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# APPENDICES

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## ORDINARY MEETING OF COUNCIL

To be held on  
Tuesday, 21 May 2013  
6.00pm  
City of Albany Council Chambers

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## COMMUNITY FUNDING GUIDELINES 2012/2013

### What is Community Funding?

The City of Albany Community Funding is designed to assist community groups and individuals deliver projects, activities and events that:

- Enhance community engagement and participation;
- Build community resilience and wellbeing; and
- Develop the vibrancy and liveability of Albany.

This is a small grant-based program for grants of between \$2,000 and \$7,000. Applications are assessed, and if successful require a grant acquittal at completion. Eligible organisations and individuals are invited to apply for grants from a limited pool of \$35,000 for activity taking place in 2012-2013. Grants will provide up to a maximum of 50% of the total project cost. The funding pool will be distributed in one round with successful applicants being notified by 24 August 2012.

Prior to the submission of an application for this funding please ensure you have carefully read all details contained within this application pack. Community Funding will be competitive. For the best chance of success ensure your project concept is clear, has significant achievable outcomes and directly addresses the City's funding priorities.

### Key Contact

Contact	Telephone	Email
Ms Emily Hubble	9841 9208	<a href="mailto:emilyh@albany.wa.gov.au">emilyh@albany.wa.gov.au</a>

### Key Dates

Action	Date/Time
Applications Open	7 June 2012
Applications Close	5 July 2012, 5.00pm
Ordinary Council Meeting	21 August 2012
Application Notification (successful and unsuccessful)	24 August 2012
Successful Applicants Contract Signing	27 August – 7 September 2012
Project, Event, Activity Delivered	7 September 2012 – 30 June 2013
Grant Acquittals	Within six weeks of project completion

## How to Apply



### General Application Information

- Read all guidelines including the funding priorities carefully prior to submission of your application;
- Applications received after the closing date (**5.00pm, 5 July 2012**) will not be considered;
- Your application is to be made in writing using the *Grant Application Form* available from the City's website and must be submitted along with all relevant support materials to:

City of Albany  
Attention: Community Services Administration  
PO BOX 484  
Albany, WA 6331

**OR** email your application to:

[emilyh@albany.wa.gov.au](mailto:emilyh@albany.wa.gov.au)

Note: Applications received via post will receive a courtesy letter advising that the application has been received. Applications received via email will receive a courtesy email advising the application has been received.

## **Funding Priorities**

Your project, activity or event must demonstrate it addresses or achieves **at least one element from one of the funding priorities** listed below to be eligible for assessment.

Projects activities or events that demonstrate they will address or achieve a range of funding priorities and elements will have a greater chance of success.

### **Funding Priority One**

#### **1. Enhancing community engagement and participation**

Includes the following elements:

- a. Engaging with at least one of the following groups:
  - i. Youth
  - ii. Seniors
  - iii. Children
  - iv. People with disabilities
  - v. People from culturally and linguistically diverse backgrounds
  - vi. People from indigenous backgrounds
  - vii. Volunteers
  - viii. Regional communities within the City of Albany boundary
- b. Increasing the number and variety of community projects activities or events;
- c. Promoting social inclusion, diversity and community participation.

### **Funding Priority Two**

#### **2. Building community resilience and wellbeing**

Includes the following elements:

- a. Building and developing new audiences, partnerships and networks;
- b. Developing community capacity through skills development or mentoring;
- c. Effective use of community resources and encouraging sustainable or long-term community benefits.

### **Funding Priority Three**

#### **3. Enhancing the vibrancy and liveability of Albany**

Includes the following elements:

- a. Enhancing the vibrancy of the Albany Central Business District;
- b. Innovative community initiatives that have not been previously delivered in the region;
- c. Contributing positively to the image of Albany;
- d. Contributing to the economic development of the City of Albany.

## Who is Eligible?

**Please read the following eligibility criteria carefully.** Organisations or individuals not meeting the eligibility criteria below will not have their applications assessed.

Grants will only be provided to not-for-profit community groups and organisations which are:

- 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);
- Incorporated under the provisions of the Associations Incorporation Act (1987).

