Community Grants Program

2019 - 20 Guidelines

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 Round 22 open 10 July 2019 and close 3 September 2019.
Applications for Round 23 are anticipated to open mid-January 2020 and close mid-March 2020.

LODGING YOUR APPLICATION	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 FURTHER INFORMATION	Community Grants Program City of Greater Geraldton Cathedral Avenue PO Box 101 GERALDTON WA 6531 Phone: 08 9956 6940 Fax: 08 9956 6674 Email: grants@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 sign a Funding Agreement before any funding is released. Acknowledgement of financial support will be made in accordance with the grant conditions. Should you not be successful in securing the full amount requested, you will not be eligible to seek additional funding from any source of funding from the City of Greater Geraldton.

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). Applicants seeking financial assistance of up to $2,000 are to apply through the Community Project Support Program.
ELIGIBILITY CRITERIA	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 an ABN; • Have a public liability certificate; • 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/734/city-of-greater-geraldton-strategic-community-plan-2017-2027 :
	   o How the activity supports the community.
	   o How the activity supports our natural and built environment.
	   o How the activity supports a healthy thriving economy that provides diverse employment opportunities.
	   o 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).
INELIGIBILE 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. six weeks after closing date); • 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; • Relocation costs.
EVALUATION OF APPLICATIONS	The below is a list of areas that grant applications are evaluated against. Keep these evaluation criteria in mind when completing the application: **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.

Alignment to the City's Strategic Community Plan
How well does your activity align with the City's Strategic Community Plan?

Think about how your activity support the following areas:
- Our cultural heritage and our creative community
- Our natural and built environment, to live sustainably, in balance with nature
- A healthy thriving economy that provides diverse employment opportunities while protecting the environment and enhancing social and cultural outcomes
- An open and trusting relationship between the community, local government and other decision makers.

HOW AND WHEN WILL I BE NOTIFIED

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 with be notified of the outcome of your submission within six weeks of the closing date. Should the City not be able to advise the results before this time, you will be informed of when the outcomes will be available.

If your application for funding is successful, you will receive a Funding Agreement, which will include the 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 return 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 all items above $500 and for all items funded by the City are obtained and submitted at time of application.
- Ensure that your most recent Financial Statement (Income and Expenditure Statement) is submitted at time of application.

The following contains helpful information that will assist you in completing the 2019-20 Community Grants Program 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. If you do not have an ABN, you are not eligible for funding.

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. If you do not have public liability insurance, you are not eligible for funding.

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 not be within six weeks of the closing date).

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.

Example:

Income Description	Income Amount ($)	Funding Status	Notes
City of Greater Geraldton	$4,000	Pending	Community Grants Program
Organisation Funds	$2,000	Confirmed	
Sponsorship	$1,000	Pending	Local businesses to be contacted
Food & Drink Sales	$1,000	Pending	Anticipated sales

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.

Example:

Expenditure Description	Expenditure Amount ($)	Quote Obtained	CGG Funded?	Notes
Food & Drink	$750	No	No	Individual elements make up the budget amount
Venue Hire	$1,000	Yes	No	
Entertainment	$3,000	Yes	Yes	Part funding CGG
Security	$250	No	Yes	
Equipment Hire	$2,000	Yes	Yes	
Advertising	$1,000	Yes	Yes	

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.

Example:

Description	Service Provider	Value $	Notes
Project Management	Organisation	$500	
Volunteers	Organisation	$500	2 volunteers for 10 hours (selling food & drink)

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 <u>OR</u> 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?

Quotes – Quotes are required for all items above $500 and all items that the City's funding will be used towards. 2 written quotes are also required for any item above $5,000 along with a declaration that there is no conflict of interest between you, the applicant, and the supplier.

In Kind Support CGG – Indicate if you require any in kind support from the City for this activity. If so, a separate from will be sent to you to enable you to request in kind support. Note that any request for in kind support for this activity <u>must</u> 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 <u>must</u> provide either your organisation's most recent Annual Report OR Financial Statement along with your Certificate of Incorporation if it has not previously been provided. 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.