



**COMMUNITY FUNDING PROGRAM  
GUIDELINES**

**2000-2001**

**INFORMATION AND FUNDING APPLICATION  
PACKAGE**

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>1. INTRODUCTION .....</b>   | <b>3</b>  |
| <b>2. APPLICATION PROCESS .....</b>  | <b>3</b>  |
| <b>3. STEPS FOR APPLYING FOR FUNDS .....</b>   | <b>4</b>  |
| <b>4 ELIGIBILITY FOR FUNDING AND ASSESSMENT CRITERIA.....</b>                        | <b>4</b>  |
| 4.1 Scope .....  | 4         |
| 4.2 Eligible Organisations .....   | 4         |
| 4.3 Eligible Projects, Events and Activities .....                                   | 5         |
| 4.4 Assessment Criteria .....  | 5         |
| <b>5. CONDITIONS OF FUNDING.....</b>   | <b>5</b>  |
| <b>6. INFORMATION REQUIRED.....</b>  | <b>6</b>  |
| <b>7. FUND CATEGORIES: OBJECTIVES AND PRIORITIES.....</b>                            | <b>7</b>  |
| <b>8. \$2,500 OR LESS – SMALL GRANT APPLICATION PROCESS.....</b>                     | <b>10</b> |
| 8.1 General Information.....   | 10        |
| 8.2 Funding Agreement.....   | 10        |
| 8.3 Small Grants - Applications up to \$2,500 – Application Summary Sheet: .....     | 11        |
| <b>9. MORE THAN \$2,500 – LARGE GRANT APPLICATION PROCESS.....</b>                   | <b>12</b> |
| 9.1 General Information.....   | 12        |
| 9.2 Funding Agreement.....   | 12        |
| 9.3 Large Grants – Applications more than \$2,500 – Application Summary Sheet: ..... | 13        |
| <b>10. APPENDICES.....</b>   | <b>14</b> |
| 10.1 Performance Objectives and Outcomes – Example One: .....                        | 14        |
| 10.2 Proposed Budget: .....  | 15        |

## 1. INTRODUCTION

The City of Joondalup's Community Funding Program aims to assist community-based organisations to conduct projects, events and activities to assist in developing and enhancing the Joondalup community. While the objectives of individual organisations are considered in the funding program, the City's own strategic objectives are also key elements in determining applications for funding.

Grants will be made available in the following areas. The appropriate contact person within Council is also shown:

| FUND                                  | CONTACT                 | TELEPHONE |
|---------------------------------------|-------------------------|-----------|
| ➤ Sport & Recreation Development Fund | Ms Kim Low              | 9400 4922 |
| ➤ Culture & the Arts Development Fund | Mr James Boyd           | 9400 4925 |
| ➤ Economic Development Fund           | Mr Ray Fischer          | 9400 4399 |
| ➤ Environment Development Fund        | Mr John Goldsmith       | 9400 4219 |
| ➤ Community Services Fund             | Ms Michelle Wolsoncroft | 4900 4233 |

Each year, specific strategic objectives for the coming twelve months, commencing July 1, are adopted. Incorporated, not for profit organisations are invited to apply for grants to support projects, activities and events relevant to those objectives.

These guidelines are available electronically via the City's website on [www.joondalup.wa.gov.au/community](http://www.joondalup.wa.gov.au/community). You may wish to access the material via that means to enable you to use the pro formas directly on your own computer.

## 2. APPLICATION PROCESS

Your application is required to be completed and forwarded to the City by **5.00pm on November 17, 2000**. Applications are to be made in writing, using the headings provided in this Information and Funding Application Package. Each application is to be accompanied by a completed Application Summary Sheet (see sections 8.3 and 9.3).

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

Applicants will be advised of the outcome of their application within two months of the closing date of applications.

Applications for up to \$2,500 (including GST) should be made on the Small Grants application form. Applications for more than \$2,500 should be made on the large grant application form. All applications are approved by the full Council on the recommendation of the appropriate Assessment Panel.

