

# Community Grants Committee Community Funding Guidelines Review Meeting Agenda



<b>Meeting Name</b>	Community Funding Guidelines Review	<b>Meeting No.</b>	1 - 2020
<b>Meeting Date</b>	Tuesday 8 December, 2020		
<b>Meeting Time</b>	1:00pm		
<b>Meeting Location</b>	Civic Centre, Committee Meeting Room		
<b>Attendees</b>	Cr Bob Hall Cr Jennifer Critch Cr Simon Keemink Cr Steve Douglas Cr Victor Tanti Paul Radalj Brooke Rafferty	<b>By Invitation</b>	
		<b>Apologies</b>	
		<b>Distribution</b>	As above

## 1. Welcome & Apologies

## 2. Appoint of Chairperson and Deputy Chairperson

Nomination of Chairperson:  
COMMITTEE DECISION

MOVED:

SECONDED:

Nomination of Deputy Chairperson:  
COMMITTEE DECISION

MOVED:

SECONDED:

## 3. Community Funding Guidelines

Review and discuss the DRAFT Community Funding Guidelines (Attachment 1)

COMMITTEE DECISION

MOVED:

SECONDED:

#### **4. Community Grants Program – Round 24 Application**

Review and discuss the DRAFT Community Grants Program – Round 24 Application (Attachment 2)

COMMITTEE DECISION

MOVED:

SECONDED:

**5. Close**



# Community Funding Programs Guidelines



City of  
Greater Geraldton  
a vibrant future



Please read the Guidelines carefully prior to completing your Community Funding application. For enquiries or assistance with your application, please contact Council's Treasury Officer on 9956 6940.

The purpose of these guidelines is to complement the Council Policy 1.8 Community Funding Programs and 4.22 Fraud Control, Write Off Debts & Waive Fees and Charges; and provide a framework for the provision of community funding and support. These guidelines outline how the City will respond to requests for financial assistance or in-kind support to ensure that funds are distributed in a fair and equitable manner and that provides transparency and good governance. The guidelines provide detail on eligibility, how to apply, the assessment criteria and process, payment, acquittal and reporting.

The guidelines apply to the following program areas:

1. Community Funding Program
  - a. Community Grants
  - b. Community Project Support
2. Service Agreements
3. Mayoral Discretionary Fund
4. Festival and Events Program
5. In Kind Support
6. Self-Supporting Loans
7. Community Sport & Recreational Facilities Fund (CSRFF) Program

For the purpose of these Guidelines, a Community Group is defined as a 'group or organisation which works for the public benefit' and has the following characteristics:

**Structure** – rules around how the group is organised and run. This is called a 'governing document' or constitution.

**Self-governing** and independent from any other organisation. Community groups are free to appoint their own management.

**Not-for-Profit** – no-one within the groups will profit from that group. It is run by volunteers who can be reimbursed for volunteer expenses but apart from that any profits made must be reinvested in the group

**Public/Community Benefit** – the activities carried out by the group will benefit a particular group of people within the community

**Funding** – voluntary and community groups can apply for funding to get their group started and help with developing their activities

**Generating Income** – there are lots of ways of bringing money in – for example, membership fees, donations, fundraising.

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## Community Funding Programs

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

The City of Greater Geraldton (City) Community Funding Program aims to provide assistance to not-for-profit community groups, clubs and organisations to implement projects, activities and programs that enhance and promote community wellbeing within the Greater Geraldton region.

The level of support provided through the City's Community Funding Program will be in line with these guidelines and funds allocated in Council's annual budget.

Funding is available in the categories of Community Grants and Community Project Support.

## **Community Grants**

Community Grants will be available up to twice per year for funding requests of \$2,001 up to \$20,000. Applicants can apply for up to 50% of the total cost of the project or a maximum of \$20,000 (whichever is the lesser).

Applicants are able to request in-kind support from the City as part of their Community Grant application. The City is able to offer in-kind support through the waiver of venue and/or equipment fees and charges for City owned buildings and assets. In-kind support will not be given for assistance by City staff in the delivery of your proposal. If you require in-kind support, you must make the request as part of your application, as submissions for in-kind support received after the application has been submitted are not permitted and will not be assessed. Please refer to the In-Kind Support section on page #.

	<b>Round 1</b>	<b>Round 2</b>
<b>Applications Open</b>	July	January
<b>Applications Close</b>	September	March
<b>Assessment</b>	September	March
<b>Outcome</b>	October	April

Applications will be assessed by the Community Grants Committee, in line with these guidelines. The CEO will endorse the recommendations of the Committee. Any changes to the recommendations will be approved by Council.

## **Community Project Support**

Community Project Support will be available up to four times per year for funding requests of up to \$2,000. Applicants can apply for up to 100% of the cost of the project or a maximum of \$2,000 (whichever is the lesser).

Applicants are able to request in-kind support from the City as part of their Community Project Support application. . The City is able to offer in-kind support through the waiver of venue and/or equipment fees and charges for City owned buildings and assets. In-kind support will not be given for assistance by City staff in the delivery of your proposal. If you require in-kind support, you must make the request as part of your application, as submissions for in-kind support received after the application has been submitted are not permitted and will not be assessed. Please refer to the In-Kind Support section on page #.

	<b>Round 1</b>	<b>Round 2</b>	<b>Round 3</b>	<b>Round 4</b>
<b>Applications Open</b>	July	October	January	April
<b>Applications Close</b>	August	November	February	May
<b>Assessment</b>	September	December	March	May
<b>Outcome</b>	September	December	March	June

Applications will be assessed by the Grants Review Panel, in line with these guidelines, who will make recommendations to the Executive Management Team for endorsement.

## **Funding Criteria**

Funding is available for community-based projects or activities that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Projects which deliver outcomes that support the City's Community Strategic Plan will be strongly supported. These plans can be viewed at [www.cgg.wa.gov.au/documents.council](http://www.cgg.wa.gov.au/documents.council).

Note: due to the demand on funds, applicants who meet the funding criteria may not be successful in receiving funding. Applications will be prioritised against the demonstration of the above criteria.

### Eligible Applicants

Applicants must satisfy the below criteria:

- Incorporated not-for-profit community group, club or organisation;
- Have a valid ABN;
- Hold Public Liability Insurance;
- Must be a local community organisation (located within the Greater Geraldton area), or provide the proposed activity within the Greater Geraldton area, or predominantly benefit the region's residents;
- Provide evidence of community need for the proposed activity and demonstrate how it will meet those needs;
- Ensure the proposal is aligned with the outcomes of the City of Greater Geraldton's Strategic Community Plan;
- Applicants must have satisfactorily acquitted any previous funding from the City;
- Proposals can only receive funding through this program once per financial year; and
- Support may only be provided under one program for any given proposal.

### Eligible Items (Projects, Activities, Programs, Services)

- Equipment and venue hire
- Advertising and promotional costs
- Major capital infrastructure (e.g. solar panels, facility upgrades, resurfacing of courts, security upgrades etc.)
- External facilitators and presenters (note that event coordination is ineligible for funding)
- Travel and accommodation
- Entertainment
- Materials
- Contractors
- Audit costs (applicable for funding of \$10,000 or more)

### Ineligibility

Grants will not be provided to:

- For-profit organisations
- Registered political parties
- Government agencies
- Unincorporated organisations
- Individuals
- Private and commercial ventures
- Applicants that have an outstanding acquittal from funding previously granted by the City
- Proposals based outside of the Greater Geraldton region
- Proposals with the main purpose of raising funds for distribution back to the community
- Proposals that already receive, or have secured, assistance (financial or in kind) from the City
- Retrospective funding (i.e. proposals that have commenced prior to an outcome being decided or have been completed)
- Proposals which conflict with City policies
- Proposals which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances
- Recurrent operating costs (including but not limited to salaries, utilities, insurance etc.)
- Catering costs
- Event coordination
- General wear and tear of plant, furniture or equipment
- Relocation cost
- Applications submitted by City employees or elected members

## How to Apply

Applications must be submitted through the City's online grants portal before 5.00pm on the closing date. Please refer to the City's website at <https://www.cgg.wa.gov.au/live/my-community/community-grants.aspx> for the link to the current funding round.

