual Financial Statements which highlights the incoming and outgoings specific to the Mullewa Agricultural Show OR the Financial Statement for the Mullewa Agricultural Show.

- vi. Review and acceptance of the annual acquittal by City Officers prior the next year's funding being issued.
 - vii. In-kind support for Year 2 (2024-25) and Year 3 (2025-26) will not be provided, unless the application agrees to reduce the cas contribution by the value of the in-kind provision to make the total contribution as per the awarded amount.
- b. Geraldton Carols by Candlelight is allocated \$4,333 in Year 1 (2023-24), \$4,333 in Year 2 (2024-25) and \$4,333 in Year 3 (2025-26) of the Long Term Financial Plan for the Geraldton Christian Churches Carols by Candlelight, subject to the following conditions:
- i. Funds are to be allocated to costs associated with the annual Geraldton Carols by Candlelight.
 - ii. In-kind support of up to \$292 is offered for the waiver of Maitland Park fees.
 - iii. Provision of current insurance certificates to be submitted as part of the acceptance of the Funding Agreement.
 - iv. Council endorsement of the City of Greater Geraldton's Annual Budget which commits the provisional allocation for 2023-24.
 - v. Annual acquittal is to be provided by 30 September and must include:
 - 1. organisations operational financial statements which highlights the incoming and outgoings of Geraldton Carols by Candlelight;
 - 2. evidence of increased economic impact, financial sustainability and community benefit; and
 - 3. invoices verifying the expenditure of the City's funding on eligible items.
 - vi. Review and acceptance of the annual acquittal by City Officers prior the next year's funding being issued.
 - vii. In-kind support for Year 2 (2024-25) and Year 3 (2025-26) will not be provided, unless the application agrees to reduce the cas contribution by the value of the in-kind provision to make the total contribution as per the awarded amount.
- c. Project3 Pty Ltd is allocated \$92,500 in Year 1 (2023-24), \$77,500 in Year 2 (2024-25) and \$67,500 in Year 3 (2025-26) of the Long Term Financial Plan for the Shore Leave Festival, subject to the following conditions:
- i. Funds are to be allocated to costs associated with the annual Shore Leave Festival.
 - ii. Provision of current insurance certificates to be submitted as part of the acceptance of the Funding Agreement..
 - iii. Council endorsement of the City of Greater Geraldton's Annual Budget which commits the provisional allocation for 2023-24.
 - iv. Annual acquittal is to be provided by 30 September and must include:
 - 1. the organisations operational financial statements which highlight the incoming and outgoings of Shore Leave;
 - 2. evidence of increased economic impact, financial sustainability and community benefit;
 - 3. details on methodology used to determine economic impact results;
 - 4. provision of overnight visitor details: and
 - 5. Audit Report from an qualified accountant for either the organisations Annual Financial Statements which highlights the incoming and outgoings specific to Shore Leave OR the Financial Statement for the Shore Leave Festival.
 - v. Review and acceptance of the annual acquittal by City Officers prior the next year's funding being issued.
2. APPROVE an invitation to apply for funding through the 2026-27 Festival and Event Funding Program be issued to the following:
- a. Mullewa District Agricultural Society Inc. with recommendation to seek reduced / phased funding.

- b. Geraldton Carols by Candlelight with recommendation to seek reduced / phased funding.
3. ADVISE Project3 Pty Ltd that this will be the last allocation of recurrent funding to be awarded to Shore Leave Festival.

7 Update on Awarded Community Funding

Refer Attachment 4 - 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 Agreement programs.

This provides the status of all current funding including details for projects acquitted since the previous report in September 2022.

OFFICER RECOMMENDATION:

RECEIVE the Awarded Community Funding Report.

8 General Business

Matters for discussion:

1. 2023-24 Community Funding Programs (Refer Attachment 5) – proposed changes to the process / assessment of funding for 2023-24.
2. Council Policy 1.8 Community Funding (Refer Attachment 6) – recommendations for changes
3. Scoring Criteria (Refer Attachment 7) – recommendations for changes to the scoring criteria

9 Date of next meeting

The next meeting is scheduled for 2pm Tuesday 26 September at Civic Centre, Greenough Room.

10 Close

Community Grants Committee

Meeting Minutes

Community Grants Program – Round 27



Meeting Name	Community Grants Program – Round 27 Committee Meeting	Meeting No.	1 – 2022/23
Meeting Date	Tuesday 27 September 2022		
Meeting Time	2:00pm		
Meeting Location	Civic Centre, Greenough Room		
Attendees	Cr Simon Keemink (Chair) Cr Jennifer Critch Cr Michael Librizzi Cr Michael Reymond Cr Victor Tanti Brooke Rafferty	By Invitation	Mark Adams Peter Treharne Paul Radalj Peta Bennett
		Apologies	Renee Doughty
		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"> D-22-106079 22/23CGR27-08 Rangeway Utakarra Karloo Progress Association Application D-22-107099 22/23CGR27-09 Surfing Western Australia Application D-22-106669 22/23CGR27-14 Geraldton Surf Life Saving Club Application D-22-106971 22/23CGR27-15 Geraldton Carol by Candlelight Application D-22-105278 22/23CGR27-19 Walkaway Station Museum Application D-22-100876 22/23CGR27-22 Railway Football Club Application D-22-107009 22/23CGR27-23 HeartKids Application D-22-106977 22/23CGR27-24 RSPCA WA Application D-22-107100 22/23CGR27-29 North Midlands Project Incorporated (T/A The Geraldton Project) Application D-22-106979 22/23CGR27-30 Young Change Agents Limited Application D-22-107101 22/23CGR27-32 Mission to Seafarers Geraldton Application D-22-040713 2021-22 Community Funding Programs March 2022 Meeting Minutes D-22-088431 2022-23 Community Grants Program Round 27 Application Summary D-22-091198 2022 Shore Leave Acquittal D-22-115824 Geraldton Greenough Sunshine Festival Cancellation of 2022 Event D-22-120422 Awarded Community Funding Report 		

