

**WIN \$20,000**  
to put towards your first home.\*

ere!



CITY OF VINCENT

# COMMUNITY SUPPORT

Application Form, Guidelines and Criteria



## COMMUNITY SUPPORT GRANTS

**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 Support Grants aim to support Vincent organisations and individuals to deliver programs and services that address key social issues impacting the local community. Grants are available for programs and services that demonstrate outcomes that will build a strong and resilient community as well as initiatives that ensure the ongoing sustainability of community organisations.

Vincent provides Community Support Grants of up to \$10,000 for each individual project.

Before starting your application, please contact the Community Development team to discuss the proposed activity, event or program.

## 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 the key outcomes
- Applications need to demonstrate strong elements of collaboration (e.g. partnering with a least one other organisation to create an outcome that neither organisation could achieve on its own)
- Coordinated programs which give individuals who are experiencing difficulty, opportunities to connect with their community
- Programs that are offered free of charge
- Programs which have a direct and immediate benefit to Vincent residents
- Programs that have demonstrated coordinated approach to delivering human services within the Vincent
- Projects with measurable outcomes will be considered
- The City must be satisfied that the applicant organisation has the competency and capacity to implement the project
- Projects which have received funding from the City in previous years may be considered, however priority will be given to new projects or those which have not previously received support
- 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, services or events which take place outside City of Vincent boundaries
- Groups and organisations that have received other significant funding or in-kind donation from Vincent in a single financial year
- Debt reduction or operational deficits
- Operational salaries (however salaries tied to a program or project will be considered)
- 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 Support Grants can be submitted all year round. Applications should be submitted at least eight weeks before your project is due to commence.

## 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 the City of 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 City's Community Development team on **9273 6000** or [community.development@vincent.wa.gov.au](mailto:community.development@vincent.wa.gov.au)

# COMMUNITY SUPPORT 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                      |                              |                                 |
| Does your organisation have a Risk Management Plan?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No     |

## PROGRAM DETAILS

|   |     |    |
|---|-----|----|
| Name of program:  |     |    |
| Completion date and time of program:  |     |    |
| Location of program:  |     |    |
| Please describe your proposed program and why it is needed in the City of Vincent in 500 words or less  |     |    |
|   |     |    |
| Has your organisation partnered with other organisations for this program?  | Yes | No |
| If yes, please specify which organisations you have partnered with, their contributions and how this will create a better outcome for the program?                |     |    |
|   |     |    |
| How much will you be charging for your program or event?  |     |    |
| What is your target audience and how many people do you expect will participate?  |     |    |
| Please outline how your program will have a direct and immediate benefit to the City of Vincent residents in 500 words or less                                    |     |    |
|   |     |    |
| Have you held this program or a similar program/initiative in the past? If yes, please provide details of the program and the funding details you received for it | Yes | No |
|   |     |    |

|   |     |    |
|---|-----|----|
| Have you received funding or in kind support from the City of Vincent in the last 12 months? If yes, please provide details | Yes | No |
|   |     |    |
| Are you receiving funding or in kind support from other sources? If yes, please provide details                             | Yes | No |
| How will the program measure its successes?   |     |    |
| Outcome 1:  |     |    |
| Outcome 2:  |     |    |
| Outcome 3:  |     |    |

### BUDGET & FINANCIALS

What is the amount sought from the City of Vincent?

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 and will not be funded before submitting

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

|  |                                |
|--|--------------------------------|
|  | Proof of organisational status |
|  | Risk management plan           |
|  | Budget                         |
|  | Certificate of Insurance       |

## RECOGNITION OF COUNCIL FUNDING/CONTRACTUAL REQUIREMENTS

As a recipient of the Community 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 of Vincent)   |

## 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 Partnerships, 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**