

# City of Armadale Annual Contribution Application 2012/13

## Supporting Information

Council has adopted a Policy that provides guidelines and criteria for how requests for financial assistance are considered. The Policy can be viewed in full on the City's website [www.armadale.wa.gov.au](http://www.armadale.wa.gov.au) under Publications – Public Documents – Policy Manual. The Policy is entitled COMD1 – Requests for Financial Assistance.

The section of the policy relating to Annual Contributions is provided below:

- 3.1** *Annual contributions may be granted for a period of 12 months and recommended for up to three years, depending on the capacity of the applicant to demonstrate:*
- a. a need for funding for one to three years*
  - b. a high level of community support and longstanding service to the local community*
  - c. a proven capacity to achieve intended outcomes*

*There is no obligation for Council to grant beyond a 12 month period.*

- 3.2** *Eligibility criteria for community groups or organisations:*
- a. Must be based in the City of Armadale or primarily benefit residents of the City.*
  - b. Applications will be received from non-profit community groups or organisations including sporting, welfare, educational (only school P&Cs are eligible to apply for funding), arts, cultural, children, youth, seniors, disability and other relevant groups.*
  - c. Must be an incorporated organisation or auspiced by an incorporated organisation.*
  - d. Can demonstrate a high level of community support.*
  - e. Can demonstrate the ability to manage a service, project or program of the proposed type.*
  - f. Can demonstrate a matching or significant contribution in cash or 'in kind'.*
  - g. Have satisfactorily acquitted any previous community grant or annual contribution allocations. Applicants with an outstanding acquittal will be ineligible to apply.*

- 3.3** *Annual contribution criteria:*
- a. For services, projects and programs that Council recognises as being of benefit to City of Armadale residents.*
  - b. Does not duplicate an activity already available in the local area.*
  - c. All other avenues of funding have been exhausted and the project would not successfully attract other sources of funding.*
  - d. Funding will not be made available for:*
    - i. deficit funding for organisations which are experiencing a shortfall of cash revenue or anticipated revenue;*
    - ii. recurrent salaries and recurrent operational costs.*

- 3.4** *In the event that the application is successful applicants must ensure that:*
- a. Council's financial support is acknowledged through promotional means such as advertising and media publicity associated with the service, project or program. Approval may be given for the use of the City's logo where appropriate.*

*b. A written report is submitted at the end of the funded period detailing how the contribution has been utilised and the benefits/outcomes achieved.*

*3.5 The contribution amount is discretionary, generally between \$1,000 to \$20,000, depending on the number and value of applications received and the total budgeted amount for Annual Contributions. Applications for more than \$20,000 may be awarded where the merit of such are determined.*

*3.6 All requests for contributions will be referred to the Community Services Committee.*

In summary, Annual Contributions are awarded to eligible community groups or organisations that provide services, projects and programs that Council recognises as benefiting residents in the City of Armadale. Eligible applications will be assessed against the annual contribution criteria (3.3) and the priority areas within the City's Strategic Plan and Community Services Plans and Strategies. These being,

- Disability Access and Inclusion Plan 2011-2016
- Youth Strategy 2010-2012
- Children & Families Strategy 2010-2013
- Positive Ageing Strategy 2011-2014
- Volunteering Strategy 2010-2013

(These plans are accessible from the Publications/Public Documents page of the City's website [www.armadale.wa.gov.au](http://www.armadale.wa.gov.au) ).

Annual Contributions are allocated as part of the City's Annual Budget. Contributions may be made for one financial year only, or recommended for allocation for up to three years, depending on the applicant's capacity to demonstrate a need for multi year funding (in addition to strong community support, longstanding service to the community and a proven capacity to achieve intended outcomes). There is no obligation for Council to grant beyond a 12-month period. Please be aware that the amount of Annual Contributions requested each year far outweighs available funds. Applications are assessed independently of the previous financial year. Therefore, being granted a contribution in one year does not guarantee a group or organisation will receive ongoing funding.

**Please Note – the following will NOT be considered for funding:**

- Capital equipment purchases
- New building projects or capital works through fundraising
- Facility maintenance projects
- Projects which have already commenced and require retrospective funding
- Travel, accommodation costs or any costs associated with local, national or interstate representation of any kind
- Project, programs and services considered the responsibility of other government departments, individuals and private-for-profit groups
- Any group not covered by current Public Liability Insurance.

**Application instructions:**

- Please familiarise yourself with the information required for submission of the Annual Contribution Application form.
- Ensure your organisation is eligible to apply and your application meets the Annual Contribution Criteria (3.3).

