

Section 4.1 – Community Funding

398

POLICY 4.1.1 - COMMUNITY FUNDING**OBJECTIVE**

To provide a framework for the provision of targeted funding which meets Council's strategic objectives in facilitating community development in partnership with the community.

STATEMENTScope

This policy encompasses the following areas of community funding:

- sport and recreation subsidies, including those which have, historically, been provided to individuals;
- financial support to recreation associations, specific sporting and service groups, and schools;
- community arts and community service projects, activities or events;
- welfare support projects, activities or events;
- sustainable development (environmental, social and economic) projects, activities or events;
- infrastructure funding, however requests for \$10,000 or more require a Formal Facilities Assessment Process.

It differentiates between provision of grants and purchase of service arrangements, and therefore does not incorporate funding provided to services such as the St John's Ambulance or State Emergency Service. These funding arrangements, together with the awarding of scholarships, awards, prizes, annual or special appeals and sponsorship arrangements are treated separately.

1. Community Funding Strategy

- 1.1 Council recognises the important role it plays in fostering a vibrant and harmonious community. One of the measures established to support the development of the community is through the provision of community funding initiatives.
- 1.2. A community funding strategy will be determined as part of the budget development process each year and shall incorporate an adopted focus for the funding period, based on Council's Strategic and other Plans. The focus will be developed as part of Council's community consultation program and will aim at providing a strategic objective for community funding initiatives for a specified period of time. This will translate to each funding area highlighting priority areas for the twelve month period.

Section 4.1 – Community Funding

2. Funding Categories

Council may establish the following specific funds each year, as part of the budget development process. Each fund will focus on selected strategic objectives. Priorities for each fund will be developed as part of the promotion and application package.

2.1 Sport & Recreation Development FundObjective:

To provide funding support to specific activities which complement the annual priorities adopted as part of the budget process and Leisure Services planning.

2.2 Culture & the Arts Development FundObjective:

To promote and foster culture and the arts in line with the strategic objectives of Council and Cultural Services planning.

2.3 Sustainable Development FundObjective:

To encourage sustainable development through environmentally responsible, socially sound and economically viable initiatives within the City that are in line with the strategic objectives of Council.

2.4 Community Services FundObjective:

To promote and support community-based initiatives which meet Council's annually selected strategic direction and Community Services planning.

3. Definitions

The following definitions apply to this policy:

Organisation - is an incorporated body under the Associations Incorporation's Act 1987 or a recognised not for profit, non-government corporate body either created by government or with an Australian Companies Number (ACN) or Australian Business Number (ABN), or a school.

Grant - is the provision of a set amount of funds for a single year in order to achieve a specific identified purpose, agreed to in a formal contract with Council.

Section 4.1 – Community Funding

Subsidy - is the provision of in-kind support in the form of a cash-book entry which enables Council to determine the real cost of support provisions and donations to community groups.

4. General Funding Guidelines

While individual funds will have their own guidelines, the following are common to all funds:

4.1 *Eligible Projects, Activities or Events*

Consideration will be given to funding the following:

- 4.1.1 capital projects and items;
- 4.1.2 one-off projects, activities or events;
- 4.1.3 seeding grants for projects, activities or events which can demonstrate independent viability after an appropriate period;
- 4.1.4 projects, activities or events where all other potential sources of funding have been exhausted or are not available.

4.2 *Ineligible Projects, Activities or Events*

Council will not fund the following:

- 4.2.1 deficit funding - for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue;
- 4.2.2 Retrospective funding – expenses incurred prior to the application closing date.
- ~~4.2.24.2.3~~ recurrent salaries and recurrent operational costs;
- ~~4.2.34.2.4~~ proposals where alternative sources of funding are available;
- ~~4.2.44.2.5~~ more than one request for funding in a twelve month period;
- ~~4.2.54.2.6~~ individuals, unless they are sponsored by an eligible organisation and are residents of the City;
- ~~4.2.64.2.7~~ government or quasi-government agencies with the exception of schools;
- ~~4.2.74.2.8~~ projects considered part of a school's core activities normal curriculum;
- 4.2.9 Development or improvement of school facilities and equipment.
- ~~4.2.84.2.10~~ for profit organisations.