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

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

1. Welcome & Apologies

Meeting opened at 2:01pm by Chair, Cr. Keemink.

2. Disclosure of Interests

Member	Reference	Applicant & Project	Details
Cr Keemink	22/23CGR27-08	Rangeway Utakarra Progress Association – RUKPA Rebrand	As a Councillor I am on the RUKPA Committee but still intend to vote on this item as I feel some of us Councillors are on the Committee
Cr Tanti	22/23CGR27-19	Walkaway Station Museum – Newspaper Revival	Closely associated person - I have known Mrs Jupp for many years and think very highly of her organisational abilities and regard her as a warm acquaintance.
Cr Librizzi	22/23CGR27-22	Railway Football Club – Railway Football Club Rooms Re-Roofing	Member and sponsor of the Railways Football Club, past player and past assistant coach 2017-2021
Cr Keemink	22/23CGR27-30	Young Change Agents Limited – Discover and Explore Entrepreneurship	I work at the high school this project will target so would prefer not to be present when voting occurs

3. Confirmation of Previous Minutes

Refer Attachment 1 – 2021-22 Community Funding Programs March 2022 Meeting Minutes.

OFFICER RECOMMENDATION:

Minutes of the Community Grants Committee held on Tuesday 29 March 2022 as previously circulated, be adopted as a true and correct record of proceedings.

COMMITTEE DECISION:

Minutes of the Community Grants Committee held on Tuesday 29 March 2022 as previously circulated, be adopted as a true and correct record of proceedings.

MOVED: Cr. Librizzi

SECONDED: Cr. Critch

4. Community Grants Program Round 27

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 to be allocated over two (2) rounds during the financial year. The total recommended amount available for disbursement in Round 27 is \$75,000, being 50% of the 2022-23 budget allocation.

Applications opened for the City's Community Grants Program Round 27 on 4 July 2022 and closed on 24 August 2022.

COMMUNITY GRANTS COMMITTEE - MINUTES – 29 SEPTEMBER 2022

A total of 11 applications have been received, requesting funding of \$104,586 for projects worth \$289,415.

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 Community Grants Committee RECOMMENDS the following allocation of funding to eligible projects to the Chief Executive Officer for endorsement as per Council Policy 1.8 Community Funding Programs:

1. APPROVE funding to Railway Football Club for Railway Football Club Rooms Re-Roofing of \$16,667, subject to the following condition/s:
 - a. Funds are to be allocated to building works.
 - b. Provision of updated insurance certificates by December 2022.
2. APPROVE funding to North Midlands Project Incorporated (T/a The Geraldton Project) for Creative Labs: Where Creativity & Science Meet of \$11,640, subject to the following condition/s:
 - a. Funds are to be allocated to workshop materials and local facilitator costs.
3. APPROVE funding to Geraldton Carol by Candlelight for Geraldton Christian Churches Carols by Candlelight of \$4,625 with in-kind support of up to \$156, subject to the following condition/s:
 - a. Funds are to be allocated to marketing / booklets, security, generators, toilets, lighting towers, electrical distributors and safety barrier costs.
 - b. In-kind support is approved for the waiver of park and ground hire fees for Maitland Park.
4. APPROVE funding to Geraldton Surf Lifesaving Club for Waterproofing the Clark Training Room and Gym of \$12,240, subject to the following condition/s:
 - a. Funds are to be allocated to building works.
 - b. Provision of updated insurance certificates by November 2022.
5. APPROVE funding to RSPCA WA for RSPCA WA Community Action Day of \$3,000 with in-kind support of up to \$78, subject to the following condition/s:
 - a. Funds are to be allocated to dog & cat food supplies, parasite treatments, VMS sign, travel, microchip and online registrations, venue hire, advertising and accommodation costs.
 - b. In-kind support is approved for the waiver of hire fees for the Queens Park Theatre.
6. APPROVE funding to Young Change Agents Limited for Discover and Explore Entrepreneurship of \$10,500, subject to the following condition/s:
 - a. Funds are to be allocated to travel, marketing, videography and eLearning costs.
7. APPROVE funding to HeartKids for Two Feet & A Heartbeat Charity Walk of \$767, subject to the following condition/s:
 - a. Funds are to be allocated to speaker system, face painter, bouncy castle and promotional costs.
8. APPROVE funding to Surfing Western Australia for Aboriginal Surfing and Cultural Leadership Program of \$7,880 subject to the following condition/s:
 - a. Funds are to be allocated to surf school, surfers rescue and coaching development clinics costs.
 - b. Provision of updated insurance certificates by October 2022.
9. APPROVE funding to Rangeway Utakarra Karloo Progress Association for RUKPA Rebrand of \$1,260, subject to the following condition/s:
 - a. Funds are to be allocated to rebranding costs.
10. APPROVE funding to Mission to Seafarers Geraldton for MTS Geraldton Ventilation Upgrades of \$2,467, subject to the following condition/s:
 - a. Funds are to be allocated to ventilation upgrade costs.
 - b. Provision of updated insurance certificates by November 2022.

