

# Community Funding Program Guidelines

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Application Information Package



# Contents

<b>1.0</b>	<b>About the Community Funding Program</b>	<b>1</b>
1.1	Program Objective	1
<b>2.0</b>	<b>Community Funding Program Priorities</b>	<b>2</b>
<b>3.0</b>	<b>Eligibility Criteria</b>	<b>4</b>
3.1	Non-incorporated Applicants	4
3.2	Additional Approval Requirements	5
3.3	Lobbying of Elected Members	5
<b>4.0</b>	<b>Exclusions</b>	<b>6</b>
<b>5.0</b>	<b>Funding Levels, Rounds and Dates</b>	<b>7</b>
<b>6.0</b>	<b>How To Apply</b>	<b>8</b>
<b>7.0</b>	<b>Assessment Process</b>	<b>8</b>
<b>8.0</b>	<b>Agreement Process and Terms</b>	<b>8</b>
8.1	Agreement Conditions	8
8.2	Recognition Requirements	9
<b>9.0</b>	<b>Funding Payments</b>	<b>10</b>
<b>10.0</b>	<b>Acquittal Process</b>	<b>10</b>
<b>11.0</b>	<b>Other Funding Opportunities</b>	<b>11</b>
11.1	Donations	11
11.2	Sponsorship Program	11
<b>12.0</b>	<b>Frequently Asked Questions</b>	<b>12</b>
12.1	Applications	12
12.2	My Project	13
12.3	Agreement and Implementation	14
12.4	Acquittal	15





## 1. About the Community Funding Program

The Community Funding Program provides financial support to incorporated community groups to conduct projects, programs, events or activities that benefit the City of Joondalup community.

The Community Funding Program is guided by the *Community Funding Program Policy* which can be found on the City's website.

### 1.1. Program Objective

To support the delivery of community initiated projects, programs, events or activities for the benefit of the City of Joondalup community.



## 2. Community Funding Program Priorities

Applicants must address at least one of the four Funding Priorities outlined below.

### Strengthen Community Participation

**Funding applications will be considered for projects, programs, events or activities which:**

- Invite participation in community life.
- Support learning and skill development.
- Promote fun and creativity.
- Provide affordable participation options.
- Encourage inclusive participation.
- Develop knowledge and skills of community leaders, organisation officials or volunteers to facilitate quality programs for community participation.
- Facilitate networking.
- Facilitate active involvement in preserving the environment and sustainability initiatives.
- Facilitate active involvement in community arts, cultural events, literary, visual and performing arts, visitor attraction and heritage preservation.
- Attract, develop and celebrate volunteering.

### Encourage Connected Communities

**Funding applications will be considered for projects, programs, events or activities which:**

- Encourage social interaction.
- Aim to reduce social isolation.
- Foster community spirit.
- Encourage connection with the local natural environment.
- Reduce social barriers.
- Promote intergenerational activities.
- Promote awareness about disability and social inclusion.
- Support people who are at-risk.
- Enable community connections through access to local arts, cultural and heritage activities and venues.
- Support community arts projects, programs, festivals and events, art exhibitions, heritage preservation, visitor attraction initiatives, literary, visual and performing arts.
- Activate places and spaces within the City.



## Promote Healthy and Active Lifestyles

**Funding applications will be considered for projects, programs, events or activities which:**

- Promote physical activity and aim to increase the level of community fitness.
- Encourage a healthy lifestyle.
- Promote mental health and wellbeing.
- Assist local organisations to promote the delivery of sport, recreation and leisure to residents.
- Support development programs for community-based sport, recreation and leisure.
- Assist with the establishment or long-term sustainability of relevant community organisations.
- Improve facilities.

## Build Resilient and Sustainable Communities

**Funding applications will be considered for projects, programs, events or activities which:**

- Encourage active sustainable behaviours, positive environmental outcomes and conservation of the local natural environment.
- Promote community safety.
- Support volunteers and volunteer development.
- Support opportunities for good governance, having the right systems and structures in place.
- Support the development of high quality, diverse creative practices, including community arts practices.