Projects or matters where a donation is sought for a specific appeal such as the Red Cross Appeal or a crisis appeal will be considered separately and budgeted for in accordance with the council's annual budget review.

Section 4.1 – Community Funding

401

4.3 *Acknowledgment*

It is expected that all projects, events and activities funded through Council's Community Funding program will:

- 4.3.1 acknowledge Council's support in its advertising, promotion and any media publicity to the satisfaction of Council;
- 4.3.2 utilise Council's logo where approved;
- 4.3.3 provide a detailed report at the conclusion of the project which outlines the project's, activity's or event's achievements measured against the objectives; and
- 4.3.4 provide a statement of acquittal of Council funds expended, and audit if required.

4.4 *Other*

Council will:

- 4.4.1 allocate grants inclusive of any GST payable;
- 4.4.2 only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances;
- 4.4.3 require each applicant organisation to submit a new funding application on each occasion before Council will commit any funds;
- 4.4.4 require each application for funding to be in writing with the required supporting documentation;
- 4.4.5 expect each successful applicant to agree that they do not represent Council in any capacity; and
- 4.4.6 Canvassing of Councillors/Council officers will disqualify.

4.5 *Infrastructure Funding*

For organisations seeking financial assistance for infrastructure funding such as building extensions, new buildings or other infrastructure, this application process must be completed but applications where the expected total expenditure exceeds \$10,000 will require assessment under Council's Formal Facilities Assessment Process. Infrastructure funding applications will require an extended time frame in that the funding may not be available until the next financial year, at which time it may be funded as a separate budget item, at the Council's discretion.

5. *Eligibility*

Only organisations are eligible for funding support. In some instances, organisations may apply for funding on behalf of individuals who must be residents of the City. Only one application per year may be funded for any one organisation. In general, applicants for funding shall be required to fulfil the following criteria:

Section 4.1 – Community Funding

1. not for direct profit or financial gain to the organisation or an individual;
2. proposal supports the vision, mission, values and strategic direction of Council;
3. proposal meets specific funding program guidelines;
4. applicant organisation can demonstrate:
 - the capacity to manage and be accountable for the funds and the project, activity or event;
 - that its membership is primarily City residents; and
 - that its aims and objectives are aimed primarily at the City's community or the project, activity or event will take place within the City and benefit the City.

6. Program Promotion**6.1 Advertising**

All funding programs will be advertised at least annually. Rolling programs which do not require a closing date for applications will be advertised quarterly within the local paper. Where appropriate and feasible, specific groups such as conservation groups, recreation associations, schools and so on may be advised of the grant availability by letter.

6.2 Time Frame

All applicants will be advised of the outcome of their application within three months of the closing date for applications or, in the case of rolling programs within six weeks of their application. If the application is unsuccessful the reasons for the decision will also be provided.

6.3 Presentation & Publicity

Wherever feasible, successful applicants may be invited to a function hosted by Council to be presented with their award or advised of their application's success. The Marketing Unit will arrange appropriate publicity for announcing successful grant applications.

7. Accountability

While each fund will have specific guidelines, the following accountability measures will be common to all funding made available:

7.1 Reporting Requirements

Organisations successful in their application are required to:

- 7.1.1 Acquit the funds by 31 October in the year following their successful grant application. The acquittal is to include the appropriate financial statements

Section 4.1 – Community Funding

- as determined by Council, and to demonstrate that the funds have been spent on the purpose for which they were allocated;
- 7.1.2 Provide a written report to council on the outcome of their project, activity or event including relevant statistics and whether objectives and key performance indicators of the project have been met. The contents of the report requirements will be determined by Council;
- 7.1.3 Where an organisation has applied for funds on behalf of an individual, the individual concerned may be required to make a presentation to council, participate in an interview or address a group of people regarding the project, activity or event; and
- 7.1.4 Provide details of all advertising, promotion and any media publicity to the satisfaction of Council.

7.2 Unspent Funds

- 7.2.1 Funds which are unspent at the conclusion of the funding period will be returned to Council within 60 days of the completion of the project, activity or event.
- 7.2.2 Funds which remain unaccounted for or remain unspent shall be treated as for any Council debt.

