



CITY OF VINCENT

COLLABORATIVE GRANTS

APPLICATION FORM, GUIDELINES AND CRITERIA

COLLABORATIVE 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.

Collaborative Grants aim to establish partnerships between the City of Vincent and service delivery agencies that reside and/or operate within our local community in order to effectively respond to a recognised community focus area as determined by Council. This focus area will be reviewed on an annual basis to ensure alignment with Council priorities and community needs.

The City of Vincent has available Community Funding for Collaborative Grants up to \$85,000.

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

KEY FOCUS AREA - 2017/18

Projects seeking funding through Collaborative grants are encouraged to demonstrate a partnership approach to providing tools to empower individuals experiencing homelessness to improve their physical, emotional, spiritual and/or mental wellbeing.

This funding is for projects that respond to the challenges of homelessness within our community. We provide funding to projects that build capacity, deliver change and real outcomes and have the potential to continue after the funding period.

Applications submitted may be an existing program already within the City of Vincent or seeking to expand into the City of Vincent or a pilot project reflecting new collective support for individuals experiencing homelessness.

GUIDELINES AND CRITERIA

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

- Be a legal entity in Australia (incorporated association) or be auspiced by an appropriate organisation;
- Be a community group that falls into 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; and/or
 - A social enterprise; and

What will be considered for funding:

- A collective group of organisations working in partnership to address the key issues associated with homelessness in the City of Vincent. (Collaborative projects must have a lead agency)) or a single organisation aiming to develop meaningful partnerships with other organisations and stakeholders within the City through the project;;
- Operational salaries (salaries tied to a project will be considered, no more than 75% of the funding may be allocated to salary expenses);
- Projects that can commence by 30 January 2018 and will be in full operation by 30 June 2018;
- Projects that demonstrate how the organisation/s or project/s are able to become more sustainable and less reliant on government support to prosper will be favourably regarded;
- Projects that provide individuals experiencing homelessness, opportunities and support to live independently to reconnect within their community, improve their health and wellbeing and develop pathways to education, employment and training;
- Grant applications that demonstrate initiatives, services, projects and resources that contribute to the goal of

- providing wrap-around services to support those experiencing homelessness will be favourably regarded;
- Applications that contain capital expenditure items must be able to demonstrate that this will allow further or new service provision and support;
- Only projects with measurable outcomes will be considered. Applications need to outline how outcomes will be measured;
- The grants round is a competitive application process, which means your application may not be successful if your submission is not adequately justified; and
- The City must be satisfied that the lead organisation has the competency and capacity to implement the project.

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 by the City of Vincent in any capacity;
- Capital expenditure that does not demonstrate further service provision and/or support;
- Debt reduction or operational deficits;
- 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;
- General fundraising appeals; and
- Retrospective funding.

KEY DATES

November 2017	Grant round opens
December 2017	Grant round closes
January 2018	Selected project/s determined and successful applicants notified
January 2018	Project/s commence
June 2018	Grant concludes
August 2018	Acquittal and evaluation report due to City of Vincent.

ACQUITTAL

Financial acquittal and evaluation report will be due within 60 days of project completion, no later than 31 August 2017.

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 donations, the guidelines and criteria, please contact the Community Partnership 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 Partnership Team on 9273 6000 or community.partnerships@vincent.wa.gov.au

COLLABORATIVE GRANTS APPLICATION FORM

CONTACT DETAILS

Name of Organisation:	
Project Title:	
Organisations Address:	
Contact Person:	
Contact Number:	
Email:	
Website:	

ORGANISATION DETAILS

ABN:		
Type of Organisation: (Proof of status will need to be provided)		An Individual
		Not-for-profit Organisation
		Registered charity with the ATO
		A deductible gift recipient
		Social enterprise
If your organisation is a social enterprise, provide evidence to demonstrate this.		
Years your organisation has been in operation		
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?		
Please provide a brief summary about your organisation/group		
Does your organisation have a Risk Management Plan?	Yes	No

PROJECT OVERVIEW

Name of project	
What is the purpose of the proposed project?	
Please provide a description of the proposed project.	

PROJECT PARTNERS

Are you proposing to partner with another organisation to undertake a joint initiatives?	Yes	No
If yes, please provide details of partners. (please note that if more than one organisation is submitting an application, then the lead organisation will need to take responsibility for managing and acquitting any grant funding)		
Name of Project Partner:		
Project Partners Address:		
Contact Person:		
Contact Number:		
Email:		
Website:		
ABN:		
Type of Organisation: (Proof of status will need to be provided)		Not-for-profit organisation
		Registered charity with the ATO
		A deductible gift recipient
		Social Enterprise
Years project partners organisation has been in operation:		

ORGANISATIONS CONTRIBUTION

Describe what your organisation will be contributing to the proposed program (resources, staffing, programs etc)

RISK MANAGER

Identify key risks and associated project management strategies.

PROJECT DETAILS

Outline information about the project for which you are submitting an application. Include information such as location, target group, expected outcomes, methodology (no more than one page). It is important that you explain to us the evidence upon which your project is based. We want to know what prior research and understandings have led you to the project objective.

PROJECT SUSTAINABILITY

Demonstrate how considerations have been made in order for the organisation/s to become more sustainable and less reliant on government support to prosper. How do you plan to make this project sustainable after the funding period?

If the City of Vincent is only able to provide part of the amount requested, will the project still be able to go ahead? Please provide details as to why/why not.

PROJECT SUSTAINABILITY

Is this a new program? If not, describe how the program currently exists in the community and what outcomes it has achieved. Include statistics and figures on the number of people it supported in the last financial year.

If this program is pre-existing, please list where funding has been obtained and the amounts. Describe why additional funding is required from the City of Vincent to continue this program.

PROJECT PERFORMANCE MEASURES

Please list your project objectives and provide one or more KPI linked to each objective

Objective:

KPI:

BUDGET AND 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 (if this project is a joint initiative)?

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

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:

Contact Number:

Email:

Funding Amount:

Referee 2

Name of Organisation:

Contact person:

Contact Number:

Email:

Funding Amount:

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 City's 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).
	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 Partnerships 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
- community.partnerships@vincent.wa.gov.au (title Collaborative Grant)

For further information regarding Community Funding, please contact the Community Partnerships Team on 9273 6000