If you need assistance with the online applications, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au).

Please note the following:

- An organisation may only submit one application per round of the funding program.
- The level of assistance available through the Community Funding Programs is limited by Council's budget allocation for the financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

## How are Applications Assessed?

Applications will undergo an initial assessment based on:

- Satisfaction of eligibility requirements; and
- Applicants funding history.

Following which, applications will be referred to the relevant committee / assessment panel for assessment using a point scoring system based on:

- Demonstration of economic and community benefits to the Greater Geraldton residents;
- Demonstration of economic boost to the Greater Geraldton region;
- The level of support from other sources – including applicant's co-contribution (financial and/or in-kind support), support from local businesses (financial and/or donation of services), additional grants secured/sought, and support from community organisations (project collaboration and/or donation/provision of services);
- Demonstration of capacity to deliver the proposal;
- Demonstration of financial sustainability of the proposal into the future;
- Level of support previously provided to the proposal (if applicable);
- Alignment to the City's Strategic Community Plan (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027> :
  - How the activity supports our community.
  - How the activity supports our environment.
  - How the activity supports our economy.
  - How the activity supports our relationships.

The recommendations from the committee / assessment panel will be referred to the authorised officer's for endorsement. Should the authorised officer/s make changes to the proposed recommendations, an item will be presented to Council for endorsement.

All applicants will be advised of the outcome of their application.

## Accountabilities

Recipients will be required to:

- Accept the Funding Agreement, including the terms and conditions as stated;
- Not commence the proposal until the Funding Agreement has been accepted;
- Issue the City with a Tax Invoice to request the release of the payments in line with the Funding Agreement;
- Use grant funds solely for the approved purpose;
- Acknowledge the City for its contribution towards the proposal. This includes, but is not limited to, advertising, promotion, media releases, use of City banners etc. Approval is required to use the City's logo;

- If **required by the City**, provide Progress Report/s by the date/s stipulated in the Funding Agreement; and
- Provide an Acquittal by the date stipulated in the Funding Agreement, ensuring the following is provided:
  - Evidence of acknowledgement of the City's contribution;
  - Financial Statement detailing all income and expenditure related to the proposal (note: Financial Statement detailing only the elements funded by the City will not be accepted);
  - If funding is more than \$10,000, the recipient must provide an audited Financial Statement for the project; and
  - If funding is less than \$10,000, the recipient must provide invoices / receipts showing the expenditure of the City's funding on approved items.

Any unspent funds, funds not accounted for, or funds used for ineligible items must be returned to the City. If the total project cost is less than originally budgeted, and the City's contribution exceeds the 50% maximum threshold, the funding above the threshold must be returned to the City.

If you require an extension past the date stated in your application, please contact the Grant Officer.

If the activity impacts on Council facilities and / or resources, Council approval of the nominated project is required before a Funding Agreement is offered.

## Service Agreements

### What are Service Agreements?

Service Agreements are offered to local organisations that provide a service to the community that the City may be required to provide if they didn't.

Service Agreements may be provided for up to a three (3) year term, with phased reduction of the funding considered to encourage financial sustainability of the organisation.

The level of support provided through the City's Service Agreements will be in line with these guidelines and funds allocated in Council's annual budget.

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<b>Applications Open</b>	January 2021	July 2021	July 2022
<b>Applications Close</b>	February 2021	December 2021	December 2022
<b>Assessment</b>	March 2021	January / February 2022	January / February 2023
<b>Outcome</b>	June 2021	June 2022	June 2023

Applications will be assessed by City administration, with recommendations presented to Council for their budget consideration and endorsement.

### Funding Criteria

Funding is available for community-based projects or activities that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Projects which deliver outcomes which support the City's Community Strategic Plan will be strongly supported. These plans can be viewed at [www.cgg.wa.gov.au/documents.council](http://www.cgg.wa.gov.au/documents.council).

Note: due to the demand on funds, applicants who meet the funding criteria may not be successful in receiving funding. Applications will be prioritised against the demonstration of the above criteria.

## Eligible Applicants

Applicants must satisfy the below criteria:

- Incorporated not-for-profit community group, club or organisation;
- Have a valid ABN;
- Hold Public Liability Insurance;
- Must be a local community organisation (located within the Greater Geraldton area), or provide the proposed activity within the Greater Geraldton area, or predominantly benefit the region's residents;
- Provide evidence of community need for the proposal and demonstrate how it will meet those needs;
- Ensure the proposal is aligned with the outcomes of the City's Strategic Community Plan;
- Applicants must have satisfactorily acquitted any previous funding from the City; and
- Proposals relating to and that support an annual capital program, must either provide a three year capital plan or a capital plan identifying items which the funding is being applied to in the first year of funding.

## Ineligibility

Grants will not be provided to:

- For-profit organisations
- Registered political parties
- Government agencies
- Unincorporated organisations
- Individuals
- Private and commercial ventures
- Applicants that have an outstanding acquittal from funding previously granted by the City
- Proposals based outside of the Greater Geraldton region
- Proposals with the main purpose of raising funds for distribution back to the community
- Proposals that already receive, or have secured, assistance (financial or in kind) from the City
- Retrospective funding (i.e. proposals that have commenced prior to an outcome being decided or have been completed)
- Proposals which conflict with City policies
- Proposals which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances
- Applications submitted by City employees or elected members

## How to Apply

Service Agreements are available by invitation only and are not made public on the City's website or online grants portal. Should you wish to submit an application for a Service Agreement, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au) to discuss your proposal.

Applications must be submitted through the City's online grants portal before 5.00pm on the closing date.

Please note the following:

- Funding is limited to the provision of one Service Agreement to an organisation at a time.
- The level of assistance available through Service Agreements is limited by Council's budget allocation for the financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

## How are Applications Assessed?

Applications will undergo an assessment based on:

- Satisfaction of eligibility requirements;
- Applicants funding history;
- Demonstration of economic and community benefits;
- The level of support from other sources – including applicant's co-contribution (financial and/or in-kind support), support from local businesses (financial and/or donation of services), additional grants secured/sought, and support from community organisations (project collaboration and/or donation/provision of services);

- Demonstration of capacity to deliver the proposal; and
- Alignment to the City's Strategic Community Plan (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027>):
  - How the activity supports our community.
  - How the activity supports our environment.
  - How the activity supports our economy.
  - How the activity supports our relationships.

Upon assessment of the application, City officers will present an item to Council with the recommendations for their endorsement. Following endorsement of the application, the recommended funding will be included as part of the City's annual budget preparations.

Applications will be advised of the outcome of their application following Council's adoption of the budget.

### Accountabilities

Recipients will be required to:

- Accept the Funding Agreement, including the terms and conditions as stated;
- Issue the City with a Tax Invoice to request the release of the funding;
- Use grant funds solely for the approved purpose;
- Acknowledge the City for its contribution towards the proposal. This includes, but is not limited to, advertising, promotion, media releases, use of City banners etc. Approval is required to use the City's logo;
- If required, provide Progress Report/s by the date/s stipulated in the Funding Agreement; and
- Provide an Annual Acquittal for the term of the Agreement, by the date stipulated in the Funding Agreement, ensuring the following is provided:
  - Evidence of acknowledgement of the City's contribution.
  - Audited Financial Statement detailing all income and expenditure of the organisation for the financial year (note: Financial Statement detailing only the elements funded by the City will not be accepted). The Financial Statement is to be audited by an independent accountant of the recipient.
  - If a three year capital plan was not provided as par the application, Recipients will be required to provide a capital plan identifying items which the funding is being applied to in the next eligible year of funding.

If the proposal impacts on Council facilities and / or resources, Council approval of the nominated project is required before a Funding Agreement is offered.

### Mayoral Discretionary Fund

#### **What is the Mayoral Discretionary Fund?**

The Mayoral Discretionary Fund is available for the Mayor to approve requests for financial assistance, at his discretion, for proposals that fall outside the eligibility parameters and timelines of the other funding programs offered by the City.

The level of support provided through the City's Mayoral Discretionary Fund will be in line with these guidelines and funds allocated in Council's annual budget.