11. APPROVE funding to Walkaway Station Museum for Newspaper Revival of \$1,875, subject to the following condition/s:
 - a. Funds are to be allocated to purchase and freight of acid free plastic.
 - b. Provision of updated insurance certificates prior to Funding Agreement being issued.
12. INVITE Geraldton Carol by Candlelight to apply for recurrent funding through the 2023-24 Festival and Event Funding Program.

Cr. Librizzi left the meeting during deliberations relating to Railway Football Club at 2:03pm, returning at 2:10pm.

Cr. Keemink left the meeting during deliberations relating to Young Change Agents Limited at 2:28pm, returning at 2:41pm. Cr. Critch chaired the deliberations.

COMMITTEE DECISION:

That the Community Grants Committee RECOMMENDS the following allocation of funding to eligible projects to the Chief Executive Officer for endorsements as per Council Policy 1.8 Community Funding Programs:

1. **APPROVE funding to Railway Football Club for Railway Football Club Rooms Re-Roofing of \$20,000, subject to the following condition/s:**
 - a. Funds are to be allocated to building works.
 - b. Provision of updated insurance certificates by December 2022.
2. **APPROVE funding to North Midlands Project Incorporated (T/a The Geraldton Project) for Creative Labs: Where Creativity & Science Meet of \$10,000, subject to the following condition/s:**
 - a. Funds are to be allocated to workshop materials and local facilitator costs.
 - b. Recipient liaise with the City's Waste Education Officer to ensure workshops compliment the focuses of the City.
3. **APPROVE funding to Geraldton Carol by Candlelight for Geraldton Christian Churches Carols by Candlelight of \$5,000 with in-kind support of up to \$156, subject to the following condition/s:**
 - a. Funds are to be allocated to marketing / booklets, security, generators, toilets, lighting towers, electrical distributors and safety barrier costs.
 - b. Surplus funds from the 2022 Geraldton Christian Churches Carols by Candlelight are applied to next years event.
 - c. In-kind support is approved for the waiver of park and ground hire fees for Maitland Park.
4. **APPROVE funding to Geraldton Surf Lifesaving Club for Waterproofing the Clark Training Room and Gym of \$13,000, subject to the following condition/s:**
 - a. Funds are to be allocated to building works.
 - b. Provision of updated insurance certificates by November 2022.
5. **APPROVE funding to RSPCA WA for RSPCA WA Community Action Day of \$3,000 with in-kind support of up to \$78, subject to the following condition/s:**
 - a. Funds are to be allocated to dog & cat food supplies, parasite treatments, VMS sign, travel, microchip and online registrations, venue hire, advertising and accommodation costs.
 - b. In-kind support is approved for the waiver of hire fees for the Queens Park Theatre.
6. **APPROVE funding to Young Change Agents Limited for Discover and Explore Entrepreneurship of \$10,000, subject to the following condition/s:**
 - a. Funds are to be allocated to travel, marketing, videography and eLearning costs.
 - b. Programs are delivered at schools within both the Mullewa and Geraldton districts.
7. **APPROVE funding to HeartKids for Two Feet & A Heartbeat Charity Walk of \$1,000, subject to the following condition/s:**
 - a. Funds are to be allocated to speaker system, face painter, bouncy castle and promotional costs.

8. **APPROVE** funding to Surfing Western Australia for Aboriginal Surfing and Cultural Leadership Program of \$5,760 subject to the following condition/s:
 - a. Funds are to be allocated to the Surf School Program.
 - b. Provision of updated insurance certificates by October 2022.
9. **APPROVE** funding to Rangeway Utakarra Karloo Progress Association for RUKPA Rebrand of \$1,260, subject to the following condition/s:
 - a. Funds are to be allocated to rebranding costs.
10. **APPROVE** funding to Mission to Seafarers Geraldton for MTS Geraldton Ventilation Upgrades of \$2,700, subject to the following condition/s:
 - a. Funds are to be allocated to ventilation upgrade costs.
 - b. Provision of updated insurance certificates by November 2022.
11. **APPROVE** funding to Walkaway Station Museum for Newspaper Revival of \$3,000, subject to the following condition/s:
 - a. Funds are to be allocated to purchase and freight of acid free plastic.
 - b. Provision of updated insurance certificates prior to Funding Agreement being issued.
12. **INVITE** Geraldton Carol by Candlelight to apply for recurrent funding through the 2023-24 Festival and Event Funding Program.

MOVED: Cr. Critch

SECONDED: Cr. Reymond

CARRIED BY CONSENSUS

Peter Treharne and Mark Adams left the meeting at 3:12pm

5. 2022 Geraldton Greenough Sunshine Festival

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.

