

It's Your Place

Eligibility Criteria and Project Proposal Form

Eligibility Criteria

To be eligible for an **It's Your Place** grant, proposed projects need to meet the following criteria:

- Aim to increase positive community use of a publicly accessible space within the City of South Perth
- Be of benefit to all users of the place (not just a subgroup)
- Be planned and implemented by the local community (this may include residents, business(es), or organisation(s))
- Involve at least three people and/or businesses in project delivery
- Be supported by all other direct/active users of the space (with evidence)
- Incorporate place activation goals/principles, i.e. improve physical appearance and amenity or provide a new or additional use or activity within a local public place

Even if a proposal meets all eligibility criteria, it may not be automatically funded. All proposals will be assessed and ranked according to demonstrated strength against criteria. All decisions are final and at the discretion of the City of South Perth. Businesses are welcome to submit an application for **It's Your Place** funding, however here are some additional criteria that will need to be satisfied, particularly relating to business applications:

Where an application is being made by a business, solid evidence of a community partnership and/or established community need will need to be provided. Furthermore:

- The activity must be seen to be of primary benefit to the public (people); the primary benefit cannot be business-related (e.g. increased sales or customer base).
- There is an expectation that neighbouring businesses will partner cooperatively for the benefit of the community. For example, businesses in a shopping strip precinct may work together to build a parklet or offer a joint community event or giveaways. In this instance, an individual business application for a parklet or event in the place would not be accepted, as the activity should be equally owned and of mutual benefit to all adjoining businesses and their patrons
- Businesses will need to demonstrate a strong community partnership, for example with a local non-profit service provider or group of local residents
- Letters of support from local community representatives may be required
- Evidence of community need/desire for the activity needs to be provided, e.g. social media 'likes' or survey results.

The following are ineligible for funding:

- Business start-up ventures
- Wages
- Travel or private expenses
- For-profit activities
- Individual or business applications that are not partnering with the community
- Projects that are not supported by the community, e.g. community backlash/contentious issues
- Purchases or expenses related to privately owned items or capital works
- Operational costs, e.g. laptop, phone bills
- Applicants that have previously failed to acquit funds or comply with agreements made with the City of South Perth
- Projects that have already commenced
- Projects that have already received funding or sponsorship or support from City of South Perth or external agencies
- A project that replicates or repeats a previous project
- A continuation of a previous **It's Your Place**-funded or other City-supported project
- More than one project application from the same group and/or individual
- Projects that contravene local laws or City of South Perth policy and procedures
- Where proposed project activities carry an unacceptable (unmanageable) level of risk

Project Proposal Form

Thanks for putting up your hand to make a great place in the City of South Perth!

You can apply for funding up to \$2,000 towards your project. It is important to demonstrate how you intend to match the requested amount with cash, donations or in-kind support.

Please tell us about your project idea by completing the questions below. Remember to list all the resources you will gather to make your idea happen, including the project partners involved and the skills they bring, donations or sponsorship, in-kind support and professional services.

Part 1: About you and your project

Project title: _____

Location of project: (attach map if necessary)

Project contact:

Name: _____

Email: _____

Phone: _____ Mobile: _____

Address: _____ Postcode: _____

Briefly outline your project below:

Is your group incorporated? (circle)

YES

NO

If yes, ABN:

If you are an incorporated group, please attach a Certificate of Currency as evidence of current public liability insurance.

Agreement (conditions of funding):

- If successful, funds will be expended only for the purpose of delivering this project as outlined in this proposal.
- I (we) agree to provide a completed Project Acquittal and Income/Expenditure statement (with copies of all receipts) within 3 months of project completion.
- I (we) agree to provide three (3) or more electronic (.jpeg format) photographs (high resolution, minimum 1mb size) showing before, during and after images of the project.
- I (we) will ensure that any photographs provided have the written permission of individuals who can be clearly identified. I understand that the City of South Perth may use these images in City publications, media and promotion. Note: a photographic release form can be provided.

Name of project leader: _____

I, the undersigned, agree to the above conditions of funding

Signature:

Date:

Requested amount of **It's Your Place** funding (up to \$2,000 inc GST): \$_____

Total value of in-kind hours: \$_____

Total value of matched resources: \$_____

Return to:

Community Development Projects Officer
City of South Perth
Corner Sandgate St & South Tce
South Perth WA 6151

Part 2: Project details

(please refer to CONDITIONS OF FUNDING and ELIGIBILITY CRITERIA)

Who are the members of the project group? (minimum 2-3 community/ business representatives)

Tell us about the place you have chosen, and why.

What is the place currently used for, and by whom?

What change are you hoping to make in the place?

What impact will your project have on current uses and users?

How does your project aim to increase uses and users of the place?

Is the place publicly or privately owned? If privately owned, the place needs to be publicly accessible at all times

If not owned by the City of South Perth, please provide the owner's details, and attach supporting document from the owner, providing permission

When can your group commence the project?

What is your estimated completion date?

Part 3: Project planning

This process will help you identify the cash, time and materials you need to make your project successful. The more time you spend in this planning stage, the more smoothly your project will run. Please include all donated resources, cash sponsorship and in-kind contributions. An in-kind contribution is a service that would normally be paid for, but is given to the project at no cost. This could include volunteer hours, capital resources, building materials, or skilled labour/professional services.

Please calculate the value of in-kind volunteer hours at \$25/hr per person for each task.

An example project plan is provided on the next page for your reference.

If you need help developing your project plan, please contact the Community Development Projects Officer on 9474 0777, Tuesdays and Wednesdays during office hours.

For tools and resources to help you with your planning, visit PPS Placemaking Chicago and download the step-by-step guide at <http://www.placemakingchicago.com/guide/> and other useful downloads (open source) at <http://www.placemakingchicago.com/downloads/>.

Example project plan:

Task/action	Who is responsible	Who will help	Resources needed	Resources sourced from	Cost/value		Timeline/ deadline
					\$cash (amount requested from City of South Perth - up to \$2000)	\$ In-kind (greater than or equal to amount requested)	
e.g. project planning	Project leader (name)	Project group	Meeting room	Friend's house	0	24 x \$25 =\$600	Within 1 week of grant notification
e.g. design parklet seating	Industrial designer	Project group; students	building approval; plans	City of South Perth	\$500	6x \$25 =\$150	1 month prior to build day
e.g. volunteer recruitment	(name)	Project group		Big Help Mob; local school		10 x \$25 = \$250	
e.g. event promotion	(name)	City of South Perth	e.g. flyers, Facebook page		\$200		2 weeks prior to build
e.g. build parklet	Project leader (name)	Project group + others who volunteer	Tools; expertise	Men's shed	\$0.00	\$100 tools 10x\$25 =\$250	event date
			Wood and building supplies	Bunnings	\$400	\$100	
Totals					\$1100	\$1350.00	\$2450.00

Project title: _____

Project Plan:

Task/action	Who is responsible	Who will help	Resources needed	Resources sourced from	Cost/value		Timeline/ deadline
					\$cash (amount requested from City of South Perth - up to \$2000)	\$ In-kind (greater than or equal to amount requested)	
Totals							

