

# COMMUNITY FUNDING PROGRAM

## Community Funding Grant

The City of South Perth recognises the importance of community development, and as such provides support to community organisations and non-incorporated community groups through the Community Funding Program.

The Community Funding Grant is open to both incorporated and non-incorporated, not-for-profit community organisations for non-recurrent projects that provide benefit to the City of South Perth community, and align with the City's Strategic Plan 2017 - 2027.

The types of projects that funding can be requested for are detailed below:

### COVID-19 Community Support Programs

#### Community connections for example

Awareness raising celebrations such as NAIDOC, Disability Awareness Week  
Support groups or social actions  
Intergenerational or multicultural projects

#### Community arts and cultural development for example

Drama or music (workshops or performances)  
Crafts, textiles, fashion  
Photography or writing projects

#### Community wellbeing for example

Personal development or educational workshops  
Environmental sustainability  
Physical activity

#### Minor capital projects and equipment for example

Office equipment  
Building enhancements  
Laptops

**The Maximum grant amount that may be requested is \$5,000.**

Funding is available year-round (unless funding pool is exhausted in that financial year) and applications may be submitted at any time.

All applications must be received **in full, at least eight (8) weeks prior to commencement of the initiative, or project start date.**

**Civic Centre** Cnr Sandgate St & South Tce, South Perth WA 6151

**Phone** 9474 0777 **Email** [enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au)

**[www.southperth.wa.gov.au](http://www.southperth.wa.gov.au)**



## BEFORE STARTING YOUR APPLICATION

**Contact the Community Development Project Officer to discuss the proposed project.**

Ensure the aims and objectives of the proposed project align with the [City's Strategic Plan](#) and provide opportunities for the City of South Perth community to increase their social and/or economic activity.

## INELIGIBLE PROJECTS

- Applications for deficit funding where there is a shortfall in revenue or cash
- Activities that have already commenced and/or require retrospective funding
- Activities that have been previously funded (recurrent or repeated projects) may be eligible for Partnership Funding
- Requests for funds for travel costs, accommodation costs, or any costs associated with local, national or interstate representation of any kind
- Applications from organisations that have not acquitted previous CoSP grants
- Applicants that have already received City funding in the current year
- Projects that replicate an activity already available in the local area
- Fundraising activities for the applicant organisation
- Activities which are invitation-only or limited to a closed membership
- Events that will take place outside of the City of South Perth boundary.

## ASSESSMENT PROCESS

The strength of each application is assessed against (but not limited to) the following criteria:

- Demonstrated community need
- Inclusive and accessible to all residents of the City of South Perth
- Provided to the community free of charge or low cost (not for profit)
- Direct and immediate benefit to the City of South Perth community
- Financial viability and sustainability of the proposed project and applicant
- External or internal contribution to the project - monetary and/or in-kind
- Demonstrated alignment with the City's Strategic Plan 2017-2027
- Promotional opportunities for the City of South Perth
- Sound evaluation measures.

## APPROVAL PROCESS

- Applications are assessed by the Community Development Coordinator and referred for consideration/final approval by the Manager Community, Culture and Recreation.
- Applicants will be advised of the outcome within 6 weeks of the City of South Perth receiving their application.
- If the application is successful, applicants will be sent a letter of confirmation by mail with payment (by cheque) in the registered group or organisation's name. A Grant Acquittal form will accompany payment.

## GOODS AND SERVICES TAX (GST)

The following guidelines are provided to help organisations understand the GST:

- Under Federal legislation relating to the Goods and Services Tax (GST), financial assistance received by an organisation may be subject to GST.
- **Organisations that have an Australian Business Number (ABN) and are registered for the GST:** will be liable to pay GST on any financial assistance received from the City of South Perth, to the Australian Taxation Office (ATO). In this case the City will provide a "cashed-up" amount, i.e. it will include an additional 10% for the GST. For example, if an organisation applies for financial assistance of \$1,000 and Council approves it, they will receive \$1,100. Organisations will be asked to provide a tax invoice to the City of South Perth, and the City will then claim the GST component back from the ATO as an input tax credit.
- **Organisations that have an Australian Business Number (ABN) and are not registered for the GST:** will not be liable to pay GST on any financial assistance received from the City of South Perth, to the Australian Taxation Office (ATO). In this case the City will not "cash- up" the financial assistance amount.
- **Organisations that do not have an Australian Business Number (ABN) and are not registered for the GST:** will not be liable to pay GST on any financial assistance received from the City of South Perth, if they can provide proof that their organisation is not required to have an ABN (please complete the "statement by a supplier" form which is available from the Australian Taxation Office). If this is not provided, the organisation may have 48.5% of their financial assistance payment withheld by the City of South Perth, which is then payable to Australian Taxation Office.