Project 3 submitted the 2021-22 Acquittal for Shore Leave 2022 on 26 July 2022. City Officers have reviewed the acquittal and have noted the following:

Shore Leave 2022 saw 35 events jammed into five action-packed days of dining, music, art, performance and conversation with 14,028 attendees across all events. Events held included:

- The Helm - 9,000 attendees (free community event)
- Iluka Welcome to Port - 450 attendees (free community event)
- Abrolhos Long Table Lunch - 202 attendees (61% from outside the Geraldton and Mid West region). Social media marketing reached 2,832
- Midwest Paddock to Plate - 210 attendees (55% from outside the Geraldton and Mid West region). Social media marketing reached 4,880
- Foreshore Feast - 274 attendees (36% from outside the Geraldton and Mid West region). Social media marketing reached 5,769
- Beach Price Markets - 4,500 attendees (free community event). Social media marketing reached 4,120
- Star Dreaming Under the Dome Experience - 422 attendees
- Mingenew Space Centre Stargazing - 30 attendees
- Bob's Ginstronomy - 77 attendees (52% from outside the Geraldton and Mid West region).
- Skeeta's Long Lunch - 31 attendees (16% from outside the Geraldton and Mid West region).
- Midwest Food Marketplace - 1,500 attendees (free community event)
- Live & Local Presented by Regional Sounds - 2,000 attendees (free community event)
- Ilkua Community Program - 500 attendees (free community event).
- Sustainable Futures Forum - 50 attendees

61% Out of Region attendance at Premier Ticketed Events.

92% of contracted suppliers were from the Midwest region. There was a \$700k direct economic impact to the Midwest, with \$1m out of region visitor impact to the Midwest with an overall economic impact of \$2m.

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Shore Leave 2022 returned a loss of \$60,399 with revenue of \$947,320 and expenditure of \$1,007,719. Financial breakdown is as follows:

Income - \$947,320

Tourism Geraldton Midwest	\$455k
CGG	\$100k
Mid West Ports	\$100k
Western Rock Lobster Council	\$50k
Iluka Resources	\$40k
Buy West East Best	\$8k
Rigters Supermarket	\$5k
Marine Stewardship Council	\$2,500
Other Income	\$48,179 (includes additional \$2k from CGG for photography & videography)
Ticket Sales	\$138,641.

It is noted that Geraldton Fisherman's Co-operative is listed as a Presenting Partner but no financial contribution received.

Expenditure - \$1,007,719

Administration	\$237,961
Marketing	\$89,269
Operations	\$679,801
Meeting Expenses	\$343
Parking	\$39
Postage	\$28
Printing & Stationary	\$279

Audit Report received from Reliance Auditing Services.

City logo was used in all major promotions acknowledging the Presenting Partner rights (programs, posters, website, signage and promotional flyers and schedules). City was acknowledged multiple times across Facebook and Instagram with dedicated posts and shared content. Bow flag banners were created to promote the City as a presenting partner as well as signage on fences erected at the Geraldton Foreshore and Beach Price Markets. Mayor addressed guests at the official welcome at the Iluka Welcome to Port event on the opening night. City's contribution was acknowledged by official MC's and event hosts throughout each event. Evidence provided to satisfy acknowledgement conditions.

Hallmark events will once again be delivered for Shore Leave 2023 (The Helm, Welcome to Port, Abrolhos Long Table Lunch, Sea Shanty Challenge, Beach Price Markets at the Fishermen's Wharf, Midwest Paddock to Plate, Midwest Mess Hall and Closing Celebrations). Recipient aims to increase out of region ticket sales, increase content across the Mid West region, increase attendance and introduce one new ticket profile event. Promotional opportunities to remain the same. Draft Budget for Shore Leave 2023 has been received showing an expected profit of \$5,300, with \$977,200 anticipated to be generated through income with event expenditure of \$971,900. Draft Program for Shore Leave 2023 has not been provided.

Community Grants Committee to review the 2022 Acquittal including the Shore Leave 2023 Budget (refer Attachment 14) and endorse the 2022-23 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.

COMMUNITY GRANTS COMMITTEE - MINUTES – 29 SEPTEMBER 2022

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.
8. 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.
9. 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.

In April 2022 correspondence was provided regarding the transfer of obligations and financial responsibility of this Funding Agreement to Project 3. The 2021-22 Funding Agreement was issued to Project 3 and all subsequent dealings and reporting requirements have been managed by Project 3.

2022-23 is the final allocation of the current agreement.

OFFICER RECOMMENDATION:

1. ACCEPT the 2022 Shore Leave Festival Acquittal and 2023 Shore Leave Festival Budget.
2. APPROVE the 2022-23 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. Acquittal to include evidence demonstrating economic impact, financial sustainability and community benefit.
 - e) Provision of evidence of Public Liability Insurance, Personal Accident Insurance, and if applicable, Workers Compensation Insurance.
 - f) Provision of current Risk Management Plan and / or COVID Safe Plan.
3. ADVISE that if, for whatever reason, the Shore Leave Festival is not delivered in 2023 calendar year, the Recipient will be required to repay the funding.
4. ADVISE the Recipient that 2022-23 is the final year of the current agreement.
5. INVITE Project 3 to apply for recurrent funding through the 2023-24 Festival and Event Funding Program.

