



Community Grants Program Round 21 2018 – 19 Guidelines



City of
Greater Geraldton
a vibrant future



Please read the Guidelines carefully prior to completing your Community Grant 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 Grants Program is to provide assistance to local community groups / organisations that make positive contributions to the quality of life within the Greater Geraldton region.

The City of Greater Geraldton's Community Grants Program is offered once a year for one-off events, activities and / or programs. Applications for 2018-19, Round 21 open 29 January 2019 and close 26 March 2019.

LOGGING
APPLICATION

YOUR

All applications must be submitted via the SmartyGrants portal.

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

The level of assistance available through the Community Grants 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 complete, as the committee is unable to assess incomplete applications.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

FOR
INFORMATION

FURTHER

Community Grants 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
FINANCIAL SUPPORT

ABOUT

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 sign a Funding Agreement before any funding is released.

Acknowledgement of financial support will be made in accordance with the grant conditions.

FUNDING INFORMATION

The City of Greater Geraldton's Community Grants Program is 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 amount of \$20,000 (whichever is the lesser).

ELIGIBILITY CRITERIA

Applicants seeking financial assistance of up to \$2,000 are to apply through the Community Project Support Program.

All successful applicants are required to have any outstanding City of Greater Geraldton grants satisfactorily acquitted before any funding will be released.

To be eligible for funding, applicants are required to:

- Be a not for profit incorporated body;
- Be a non-political group or government agency;
- Be based within Greater Geraldton;
- Have a public liability certificate;
- Have no outstanding debt with the City of Greater Geraldton;
- Have no outstanding acquittals from any previous Council grants;
- Have the activity within the Greater Geraldton region;
- Have not received funding for the activity through the Community Grants Program within the past 12 months;
- Not be receiving any financial assistance from another source offered by the City for the activity.

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 (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/741/community-strategic-plan-2017-27>) :
 - How the activity supports the community.
 - How the activity supports our natural and built environment.
 - How the activity supports a healthy thriving economy that provides diverse employment opportunities.
 - How the activity supports open and trusting relationships.

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 a Funding Agreement is offered.

ELIGIBLE ITEMS

The following items are permitted for funding:

- Equipment and venue hire;
- Advertising and promotional costs;
- Major capital infrastructure (including but not limited to 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;
- Contactors;
- Audit Costs (applicable for Community Grants of \$10,000 or more).

INELIGIBLE ITEMS

The following will ***not*** be considered for funding:

- Private and commercial ventures;
- Activities to repair design faults;
- Activities under litigation;
- Support for an individual pursuit;
- 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;
- Activities that commence prior to an outcome being decided (i.e. prior to May 2019);
- Activities which conflict with City of Greater Geraldton legislation and / or policies;
- Activities which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances;
- Recurring operating costs (i.e. staff wages, utilities)
- Catering;
- Event Coordination
- General wear and tear of plant, furniture or equipment;
- Commercial activities;
- Relocation costs.

EVALUATION APPLICATIONS

OF

The below is a list of areas that grant applications are evaluated against. Keep these evaluation criteria in mind when completing the application:

Community

To what extent does this activity support the community?

Think about how your activity supports and/or impacts the following areas of our community:

- Heritage
- Arts
- Recreation and Sport
- Health Services
- Community Safety
- Emergency Management
- Community Services

Environment

To what extent does this activity support our environment?

Think about how your activity supports our natural and built environment and/or impacts the following areas:

- Revegetation-Rehabilitation-Preservation
- Sustainability
- Built Environment
- Asset Management

Economy

To what extent does your activity support a healthy, thriving economy that provides diverse employment opportunities?

Think about how your activity supports:

- Growth
- Lifestyle and Vibrancy

Governance

To what extent does your activity support open and trusting relationships?

