Telephone: (08) 9394 5000
Facsimile: (08) 9394 5184
Website: www.armadale.wa.gov.au
Email: info@armadale.wa.gov.au
Address: 7 Orchard Avenue, Armadale, Western Australia 6112

Community Grant 2019-2020 Round 1

Guidelines and Application Form

The Community Grants program allows community organisations and groups to access funding for initiatives which benefit the local community.

The provision of funding encourages local groups and organisations to continue to provide valuable opportunities for Armadale residents.

Applications that address one or more of the identified social priorities and address the general strategic objectives of the City will be given priority.

*Applications **MUST** comply with the following general criteria:*

- Projects or outcomes must be shown to primarily benefit residents of the City of Armadale;
- Not-for-profit groups or organisations must be based in or primarily service residents of the City of Armadale;
- Organisations seeking funding must be incorporated or auspiced by another organisation with incorporation;
- Applicants must discuss their project with a relevant member of the Community Services team prior to submitting their application;
- Projects must be considered to be a worthy contribution made on behalf of City of Armadale residents;
- Individuals are not eligible to apply for this category of funding.

Applications will be considered in two rounds per financial year.

Applicants are eligible to receive a grant only **once** per financial year and applicants are only eligible to apply for **one project** in any funding round offered by the City (including other funding categories). All previous funding must be satisfactorily acquitted.

Eligibility criteria for community groups or organisations:

- Must be based in the City of Armadale or primarily benefit residents of the City;
- Applications will be received from non-profit community groups or organisations including sporting, welfare, educational (only school P&C's are eligible to apply for funding), arts, cultural, children, youth, seniors' and other relevant groups;
- Must be a non-profit, incorporated organisation or auspiced by an incorporated non-profit organisation;
- Must hold public liability insurance to a value as agreed with the City (valid certificate of currency documentation is required);
- Can demonstrate the ability to manage a project of the proposed type;
- Applicants that have been successful in previous years are eligible to apply for the current round but will not be able to receive any monies until all previous monies have been satisfactorily acquitted. Applicants with an outstanding acquittal will be ineligible to receive funding.
- All acquittals must be received within 30 days of program completion unless agreed otherwise and included in the funding contract.

Community grant project criteria:

- Clearly demonstrated need for this project;
- Will be of benefit to the local community and/or the City of Armadale generally;
- Will not require ongoing funding from the City beyond the initial funded period. Applications that show project sustainability beyond City funding will be highly regarded;
- Does not duplicate an activity already available in the immediate area;
- Other avenues of funding have been exhausted and/or the project would not successfully attract other sources of funding;
- Requests for equipment will only be granted once in three years;

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- Grant applications can be received for projects up to 12 months in advance of project commencement.
- Funding will not be made available for:
  (a). Personal items unless the applicant can demonstrate a benefit to the general community;
  (b). Deficit funding for organisations which are experiencing a shortfall of cash revenue or anticipated revenue;
  (c). Projects which have already commenced and require retrospective funding or commence prior to the grant decision process (allow up to 2 months from close);
  (d). Staff wages that are deemed the responsibility of the applying organisation. External consultants, contractor costs and guest speakers can be funded; however a quotation must be included in your submission;
  (e). Consumables, administration costs and ongoing organisation costs. While these can be included in the total project cost, these items must be covered by the organisation or community group.

Selection Process

The City will convene an internal working group of representatives from Community Development and other departments within the City of Armadale to consider and score applications using the decision making matrix identified within the Management Practice. Applicants will be notified in writing once the decision making process has been completed. Allow up to 2 months for this process to occur and for City acknowledgement when planning your project.

Categories

Community Grants are available in the following categories:

1. **Equipment:** Maximum community grant allocation is $1,000 per application.
   The City's funding will not exceed 50% of the total project budget and the 50% must be matched by a cash contribution for this category (either through additional external grant application, fundraising, donations or club funds);
2. **Community Event or Project (one-off):** Maximum community grant allocation is $2,500 per application.
   The City's funding will not exceed 50% of the total project budget, which can include estimates of volunteer and in-kind contributions. City contributions such as rubbish collection, ranger services, venue hire etc. will be valued and included as part of the funding provided under this category of financial assistance.
3. **Community Project (Extended Program):** Maximum community grant allocation is $5,000 per application.
   The City's funding will not exceed 50% of the total project budget, which can include estimates of volunteer and in-kind contributions. City contributions such as rubbish collection, ranger services, venue hire etc. will be valued and included as part of the funding provided under this category of financial assistance.

