



# COMMUNITY GRANTS

## Category 1 – Level 1 and Level 2

### Guidelines for Applicants



# Table of Contents

Table of Contents .....2

1. Community Grants .....3

2. Eligibility .....3

3. Funding Criteria .....4

4. Terms and Conditions .....5

5. Application, Assessment and Approvals Process .....6

6. Recognition Requirements .....7

7. Acquittal Process .....8

8. Audit and Accountability Procedures .....8



## 1. Community Grants

Community Grants are guided by Council Policy 3.2.2 – Grants Program, which can be found on the City's website:

<https://www.gosnells.wa.gov.au/cmIS/document/ecm/document-5775087>

The purpose of the City of Gosnells Grants Program is:

*To provide funding support to local community-based organisations, businesses and individuals to deliver initiatives which build community capacity and provide social, cultural, environmental and economic outcomes for the City of Gosnells community.*

## 2. Eligibility

Applications must meet the following criteria to be **eligible** for funding under **Category 1 Level 1**:

- Applicant must be a registered not-for-profit community organisations incorporated under the Associations Incorporations Act 2015.
- Applicant must be based or operating within the City of Gosnells, servicing local residents.
- Programs and events must be delivered within the City of Gosnells (with the exception of projects involving the training of staff or volunteers).
- Project start date is at least two months after the date of submission.
- Applicant must hold a current certificate of public liability insurance to \$10 million or obtain this for the duration of the project.

Public liability insurance to \$10 million is a requirement of the City's Community Grants. If your organisation does not have this, you will need to apply for a temporary insurance cover for the duration of your project. The City suggests looking up "community insurance providers" online to get advice on this process.

In addition to the above conditions, applicants must meet the following criteria to be eligible for **Category 1 Level 2**:

- The applicant is required to contribute 50% of the total project cost, in addition to the funding provided by the City. This contribution can include both cash and in-kind contributions. For more information, please [click here](#) to access an example breakdown of this funding requirement.

The following applications will be **ineligible** for funding:

- Projects that are not submitted at least two months prior to the project being undertaken.
- Incomplete applications with missing documents.
- Projects that commence before approvals are announced and grant agreements have been signed.
- Projects that are major capital works or upgrades including construction, landscaping and fixed items.
- Projects that are development of facilities owned by private individuals, businesses or non-public buildings (with the exception of Small Business Shopfront Improvement Grants).
- Projects that are recurrent costs such as permanent employee costs, electricity, gas, salaries, annual insurance premiums, rent and non-program-specific consumable items, such as stationary.



- Organisations that have outstanding debts to the City at the time of assessment and have not entered into arrangements to repay those debts.
- Retrospective projects/costs/expenses incurred before the funding is approved.
- Individuals, unless they are sponsored by an eligible organisation and are a resident of the City of Gosnells. This sponsorship process is called auspicings.

What is an auspicings body? An auspicings body is an incorporated group that applies for a grant on behalf of an unincorporated group.

For more information, please see Question 7 in the [FAQ document](#).

### 3. Funding Criteria

#### 3.1 Category 1 – Level 1

##### Maximum Funding Available

\$2,500

##### Maximum City Funding Percentage

100%

The City can fund up to a maximum of 100% of your total project cost.

##### Funding Timeframe

Level 1 – Applications will be accepted all year round. Grants are awarded monthly with a deadline for each round on the 24<sup>th</sup> day of the month.

Applications will be assessed and determined within six weeks of the application being received.

#### 3.2 Category 1 – Level 2

##### Maximum Funding Available

\$10,000

##### Maximum City Funding Percentage

50%

The City can fund up to a maximum of 50% of your total project cost. For more information, please [click here](#) to access an example breakdown of this funding requirement.

##### Funding Timeframe

**Level 2** – Two funding rounds will be conducted annually, in April and in September.

The April round will open for applications on the 1st of April and close on the 30th of April. The September round will open on the 1st of September and close on the 30th of September.

Applications will be assessed and determined within six weeks of the round closing.



### Maximum Funding Applications per year

Community organisations are eligible to receive a maximum of:

- One Level 2 application and one Level 1 application each financial year; or
- Two Level 1 applications each financial year

## 4. Terms and Conditions

Funding will be administered in accordance with the following general Conditions of Funding, which will need to be acknowledged and accepted by successful applicants.

### The successful applicant agrees to:

- Use the funding for the purpose for which it was given, unless otherwise agreed in writing with the City of Gosnells.
- Complete and return all Grant Acceptance documentation within two (2) months of notification.
- Acknowledge the 'City of Gosnells' as a sponsor of this project in any related correspondence with the media.
- Complete the funded project within the required time as per the signed Grant Acceptance form.
- Acknowledge the City's right to terminate the funding should the organisation fail to adhere to any of the Conditions as set out in the Grant Acceptance form.
- Provide an Acquittal Project Report through the online webform outlining the deliverables and achievements. The report must include all receipts, marketing materials and any other relevant project information, within two months of the project completion, detailing how the funding was expended and to return any unexpended funds.
- Maintain a current public liability insurance policy to the value of \$10 million for the duration of the project.

