



Community Grant 2023 / 2024 Program - Round 2

Application Guidelines

The City of Armadale Community Grants program provides two rounds of funding each financial year with the aim of supporting community organisations and groups to deliver initiatives which benefit the local community.

- **Round 2 Applications open Monday 11 March 2024 and close Monday 8 April 2024**

Funding available

Community Grants are available in the following three categories:

1. **Equipment:** Maximum **\$1,000** per application. The City's funding will not exceed 50% of the total cost of the equipment and must be matched by a cash contribution by the applicant;
2. **One-off Community Event or Project:** Maximum **\$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.
3. **Extended Community Project:** 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.

(*The 50% co-contribution requirement may be waived where the majority of funds requested is for the purpose of engaging a professional facilitator to deliver an event or project.)

Eligibility

To be eligible for funding:

- Applicants must be an **incorporated not-for-profit** community organisations or a **charity registered in Australia**. Groups not meeting these criteria must be **auspiced** by an eligible organisation;
- Applicants must be based in the City of Armadale and / or the project primarily benefiting residents of the City of Armadale;
- Applicants must hold public liability insurance to a value as agreed with the City (valid certificate of currency documentation is required);
- Applicant must be able to demonstrate their ability to manage a project of the proposed type;
- Projects must be considered to be a worthy contribution made on behalf of City of Armadale residents;

Applications that address one or more of the four identified Social Priority areas will be highly regarded.

1. **Neighbourhood and Community Connections:** building social connections between residents
2. **Access to Essential Supports:** supporting access to health and welfare services, such as homelessness, food security and financial literacy
3. **Home and Community Safety:** prevent and respond to crime and personal safety in the home and community
4. **Children, Young People & Families;** supporting parents and caregivers, early year's development, and youth.

Refer to <https://www.armadale.wa.gov.au/community-development-social-priorities> for full details on the Social Priorities for 2023 to 2026.



Applications that align with the City's Strategic Community Plan 2020 – 2030 to;

- Foster and strengthen community spirit
- Improve community wellbeing
- Community facilities meet community needs
- An inclusive and engaged community

will also be highly regarded. Refer to <https://www.armadale.wa.gov.au/community-development-strategy>

Project-specific criteria:

- Applications should clearly demonstrate a community need for the project;
- Projects 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;
- Projects should not duplicate an activity already available in the immediate area;
- Other avenues of funding have been investigated and/or the project would not successfully attract other sources of funding.

Funding will not be made available for:

- Personal items unless the applicant can demonstrate a benefit to the general community;
- Deficit funding for organisations or groups which are experiencing a shortfall of cash revenue or anticipated revenue;
- Projects which have already commenced and require retrospective funding or commence prior to the grant decision process (allow at least 1 month from closing date);
- Staff wages that are deemed the responsibility of the applying organisation. External consultants, contract costs and guest speakers can be funded; however a quotation must be included in your submission;
- 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 not the grant funding.

What else do I need to know?

- Applications must be submitted using the attached Application Form
- Applicants are only eligible to submit one application in each Round of Community Grant funding, and will only receive grant funding **once each financial year**;
- Grant applications can be received for projects up to 12 months in advance of project commencement.
- All previous funding must be satisfactorily acquitted. Applicants with an outstanding acquittal will be ineligible to receive funding.

Assessment of Applications

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 a decision making matrix.

Applicants will be notified in writing once the decision making process has been completed. Please allow at least 1 month for this process to occur. Delays will occur to the final decision-making process if applications are submitted without all items requested on the Application Checklist.



Successful Applicants

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 to use on promotional material, however all use of the City's logo must be approved by the City of Armadale's Communications team prior to publishing.
- Any requests for project or expenditure variations **must be submitted in writing** and approval received in writing prior to proceeding.
- If funding is provided for a **Community Event**, they submit a Public Event Application Form and comply with all event requirements – refer <https://www.armadale.wa.gov.au/event-planning-and-approvals>.

Acquittals and Evaluation

A written acquittal report on the supplied acquittal form detailing how the grant was utilised and the outcomes / benefits achieved, is to be submitted within 30 days of the purchase of equipment or the completion of the project. Evaluation of your project must be considered prior to implementation and should include attendee records, feedback, photographs and beneficial outcomes of your project.

Please include the following in the acquittal report:

- Photographs or videos showing funding outcomes which may be used by the City to promote its Community Grants Program;
- Contact details of key individuals involved in the project who would be willing to be interviewed by the City's Communications and Engagement Team, for promotional purposes.

How do I apply?

1. Read the eligibility criteria contained in this document to ensure your community organisation or group is eligible to apply.
2. Contact the City's Community Development team on 9394 5642 or via info@armadale.wa.gov.au if you would like to discuss your application.
3. Complete the attached Application form (page 4) and submit via info@armadale.wa.gov.au by **4.30pm Monday 8 April 2024** along with the following documents (refer to the Application Checklist in Section 6 of the Application Form):
 - A letter of support for your project from another community organisation or group;
 - One quote for each budgeted item over \$200;
 - Proof of your incorporation status or charity registration – or the incorporation of your auspicing organisation;
 - A copy of your Certificate of Currency for public liability insurance.