### 3. Eligibility Criteria

All applications for the Community Funding Program must meet the following criteria:

- The project, program, event or activity that funding is being sought for must benefit or service the City of Joondalup community.
- The project, program, event or activity must align with one or more of the Community Funding Program Priorities.
- The project, program, event or activity has NOT received financial support through another funding program from the City within the same financial year.
- The applicant must be incorporated under the *Associations Incorporations Act 2015* (or other Australian State Government Incorporations Act).

#### 3.1 Non-incorporated Applicants

Non-incorporated applicants can request assistance from the City to become incorporated.

Incorporated associations can also apply for funding on behalf of an unincorporated organisation. The incorporated association making the application in this arrangement is known as the 'sponsoring organisation'. The sponsoring organisation will receive and manage the grant on behalf of the applicants. 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 funds;
- Monitoring of the project, program, event or activity funded;
- Public Liability Insurance;
- Collection of evaluation information; and
- Project completion and acquittal.

It is the responsibility of the applicant and sponsor organisation to independently negotiate and agree upon the terms and conditions of the sponsoring agreement.



### 3.2 Additional Approval Requirements

Additional approvals may be required prior to submitting an application. These may include:

- An approved Club Funded Facility Upgrade application for proposed alterations to City property which have not already received approval.
- An approved External Event Application and/or approved venue booking if the proposed project is to be held on City owned property or facilities.

### 3.3 Lobbying of Elected Members

Applicants may not lobby Elected Members or seek to influence the decision-making process in relation to their submitted Community Funding application.

If during the period between submitting a funding application and a determination by the City, an applicant seeks to lobby any Elected Member of the City of Joondalup or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application, the organisation may be disqualified and the application excluded from being considered for approval.



## 4. Exclusions

The City will NOT enter into an agreement or provide financial support for:

- Applicants with outstanding Acquittal Reports for any grants, funding or sponsorships with the City.
- Projects longer than 24 months in duration will not be funded.
- Applicants with overdue or outstanding payments due to the City.
- Activities which are the direct responsibility of government departments.
- Political, religious, advocacy or lobbying activities.
- Fundraising activities.
- Projects, programs, events, activities or equipment which is associated with an educational institution's normal curriculum.
- Projects, programs, events or activities where alternative funding streams specific to the project are available (eg. bike education).
- Projects, programs, events or activities that occurred before the funding agreement had been signed.
- Recurrent operating costs.
- Travel or accommodation expenses (except for the costs of specialists to deliver programs or events which align with the Community Funding Program Priorities).
- Payments, reimbursements, or waivers to contracted employees/members/participants/volunteers to undertake core activities.
- Funding for projects, programs, events or activities which occur as part of the City of Joondalup's normal activities.
- Any projects, programs, events or activity that is unlawful or contravenes City policy or Local Laws.
- Development of facilities not owned or managed by the City where the total value of the development exceeds \$5,000.





## 5. Funding Levels, Rounds and Dates

	Small Grants \$10,000 and below	Large Grants greater than \$10,000 (Round one only)
<b>Funds available per year*</b>	Total funds available: \$92,500 Round One – \$46,250 Round Two – \$46,250	Total funds available: \$100,000 Round One – \$100,000
<b>Round dates</b>	Round One – First Monday to last Friday of August Round Two – First Monday to last Friday of February	Round One – First Monday to last Friday of August
<b>Grant notification</b>	Round One – October/November Round Two – April/May	Round One – November/December
<b>Grant payment</b>	Round One – November/December Round Two – May/June	First payment – November/December
<b>Project timeframe</b>	Projects of up to 12 months in duration will be considered for small grants.	Projects of up to 24 months in duration will be considered for large grants.