Applicants are able to request in-kind support from the City as part of their Mayoral Discretionary Fund application. The City is able to offer in-kind support through the waiver of venue and/or equipment fees and charges for City owned buildings and assets. In-kind support will not be given for assistance by City staff in the delivery of your proposal. If you require in-kind support, you must make the request as part of your application, as submissions for in-kind support received after the application has been submitted are not permitted and will not be assessed. Please refer to the In-Kind Support section on page #.

<b>Applications Open</b>	July
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<b>Applications Close</b>	May*
<b>Assessment</b>	Two (2) weeks from submission of application
<b>Outcome</b>	Three (3) weeks from submission of application

\* Applications may close earlier if the annual budget has been distributed prior to May

Applications will be assessed by the Mayor who has authority to approve requests of up to \$5,000. Applications greater than \$5,000 will be assessed by the Mayor with an item to be presented to Council for their endorsement.

### Funding Criteria

Funding is available for community-based proposals that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Projects which deliver outcomes which support the City's Community Strategic Plan will be strongly supported. These plans can be viewed at [www.cgg.wa.gov.au/documents.council](http://www.cgg.wa.gov.au/documents.council).

Note: due to the demand on funds, applicants who meet the funding criteria may not be successful in receiving funding. Applications will be prioritised against the demonstration of the above criteria.

### Eligible Applicants

Applicants must satisfy the below criteria:

- Applicants must have satisfactorily acquitted any previous funding from the City;
- Proposals can only receive funding through this program once per financial year; and
- Support may only be provided under one program for any given proposal.

### Eligible Items (Projects, Activities, Programs, Services)

- Equipment and venue hire
- Advertising and promotional costs
- External facilitators and presenters
- Travel and accommodation
- Entertainment
- Materials
- Contractors
- Catering
- Event coordination
- Operating costs (salaries, utilities, insurance etc.)

### Ineligibility

Grants will not be provided to:

- For-profit organisations
- Registered political parties
- Applicants that have an outstanding acquittal from funding previously granted by the City
- Proposals based outside of the Greater Geraldton region
- Proposals that already receive, or have secured, assistance (financial or in kind) from the City
- Retrospective funding (i.e. proposals that have commenced prior to an outcome being decided or have been completed)
- Proposals which conflict with City policies
- Proposals which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances
- Applications submitted by City employees or elected members

### How to Apply

Applications through the Mayoral Discretionary Fund are available by invitation only and are not made public on the City's website or online grants portal. Should you wish to submit an application through the Mayoral Discretionary Fund, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au) to discuss your proposal.

Please note the following:

- The level of assistance available through Service Agreement's is limited by Council's budget allocation for the financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

### **How are Applications Assessed?**

Applications will undergo an initial assessment based on:

- Satisfaction of eligibility requirements; and
- Applicants funding history.

Following which, applications will be referred to the Mayor for assessment based on:

- Demonstration of economic and community benefits;
- Alignment to the City of Greater Geraldton's Strategic Community Plan (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027> :
  - How the activity supports our community.
  - How the activity supports our environment.
  - How the activity supports our economy.
  - How the activity supports our relationships.

All applicants will be advised of the outcome of their application.

### **Accountabilities**

Dependant on the level of support awarded through the Mayoral Discretionary Fund, recipients may be required to:

- Accept a Funding Agreement, including the terms and conditions as stated.
- Not commence the project / activity / service until the Funding Agreement has been accepted.
- Issue the City with a Tax Invoice to request the release of the funding.
- Use grant funds solely for the approved purpose.
- Acknowledge the City for its contribution towards the proposal. This includes, but is not limited to, advertising, promotion, media releases, use of City banners etc. Approval is required to use the City's logo.
- Provide a Report by the date stipulated in the Funding Agreement, ensuring the following is provided:
  - Evidence of acknowledgement of the City's contribution
  - Financial Statement detailing all income and expenditure related to the project / activity / service (note: Financial Statement detailing only the elements funded by the City will not be accepted)
  - Invoices / receipts showing the expenditure of the City's funding on approved items.

If the proposal impacts on Council facilities and / or resources, Council approval of the nominated project is required before funds are dispersed.

## **Festival and Event Program**

### **What is the Festival and Event Program?**

The City's Festival and Event Program (previously known as Signature Events Program) aims to provide assistance to not-for-profit community groups, clubs and organisations to host events within the City that brings tourism and an economic boosts to the region. Events will be delivered by the applicant.

Funding awarded through the Festival and Event Program may be provided for up to a three (3) year term, with phased reduction of the funding considered to encourage financial sustainability of the organisation.

The level of support provided through the City's Festival and Event Program will be in line with these guidelines and funds allocated in Council's annual budget.

Applicants are able to request in-kind support from the City as part of their Festival and Event Program application. The City is able to offer in-kind support through the waiver of venue and/or equipment fees and charges for City owned buildings and assets. In-kind support will not be given for assistance by City staff in the delivery of your proposal. If you require in-kind support, you **must** make the request as part of your application, as submissions for in-kind support received after the application has been submitted are not permitted and will not be assessed. Please refer to the In-Kind Support section on page #.

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<b>Applications Open</b>	January 2021	July 2021	July 2022
<b>Applications Close</b>	February 2021	December 2021	December 2022
<b>Assessment</b>	March 2021	January / February 2022	January / February 2023
<b>Outcome</b>	June 2021	June 2022	June 2023

Applications will be assessed by City administration, with recommendations presented to Council for their endorsement.

### **Funding Criteria**

Funding is available for community-based festivals and events that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Proposals which deliver outcomes which support the City's Community Strategic Plan and Event Strategy will be strongly supported. These plans can be viewed at [www.cgg.wa.gov.au/documents.council](http://www.cgg.wa.gov.au/documents.council).

Note: due to the demand on funds, applicants who meet the funding criteria may not be successful in receiving funding. Applications will be prioritised against the demonstration of the above criteria.

### **Eligible Applicants**

Applicants must satisfy the below criteria:

- Have a valid ABN;
- Hold Public Liability Insurance;
- Must be a local community organisation (located within the Greater Geraldton area), or provide the proposed activity within the Greater Geraldton area, or predominantly benefit the region's residents;
- Provide evidence of community need for the proposed activity and demonstrate how it will meet those needs;
- Ensure the proposal is aligned with the outcomes of the City's Strategic Community Plan;
- Ensure the proposal is aligned with the City's Event Strategy;
- Applicants must have satisfactorily acquitted any previous funding from the City;
- Proposals can only receive funding through this program once per financial year; and
- Support may only be provided under one program for any given proposal.

### **Eligible Items**

- Equipment and venue hire
- Advertising and promotional costs
- External facilitators and presenters (note that event coordination is ineligible for funding)
- Travel and accommodation
- Entertainment

- Materials
- Contractors
- Audit costs (applicable for all Festival and Event Program funding).

### Ineligibility

Grants will not be provided to:

- For-profit organisations
- Registered political parties
- Government agencies
- Unincorporated organisations
- Individuals
- Private and commercial ventures
- Applicants that have an outstanding acquittal from funding previously granted by the City
- Proposals based outside of the Greater Geraldton region
- Proposals with the main purpose of raising funds for distribution back to the community
- Proposals that already receive, or have secured, assistance (financial or in kind) from the City
- Retrospective funding (i.e. proposals that have commenced prior to an outcome being decided or have been completed)
- Proposals which conflict with City policies
- Proposals which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances
- Catering costs
- General wear and tear of plant, furniture or equipment
- Relocation costs
- Operating costs (salaries, utilities, insurance etc.)
- Applications submitted by City employees or elected members

### How to Apply

Applications are available by invitation only and are not made public on the City's website or online grants portal. Should you wish to submit an application for funding through the Festival and Event Program, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au) to discuss your proposal.

Applications must be submitted through the City's online grants portal before 5.00pm on the closing date.

