

# COMMUNITY FUNDING PROGRAM

## Community Development Grant

The City of South Perth recognises the importance of community development. One of the support mechanisms offered by the City is community funding to assist sporting clubs, community groups and other organisations to undertake minor non-recurrent projects that provide local community benefits and align with the City's Strategic Plan 2021 - 2031.

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

- **Community connections**  
e.g. Awareness-raising celebrations such as NAIDOC, Seniors Week or Thank a Volunteer Day.  
Support groups or social actions  
Intergenerational or multicultural projects
- **Community arts and cultural development**  
e.g. Drama or music (workshops or performances)  
Crafts, textiles, fashion  
Photography or writing projects
- **Community wellbeing**  
e.g. Personal development or educational workshops  
Environmental sustainability  
Physical activity
- **Minor capital projects and equipment**  
e.g. Sporting equipment, shade marquees, volunteer equipment. Minor community facility upgrades that improve safety and accessibility, e.g. improvements to club rooms.

**The maximum 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 four (4) weeks prior to commencement of the initiative, or project start date.

## Before Starting Your Application

**Contact the City of South Perth Community Development Team to discuss the proposed project.**

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

**Please read the information below in detail to ensure you are eligible and provide all necessary information.**

## 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)
- 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 City of South Perth grants
- Applicants who have outstanding fees or debts with the City of South Perth
- Applicants that have already received City funding in the current year
- Fundraising activities for the applicant organisation
- Activities which are invitation-only (with the exception of volunteer recognition events)
- Events that will take place outside of the City of South Perth boundary
- Projects that replicate an activity already available in the local area may be assessed with a lower priority (the City's assessment will consider if an acceptable community benefit exists)

## 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 2021-2031
- Promotional opportunities for the City of South Perth
- Sound evaluation measures

## Approval Process

- Applications are assessed against the nominated assessment criteria and referred for consideration/final approval by the Manager Community, Culture and Recreation.
- Applicants will be advised of the outcome by the City approximately two weeks after receiving a completed application. Delays will occur if applications are submitted without all the required documentation.
- All decisions are made by the City of South Perth are final and no further correspondence will be entered into.

## Goods And Services Tax (GST)

The following guidelines are provided to help organisations and groups 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 an additional 10% “cashed up” amount to account for the GST paid. 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 46.5% 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, 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 with the email of confirmation. 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 encouraged to add context and a sense of celebration to your acquittal.

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

Name of Organisation	
Street Address	
Postal Address	
Contact Name and Position	
Phone number	
Email Address	
<b>Organisation ABN (Australian Business Number):</b>  <b>If no, please complete and attach this <a href="#">Statement by a supplier form.</a></b>	ABN:
Is your organisation registered with the Australian Taxation Office for GST Purposes?	
Name of Project	
Total Cost of Project (excl. GST)	\$
Amount requested from the City of South Perth (excl. GST)	\$
Project Start/Completion Dates	
<b>Has your organisation been funded by the City of South Perth before?</b>  <b>If yes please complete details on the right.</b>	Year funded:  Project Name:  Amount 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 (e.g. website, strategic direction, mission statement) that may support your application.

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

## 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.

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

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

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

**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 below)

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

**g) Please detail the level of cash and/or in-kind support committed to the project by external organisations.**

(e.g. hire of space, equipment, cross-promotion, volunteers to assist with project)

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**h) Your organisation's financial and/or in-kind support committed toward the project.**

(e.g. cash from your organisation, equipment that you already own, volunteers or staff that will assist with the project )

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

(e.g. verbal announcements, signage, logo recognition, advertising, media release).



### 3. Evaluation

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

(e.g. attendance data, evaluation forms, survey interviews, satisfaction scales)

**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.

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

#### 4. Budget

Please provide a breakdown of income and expenditure associated with this project exclusive of GST. Ensure that any volunteer hours that the organisation anticipates throughout the project are factored into the budget, see example below. The income and expenditure totals must equal the same amount.

Income	\$	Expenditure	\$
<i>e.g. City of South Perth Grant</i>	<i>\$X</i>	<i>Project expenditure: break down into individual line items. E.g. Marketing costs, catering, equipment etc.</i>	
<i>e.g. Volunteer hours @ \$X/hr for X hours</i>	<i>\$X</i>	<i>e.g. Volunteer hours @ \$X/hr for X hours</i>	<i>\$X</i>
<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 promotional activities related to the project for which the funding has been received. This includes but is not limited to social media posts, posters, advertisements, website and media releases with appropriate use of the City of South Perth logo.
2. All promotional material that includes the City of South Perth logo must be approved by the City's marketing department prior to publishing.
3. 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.
4. Return any unspent funds in accordance with the statement of income and expenditure within eight (8) weeks of completing the project.
5. 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.
6. Undertake that the organisation will not represent the City of South Perth in an official capacity without prior consent from the City.
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. 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

It is important you have:

Allowed at least four (4) weeks before the start date of your project

Balanced your budget so the income and expenditure equals the same amount

Signed the Declaration and had it witnessed

Attached a copy of a current financial bank statement which shows evidence of your group or organisation's financial capacity to deliver the project

Attached a copy of the current certificate of incorporation (if incorporated)

Retained a copy of your application for your records

Attached a certificate of currency (for public liability insurance)

When you are satisfied you have completed the application form and provided all necessary documents, **please email the application to [CDG@southperth.wa.gov.au](mailto:CDG@southperth.wa.gov.au) with the subject "Community Development Grant Application"**. Alternatively you are welcome to take a copy of the application for yourself and mail or hand deliver the original to the below address:

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