



City of  
Joondalup

# COMMUNITY FUNDING PROGRAM

2016/17 – Round One

## ENVIRONMENTAL DEVELOPMENT

Grants and Admin Officer  
0428 698 844

## COMMUNITY DEVELOPMENT

Community  
Development Officer  
9400 4226

## CULTURE AND THE ARTS DEVELOPMENT

Principal Arts Officer  
9400 4230

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## What is the Community Funding Program?

### Background

The City of Joondalup's Community Funding Program aims to assist Community Groups, schools and individuals to conduct projects, events and activities which develop and enhance the Joondalup community.

The Community Funding Program is a grant-based program, which provides funding in the categories of Culture and the Arts Development, Environmental Development and Community Development.

Each year, specific strategic objectives are adopted in these categories for the coming 12 months, commencing 1 July (see Fund Categories: objectives and priorities). Eligible community groups, schools and organisations are invited to apply for grants to support projects, activities and events relevant to those objectives.

**In order for your application to be assessed you must discuss your application with the appropriate Fund Administrator listed below. Failure to discuss your application prior to applying will exclude your application from funding.**

### Fund Administrators

FUND	CONTACT	TELEPHONE
Culture and the Arts Development Fund	Principal Arts Officer	9400 4230
Environmental Development Fund	Grants and Admin Officer	0428 698 844
Community Development Fund	Community Development Officer	9400 4226

## Who is eligible for funding?

Grants will only be provided to not-for-profit community groups which are:

- Incorporated under the provisions of the *Associations Incorporation's Act (1987)*; or
- A recognised not-for-profit, non-government corporate body either created by government or with an Australian Companies Number (ACN) or Australian Business Number (ABN); or
- Registered as companies limited by guarantee.
- Schools.

Grants will not be provided for the purpose of fundraising.

Eligible applicants will generally be located within the City of Joondalup. In some instances, organisations with a wider membership base may be considered, provided the aims and objectives are aimed primarily at the City's community or the proposed project, activity or event will take place within the City and benefit the City.

Community groups which are not incorporated may seek the services of an incorporated body (sponsor) to represent the project on their behalf. The sponsor will be required to accept legal and financial responsibility for the project or activity.

Individuals will only be considered for funding if they are residents of the City and have a sponsoring, incorporated community group prepared to manage the funds on their behalf, and they can demonstrate specific benefits to the Joondalup community.

Applications will only be considered for funding if they can show achievable objectives and clear benefits for the community in line with the priorities and objectives of the specific fund they are applying for and if any previous City grants have been acquitted.

## What projects, events and/or activities are eligible?

### Consideration will be given to funding the following:

1. Small capital items (see specific criteria for your category);
2. One-off projects, activities or events;
3. Seeding grants for projects, activities or events which can demonstrate independent viability after project acquittal;
4. Projects which are additional to a school's regular curriculum; and
5. Projects undertaken wholly or partly in the City of Joondalup.

### The City WILL NOT fund the following:

1. Deficit funding;
2. Retrospective funding;
3. Recurrent salaries and recurrent operational costs;
4. Organisations are ineligible for funding if they have previously submitted, and been successful for financial support (inc. sponsorship, contribution, donation or funding) from the City within the same financial year for the same project, event or program.  
Organisations that have already received financial support from the City within the same financial year (1 July-30 June) are still eligible for other programs, however their existing support will be considered in their application assessment;
5. Individuals, unless they are sponsored by an eligible organisation and are residents of the City;
6. Government agencies with the exception of schools;
7. Development or improvement of school facilities and equipment associated with the normal curriculum;
8. For-profit organisations;
9. Fund raising projects;
10. Project activities which are ongoing or occur as part of the City's ordinary activities.
11. Any applicant who has not previously acquitted a grant with the City; and
12. GST.\*

\* **Note:** All applications must request a final grant amount that is excluding GST. The GST amounts payable are the responsibility of the applicant.