Please note the following:

- Funding is limited to the provision of one supported festival / event to an organisation at a time.
- The level of assistance available through the Festival and Event Program is limited by Council's budget allocation for the financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

### How are Applications Assessed?

Applications will undergo an assessment based on:

- Satisfaction of eligibility requirements;
- Applicants funding history;
- Demonstration of economic and community benefits;
- The level of support from other sources – including applicant's co-contribution (financial and/or in-kind support), support from local businesses (financial and/or donation of services), additional grants secured/sought, and support from community organisations (project collaboration and/or donation/provision of services);
- Demonstration of capacity to deliver the proposal;
- Alignment to the City's Event Strategy; and
- Alignment to the City's Strategic Community Plan (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027> :
  - How the activity supports our community.

- How the activity supports our environment.
- How the activity supports our economy.
- How the activity supports our relationships.

Applications will be initially assessed and prioritised by the Community Grants Committee, in line with the guidelines and Event Strategy. The prioritised list will then be submitted to Council for budgetary consideration and final endorsement.

Applications will be advised of the outcome of their application following Council’s adoption of the budget.

### Accountabilities

Recipients will be required to:

- Accept the Funding Agreement, including the terms and conditions as stated;
- Issue the City with a Tax Invoice to request the release of the funding;
- Use grant funds solely for the approved purpose;
- Acknowledge the City for its contribution towards the proposal. This includes, but is not limited to, advertising, promotion, media releases, use of City banners etc. Approval is required to use the City’s logo;
- If required, provide Progress Report/s by the date/s stipulated in the Funding Agreement; and
- Provide an Annual Acquittal for the term of the Agreement, by the date stipulated in the Funding Agreement, ensuring the following is provided:
  - Evidence of acknowledgement of the City’s contribution.
  - Audited Financial Statement detailing all income and expenditure of the organisation for the financial year (note: Financial Statement detailing only the elements funded by the City will not be accepted). The Financial Statement is to be audited by an independent accountant of the recipient.

Any changes or delays that impact the delivery of your proposal, must be communicated to the City for consideration.

If the proposal impacts on Council facilities and / or resources, Council approval of the nominated project is required before a Funding Agreement is offered.

## In Kind Support Program

### What is the In Kind Support Program?

The City’s In Kind Support Program aims to provide assistance to not-for-profit community groups, clubs and organisations to assist with projects, activities and programs that enhance and promote community wellbeing within the Greater Geraldton region through the waiver of venue and/or equipment fees and charges for City owned buildings and assets. In-kind support will not be given for assistance by City staff in the delivery of your proposal.

The level of support provided through the City’s In Kind Support Program will be in line with these guidelines and funds allocated in Council’s annual budget.

Applicants are able to request in-kind support from the City through the In Kind Support Program or as part of their Community Grants, Community Project Support, Service Agreement or Festival and Event Program application in addition to a request for financial support. If you require in-kind support in addition to your request for funding, you must make the request as part of your funding application, as submissions for in-kind support received after these application have been submitted are not permitted and will not be assessed.

<b>Applications Open</b>	July
<b>Applications Close</b>	June*
<b>Assessment</b>	Two (2) weeks from submission of application
<b>Outcome</b>	Three (3) weeks from submission of application

*\* Applications may close earlier if the annual budget has been distributed prior to June*

Applications will be assessed by the Manager of Community and Cultural Development and / or the Chief Financial Officer who have authority to approve requests of up to \$2,500 per event or activity. Requests over \$2,500 will be assessed the Manager of Community and Cultural Development and / or the Chief Financial Officer who will make their recommendations to the Chief Executive Officer who has authority to approve requests of up to \$5,000 per event or activity.

### Support Criteria

Supports is available for community-based proposals that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Proposals which deliver outcomes which support the City's Community Strategic Plan will be strongly supported. These plans can be viewed at [www.cgg.wa.gov.au/documents.council](http://www.cgg.wa.gov.au/documents.council).

Note: due to the demand on supports, applicants who meet the support criteria may not be successful in receiving assistance. Applications will be prioritised against the demonstration of the above criteria.

### Eligible Applicants

Applicants must satisfy the below criteria:

- Incorporated not-for-profit community group, club or organisation;
- Have a valid ABN;
- Hold Public Liability Insurance;
- Must be a local community organisation (located within the Greater Geraldton area), or provide the proposed activity within the Greater Geraldton area, or predominantly benefit the region's residents;
- Provide evidence of community need for the proposed activity and demonstrate how it will meet those needs;
- Ensure the proposal is aligned with the outcomes of the City's Strategic Community Plan;
- Applicants must have satisfactorily acquitted any previous funding from the City;
- Proposals can only receive funding through this program once per financial year; and
- Support may only be provided under one program for any given proposal.

### Ineligibility

Grants will not be provided to:

- For-profit organisations
- Registered political parties
- Government agencies
- Unincorporated organisations
- Individuals
- Private and commercial ventures
- Applicants that have an outstanding acquittal from funding previously granted by the City
- Proposals based outside of the Greater Geraldton region
- Proposals with the main purpose of raising funds for distribution back to the community
- Proposals that already receive, or have secured, assistance (financial or in kind) from the City
- Retrospective funding (i.e. proposals that have commenced prior to an outcome being decided or have been completed)
- Proposals which conflict with City policies
- Proposals which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances
- Applications submitted by City employees or elected members

### How to Apply

Applications are available by invitation only and are not made public on the City's website or online grants portal. Should you wish to submit an application for assistance through the In Kind Support Program, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au) to discuss your proposal.

Please note the following:

- The level of assistance available through the In Kind Support Program is limited by Council's budget allocation for the financial year. No applicant can be guaranteed support, nor can any applicant be guaranteed to receive the full support requested.

### **How are Applications Assessed?**

Applications will undergo an initial assessment based on:

- Satisfaction of eligibility requirements; and
- Applicants funding history.

Following which, applications will be referred to the relevant authorised officer for assessment based on:

- Demonstration of economic and community benefits;
- The level of support from other sources – including applicant's co-contribution (financial and/or in-kind support), support from local businesses (financial and/or donation of services), grants secured/sought, and support from community organisations (project collaboration and/or donation/provision of services);
- Demonstration of capacity to deliver the proposal;
- Alignment to the City's Strategic Community Plan (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027> :
  - How the activity supports our community.
  - How the activity supports our environment.
  - How the activity supports our economy.
  - How the activity supports our relationships.

All applicants will be advised of the outcome of their application.

### **Accountabilities**

Recipients will be required to:

- Accept the Support Agreement, including the terms and conditions as stated;
- Acknowledge the City for its contribution towards the proposal. This includes, but is not limited to, advertising, promotion, media releases, use of City banners etc. Approval is required to use the City's logo;
- Provide a Report by the date stipulated in the Support Agreement, ensuring the following is provided:
  - Evidence of acknowledgement of the City's contribution;
  - Financial Statement detailing all income and expenditure related to the proposal

If you require an extension past the date stated in your application, please contact the City's Treasury Officer.

If the proposal impacts on Council facilities and / or resources, Council approval of the nominated project is required before a Funding Agreement is offered.

### **Self-Supporting Loans**

Self-Supporting Loans are for community and sporting groups for the purposes of capital asset acquisition or development.

Self-Supporting Loans will only be considered for capital asset acquisition or development and will not be approved by Council for operational equipment or operating expenses purposes.

Council will consider providing self-supporting loans to community or sporting groups:

- In exceptional circumstances to mitigate serious risks and/or meet urgent capital requirements that will deliver substantial benefits to the community consistent with the City's Strategic Community Plan and priorities identified in the Corporate Business Plan.
- Where the self-supporting loan forms part of a matching community grant component (e.g. CSRFF)
- Where in the view of Council, the use of City borrowings for the intended purpose will deliver benefits to the community materially outweighing likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- Where in the view of Council there is compelling justification for the City to act as lender instead of a bank or other financial institution.

### Applications

Applications must be formally submitted using the application form and required supporting information, as outlined in the Assessment section below. Please contact the City on 9956 6600 or at [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au) for the Self-Supporting Loan application.