COMMITTEE DECISION:

1. **ACCEPT** the 2022 Shore Leave Festival Acquittal and 2023 Shore Leave Festival Budget.
2. **APPROVE** the 2022-23 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. Acquittal to include evidence demonstrating economic impact, financial sustainability and community benefit.
 - e) Provision of evidence of Public Liability Insurance, Personal Accident Insurance, and if applicable, Workers Compensation Insurance.
 - f) Provision of current Risk Management Plan and / or COVID Safe Plan.
3. **ADVISE** that if, for whatever reason, the Shore Leave Festival is not delivered in 2023 calendar year, the Recipient will be required to repay the funding.
4. **ADVISE** the Recipient that 2022-23 is the final year of the current agreement.
5. **INVITE** Project 3 to apply for recurrent funding through the 2023-24 Festival and Event Funding Program.

MOVED: Cr. Librizzi

SECONDED: Cr. Tanti

CARRIED BY CONSENSUS

6. 2022 Geraldton Greenough Sunshine Festival

GGSF were approved funding of \$20,000 for a three (3) year period in June 2019 being for 2019-20, 2021-22 and 2022-23.

The 2019-20 allocation has been successfully acquitted with the event returning a loss of \$2,965 (total project cost \$50,493 with income of \$47,528). The City's funding was acknowledged accordingly and the financials were audited by an independent auditor.

In September 2020 the City was advised that the 2020 Geraldton Greenough Sunshine Festival was cancelled due to COVID-19. It was confirmed with GGSF that the 2020-21 allocation would not be paid, but term of funding extended to 2022-23 as per the below:

Financial Year	Event	Amount
2019-20	2019 Geraldton Greenough Sunshine Festival	\$20,000
2020-21	N/A	N/A
2021-22	2021 Geraldton Greenough Sunshine Festival	\$20,000
2022-23	2022 Geraldton Greenough Sunshine Festival	\$20,000

In June 2021 the City was advised that the 2021 Geraldton Greenough Sunshine Festival was once again cancelled due to COVID-19. It was confirmed with GGSF that the 2021-22 allocation would not be paid, but term of funding extended to 2023-24 as per the below:

Financial Year	Event	Amount
2019-20	2019 Geraldton Greenough Sunshine Festival	\$20,000
2020-21	N/A	N/A
2021-22	N/A	N/A
2022-23	2022 Geraldton Greenough Sunshine Festival	\$20,000
2023-24	2023 Geraldton Greenough Sunshine Festival	\$20,000

In June 2022 the City was advised that the 2022 Geraldton Greenough Sunshine Festival has been cancelled for a third consecutive year due to COVID-19. With large local events back up and running following COVID-19, further information was requested from GGSF regarding the decision to cancel the event and the delivery of the Sunshine Festival moving forward.

The City of Greater Geraldton received correspondence from the Geraldton Greenough Sunshine Festival (GGSF) in September 2022 as follows:

The decision to cancel this year's festival was made back around May when it looked like the covid situation was getting worse with official reports saying another wave was likely. The committee didn't want to run a festival that potentially could be a super spreader event infecting a large number of people. Also there were a number of potential restrictions that made running the festival more expensive and logistically tricky. Eg fencing requirements, mask wearing, checking vaccination status and checkin procedures.

We had been in contact with other committees and they had told us that there was a lot of back and forth between them and the council due to the state rules being changed or updated on a regular basis. This made running those events far more stressful and time consuming.

We do not have a covid plan at this stage as the festival has been cancelled and feel that it was too much for our committee of volunteers to put in place.

At this stage the committee feels that the festival will go ahead next year and it now looks like the restrictions are relaxing and the effects of the virus are not as severe as they were in the past so do not see any reason why the festival won't go ahead next year.

The committee is looking forward to running the festival and hope to make a comeback with a large impact. We anticipate that the family fun day and float parade will be bigger and better than previous years as we think the Geraldton community will really get behind the event and support it after a break of 3 years. There is still a lot of goodwill for the Sunshine festival amongst the Geraldton population and local businesses and we hope to carry on for many years to come.

OFFICER RECOMMENDATION:

That the Committee APPROVE the extension of the GGSF funding to 2024-25 with the following conditions:

1. Provision of a Covid Plan or Risk Management Plan for the 2023 Geraldton Greenough Sunshine Festival.
2. Provision of a full Budget for the 2023 Geraldton Greenough Sunshine Festival.
3. Provision of a full Program for the 2023 Geraldton Greenough Sunshine Festival.
4. If the 2023 Geraldton Greenough Sunshine Festival is cancelled the 2023-24 funding will be withdrawn and no further extension to the term of funding will be offered.

COMMITTEE DECISION:

APPROVE the extension of the GGSF funding to 2024-25 with the following conditions:

1. Provision of a Covid Plan or Risk Management Plan for the 2023 Geraldton Greenough Sunshine Festival.
2. Provision of a full Budget for the 2023 Geraldton Greenough Sunshine Festival.
3. Provision of a full Program for the 2023 Geraldton Greenough Sunshine Festival.
4. If the 2023 Geraldton Greenough Sunshine Festival is cancelled the 2023-24 funding will be withdrawn and no further extension to the term of funding will be offered.

MOVED: Cr. Tanti

SECONDED: Cr. Librizzi

CARRIED BY CONSENSUS

7. Update on Awarded Community Funding

Refer Attachment 16 – 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 March 2022.

COMMITTEE DECISION

RECEIVE the Awarded Community Funding Report.

