

Meet your Neighbour Fund

Terms and Conditions

These Terms and Conditions apply between the person(s) submitting an application for the Meet your Neighbour Fund (the Applicant) and the City of Mandurah (the City):

1. Application Process

Meet your Neighbour Fund (the Rebate) of up to \$300 is available to Applicants who wish to host a neighbourhood community event (the Event) for the residents of their street.

Meet your Neighbour Fund Application Process involves the Applicant undertaking the following steps:

- (a) **Plan** an Event idea (ensure the Event meets the criteria)
- (b) Submit a **Pre-Approval Application Form** (if the Applicant meets the eligibility criteria)
- (c) Conduct the **Event** (and keep receipts and take photos)
- (d) Submit a **Final Approval & Fund Claim Form** (for eligible purchases and activities)
- (e) Receive the Fund

2. Applicant Eligibility

To be eligible for the Fund, the Applicant must satisfy all of the following requirements:

- (a) The Applicant must be a resident of the City of Mandurah;
- (b) Only one application may be submitted per street in each financial year;
- (c) The Applicant must not be an Elected Member, City employee, or Elected Member's or City employee's immediate family member;
- (d) The Applicant must not have any outstanding debt owing to the City.

3. Event Requirements

To qualify for the Fund, the Event must satisfy the following requirements:

- (a) The Event must be a street get-together or neighbourhood gathering;
- (b) The Event may be held in a local park, on the verge of the street, community venue, or on private property;
- (c) The proposed Event date must be a future date occurring after the City gives pre-approval;

- (d) The Event must have a minimum of four (4) households attending; and
 - (e) The Event must not include alcohol, medicines, illicit substances, or fundraising activities.
- 3.2 The Applicant must promptly notify the City if the Event is cancelled, postponed, relocated, or materially changed from the details in the Pre-Approval Application Form. The City may withdraw or amend its pre-approval in those circumstances.

4. Rebate

The Fund provides up to \$300, payable only where the Applicant incurs Event expenses equal to or greater than the funding amount requested.

The Fund must be used solely for the organisation and delivery of the Event.

Eligible expenses for the purposes of the Fund include:

- (a) food and non-alcoholic refreshments;
- (b) event-related items such as compostable cups, serviettes and cutlery, disposable tableware, sustainable decorations and gas bottles;
- (c) event activities or entertainment, such as party games and live music;
- (d) hire of equipment (such as barbeques, tables and chairs) and community hall venue hire costs.
- (e) the City may determine the eligibility of requested items on a case-by-case basis and reserves the right to reject any item that does not align with the objectives or requirements of the Fund.

The following types of expenses are not eligible expenses for the purposes of the Fund:

- (f) alcohol, medicines, and illicit substances;
- (g) costs associated with fundraising activities such as sausage sizzles;
- (h) costs of preparing or maintaining private property for the Event, including lawn mowing; or
- (i) the purchase of a new barbeque, tables and chairs.

5. Pre-Approval Application Form

- 5.1 The Applicant must submit a completed Pre-Approval Application Form, including details of the proposed Event and a map showing the households invited to attend, for assessment by the City.
- 5.2 All information provided by the Applicant must be true, accurate and correct.

6. City's Pre-Approval

The City does not guarantee that a Fund will be available to every eligible Applicant. Approval is subject to available budget, and the Fund program may close once the allocated funding for the financial year is exhausted.

- 6.1 If the City receives more than one application for the same street or location, the City may require the Applicants to collaborate and hold one combined Event.

7. Applicant's Obligations

- 7.1 The Applicant must safekeep all receipts as proof of purchase for the procurement of any goods or activities for the Event.

The Applicant must provide at least two (2) photographs of the Event for the City's promotion of the Meet your Neighbour Fund Program, unless otherwise agreed by the City.

- 7.2 Before taking, sharing or publishing any photographs, the Applicant must obtain the consent of all identifiable persons in those photographs, including consent for the City to use the photographs for promotional purposes and for publication on social media.

8. Conducting the Event

- 8.1 The Applicant must ensure that the Event site is left in a clean, safe and tidy condition, and that all rubbish, equipment and materials are removed after the Event.
- 8.2 The Applicant is responsible for the supervision and orderly conduct of the Event. The Event must not create an unreasonable safety risk, obstruction, nuisance or disturbance to other persons or property.

9. Final Approval & Rebate Claim Form

To claim the Fund, the Applicant must complete the online 'Final Approval & Fund Claim Form' within ten (10) Business Days after the Event.

- 9.1 The City may refuse to assess or pay any claim that is late, incomplete, unsupported by adequate evidence, or otherwise non-compliant with these Terms and Conditions.
- 9.2 The Applicant must provide the following:
- (a) all receipts for eligible Event goods or activities;
 - (b) at least two (2) high quality photographs of the Event, with all required consents obtained.

The City may require the Applicant to provide additional information or evidence to verify the application, the Event, or any claimed expense. If the Applicant does not provide the requested information within the time specified by the City, the City may refuse the Fund.

The City will review the Final Approval & Fund Claim Form to determine whether all required information has been provided and whether these Terms and Conditions have been satisfied. If the City requires further information, it may request that information from the Applicant.

10.1 The City will notify the Applicant in writing of its Final Approval.

11. Payment of the Rebate

The City will pay the Fund within twenty-one (21) days of Final Approval.

The Fund will be paid via electronic funds transfer to the bank account nominated by the Applicant.

11.1 The Applicant is responsible for providing accurate bank account details. The City is not responsible for any delay or loss arising from incorrect payment information supplied by the Applicant.

For administrative purposes, the Applicant must notify the City in writing when the Fund has been received.

12. Insurance and Indemnity

12.1 The Applicant is responsible for ensuring that the Event is conducted safely and in compliance with all applicable legislation, local laws, approvals and permit requirements.

12.2 The City may require the Applicant to obtain any permits, approvals or insurance the City considers necessary for the Event.

12.3 To the extent permitted by law, the Applicant indemnifies the City against any loss, damage, claim or liability arising from or in connection with the Event or any breach of these Terms and Conditions by the Applicant. The City is not liable for any costs incurred by an Applicant.

12.4 The Applicant indemnifies the City against any damage to property (including verges and local parks) caused by the Event.

13. Child Safety

13.1 Children attending the Event must be supervised by a parent or guardian at all times.

13.2 The Applicant commits to ensuring the Event is conducted in alignment with the City of Mandurah Statement of Commitment to Child Safety and Wellbeing.

13.3 The Applicant will immediately take action to report any child safety concerns to relevant authorities and immediately intervene with appropriate action to safeguard the child from any further potential harm or misconduct.

14. Cancellation and Repayment

The City may refuse, cancel or withdraw the Fund at any time if the Applicant does not comply with these Terms and Conditions.



✓ I have read and agree to the Terms and Conditions.

For more information, please contact the City's Community Development Officer:
cdo@mandurah.wa.gov.au.