### **3. STEPS FOR APPLYING FOR FUNDS**

1. Determine if your organisation is eligible. Section 4 includes the eligibility criteria.
2. Determine which category of funding you are seeking. The categories are listed in Section 7 of these guidelines.
3. Determine whether you need to prepare the detailed form for applications seeking more than \$2,500 or the simplified application for up to \$2,500 (including GST).
4. Ensure that you have the agreement of your organisation to apply for the funds.
5. Complete your application and forward to the City by no later than **5.00pm, November 17, 2000.**

**Note:** For more complex applications, it is worth while contacting the appropriate Council officer in order to discuss the best way to prepare your application.

## **4 ELIGIBILITY FOR FUNDING AND ASSESSMENT CRITERIA**

### **4.1 Scope**

The Community Funding Program is a grants based funding program. The City enters into other funding relationships with organisations under different arrangements relating to areas such as purchase of service and sponsorship agreements which are not covered by the provisions of the Community Funding Program.

### **4.2 Eligible Organisations**

Grants will only be provided to not for profit organisations 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 (CAN).

Eligible organisations 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.

Individuals will only be considered for funding if they have a sponsoring organisation prepared to manage the funds on their behalf and they can demonstrate specific benefits to the Joondalup community. Individuals must reside within the City of Joondalup.

All applicants 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.

#### **4.3 Eligible Projects, Events and Activities**

Consideration will be given to funding the following:

- Capital projects and items;
- Discrete projects, activities or events;
- Seeding grants for projects, activities or events which can demonstrate independent viability after an appropriate period;
- Projects, activities or events where all other potential sources of funding have been exhausted or are not available.

Council will not fund the following:

- Deficit funding – for organisations which are experiencing a shortfall in cash revenue or anticipated revenue;
- Recurrent salaries and recurrent operational costs;
- Proposals where alternative sources of funding are available;
- More than one request for funding in a twelve month period;
- Individuals, unless they are sponsored by an eligible organisation and are residents of the City;
- Government or quasi- government agencies;
- For profit organisations.

#### **4.4 Assessment Criteria**

Applications will be assessed against the following factors:

- All eligibility criteria for funding are met;
- The application supports the mission statement, values and strategic direction of Council;
- The application addresses the funding objectives and identified priorities of the relevant fund category;
- Value for money;
- Demonstrated need;
- Community support either in cash or kind;
- Appropriate accountability processes being in place;
- Inclusion of all relevant documentation; and
- Compliance with Council's Community Funding Program Policy and Guidelines.

## **5. CONDITIONS OF FUNDING**

Organisations seeking funds through this program must be prepared to sign a Funding Agreement in the event that their application is successful.

For grants up to \$2,500 (including GST), a Letter of Agreement will be required to be signed. For grants greater than \$2,500, a Funding Agreement must be signed.

For all grants, 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 by 31 October 2001. For large grants, the City may require a formal audited financial statement.

Where financial assistance is sought for infrastructure development and the expected cost is greater than \$10,000, the City's Formal Facilities Assessment Process will also require to be undertaken.

It is expected that Council's financial support will be acknowledged through means such as advertising, promotion and any media publicity associated with any project, activity or event. Approval may 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.

## **6. INFORMATION REQUIRED**

Applicants are required to provide the relevant information as detailed in the following pages. Applications should:

- Be typed;
- Be provided by the due date;
- Incorporate separate attachments where necessary; and
- Include the completed copy of the relevant summary sheet.

## 7. FUND CATEGORIES: OBJECTIVES AND PRIORITIES

| <i>Fund</i>   | <i>Total Funds available 2000-2001</i> | <i>Objectives</i>  | <i>Priorities</i>  |
|---|--|--|--|
| <b><i>Sport &amp; Recreation Development Fund</i></b> | <b><i>\$20,000</i></b>                 | <ul style="list-style-type: none"> <li>• To extend and support the level of participation in recreation activities within the community</li> <li>• To increase the number and variety of recreation opportunities in the community</li> <li>• To assist in the improvement of community recreation</li> <li>• To positively contribute to the well being of the community</li> </ul>   | <p>Projects, events or activities which</p> <ul style="list-style-type: none"> <li>• Demonstrate significant benefits to the community's overall quality of life;</li> <li>• Promote active participation in recreational activities; and</li> <li>• Expand the active membership and participation base of sport and recreation organisations.</li> </ul> |
| <b><i>Culture &amp; the Arts Development Fund</i></b> | <b><i>\$18,630</i></b>                 | <ul style="list-style-type: none"> <li>• To extend and support the level of participation in cultural activities within the community</li> <li>• To increase the number and variety of cultural opportunities in the municipalities</li> <li>• To assist in the improvement of community recreation</li> <li>• To positively contribute to the well being of the community.</li> </ul> | <p>Projects, events or activities which encourage skills development and greater participation by young people with a particular focus on creating a sense of community.</p>   |