7.3 Availability of Information

A central register of grants will be maintained and kept up to date by the Resource Management Directorate. The information will be available to any member of the public on request and will be submitted to council for noting annually. The register will contain the following information:

- Name of recipient organisation and individual concerned (where applicable);
- Amount of funds provided;
- Purpose of funds provision;
- Date project/activity is expected to be complete;
- Date funds were approved;
- Date satisfactory acquittal of funds has been received by council;
- Any other information considered by the Chief Executive Officer to be of value to the council in its decision-making and funds management.

8. Assessment and Approval of Grants

- 8.1 An assessment panel will be established by the relevant Director for each fund category to assess applications for funding received under that category. The assessment panels will consist of relevant Council officers and members of the community with expertise and experience relevant to the funding category.
- 8.2 All grants will be approved by resolution of Council on recommendation of an assessment panel.
-

Section 4.1 – Community Funding

8.3 Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

9. Guidelines

Guidelines will be available for the various funds at the time of the completion of the annual budget and will be made available on request as part of a publicly available information and funding application package.

Applicants ~~may~~ are encouraged to seek assistance from the relevant council staff member to develop their proposal.

Previous Policy No:	H1-01, H1-02, H5-03, H5-04, H5-06, R16
Amendments:	CJ213-06/99; CJ303-09/99; CJ193-08/03
Issued:	August 2003
Related Documentation:	Community Funding Guidelines Delegated Authority Manual



City of
Joondalup

**COMMUNITY FUNDING PROGRAM
GUIDELINES**

**2004-2005
1st Round**

**INFORMATION AND FUNDING APPLICATION
PACKAGE**

**Closing Date for Applications:
5.00 pm 7 October 2004**

TABLE OF CONTENTS

What Is The Community Funding Program?	3
Background.....	3
Contact Officers	3
Who Is Eligible For Funding?.....	3
What Projects, Events and/or Activities are Eligible?	4
How are the Applications Assessed?	4
What are the Conditions of Funding?.....	5
How Do I Apply?	6
General Application Information	6
Steps For Applying For Funds	6
Fund Categories: Objectives and Priorities.....	7
Small Grant Application Form	10
Large Grant Application Form.....	17
Statement by a Supplier Form	24

What Is The Community Funding Program?

Background

The City of Joondalup's Community Funding aims to assist community-based organisations to conduct projects, events and activities in developing and enhancing the Joondalup community.

The Community Funding Program is a grants based program which provides funding in the categories of sport and recreation, cultural & the arts, sustainable development and community services.

Each year, specific strategic objectives for the coming twelve months, commencing July 1, are adopted in these categories (see Fund Categories-Objectives and Priorities). Eligible organisations are invited to apply for grants to support projects, activities and events relevant to those objectives.

Grants are divided into two categories and there is a different application process for each:

- Small Grants-\$2,500 or Less
- Large Grants-More Than \$2,500

These guidelines are available electronically via the City's website on www.joondalup.wa.gov.au. You may wish to access the material via that means to enable you to use the pro formas directly on your own computer.

You are encouraged to discuss your project with the relevant Contact Officer (see below) before submitting your application.

Contact Officers

FUND	CONTACT	TELEPHONE
Community Services Fund	Ms Yvette Peterson	9400 4315
Culture & the Arts Development Fund	Ms Gabriella Filippi	9400 4926
Sport & Recreation Development Fund	Mr Craig Johnson	9400 4922
Sustainable Development Fund	Mr Ben Reay Mr Brendan Tapley	9400 4219 9400 4967

Who Is Eligible For Funding?

Grants will only be provided to not-for-profit organisations which are incorporated under the provisions of the Associations Incorporation's Act (1987) or a recognised not-for-profit, non-government corporate body either created by government or with an Australian Companies Number (ACN) or Australian Business Number (ABN) or a school.

Eligible organisations will generally be located within the City of Joondalup. In some instances, organisations with a wider membership base *may* be considered, provided the

aims and objectives are aimed primarily at the City's community or the proposed project, activity or event will take place within the City and benefit the City.

