



Memorandum of Understanding

Bega Valley Shire Council and
Mumbulla Foundation

July 2021 to June 2025



PO Box 492, Bega NSW 2550

P. (02) 6499 2222

F. (02) 6499 2200

E. council@begavalley.nsw.gov.au

W. begavalley.nsw.gov.au

ABN. 26 987 935 332

DX. 4904 Bega

Contents

Shared Objectives	1
Financial Relationship	1
Community Grants Program Assessment	1
Scholarships Scheme.....	2
Payment Schedule.....	2
Period of Agreement.....	2
Mutual Recognition.....	2
Foundation’s Responsibilities	2
Council’s Responsibilities	3
Termination.....	3
Notices from Council.....	3
Dispute Resolution.....	3
Public Liability	3

This MEMORANDUM OF UNDERSTANDING is made between BEGA VALLEY SHIRE COUNCIL, Council Chambers, Zingel Place, Bega (hereinafter called "the Council" AND the MUMBULLA FOUNDATION Inc. (hereinafter called "the Foundation")

Whereas;

The Council acknowledges the community endeavour of the Foundation and supports the Foundation's work through the delivery of shared activities, including a Community Grants and Scholarships Program (CGSP) to progress the social, cultural, economic and environmental status of the Shire and all members of the community within it.

The Council and the Foundation have agreed that a clear statement of understanding (MOU) is beneficial to the ongoing relationship between the two parties. The first MOU between the two parties was signed in December 2000, and reviewed in 2008, 2011, 2014 and 2017. **This new agreement supersedes all previous documents.**

Now this MOU witnesses as follows:

Shared Objectives

The Council and the Foundation have shared objectives to:

- Provide a forum for discussion of big ideas to enhance the society, environment and economy of the Bega Valley Shire
- Engage and inspire the Bega Valley Shire community to participate in civic life
- Support community activation and learning through a Community Grants and Scholarships Program (CGSP)

Financial Relationship

Council will make an annual financial contribution toward the implementation of the CGSP. The CGSP will be made up of a Community Grants Stream (CGS) and a Scholarships Stream (SS). Funding for this will be identified and approved through the Council's normal budget development process, subject to that process Council will contribute \$32,500 per annum. The Foundation will be advised by June of each year as to the allocation being approved.

The Foundation will provide funding from its own resources, equal to or greater than, the contribution from Council. The Foundation will advise Council of its capacity to match funds by April of each year.

Community Grants Program Assessment

Council will provide in-kind support for administration of the application and assessment process for the CGS, as part of its broader grants program. This will include promotion of the CGS, along with Council's broader grants program, **receipt and acknowledgement of applications, and compilation of assessment material for the review panel. Advertising of the CGS will be co-branded.**

An assessment panel will be formed each year, comprising four representatives of the Foundation and two representatives of Council. The CGS Guidelines will be reviewed by the Grant Assessment Panel prior to the **commencement of the funding round each year.**

The Council and the Foundation agree that the key criterion for assessing individual grant applications funded by Council's annual allocation will be projects that address issues identified in Council's Community Strategic Plan and key strategic documents.

The panel will meet and jointly assess applications to the CGP and make recommendations to the Mumbulla Board and Council's Grants Committee for endorsement.

Funds will be allocated in line with this MOU and the CGP guidelines with regards to the following:

- Funding criteria and priorities
- Funding round timeframes
- Annual Grant Application Form

Once approved, Council will prepare Funding Agreements with the recipients and provide these to the Foundation for disbursement along with the allocated funding.

The Foundation will receive acquittal documentation from successful applicants and acquit the grants. Council will provide administrative assistance to support this process.

Scholarships Scheme

The Foundation will administer the Scholarships Stream, which may involve contributions from other parties such as the University of Wollongong.

The Foundation will advise Council annually of the scholarships awarded and invite the Mayor or their delegate to attend any award ceremony.

Payment Schedule

Council will provide the approved funding to the Foundation upon presentation of a tax invoice following adoption of the annual operational plan and budget. The Foundation will roll over any unspent Council funds to contribute to the following year's CGSP.

Period of Agreement

The period of agreement will be for a period of four years from the date of execution of this agreement, in line with Council terms. This agreement is subject to the adoption of budget allocations by the Council to the CGSP on an annual basis.

Mutual Recognition

All documentation, including media releases, relating to the CGSP will bear the logos of both Council and the Foundation and acknowledge the partnership between Council and the Foundation.

Foundation's Responsibilities

The Foundation shall:

1. Nominate representatives to the Grant Assessment Panel (maximum of four)
2. Award the CGSP to recipients annually
3. Provide to Council a copy of its annual report and details of the expenditure of the funding provided by Council.

Council's Responsibilities

The Council shall:

- 1 Manage the administration of the CGS grant round each year in consultation with the Foundation
- 2 Nominate a Councillor to represent Council at meetings of the Foundation Board.
- 3 Nominate representatives to the Grant Assessment Panel (maximum of two)
4. Provide copies of all grant applications under the CGS to all members of the assessment panel
5. At the conclusion of each grant round, provide a report outlining recommendations from the Grant Assessment panel for Mumbulla Foundation and Council endorsement. The report will include the following information;
 - Organisation Name
 - Geographic location
 - Activity Funded
 - Amount Requested
 - Amount funded
 - Links to Council's strategic documents as noted in the application
 - Information on whether previous CGS funding has been received
- 6 Assist with the promotion of the CGS round each year
- 7 Invite representatives of the Foundation to participate in relevant consultations on social and community issues.

Termination

Either the Council or the Foundation has the right to end this partnership. This must be in writing at least two months prior to the start of any funding round.

Notices from Council

Notices given by the Council under this Agreement may be given in writing by the Chief Executive Officer or the Director, Community, Environment & Planning.

Dispute Resolution

A party claiming that a dispute has arisen in relation to this Agreement must give written notice to the other party specifying the nature of the dispute within seven days of becoming aware of the dispute.

Public Liability

Both parties will maintain current and appropriate levels of public liability insurance.

Execution

SIGNED for and on behalf of BEGA VALLEY SHIRE COUNCIL by:

Anthony McMahon

Date 28/07/2021

Anthony McMahon
Chief Executive Officer

Witness by:

Alice

Date 28/7/2021

Signature

Alice Howe

Name

SIGNED for and on behalf of the Mumbulla Foundation.

Michael Pryke

Date 28/07/2021

Michael Pryke
Chair

Witness by:

Alice

Date 28/7/2021

Signature

Alice Howe

Name