

Community Grants - Tip Sheet #4

Definitions

Following are some definitions of terms often used in community grant applications that may assist you in your application.

What is incorporation?

Incorporation of an association means that it becomes a legal entity in its own right, separate from the individual members. The association is considered at law to have a distinct identity that continues regardless of changes to the membership, allowing the organisation to enter into contracts.

More information on the incorporation process can be found from the Department of Commerce's website commerce.wa.gov.au

What is an auspiced arrangement?

Unincorporated organisations (auspicees) seeking funding must identify an incorporated organisation (auspisor) or 'sponsor' to apply for funding on their behalf. This is because the City of Armadale can only enter into a funding agreement with a legally constituted, not-for-profit, incorporated organisation. For all auspiced funding, the City of Armadale's primary contractual relationship is with the auspisor rather than the auspicee. The auspisor is responsible for ensuring compliance with the agreement and for the satisfactory acquittal of the funding.

What is an acquittal?

An acquittal is a written account of how funds received for a particular purpose have been spent. It is a legal requirement for the City of Armadale to obtain acquittals from all groups and organisations that receive funds through the City's grant program. Generally, acquittals should be received within four weeks of the completion of the project or activity, or the exhaustion of funds spent on equipment. An acquittal should include a report and evaluation of your project; how you met your project objectives and the overall impact of your project on attendees and the wider community.

Think about what is required in your acquittal when you are writing your application. That way, you know what you are committing to and can better outline what you plan to do in evaluating your project.

Photos, quotes and stories are always welcome, but please make sure you have permission to share them and include sign-off with your acquittal. The City likes to share good news stories and it helps us inform ratepayers how their funds are being spent in the community.

Objectives, outputs and outcomes

Project objectives outline what you are aiming to achieve from your grant application.

Outputs and outcomes are how you measure whether your project met your objectives. An output is the 'doing' of your project objective. What did your group undertake or deliver to achieve your objective? How many people attended? This data can be collected by referring back to RSVP's, sign-in sheets or attendance records. An outcome is the 'result' or 'impact'



of your project objective. This is usually measured by pre and/or post surveys for your project. Did you objective have the desired outcome for attendees? What did you change in people's lives? How did your project benefit the community?

Objectives focus on the outcomes and allow you to measure your success. Objectives are clear statements that describe what you want to achieve. A good objective should be clear, exact and measurable. Examples of objectives, outputs and outcomes:

Example of a poor objective	Example of a good objective	Example of an output	Example of an outcome
Run a workshop	<p>Educate 100 residents in the Armadale area on how to prepare for bush fires.</p> <p>Increase awareness of the dangers of bush fires.</p>	<p>Host a 2 hour information session facilitated by Department of Fire and Emergency Services to 100 residents in City of Armadale on how to prepare for bush fires.</p> <p>Provide promotional material and information to attendees to refresh memory and provide to those that could not attend.</p>	<p>95% of attendees feel that their knowledge of bush fire readiness has improved.</p> <p>95% of attendees feel empowered to 'know what to do' in improving their safety (and that of their property) during a bush fire.</p> <p>95% of attendees feel confident to pass on this information to their neighbours, friends and wider community.</p>
Install a sign	Increase the understanding of the environmental and cultural significance of the Armadale National Park for 500 annual visitors.	<p>Install a 1.5m x 3m information sign at the entrance of the Armadale National Park to impart knowledge on the environmental and cultural significance of the park. Provide scan QR codes for visitors to gain further information via our website.</p> <p>Run a social media survey asking visitors if they recall viewing the sign. Also have a written survey available for visitors.</p>	<p>95% of visitors recall viewing the sign (either via the social media survey or exit survey)</p> <p>95% of visitors feel more informed of the environmental and cultural significance of the park.</p> <p>85% of visitors engage with the QR codes and gained further insight.</p>



<p>Hold a community event</p>	<p>Hold an inclusive event on 3rd December to engage the local community in community activities, and increase the community's awareness of issues facing disabled persons.</p>	<p>Hold an inclusive event on 3rd December 2018 for 500 attendees to celebrate International Day of People with a Disability.</p> <p>Invite 10 local service providers to host a stall providing attendees with information on their services.</p> <p>Provide information on Disability Awareness Training for attendees.</p>	<p>85% of attendees engage with the 10 service providers available.</p> <p>65% arrange assessments/appointments with the service providers available.</p> <p>95% of attendees feel more knowledgeable of the issues facing disabled persons by attending the event.</p> <p>85% of attendees booked Disability Awareness Training for themselves and/or their organisation.</p>
<p>Replace old equipment</p>	<p>Purchase 15 new netballs, 10 goal post protectors, and 2 travel first aid kits to enable our club to continue to provide quality and safe training sessions and games for its members.</p>	<p>10 existing teams are able to utilise new equipment and increase their skill level.</p> <p>The club is able to enlist 5 new teams that are able to utilise new equipment and increase their skill level.</p>	<p>95% of members will increase their perception of the club and sport by having access to new equipment.</p> <p>95% of new members feel happy by engaging with the club as their 'club of choice' due to the availability of new equipment.</p>

Categories

The City has introduced the following categories for applications, to be able to further support the City's many community and not-for-profit groups:

Equipment: Community groups, sporting clubs and not-for-profits can apply for up to \$1,000 for equipment that will benefit their members and subsequently the wider City of Armadale community. This could include sporting equipment to increase membership, a new printer for residents to utilise computer and printing facilities or TV/AV equipment for community groups to host information sessions. Please see the guidelines and application form for full details regarding matched fund requirements and application cycle for equipment requests.

Community Event or Project (one-off): Community groups, sporting clubs and not-for-profits can apply for up to \$2,500 to host a community event, educational session, guest/motivational speaker or workshop. The project must be open to and benefit City of Armadale residents and be advertised within the local community. Please see the guidelines and application form for full details.



Community Project (Extended Program): Community groups, sporting clubs and not-for-profits can apply for up to \$5,000 to host a series of educational and information programs or workshops or provide a comprehensive support program for residents. This is suited to projects that can have significant impact in our community and must be evaluated accordingly. The project must be open to and benefit City of Armadale residents and be advertised within the local community. Please see the guidelines and application form for full details.

Evaluation

The City requires an acquittal within four weeks of completing your project. This should include a report of your project outlining the who, what, when, why, where and how. It is important to provide thorough evaluation by defining how you met your objectives. Provide data of the outputs and outcomes of your project. What was the overall community impact? Include both quantitative data (attendance numbers, dates, percentage of changed behaviour by survey responses) and qualitative data (observations, testimonials).

Check out the following blog posts by [Anna Dixon Consulting](#) for evaluation ideas:

Evaluation Series - Post #1 - [Project Evaluation Basics](#)

Evaluation Series - Post #2 - [Evaluation Process Planning](#)

Evaluation Series - Post #3 - [Method Selection](#)