Individuals will only be considered for funding if they have a sponsoring organisation prepared to manage the funds on their behalf and they can demonstrate specific benefits to the Joondalup community. Individuals must reside within the City of Joondalup.

All applications will only be considered for funding if they can show achievable objectives and clear benefits for the community in line with the City's own objectives.

What Projects, Events and/or Activities are Eligible?

Consideration will be given to funding the following:

1. Capital projects and items;
2. One-off projects, activities or events;
3. Seeding grants for projects, activities or events which can demonstrate independent viability after an appropriate period;
4. Projects, activities or events where all other potential sources of funding have been exhausted or are not available.

Council **will not** fund the following:

1. Deficit funding – for organisations which are experiencing a shortfall in cash revenue or anticipated revenue;
2. Retrospective funding – expenses incurred prior to the application closing date.
3. Recurrent salaries and recurrent operational costs;
4. Proposals where alternative sources of funding are available;
5. More than one request for funding in a twelve month period (Financial Year 1 July to 30 June);
6. Individuals, unless they are sponsored by an eligible organisation and are residents of the City;
7. Government or quasi- government agencies, with the exception of schools;
- 7.8. Projects considered part of a school's ~~normal curriculum~~; core activities;
9. Development or improvement of school facilities and equipment.
10. For profit organisations.

How are the Applications Assessed?

Applications will be assessed against the following factors:

1. All eligibility criteria for funding are met;

2. The application supports the vision, mission, values and strategic direction of Council;
3. The application addresses the funding objectives and identified priorities of the relevant fund category;
4. Value for money;
5. Demonstrated need;
6. Additional support from other organisations either in cash or kind;
7. Appropriate accountability processes being in place;
8. Inclusion of all relevant documentation; and
9. Compliance with Council's Community Funding Program Policy and Guidelines.

What are the Conditions of Funding?

Organisations seeking funds through this program must be prepared to sign a Funding Agreement in the event that their application is successful.

For grants up to \$2,500 (including GST), a Letter of Agreement will be required to be signed. For grants greater than \$2,500, a Funding Agreement must be signed.

Successful organisations *without* an ABN must be prepared to sign a "Statement of Supply" Form in order to be funded.

Successful organisations with an ABN and are GST registered must be prepared to agree to the issue of a Recipient Created Tax Invoice from the City of Joondalup and the conditions of its issue as stated below:

- *The organisation cannot issue tax invoices to the City in respect to the grant supplied;*
- *The organisation acknowledges that it is registered for GST when signing the funding agreement and will notify the City of Joondalup if it ceases to be registered; and*
- *Successful organisations must be prepared to complete all required documents, such as the funding agreements within a set time schedule.*

For all grants, it is a requirement that a formal acquittal of funds, together with a report outlining the success of the project in meeting its objectives is provided. The acquittal of funds is to occur by 31 October 2005. For large grants, the City may require a formal audited financial statement.

Where financial assistance is sought for infrastructure development and the expected cost is greater than \$10,000, the City's Formal Facilities Assessment Process will also require to be undertaken.

It is expected that Council's financial support will be acknowledged through means such as advertising, promotion and any media publicity associated with any project, activity or event. Approval may be given to use the City's logo where appropriate.

In some instances, there may be a requirement to make a presentation to Council or participate in some promotional activities during, or at the completion of, the project, event or activity.

Please note that Canvassing of Councillors will disqualify.

How Do I Apply?

General Application Information

The City of Joondalup must receive your application by no later than **5.00pm on 7 October 2004**. Applications received after this date will not be considered.

Your application is to be made in writing (**typed**), using the appropriate application form in these Guidelines and incorporate separate attachments where necessary.

Applications for up to \$2,500 (including GST) should be made on the **Small Grant Application Form**. Applications for more than \$2,500 should be made on the **Large Grant Application Form**.

While organisations may submit more than one application per annum, **only one application per organisation will be funded in any financial year (July 1 to June 30)**. Organisations wishing to submit more than one application should prioritise their applications.

Applicants will be advised of the outcome of their application within two months of the closing date of applications. All applications are approved by the full Council on the recommendation of the appropriate Assessment Panel.

