

Grant Application Form

Fund Category - Please tick one box only	
☒ Culture and the Arts ☐ Environmental Development ☐ Sport and Recreation ☐ Community Development	
Priority Number (if more than one application):	
Funds Sought: \$	Total Project Cost: \$
Project Title:	
Project Summary:	
Applicant Details	
Name of Community Group:	
Address:	
Number of members:	
Project Coordinators and/or Contact Persons - Please provide two contacts.	
Contact Name:	Contact Name:
Phone:	Phone:
Fax:	Fax:
Email:	Email:
Tax information	
Does your Community Group have an ABN or ACN? ☒ Yes ☐ No	
ABN or ACN	
If your Community Group does not have an ABN or ACN, please complete a Statement by Supplier Form from the Australian Taxation Office and submit with your application.	

Elegibility Criteria

Have you spoken to the relevant City Officer? ☐ Yes ☐ No

Note: All applicants must speak to the administrator to be eligible for funding.

Approximate date of discussion:

Is your group not-for-profit? ☐ Yes ☐ No	Is your group incorporated? ☐ Yes ☐ No
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If **yes**, state date of incorporation / / and please proceed to “**alternative funding**” on page

If **no**, please answer the following questions.

If you are not incorporated, are you: ☐ a non-incorporated group; or

☐ an individual, living in Joondalup.

Note: Individuals must live in the City of Joondalup to be eligible.

As a non-incorporated group or individual, you must have an incorporated body (Sponsor) to auspice the project on your behalf. Please provide the name and address of the sponsoring Organisation:

Sponsoring Organisation Name:

Postal Address:

Alternative Funding	Source	Amount	Notes
Corporate Sponsorship	ABC Corporation	\$50,000	For marketing and outreach
Individual Donations	John Doe	\$10,000	For equipment purchase
Grants	XYZ Foundation	\$25,000	For research and development
Community Fundraising	Local Business Association	\$15,000	For community outreach
Government Subsidies	State Department of Education	\$30,000	For teacher training
Non-Profit Organizations	DEF Foundation	\$20,000	For administrative costs
Investment Income	ABC Investment Fund	\$12,000	For general operations
Merchandise Sales	ABC Merchandise Store	\$8,000	For merchandise sales
Event Ticket Sales	ABC Event Company	\$18,000	For event ticket sales
Real Estate	ABC Real Estate	\$22,000	For real estate sales
Intellectual Property	ABC Intellectual Property	\$14,000	For intellectual property sales
Other	ABC Other	\$6,000	For other miscellaneous income

The City of Joondalup encourages applicants to apply for funding from alternative sources.

Has your Organisation sought any other funding? ☐ Yes ☐ No

If yes please list.

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If no - What are the reasons why you have not sought alternative funding?

Project Aims and Objectives

What is the purpose of your project, how will it be achieved and what outcomes will be derived?

How was the need for the project identified? Who was the consulted?

Who does this project directly and indirectly benefit and how?

How many people do you expect to have involved? Consider numbers of your own group and the impact on the wider community.

Project start date?

Project end/finish date?

How does this project assist your objectives?

How does this project meet the City’s Community Funding Objectives and Priorities?

You must identify at least one of the Community Funding Objectives and Priorities that your project aligns to.

Have you compared your project with the activities of any other Organisations in your area?

Are there other Organisations or groups already undertaking these activites?

If so, how is your project different? ☐ No ☐ Yes (please provide details)

Where is this project going to be held? Venue, e.g. park, hall, etc. Please provide address if known.

☒ Park	Address:
☐ Community Hall	Address:
☐ School Grounds	Address:
☐ Clubrooms	Address:
☐ Other	Address:

Proposed Budget

Please ensure your budget **excludes GST**.

It should also exclude any **“in-kind” or non-cash contributions**, which can be listed in the next table.

Income

Income derived from project (e.g. sales, tickets, fees)	\$
Funding sourced from other Organisations (grants, donations)	
Other income (specify)	

Funding requested from the City of Joondalup

Total Income

Expenditure				
Project items to be funded by:	Your Org	CoJ	Other	Total
Administration Costs E.g. - printing flyers	100	1,000	0	1,100
Capital Costs E.g. - paint brushes	0	80	20	100
Operating Costs E.g. - marquee hire				
Other costs E.g. - Auslan Interpreter Service				
E.g.	100	1,080	20	1,200
Total Expenditure				

Please contact your relevant City Officer to discuss the budget.

To support your budget, please attach written quotes for all expenses to be funded by the City of Joondalup.

Applicants in-kind contribution (labour, materials, time, rent, services). Please provide specific details labour is to be calculated at a rate of \$24* per hour)

*This is the usual rate as identified by Volunteering WA

Checklist

Have you:

- ☐ Discussed your project with the City Officer?
- ☐ Completed all sections of the Application Form?
- ☐ Attached an audited financial statement of your Organisation or Sponsor Organisation for the previous financial year?
- ☐ Attached the Certificate of Incorporation for your Organisation or Sponsor Organisation?
- ☐ Attached a letter from the Sponsor, confirming acceptance of responsibility for the project, if applicable?
- ☐ Attached written quotes for all expenses to be funded by the City of Joondalup?
- ☐ Attached any research or documentation to support your application (e.g. photographs, letters of support, media coverage)?
- ☐ Attached documentation confirming that discussions have been held with another member of your committee/group regarding this funding application (e.g. - minutes of meetings, letter, memo etc)?

You must discuss your project with the relevant City Officer (see page 3 of the Guidelines) before submitting your application

Application Authorisation

I, _____ (print name) certify that I am authorised to submit this application on behalf of the applicant. I acknowledge that I have read and understood the Funding Information and Funding Application Package associated with this grant funding.

Signed: _____ Date: _____

Sample Agreement

If your application is successful, you will be expected to sign a Funding Agreement, in which you will agree to the following:

1. Until such time as the City acknowledges successful applicants in the community newspaper, applicants cannot issue a public announcement;
2. To expend the monies made available only on the agreed project, event or activity;
3. To provide to the City an acquittal certified by the applicants Treasurer and President or school principal within six weeks of the completion of the project, activity or event;
4. If the above point is not adhered to, no further funding will be provided until an acquittal has been submitted and approved by the City Officer;
5. To refund to the City any unexpended funds in accordance with the acquittal at the time of providing the acquittal;
6. To provide a report on the project, activity or event detailing its achievement in relation to the performance objectives set and any future activities or projects proposed as a result of the project, event or activity;
7. Once funding has been approved, ensure that the City is acknowledged in any media coverage or promotional activities related to the project, activity or event for which the funding has been received;
8. Undertake to not represent the City in any official capacity without prior consent from the City;
9. Indemnify the City insofar as any activities relevant to the funding are concerned;
10. Provide the City with a copy of any documentation produced as a result of the project, event or activity; and
11. Provide the City with a valid ABN, ACN or, the applicant has no ABN, provide a signed "Statement by Supplier" Form.

Please submit your application and any attachments to:

Email: info@joondalup.wa.au
Post: PO Box 21 Joondalup WA 6919
Fax: 08 9300 1383