

Community Funding Program Guidelines





What is the Community Funding Program?

The City of Joondalup Community Funding Program is a small grants program that aims to assist community groups, not-for-profit organisations and schools in developing and enhancing the Joondalup community. Funding is available in the categories of Culture and the Arts Development, Environmental Development and Community Development.

Community funding is available to not-for-profit organisations, community organisations, community groups/clubs, companies limited by guarantee, schools and religious organisations. Unincorporated organisations or individuals may apply but must be supported by a sponsoring organisation.

Round One

Applications open	September
Applications close	October
Assessment	November
Notification of outcomes	December

Round Two

Applications open	March
Applications close	April
Assessment	May
Notification of outcomes	June

Applications received after 5.00pm on the round closing date will not be considered. In order for your application to be assessed you must discuss your application with the appropriate Fund Administrator prior to submitting an application.

Failure to discuss your application prior to applying will exclude your application from funding.

Canvassing of Elected Members may disqualify your application.



Available funds

The Culture and the Arts Development and Environmental Development Funds each have \$25,000 (ex GST) allocated annually and the Community Development Fund has \$27,500 (ex GST) allocated annually. All funds are split across both rounds and between all successful candidates.

Culture and the Arts Development Fund

Objectives

- To extend and support the level of community participation in arts and cultural activities within the City.
- To increase the number and variety of arts and cultural activities available within the City.
- To positively contribute to the well-being of the artistic and cultural nature of the community.
- To support the development of arts and cultural groups within the City.
- To enhance the cultural fabric of the City.

Priorities

Events, projects or programs which:

- Encourage new partnerships and collaborations with other cultural and arts groups or individuals.
- Provide access to arts and cultural activity within the City to groups not previously engaged.
- Demonstrate sustainable and/or long-term artistic and cultural benefit for the City.
- Support community involvement in the City's existing cultural program.

Specific Criteria

- Small capital items are considered to be under \$2,000 in value.
- Projects which replicate services already provided by the City of Joondalup (e.g. community art exhibitions) are unlikely to be funded.

Arts Officer – 9400 4927



Community Development Fund

Objectives

To support community development initiatives that identify and address community needs, including to:

- Promote interactions between seniors and children or young people (inter-generational activities).
- Reduce the isolation of people who are “at-risk” or marginalised.
- Promote positive mental health and wellbeing outcomes.
- Promote positive behavioural changes, attitudinal changes and/or healthy life choices.
- Promote community leadership.
- Promote respect, celebrate difference and foster inclusion.

Priorities

To support community development initiatives that bring positive benefits to any one or more of the following groups:

- Children, young people, families, seniors.
- Aboriginal and Torres Strait Islander people.
- People who are homeless, or at risk of homelessness.
- People with disability, their family and carers.
- People from culturally and linguistically diverse backgrounds.
- Volunteers.

Community Development Officer –
9400 4226

Environmental Development Fund

Objective

To build a community that takes ownership of its environment and actively supports its ongoing preservation and conservation.

Priorities

To support community environmental programs that:

- Reduce greenhouse gas emissions.
- Improve energy efficiency.
- Achieve water conservation outcomes.
- Result in waste minimisation or increased recycling.
- Protect and enhance the biodiversity of the City’s natural areas or increase local native biodiversity in other areas.
- Increase the use of sustainable transport such as walking, cycling or public transport.
- Raise community awareness and involvement in environmental initiatives.

Specific Criteria

- All projects require approval to work on City land and specific licences may also be required depending on the nature of the project.
- Please speak with the Environmental Development Fund Administrator regarding any specific criteria that may be related to your project.

Grants and Administration Officer –
0428 698 844



Other Funding Opportunities

Please speak to the appropriate Fund Administrator about other funding opportunities that may be suitable for you.

- Department of Local Government Sport and Cultural Industries.
- Healthway.
- Lotterywest.
- City of Joondalup Sponsorship.
- Department of Communities.
- Department of Social Services.
- SGIO Community Grants.
- State NRM Program Community Grant.
- Landcare Grants.
- Swan River Trust Alcoa Landcare Program.
- The Norman Wettenhall Foundation Small Environmental Grants.
- RAC Community Sponsorships.
- Waste Authority Community Grants Scheme.
- Waste Authority Waste Wise Schools Grants Program.
- WAPC Coastwest Grants.



Eligibility

Applicants must satisfy the below criteria:

- Be a not-for-profit organisation, community organisation, community group/club, company limited by guarantee, school and religious organisation. Unincorporated organisations or individuals may apply but must be supported by a sponsoring organisation.
- Offer a project, activity or service based in the City of Joondalup or which will primarily benefit Joondalup residents.
- Have completed and acquitted any project for which any City of Joondalup funding was previously received.
- Undertake the project or activity for the benefit of the wider community which could include:
- Small capital items (see specific criteria for your category).
- Seeding grants for projects, activities or events which can demonstrate independent viability after project acquittal.
- Projects which are additional to a school's regular curriculum.
- One-off projects, activities or events.
- Projects that align with the specific priorities and objectives of the fund they are applying.



Ineligibility

Grants will not be provided for/to:

- Fundraising projects.
- GST.
- Retrospective funding (ie. projects that have already commenced or been completed).
- Recurrent salaries and recurrent operational costs.
- Government agencies with the exception of schools.
- Deficient funding.
- Development or improvement of school facilities and equipment associated with the normal curriculum.
- For-profit organisations.
- Project activities which are ongoing or occur as part of the City's ordinary activities.
- Any applicant who has not previously acquitted a grant with the City.
- Organisations that 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.