### Matters to be considered

- The City's Long Term Financial Plan and forecast debt financing capacity – across the prospective life of a requested loan.
- Regulated borrowing limits as determined by WA Treasury Corporation.
- Debt Service Coverage Ratio (calculated as annual surplus before interest expense and depreciation divided by annual debt service payments) meets required Department of Local Government Standard.
  - Standard is NOT met if ratio is less than two (2).
  - Basic Standard is ratio is between two (2) and five (5).
  - Advanced Standard if greater than five (5).
    - Note: This indicator is used by the WA Treasury Corporation in considering loan applications from the City.
- Indebtedness Ratio – measures the extent to which past borrowings principal outstanding relate to the City's discretionary general revenue. Target = < 0.4.
- Limit on the use of loan funds in any one year to a level where the aggregate costs of servicing interest and principal repayments does not exceed ten (10) percent of operating revenues generated from rates, fees and charges.
- Annual budget and current financial position of the City.
- Capital Works program priorities and funding requirements.
- Demands for use of borrowings for City requirements.
- Compliance with legislative requirements associated with borrowing of monies under Section 6.20 of the Local Government Act 1995.

### Limits

Funding is to be limited to the provision of only one active Self-Supporting Loans loan per group. Council to determine the amount to be borrowed on a "case by case" determination but the amount cannot be such that the level of consolidated self-supporting assistance to groups in any one year would exceed annual repayment of principal and interest that is more than 0.75 per cent of rates revenue.

The term of borrowing will be limited to a ten (10) year period or such lesser period as may be determined by the prevailing terms of the City's debt financier.

### How are Applications Assessed?

Based on an application having no significant or adverse impact in relation to the abovementioned general principles, the application will be assessed based on the following:

- Provision of a fully completed application form.
- Provision of proof of incorporation.
- Provision of latest audited financial statements (Operating, Cash Flow & Financial Position Statements).
- Provision of a forward financial plan in relation to the required term of borrowing.
- Provision of evidence of ongoing capacity to:
  - service and repay the loan from its operations;
  - and replace the asset from own means.

- Provision of a Business Case in support of the asset acquisition or development proposal to be financed by the requested self-supporting loan.

Applications will be assessed by the City administration, with recommendations presented to Council for their endorsement. If approval granted, the applicant will be required to enter into and sign a Self-Supporting Loan Agreement.

Applications will be advised of the outcome of their application following Council's endorsement of the recommendations.

## Community Sport & Recreational Facilities Fund (CSRFF) Program

### **General Information**

- The contribution will be tied directly to successful CSRFF support and financial contribution is to be on a dollar for dollar matching basis with the Department of Sport and Recreation.
- Maximum City contribution (Small Grants) will be limited to the lesser of \$100,000 (Funding projects \$300,000 or less) or 1/3 of the total project cost.
- City will allocate up to \$100,000 per year (Small Grants) for contributions towards approved minor sporting facility development projects, subject to annual budget consideration.
- All "Annual" and "Forward Planning" (Funding projects above \$300,000) grant submissions will be considered by the City on an individual basis
- Only single-stage, stand-alone projects will be considered eligible for funding. Applications for 'phased' projects or for project design costs will not be considered.
- Applications should demonstrate alignment to the City's Strategic Community Plan.
- Only clubs located within the City's boundaries are considered eligible to receive funding.

### **Applicants have the following responsibilities:**

- Ensure and provide evidence that the club has the resources and financial capacity to contribute to and coordinate the project.
- Demonstrate how project is aligned with the City's Strategic Community Plan.
- Contact the City's Sport & Leisure Planner on (08) 9956 6906 prior to submitting any application to discuss project.
- Obtain any necessary licences or approvals, meet design and documentation requirements, provide robust cost estimates and any additional information as requested for the project by the City. Documentation and cost estimates need to take into account all Occupational Health and Safety obligations, and Environmental requirements, Work Methods, and must include all other project costs.

### **The City has the following roles:**

- Make provision in the annual budget for small grants funding, subject to prevailing financial circumstances.
- Accept applications as part of the Department of **Local Government, Sport & Cultural Industries** CSRFF Small Grants Round bi-annually and follow Department of Sport & Recreation' funding guidelines for processing application.
- Give consideration to the Long Term Financial Plan when assessing annual and forward planning grants and the capacity to resource.
- Assess each eligible application against the City's Strategic Community Plan and provide recommendations and priority listings to Council for consideration.
- Submit eligible applications and Council minutes to the Department of Sport and Recreation as per guidelines.

## Other Funding Opportunities

Please refer to the Regional Development Australia's Funding & Grants Hub at <https://rdawa.grantguru.com.au/> to search for additional funding opportunities available for the region.

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# 2020-21 Community Grants Program - Application Form Preview

## 2020-21 Community Grants Program

\* indicates a required field

### Welcome

Welcome to the City of Greater Geraldton's Community Grants Program for 2020-21.

The aim of the City of Greater Geraldton's Community Grants Program is to provide assistance to not-for-profit community groups, clubs and organisations to implement projects, activities, programs and services that enhance and promote community well being within the Greater Geraldton region.

The Community Grants Program is offered up to twice a year for community-based projects, activities or services that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Applications for Round 24 open 4 January 2021 and close 5 March 2021.

### Lodging Your Application

An organisation may only submit one application per round of the Community Grants Program.

The level of support provided through the Community Grants Program will be in line the Guidelines and funds allocated in Council's annual budget. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

Ensure that all sections of the application are completed, as the Committee is unable to assess incomplete applications.

### Funding Information

Amounts awarded to the successful applicants are final. There will be no opportunity for dispute against the final allocations.

### Guidelines

All applicants must ensure they read through the Community Funding Program Guidelines. The Guidelines contains further information regarding eligibility, evaluations etc.

**I confirm that we, the applicant, have read the Guidelines and that we have met the eligibility criteria \***

Yes  No

# 2020-21 Community Grants Program - Application Form Preview

You must confirm that you have read through the Guidelines and that you are eligible to apply for funding. If you answer no, you are not eligible for funding under the Community Grants Program.

## Ineligible for Funding

**As you have indicated above that you have read the Guidelines and do not meet the eligibility criteria, your application will be deemed Ineligible for Funding and will not be assessed.**

## Organisation & Contact Details

\* indicates a required field

### Applicant Organisation Details

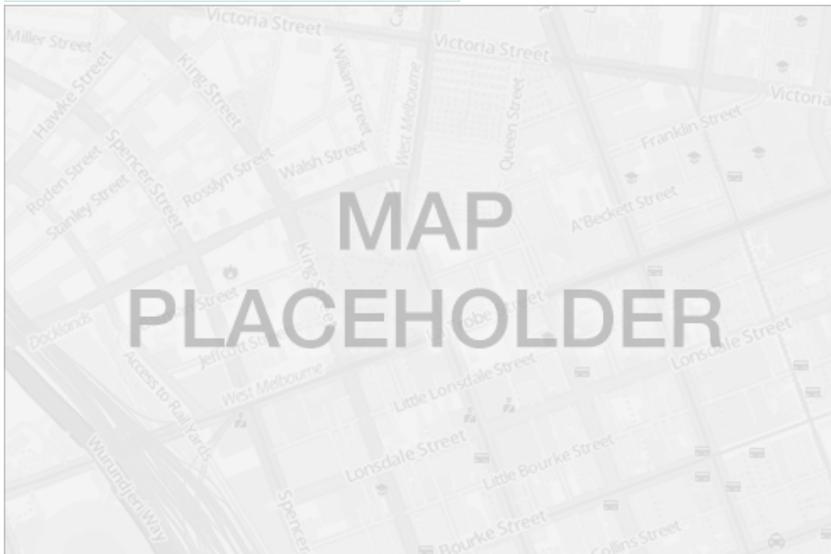
#### Organisation \*

Organisation Name

Please use your organisation's full name

#### Applicant Address

Address

Any, but at least one field is required.

To be eligible for funding, the organisation must have a base within the City of Greater Geraldton.

#### Postal Address

Address

# 2020-21 Community Grants Program - Application Form Preview

## Website

Must be a URL.

## What is your organisation's purpose or mission? \*

What is the reason your organisation exists?