*\*Please note: fund amounts may be distributed amongst the small and large grants and round One and Two at the City's discretion.*



## 6. How To Apply

- Applicants must firstly contact the program administrator to discuss the project, program, event or activity before submitting an application. Assistance with completing an online application can be provided by the program administrator.
- Applications must be received online via the City's website and submitted before 5.00pm on the relevant round closing date.
- Applicants must address the application criteria and provide the mandatory supporting documentation. This may include but is not limited to:
  - Project budget
  - Project outcomes
  - Public Liability Insurance Certificate of Currency
  - Relevant licences, qualifications and clearances
  - Other documentation as required, such as letters of support.
- Applicants must provide quotes for goods and services. This may be in the form of a screenshot of an advertised price on a website, formal written quote or similar. These include:
  - One written quote for any good or service over the value of \$500.
  - Two written quotes for any good or service over \$2,000.
- If the organisation is registered for GST, the funding allocation requested must be minus the GST component as per quotes supplied.

The City reserves the right to request more information from the applicant as required.

## 7. Assessment Process

- The City will initially assess applications to ensure eligibility before proceeding to the assessment panel.
- Eligible applications are assessed against weighted criteria by a four-person panel of City officers.
- The City reserves the right to request more information from the applicant as required.
- Grants under \$10,000 will be assessed by the City and recommendations will require approval by the Chief Executive Officer.
- Grants over \$10,000 will be assessed by the City and recommendations will require approval by Council.
- The City may offer applicants partial funding for their proposed project.
- All funding is subject to funds being available in the City's annual budget.

## 8. Agreement Process and Terms

Successful applicants must enter into a written funding agreement as supplied by the City before any funds are provided to the applicant. The applicant must not commence the funded project, activity or program until the funding agreement has been signed by both parties.

### 8.1. Agreement Conditions

The funding agreement will outline:

- A description of the project for which funding is being provided;
- Amount of funding being offered;
- Schedule of payment for funding;
- Timeline of the project;
- Project objectives and outcomes;



- Approved project budget;
- Recognition requirements;
- Acquittal Report requirements including date report is due; and
- Other funding conditions.

Other important information for successful applicants is listed below:

- Funding granted will not include GST amounts if applicants are registered for GST.

- If the proposal does not proceed after approval by the City, the funding must be returned in full.
- If the proposal does not meet the Terms and Conditions of Funding, the funding must be returned in full.

A copy of a sample funding agreement and Acquittal Report is available on the City's website for your information and consideration prior to application.

## 8.2. Recognition Requirements

Funding recipients will be required to recognise the City's contribution to their project. These requirements are outlined in the table below.

Recogniton	Less than \$5,000	\$5,001 – \$10,000	\$10,001 – \$15,000	More than \$15,000
Recognises the City of Joondalup in all speeches, presentations, press releases and other media opportunities associated with the project.				
Display the City of Joondalup logo on all promotional material associated with the project.				
Display the City of Joondalup logo on all organisation newsletters for the current and following seasons/calendar years.				
Display the City of Joondalup's logo and hyperlink to the City's website on organisation's webpage and social media pages for the current and following seasons/calendar years.				
Write and submit to local community newspapers a press release outlining the project.				
Display the City of Joondalup's logo on the organisation's letterhead and other documents for the current and following seasons/calendar years.				
Display the City's logo on all new items of organisation clothing (ie. playing uniforms, organisation polo shirts etc)				
Exclusive naming rights for the project, program or event.				



## 9. Funding Payments

Small grants will be paid to the applicant via electronic funds transfer within 30 days of the signing of the funding agreement by both parties (the City and the organisation).

Large grants will be paid in three components as outlined below:

- 50% of the agreed amount will be paid to the applicant within 30 days of the signing of the funding agreement by both parties (the City and the organisation);
- 25% of the agreed amount will be paid to the applicant within 30 days of the City receiving a full and complete Interim Acquittal Report on 50% completion of the project; and
- Balance of the funding (or remaining 25%) will be paid to the within 30 days of the City receiving a full and complete Acquittal Report on completion of the project.