- Ensure your application is typed or neatly handwritten on the application form provided and **all questions are answered.**

### **Lodging your application:**

All applications must be clearly marked and addressed to:

Annual Contribution 2012/13 Application  
City of Armadale  
Locked Bag 2  
Armadale WA 6992

### **Closing date:**

All applications must be received by **4.00 pm on Friday 2<sup>nd</sup> March 2012** for contributions in the 2012/13 financial year. *Late applications will not be accepted.*

### **Important information on the Goods and Services Tax:**

The following guidelines are provided to help organizations understand the GST:

- **Under the new Federal legislation relating to the Goods and Services Tax (GST), financial assistance received by the organisation may be subject to GST.**
- **Organisations that have an Australian Business Number (ABN) and are registered for the GST:** will be liable to pay GST on any financial assistance received from the City of Armadale, to the Australian Taxation Office (ATO). In this case, the Council will provide a “cashed-up” amount, i.e. it will include an additional 10% for the GST. For example, if an organisation applies for financial assistance of \$1,000 and Council approves it, they will receive \$1,100. Organisations will be required to provide a tax invoice to the City of Armadale, and Council will then claim the GST component back from the ATO as an input tax credit.
- **Organisations that have an Australian Business Number (ABN) and are NOT registered for the GST:** will not be liable to pay GST on any financial assistance received from the City of Armadale, to the Australian Taxation Office (ATO). In this case, the Council will not “cash up” the financial assistance amount.
- **Organisations that do not have an Australian Business Number (ABN) and are not registered for the GST:** will not be liable to pay GST on any financial assistance received from the City of Armadale, if they can provide proof that their organisation is not required to have an ABN (please complete the “Statement by Supplier” form which is available from the Australian Taxation Office or the City). If this is not provided, the organisation may have 48.5% of their financial assistance payment withheld by the City of Armadale, which is then payable to the Australia Taxation Office.

### **Conditions of assistance**

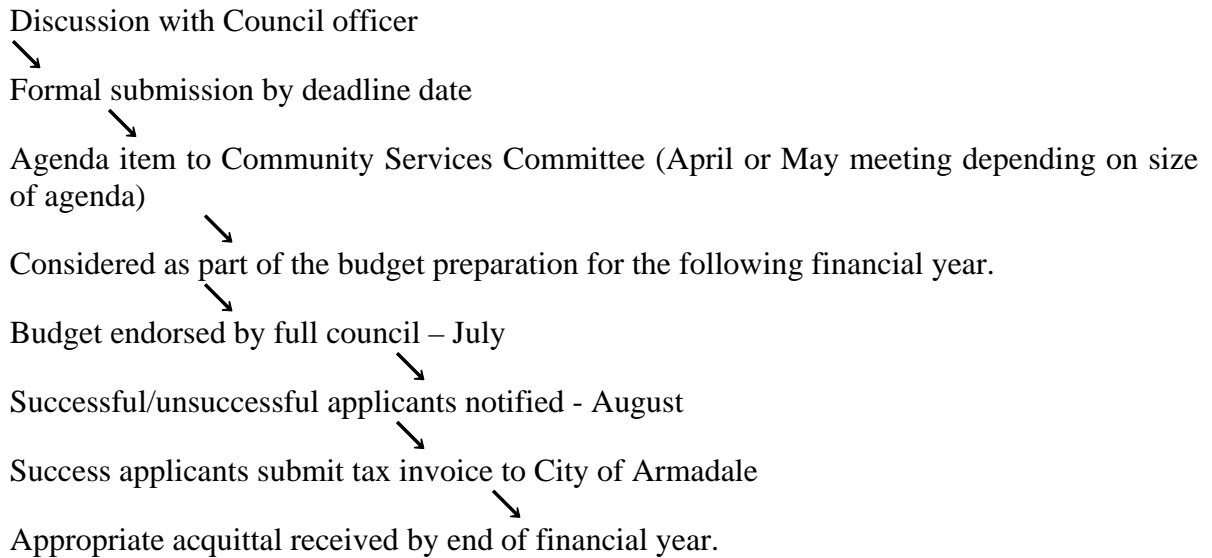
- All groups/organisations receiving funding will be required to submit a ‘recipient created tax invoice’ before payment will be made.
- Organisations that **do not** have an ABN, and are not registered for GST are required to provide a completed Statement by Supplier form, which is available from the Australian Taxation Officer or from the City.
- An Acquittal form (requesting receipts of grant money expenditure and a brief report on how your project met requirements) will be sent out to successful grant applicants and must

be completed and returned to the City of Armadale within 2 months of the completion of your project. No further funding applications will be considered until all previous funds have been acquitted.

- Any grant funds not spent on your project are to be returned to the City of Armadale.
- Assistance is provided on a one-off basis with no commitment to future funding.

### **How long until we have a decision?**

Applications are processed as part of the budget preparation of each year. The decision-making process looks like this:



### **Further information and assistance with your application:**

If you require assistance with your application please contact the Community Development Coordinator on 9399 0651 or the Executive Assistant Community Services on 9399 0192.

### **Other funding opportunities:**

Given the limited amount assistance available through this program applicants are encouraged to seek additional funding from other funding sources.

The Department of Local Government hosts an online **grants directory** [www.grantsdirectory.dlg.wa.gov.au](http://www.grantsdirectory.dlg.wa.gov.au) to help communities and local governments in regional and metropolitan Western Australia to locate sources of financial assistance for their projects and initiatives.

The Directory provides information on a wide range of grants available to communities and local governments through the State Government and selected Commonwealth Government agencies, as well as a number of private sector organisations.

The Department of Local Government has no role in funding the grants listed. If you require further information, please contact the organisation directly.