## Does your organisation have an ABN? \*

Yes  No

## Are you registered for GST?

Yes  No

## ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Ineligible for Funding

**As you have indicated above that you do not have an ABN your application will be deemed Ineligible for Funding, as per the Guidelines, and will not be assessed.**

# 2020-21 Community Grants Program - Application Form Preview

**Does your organisation have Public Liability Insurance? \***

Yes  No

**Provide your organisations current Certificate of Currency - Public Liability Insurance**

Attach a file:

Ineligible for Funding

**As you have indicated above that you do not have Public Liability Insurance your application will be deemed Ineligible for Funding, as per the Guidelines, and will not be assessed.**

## Applicant Contact Details

**Project Contact \***

Title      First Name      Last Name

This is the person we will correspond with about this grant

**Position in Organisation \***

E.g. Manager, Board Member, Coordinator

**Phone Number \***

Must be an Australian phone number.

**Email \***

Must be an email address.

This is the email we will use to correspond with you about this grant

## Project Details

\* indicates a required field

**Title \***

Provide a name for your proposal. Your title should be short but descriptive

**Project Description \***

# 2020-21 Community Grants Program - Application Form Preview

Provide a short description of your proposal - what are you out to do? why is it required? what do you hope to achieve?

**Start Date \***

Projects starting prior to an outcome being made are ineligible for funding (refer to Guidelines for assessment dates).

**End Date \***

Must be a date.

**Is your Proposal a one-off or recurring project?**

- One-off project - It will not be delivered again
- Recurring project - It will be delivered on a regular occurrence

**What is the primary focus of the Proposal? (Only select one primary focus area) \***

- Recreation & Sport
- Education
- Health & Wellbeing
- Arts & Culture
- Heritage
- Community Events
- Other:

Only pick one

**What is the target age group/s for the Proposal? \***

- Infants and toddlers (people aged 0-2)
- Children (people aged 3-9)
- Preteens (people aged 10-12)
- Adolescents (people aged 13-17)
- Young adults (people aged 18-25)
- Middle-aged adults (people aged 26-49)
- Older adults (people aged 50-64)
- Seniors (people aged 65+)
- Whole community

**What are the planned activities?**

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

## Outcomes

# 2020-21 Community Grants Program - Application Form Preview

What are the expected outcomes of your proposal and how will they be measured?

OUTCOME	OUTCOME MEASURE
What are the goals of your proposal? What is it that you hope to achieve?	How will you know that the outcome has been achieved?

**Indicate which Community Strategic Plan pillar your proposal best aligns with (only select one Community Strategic Plan pillar) \***

1. Community       2. Environment       3. Economy       4. Governance

Please refer to <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027> for further information

**How will your proposal support and promote our cultural heritage and creative community? \***

**How will your proposal deliver environmental or sustainable benefits? \***

**How will your proposal promote visitation and tourism to the Greater Geraldton region? \***

**How will your proposal support and promote economic and social opportunities? \***

**Provide details to demonstrate your capacity to deliver this proposal?**

Have you delivered this project / activity / event / service before? Have you delivered a project / activity / event / service of similar scale before? Describe how this will assist in delivering this proposal

**Provide details on how you will continue to deliver your proposal into the future**

# 2020-21 Community Grants Program - Application Form Preview

Will you continue to seek external funding for the proposal into the future (whether it be City funding or other funding)? Will surplus funds generated from this proposal allow you continue into the future without external funding? Will your organisation generate income through fundraising, participant fees, local sponsorships / donations etc. in future years?

**Is the proposal you are applying for an event? \***

Yes  No

**What are the anticipated number of attendees?**

Must be a number.

How many people do you expect to attend the event?

**What is the anticipated number of local attendees?**

Must be a number.

How many residents of Greater Geraldton do you expect to attend the event?

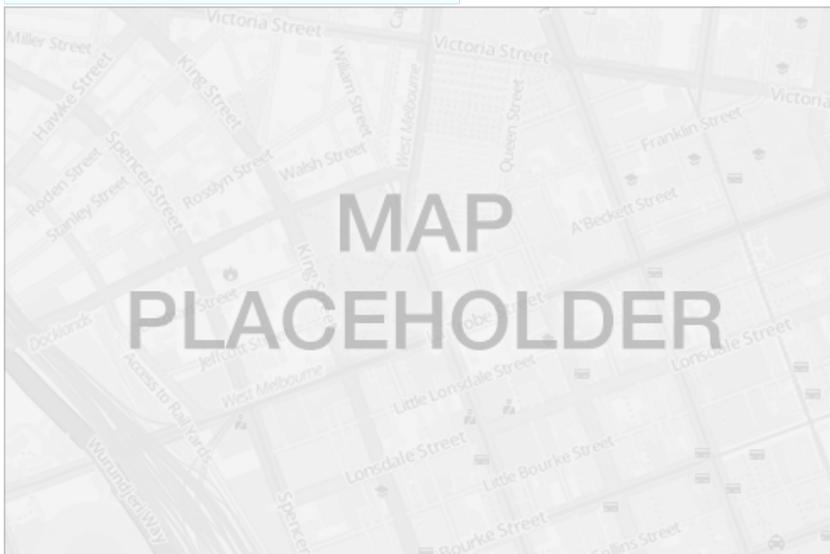
**What is the anticipated number of non-local attendees?**

Must be a number.

How many people from outside of the Greater Geraldton region do you expect to attend the event?

**Where will the event take place? \***

Address



Address Line 1 and Suburb/Town are required.

**How does your event encourage community involvement and participation?**

# 2020-21 Community Grants Program - Application Form Preview

How will attendees be encouraged to participate? Are community groups and businesses encouraged to be involved?

## How will the Event be promoted to attract visitors / tourists attending (if applicable)

## Have all necessary permits and applications been obtained? \*

- Yes - All permits and applications have been obtained
- No - Permits and applications have been submitted but not approved at time of submission
- No - None of the necessary permits and applications have been submitted at time of submission
- Not Applicable - There are no permits or applications necessary for this event

This includes the Booking Form for the use of any City venues (Stow Gardens, Geraldton Multipurpose Centre, QEII Centre etc.)

## Budget

\* indicates a required field

Please provide a complete budget for your proposal. Ensure to include details of other funding that you have, or will, apply for, whether it has been confirmed or not.

You can either update your own budget directly or you can complete the income and expenditure tables below.

**All amounts should be exclusive of GST.**

### Please indicate if you are providing your own budget, or if you are completing the budget tables below

- Upload Budget
- Complete Budget Tables Below

Please provide a complete budget for your proposal. Ensure to include details of other funding that you have, or will, apply for, whether it has been confirmed or not; as well as all expenditure related to the proposal, whether it is being funded by the City or not.

You can either upload your own budget directly or you can complete the income and expenditure tables below.

**All amounts should be inclusive of GST.**

### Please indicate if you are providing your own budget, or if you are completing the budget as per below

- Upload Budget
- Complete Budget Tables Below

# 2020-21 Community Grants Program - Application Form Preview

## Income

Ensure that all income related to the proposal is indicated below.

For example: organisation's contribution, CGG grant, sponsorship, other grant funding, fundraising, ticket sales, food / drink sales etc.

Use the 'Notes' column to provide any additional information you think we should be made aware of.

Please do not add commas to figures (e.g. type 1000 not 1,000) this will ensure the figures total correctly.

Income Description	Income Amount (\$)	Funding Status	Notes
City of Greater Geraldton - Community Grants Program	\$	Confirmed Pending Unsuccessful	
Organisation Funds		Confirmed Pending Unsuccessful	
		Confirmed Pending Unsuccessful	

## Expenditure

Ensure that all cash expenditure related to the proposal is indicated below.

For example: Materials, equipment hire, contractor fees, entertainment etc.

Ensure that you indicate under *CGG Funded?* what items you are requesting the Community Grants funding to be used towards. Refer to the Community Funding Guidelines for eligible and ineligible items.

Ensure that you indicate under *Local Provider?* if the item/s will be provided by businesses / organisations local to the Greater Geraldton region.

Use the *Notes* column to provide any additional information you think we should be made aware of.

Please do not add commas to figures (e.g. type 1000 not 1,000) this will ensure the figures total correctly.

# 2020-21 Community Grants Program - Application Form Preview

For expense items above \$500, quotes will need to be provided in the file upload area below. For expense items above \$5,000, 2 quotes will need to be provided along with a declaration that there is no conflict of interest between the applicant and the supplier.