| <b><i>Fund</i></b>                         | <b><i>Total Funds available 2000-2001</i></b> | <b><i>Objectives</i></b>   | <b><i>Priorities</i></b>  |
|--|---|--|---|
| <b><i>Community Services Fund</i></b>      | <b><i>\$24,000</i></b>                        | <ul style="list-style-type: none"> <li>• Projects, events or activities which are unique in the City and which support new initiatives bringing identified positive benefits to young people in the City.</li> <li>• Proposals which support activities, events or projects which demonstrate a local response to the needs of seniors in the City.</li> </ul> | <p>Projects, events or activities which:</p> <ul style="list-style-type: none"> <li>• Encourage the involvement and interaction of young people with their community;</li> <li>• Foster a positive image of young people in the community;</li> <li>• Involve seniors in active involvement in their community;</li> <li>• Have a clear practical outcome;</li> <li>• Are sustainable at their completion</li> </ul>  |
| <b><i>Environment Development Fund</i></b> | <b><i>\$10,000</i></b>                        | Projects, events or activities which provide opportunities for people to become actively involved in environmental protection and conservation activities.   | <p>Projects, events or activities which:</p> <ul style="list-style-type: none"> <li>• Encourage community participation to enhance community awareness of environmental protection, conservation and management issues.</li> <li>• Have a clear, practical direction and are sustainable at their completion.</li> <li>• Evidence environmental benefit/s to the community.</li> <li>• Integrate with the other environmental programme/initiatives.</li> </ul> |



| <i><b>Fund</b></i>                      | <i><b>Total Funds Available 2000-2001</b></i> | <i><b>Objectives</b></i>  | <i><b>Priorities</b></i>   |
|---|---|---|--|
| <i><b>Economic Development Fund</b></i> | <i><b>\$60,000</b></i>                        | <p>Projects, events or activities which:</p> <ul style="list-style-type: none"> <li>• Encourage the development of new businesses within the city;</li> <li>• Have the potential to become self-funding;</li> <li>• Fill an identified economic need within the community; and</li> <li>• Do not operate in direct competition to existing business.</li> </ul> | <p>Projects, events or activities which:</p> <ul style="list-style-type: none"> <li>• Support strategic economic development within the City;</li> <li>• Encourage participation of the local business community in partnership arrangements with other business sectors.</li> </ul> |

## **8. \$2,500 OR LESS – SMALL GRANT APPLICATION PROCESS.**

### **8.1 General Information.**

There is no formal application form. The application must, however, include the relevant information under the following headings:

- Information about your organisation;
- Your organisation's CAN/ABN number;
- Objective(s) and outcome(s) of project, event or activity;
- Summary of project, event or activity;
- How this project, event, or activity assists the objectives of the organisation;
- How the proposal meets the City's funding objectives and priorities;
- The names and address of individuals who may benefit (if applicable);
- The expected outcomes of the project, event or activity;
- The budget for the project, event or activity;
- Audited financial statement of organisation for previous financial year;
- Small Grant Application Summary Sheet (S8.3)

The Appendices at S10 of these guidelines provide examples of objectives and outcomes. These will form an attachment to the funding agreement which recipients will be expected to sign.

Recipients will also be expected to provide an acquittal of funds.

### **8.2 Funding Agreement**

If your application is successful, you will be expected to sign a letter of agreement which you will agree, on behalf of your organisation, to:

1. Expend the monies made available only on the agreed project, event or activity;
2. Provide to the City a statement of expenditure certified by the organisation's Treasurer and President within six (6 weeks) of the completion of the project, activity or event;
3. Refund to the City any unexpended funds in accordance with the statement of expenditure at the time of providing the statement of expenditure;
4. 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;
5. Acknowledge the funding provided by the City in any media coverage or promotional activities related to the project, activity or event for which the funding has been received;
6. Undertake to not represent the City in any official capacity without prior consent from the City;
7. Indemnify the City insofar as any activities relevant to the funding are concerned; and
8. Provide the City with a copy of any documentation produced as a result of the project, event or activity.