## GLOSSARY

- **Letter of Support:** is a letter written by another organisation or business outlining how and why they support your application, with reference to the positive impact or anticipated outcomes of your group or project. Please note: a letter of support must be printed on the supporter's letterhead and provided as an original document signed by the CEO, Chairperson, President or their Representative.
- **In-Kind Support:** refers to donations of goods or services that have a value. This may include the venue hire, donated materials, advertising, and/or volunteer staff time. Estimate the dollar value for each item to be included in your budget. For example, donated hall hire at \$185 per session multiplied by 10 sessions equals an in-kind value of \$1850 (185 x 10). To calculate volunteer value, determine an average base hourly rate and multiply that by the number of hours worked, for example \$25/hr multiplied by 10 x 2hr sessions (20hrs) equals an in-kind volunteer staff time value of \$500 (25 x 20).
- **Acquittal:** All successful applicants will be provided with a Grants Acquittal form along with the letter of confirmation. As a condition of the grant, all applicants are required to complete and submit the acquittal form to the City of South Perth within eight (8) weeks of the completion of the project. The project acquittal will provide a complete record of how the funds were spent, evaluation of the project outcomes, as well as lessons learnt and recommendations from the project. Photographs are welcome and encouraged to add context and a sense of celebration to your acquittal.

## Application for Community Funding Grant up to \$5000

Name of Organisation \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

Contact Name \_\_\_\_\_

Position \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Does your organisation have an Australian Business Number (ABN)? Yes / No

If yes, please provide the ABN \_\_\_\_\_

If no, please provide a statement by supplier form.

Is your organisation registered with the Australian Taxation Office for GST Purposes? Yes/ No

Project Name/Title \_\_\_\_\_

Total cost of the project \$ \_\_\_\_\_

Amount requested from the City of South Perth \$ \_\_\_\_\_

Project Start date \_\_\_\_\_

Completion date \_\_\_\_\_

Has your organisation been funded by the City of South Perth before? Yes/ No

If yes,  
Which year was your organisation funded? \_\_\_\_\_

What was the project title? \_\_\_\_\_

How much was your organisation funded? \$ \_\_\_\_\_



1. Background Information

a) What is the main purpose of your organisation and how long has it been in operation? Please refer to further documentation (eg website, strategic direction, mission statement) that may support your application.

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b) Please provide a detailed description of your project and explain what the objectives of your project are.

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**2. Criteria for Assessment**

**a) How does this project demonstrate community need?**

(Priority will be given to projects that do not replicate existing projects or services in the City of South Perth) Please attach any additional evidence.

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**b) What are the proposed benefits for the participants and the wider City of South Perth Community?**

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**c) Please state the expected number of participants and a brief description of the specific target group.**  
 (eg, youth, seniors, young mothers, children).

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**d) How many of these do you expect will be residents of the City of South Perth?**

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**e) Demonstrate the need for financial assistance from the City of South Perth.**

Priority will be given to projects that can demonstrate that other sources of funding have been exhausted or are unavailable, or where partnering opportunities with other organisations have been explored.

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**f) Have other funding authorities been approached to support the project?**

Yes / No *(If yes, please list the details)*

Funding body	Amount requested	Status of application eg approved, not approved, unknown.

**g) Please detail the level of cash or in-kind support committed to the project.**

Other organisations in-kind support committed toward the project. (eg, rent, equipment, cross - promotion, volunteers to assist with project, etc).

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**Your organisation’s in-kind support committed toward the project.** (eg, cash from your organisation, equipment that you already own that you would use for the project, volunteers or staff from your organisation that will assist with the project, etc).

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**h) What level of promotional opportunities will be offered to the City of South Perth?**

(eg verbal announcements, signage, logo recognition, advertising, media release). You are required to promote the City’s support of the project.

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### 3. Evaluation

a) How will you evaluate your project against stated objectives and proposed benefits?