Expenditure Description	Expenditure Amount (\$)	Quote Obtained	CGG Funded?	Local Provider?	Notes
	\$				

## In Kind Resources

In Kind Resources refers to support, materials, equipment, venues etc. that are given or donated to the Project at no cost (i.e. you will not pay for the service).

This should also include any related project management and administration costs of your organisation directly related to this proposal.

Ensure that you indicate under *Local Provider?* if the item's will be provided by businesses / organisations local to the Greater Geraldton region.

Description	Service Provider	Value \$	Local Provider?	Notes
Project Management	Applicant	\$		
Administration				
Volunteers				

## Budget Totals

### Total Income Amount

\$

This number/amount is calculated.

### Total Expenditure Amount

# 2020-21 Community Grants Program - Application Form Preview

\$

This number/amount is calculated.

## Total In Kind Resources

\$

This number/amount is calculated.

## Total Project Cost

\$

This number/amount is calculated.

## Surplus / (Deficit)

\$

This number/amount is calculated.

**Ensure that the Total of Amount Requested is not more than this amount. As per the Community Funding Guidelines, the City's contribution will not exceed 50% of the total project cost or \$20,000 (whichever is the lesser)**

\$

This number/amount is calculated.

**If your proposal is expected to return a surplus, please advise how this surplus is to be utilised**

## Funding Request

### Total of Amount Requested \*

\$

Must be a whole dollar amount (no cents) and between 2000 and 20000.  
How much are you requesting through the Community Grants Program? Note that you can only request up to 50% of the Total Project Cost or a maximum amount of \$20,000 (whichever is the lesser)

**Should you request for funding be unsuccessful, or should you not receive the full amount requested, please advise the impact this will have on the delivery of your proposal? \***

Consider the impact on the proposal if you were unsuccessful, or did not receive the full amount requested

## Quotes

Quotes are required for all expenditure items over \$500 and all expenditure items that are being funded by the City.

2 quotes are to be obtained for all items over \$5,000 with a declaration that there is no conflict of interest between the applicant and the supplier.

# 2020-21 Community Grants Program - Application Form Preview

## Provide all necessary quotes \*

Attach a file:

## Do you require any in kind provisions from the City? \*

Yes  No

In-kind support available from the City includes the waiver of fees for venue hire, equipment hire, provision of bins etc. In-kind support does not include assistance from City staff for the delivery of your proposal

## In-Kind Support

### Please select from the following, what you are requesting in kind support for:

- Geraldton Multipurpose Centre
- Geraldton Regional Library
- Geraldton Regional Art Gallery
- Mullewa Recreation Centre
- Mullewa Town Hall
- (Other) Mullewa Facilities
- Queen Elizabeth II Centre
- Queens Park Theatre
- Walkaway Recreation Centre
- Other Event Fees

## Geraldton Multipurpose Centre Fees

Please indicate what services you require for the Geraldton Multipurpose Centre.

- Boardroom - Full Day Ticketed Event (\$168)
- Boardroom - Half Day Ticketed Event (\$84)
- Boardroom - Full Day Non-Ticketed Event (\$148)
- Boardroom - Half Day Non-Ticketed Event (\$78)
- Entire Venue Rooms & Park - Full Day Ticketed Event (\$2,100)
- Entire Venue Rooms & Park - Half Day Ticketed Event (\$1,050)
- Entire Venue Rooms & Park - Full Day Non-Ticketed Event (\$1,050)
- Entire Venue Rooms & Park - Half Day Non-Ticketed Event (\$525)
- Function Room - Full Day Ticketed Event (\$518)
- Function Room - Half Day Ticketed Event (\$259)
- Function Room - Full Day Non-Ticketed Event (\$441)
- Function Room - Half Day Non-Ticketed Event (\$221)
- Function Room Kitchen - Full Day (\$90)
- Function Room Kitchen - Half Day (\$47)
- Meeting Room - Full Day (\$115)
- Meeting Room - Half Day (\$58)
- Seminar Room - Full Day Ticketed Event (\$100)
- Seminar Room - Half Day Ticketed Event (\$50)
- Seminar Room - Full Day Non-Ticketed Event (\$80)

# 2020-21 Community Grants Program - Application Form Preview

Please note that completing the above does not act as a booking of the venue. You are required to contact the City on 9956 6600 to make a booking for the Geraldton Multipurpose Centre.

## How many days do you require the use of the Geraldton Multipurpose Centre?

Must be a number.

## Geraldton Regional Library

Please indicate what services you require for the Geraldton Regional Library.

- Randolph Stow Room 1 OR 2 - Full Day (4110)
- Randolph Stow Room 1 OR 2 - Half Day (\$68)
- Randolph Stow Room 1 OR 2 - Hourly (\$32 / hour)
- Randolph Stow Room 1 AND 2 - Full Day (\$220)
- Randolph Stow Room 1 AND 2 - Half Day (\$136)
- Randolph Stow Room 1 AND 2 - Hourly (\$64 / hour)

Please note that completing the above does not act as a booking for the venue. You are required to contact the City on 9956 6659 to make a booking for the Geraldton Regional Library.

## How many days to you require the use of the Randolph Stow room?

Must be a number.

## How many hours do you require the use of the Randolph Stow room?

Must be a number.

## Geraldton Regional Art Gallery

Please indicate what services you require for the Geraldton Regional Art Gallery

- 1st Floor Gallery Space - Full Day Ticketed Event (\$105)
- 1st Floor Gallery Space - Half Day Ticketed Event (\$55)
- Ground Floor Gallery Space - Full Day Ticketed Event (\$138)
- Ground Floor Gallery Space - Half Day Ticketed Event (\$83)
- Ground AND 1st Floor Gallery Space - Full Day Ticketed Event (\$386)
- Ground AND 1st Floor Gallery Space - Half Day Ticketed Event (\$220)
- Theatre - Full Day Ticketed Event (\$83)

Please note that completing the above does not act as a booking of the venue. You are required to contact the City on 9956 6600 to make a booking for the Geraldton Regional Art Gallery.

## How many days do you require the use of the Geraldton Regional Art Gallery?

Must be a number.

## Mullewa Recreation Centre

Please indicate what services you require for the Mullewa Recreation Centre.

# 2020-21 Community Grants Program - Application Form Preview

- Dining Room - Shows, Dances, Weddings, Birthdays, Funerals, Wakes etc. (\$99 / day)
- Dining Room - Local Companies & Organisations (\$68 / day)
- Dining Room - Rehearsals & Decorating (\$33 / day)
- Dining Room - Meetings 1 hour (\$10)
- Indoor Basketball Stadium - Sporting Use (\$40 for the first three hours then \$13 per additional hour thereafter)
- Indoor Basketball Stadium - Sport Use (\$260 per day for companies / organisations)
- Indoor Basketball Stadium - Non-Sporting Use (\$695 stadium Hire + \$390 carpet laying, removal and clean)

Please note that completing the above does not act as a booking of the venue. You are required to contact the City on 9956 6643 to make a booking for the Mullewa Recreation Centre.

## How many days do you require the use of the Mullewa Recreation Centre?

Must be a number.

## How many hours do you require the use of the Mullewa Recreation Centre?

Must be a number.

## Mullewa Town Hall

Please indicate what services you require for the Mullewa Town Hall.

- Main Hall Hire - Shows, Dance, Weddings, Birthdays, Funerals, Wakes etc. (\$240 / day)
- Main Hall Hire - Local Companies and Organisations (\$89 / day)
- Main Hall Hire - Rehearsals and Decorating (\$47 / day)
- Main Hall Hire - Meetings and Expos (\$105 / day)
- Lesser Hall Hire - Shows, Dances, Weddings, Birthdays, Funerals, Wakes etc. (\$94 / day)
- Lesser Hall Hire - Local Companies and Organisations (\$63 / day)
- Lesser Hall Hire - Rehearsals and Decorating (\$36 / day)
- Lesser Hall Hire - Meetings Full Day (\$63 / day)
- Lesser Hall Hire - Meetings 1 hour (\$8)
- Equipment Hire - Bain Marie (\$55 / day)

Please note that completing the above does not act as a booking of the venue. You are required to contact the City on 9956 6643 to make a booking for the Mullewa Town Hall.

## How many days do you require the use of the Mullewa Town Hall?

Must be a number.

