

TOWN TEAM GRANT GUIDELINES

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:

REQUIRED GRANT APPLICATION INFORMATION											
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.	<p>TOWN TEAM GRANT APPLICATIONS MUST ADDRESS & PROVIDE THE FOLLOWING:</p> <p>I. Outline of funding required and how it is intended to be spent</p> <table border="1"> <tr> <td>II. Outline of how the initiative is consistent with the Town Teams Action Plan/Strategic Document/Urban Principles</td> <td>II. Outline of how the initiative contributes to the town team becoming a more sustainable entity that diversifies its funding streams and resources</td> </tr> <tr> <td>III. Outline of demonstrated support from the local resident and business community</td> <td></td> </tr> <tr> <td>IV. Outline of the benefit of the initiative to the performance of the town centre</td> <td></td> </tr> <tr> <td>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</td> <td>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</td> </tr> <tr> <td>VI. Outline of the town teams capacity to deliver the initiative</td> <td>IV. Outline of the town teams capacity to deliver organisational improvements</td> </tr> </table>	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	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	VI. Outline of the town teams capacity to deliver the initiative	IV. Outline of the town teams capacity to deliver organisational improvements
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VI. Outline of the town teams capacity to deliver the initiative	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 do I need to have submitted my application by?

Applications for Town Team Grants open on 1 August and must be submitted no later than **28 February**.

Applications may be submitted between 1 August and 28 February 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?

Please fill out the Application Form on page 5 of this document.

Please return your completed Application Form and attached Required Grant Application Information as outlined on page 3 of this document to mail@vincent.wa.gov.au or in person at City of Vincent Administration, 244 Vincent Street, Leederville. Your Application Form and Required Grant Application Information should be submitted as one document.

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

What happens if my grant application is not approved?

If your Grant Application is not approved, your Place Manager will let you know and provide advice on how to improve it.

What happens if my grant application is approved?

If your Grant Application is approved, your Place Manager will let you know and confirm the approval in writing. Once you've received written confirmation, you will be able to undertake the initiative. Upon completion of the initiative you'll need to provide evidence that the approved funds have been spent in accordance with your approved Grant Application. If you are unable to provide the relevant evidence, you will not be eligible to receive further Town Team Grant Funding in the future.

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.

TOWN TEAM GRANT APPLICATION FORM

Town team: _____

Contact name: _____

Contact number: _____

Contact email: _____

Name of initiative: _____

Funding requested: \$ _____

Detailed explanation of initiative

Tick if attached

Outline of any costs to the public associated with the initiative

Tick is attached

Response to Assessment Criteria

Tick if attached

Outline of how the performance of the initiative will be reported to the City

Tick if attached

Outline of how the City will be notified before, during and after the initiative

Tick if attached

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