





Recover TOGETHER

COVID-19 RELIEF & RECOVERY FUND

Grant Guidelines



Introduction

The Shire of Mundaring is accepting applications from incorporated not-for-profit groups, unincorporated community groups (under the auspices of an incorporated group), businesses, and business groups located and operating within the Shire.

The Recover Together – COVID-19 Relief and Recovery Fund aims to build community and local business and industry resilience and connectedness, through support for community networks and business and community led initiatives, which address the impacts of COVID-19. This may include improving mental health, community connection, physical health, financial security, food security and local business and industry conditions.

The Fund aims to provide a flexible and adaptive response. As such, these guidelines may change due to the evolving nature of COVID-19.

Please contact the Community Capacity Building Officer on 9290 6678 prior to submitting a grant application. A discussion by phone will help you confirm eligibility, submit a more competitive application or may identify other available resources.

Applications can be submitted online at any time via <https://mundaring.smartygrants.com.au>.

“*Strengthening community and local business*”



Eligibility criteria

To be eligible for funding an applicant must:

- Be an incorporated not-for-profit group based in the Shire of Mundaring or delivering services to Shire residents
- Be an un-incorporated community group under the auspices of an incorporated organisation
- Be a business or business group located in the Shire of Mundaring
- Have current Public Liability Insurance (minimum \$20 million) that covers the program/activity being undertaken, where the program/activity involves public attendance/participation

Groups currently in receipt of a three or four year service agreement with the Shire will be eligible to apply.

The Restart Grant may be used for initiatives that address the needs of an individual business. The Reconnect, Rebuild and Resilience Grant are for initiatives that address the needs of the broader local business and industry sector, not the particular needs of an individual business.

Auspicing

An unincorporated community group can only apply for funding if they do so under the auspices of another incorporated organisation. The incorporated organisation will be responsible for receiving and managing the funds. Funds will be paid directly to the bank account of the incorporated organisation. It is the responsibility of the incorporated organisation and the applicant to negotiate and agree upon the conditions of the auspicing arrangement.

For information on how to become incorporated search for the Department of Mines, Industry Regulation and Safety - How to incorporate an association.

Or see this link: <https://www.commerce.wa.gov.au/consumer-protection/how-incorporate-association>



Funding Available

Restart Grant – up to \$500

This grant is designed to respond quickly to community and local business and industry requests for small initiatives and items that will assist them in recovery and ‘restarting’.

Examples of funding requests at this level include training, equipment, website enhancement, printing and promotions and implementing COVID-19 safety measures.

Reconnect Grant – \$501 to \$2500

This grant is to support initiatives that benefit community groups and their members and local business and industry.

Business applications at this level must demonstrate a collective benefit to their sector and the broader community.

Examples of funding requests at this level are insurance, advertising, promotion, equipment, engaging consultants and training.

Rebuild Grant – \$2501 to \$10,000

This grant is to support initiatives that are of wider community or economic benefit.

Examples of funding requests at this level are strategy development, staff wages, website creation, partnerships development to implement initiatives, IT hardware and software upgrades.

Resilience Grant - \$10,001+

This grant is available for large-scale initiatives that will generate broad community or economic benefit.

Examples of funding requests at this level are programs and initiatives that build capacity of community, enhance business partnerships and networks, workshops, mental health initiatives and tourism campaigns.

Organisations in receipt of this level of funding will enter into a service agreement with the Shire.

Funding of wages for the Rebuild and Resilience Grants will enable community groups and small business to ensure, where applicable, that they have appropriately trained staff and suitable levels of staffing to rebuild and deliver programs and activities.

Funding of insurance will be considered to cover single events, to enable new groups to become established or to assist existing groups to manage the impacts of COVID-19.



Essential criteria

- The initiative is based within the Shire of Mundaring
- The application must demonstrate ongoing community or economic benefit
- The application must demonstrate a need relating to the COVID-19 pandemic, and a clear plan for addressing the need
- The applicant and proposed program/activities must comply with all COVID-19 government and health requirements, advice and guidelines. Please refer to WA State Government website for current advice - <https://www.wa.gov.au/government/covid-19-coronavirus>

Examples of eligible initiatives may include:

- Assisting community groups to build their service online
- Initiatives that assist local business and industry to adapt and be sustainable
- Rebuilding local arts and culture
- Increasing community connectedness
- Assisting community groups and sporting clubs to rebuild
- Health and wellbeing programs/activities

- Support for the socially isolated
- Financial planning advice and support
- Employment and training programs/activities
- Food programs and activities for people in need
- Tourism initiatives
- Economic development initiatives

What won't be funded?