MOVED: Cr. Librizzi

SECONDED: Cr. Reymond

CARRIED BY CONSENSUS

8. General Business

Round 28 of the Community Grants Program will open 3 January 2023 with applications to be submitted by 22 February 2023. The Community Grants Committee Meeting will be held 28 March 2023.

Cr. Reymond noted the great work Centacare Family Services do with hosting the annual Community Christmas Lunch and would like to see the City continue to support this event. The possibility of inviting Centacare Family Services to apply for recurrent funding was discussed. There has been strong support of this organisation and this event through the City's three (3) public funding programs in previous years and can't see that this would not continue into the future. The amount of funding requested is small and does not align with the purpose of the Festival and Event Funding Program.

COMMITTEE DECISION

NOTE the benefits of the Centacare Community Lunch over the years and continue to support the event through the three (3) public funding programs as applications are submitted. Recurrent funding will not be offered for this event.

MOVED: Cr. Critch

SECONDED: Cr. Reymond

CARRIED BY CONSENSUS

9. Close

Meeting closed at 3:26pm by Chair, Cr. Keemink

2023-24 Community Funding Programs

COMMUNITY GRANTS PROGRAM

- Applications are to be open twice per year
 - Open early July, close mid-August for projects commencing after 1 November
 - Open early January, close mid-February for projects commencing after 1 May
- Guidelines to highlight that recurrent proposals should not be requested unless it is a milestone / anniversary and funding is needed to make it bigger to celebrate the milestone / anniversary.
- Assessment and Scoring as follows
 - Treasury Officer – complete eligibility pre-assessment, and complete Funding History scoring
 - Subject Matter Expert (SME) – to assess and score against Alignment to City Plans (SCP, DAIP and RAP) and Capacity to Deliver
 - Community Grants Committee – to assess and score against Community Benefit, Economic Benefit, Level of Support and Financial Sustainability.
 - No assessor will give an opinion regarding if funding should be awarded. Provide scores and general comment on submission only.
- Total score will be calculated for each individual application and ranking of projects determined. Based on the scores, the following matrix will be used to determine a recommendation of funding for the Community Grants Committee to consider.

COMMUNITY GRANTS SCORING MATRIX		
<i>Funding will be recommended to the highest ranked project based on the below, and then second highest etc. until the budget allocation for the round has been assigned</i>		
Score	85 - 100	100% of eligible funding
	75 – 84.99	90% of eligible funding
	70 – 74.99	80% of eligible funding
	65 – 69.99	70% of eligible funding
	60 – 64.99	60% of eligible funding
	50 – 59.99	50% of eligible funding
	0 – 49.99	0% of eligible funding

- Any requests for funding less than \$2,000 will be automatically marked as ineligible. If eligible funding is less than \$2,000, recommendation for funding (regardless of ranking) will be \$0. If recommendation for funding using the above matrix is less than \$2,000, recommendation for funding will be \$0.
- SME's and Chief Financial Officer to be invited to the Community Grants Committee Meeting.
- Following the Community Grants Committee Meeting, the Committee recommendations will go to EMT for review and CEO endorsement.
- Applicants to be notified and Funding Agreements issued.
- Forms are to be created to better measure and identify who and where the funding is going to (i.e. type of organisation, type of proposal etc.).
- Post Survey to be circulated to all successful applicants six months after acquittal of project to gauge the benefits the proposal had on the organisation, members, participants, and broader community.
- Comms Team to be notified of successful applicants for social media posts and website to be updated.
- BRIEFING NOTE to be sent to Councillors every six months advising of awarded funding for the period (will also include outcomes of Community Project Support Program, Mayoral Discretionary Fund and Event Support Program).

COMMUNITY PROJECT SUPPORT PROGRAM

- Applications are to be open all year round, until annual budget has been allocated.
- Applications will be assessed monthly and presented to EMT for review and allocation of funding.
- Proposals are to commence no earlier than the month following presentation to EMT (i.e. application submitted in July must commence no earlier than 1 September)
- Assessment and Scoring as follows
 - Treasury Officer – complete eligibility pre-assessment, and complete Funding History and Financial Sustainability scoring
 - Subject Matter Expert (SME) – to assess and score against Alignment to City Plans (SCP, DAIP and RAP), Capacity to Deliver, Community Benefit, Economic Benefit and Level of Support
 - No assessor will give an opinion regarding if funding should be awarded. Provide scores and general comment on submission only.
- Total score will be calculated for each individual application and ranking of projects determined. Based on the scores, the following matrix will be used to determine a recommendation of funding.

COMMUNITY PROJECT SUPPORT SCORING MATRIX		
<i>Funding will be recommended to the highest ranked project based on the below, and then second highest etc. until the budget allocation for the round has been assigned</i>		
Score	85 - 100	100% of eligible funding
	75 – 84.99	90% of eligible funding
	70 – 74.99	80% of eligible funding
	65 – 69.99	70% of eligible funding
	60 – 64.99	60% of eligible funding
	50 – 59.99	50% of eligible funding
	0 – 49.99	0% of eligible funding

- Recommendations will be presented to the SME's Director for endorsement.
- Applicants to be notified and Funding Agreements issued.
- Forms are to be created to better measure and identify who and where the funding is going to (i.e. type of organisation, type of proposal etc.).
- Post Survey to be circulated to all successful applicants six months after acquittal of project to gauge the benefits the proposal had on the organisation, members, participants, and broader community.
- Comms Team to be notified of successful applicants and website to be updated.
- BRIEFING NOTE to be sent to Councillors every six months advising of awarded funding for the period (will also include outcomes of Community Grants Program, Mayoral Discretionary Fund and Event Support Program).