## How are the applications assessed?

**Applications will be assessed against the following factors:**

1. Has the applicant clearly addressed why the project is needed by the community and how it will be provided?
2. Did the applicant state any level of cash or in-kind contribution they will make which adds value for the City financially?
3. Can the proposal demonstrate the extent that the broader community will be engaged, informed or involved in the project?
4. Does the applicant demonstrate they have made other attempts to seek funding for the project from other funding bodies?
5. Does the project align with the strategic and policy objectives of the City of Joondalup?
6. Does the project meet at least one priority and one objective of the specific fund you are applying to?
7. Does the proposal demonstrate that it will provide an opportunity for the community?

## What are the conditions of funding?

Applicants seeking funds through this program must be prepared to sign a funding agreement in the event that their application is successful.

**The City is unable to fund GST, please provide all quotes excluding GST in your application.**

Successful applicants **without** an ABN or ACN must be prepared to complete a “Statement by a Supplier” form in order to be funded. If no ABN, ACN or signed Statement by a Supplier form is provided, the City is required to withhold 46.5 per cent of grant payments made, to be paid over to the Australian Tax Office (ATO).

Successful applicants must be prepared to complete all required documents, such as the funding agreements, within a set time schedule. Until such time as the City acknowledges the successful applicants in the community newspaper, an Organisation cannot issue a public announcement during the offer and acceptance stage.

It is a requirement that a formal acquittal of funds, including receipts or tax invoices, together with a report outlining the success of the project in meeting its objectives, is provided. The acquittal of funds is to occur within six (6) weeks of completion of the project, activity or event. The City may require a formal audited financial statement. Successful applicants may request to be presented with their cheque by an Elected Member. Details of such an event must be submitted 4-6 weeks prior to the proposed date.

It is also expected that the City’s financial support will be acknowledged through means such as advertising, promotion and any media publicity associated with any project, activity or event. Approval must be given to use the City’s logo where appropriate.

In some instances, there may be a requirement to make a presentation to Council or participate in some promotional activities during, or at the completion of, the project, event or activity.

**Please note that canvassing of Elected Members may disqualify your application.**

Please note all applicants must discuss their project with the relevant fund administrator prior to applying. Failing to do so will exclude your application from assessment.

Applicants will be notified within three (3) months and monies spent during this application process time will not be funded even if they are a part of the nominated project. Only monies spent after notification of application outcome will be funded.

## How do I apply?

### General application information

Applications received after the due date will not be considered.

Your application is to be made in writing or online, using the appropriate Grant Application Form in these guidelines, and include separate attachments where necessary.

While applicants may submit more than one Community Funding application per annum, only one Community Funding application per organisation will be funded in any financial year (1 July to 30 June). Applicants wishing to submit more than one application should prioritise their applications.

Applicants will be advised of the outcome of their application within three (3) months of the closing date. Successful applications will be approved by the CEO or relevant Director on the recommendation of the appropriate assessment panel.

### Steps for applying for funds

1. Determine if you are eligible to apply for funding by talking with your relevant Fund Administrator.
2. Determine which category of funding you are seeking by talking with your Fund Administrator. The categories are listed in the introduction to these guidelines and specific criteria for each category are detailed below.
3. Ensure that you have the agreement of your community group, school or sponsoring organisation to apply for the funds.
4. Discuss in detail your proposed application with the relevant Fund Administrator.
5. Obtain two quotes excluding GST for all items the City of Joondalup is being requested to fund.
6. Complete your online application by 5.00pm on the due date.

Please contact the relevant Fund Administrator if you require a hard copy application.