NOTE:

- Events and projects that build capacity of City residents will be highly regarded;
- Equipment applications must be supported by data relating to your organisations reach of City residents;
- For large scale events, please see Sponsorship Funding.

Successful applicants must ensure that:

- The City's financial support is acknowledged through promotional means such as advertising and media publicity associated with the project. Evidence will be required as part of the acquittal process;
- The City's logo will be provided where appropriate; however all marketing material where the City's logo appears must be approved by the City of Armadale Communications team prior to publication;
- Any project or expenditure variations must be submitted in writing to seek approval for funding adjustment prior to grant expenditure;
- A written acquittal report detailing how the grant was utilised and the outcomes/benefits achieved to be submitted within 30 days of the completion of the project. Evaluation of your project must be considered prior to implementation and should include attendee records, feedback and beneficial outcomes of your project. Please contact a City Community Development Team Member to discuss evaluation prior to submitting your application.

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How do I apply?

1. Download an application form from the City of Armadale website and read over the eligibility criteria to ensure your organisation is eligible to apply.

2. Contact the City's Community Development team on 9394 5642 or info@armadale.wa.gov.au prior to 4.30pm Monday 23 September 2019, to register your interest in applying and discuss your project. Note the name of the Officer and the date of the discussion on the relevant section of the application form.

3. Complete the application form and return by 4:30pm on Tuesday 1 October 2019 along with the following documents:
   - A letter of support from another group/organisation.
   - One quote for each piece of equipment, guest speaker or facilitator over $200.
   - Proof of your incorporation status, or of your sponsor.
   - A copy of your Certificate of Currency for Public Liability.

The Community Grant Scheme is in accordance with the City of Armadale's Community Grant Policy (COMD1). A copy of the policy can be found on www.armadale.wa.gov.au.

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Complete all sections of this form.

If you are unclear on any section(s) of this application please refer to the City's Requests for Financial Assistance Policy in the City's Policy Manual on the City's website or speak to the Community Development Team on 9394 5642.

When submitting this grant application you must also include the following documentation:

- A letter of support from another group/organisation.
- One quote for each piece of equipment, guest speaker or facilitator over $200.
- Proof of your incorporation status, or that of your sponsor.
- A copy of your Certificate of Currency for Public Liability.

Section 1: Contact Details			
Name of your group:			
Your postal address:			
Contact person:			
Position:			
Telephone number:			
Contact email:			
Is your group registered for GST?	☐ Yes ☐ No		
Is your group incorporated?	☐ Yes – If you have an ABN state:		
Please proceed to section 2 If **no, please complete below**:			
Auspice Organisation Details			
Auspicing organisation's Name (Legal Trading Name):			
Auspicing organisation's registered business address details (not PO Box):			
Street Address:			
Suburb/Town/City:			
State:		**Postcode:**	

Auspicing organisation's postal address only if different from registered business address:			
Street Address:			
Suburb/Town/City:			
State:		**Postcode:**	
Auspicing organisation's contact details:			
Telephone number:			
Mobile:			
Email:			

Is the Auspicing organisation registered with an Australian Business Number (ABN) or Australian Registered Business Number (ARBN)?

☐ Yes: please provide details:		☐ No: if you do not have an ABN number please download and complete a Statement by a Supplier form, visit http://www.ato.gov.au.
ABN	_____-_____-_____-_____	
ARBN	_____-_____-_____	

Is the Auspicing organisation registered for GST (Goods and Service Tax)?

☐ Yes ☐ No

Is the Auspicing organisation incorporated?

☐ Yes: please attach a copy of the Incorporation Certificate. ☐ No: your application will be deemed ineligible.

Do you have a copy of the auspicing organisations audited financial statement?
(Financial statement from last annual general meeting).

☐ Yes: please attach a copy of audited financial statement. ☐ No: your application will be deemed ineligible.

Does the Auspicing organisation have public liability insurance?
(MUST be current and provides cover for the proposed project/activity).

☐ Yes: please attach a current copy of insurance certificate. ☐ No: your application will be deemed ineligible.

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Please describe the auspice organisation and its purpose in 150 words or less OR provide a hyperlink to the organisation's constitution that explains the purpose of the group:

☐ The Constitution hyperlink is:

OR

☐ The description in 150 words or less:

Does your organisation have a written agreement (email/letter) from the Auspicing body stating their support for the financial management of this grant?