FESTIVAL AND EVENT FUNDING PROGRAM

- Applications are to be open once per year for funding allocation for the following financial year.
- Assessment and Scoring as follows:
 - Treasury Officer – complete eligibility pre-assessment, and complete Funding History scoring
 - Subject Matter Expert (SME) – to assess and score against Alignment to City Plans (SCP, DAIP, RAP and Event Strategy) and Capacity to Deliver
 - Community Grants Committee – to assess and score against Community Benefit, Economic Benefit, Level of Support and Financial Sustainability.
 - No assessor will give an opinion regarding if funding should be awarded. Provide scores and general comment on submission only.
- Total score will be calculated for each individual application and ranking of projects determined. Based on the scores, the following matrix will be used to determine a recommendation of funding for the Community Grants Committee to consider.

FESTIVAL AND EVENT FUNDING SCORING MATRIX		
<i>Funding will be recommended for all applicants based on the following matrix</i>		
Score	85 - 100	100% of eligible funding
	75 – 84.99	90% of eligible funding
	70 – 74.99	80% of eligible funding
	65 – 69.99	70% of eligible funding
	60 – 64.99	60% of eligible funding
	50 – 59.99	50% of eligible funding
	0 – 49.99	0% of eligible funding

- If the applicant has already received recurrent funding through the Festival and Event Funding Program for this event, phased funding will be recommended as follows:

PHASED FUNDING MATRIX		
	Year 1	100% of funding as per Scoring Matrix
	Year 2	75% of Year 1 funding
	Year 3	50% of Year 1 funding

- Recommendations will be submitted to Council for budgetary consideration and final endorsement. There will be no Item to Council unless it has been determined necessary by the Community Grants Committee.
- Applicants to be notified of the recommendations and then confirmed once budget has been adopted.
- Forms are to be created to better measure and identify who and where the funding is going to (i.e. type of organisation, type of proposal etc.).
- Post Survey to be circulated to all successful applicants six months after acquittal of project to gauge the benefits the proposal had on the organisation, members, participants, and broader community.
- Comms Team to be notified of successful applicants and website to be updated.

SERVICE AGREEMENT PROGRAM

- Applications are to be open once per year for funding allocation for the following financial year.
- Assessment and Scoring as follows:
 - Treasury Officer – complete eligibility pre-assessment, and complete Funding History scoring
 - Subject Matter Expert (SME) – to assess and score against Alignment to City Plans (SCP, DAIP, RAP and Event Strategy) and Capacity to Deliver
 - Community Grants Committee – to assess and score against Community Benefit, Economic Benefit, Level of Support and Financial Sustainability.
 - No assessor will give an opinion regarding if funding should be awarded. Provide scores and general comment on submission only.
- Total score will be calculated for each individual application and ranking of projects determined. Based on the scores, the following matrix will be used to determine a recommendation of funding for EMT to consider.

FESTIVAL AND EVENT FUNDING SCORING MATRIX		
<i>Funding will be recommended for all applicants based on the following matrix</i>		
Score	85 - 100	100% of eligible funding
	75 – 84.99	90% of eligible funding
	70 – 74.99	80% of eligible funding
	65 – 69.99	70% of eligible funding
	60 – 64.99	60% of eligible funding
	50 – 59.99	50% of eligible funding
	0 – 49.99	0% of eligible funding

- Recommendations will be submitted to Council for budgetary consideration and final endorsement. There will be no Item to Council unless it has been determined necessary by EMT.
- Applicants to be notified of the recommendations and then confirmed once budget has been adopted.
- Forms are to be created to better measure and identify who and where the funding is going to (i.e. type of organisation, type of proposal etc.).
- Post Survey to be circulated to all successful applicants six months after acquittal of project to gauge the benefits the proposal had on the organisation, members, participants, and broader community.
- Comms Team to be notified of successful applicants and website to be updated.

City of Greater Geraldton

1.8 COMMUNITY FUNDING PROGRAMS

SUSTAINABILITY THEME

Community

OBJECTIVES

- To complement and support both Council and community priorities through a range of community funding initiatives.
- To provide financial assistance to groups and organisations to deliver positive community outcomes.
- To utilise community funding as a strategic opportunity to strengthen quality of life within the City through improved community engagement, partnerships and participation.
- Ensure community funding arrangements are outcomes based and in alignment with the City's Strategic Community Plan.
- Coordinate fair and equitable application and assessment processes for the Community Funding Program.
- Ensure transparency and good governance in the distribution of funding.

POLICY STATEMENT

The City acknowledges its roles as a facilitator and partner in the development and sustainability of local community-based organisations and to support the aspirations and achievements of its residents. It aims to foster a sustainable, vibrant, engaging and inclusive community which improves the quality of life and opportunities for residents and visitors. Community funding supports these aspirations through initiatives and activities that enhance engagement and participation, building resilience and developing community leaders.

Funding programs are subject to an annual allocation of funds through the City's annual budget process.

