

COMMUNITY FUNDING PROGRAM (SPECIAL ROUND)

Election Commitment Funding - Urban Greening Projects

The City of South Perth recognises the importance of community engagement, and as such provides funding support for eligible groups through its Community Funding Program.

The City has received \$60,000 in election commitment funding to support incorporated community associations or unincorporated not-for-profit groups to deliver urban greening projects, which align with the City's Strategic Plan 2021-31 and Urban Greening Strategy.

A special funding round of the Community Funding Program is being held by the City to allocate these election commitment funds for suitable urban greening projects in the local area.

The types of projects that will be considered for funding include (but are not limited to):

- Environmental community education programs
- Environmental sustainability
- Community tree planting projects
- Minor capital projects and equipment for urban greening

The Maximum grant amount that may be requested is \$20,000.

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

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 that are not for local urban greening 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 community grants
- Projects that replicate an activity already available in the local area
- Fundraising activities for the applicant organisation (except fund-raising projects may be eligible where the funds raised are donated to an exceptional community cause)
- Events that take place outside of the City of South Perth municipal boundary (unless strong evidence can be shown the project will benefit local people)
- Activities which are invitation-only or limited to a closed membership (with the exception, of volunteer recognition events)

ASSESSMENT PROCESS

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

- Demonstrated community need
- Activities that are inclusive and accessible to all residents of the City of South Perth
- Activities provided to the community free of charge or low cost (i.e. not for the purpose of profit making)
- Projects with direct and immediate benefit to the City of South Perth community
- Financial viability and sustainability of the project and applicant
- Projects that include financial and/or in-kind contributions from the applicant or other external sources (e.g. funding, sponsorship)
- Demonstrated alignment with the City's Strategic Plan 2021-2031 or associated plans
- Promotional opportunities for the City of South Perth
- Sound evaluation measures

APPROVAL PROCESS

- Applications are assessed by the City and no correspondence will be entered into.

- Applicants will be advised of the outcome within 6 weeks of the City receiving their application.
- Successful applications will be required to complete and submit a grant acquittal report to the City following completion of their project.

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 "cash-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.

Application Form

1. Organisation Details

Name of Organisation: _____

Street Address: _____

Postal Address: _____

Contact: _____

Position: _____

Phone: _____

Mobile: _____

Email: _____

Does your organisation have an Australian Business Number (ABN)?

- If yes, please provide the ABN: _____
- If no, please provide a 'Statement by Supplier' form that is available from the Australian Taxation Office website.

Is your organisation registered with the Australian Taxation Office for **GST** Purposes (Yes or No)? _____

2. Project Details

a) Project Name/Title: _____

b) Total cost of the project: _____

c) Amount requested from the City of South Perth: _____

d) Project Start date: _____

e) Completion date: _____

f) What is the main purpose of your organisation and how long has it been in operation?

g) Please provide a detailed description of your project and outline the project objectives?

3. Project Benefits and Funding

a) How does this project demonstrate community need? Please attach any additional evidence.

(Priority will be given to projects that do not replicate existing projects or services in the City of South Perth)

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. (eg, youth, seniors, young mothers, children).

d) Please demonstrate the need for financial assistance from the City of South Perth.

e) Have other funding authorities been approached to support the project? (If yes, please list the details)

f) What level of promotional opportunities will be offered to promote the City's support of the project? (eg verbal announcements, signage, logo recognition, advertising, media release).

4. Evaluation

- a) In the table below please list your key project objectives and proposed benefits; state how you intend to measure these (evaluation method); and include an example of your outcome measures i.e. to indicate how will you know if the objective has been met.

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) – to be completed post-project

5. 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	\$
City of South Perth community funding			
Organisation's contribution			
TOTAL		TOTAL	

6. Undertakings and Conditions

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

1. The applicant acknowledges that eligible Urban Greening projects are being financially supported by the City through State Government election commitment funding; whereby applications will be assessed as they are received; and once the election commitment funding is fully allocated no further Urban Greening projects can be assessed/financially supported by the City through this program funding.
2. The applicant acknowledges 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.
3. The applicant agrees to 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. The applicant agrees to 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 (if required), 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 City to discuss rescheduling the project or return of funds.
6. The applicant agrees that its organisation will not represent the City of South Perth in an official capacity without prior consent from the City.
7. The applicant agrees to invite a representative from the City to visit/view the funded project.
8. The applicant agrees to provide the City of South Perth with a copy of any promotional documents for the project.
9. The applicant agrees to expend all funds within the financial year that the application is approved.

10. The applicant agrees to ensure that the project conforms to all relevant by-laws and Acts enforced at that time.
11. 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.
12. 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.
13. The applicant acknowledges that no additional funding will be provided if the project spending exceeds the grant amount.
14. The applicant agrees that 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.
15. The applicant acknowledges that the City may choose to promote projects funded by the City in any of its publications or through the media.

7. 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

8. Checklist

Have you:

- ☐ Allowed at least eight (8) weeks before the start date of your project
- ☐ Completed the budget correctly so that income equals the expenditure
- ☐ 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 certificate of incorporation (if incorporated), certificate of currency for public liability insurance and your organisations recent 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 this address:

City of South Perth
Community Funding Program Special Round (Urban Greening)
Corner Sandgate Street & South Terrace
SOUTH PERTH WA 6151

Please note - Faxed and emailed applications will not be accepted