



CITY OF VINCENT

# SEEDING GRANTS COMMUNITY INNOVATION

Application Form, Guidelines and Criteria





**The City of Vincent recognises that community funding provides a significant opportunity to work collaboratively with the local groups, organisations and individuals to deliver activities which increase social participation, promote social inclusion and strengthen connections within our community. A variety of funding initiatives are offered each year to meet the diverse range of interests, demands and priorities throughout the Vincent community.**

**Community Innovation Grants aim to support Vincent, organisations and individuals seeking to implement a new, innovative project that will benefit the local community. These grants are available for new projects related to community development, education or recreation.**

The grant assist with initiatives that:

- Assist new community projects to be developed
- Enhance social well-being and provoke engagement in cultural life
- Enhance the community profile of the City of Vincent
- Encourage creative participation and learning opportunities for the city's residents, workers and visitors

A one-off amount of up to \$5000 may be available for each individual project through this funding category.

Before starting your application, please contact the Community Development team to discuss the proposed new project.

## GUIDELINES AND CRITERIA

In order to be eligible for funding, your organisation must:

- Your organisation's mission must be aligned with the outcomes of Vincent's Strategic Community Plan

Fall in to one or more of the following categories

- A not-for-profit community organisation
- A registered charity with the Australian Taxation Office
- A deductible gift recipient
- An individual
- A social enterprise
- Have the ability to demonstrate satisfactory risk management
- Have the competency and capacity to implement the project and demonstrate this to the City's satisfaction

## WHAT WILL BE CONSIDERED FOR FUNDING:

- Priority will be given to a collective group of organisations working in partnership to address to enhance the cultural profile of the Vincent community. Applications need to demonstrate strong elements of collaboration (e.g. partnering with at least one other organisation to create an outcome that neither organisation could achieve on its own)
- Grant applications which consider a range of participations opportunities for Vincent residents
- Grant applications that address a demonstrated need within the community with objectives of improving the Vincent cultural experience
- Demonstrated coordinated approach to delivering cultural events within Vincent
- Only projects with measurable outcomes will be considered. Applications need to outline their evaluation strategy and make it clear how outcomes will be measured
- Projects which demonstrate how the initiative can become self-sustaining and/or help the organisation reduce reliance on further grant funding will be highly regarded



## THE FOLLOWING WILL NOT BE CONSIDERED FOR FUNDING:

- Groups and organisations that operate with the aim of making a profit
- Groups and organisations who have failed to acquit grants awarded to them in any capacity
- Programs which replicate services already available within Vincent
- Programs or projects which are conducted outside Vincent's boundaries
- Groups and organisations that have received other significant funding or in kind donation in the same financial year
- Capital expenditure
- Debt reduction or operational deficits
- Operational salaries (however salaries tied to a program or project will be considered)
- Fundraising activities or events
- Religious organisations where the grant is intended for the principal benefit of the organisation's own members or adherents, or where the grant is intended for inherently religious activities
- Legal expenses
- General construction, capital campaign or renovation unrelated to a specific proposed project or program
- Travel outside Australia
- Retrospective funding

## KEY DATES

Applications for Community Innovation Grants can be submitted all year round.

Please allow a minimum of eight weeks to process your grant applications.

Ensure that budgetary requirements are considered and sufficient time is accounted for to allow your project to run successfully.

## ACQUITTAL

Grant funds are to be expended by the end of the project period. Financial acquittal and evaluation report will be due within 30 days of the project completion.

Please be aware that your organisation will not be eligible for any further funding from Vincent unless an acquittal has been received.

For further information regarding funding, the guidelines and criteria, please contact the Community Development team on 9273 6000.

This document can be made available in alternative formats for people with specific requirements. If you would like the application in any of these formats please call the Community Development team on **9273 6000** or [community.development@vincent.wa.gov.au](mailto:community.development@vincent.wa.gov.au)

# COLLABORATIVE GRANTS APPLICATION FORM

## CONTACT DETAILS

|                        |  |
|------------------------|--|
| Name of organisation:  |  |
| Organisations address: |  |
| Contact person:        |  |
| Contact number:        |  |
| Email:                 |  |
| Website:               |  |

## ORGANISATION DETAILS

|   |                              |                                 |
|---|------------------------------|---------------------------------|
| ABN:  |                              |                                 |
| Type of organisation:<br>(Proof of status will need to be provided)               | <input type="checkbox"/>     | An individual                   |
|   | <input type="checkbox"/>     | Not-for-profit organisation     |
|   | <input type="checkbox"/>     | Registered charity with the ATO |
|   | <input type="checkbox"/>     | A deductible gift recipient     |
|   | <input type="checkbox"/>     | Social enterprise               |
| If your organisation is a social enterprise, provide evidence to demonstrate this |                              |                                 |
| Is your organisation registered for GST?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| Have you received funding from the City of Vincent in previous years?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |
| If yes, when was the funding received and how much did your organisation receive? |                              |                                 |
| Please provide a brief summary about your organisation/group                      |                              |                                 |
| Describe how your organisation supports the community in 100 words or less        |                              |                                 |

|  |  |
|--|--|
| Describe what your organisation will be bringing to the proposed program (resources, staffing, program etc) in 100 words or less |  |
| Outline your organisations capacity to manage risks associated with the project  |  |