All community grant programs and schemes will be managed through specific guidelines that will include details on the following:

- Eligibility
- Funding criteria
- Terms of grants
- Assessment and approval process
- Accountability procedure

POLICY DETAILS

1. Community Funding Program

This program aims to provide funding opportunities to not-for-profit community groups, clubs and organisations to implement projects, activities and programs that enhance and promote community wellbeing within the City.

Programs include:

- Community Grants (Up to \$20,000)
- Community Project Support (Up to \$2,000)

1.1. Community Grants (Up to \$20,000)

Applications will be assessed ~~by the City administration and Community Grants Committee and determined with determination to be made~~ by the Community Grants Committee, in line with the guidelines.

The CEO has delegated authority to endorse the recommendations of the Committee. Any changes to the recommendations are to be approved by Council.

1.2. Community Project Support (Up to \$2,000)

Applications will be assessed in line with the guidelines by ~~the Grants Review Panel~~ the City administration, who will make recommendations to ~~the Executive Management Team Directors~~ for endorsement.

2. Service Agreements

Service Agreements are offered to local organisations that provide a service to the community that the City may be required to provide if they didn't.

Applications will be assessed by the City administration and the Executive Management Team (EMT), with recommendations ~~presented submitted~~ to Council for ~~their budgetary consideration and final~~ endorsement.

Service Agreements may be provided for up to a three (3) year term, with phased reduction of the funding considered to encourage financial sustainability of the applicant.

3. Mayoral Discretionary Fund

This fund is for the Mayor to approve requests for financial assistance at his discretion.

The Mayor has authority to approve funding up to \$5,000; while applications greater than \$5,000 will require the approval of Council.

4. Festival and Event Program

This program is for events held within the City which bring tourists and an economic boost to the region. Events will be delivered by the applicant.

Applications (above \$20,000 and / or multi-year requests) will be initially assessed and prioritised by the City administration and Community Grants Committee, in line with the guidelines and Event Strategy. The prioritised list will then be submitted to Council for budgetary consideration and final endorsement.

Festival and Event funding may be provided for up to a three (3) year term, with phased reduction of the funding considered to encourage financial sustainability of the applicant.

5. Self-Supporting Loans

Council will consider providing self-supporting loans to incorporated clubs or organisations based in the City who undertake to meet the capital, interest and loan guarantee payments, for the purpose of capital improvements to land or buildings.

The term will be limited to a maximum of 10 years, and organisations may have only one active self-supporting loan at any given time.

The application will be required to demonstrate capacity to fund the replacement or renewal of the improvements through a reserve or sinking fund, whilst servicing the loan. Approval will only be considered where this can be adequately demonstrated through a forward financial plan.

Applications will be assessed by the City administration, with recommendations presented to Council for their endorsement.

6. CSRFF Funding

The City will accept applications as part of the CSRFF program and process applications in line with the Department of Local Government, Sport and Cultural Industries guidelines. Each eligible application will be assessed by the City administration. Recommendations and priority listings will be presented to Council for consideration.

KEY TERM DEFINITION

City means the City of Greater Geraldton.

CSRFF means Community Sporting and Recreation Facilities Fund, a program provided by the Western Australian Government through the Department of Local Government, Sport and Cultural Industries, to provide financial assistance to community groups to develop basic infrastructure for sport and recreation.

Community Grants Committee is a group of elected members of the City.

~~**Grants Review Panel** is group of selected officers of the City.~~

Self-Supporting Loan is where the City acts as guarantor and intermediary with a financial institution to allow an Incorporated Association to obtain funds.

Strategic Community Plan means the Strategic Community Plan adopted by the City.

ROLES AND RESPONSIBILITIES

The Chief Financial Officer is responsible for implementing this Policy.

WORKPLACE INFORMATION

Community Strategic Plan

Corporate Business Plan

Long Term Financial Plan

Annual Budget Framework

Sporting Futures Report

Event Strategy

Local Government Act 1995

DRAFT

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Chief Financial Officer	Biennial	2022
Version	Decision Reference		Synopsis	
2.	CCS549	24/11/2020	Policy Review	

Community Grants Scoring Criteria

CRITERION 1 – COMMUNITY BENEFITS (30%)

1. Applicant has clearly demonstrated community benefits to the residents of Greater Geraldton
2. Applicant has clearly demonstrated that the proposal is accessible to the community

CRITERION 2 – ECONOMIC BENEFITS (30%)

1. Applicant has clearly demonstrated the economic benefit to the Greater Geraldton region
2. Applicant has clearly demonstrated that the majority of the products / services required for this proposal will be sourced from within the Greater Geraldton region

CRITERION 3 – LEVEL OF SUPPORT (5%)

1. Applicant has clearly demonstrated support from other sources

CRITERION 4 – CAPACITY TO DELIVER (5%)

1. Applicant has clearly demonstrated that they have the skills, experience and aptitude required to carry out the proposal

CRITERION 5 – FINANCIAL SUSTAINABILITY (5%)

1. Applicant has clearly demonstrated the financial sustainability of the proposal into the future

CRITERION 6 – FUNDING HISTORY (5%)

1. Proposal Reliance on City funding within the last five (5) years
2. Organisation Reliance on City support within the last five (5) years

CRITERION 7 – ALIGNMENT TO THE CITY'S STRATEGIC COMMUNITY PLAN (20%)

1. Applicant has clearly demonstrated how the proposal aligns to the City's Strategic Community Plan