### 8.3 Small Grants - Applications up to \$2,500 – Application Summary Sheet:

#### Project Outline

Funds Sought \$ \_\_\_\_\_ Priority No. \_\_\_\_\_ Fund Category: \_\_\_\_\_  
*If more than one application* *eg – Sport & Recreation*

#### Organisational Details

|                                    |                  |                              |
|------------------------------------|------------------|------------------------------|
| <b>NAME OF ORGANISATION:</b> _____ |                  |                              |
| <b>ADDRESS:</b> _____              |                  |                              |
| <b>PROJECT LEADER</b> _____        |                  |                              |
| <b>TEL:</b> _____                  | <b>FAX</b> _____ | <b>EMAIL</b> _____           |
| <b>CONTACT PERSON:</b> _____       |                  | <b>POSITION</b> _____        |
| <b>INCORPORATED?</b>               | <b>YES/NO</b>    | <b>DATE OF INCORPORATION</b> |

#### Project Summary

|  |
|--|
|  |
|  |
|  |
|  |
|  |

#### Project Budget

| ITEM/SOURCE  | COUNCIL | ASSOCIATION | STATE GOV. | OTHER | TOTAL |
|--------------|---------|-------------|------------|-------|-------|
|              |         |             |            |       |       |
|              |         |             |            |       |       |
|              |         |             |            |       |       |
|              |         |             |            |       |       |
|              |         |             |            |       |       |
| <b>TOTAL</b> |         |             |            |       |       |

#### Authorisation

|   |  |
|---|--|
| I, _____ (print name) certify that I am a member of the<br>abovementioned organisation and authorised to submit this application on behalf of the<br>organisation.<br>Signed: _____ Date: _____ |  |
|---|--|

## **9. MORE THAN \$2,500 – LARGE GRANT APPLICATION PROCESS**

### **9.1 General Information**

Your application should contain a completed Large Grants Application Summary Sheet (S9.3) plus the following information:

#### ***The Organisation***

An introduction to the organisation. Include:

- Its purpose;
- Its incorporation status;
- Its ACN/ABN number;
- Its organisational structure;
- Its membership (number, average age, location);
- A list of office bearers; and
- Audited financial statement of organisation for previous financial year.

#### ***Objectives of the Project, Activity or Event:***

Include:

- A description of the project, event or activity;
- Its objective(s);
- The number of people you expect to have involved; and
- The geographic location of the project, event or activity (if applicable.)

See example at Section 10.1 of this Package.

#### ***Strategies:***

Outline how you intend to implement your particular project, activity or event.  
See example at Section 10.1 of this Package.

#### ***Outcomes and Performance Indicators:***

Outline:

- What you hope to achieve (outcome/s); and
- How you will know whether you have been successful (performance indicators).

See example at Section 10.1 of this Package.

#### ***Funding Sought:***

Provide a copy of your proposed total budget for your project, event or activity, clearly indicating which components you are asking Council to fund. Section 10.2 “Proposed Budget” to this package may be used as either a blank or as a guide.

### **9.2 Funding Agreement**

If your organisation’s funding application is successful, your organisation will be required to enter into a formal funding agreement arrangement with the City of Joondalup. This agreement will contain a comprehensive set of provisions designed to protect the interests of the applicant organisation and the City of Joondalup.