## (Other) Mullewa Facilities

Please indicate what services you are requesting for other Mullewa Facilities.

- Youth Bus Hire - Within Town Site (\$1.85 / km)
- Youth Bus Hire - Outside of Town Site (\$57 / hr)
- Mullewa Oval (\$420)
- Mullewa Transit House (\$84 / night)
- Committee Room Hire - Day Rate (\$120 / day)
- Committee Room Hire - Hourly Rate (\$36 / hr)

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- Chambers Room Hire - Day Rate (\$225 / day)
- Chambers Room Hire - Hourly Rate (\$54 / hr)

Please note that completing the above does not act as a booking of the venue. You are required to contact the City on 9956 6643 to make a booking for the Mullewa Facilities.

## How many kms do you anticipated to do within the town site?

Must be a number.

## How many hours do you need the Youth bus for out of town travel?

Must be a number.

## How many nights do you require the use of the Mullewa Transit House?

Must be a number.

## How many days to you require the use of the Committee Room or Chambers Rooms for?

Must be a number.

## How many hours do you require the use of the Committee Room or Chambers Room for?

Must be a number.

## Queen Elizabeth II Centre

Please indicate what services you are requesting for the Queen Elizabeth II Centre

- Upper Hall - Full Day Ticketed Event (\$840)
- Upper Hall - Hourly Ticketed Event (\$115 / hr)
- Upper Hall - Full Day Non-Ticketed Event (\$685)
- Upper Hall - Hourly Non-Ticketed Event (\$94 / hr)
- Upper Hall - Seniors (\$145)
- Lower Hall - Full Day Ticketed Event (\$494)
- Lower Hall - Hourly Ticketed Event (\$68 / hr)
- Lower Hall - Full Day Non-Ticketed Event (\$400)
- Lower Hall - Hourly Non-Ticketed Event (\$55 / hr)
- Lower Hall - Seniors (\$88)
- Meeting Room / Patio (\$90)
- Meeting Room / Patio - Seniors (\$29)
- Meeting Room / Patio - Hourly (\$15 / hr)
- Activity Room (\$60)
- Activity Room - Seniors (\$29)
- Activity Room - Hourly (\$12 / hr)
- Main Kitchen (\$90)
- Hire of Projector / Screen (\$230)

# 2020-21 Community Grants Program - Application Form Preview

Please note that completing the above does not act as a booking of the venue. You are required to contact the City on 9956 6636 to make a booking for the Queen Elizabeth II Centre.

**How many days to you require the use of the Queen Elizabeth II Centre?**

Must be a number.

**How many hours do you require the use of the Queen Elizabeth II Centre**

Must be a number.

## Queens Park Theatre

Please indicate what services you are requesting for the Queens Park Theatre.

- Concert Performance Venue Hire (\$1,445)
- Seminars & Conferences - Full Day Auditorium Access (\$1,110)
- Seminars & Conferences - Half Day (\$730)
- Foyer / Mezzanine / Amphitheatre / Dressing Room / Stage - Full Day (\$375)
- Foyer / Mezzanine / Amphitheatre / Dressing Room / Stage - Hourly Rental (\$58 / hr)
- Cinema & Film Screenings (\$260)
- Cinema & Film Screenings - Amphitheatre (\$260)
- Digital Projector & Screen - Amphitheatre, Foyer or Mezzanine (\$165)
- Yamaha Grant Piano on Stage (\$210 per tuning)
- Upright Piano (\$130 per tuning)
- Booking Fee - Reserved Seating (\$3 per ticket sold or cancelled)
- Booking Fee - Unreserved Seating (\$1 per ticket sold or cancelled)
- Staging Riser (\$16 / riser)

Please note that completing the above does not as a booking for the venue. You are required to contact the City on 9956 6662 to make a booking for the Queens Park Theatre.

**How many days do you require the use of the Queens Park Theatre for?**

Must be a number.

**How many hours do you require the use of the Queens Park Theatre for?**

Must be a number.

**How many tickets will be available for your event?**

Must be a number.

**How many tunings are required for the use of the piano?**

Must be a number.

**How many staging risers do you require?**

# 2020-21 Community Grants Program - Application Form Preview

Must be a number.

## Walkway Recreation Centre

Please indicate what services you are requesting for the Walkaway Recreation Centre.

- Indoor Basketball Stadium - Sporting Use (\$40 for first 3 hours, \$13 / hr thereafter)
- Indoor Basketball Stadium - Non-Sporting Use Ticketed (\$610 / day)
- Indoor Basketball Stadium - Non-Sporting Use Non-Ticketed (\$500 / day)
- Meeting Room - Day (\$60 / day)
- Meeting Room - Hourly (\$15 / hr)
- Kitchen (\$90 / day)

Please note that completing the above does not act as a booking for the venue. You are required to contact the City on 9956 6600 to make a booking for the Walkaway Recreation Centre.

### How many days do you require the use of the Walkaway Recreation Centre?

Must be a number.

### How many hours do you require the use of the Walkaway Recreation Centre?

Must be a number.

## Other Event Fees

Please indicate what services you are requesting from the City of Greater Geraldton.

- Ground / Park Hire - Ticketed (\$210 / day)
- Ground / Park Hire - Non-Ticketed (\$75 / day)
- Power for Grounds / Parks - Full Day (\$87)
- Power for Grounds / Parks - Half Day (\$52)
- Power for Grounds / Parks - Week (\$473)
- Water for Grounds / Parks - Full Day (\$46)
- Water for Grounds / Parks - Half Day (\$25)
- Plastic Stackable Chairs (\$10 / chair)
- Bin Hire - Delivery, collection & cleaning of 240 liter bin (Price on application)

Please note that completing the above does not act as a booking for the above services. You are required to contact the City on 9956 6600 to book these services.

### Please advise the name of the ground / park you will be using for your event

### How many days do you require the use of the grounds / park?

Must be a number.

# 2020-21 Community Grants Program - Application Form Preview

**Should your request for in-kind support not be successful, please advise the impact this will have on the delivery of your proposal?**

## Supporting Documentation

### Required Documents

You must provide a copy of the following to be eligible for funding:

1. Most recent Annual Report and / or the most recent Profit and Loss Statement of your organisation as signed by your Accountant / Finance Manager; and
2. Certificate of Incorporation (if you have previously uploaded your organisations Certificate of Incorporation via SmartyGrants you are not required to resubmit)

#### Annual Report

Attach a file:

Upload your most recent Annual Report

Provide a web address / link to your most recent Annual Report online (must be a valid URL)

#### Profit & Loss Statement

Attach a file:

Upload your most recent Profit and Loss Statement as signed by your Accountant or Finance Manager

#### Certificate of Incorporation

Attach a file:

Upload your Certificate of Incorporation

### Additional Documents

Please provide any additional documents that will assist the Committee in reviewing your application, and that highlights the community need for your proposal.

For example: Letters of Support, Business Plan, Event Management Plans, Board Meeting Minutes, photos, reports, strategic or operational plans, feedback from previous projects etc.

#### Additional Documentation

Attach a file:

Note that any Letters of Support from any City of Greater Geraldton Officer or Councillor provided as part of your application will automatically be disregarded.

# 2020-21 Community Grants Program - Application Form Preview

## Declaration and Privacy Statement

\* indicates a required field

I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation / group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the City of Greater Geraldton immediately if any information provided in this application changes or is incorrect.

The City of Greater Geraldton respects all personal and confidential information received, and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the City's powers, functions and purposes. It may also be used by the City and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact the City of Greater Geraldton on 9956 6940 or by email at grants@cgg.wa.gov.au.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

**I am authorised to complete this application and have read and understood the Declaration and Privacy Statement \***

Yes

**Authorised Person's Name \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Position \***

**Date of Declaration \***

## Feedback

\* indicates a required field

Before you review your application and click on the SUBMIT button, please take a few moments to provide some feedback.

**Please indicate how you found the application process: \***

Very Easy       Easy       Neutral       Difficult       Very Difficult

# 2020-21 Community Grants Program - Application

## Form Preview

**Please provide us with your suggestion about any improvements to this form, or the Community Grants Program that you think we need to consider**