

# Community Funding Program 2011/2012

Information and Funding Application Package

**Culture and the Arts Development**

**Environmental Development**

**Sport and Recreation Development**

**Community Development**



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## What is the Community Funding Program?

### Background

The City of Joondalup's Community Funding Program aims to assist Community Groups to schools and individuals 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 Sport and Recreation Development, 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 Organisations and individuals 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 City Officer listed below.**

### City Officers

FUND	CONTACT	TELEPHONE
Culture and the Arts Development Fund	Ms Nicole Warren	9400 4927
Environmental Development Fund	Ms Lisa Pilkington	9400 4967
Sport and Recreation Development Fund	Ms Sandra Hill-Williamson	9400 4252
Community Development Fund	Ms Elizabeth White	9400 4952

## 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).

Schools are eligible to apply for the Culture and the Arts Development Fund, Environmental Development Fund and Community Development Fund but not for the Sport and Recreation Development Fund.

Grants will not be provided for the purpose of fund raising.

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 auspice 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.

All applications will only be considered for funding if they can show achievable objectives and clear benefits for the community in line with the City's own objectives.

## 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 aquittal;
4. Projects which are additional to a school's curriculum, under the three eligible funds - Environmental Development Fund, Community Development Fund and Culture and the Arts Development Fund; 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. More than one request for funding within any financial year (1 July to 30 June);
5. Individuals, unless they are sponsored by an eligible Organisation and are residents of the City;
6. Government or quasi-government agencies;
7. Development or improvement of school facilities and equipment associated with the normal curriculum;
8. For-profit Organisations;
9. Fund raising projects; and
10. Project activities which occur as part of the City's ordinary activities.

## How are the applications assessed?

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

- 1.** Has the applicant clearly addressed why the service/project is needed by the community and how it will be provided?
- 2.** Can the service/project be provided by the market to the same level of quality and has the applicant considered why their proposal will give greater benefit?
- 3.** If the service/project can be provided by the market, does the proposal have any potential conflict with federal law governing competition policy which the City needs to be aware of as the principal providing the funding?
- 4.** Did the applicant state any level of cash or in kind contribution they will make which adds value for the City financially?
- 5.** Can the proposal demonstrate the extent that the broader community will be engaged, informed or involved in the service/project?
- 6.** Cost comparison after taking into account fair competition (refer criterium 3).
- 7.** Does the applicant demonstrate they have made other attempts to seek funding for the service/project from other funding bodies?
- 8.** Does the service/project align with the strategic and policy objectives of the City of Joondalup?
- 9.** Does the proposal demonstrate that it will provide a continuous improvement opportunity for the community and will it also be sustainable?

## 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.

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 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, 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. For large grants, the City will 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.**

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 application per annum, **only one 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 City Officer.
2. Determine which category of funding you are seeking by talking with your City Officer. 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. Arrange to discuss your application with the relevant City Officer.
5. Obtain quotes for all items the City of Joondalup is being requested to fund.
6. Complete your application using the appropriate Application Form and forward to the City by no later than 5.00pm on the due date.

## Fund Categories: objectives and priorities

Fund	Funding available	Objectives	Priorities	Specific Criteria	Other Funding Opportunities
Culture and the Arts Development Fund	<b>\$25,000 excl GST to be divided across two funding rounds</b>	<ol style="list-style-type: none"> <li>1. To extend and support the level of community participation in arts and cultural activities within the City.</li> <li>2. To increase the number and variety of arts and cultural activities available within the City.</li> <li>3. To positively contribute to the well-being of the artistic and cultural nature of the community.</li> <li>4. To support the development of arts and cultural groups within the City.</li> <li>5. To enhance the cultural fabric of the City.</li> </ol>	<p>Events, projects or programs which:</p> <ol style="list-style-type: none"> <li>1. Encourage new partnerships and collaborations with other cultural and arts groups or individuals.</li> <li>2. Provide access to arts and cultural activity within the City to groups not previously engaged.</li> <li>3. Demonstrate sustainable and/or long-term artistic and cultural benefit for the City.</li> <li>4. Support community involvement in the City's existing cultural program.</li> </ol>	<p>In addition to the general criteria, the following specific criteria must be met:</p> <ol style="list-style-type: none"> <li>1. Small capital items are considered to be under \$2,000 in value.</li> <li>2. 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 GrantsLINK</p>