Steps For Applying For Funds

- Determine if your organisation is eligible.
- Determine which category of funding you are seeking. The categories are listed in the introduction to these guidelines.
- Determine whether you need to prepare the detailed form for applications seeking more than \$2,500 or the simplified application for up to \$2,500 (including GST).
- Ensure that you have the agreement of your organisation to apply for the funds.
- Complete your application using the appropriate Application Form and forward to the City by no later than **5.00pm on 7 October 2004**.

Note: For more complex applications, it is recommended that you contact the **appropriate Council officer** ~~relevant contact officer~~ (see page 3) in order to discuss the best way to prepare your application.

FUND CATEGORIES: OBJECTIVES AND PRIORITIES

<i>Fund</i>	<i>Total Funds available</i>	<i>Objectives</i>	<i>Priorities</i>
<i>Community Services Fund</i>	<i>\$22,000</i>	<ol style="list-style-type: none"> 1. To support new and unique initiatives which bring identified positive benefits to youth in the City. 2. To support local responses to the needs of seniors in the City. 3. To increase the volunteer support base of local community groups. 4. To support groups that provide services to members of the community who may be considered marginalized. 	<p>Projects, events or activities which:</p> <ol style="list-style-type: none"> 1. Encourage the involvement and interaction of youth with their community; 2. Foster a positive image of youth in the community; 3. Involve seniors in active involvement in their community; 4. Have a clear practical outcome; and 5. Are sustainable at their completion.
<i>Culture & the Arts Development Fund</i>	<i>\$22,000</i>	<ol style="list-style-type: none"> 1. To extend and support the level of participation in cultural activities within the community. 2. To increase the number and variety of cultural opportunities in the municipalities. 3. To assist in the improvement of community recreation. 4. To positively contribute to the well being of the community. 5. To increase or enhance the volunteer support base of the local community groups. 	<p>Projects, events or activities which:</p> <ol style="list-style-type: none"> 1. Encourage skills development and greater participation by young people with a particular focus on creating a sense of community; and 2. Encourage partnerships and collaborations with other groups and individuals.

<i>Fund</i>	<i>Total Funds available</i>	<i>Objectives</i>	<i>Priorities</i>
<i>Sport & Recreation Development Fund</i>	<i>\$22,000</i>	<ol style="list-style-type: none"> 1. To extend and support the level of participation in recreation activities within the community. 2. To increase the number and variety of recreation opportunities in the community. 3. To assist in the improvement of community recreation. 4. To positively contribute to the well being of the community. 5. To increase or enhance the volunteer support base of local community groups. 	<p>Projects, events or activities which:</p> <p>1. Demonstrate significant benefits to the community's overall quality of life;</p> <ol style="list-style-type: none"> 1. <u>Promote active participation in sport and recreational activities;</u> 2. Expand the active membership and participation base of sport and recreation organisations; 3. Provide volunteers with skills and training to enhance club/association development; 4. Encourage partnerships and collaborations with other groups and individuals 4. <u>Demonstrate ongoing sustainability in the future;</u> <u>and</u> 5. <u>Encourage safety within the activity for all participants.</u>

<i>Fund</i>	<i>Total Funds available</i>	<i>Objectives</i>	<i>Priorities</i>
<i>Sustainable Development Fund</i>	<i>\$40,000</i>	<ol style="list-style-type: none"> 1. To encourage sustainable development. 2. To encourage integrated environmental, social and economic development projects. 3. To provide opportunities for people to become actively involved in environmental protection and conservation activities. 4. To enhance community participation and understanding of sustainable development. 5. To provide a positive contribution to the well being of the community. 6. To increase or enhance the volunteer support base of the local community groups. 7. To encourage the development of new businesses within the city which do not operate in direct competition to existing business. 8. To fill an identified economic need within the community. 9. To assist the City in achieving its stated economic development priorities. 10. To increase community equity. 11. To improve quality of life for current and future residents. 	<p>Projects, activities or events which:</p> <ol style="list-style-type: none"> 1. Encourage efficient use of renewable energy sources; 2. Encourage waste reduction, reuse and recycling; 3. Reduce Greenhouse gas emissions; 4. Develop eco-tourism opportunities; 5. Improve air quality; 6. Encourage sustainable forms of transportation (walking, cycling, etc); 7. Promote sustainable business practices; 8. Encourage community participation and enhance community awareness of sustainability issues; 9. Have a clear, practical direction and are sustainable on their completion; 10. Support the City's Strategic Plan (2003-2008). 11. Support strategic economic development within the City; 12. Encourage participation of the local business community in partnership arrangements with other business sectors; 13. Foster community well being; 14. Integrate with other sustainable development initiatives and environmental programs; 15. Represent "seed" projects, readily transferable or adaptable for wider application; and 16. Are promotional and/or educational. 17. Encourage collaboration efforts to undertake sustainable project initiatives.