☐ Yes: please attach a copy of the agreement. ☐ No: your application will be deemed ineligible.

If the organisation agrees to auspice you, you'll need to work with them to put an agreement into writing. They might already have forms you can use, but if not you may have to develop an inaugural agreement. When drafting an Auspice Agreement, both parties must be careful to include all of their intentions and expectations, and must be clear about roles and responsibilities.

Section 2: How did you hear about the Community Grant?

How did you hear about the Community Grant?

☐ City's Website/ Facebook ☐ Community Directory Email ☐ Word of Mouth ☐ Newspaper

☐ Other:

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Section 3: Financial Support

Which category of funding are you applying for?			
☐ Equipment (Max $1,000) ☐ Community Event or Project (one-off) (Max $2,500) ☐ Community Project (Max $5,000)			
How much are you applying for?			
Have you previously received financial support in any form from the City of Armadale (Donation, Annual Contribution, Community Grant)?			
☐ Yes	- What year(s) did you receive this support?		
	- Have you successfully acquitted your previous grant allocations?	☐ Yes	☐ No
☐ No			
☐ Other:			

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Section 4: Project Details	
1. Project Name:	
2. Start date:	
3. End date:	
4. Project description? (location, number of people involved etc.)	
5. Objective/s and potential outcomes of the project?	

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6. Who will benefit from this project and how?

Please indicate an estimate number of people who are likely to benefit from this equipment, event or program (please include members & attendees):

	Children < 12	**Youth 13-18**	**Adults 18+**	**Older Persons 55+**
Participants				

7. How will you evaluate this project?

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Section 5: Budget

Using your own sub-headings, please outline the expenses and income associated with your project.

- **Your project income must total the project expenditure column.**
- Your budget income and expenditure should not include GST.

The City's funding will **not** exceed 50% of the total project budget. Community Event & Project categories can include estimates of volunteer and in-kind contributions. List contributions made by volunteers, any loans of equipment or venues, as well as any other cash income. As a guide, volunteer hours can be calculated at $41.72 per hour. While not obligatory, cash contributions from other sources will be viewed favourably. City contributions such as rubbish collection, ranger services, venue hire, etc. will be valued and must be included as part of the budget under in-kind income. Applications for equipment will not exceed 50% of the total project budget of which in-kind contributions will not be considered. Administration, staff wages, consumables and ongoing organisations costs can be included in your budget tally; however should appear in the cash income column as your organisations cash contribution to the project.

Income List in-kind and cash contributions here exclusive of GST. Include if confirmed (c) or unconfirmed (u)		**Costs** List proposed costs for goods and services exclusive of GST that require funding	
CASH INCOME	**$**	**CASH EXPENSES**	**$**
City of Armadale (u) *How much are you applying for from the City of Armadale?*			
Other sources?			
Total cash income		Total cash expenses	
IN-KIND INCOME		**IN-KIND EXPENSES**	
City of Armadale (u) *Is the City providing any in-kind support?*			
Total in-kind income		Total in-kind expenses	
Total		**Total**	

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Section 6: Submission

Application checklist (please tick)	
Completed application form	☐
A letter of support from another group/organisation	☐
One quote for each piece of equipment, guest speaker or facilitator over $200	☐
Proof of your incorporated status, or that of your sponsor	☐
Copy of Certificate of Currency for Public Liability attached	☐
* Project discussed with a City Officer	☐
Name of City Officer:	
Date:	

**** Please note that you will be ineligible to apply if you have not discussed your project with a City Officer prior to submitting your application. Register your interest to apply by Monday 23 September 2019.***

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Section 7: Declaration

This part of the application must be completed by the incorporated body applying for the grant. If you are not incorporated you must have your sponsor complete this section.

I hereby certify that I have been authorised by …… (your organisations name) to submit this application and that the information contained herein to the best of my knowledge is true and correct.

I understand that any decision by the City of Armadale is final and is not subject to an appeal process.

I agree on behalf of my organisation that if our application is successful that the funds will be expended according to the details given and that an acquittal will be completed at the end of the project to the satisfaction of the City.

Coordinator/President/Manager Name:			
Signature:		Date:	

PLEASE SUBMIT YOUR COMPLETED APPLICATION BY EMAIL, FAX OR POST:

Email: info@armadale.wa.gov.au Fax: 9394 5184

Post: Community Development
City of Armadale
Locked Bag 2
ARMADALE WA 6992

Applications must be received no later than **4:30pm Tuesday 1 October 2019**.