(eg attendance data, evaluation forms, survey interviews, satisfaction scales)

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b) Please list your key project objectives and proposed benefits in the table below, state how you intend to measure these (evaluation method) and include an example outcome measure (i.e. how will you know if the objective has been met?) This information will assist you in your project evaluation and acquittal.

Project Objective / Proposed Benefit (taken from sections 1.b and 2.b)	Evaluation Method (how will you measure the objective/benefit?)	Outcome (evidence of achievement of project objectives) – <i>to be completed post-project</i>
e.g increased participation of young people in leisure opportunities in the City of South Perth	Attendance records; number of youth activities offered in area; youth leisure satisfaction survey (online)	50% increase in youth participation in leisure centre programs 4 x new skate workshops offered 3-on-3 basketball comp established

#### 4. Budget

Please provide a breakdown of income and expenditure associated with this project exclusive of GST. Please attach a separate sheet if necessary.

Ensure that any volunteer hours that the organisation anticipates throughout the project are factored into the budget.

Income	\$	Expenditure	\$
<b>TOTAL</b>		<b>TOTAL</b>	

Please note that the City may request additional information to support the application.

## 5. Undertakings and Conditions

If your application is successful, your organisation agrees to the following undertakings and conditions of funding.

### UNDERTAKINGS AND CONDITIONS OF FUNDING

Funds received may be spent on the agreed project only. The applicant must inform the City of South Perth if any changes occur to the project plan or conditions that may affect the project.

1. Acknowledge the City of South Perth's support of the project in all media coverage or promotional activities related to the project for which the funding has been received. This includes but is not limited to flyers, posters, advertisements, newsletters, web sites, etc. A copy of the City's Style Guide and Official Logo must be requested from the Project Coordinator prior to any use. All publications/resources that include the City of South Perth logo must be approved by the City prior to printing.
2. Complete and submit the Grant Acquittal Form (including a statement of income and expenditure) demonstrating that the funds have been spent for the purpose to which they have been allocated, and submitted to the City within eight (8) weeks of completing the funded project. Please note that the City reserves the right to request copies of receipts relating to expenditure of funds.
3. Return any unspent funds in accordance with the statement of income and expenditure within eight (8) weeks of completing the project.
4. Should the applicant fail to secure funding from alternative sources, resulting in the organisation being unable to meet the cost of the project, or should the event be cancelled, the City must be advised in writing as soon as practicable. The applicant must contact the Project Officer to discuss rescheduling the project or return of funds.
5. Undertake that the organisation will not represent the City of South Perth in an official capacity without prior consent from the City.
6. Invite a representative from the City to visit the supported project.
7. Provide the City of South Perth with a copy of any promotional documents for the project.
8. Expend all funds within the financial year that the application is approved.
9. Ensure that the project conforms to all relevant by-laws and Acts enforced at that time.
10. The applicant agrees that the City's role in the project is to provide funding only. The City is not responsible for any claims arising from the project. The applicant indemnifies the City of South Perth from any claims arising from any loss or damage to any person or their property as a result of the project.

- 11. The applicant agrees to accept all risks associated with the project and the use of City funding. The applicant must obtain insurance cover to protect against any adverse outcomes from these risks.
- 12. No additional funding will be provided if the project spending exceeds the grant amount.
- 13. Grant amounts to be awarded to successful applicants will be at the discretion of the City of South Perth, and will not exceed the requested amount.
- 14. The City may choose to promote projects funded by the City in any of its publications or through the media.

**6. Declaration**

I declare that I have been authorised to prepare and submit this application, and that the information presented on this form is correct. I understand that if the City of South Perth approves the application, we will abide to the conditions listed above.

Contact person \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Checklist

Have you:

- Allowed at least eight (8) weeks before the start date of your project
- Balanced your budget
- Signed the Declaration and had it witnessed
- Retained a copy of your application for your records
- Attached copies of all relevant documents, including a copy of the current certificate of incorporation (if incorporated), certificate of currency (for public liability insurance) and the most recent audited financial statements

When you are satisfied you have completed the application form and provided all necessary documents, take a copy of the application for yourself and mail or hand deliver the original to the below address:

City of South Perth  
Community Funding Program  
Corner Sandgate Street & South Terrace  
SOUTH PERTH WA 6151

Please note - Faxed and emailed applications will not be accepted