\$2,500 OR LESS SMALL GRANT APPLICATION FORM

Fund Category

<input type="checkbox"/>	Community Services
<input type="checkbox"/>	Culture & the Arts
<input type="checkbox"/>	Sport & Recreation
<input type="checkbox"/>	Sustainable Development

Please tick one box only

Priority Number

(if more than one application)

Funds Sought: \$

Total Project Cost: \$

Project Title

Project Summary

Applicant Details

Name of Organisation

Address

Project Coordinator(s) or Contact Person(s)

Name	Phone	Fax	Email

Tax Information

Is your organisation registered for an ABN?

Yes/No

Please supply your ABN

Is your organisation registered for GST?

Yes/No

Date registered for GST

If your organisation **is not** registered for an ABN or GST, does your organisation agree to sign a statement of supply form?

Yes/No

If your organisation **is** registered for an ABN and GST, does your organisation agree to the issue of a Recipient Created Tax Invoice?

Yes/No

Eligibility Criteria

Is your organisation incorporated?
(Please enclose a copy of the Certificate of Incorporation)

Yes/No

Date of
Incorporation

Is your organisation Not-for-Profit?

Yes/No

Is your organisation a school?

Yes/No

Have you sought funding from any other organisation

Yes/No

The City of Joondalup encourages community groups to apply for funding from alternative sources either prior to or simultaneous to their application for funding to the City.

Has your organisation sought funding from any other funding body?

Yes/No

If Yes:

(i) Which funding bodies has your organisation sought funding from?

.....
.....
.....
.....
.....

(ii) Was the application successful and how much funding has been/will be received?

.....
.....
.....
.....
.....

If No - What are the reasons why your organisation has not sought alternative funding sources?

.....
.....
.....
.....
.....
.....

You are encouraged to discuss your project with the relevant Contact Officer (see page 3 of the Guidelines) before submitting your application

Project Description

How does this Project, Event, or Activity assist your Organisation's Objectives?

How does this Proposal meet the City's Funding Objectives and Priorities?

Who does this Proposal Directly and Indirectly Benefit and How?

Performance Objectives and Outcomes

	Objective	Strategies	Outcomes	Completion Date
1				
2				
3				
4				

Example

	Objective	Strategies	Outcomes	Completion Date
1	Increase the skills level of the Hillarys Soccer Team's 10-15 year olds	Utilise the services of Perth Glory's Assistance Coach to run holiday clinics	Increase ball handling skills for fifty 10-15 year olds	December 2001

Please attach the following with this application form:

- Audited financial statement of your organisation for the previous financial year
- Quotes for budget items
- Any research or documentation to support your application

Funding Agreement

If your application is successful, you will be expected to sign a letter of agreement which you will agree, on behalf of your organisation, to:

1. Expend the monies made available only on the agreed project, event or activity;
2. Provide to the City a statement of expenditure certified by the organisation's Treasurer and President within six (6 weeks) of the completion of the project, activity or event;
3. Refund to the City any unexpended funds in accordance with the statement of expenditure at the time of providing the statement of expenditure;
4. 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;
5. Acknowledge the funding provided by the City in any media coverage or promotional activities related to the project, activity or event for which the funding has been received;
6. Undertake to not represent the City in any official capacity without prior consent from the City;
7. Indemnify the City insofar as any activities relevant to the funding are concerned;
8. Provide the City with a copy of any documentation produced as a result of the project, event or activity;
9. Sign a "Statement of Supply" Form if your organisation has no ABN; and
10. Agree to accept the issue of a recipient created tax invoice if your organisation is GST registered with the assurance that your organisation will not issue a tax invoice, and inform the City if at any stage your organisation ceases to be GST registered.