## 10. Acquittal Process

Successful applicants will be required to acquit the funding within six weeks of completion of the project, program, event or activity, including:

- An Acquittal Report on outcomes and the impact/evaluation of the project, program, activity, or event.
- As part of the Acquittal Report, a financial acquittal including tax invoices indicating expenditure on the items set out in the project budget submitted as part of the application. Please ensure compliant tax invoices are submitted with the acquittal.
- Evidence that the applicant has acknowledged the City's contribution of funding through advertising, promotion, and any media publicity associated with any project, activity or event. Specific recognition requirements apply depending on the level of funding. Information on the use of City's logo and forms of acknowledgement will be contained in the funding agreement.
- Applicants successful in the large grants category are required to complete an Interim Acquittal Report once the project, program, event or activity reaches 50% completion and before the second instalment is paid.

Applicants who do not submit an Acquittal Report within six weeks of completion of the project, program, event or activity, will be excluded from any future funding until an Acquittal Report is received and assessed as complete.



## 11. Other Funding Opportunities

In addition to the Community Funding program, the City also offers alternative funding through the range of programs featured below:

### 11.1. Donations

Donations by the City reflect its commitment to improve the wellbeing of the City of Joondalup community.

Due to the philanthropic nature of donations, the City does not seek a direct return or benefit from the donation and therefore does not require a business case to be provided.

Organisations eligible to apply include:

- Community based not-for-profit organisations.
- Charitable organisations or organisations with charitable objectives.
- Organisations with charitable objectives.

Applicants seeking a donation from the City must be an association incorporated in accordance with the *Associations Incorporations Act 1987*.

For further information please contact the City's Strategic Marketing and Sponsorship Officer on **9400 4169** or visit the City's website.

### 11.2. Sponsorship Program

The City's Sponsorship Program is designed to meet several objectives:

- Supporting community-based projects that engage and celebrate local people, causes and organisations.
- Attracting, hosting, or supporting a wide range of significant, major and community projects to enhance the liveability of the City.
- Providing positive exposure for the City both locally, regionally, and internationally
- Generating economic development outcomes that benefit local businesses and the economy.
- Increasing visitation to the region.
- Creating long term value to the City and its residents by building sustainable long-term partnerships and relationships.

For further information please contact the City's Strategic Marketing and Sponsorship Officer on **9400 4169** or visit the City's website.



## 12. Frequently Asked Questions

### 12.1. Application

#### **What is the Community Funding Program?**

The Community Funding Program (CFP) provides financial assistance to incorporated community organisations for projects, activities, programs and events that benefit the City of Joondalup community.

#### **Who is eligible to apply?**

Applicants must be incorporated under the *Associations Incorporations Act 2015* (or other Australian State Government Incorporations Act).

#### **What are the options if we are not incorporated?**

Non-incorporated applicants can request assistance from the City of Joondalup to become incorporated. An incorporated sponsor organisation may apply on behalf of a non-incorporated group or individuals.

#### **Can businesses apply for CFP?**

No, profitable businesses are not eligible to apply for the CFP.

#### **Does the funding include payment of GST?**

No, it is a requirement that applicants pay the GST component of any purchases made.

When doing the acquittal, it is important that you only acquit the amount paid for goods and services exclusive of the GST component. You may be required to repay the GST component back if you use City funds to pay the GST.

#### **What are the key changes/updates to the program?**

After undertaking a significant review of the CFP during 2021, the City has introduced the following changes:

- Introduction of new Community Funding Program priorities
- New eligibility criteria
- New funding levels including small grants of \$10,000 and below, and large grants greater than \$10,000.

#### **What if we require assistance with completing the application form or need advice about our project, program, activities or event?**

You can contact the CFP Fund Administrator via email at [community.funding@joondalup.wa.gov.au](mailto:community.funding@joondalup.wa.gov.au) or by calling **9400 4918**. The CFP Fund Administrator may direct your enquiry to a Fund Specialist if your enquiry requires a more technical or specialised response.