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Expression of Interest Application Form

Please complete all sections. If you are unclear on any section(s) of this application please speak to the Community Development Team on 9394 5642.

Section 1: Contact Details			
Name of your group:			
Your postal address:			
Contact person:			
Position:			
Telephone number:			
Contact email:			
Is your group registered for GST?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your group an incorporated not-for-profit organisation Or Is your group a charity registered in Australia?		<input type="checkbox"/> Yes? Do you have an ABN? _____-_____-_____-_____ Proceed to Section 2	
		<input type="checkbox"/> No? Complete below section	
Auspicing Organisation Details			
Organisation's Legal Trading Name):			
Street Address:			
Suburb/Town/City:			
State:		Postcode:	
Telephone number:			
Email:			



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

☐ Yes – please provide details:

ABN _____ - _____ - _____

ARBN _____ - _____ - _____

☐ 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>.

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.

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 description in 150 words or less

OR ☐ The Constitution hyperlink



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 Grants Program?

How did you hear about the Community Grants Program?

- ☐ City Website ☐ Promotional Flyer ☐ Word of Mouth ☐ Email from City of Armadale
☐ Social Media ☐ Newspaper ☐ E-screens ☐ Applied in previous Rounds

Section 3: Financial Support

Which category of funding are you applying for?

- ☐ Equipment Purchase (Max \$1,000)
☐ One-off Community Event or Project (Max \$2,500)
☐ Extended 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, Service Agreement, Memorandum of Understanding, Sponsorship, Community Grant)?

<input type="checkbox"/> Yes	Type of funding and when it was received	
	Has your organisation successfully acquitted all previous grant allocations? If no, your organisation will not be eligible until this has occurred. <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> No		



Section 4: Proposed Expenditure of Funds

Project or Event Name

Program start & end dates; date of Event;
or when Equipment will be purchased

1. Project description

Outline what your project is and how it will be accomplished, including when and where it will occur. Or describe the equipment to be purchased.

2. Who will benefit from this Project, Event or Equipment, and how?

Describe your target audience and the number of people who are likely to benefit from this equipment, event or program, and how. What are the expected outcomes for City of Armadale residents?



3. How will you evaluate the success of this project?

Outline the methods you will use ie. participant feedback forms, collection of attendee or membership numbers, or other methods to measure benefits and outcomes

4. How will you acknowledge the support provided by the City of Armadale?

5. Please describe what steps you will take to ensure the project will be accessible and inclusive.

Please refer to the [City of Armadale's Access and Inclusion Plan 2021 – 2026](#) available on our website. Disability Services provide a comprehensive checklist on how to improve access and inclusion – please visit their website at disability.wa.gov.au and search Accessible Events and Accessible Print Guidelines



Section 5: Budget

Please see 'Tip Sheet 2 – Budgeting' at www.armadale.wa.gov.au/community-grants-and-donations for assistance with completing the below table. Please insert extra lines or attach a separate page if required.

The City's funding will not exceed 50%* of the total project or equipment costs.

*50% co-contribution requirement may be waived where the majority of funds requested is for the purpose of engaging a professional facilitator to deliver an event or project.

ARE YOU REQUESTING THE 50% CO-CONTRIBUTION REQUIREMENT BE WAIVED? ☐

One-off Community Event or Project and Extended Community Project categories can include estimates in-kind contributions. List contributions made by volunteers and any loans of equipment or venues. As a guide, volunteer hours can be calculated at \$42.43 per hour.

Items in the In-kind Income column should be replicated in the In-kind Expenses column so they balance.

Your Total Income must equal your Total Expenses.

Income		Expenses	
List all cash and in-kind contributions. Include if confirmed (c) or unconfirmed (u)		List costs for all equipment, goods or services Quotes must be provided for items over \$200	
CASH INCOME		CASH EXPENSES	
City of Armadale (u) <i>How much are you applying for?</i>	\$		\$
Your organisation's co-contribution, other sponsors or grants			\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<i>Total cash income</i>	\$	<i>Total cash expenses</i>	\$
IN-KIND CONTRIBUTIONS		IN-KIND EXPENSES	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<i>Total in-kind value</i>	\$	<i>Total in-kind expenses</i>	\$
TOTAL INCOME	\$	TOTAL EXPENSES	\$



Section 6: Application Checklist

Please tick to acknowledge all required documentation is attached

Completed application form ☐

A letter of support from another community organisation or group ☐

One quote for each budgeted item over \$200 ☐

Proof of your incorporated status, or of your auspicing organisation ☐

Copy of Certificate of Currency for Public Liability ☐

Application discussed with City Officer: YES / NO Officer's Name:

*** Please note: failure to include all items on the checklist will result in delays to the decision making and notification process for all applications received in this Round of funding.**

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 I have been authorised by
 (Organisation's name) to submit this application and the information contained herein to the best of my knowledge is true and correct.

I understand 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 the funds will be expended according to the details given and 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 no later than 4.30pm Monday 8 April 2024

Email: info@armadale.wa.gov.au

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