



CITY OF VINCENT



Community Funding Grants

Active Transport Community Initiatives Grant



COMMUNITY FUNDING - ACTIVE TRANSPORT GRANTS - COMMUNITY GROUPS

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.

Active Transport Community Initiatives Grants provide financial assistance to eligible community groups and not-for-profit organisations to help fund community programs that promote or assists the community to engage in active transport. The grant can be applied to the presentation of a one off event or the development of a program which encourages, supports or celebrates initiatives that promote Vincent residents choosing active transport options.

Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to **\$2,500** may be available for each individual program or service through this funding category.

Guidelines and Criteria

Your organisation must

- Your organisation's mission must be aligned with the outcomes of the City of Vincent's Strategic Community Plan 2013 -2017;
- Be a legal entity in Australia with a current ABN;
- Fall in to one or more of the following categories;
 - A Group or community group organisation;
 - A registered charity with the Australian Taxation Office;
 - A deductible gift recipient;
 - A social enterprise;
- Have the ability to demonstrate satisfactory risk management.

What we will fund

The following will be considered for funding:

- Groups in the City of Vincent;
- A collective group of organisations working in partnership to highlight actions related to active transport. 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);
- Projects that can commence after August of any financial year and be completed by 30 June of the following year;
- Programs that provide education and tools that assist people in taking up active transport;
- Programs that are offered free of charge;
- Programs which have a direct and immediate benefit to City of Vincent residents;
- Applications that demonstrate initiatives, services, projects and resources that contribute to the goal of promoting active transport;
- Only projects with measurable outcomes will be considered. Applications need to outline their evaluation strategy and make it clear how outcomes will be measured;
- The City must be satisfied that the applicant organisation has the competency and capacity to implement the project; and
- Evidence that your organisation has successfully completed funded projects before.

Project areas that we cannot fund

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 the City of Vincent;
- Groups and organisations that have received other significant funding or in kind donation from the City of Vincent;
- Major 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;
- Entertainers fees;
- Projects which involve the creation of community art works or gardens; and
- Retrospective funding.

Key dates

Applications for Active Transport Grants can be submitted all year round

Project must commence after August of a financial year and be completed by June 30 of the following year.

Note: Grant funds are to be expended with 3 months of receipt. Financial acquittal and evaluation report will be due within 30 days of project completion.

Please be aware that you will not be eligible for any further funding from the City of Vincent unless an acquittal has been received.

Before starting your application, please contact the *TravelSmart team on 9273* to discuss the proposed activity, event or program.

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 TravelSmart Officer on 9273 6558 or mail@vincent.wa.gov.au

APPLICATION FORM - ACTIVE TRANSPORT GRANTS - COMMUNITY GROUPS

Contact Details	
Name of Group	
Postal Address	
Postcode	
Contact Number	
Email	

Please provide details of who in your Group we can contact regarding your proposal	
Name	
Position/Title	
Daytime phone number	

Activity/Event/Program Details	
Name of Activity/Event/Program	
Commencement Date	
Completion Date (before 30 June of the current financial year)	
Time of Activity/Event/Program	
Location of Activity/Event/Program	
Please describe your proposed activity/event/program, what you want to use the grant for, clearly and fully, telling us who will be involved and what the aim is.	
How much money are you applying for in this application? (maximum \$2,500.00)	
How will the project/s promote active transport in the community?	

What will the demonstrated outcomes be?
What community involvement is proposed?

Referees	
Please provide the names and details of two referees who will know about your group's work and will be able to provide information on how your project will benefit people living in the City of Vincent:	
Referee 1	
Name of Organisation	
Contact person	
Position/Title	
Contact Number	
Email	
Referee 2	
Name of Organisation	
Contact person	
Position/Title	
Contact Number	
Email	

Budget & Financials

Using the form below, please provide information about the costs and income for the *service or program* you are seeking funding for. In most cases, we do not require information about the costs and income of your entire group.

Please note the City of Vincent does not provide funding for salaries and wages or the purchase of machinery, office equipment, computers, motor vehicles or capital items.

However, the City of Vincent will provide funding to cover operations including, but not limited to, the cost of advertising and promotion (where required), the hire of equipment, fees for contractors and maintenance works.

If you would like any further information or assistance contact the TravelSmart Officer on 9273 6558 or mail@vincent.wa.gov.au.

Income	\$	Expenditure	\$
City of Vincent Financial Assistance Grant (The amount of money you are applying for)		Costs of running the project (For example, providing transport, buying materials and equipment, production) Please list your costs below:	
Money from other government or grant organisations (For example, Department of Sport and Recreation). Please list grants below:		Salaries, wages and fees. Please list your costs below:	
Your own Group's cash contribution:		Costs of supporting the service or program (For example, photocopying, postage, database management, office work) Please list your costs below:	
Money from private organisations (For example, businesses or individuals) Please list contributions below:		Marketing and Promotion (For example, designing flyers and brochures, printing, ads) Please list your costs below:	
In kind support (For example, free venue, volunteer instructor, free advertising or promotion) Please list contributions below:		Other costs (please list):	
TOTAL INCOME		TOTAL EXPENDITURE	

Incorporation/ABN/GST				
Is your group incorporated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, please attach a letter from an incorporated organisation that agrees to manage the funds for you. The City of Vincent will not give money to an unincorporated organisation.				
If an incorporated organisation has agreed to manage the funds on behalf of your group, please include the organisation's ABN and tell us whether it is registered for the GST in the questions below.				
Does your group have an Australian Business Number (ABN)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If your group is applying for an ABN, please write the Australian Taxation Office registration number				
Is your group registered for the Goods and Services Tax?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Check List	
<input type="checkbox"/>	Have you answered every question?
<input type="checkbox"/>	Have you completed the budget section?
<input type="checkbox"/>	Have you provided the names and details of two referees?
<input type="checkbox"/>	Have you provided your Australian Business Number (ABN)?
<input type="checkbox"/>	Enclosed a supporting letter from an Incorporated Organisation if your Organisation is not incorporated?

Declaration	
I confirm that:	
<ul style="list-style-type: none"> • If the application is successful, the Group will be required to submit an acquittal form at the completion of the project; • The Group will be required to submit photos of the event and/or any feedback that was received from participants as supporting documentation; and • 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 Travelsmart Team either in person, post or email.



244 Vincent Street (corner Loftus Street), Leederville 6902 Community

Partnerships, City of Vincent, PO Box Leederville WA 6902

mail@vincent.wa.gov.au (title Travelsmart Grant – Community Groups)

For further information regarding the grant program, guidelines and application form, please contact the TravelSmart team on 9273 6000.