### 9.3 Large Grants – Applications more than \$2,500 – Application Summary Sheet:

Project priority: \_\_\_\_\_ Fund Category \_\_\_\_\_  
(if applying for more than 1 project) eg: sport and recreation

#### Organisational Details

|                                      |                       |
|--------------------------------------|-----------------------|
| NAME OF ORGANISATION: _____          |                       |
| ADDRESS: _____                       |                       |
| PROJECT LEADER _____                 |                       |
| TEL: _____                           | FAX _____ EMAIL _____ |
| CONTACT PERSON: _____ POSITION _____ |                       |

#### Project Summary

|  |
|--|
|  |
|  |
|  |
|  |
|  |

#### Estimated Income Details for Project

| ITEM/SOURCE  | COUNCIL | ASSOCIATION | STATE GOV. | OTHER | TOTAL |
|--------------|---------|-------------|------------|-------|-------|
|              |         |             |            |       |       |
|              |         |             |            |       |       |
|              |         |             |            |       |       |
|              |         |             |            |       |       |
|              |         |             |            |       |       |
| <b>TOTAL</b> |         |             |            |       |       |

#### Documentation Checklist (Tick to confirm inclusion in application proposal):

Project, Event or Activity's Operational Plan ☐

Organisational structure ☐

Financial Statements (99/00) ☐

#### Authorisation

|   |
|---|
| I, _____ (print name) certify that I am a member of the<br>abovementioned organisation and I am authorised to submit this application on behalf of<br>the organisation<br><br>Signed: _____ Date: _____ |
|---|

## 10. APPENDICES

### 10.1 Performance Objectives and Outcomes – Example One:

| OBJECTIVE |   | STRATEGIES  | OUTCOME  | KEY PERFORMANCE INDICATOR   | BY (DATE)  | EST. \$ |
|-----------|---|---|--|---|------------|---------|
| 1         | Remove all non-indigenous plants & weeds from the John Smith Parkland | Provide weed identification training for 30 year 8 students from Duncraig SHS s | <ul style="list-style-type: none"> <li>A group 12-13 year olds who can recognise non-indigenous species of plants</li> </ul> | 75% of students involved can identify non-indigenous species of plants in John Smith parkland | June 2001  | \$2,000 |
|           |   | Conduct a series of 'Weeding weekends' during November                          | <ul style="list-style-type: none"> <li>100% participation over three weekends in a weeding program</li> </ul>                | 60% of John Smith Parkland free of non-indigenous weeds                                       | April 2001 | \$3,000 |

### Example Two

| OBJECTIVE |   | STRATEGIES  | OUTCOME   | KEY PERFORMANCE INDICATOR  | BY (DATE) | EST. \$ |
|-----------|---|---|---|--|-----------|---------|
| 1         | Increase the skills level of the Hillary's Soccer team's 10 –15 year olds | Utilise the services of Perth Glory's Assistant Coach to run holiday training clinics | <ul style="list-style-type: none"> <li>Increased ball handling skills for 50 10-15 year olds</li> </ul> | <ul style="list-style-type: none"> <li>Inter-team performances of 5 soccer teams has improved</li> <li>Level of interest in repeating the clinic on a user pays basis in 2000</li> </ul> | May 2001  | 5,000   |

## 10.2 Proposed Budget:

The following is an example of a project budget and may be used as a guide.

| ITEM   |                           |                    |                      |                |
|--|---------------------------|--------------------|----------------------|----------------|
| Project Operating Costs                        | Organisation Contribution | Other Contribution | Council Contribution | Total Cost     |
| Community Artist for 30 hours at \$50 per hour |                           |                    | \$1,500              | \$1,500        |
| Studio space                                   | \$500                     |                    | \$500                | \$1,000        |
| Banner material                                |                           | \$1,800            |                      | \$1,800        |
| Advertising                                    |                           |                    | \$500                | \$500          |
|  |                           |                    |                      |                |
| <b>Subtotal Operating</b>                      | <b>\$500</b>              | <b>\$1,800</b>     | <b>\$2,500</b>       | <b>\$4,800</b> |
|  |                           |                    |                      |                |
| <b>Capital Costs</b>                           |                           |                    |                      |                |
|  |                           |                    |                      |                |
| Banner Poles x 3                               | \$1,000                   | \$1,000            | \$1,000              | \$3,000        |
|  |                           |                    |                      |                |
| <b>Sub-Total Capital</b>                       | <b>\$1,000</b>            | <b>\$1,000</b>     | <b>\$1,000</b>       | <b>\$3,000</b> |
|  |                           |                    |                      |                |
| <b>GRAND TOTAL</b>                             | <b>\$1,500</b>            | <b>\$2,800</b>     | <b>\$3,500</b>       | <b>\$7,800</b> |

