



# Community Led Initiatives *Trial Small Events / Projects* Program

**2019-2020  
GUIDELINES & PROCESS**

## **NOTICE TO ALL APPLICANTS**

Please ensure that you have read and understood these guidelines before you complete your request for financial assistance.

# CONNECT INSPIRE SUPPORT

This list is inspired by [www.denverdweller.com/31-ways-to-build-community-in-your-neighborhood/](http://www.denverdweller.com/31-ways-to-build-community-in-your-neighborhood/)

- ❖ **Create a street directory.** Drop off a sign-up sheet in everyone's mailbox and when they return it to you can email the final version to everyone. This could lead into a local 'neighbourhood watch' (see below) and is very useful in the case of an emergency.
- ❖ **Organise a street party.** It can be as simple or as fancy as you like!
- ❖ **Build a Free Little Library.** Head to <https://littlefreelibrary.org/> for more information.
- ❖ **Nurture a community veggie patch.** A time-tested way to promote community interaction in your neighbourhood as well as share in a bounty of fresh veggies.
- ❖ **Host a movie or games night.** Outdoors in the closest park or public open space.
- ❖ **Promote the use of a 'streetbank'.** For more information look at [www.streetbank.com](http://www.streetbank.com), think laterally and include 'skills' not just 'things'.
- ❖ **Establish a localised neighbourhood watch.** These programs can be one of the most effective deterrents to neighbourhood crime.
- ❖ **Celebrate Neighbour Day on the last Sunday in March.** With a brekky, morning coffee, light lunch, afternoon tea or a BBQ...
- ❖ **Support the neighbourhood school.** Even if you don't have kids at the school, it's important to remember that the local school is a community member, host or attend a fundraising event.
- ❖ **Treat your neighbours to a little concert.** Music brings people together, be aware and respectful of noise levels when planning this one!
- ❖ **Coordinate your street to be part of the annual Garage Sale Trail.** This is the perfect way to clear out your clutter, be good to the environment and help your neighbours do the same.
- ❖ **Share small neighbourhood gifts at holiday times.** It's rare that anyone gets anything fun in the mail these days. Why not surprise your neighbours with a simple holiday treat?
- ❖ **Connect online to connect offline.** Go ahead and create that neighbourhood Facebook group page. But, be sure to use it to encourage offline interaction, too.
- ❖ **Champion a cause.** There are hundreds of awareness days, weeks & months, here's some ideas, champion one relevant to your neighbourhood or interests...
  - ❖ February      Wear Red Day (14<sup>th</sup>, for heart research)
  - ❖ March        Clean Up Australia Day + International Women's Day (8<sup>th</sup>)
  - ❖ April        Happiness Day (1<sup>st</sup>) + Autism Awareness Month
  - ❖ May         Volunteer Week & Cystic Fibrosis Month
  - ❖ June        Burns Awareness + Red Nose Day
  - ❖ July        National Tree Day + Stress Down Day
  - ❖ August      Jeans for Genes + Daffodil Day
  - ❖ September   RU OK? Day (second Thursday) + Car Free Day (22<sup>nd</sup>)
  - ❖ October     Mental Health Month + Pink Ribbon (Breast Cancer) Month
  - ❖ November   World Kindness Day + International Men's Day (19<sup>th</sup>)

# Community Led Initiatives Program (*trial*)

The Town of East Fremantle's trial **Community Led Initiatives** program offers proactive local community members (including ratepayers, residents, businesses, community groups and sporting clubs), the opportunity to host neighbourhood events and undertake small localised projects to help connect their neighbours to build welcoming networks.

Funding can be used to provide healthy\* catering for a social event (ie a breakfast gathering, afternoon tea or BBQ); or the elements necessary for a project (ie plants / soil for a verge or park planting, free little library infrastructure or welcome new neighbours program gifts).

*\*the Town references the WA Department of Health's Healthy Options WA Policy, which uses a traffic light system based on nutrient content aligned with the Australian Dietary Guidelines.*

## HOW TO APPLY

If your proposed event or project fits these guidelines, simply complete the one-page online Request Form. Requests will be accepted at any time, and considered until the annually allocated amount of funding (\$10,000) is expended. You may be asked for proof of local support so do consider garnering a simple statement co-signed by the intended participants or a photograph of your proactive partners whilst discussing the initiative.

## GRANT GUIDELINES

- The event or project must be located within the Town of East Fremantle on public property, ie parks, reserves, verges or within public buildings.
- Funding is only available to Town of East Fremantle community members, ie ratepayers, residents, local businesses, community groups and sporting clubs.
- Applicants should allow 25 working days from submission until the funds are received.
- Receipts to show monies spent, along with some photos need to be submitted within eight weeks of receipt (for Town record keeping purposes).

## FUNDING AMOUNTS

The approval amount will be determined by the number of attendees expected at the event. As a guide the Town will look at providing funding of approximately \$10.00 per person, ie from 10 people (\$100.00) up to 50 people (\$500.00). Up to \$1,000.00 can be funded per applicant / street / project per calendar year (ie your initiative can have two parts).

## ELIGIBLE EVENTS & PROJECTS

Projects will be considered eligible if they can demonstrate that benefit is provided to Town residents through recreational, social or cultural means, noting that the applicant must be an East Fremantle ratepayer or resident; or a business\*\*, community group\*\* or sporting club\*\* located within the Town of East Fremantle. *\*\*these organisations must provide evidence of intended interaction with the broader community – ie, the funding is not intended for events or projects which will only involve or benefit existing business contacts and / or club / group members.*

## INELIGIBLE EVENTS & PROJECTS

The following will definitely not be considered for funding:

- Events and projects at the rear of properties (backyards) or on private land; and
- Alcohol or permits to consume alcohol.

## OTHER CONDITIONS

- Council reserves the right to request further information.
- Council will further support the project through waiving any applicable Council hire fees.
- The proposed project must adhere to local policies, for example, planting plans will be reviewed by the Town's Parks & Gardens Team.
- Applicants will be advised, in writing, of the success or otherwise of their application.
- A condition of acceptance of the Town of East Fremantle's financial contribution includes acknowledgement of this assistance.
- The Town will provide hard-copy invitations / posters / signage (as appropriate, upon request) along with promotion through the online calendar and email newsletter.
- The Town is indemnified in so far as any activities relevant to the funding are concerned.

## PROCEDURE

1. Upon receipt of your request, during office hours, the Town of East Fremantle will register your request and provide confirmation of receipt, with a reference number (allow 2 working days).
2. The responsible officer will then ensure that your request meets these guidelines and local policies, and that the proposed activity is eligible for cover under the program's LCIS insurance policy. During this process you may be contacted for additional information (allow 5 working days).
3. The responsible officer will then submit the request, along with a recommendation for support, to their Executive Manager (allow 5 working days).
4. Upon receipt of Executive approval the responsible officer will verbally confirm with the applicant that their request has been supported (3 working days).
5. Following this verbal confirmation written approval will be provided and a "Request for Payment" lodged. *The Town undertakes payment runs on a fortnightly basis, as such, the maximum time between notification and payment will be 10 working days.*

## FURTHER INFORMATION

We recommend you contact the Town via [events@eastfremantle.wa.gov.au](mailto:events@eastfremantle.wa.gov.au) or 9339 9342 for support and advice prior to applying. Electronic request forms can be obtained via the Town's website: [www.eastfremantle.wa.gov.au](http://www.eastfremantle.wa.gov.au)

*And here's another project idea... your very own COMMUNITY street picture!  
We have the #EASTFREQ letters in the basement 😊*