Fund	Funding available	Objectives	Priorities	Specific Criteria	Other Funding Opportunities
<b>Sport and Recreation Development Fund</b>	<b>\$25,000 excl GST to be divided across two funding rounds</b>	<ol style="list-style-type: none"> <li>1. To extend and support the level of participation in sport and recreation activities within the community.</li> <li>2. To increase the number and variety of sport and recreation opportunities in the community.</li> <li>3. To assist in the improvement of community sport and recreation by enhancing the volunteer support base of local Community Groups.</li> <li>4. To positively contribute to the wellbeing and safety of the community.</li> </ol>	<ol style="list-style-type: none"> <li>1. Volunteer training to enhance club/group development.</li> <li>2. Equipment that improves the safety of the club/group environment (such as first aid kits, goal post pads). NOT personal equipment (such as mouth guards, shin pads).</li> <li>3. One-off community events, projects and programs that promote sport/recreation and encourage active participation.</li> <li>4. Seeding Grants for the establishment of new clubs/groups (&lt;2 years old).</li> </ol>	<p>In addition to the general criteria, the following specific criteria must be met:</p> <ol style="list-style-type: none"> <li>1. Proposals where alternative funding is available.</li> <li>2. Proposals for the development or improvement of school facilities, programs or equipment.</li> </ol>	<p>Department of Sport &amp; Recreation State Sport Association Volunteer Small Equipment Grant Healthway Lotterywest GrantsLINK</p>
<b>Community Development Fund</b>	<b>\$25,000 excl GST to be divided across two funding rounds</b>	<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> </ol>		<p>Department for Communities Lotterywest GrantsLINK</p>

Fund	Funding available	Objectives	Priorities	Specific Criteria	Other Funding Opportunities
Environmental Development Fund	\$25,000 excl GST to be divided across two funding rounds	<p>To support community environmental programs that focus on:</p> <ul style="list-style-type: none"> <li>• Energy efficiency</li> <li>• Water conservation</li> <li>• Fauna protection and management</li> <li>• Waste minimisation</li> <li>• Walking, cycling or using public transport</li> <li>• Bushland, wetland or coastal conservation</li> <li>• Environmental research</li> </ul>	<p>Programs which:</p> <ul style="list-style-type: none"> <li>• Increase awareness of environmental issues</li> <li>• Promote positive environmental behaviours</li> <li>• Protect the City's natural areas</li> </ul> <p>Examples of projects that may be funded through the program include:</p> <ul style="list-style-type: none"> <li>• Community garden</li> <li>• Waterwise garden</li> <li>• Energy efficiency</li> <li>• Recycling</li> <li>• Waste education</li> <li>• Composting</li> <li>• Walking and cycling for transport</li> <li>• Research into native plants and animals</li> <li>• Bush restoration</li> <li>• Coast care</li> <li>• Training and up skilling of volunteers</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 Fund Administrator regarding any specific criteria that may be related to your project.</li> </ol>	<p>Department of Environment and Conservation Lotterywest Office of Energy GrantsLINK Green money</p>

## Grant Application Form

**Fund Category** *Please tick one box only*

Culture and the Arts    Environmental Development    Sport and Recreation    Community Development

**Priority Number**  *(if more than one application)*

**Funds Sought: \$** \_\_\_\_\_      **Total Project Cost: \$** \_\_\_\_\_

**Project Title** \_\_\_\_\_

**Project Summary** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Applicant Details

Name of Community Group \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Number of Members \_\_\_\_\_

**Project Coordinators and/or Contact Persons** *Please provide two contacts*

Name	Phone	Fax	Email
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_

\_\_\_\_\_

### Tax Information

Does your Community Group have an ABN or ACN?    **Yes**    **No**

**ABN or ACN**

If your Community Group does not have an ABN or ACN, please complete a Statement by Supplier Form from the Australian Taxation Office and submit with your application.

**Eligibility Criteria**

Have you spoken to the relevant City Officer?  **Yes**  **No**

*NOTE: all applicants must speak to the administrator to be eligible for funding.*

Approximate date of discussion: \_\_\_\_\_

Is your group not-for-profit?  **Yes**  **No**

Is your group incorporated?  **Yes**  **No**

If **Yes**, state date of incorporation \_\_\_\_\_

and please proceed to **“alternative funding”** on page 14.

If **No**, please answer the following questions.

If you are not incorporated, are you:

A non-incorporated group; or

An individual, living in Joondalup.

*NOTE: individuals must live in the City of Joondalup to be eligible.*

As a non-incorporated group or individual, you must have an incorporated body (Sponsor) to auspice the project on your behalf. Please provide the name and address of the sponsoring Organisation:

Sponsoring Organisation Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Attachment letter of support from your Sponsor Organisation.

### Alternative Funding

The City of Joondalup encourages applicants to apply for funding from alternative sources.

Has your Organisation sought any other funding?  **Yes**  **No**

If **Yes**:

(i) Please list.

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(ii) Was the application successful and how much funding has been/will be received?

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If **No** – What are the reasons why you have not sought alternative funding?

