

GUIDELINES & CRITERIA 2016/17

The City of Vincent Town Team Grants are designed to assist the town teams to improve the performance of Vincent's town centres and contribute to the town teams becoming more sustainable non-for profit entities.

Town teams may choose to apply for a **'Town Centre Initiative Grant'** or a **'Creating a Sustainable Town Team Grant'**.

Grants are available up to **\$10,000.00**. The City's decision to grant funding is final and no negotiations will be entered into.

Am I eligible for this grant?

Only the following town teams are eligible for this grant:

- Beaufort Street Network;
- Mount Hawthorn Hub;
- OnWilliam;
- Leederville Connect; and
- North Perth Local.

What are the two funding streams I can choose to apply for?

- **Town Centre Initiative Grant:** Improve the performance of the town centre. This could be a physical improvement, or a business development project or even a town centre marketing initiative. Initiatives that demonstrate they will improve the performance of the town centre will be determined under the *'Town Team Initiative Grant'* stream.
- **Sustainable Town Team Grant:** Improve the ongoing viability of the town team. This could be an online membership system, website upgrades, town team social media training, or insurance advice. Initiatives that demonstrate how the town team is able to become more sustainable and less reliant on government support to prosper will be determined under the *'Sustainable Town Team Grant'* stream.

What information do I need to provide in my grant application?

Town teams must provide the following information with their application:

	Town Centre Initiative Grant	Sustainable Town Team Grant
1.	Completed application form	
2.	A detailed explanation of the initiative	
3.	Outline of any costs to the public associated with the initiative (ticket prices, membership fees etc.)	
4.	ASSESSMENT CRITERIA	
	I. Outline of funding required and how it is intended to be spent	
	II. Outline of how the initiative is consistent with the Town Teams Action Plan/Strategic Document/Urban Principles	II. Outline of how the initiative contributes to the town team becoming a more sustainable entity that diversifies its funding streams and resources
	III. Outline of demonstrated support from the local resident and business community	
	IV. Outline of the benefit of the initiative to the performance of the town centre	
	V. Outline of how the performance of the initiative will be measured and the performance level that will need to be met in order for the initiative to be considered a success	
	VI. Outline of the town teams capacity to deliver the initiative	III. Outline of how the performance of the initiative will be measured and the performance level that will need to be met in order for the initiative to be considered a success
		IV. Outline of the town teams capacity to deliver organisational improvements
5.	Outline of how the town team will report to the City on the initiatives performance after completion	
6.	Outline of how the City will be notified before, during and after the initiative	

What won't the City fund?

The City will not consider applications for a Town Team Grant if:

- The town team receives payment of any kind for their participation in the initiative;
- The Town Team exceeds the \$10,000.00 maximum grant funds allocated by the City of Vincent grant in the 12 month period; or
- An application is made retrospectively.

When should I submit the grant application?

Applications for Town Team Grants should be submitted at least 4 weeks prior to the commencement of the initiative.

Applications for Town Team Grants are open all year, or until all funding has been allocated for a financial year. The grants program is a competitive application process, which means your application may not be successful if your submission is not adequately justified.

Please contact your Place Manager before lodgement of a grant application to confirm funding is still available.

How do I submit the application?

Application forms can be downloaded from the City of Vincent website (www.vincent.wa.gov.au).

Please return your completed application and attachments as one document to mail@vincent.wa.gov.au or in person at City of Vincent Administration, 244 Vincent Street, Leederville.

Title the application "Town Team Grant Application – [NAME OF APPLICANT] - C/O Place Management".

Further information

For further information regarding the Town Team Grant, please contact the Place Management team on 9273 6000.

For more information please refer to the City of Vincent Policy Manual – Policy Number 3.10.5 Donations, Sponsorship and Waiving of Fees and Charges. This can be viewed online at the City of Vincent website.