Authorisation

I, _____ (print name) certify that I am a member of the abovementioned organisation and authorised to submit this application on behalf of the organisation.

Signed: _____

Date: _____

More than \$2,500 LARGE GRANT APPLICATION FORM

Fund Category

	Community Services
	Culture & the Arts
	Sport & Recreation
	Sustainable Development

Please tick one box only

Priority Number

(if more than one application)

Funds Sought: \$

Total Project Cost: \$

Project Title

Project Summary

Applicant Details

Name of Organisation

Address

Project Coordinator

Name(s)

Phone:

Fax:

Email:

Purpose of Organisation

Membership Details

(Number, average age)

List of Office Bearers

Tax Information

Is your organisation registered for an ABN?

Yes/No

Please supply your ABN

Is your organisation registered for GST?

Yes/No

Date registered for GST

If your organisation **is not** registered for an ABN or GST, does your organisation agree to sign a statement of supply form?

Yes/No

If your organisation **is** registered for an ABN and GST, does your organisation agree to the issue of a Recipient Created Tax Invoice?

Yes/No

Eligibility Criteria

Is your organisation incorporated? (Please enclose a copy of the Certificate of Incorporation)	Yes/No	Date of Incorporation
---	---------------	--------------------------

Is your organisation Not-for-Profit?	Yes/No	
--------------------------------------	---------------	--

Is your organisation a school?	Yes/No	
--------------------------------	---------------	--

Has funding been sought from any other organisation?	Yes/No	
---	-------------------	--

The City of Joondalup encourages community groups to apply for funding from alternative sources either prior to or simultaneous to their application for funding to the City.

<u>Has your organisation sought funding from any other funding body?</u>	<u>Yes/No</u>	
--	---------------	--

If Yes:

(i) Which funding bodies has your organisation sought funding from?

.....

.....

.....

.....

.....

(ii) Was the application successful and how much funding has been/will be received?

.....

.....

.....

.....

.....

If No - What are the reasons why your organisation has not sought alternative funding sources?

.....

.....

.....

.....

.....

How does this Project, Event, or Activity assist your Organisation's Objectives?

How does this Proposal meet the City's Funding Objectives and Priorities?

Who does this Proposal directly and indirectly benefit and how?

Performance Objectives and Outcomes

OBJECTIVE		STRATEGIES	OUTCOME	KEY PERFORMANCE INDICATOR	BY: (DATE)	EST. \$
1						
2						
3						
4						
5						

Example

OBJECTIVE		STRATEGIES	OUTCOME	KEY PERFORMANCE INDICATOR	BY (DATE)	EST. \$
1	Remove all non-indigenous plants & weeds from the John Smith Parkland	Provide weed identification training for 30 year 8 students from Duncraig SHS s	<ul style="list-style-type: none"> A group 12-13 year olds who can recognise non-indigenous species of plants 	75% of students involved can identify non-indigenous species of plants in John Smith parkland	Dec 2001	\$2,000
		Conduct a series of 'Weeding weekends' during November	<ul style="list-style-type: none"> 100% participation over three weekends in a weeding program 	60% of John Smith Parkland free of non-indigenous weeds	April 2002	\$3,000

Please attach the following with this application form:

- Audited financial statement of your organisation for the previous financial year
- Organisational Structure
- Certificate of Incorporation
- Additional Information on the proposed Project, Event or Activities Operational Plan
- Quotes for budget items
- Any research or documentation to support your application

Funding Agreement

If your organisation's funding application is successful, your organisation will be required to enter into a formal funding agreement with the City of Joondalup. This agreement will contain a comprehensive set of provisions designed to protect the interests of the applicant organisation and the City of Joondalup.

Authorisation

I, _____ (print name) certify that I am a member of the abovementioned organisation and authorised to submit this application on behalf of the organisation.

Signed: _____ Date: _____