For assistance with technical difficulties using the SmartyGrants application form, you can contact SmartyGrants on **03 9320 6888**.

#### **Can applicants submit applications for CFP using other formats?**

No, the City only accepts applications via the Smartygrants online system. If you are having difficulty accessing the online form, please contact the CFP Administrator and assistance can be provided.

#### **Will there be any information sessions held for applicants to attend?**

Yes, the City will either run a face-to-face information session or online. The details regarding the information sessions will be provided prior to the opening of funding rounds.



## 12.2. My Project

### **Our project, program, activities or event has already started. Can we still apply for funding?**

No, the City does not fund any project, program, activity or event that has already commenced or occurred.

Projects, programs, activities or events cannot commence until the funding agreement has been signed by both parties. Any expenditure undertaken prior to this date cannot be funded through the CFP.

### **Can we apply for additional funding from other grants or funding sources for our project, program, activities or event?**

Yes, the City encourages applicants to seek additional funding. You will be required to identify which items the City of Joondalup are paying for in your budget so all funding bodies can allocate their contribution accordingly. If you have applied for additional funds elsewhere but are yet to be notified if you have been successful, you will also be required to identify this in your application.

### **Can we use the grant to fund our utility bills for our premises or other operational costs?**

No, day-to-day operational costs and ongoing maintenance are not eligible for funding under the CFP. If your organisation is experiencing financial difficulties, City staff are available to discuss strategies to assist.

### **Can travel costs be funded by the CFP?**

Travel costs for specialist presenters, consultants, and facilitators to deliver programs may be funded under the CFP. Travel for other purposes such as attending conferences, workshops, sporting events team travel or touring costs, will not be funded.

### **Can we use the grant to provide fee discounts for our members?**

No, the CFP does not allow payments to members to undertake core activities. This includes membership discounts or fee waiver programs.

### **We want to upgrade a City owned venue or club rooms that we use regularly. Do we need approval from the City for the upgrades before applying for CFP?**

Yes, groups considering making alterations to a City venue or other infrastructure on City property must apply for approval by completing a Club Funded Facility Upgrade (CFFU) application. Projects that do not have an approved CFFU will not be considered.

To discuss a CFFU, please contact the City's Leisure Planning team on **9400 4221**. Please note that a CFFU application can take up to eight weeks to be approved.

### **We are a sporting club – can we apply for the Community Sport and Recreation Facilities Funding (CSRFF) and CFP?**

Yes, however any funds given through the CFP will be classed as the City's contribution in the CSRFF application.

### **Can we use funding to establish a community garden?**

Groups considering establishing a new community garden in public spaces must adhere to the existing community garden guidelines and approval processes.

For more information on how to start up a new community garden please call **9400 4226**.

Community gardens that have been approved may be eligible for funding following a successful Club Funded Facility Upgrade (CFFU) application submission. To discuss a CFFU please contact the City's Leisure Planning Team on **9400 4221**.

### **Does our organisation require a strategic plan?**

It is important to be able to describe how the funding will link with the organisation's objectives and strategic goals. Applicants that can link their project, program, activities or event to strategic or other organisational plans will be highly regarded.



If your organisation does not have a strategic plan, you should make reference to other relevant plans or other organisation documents, or those of a relevant governing state / national body describing how your project, program, activities or event, fits into either yours or other relevant strategic objectives.

**Do we need to provide more than one quote for each item?**

Applicants must provide one written quote for each good or service you are requesting funding for, over the value of \$500.00. Two written quotes are required for goods and services over \$2,000. This may be in the form of a screenshot of an advertised price on a website, formal written quote or similar.

**How many objectives do we need to have for my project, program, activities or event?**

There is no maximum or minimum required, though most applications have around three or four. You may wish to use the sample Program Outcomes document as a guide, available on the City's website.