- Retrospective costs
- Capital works being undertaken by the community group or the Shire through other budget processes
- Educational institutions
- Deficit funding
- Sponsorship
- The purchase of alcohol
- Purchase of prizes/gifts (please discuss with us before making an application as these purchases may be permitted under some circumstances)
- Community events that may be funded via the Shire's Community Event Grant

Assessment criteria

Priority will be given to initiatives that:

- Actively demonstrate how the proposed program/activity addresses the impacts of COVID-19
- Deliver the greatest benefit to the community and to local business and industry
- Target community members or business/industry most impacted by COVID-19
- Actively support the rebuilding of the arts and culture sector
- Reach the greatest number of community members
- Are delivered by local organisations or groups
- Do not duplicate an existing service
- Are offered free to participants
- Are ready to begin quickly
- Are unable to access funding from other sources (eg. State or Federal Government) that is applicable to the proposed initiative
- Demonstrate value for money

Assessment process

Grant	Grant cap	Closing date	Notification period	Acquittal Report due
Restart	\$500	1 June 2021	Approximately 3 weeks after submission	3 months after project completion
Reconnect	\$2500	1 June 2021	Approximately 3 weeks after submission	3 months after project completion
Rebuild	\$10,000	1 March 2021	Approximately 6 weeks after submission	3 months after project completion
Resilience	\$10,001+	1 March 2021	Approximately 8 weeks after submission	3 months after project completion

Funding is available for initiatives that will be commenced by 30 June 2021.

You must provide a quote for items over \$500.

The amount of financial assistance from the Shire is GST inclusive. All GST obligations are the responsibility of the applicant.

All grants are assessed by the Community Capacity Building Officer who provides a recommendation report to:

- The Chief Executive Officer for applications up to \$2,500;
- Grant Selection Committee for applications between \$2,501 and \$10,000; and
- Council for applications over \$10,001.

Members of the community are able to attend and observe grant related meetings. The details of the meetings are placed in the local newspaper or you can contact the Community Capacity Building Officer for the date, time and location.



Conditions of Funding

1. Groups and businesses in receipt of over \$10,000 will be required to sign a Service Agreement. Funds will be provided through electronic funds transfer to the group's/ business' bank account.
2. Funds must be spent in accordance with the scope and timeline described in the application.
3. Unexpended funds must be returned to the Shire on completion of the program/activity.
4. Applicants are required to obtain all appropriate permits, consents or approvals, including but not limited to those required by the Shire's planning, building or health departments. Funding may be withdrawn or withheld if the necessary steps are not taken to meet this condition. Applicants must take into account current State government COVID-19 guidelines at the time of implementing their successful program/activity.
5. Applicants must inform the Shire in writing of any circumstances which may result in the program/activity not being completed as described in the application. Variations can be requested in writing to the Manager Libraries & Community Engagement.
6. Applicants must meet the promotional requirements outlined in their Agreement, and provide acknowledgement of the Shire's support as described in their application.
7. An acquittal report must be submitted on completion of the project. Audited financial statements must be submitted along with the acquittal where grant funding exceeds \$10,000. The acquittal form will be made available to successful applicants via SmartyGrants.

Acquittal Process

On completion of the funded project, and within the timeframe specified, successful applicants must complete an acquittal document to show how the grant was expended.

This may include:

- An assessment of the success of the program/ activity – outcomes realised against the outcomes anticipated or estimated in the grant application
- Evidence of how the Shire of Mundaring was acknowledged during the program/activity
- Detailed budget showing how the funds were spent
- Receipts or other evidence of the actual expenditure






Contact info

For further information about grants contact the Community Capacity Building Officer on 9290 6678, ccbo@mundaring.wa.gov.au or visit the Shire's Community Grant page at www.mundaring.wa.gov.au.



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