Think about how your activity supports the following areas:

- Community Engagement
- Planning & Policy
- Advocacy and Partnerships
- Financial Sustainability and Performance
- Good Governance and Leadership

Community Impact

How does your activity impact the Greater Geraldton community? What percentage of the local community will directly benefit from your activity?

Think about the benefits your activity will deliver to your members and to those involved in, or attending the activity.

Think about the economic boost your activity could have to the region. For example if you are holding an event, are you expecting people from out of town to attend? If so, talk about the additional services (accommodation, meals, shopping etc.) that will be utilised as a direct result of your activity.

Contribution From Other Sources

What level of support, whether financial or in-kind, as your activity received?

This can be from your organisation, other funding providers, local businesses, fundraising, sponsorships, community members, etc.

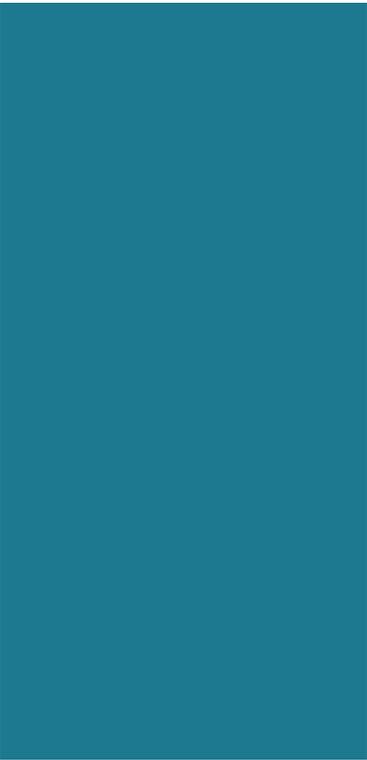
Applications are assessed against the selection criteria by the Greater Geraldton Community Grants Committee before being submitted for approval by the CEO, who has delegated authority from Council to ensure that the proper process has been followed and to authorise the recommendations made by the Greater Geraldton Community Grants Committee.

It is anticipated that all applicants will be notified of the outcome of your submission by 31 December 2018. Should the City not be able to advise the results before this time, you will be informed of when the outcomes will be available.

Successful Applicants

If your application for funding is successful, you will receive the following:

- Funding Agreement

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- 'Promoting Your Grant' Marketing Guide
 - Progress Report Template (if applicable)
 - Acquittal Template

The Funding Agreement will include Terms and Conditions of the grant, any special conditions that may have been attached to your grant and GST information. You will need to complete and sign the Funding Agreement before any funding will be released.

Council may offer a lower funding amount than that requested, and may place conditions on, or be specific about, the items in the budget that the City is offering to fund. This may require applicants to revise their original budget and outcomes to show that the proposal can still be completed and the outcomes achieved.

Unsuccessful Applicants

Failure to receive funding is not necessarily due to a poor application, but may be result of the demand for funds.

For feedback on your grant application, please refer to the contact phone number given in your notification letter.

A Guide to Completing Your Application

Some useful tips

- Answer all questions
- Keep responses to the questions clear and concise
- Ensure quotes for items above \$500 or obtained and submitted at time of application

The following contains helpful information that will assist you in completing the Community Grants Program Round 21 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.

Applicant Address – Your organisations primary address (must be within the Greater Geraldton region to be eligible for funding).

Number of Members – The number of members registered or involved in your organisation.

Postal Address – Your organisations registered postal address.

Website – Your organisations website (must be a URL).

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

ABN – Indicate if your organisation has an Australian Business Number (ABN), and provide the 11 digit number.

Public Liability – Indicate if your organisation has public liability insurance, and attach your current Certificate of Currency – Public Liability Insurance to demonstrate to Council that you have the appropriate insurance to cover the activities outlined in your application.

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.

Project Contact Position – Advise the position or role of the contact person.

Phone Number – Provide a phone number for the contact person.

Email – Provide an email for the contact person.

Title – Provide a short, but descriptive, name for your activity.