## Fund Categories: objectives and priorities

Fund	Funding available	Objectives	Priorities	Specific Criteria	Other Funding Opportunities
Culture and the Arts Development Fund	\$25,000 excl. GST to be divided across two funding rounds*	<ol style="list-style-type: none"> <li>To extend and support the level of community participation in arts and cultural activities within the City.</li> <li>To increase the number and variety of arts and cultural activities available within the City.</li> <li>To positively contribute to the well-being of the artistic and cultural nature of the community.</li> <li>To support the development of arts and cultural groups within the City.</li> <li>To enhance the cultural fabric of the City.</li> </ol>	<p>Events, projects or programs which:</p> <ol style="list-style-type: none"> <li>Encourage new partnerships and collaborations with other cultural and arts groups or individuals.</li> <li>Provide access to arts and cultural activity within the City to groups not previously engaged.</li> <li>Demonstrate sustainable and/or long-term artistic and cultural benefit for the City.</li> <li>Support community involvement in the City's existing cultural program.</li> </ol>	<ol style="list-style-type: none"> <li>Small capital items are considered to be under \$2,000 in value.</li> <li>Projects which replicate services already provided by the City of Joondalup (e.g. community art exhibitions) are unlikely to be funded.</li> </ol>	<p>Department of Culture and the Arts Healthway Lotterywest City of Joondalup Sponsorship</p>

**\*Note:** Please note this is a small grants program, available funds are split across two rounds and distributed amongst eligible candidates.

Fund	Funding available	Objectives	Priorities	Specific Criteria	Other Funding Opportunities
Community Development Fund	<p><b>\$28,200</b> excl GST to be divided across two funding rounds*</p>	<p>To support initiatives that bring positive benefits to any of the following groups:</p> <ol style="list-style-type: none"> <li>1. Youth</li> <li>2. Seniors</li> <li>3. Children</li> <li>4. People with disabilities</li> <li>5. People from culturally and linguistically diverse backgrounds</li> <li>6. Volunteers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Promote interactions between seniors and children or young people.</li> <li>2. Promote active ageing for seniors.</li> <li>3. Reduce the isolation of people who are “at-risk” or marginalised.</li> <li>4. Promote positive mental health outcomes.</li> <li>5. Promote support for people who are homeless, or at risk of homelessness.</li> <li>6. Promote development of community leadership.</li> </ol>		<p>Department of Local Government and Communities Lotterywest Department of Social Services SGIO Community Grants City of Joondalup Sponsorship</p>

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Fund	Funding available	Objectives	Priorities	Specific Criteria	Other Funding Opportunities
Environmental Development Fund	<b>\$25,000</b> ex GST annually to be divided across two funding rounds*	To build a community that takes ownership of its environment and actively supports its ongoing preservation and conservation.	To support community environmental programs that: <ul style="list-style-type: none"> <li>• Reduce greenhouse gas emissions</li> <li>• Improve energy efficiency</li> <li>• Achieve water conservation outcomes</li> <li>• Result in waste minimisation or increased recycling</li> <li>• Protect and enhance the biodiversity of the City's natural areas or increase local native biodiversity in other areas</li> <li>• Increase the use of sustainable transport such as walking, cycling or public transport</li> <li>• Raise community awareness and involvement in environmental initiatives.</li> </ul>	<ol style="list-style-type: none"> <li>1. All projects require approval to work on City land and specific licences may also be required depending on the nature of the project.</li> <li>2. Please speak with the Environmental Development Fund Administrator regarding any specific criteria that may be related to your project.</li> </ol>	Lotterywest State NRM Program Community Grant WAPC Coastwest Grants Landcare Grants Swan River Trust Alcoa Landcare Program The Norman Wettenhall Foundation Small Environmental Grants RAC Community Sponsorships SGIO Community Grants Waste Authority Community Grants Scheme Waste Authority Waste Wise Schools Grants Program City of Joondalup Sponsorship

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**T: 08 9400 4000**  
**F: 08 9300 1383**

Boas Avenue Joondalup WA 6027  
PO Box 21 Joondalup WA 6919

**[joondalup.wa.gov.au](http://joondalup.wa.gov.au)**

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*This document is available in alternate formats upon request.*