Please also note the following eligibility criteria:

- Schools are eligible to apply but project proposals must not be part of the regular curriculum;
- Eligible applicants will generally be located within the City of Albany. 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;
- Community groups which are not incorporated may seek the services of an incorporated body (sponsor) to auspice the project on their behalf. The sponsor will be required to accept legal and financial responsibility for the project or activity;
- Individuals will only be considered for funding if they are residents of the City and have a sponsoring, incorporated community group prepared to auspice the funds on their behalf and they can demonstrate specific benefits to the Albany community;
- Organisations with outstanding acquittals with the City are ineligible; and
- Government or quasi-government agencies are eligible to apply but must demonstrate that no applicable community group exists that can deliver the project proposal.

## What Types of Projects, Activities and Events are Eligible?

The City will consider supporting projects from eligible applicants as follows:

- One-off community projects, activities or event(s);
- Seeding grants for projects, activities or events which can demonstrate ongoing viability after project acquittal and have the potential for long-term independent viability;
- Projects which are additional and significantly different to a school's regular curriculum;
- Recurrent projects, activities or events will only be eligible if they can demonstrate significant degrees of program diversity each year;
- Projects that demonstrate good planning and project management, financial responsibility, appropriate use of resources and capacity to deliver to a high measurable standard.

The City **WILL** fund the following components within a project:

- Programming costs including fees for presenters and performers (including travel costs);
- Production and venue costs including materials and equipment hire;
- Marketing costs and project management fees;
- Professional development fees if this translates to a program outcome in Albany.

The City **WILL NOT** fund the following:

- Retrospective or deficit funding;
- Recurrent salaries and/or recurrent operational costs inclusive of lease fees, legal costs or professional fees (auditing, accountants or administrative contractors);
- More than one request for funding within the financial year;
- Individuals, unless they are sponsored by an eligible organisation and are residents of the City of Albany;
- Capital purchases of any kind including restoration or conservation works;
- For-profit organisations;
- Fundraising projects, prizes and trophies;
- Project activities which occur as part of the City of Albany's ordinary activities or occur mostly outside of the City's boundary;
- Travel costs, registration or entry fees for individuals or organisations to attend workshops, programs, conferences or sporting events with no corresponding related event, activity or program to take place in Albany with demonstrated community outcomes;
- Recurrent sporting events such as annual carnivals, meets or competitions.

## How are Applications Assessed?

The application assessment process is as follows:

- Applications assessed by a panel including the Chair of the Cultural and Community Development Committee, Executive Director of Community Services and Manager of Cultural and Community Development;
- Recommendations for funding endorsed at the Ordinary Council Meeting – 21 August 2012.

It is important to note that applications will not be assessed that:

- **Do not meet the eligibility criteria;**
- **Do not address a minimum of one element from one of the funding priorities;**
- **Are incomplete, illegible or received after the closing date.**

The assessment panel will consider the following:

- The capacity for the project, activity or event to provide high quality outcomes as measured against the funding priorities;
- Has the applicant clearly demonstrated why the project, activity or event is needed by the community and how it will be provided?
- The level of cash or in-kind contribution by the applicant and other funding committed to the project. Please note that the minimum financial contribution from the applicant (cash, in-kind, additional revenue or funding) must be on a dollar for dollar matching basis. The City will only provide up to a maximum of 50% of the total project, activity or event cost.
- Does the applicant demonstrate they have made other attempts to seek funding, support and partnerships from other funding bodies and organisations?
- Does the proposal demonstrate capacity for long-term viability?
- Projects which replicate services already provided by the City of Albany are unlikely to be funded.



## What are the Conditions of Funding?

### **Funding agreement (contract)**

Applicants seeking funds through this program must be prepared to sign a funding agreement in the event that their application is successful. Successful applicants must complete all required documents within the set time schedule as outlined below:

Action	Date
Application Notification (successful and unsuccessful)	24 August 2012
Successful Applicants Contract Signing	27 August –7 September 2012
Project, Event, Activity Delivered	7 September 2012 – 30 June 2013
Grant Acquittals	Within six weeks of project completion

### **ABN and tax status**

Successful applicants **without** an ABN must complete a *Statement by a Supplier* form in order to be funded. *Statement by a Supplier* forms are available:

- To download from the City website as a PDF; or
- From Australia Post.

The City cannot release funds to individuals or organisations without an ABN or signed *Statement by a Supplier* form.