### ORGANISATION 2 DETAILS (IF APPLICABLE)

|   |                          |                                 |
|---|--------------------------|---------------------------------|
| Name of organisation:   |                          |                                 |
| Organisations address:  |                          |                                 |
| Contact person:   |                          |                                 |
| Contact number:   |                          |                                 |
| Email:  |                          |                                 |
| Website:  |                          |                                 |
| ABN:  |                          |                                 |
| Type of Organisation:<br>(Proof of status will need to be provided)               | <input type="checkbox"/> | An individual                   |
|   | <input type="checkbox"/> | Not-for-profit organisation     |
|   | <input type="checkbox"/> | Registered charity with the ATO |
|   | <input type="checkbox"/> | A deductible gift recipient     |
|   | <input type="checkbox"/> | Social enterprise               |
| If your organisation is a social enterprise, provide evidence to demonstrate this |                          |                                 |
| Is your organisation registered for GST?  | Yes                      | No                              |
| Have you received funding from the City of Vincent in previous years?             | Yes                      | No                              |
| If yes, when was the funding received and how much did your organisation receive? |                          |                                 |

|   |  |
|---|--|
| <p>Please provide a brief summary about your organisation/group</p>   |  |
| <p>Describe how your organisation supports the community in 100 words or less</p>   |  |
| <p>Describe what your organisation will be bringing to the proposed program (resources, staffing, program etc) in 100 words or less</p> |  |
| <p>Outline your organisations capacity to manage risks associated with the project</p>  |  |

**PROGRAM DETAILS**

|   |  |
|---|--|
| <p>Name of program:</p>   |  |
| <p>Describe the proposed program in 500 words or less</p>   |  |
| <p>Describe how the program will benefit the City of Vincent community and encourage participation in 500 words or less</p> |  |



|   |  |
|---|--|
| <p>How will the program contribute to cultural development within the community to enhance social well-being and provoke engagement in cultural life</p>                  |  |
| <p>How will the program measure its successes? What specific measurable outcomes will be evaluated as part of the program? Provide a minimum of 5 measurable outcomes</p> |  |
| <p>Outcome 1:</p>   |  |
| <p>Outcome 2:</p>   |  |
| <p>Outcome 3:</p>   |  |
| <p>Outcome 4:</p>   |  |
| <p>Outcome 5:</p>   |  |
| <p>What identified the need in addressing this program? How was this need identified?</p>   |  |

## BUDGET & FINANCIALS

What is the amount sought from the City of Vincent?

Which organisation will be responsible for the financial management and acquittal of the funding

Attach a full separate budget highlighting what the Collective grant funding will be expended on. Provide specifics and ensure that you have carefully read what will not be funded before submitting

## REFEREES

Provide two funding referees who can attest to your organisations ability to financially manage and acquit funding

### Referee 1

Name of organisation:

Contact person:

Title:

Contact number:

Email:

Relationship:

### Referee 2

Name of organisation:

Contact person:

Title:

Contact number:

Email:

Relationship:

## BEFORE SUBMITTING YOUR APPLICATION, PLEASE ENSURE YOU HAVE INCLUDED THE FOLLOWING DOCUMENTS

Proof of organisational status

Budget

Certificate of Insurance



## RECOGNITION OF COUNCIL FUNDING/CONTRACTUAL REQUIREMENTS

As a recipient of the Community Innovation Support Grant, successful organisations are required to acknowledge the support of the City for its financial support as follows

|  |   |
|--|---|
|  | The City must be acknowledged on all promotional material in a prominent place, e.g. graphics/art (posters, flyers, web page graphics, etc.), media releases, advertisements and footage  |
|  | The City must also be acknowledged in all public announcements of the program   |
|  | The City must be acknowledged in the organisation's annual report   |
|  | Acknowledge the City of Vincent's contribution in any written material in relation to the project   |
|  | Use the City of Vincent logo in accordance with the City of Vincent Style Guide in any publicity provisions of any kind (including brochures, signage, advertising and invitations)   |
|  | Issue an invitation to a local council representative to any launch or public event associated with the funding, and that where they are able to attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event |
|  | Provide copies of media articles, social media posts  |
|  | Photographs from the program  |
|  | Completed evaluation form (provided by the City)  |
|  | A certified financial statement of expenditure as per the approved grant allocation   |

## DECLARATION

I confirm that:

- If my application is successful, I will ensure recognition of council funding/contractual requirements as mentioned above;
- At the completion of the event/program I will provide an acquittal within 30 days
- The information contained herein is to the best of my knowledge, true and correct

|               |  |
|---------------|--|
| Name:         |  |
| Position:     |  |
| Organisation: |  |
| Signature:    |  |

Please return this application form to the Community Development team either in person, post or email.

- 244 Vincent Street (corner Loftus Street), Leederville 6007
- Community Development team, City of Vincent, PO Box Leederville WA 6902
- [community.development@vincent.wa.gov.au](mailto:community.development@vincent.wa.gov.au) (title Community Support Grant)

**For further information regarding community funding, please contact the Community Development team on 9273 6000**