Sponsoring arrangements

Non-incorporated organisations or individuals must have an appropriate sponsor organisation that can support their project and receive and manage the grant on their behalf. A sponsor organisation will be legally and financially responsible for the management of all aspects of the funded project, including:

- Receiving, banking and administration of grant funds.
- Monitoring of the project.
- Public Liability Insurance.
- Collection of evaluation information.
- Project completion and acquittal.

It is the responsibility of the applicant and the sponsor organisation to independently negotiate and agree upon the terms and conditions of the sponsoring agreement between them. The City of Joondalup will in no way be involved.

Applications

Speak to the relevant Fund Administrator to see if your program, project or event idea is eligible for funding and which fund would be most relevant for you to apply.

Complete an application online and submit it before **5.00pm on the closing date**. Online application forms are available on the City's website at joondalup.wa.gov.au

If you need assistance completing an online application, please contact the relevant Fund Administrator.

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



How are the applications assessed?

The following will be considered when assessing applications:

- Demonstration of community need and how the project will address this.
- Alignment to the priorities and objectives specific to the fund you are applying for.
- Demonstration that the broader community will be engaged, informed or involved in the project.
- Extent to which the applicant has made other attempts to seek funding, provided a co-contribution or in-kind support.
- Other financial support the applicant has received from the City in the same financial year (1 July to 30 June).
- If the program or service/s is already offered in the City of Joondalup and have partnership opportunities been considered.

Due to demand on the funds, not all candidates which meet the criteria may be successful in receiving funding. Projects will be prioritised according to greatest demonstrated benefits and which are most aligned with the priorities and objectives of the fund.

Conditions

All applicants must discuss their project with the relevant fund administrator prior to applying.

Applicants seeking funds through this program must agree to the terms and conditions outlined in Smartygrants prior to submitting their application.

Successful applicants may also be required to accept additional terms and conditions. These will be included as an attachment to an engagement letter in addition to the standard terms and conditions.

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% of grant payments made, to be paid over to the Australian Tax Office (ATO).

It is a requirement that an acquittal of funds, including receipts or tax invoices, together with a report outlining the success of the project in meeting its objectives, is provided within six weeks of completion of the project, activity or event. Any unspent funds or funds not accounted for must be returned to the City. If you require an extension to expend your funds past the date stated in your application, you can contact the Fund Administrator to discuss arrangements.

Applicants should acknowledge the City, 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. The acknowledgements must be included as part of the acquittal of funds.

Applicants may submit more than one Community Funding application per financial year but only one Community Funding application per organisation will be funded. Applicants wishing to submit more than one application should prioritise their applications.

The City is unable to fund GST, the GST component of any expenditure is the responsibility of the applicant.



Frequently asked questions

Does fundraising mean raising funds for other activities, or does it include funds raised by the project for its own sustainability?

The City will not contribute to any form of fundraising. Therefore, if your activity involves collecting donations, or profiting funds it is not eligible. Revenue raising for cost recovery of the event (eg. ticket sales to your event) is acceptable.

Does an applicant need to enter into a contract or agreement if successful in funding?

Yes. Applicants seeking funds through this program must agree to the funding terms and conditions.

Does an applicant need an ABN or ACN to receive funding?

No. Successful applicants without an ABN or ACN can complete a Statement by a Supplier. If no ABN, ACN or signed Statement by a Supplier form is provided, the City is required to withhold 46.5% of grant payments made, to be paid over to the Australian Tax Office (ATO).

Will an applicant need to acquit the funds after the program is complete?

Yes. Successful applicants will need to complete a short report and outline the success of the project in meeting its objectives. Tax invoices are to be provided to confirm expenditure of the funds and any promotional materials acknowledging the City's contribution. This is to be submitted via Smartygrants within six weeks of completing the project, activity or event. Any unspent funds or funds not accounted for must be returned to the City.

Can there be an extension on the funding period?

Yes. By negotiation. If you require an extension to expend your funds past the date stated in your application you can contact the Fund Administrator to discuss arrangements.

Does the City need to be publicly thanked for the funding received?

Applicants should acknowledge the City, 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.



Must applicants liaise with the City's Fund Administrators?

Yes. Applicants must contact the City's Fund Administrators to discuss their project idea. Failure to discuss your application prior to applying will exclude your application from funding.

If an organisation's office is not located in the City of Joondalup, are they still eligible?

Yes if over 50% of your membership are City residents, or if the project, activity, or event is carried out within the City's boundaries or will primarily benefit City residents.

Does a group need to be incorporated to be eligible for Funding?

No, your group does not have to be incorporated, but you will need to apply through an incorporated group under a sponsor arrangement.

Can an applicant use Community Funding to buy equipment?

Capital items, including equipment are eligible for funding but the amount granted for these items may be capped. Community initiatives, programs, activities and events may be prioritised for funding over capital items and equipment.

Should the budget include GST in the budget and quote?

No. The City cannot fund GST. The cost of GST is the responsibility of the applicant.

Can multiple grants be applied for?

Only one Community Funding application per group will be funded in any financial year. Therefore, it is best to be selective and apply for the grant that will benefit your group the most. Organisations that have previously submitted and been successful for other financial support from the City (eg. sponsorship, contribution, donation or other funding) from the City within the same financial year for the same project, event or program cannot be funded.

Other financial support the applicant has received from the City in the same financial year does not preclude you from applying but may be considered when your application is being assessed.



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This document is available in alternative formats upon request.