**Can we request use of a City owned venue?**

Events or projects that require the use of a City managed venue will require a booking from the applicant. Depending on the nature of the project, an event application form may also be required. The applicant will be required to pay for the use of the venue in line with the City's Fee's and Charges for the relevant period and the *Facility Hire Subsidy Policy*. Please discuss this with the CFP Fund Administrator prior to submitting your application.

Please contact the City's Community Facilities Booking Office for further information on making bookings for venues on **9400 4268** (between 9.30am and 5.00pm on weekdays) or via **info@joondalup.wa.gov.au**

## 12.3. Agreement and Implementation

**When will we receive the funds and how will we be paid?**

Funds will be received once the Funding Agreement has been signed by both parties. Please refer to Funding Levels, Rounds and Dates section of the Guidelines for more details. For Large Grants greater than \$10,000, an initial part payment may be made followed by progress payments based on progress reports being submitted.

The funds will be deposited into the bank account nominated on the application form.

**What do we do if our project, program, activity or event has changed since we signed our funding agreement? Can we use the grant for other items instead?**

Variation requests need to be made in writing and approved by the City prior to commencement by the applicant. You will need to contact your CFP Fund Specialist to request a variation for your project, program, activity or event.

The grant offer may be rescinded if there are significant changes from your initial application and your grant funds may need to be returned.

**Our project, program, activity or event has been delayed. Can we request an extension?**

Requests to make changes to your project end date need to be made in writing and approved by the City. You will need to contact your CFP Fund Specialist to discuss further, and specify the reason for the delay, any variations to the budget due to the delay, and the revised date you expect your project to be completed by.

Additional funds will not be available for any changes in the budget of your project, program, activity or event.

Extensions may be granted provided that the project will be completed within the allowed timeframes (one year for small grants and two years for large grants).





## 12.4. Acquittal

### **How do we acknowledge the City's contribution?**

Grant recipients will be required to recognise the City's contribution to their project, program, activity or event. These requirements are outlined in the grant guidelines and will form part of the Funding Agreement and are dependent on the amount of funding received. You will be provided with a copy of the City's logo usage guidelines when you receive your Grant Agreement.

As part of your acquittal, you will be required to produce evidence that you have met these requirements. This may include copies of newsletters, social media posts, website links or press releases where applicable.

All materials that include the City's logo must be sent to the City's Strategic Marketing and Sponsorship Officer for approval before production.

### **If we are unsuccessful can we receive feedback and resubmit our application?**

Yes, the City encourages applicants to contact the CFP Fund Administrator to request feedback on their application. The applicant is eligible to resubmit the application for the following round.

### **If all the grant funds were not spent, can we still acquit the funding?**

Yes, when completing your acquittal, the remaining funds should be recorded in the actual expenditure table. Once the acquittal is finalised, the City will issue an invoice to the applicant for the unspent funds.

### **What payment evidence do we need to submit with our acquittal?**

The City requires evidence of expenditure for all items that the grant funds are used to purchase. You will need to provide payment receipts / invoices and bank statements demonstrating that invoices have been paid. You may be required to

return funds to the City for items that do not have sufficient evidence of expenditure.

The City may also request additional evidence such as marketing materials, photographs, case studies, surveys, documents and other items to support the acquittal of funds.

### **We forgot to submit the acquittal by the due date. What do we do now?**

All applicants are required to submit the acquittal within six weeks of the agreed project completion date. A failure to submit the acquittal within this period will render the applicant ineligible for any further grants or funding until they acquit the funding. The City may request that the funds are returned. If you are late in submitting your acquittal, you should contact the CFP Fund Administrator as soon as possible.

### **Once we acquit our project, program, activity or event can we apply for funding again for the same project, program, activity or event?**

Applicants must reapply to be considered for further funding.

Your project, program, activity or event will not be funded solely on the basis it has previously been approved for funding.

The CFP process is fair and equitable to all and your application will be assessed against the eligibility and criteria outlined in the CFP guidelines and will be assessed against other applications.

The CFP does not provide funding on an ongoing basis.



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