Please read the Guidelines carefully prior to completing your Community Project Support Grant Program application. For enquiries or assistance with your application, please contact Council’s Treasury Officer on 9956 6940.

The aim of the City of Greater Geraldton’s Community Project Support Grant Program is to assist local community groups / organisations that make positive contributions to the quality of life within the Greater Geraldton region.

Community Project Support Grants are available throughout the year, until all available funding has been dispersed. Applications will be assessed as per the following timeframes:

- Applications submitted between June 2017 and August 2017, will be assessed September 2017
- Applications submitted between September 2017 and November 2017, will be assessed December 2017
- Applications submitted between December 2017 and February 2018, will be assessed March 2018
- Applications submitted between March 2018 and May 2018, will be assessed June 2018

All applications must be addressed to:
Chief Executive Officer
City of Greater Geraldton
PO Box 101
GERALDTON WA 6531

An organisation may only submit one application for funding through the Community Project Support Grant Program each year

The level of assistance available through the Community Project Support Grant 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.

Ensure that all sections of the application form are completed, as incomplete applications will not be assessed.

Community Project Support Grant Program
City of Greater Geraldton
Cathedral Avenue
PO Box 101
GERALDTON WA 6531

Phone: 08 9956 6940  Fax: 08 9956 6674  Email: council@cgg.wa.gov.au
INFORMATION ABOUT FINANCIAL SUPPORT

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

Successful applicants will be required to submit a Tax Invoice for funding to be released.

FUNDING INFORMATION

The City of Greater Geraldton’s Community Project Support Grant Program is for funding requests of $2,000.

Applicants seeking financial assistance of more than $2,000 are to apply through the Community Grants Program when it is next available.

Successful applicants are required to have all obligations relating to any outstanding City of Greater Geraldton grant met before any funding will be released.

ELIGIBILITY CRITERIA

Applicants are required to:
- Be a not for profit incorporated body;
- Be residents of Greater Geraldton;
- Have the majority of members of the group / organisation residents of the Greater Geraldton area;
- Submit a detailed budget for the activity;
- Be free of debt with the City of Greater Geraldton

SELECTION CRITERIA

Applicants must demonstrate:
- The community impact the activity has on the residents of Greater Geraldton;
- The level of support for the activity from other resources;
- Alignment to the City of Greater Geraldton’s Strategic Community Plan.

Each applicant will be assessed against the selection criteria outlined above. Council endeavours to ensure access and equity in its grants programs, and an even distribution throughout the municipality.

COUNCIL FACILITIES / RESOURCES

If the activity impacts at all on Council facilities and / or resources, it will be a condition of funding that Council approves the nominated project and endorses the recommendations made by the Greater Geraldton Community Grants Committee before funding is offered.

INELIGIBLE APPLICANTS

Applicants are ineligible for funding if:
- Previous Council grants are not satisfactorily acquitted; or
- They are an unincorporated group, political or for-profit group; or
- They are a government agency; or
- They are requesting grants for events held outside the City of Greater Geraldton; or
- The activity has been successful in securing funding in the past twelve months through the City of Greater Geraldton Community Grants Program; or
- The activity has already received financial assistance from another source offered by the City.
The following will **not** be considered for funding:

- Private / commercial ventures;
- Activities to repair design faults;
- Activities under litigation;
- Relocation costs;
- Retrospective funding;
- Recurring operating costs (i.e. staff wages, utilities)
- Support for an individual pursuit;
- Commercial activities;
- Activities that do not involve the Greater Geraldton region;
- Activities that are exclusive to the group / organisation’s members;
- Activities that are to be held outside of the Greater Geraldton region;
- Activities with the main purpose of raising funds for distribution back to the community;
- Activities that already receive, or have secured, financial assistance from another source of funding offered by the City;
- Activities that have received funding in the past twelve months through the City of Greater Geraldton Community Grants Program.

All applications should be typed or neatly handwritten on the form provided. Should attachments be necessary, please number the pages and staple in the left hand corner.

**Please do not bind applications**

The City’s Grants Review Panel, assesses applications against the selection criteria before being submitted for approval to the City’s Executive Management Team, to ensure that the proper process has been followed and to authorise the recommendations made by the panel.

You will receive correspondence acknowledging your application within two weeks of your submission, which will list a Grant Reference Number. If you do not receive this within two weeks, please contact the Treasury Officer of 9956 6940.

You will receive correspondence advising whether your application has been successful or as per the following:

- Applications submitted between 1 June and 31 August 2017, will receive notification of the outcome by 30 September 2017.
- Applications submitted between 1 September and 30 November 2017, will receive notification of the outcome by 31 December 2017.
- Applications submitted between 1 December 2017 and 28 February 2018, will receive notification of the outcome by 31 March 2018.
- Applications submitted between 1 March and 31 May 2018, will receive notification of the outcome by 30 June 2018.

