



CITY OF VINCENT

# DONATIONS

APPLICATION FORM, GUIDELINES AND CRITERIA

## COMMUNITY FUNDING - DONATIONS

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.

General donations towards not-for-profit organisations and charities located in or servicing the local community will be considered where such assistance supports the delivery of projects, programs or services.

The applicant must identify the specific community need or benefit based upon local research or consultation.

The City of Vincent has available Community Funding through donations up to \$500.00.

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

## GUIDELINES AND CRITERIA

The following will not be considered for funding:

- Any profit making ventures for commercial entities;
- Any activity, event or program that contravenes Council's existing policies;
- Any activity, event or program that take place outside of the City's boundaries;
- The bond associated with the use of community facilities;
- Applications from groups that have already received funding from the City in the current financial year;
- Activities that are invitation-only;
- Retrospective applications, including refunds.

Donations must be acquitted by completing an acquittal form within 30 days of activity or expenditure of funds.

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

Applications for Donations are accepted all year round, however funding is subject to budgetary constraints.

Applications must be received 6 weeks prior to the activity, event or program.

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 [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

# APPLICATION FORM

## CONTACT DETAILS

Name	
Name of Organisation	
Organisations Address	
Contact Number	
Email	

## 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	
Years your organisation has been in operation:			
Please provide a brief summary about your organisation/group			
Does your organisation have a Risk Management Plan?		Yes	No

## ACTIVITY/EVENT/PROGRAM DETAILS

Name of Activity/Event/Program:	
Commencement Date:	
Completion Date	
Time of Activity/Event/Program	
Location of Activity/Event/Program	

Please describe your proposed activity/event/program and why it would be beneficial to the Vincent community (200 words or less)			
How much will you be charging to attend your Activity/Event/Program?			
What is your target audience?			
How many people do you expect will attend?			
Please outline how your program will have a direct and immediate benefit to the City of Vincent residents in 200 words or less.			
Have you held this program/project or a similar program/project in the past? (if yes, please provide details of the program and the funding details you received for it below)	Yes	No	
Will this program go ahead without the support from the City of Vincent? (if not, please provide details of why not below)	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 below)	Yes	No	

## BUDGET & FINANCIALS

What is the amount sought from the City of Vincent? (maximum \$500.00)

## DECLARATION

I confirm that:

- At the completion of the activity/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](mailto:community.partnerships@vincent.wa.gov.au) (title Community Support Grant)

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