### In-Kind Support

Successful applicants who receive funding under Category 1 (Level 1 and 2) are eligible for free use of City-managed facilities, subject to the following conditions:

- The free use only applies to the waiving of facility hire fees for built infrastructure such as sports fields, kitchens, function rooms and meeting rooms. Other hire fees for items such as bonds, bins, security callouts, floodlighting and technical support are payable by the applicant.
- The free use is limited to the duration of the specific event or program being funded. Fees for other facility booking times related to the event or program including practice matches, planning meetings and rehearsals will be payable by the applicant.
- The maximum value of the free hire will be \$700 per project, calculated using the City of Gosnells' adopted Fees and Charges. This \$700 in kind support for venue hire is additional to the maximum amount of cash funding the City provides. Any hire charges above \$700 will be payable by the applicant.
- The facility is available at the time of booking.
- Any facilities which are currently leased to a third party are excluded.



## 5. Application, Assessment and Approvals Process

### Application

Read the City's [Community Grants How to Guide](#) and follow the steps.

Applications must be submitted using the online form available on the [City's website](#).

Once you have submitted your application, you will receive an email acknowledging receipt.

### Assessment

Eligible applications for funding in Category 1 will be assessed against the following criteria:

- Project Justification – why is this project important?
- Community Benefit – how will this project benefit the City of Gosnells community?
- Planned Approach – are there plans in place to ensure the success of your project?
- Access and Opportunity – target audience, numbers of people participating.
- Coordination – does the project have community support and who will be working on your project.
- Evaluation – do you have processes in place to assess the success of your project.

For full details, please see the [prompting questions](#) for all the information on how to best address the six criteria above.

### Approval

#### Funding Approvals

##### Category 1 – Community Grants (Level 1 and Level 2)

Applications for Community Grants (Level 1) will be assessed by the City with recommendations requiring approval by a City officer with delegated authority.

Applications for Community Grants (Level 2) will be assessed by the City with recommendations requiring approval by Council.

#### Level of Funding Available

The City may offer applicants full or partial funding for their project if it is approved.

All funding is subject to funds being available in the City's annual budget.

Receiving funding for a project in any year does not guarantee future financial assistance for the same project or future stages of a project in subsequent years.

#### Approval Conditions

Before proceeding with your project, you may need certain approvals. It is the responsibility of the applicant to determine which approvals are required and submit the appropriate documentation. The applicant must not proceed with the program/event without formal approval from the appropriate authority, including but not limited to the City's Planning and Development Services, Building Services, Health Services, and relevant State Government Agencies.



## Payment

Payments for Community Grants Category 1 (Level 1 and Level 2) are paid in a single installment on the signing of the agreement.

### Successful Applicants must:

- Complete a signed grant acceptance within two months of notification, those who have not returned this will forfeit their grant.
- Complete the project/event within the accepted funding timeframe.
- Consider other approvals your project may need, i.e. a facility booking, health and compliance services.
- Adhere to the recognition requirements to acknowledge the City's contribution to funding.
- Complete an acquittal project report at the end of their project.

### Changes to your project/event:

If there are changes to your project or an inability to meet the funding agreement, you must request a variation to the grant agreement.

You must email [funding@gosnells.wa.gov.au](mailto:funding@gosnells.wa.gov.au) to propose the change to your project. It is not guaranteed that the change will be approved, this is at the discretion of the City.

## 6. Recognition Requirements

Successful grant recipients are required to acknowledge the City's contribution to funding by at least one or more of the following:

- Acknowledgement of the City of Gosnells in all speeches, presentations, advertising and media opportunities associated with the project.
- Photographs of the project provided to the City of Gosnells.
- Invite the Mayor and councillors to the event if applicable.
- Acknowledgement of funding in the organisation's Annual Reports, newsletters etc.

## 7. Acquittal Process

Following completion of the project applicants are required to submit an acquittal, giving a brief overview of the project and whether expected outcomes were met, and providing evidence of project expenditure.

Acquittals must be completed within two months of the project completion.

Acquittals will require a copy of:

1. Acquittal Project Report submitted through the online webform on the [City's website](#)
2. Proof of purchases – supplier issued receipts or bank statements
3. Income and expenditure statement on the [budget template](#)
4. Evidence of promotional materials acknowledging the City of Gosnells
5. Pictures of your project/event/equipment

Any portion of the grant unspent, or not expended in accordance with the grant agreement must be returned to the City of Gosnells.

Applicants who do not complete and submit an acquittal, will be ineligible for any future funding opportunities.



## 8. Audit and Accountability Procedures

Applicants must keep records of their expenditure and the City recommends all transactions are done via a card or a bank transfer so that an electronic record is kept. The City does not recommend cash transactions as receipts can be lost or misplaced.

The City is also audited by the Office of the Auditor General. The City is responsible for maintaining a high standard of due diligence and integrity in the delivery of this grants program. All of the requested documents and information as part of this process are to minimise risks to the applicant and the City.