Should the City not be able to advise the results before this time, you will be advised of when the outcomes are expected to be available.
A Guide to Answering the Application Form Questions

Some useful tips

- Keep responses to the questions clear and concise
- Signed original applications must be provided
- Keep a photocopy of the completed application for your records
- If you need to attach additional information or answers, ensure that they are clearly labelled

The following contains helpful information that will assist you in completing the Community Grants Application Form.

**Organisation** – This is your organisation’s full legal name that appears on official documents and legal papers, such as your Certificate of Incorporation.

**Contact Person** – This is the person to whom correspondence and enquiries will be directed to. This is normally the person who will manage the project.

**ABN** – If you have an Australian Business Number (ABN), you will need to provide the 11 digit number in the space provided.

**Organisation’s Primary Purpose** – Your organisations aim, objective and role in the community.

**Project Name and Brief Description** – The project name and description should give a clear description of what your project is about.

**Commencement and Completion Date** – Your project cannot commence until you have been notified that your application has been successful and your organisation has completed the funding agreement. You must also advise of when the project is anticipated to be completed.

**Grant Amount Request and Total Project Budget** – The maximum that you can request through the Community Project Support Grant Program is $2,000. The total project budget should include all cash and in kind (volunteer labour, donated goods etc.) elements of the project.

**One-off Project** – You must indicate if this is a one-off project or if it is a recurring project (annual, bi-annual etc.)

**Main Location of Your Project** – This will be the location of the proposed site of your project.

**How Did Your Organisation Identify The Need?** This should describe why your project is necessary, including specific information about the origin of the problem(s) you wish to address. You need to identify any consultation you have undertaken in the planning of the project, addressing the project need.

Suggestion on who to consult with may include:

- Your club / organisation committee
- Your local government authority
- Education and training providers
- Relevant sporting / recreation / service / community bodies
- Suppliers of goods and services
- Your club / organisation members
- The community

**Impact on Greater Geraldton** – Provide details on how your project will impact the Greater Geraldton community, what benefits will it provide and to who?

**Level of Support** – Provide details regarding the support your project has received from other resources. Support can be given by means of funding, volunteers, donations of goods and services, discounts on goods and services provided etc.
Alignment to the City’s Strategic Community Plan – Clearly identify how your project aligns with the City’s Strategic Community Plan.

Reduction in Funding – If the awarded funding is less than anticipated, clearly demonstrate the impact it will have on the delivery of your project and the effect on meeting the proposed outcomes.

Additional Grants – Any additional funding that has already been, or is anticipated to be, applied for, must be stated as part of your application.

Budget – What Are The Costs Associated With Your Project? You are required to provide a breakdown of all the costs associated with delivering your project. Provide as much costing details as possible. Do not summarise all costing’s on one line item on the table. For any items over $500 a quote must be provided for verification of costing’s.

Council will fund up to $2,000.

Note: All amounts are to be exclusive of GST. Volunteer staff can be costed at $25 per hour for non-skilled labour and at relevant rates for professional services.

Surplus Funds – If your project is expected to return a surplus, you must provide details on how this surplus is to be utilised.
## CASH SOURCES
(The project should not show a deficit – if it does this amount should be shown as your contribution. If there is a surplus please provide details of how the surplus will be utilised below)

### INCOME

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Greater Geraldton Community Project Support Grant</td>
<td>$2,000</td>
</tr>
<tr>
<td>Applicant Cash</td>
<td>$500</td>
</tr>
</tbody>
</table>

Please list other Cash and Contribution Sources (e.g. additional grants, sponsorships, donations, ticket sales, fees etc.)

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ticket Sales</td>
<td>$500</td>
</tr>
</tbody>
</table>

**TOTAL CASH INCOME**

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<tr>
<th></th>
<th>Amount</th>
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<tr>
<td>A</td>
<td>$3,000</td>
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</table>

## EXPENDITURE
(Please mark the items that are to be covered by CGG Grant)

### IN KIND SOURCES
(In Kind Income and In Kind Expenditure should balance out – there should be no surplus or deficit)

### INCOME

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Applicant In Kind</td>
<td>$1,975</td>
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</tbody>
</table>

Please list other In Kind Sources

<table>
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<tr>
<th>Amount</th>
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**TOTAL IN KIND INCOME**

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<th>Amount</th>
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<td>$1,975</td>
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### EXPENDITURE

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Project Management / Administration</td>
<td>$625</td>
</tr>
<tr>
<td>Printing / Postage / Phone</td>
<td>$100</td>
</tr>
<tr>
<td>Volunteers (10 volunteers x 5 hours @ $25 / hour)</td>
<td>$1,250</td>
</tr>
</tbody>
</table>

**TOTAL IN KIND EXPENDITURE**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
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<td>$1,975</td>
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### NET IN KIND SURPLUS / (DEFICIT)

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<td>$NIL</td>
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### NET PROJECT SURPLUS / (DEFICIT)

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<th>Amount</th>
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<td>$NIL</td>
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</table>

**Note:** Volunteer staff can be costed at $25 / hour

For enquiries or assistance with your application, please phone Council’s Treasury Officer on (08) 9956 6940.