Activity Description – Provide a clear description of what your project is about.

Primary Focus – Indicate the primary focus of the Activity from the list provided. If ‘other’ please specify.

Target Age Group – Indicate the target age group/s for the Activity from the list provided.

Start Date – Provide a start date for your activity (must be no earlier than 1 January 2019).

End Date – Provide an anticipated end date for your activity.

Identify Need – Provide details, and evidence, on why your project is necessary. Include 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

Examples of evidence include Board Meeting minutes, photos, reports, community feedback, operational plans etc.

Planned Activities – Detail the specific activities that will take place, and where they will take place

Outcomes – Detail what you want the activity to achieve in terms of benefits for participants and / or the community.

Outcome Measures – Detail the changes that you expect to see should the expected outcomes of your activity occur.

Community Strategic Plan – Indicate which pillar of the Community Strategic Plan your activity aligns with, and provide details on how your activity supports that pillar.

Events – Indicate if the activity you are applying for is an event, and if so provide the following details:

- Anticipated number of attendees (including local and non-local);
- How your event encourages attendees to participate, and other community groups and businesses to be involved;
- Where the event will take place (must be within the Greater Geraldton region to be eligible for funding);
- If all necessary permits and applications have been obtained.

Income – Provide all cash contributors to the project, including the amount you are requesting from the City, your contribution, and any other grants, donations, sponsors, ticket sales, fundraising etc. anticipated. Ensure to indicate if the contribution has been confirmed or not.

Council will fund up to 50% of the total cost of the activity or a maximum amount of \$20,000 (whichever is the lesser) for projects.

Note: All amounts are to be exclusive of GST.

Expenditure – Provide a breakdown of all the costs associated with delivering your project. In the Notes section, please indicate if you are requesting the City's funding for that item.

For any items over \$500, a quote must be provided for verification of costings.

Note: All amounts are to be exclusive of GST.

In Kind Resources – Provide a breakdown of any resources that are donated to the activity at no cost (i.e. you will not pay for the service). Ensure to detail the service (labour, equipment, advertising, venue etc.), the service provider and the value of the service.

Note: Volunteer staff can be costed at \$25 per hour for non-skilled labour and at relevant rates for professional services.

Total Amount Requested – Advise the total amount you are requesting from the City's Community Grant Program. Note that requests for funding must be between \$2,000 and \$20,000 OR be no more than 50% of the Total Project Cost (whichever is the lesser).

Impact of Partial Funding – On the occasion that you are not awarded funding, or the full amount requested, please advise the impact this will have on your Activity. Will there be certain elements that will be removed? Will the Activity still go ahead?

In Kind Support CGG – Indicate if you require any in kind support from the City for this activity. If so, a separate form will be sent to you to enable you to request in kind support. Note that any request for in kind support for this activity must be done as part of this application. Additional requests for support for this activity outside of this application are not permitted.

Required Documents – To be eligible for funding you must provide either your organisation's most recent Annual Report OR Financial Statement along with your Certificate of Incorporation. You can either upload your Annual Report or provide a web address / link to view the Annual Report online. Your Financial Statement and Certificate of Incorporation must be uploaded.

Additional Documents – To assist the Committee in reviewing your application, it is recommended that the following documents be provided if available and relevant to your application:

- Letters of Support (note that any Letters of Support from any City of Greater Geraldton Officer or Councillor provided as part of your organisation will automatically be disregarded)
- Plans – Long Term Financial Plan, Business Plan, Traffic Management Plan etc.
- Additional – feedback from previous activities, reports etc. anything that will strengthen your application.

Declaration and Privacy Statement – You must confirm that you are authorised on behalf of your organisation to submit the application, and that everything contained within your submission is, to the best of your knowledge, true and correct.

Feedback – Please provide some feedback on the Community Grants Program. This can be in relation to the application form, process, timing, level of funding etc. All feedback will be reviewed and discussed to further improve the program.