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### Project Aims and Objectives

What is the purpose of your project, how will it be achieved and what outcomes will be derived?

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**How was the need for the project identified? Who was consulted?**

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**Who does this project directly and indirectly benefit and how?**

How many people do you expect to have involved? Consider numbers of your own group and the impact on the wider community.

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**Project start date?**

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**Project end/finish date?**

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**How does this project assist your objectives?**

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**How does this project meet the City's Community Funding Objectives and Priorities?**

You must identify at least one of the Community Funding Objectives and Priorities that your project aligns to.

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**Have you compared your project with the activities of any other Organisations in your area?**

- Are there other Organisations or groups already undertaking these activities?
- If so, how is your project different?

**No**

**Yes (please provide details)**

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**Where is this project going to be held? Venue, e.g. park, hall, etc. Please provide address if known.**

- |   |                |
|---|----------------|
| <input type="checkbox"/> Park           | Address: _____ |
| <input type="checkbox"/> Community Hall | Address: _____ |
| <input type="checkbox"/> School Grounds | Address: _____ |
| <input type="checkbox"/> Clubrooms      | Address: _____ |
| <input type="checkbox"/> Other          | Address: _____ |

## Proposed Budget

Please ensure your budget **excludes GST**.

It should also **exclude any "in-kind" or non-cash contributions**, which can be listed in the next table.

INCOME	
Income derived from project (e.g. sales, tickets, fees)	\$
Funding sourced from other Organisations (grants, donations)	
Other income (specify)	
<b>FUNDING REQUESTED FROM THE CITY OF JOONDALUP</b>	
<b>TOTAL INCOME</b>	

EXPENDITURE				
	Your Org	CoJ	Other	Total
<b>Administration Costs</b>				
E.g. - printing flyers	100	1,000	0	1,100
<b>Capital Costs</b>				
E.g. - paint brushes	0	80	20	100
<b>Operating Costs</b>				
<b>Other Costs</b>				
E.g	100	1,080	20	1,200
<b>Total</b>				

Please contact your relevant City Officer to discuss the budget.

To support your budget, please attach written quotes for all expenses to be funded by the City of Joondalup.

Applicants in-kind contribution (labour, materials, time, rent, services). Please provide specific details (labour is to be calculated at a rate of \$24\* per hour)

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*\*This is the usual rate as identified by Volunteering WA*

## Checklist

### Have you:

- Discussed your project with the City Officer?
- Completed all sections of the Application Form?
- Attached an audited financial statement of your Organisation or Sponsor Organisation for the previous financial year?
- Attached the Certificate of Incorporation for your Organisation or Sponsor Organisation?
- Attached a letter from the Sponsor, confirming acceptance of responsibility for the project, if applicable?
- Attached written quotes for all expenses to be funded by the City of Joondalup?
- Attached any research or documentation to support your application (e.g. photographs, letters of support, media coverage)?
- Attached documentation confirming that discussions have been held with another member of your committee/group regarding this funding application (e.g. - minutes of meetings, letter, memo etc)?

**You must discuss your project with the relevant City Officer (see page 3 of the Guidelines) before submitting your application**

## Application Authorisation

I, \_\_\_\_\_ (print name) certify that I am authorised to submit this application on behalf of the applicant. I acknowledge that I have read and understood the Funding Information and Funding Application Package associated with this grant funding.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Sample Agreement

If your application is successful, you will be expected to sign a Funding Agreement, in which you will agree to the following:

1. Until such time as the City acknowledges successful applicants in the community newspaper, applicants cannot issue a public announcement;
2. To expend the monies made available only on the agreed project, event or activity;
3. To provide to the City an acquittal certified by the applicants Treasurer and President or school principal within six weeks of the completion of the project, activity or event;
4. If the above point is not adhered to, no further funding will be provided until an acquittal has been submitted and approved by the City Officer;
5. To refund to the City any unexpended funds in accordance with the acquittal at the time of providing the acquittal;
6. To provide a report on the project, activity or event detailing its achievement in relation to the performance objectives set and any future activities or projects proposed as a result of the project, event or activity;
7. Once funding has been approved, ensure that the City is acknowledged in any media coverage or promotional activities related to the project, activity or event for which the funding has been received;
8. Undertake to not represent the City in any official capacity without prior consent from the City;
9. Indemnify the City insofar as any activities relevant to the funding are concerned;
10. Provide the City with a copy of any documentation produced as a result of the project, event or activity; and
11. Provide the City with a valid ABN, ACN or, the applicant has no ABN, provide a signed "Statement by Supplier" Form.



**T: 08 9400 4000**

**F: 08 9300 1383**

Boas Avenue Joondalup WA 6027

PO Box 21 Joondalup WA 6919

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

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