Applicants must advise of their organisation's GST status. If registered for the GST individuals or organisations must supply a tax invoice to receive funds.

### **Grant acquittal**

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 within six weeks of completion of the project, activity or event. Acquittal forms will be provided to successful applicants at the contract signing phase.

### **City of Albany acknowledgement**

Successful applicants will be required to develop an appropriate opportunity for an Elected Member (City of Albany Mayor or Councillors) cheque presentation and/or Elected Member acknowledgement as part of the project, activity or event. This detail must be submitted as part of the grant application form.

The City of Albany's financial support must be acknowledged through means such as advertising, promotion and any media publicity associated with any project, activity or event. Approval must 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.

### **Total available funding per application**

Funding is only available for grants between \$2,000 and \$7,000 for a maximum of 50% of the total project cost.

**PLEASE NOTE THAT CANVASSING OF ELECTED MEMBERS WILL DISQUALIFY YOUR APPLICATION**

**COMMUNITY FUNDING 2012/2013**

**APPLICATION FORM**

**CLOSING DATE: 5.00PM, 5 JULY 2012**

Please read the Community Funding Guidelines before completing this application form. Incomplete, late or illegible forms will not be accepted.

**PART 1: APPLICANT DETAILS**

<b>Applicant's Name</b> <i>(or group/organisation)</i>	
<b>Project Contact Person</b>	
<b>Postal Address</b>	
<b>Telephone 1</b>	
<b>Telephone 2</b>	
<b>Email</b>	

**The applicant (tick one box only):**

Organisation     Group     Individual

*(Note: individuals must be auspiced by an incorporated body and complete the auspicing body details below. Individuals must be residents of the City of Albany).*

**Organisations and groups only:**

<b>Is your organisation/group Not for Profit?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Is your organisation/group incorporated?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If yes, state date of Incorporation.</b>	
<b>If you are a group that is not incorporated you must be auspiced by an incorporated body.</b>	

If you are an **organisation** please complete the following:

<b>Is your organisation registered for GST? (tick one box only)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Organisation's ABN:</b>	
<b>If your organisation does not have an ABN you must complete a <i>Statement by a Supplier</i> form and attach to this application. See the Community Funding Guidelines on p7 for more information on a <i>Statement by a Supplier</i> form.</b>	

If you are an **organisation** complete the following bank details:

<b>Name of Bank</b>	
<b>Branch</b>	
<b>BSB Code (6 digits)</b>	
<b>Account Number</b>	
<b>Account Name</b>	

If you are a **non-incorporated group or an individual** you must complete the auspicing body details below:

<b>Auspicing body's name</b>	
<b>Auspicing body's contact person</b>	
<b>Postal Address</b>	
<b>Telephone 1</b>	
<b>Telephone 2</b>	
<b>Email</b>	
<b>Auspicing body's ABN:</b>	
<b>Is the auspicing organisation registered for GST?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>(tick one box only)</i>
<b>Organisation's ABN:</b>	
<b>If the auspicing organisation does not have an ABN you must complete a <i>Statement by a Supplier</i> form and attach to this application. See the Community Funding Guidelines on p 7 for more information on a <i>Statement by a Supplier</i> form.</b>	

Auspicing Body's bank details:

<b>Name of Bank</b>	
<b>Branch</b>	
<b>BSB Code (6 digits)</b>	
<b>Account Number</b>	
<b>Account Name</b>	

All applicants must complete the following:

<b>Is the applicant or organisation covered by public liability insurance?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If Yes, what level of public liability cover?</b>	\$
<b>If Yes, you must attach your certificate of currency as part of your support materials</b>	
<b>Does the project/events activity include children?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If yes, can you confirm all relevant project staff have current Working With Children checks.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Note the City will not fund staff completing Working With Children checks)</i>

Please provide details for one referee below. Your referee may be contacted to confirm you, your group's or your organisation's skills, experience and reliability.

<b>Referee Name</b>	
<b>Address</b>	
<b>Contact Number</b>	

## PART 2: PROJECT SUMMARY

<b>Project Title</b>	
<b>Project Summary</b> <b>(less than 25 words)</b>	

<b>Project Start Date</b>	
<b>Project End Date</b>	

<b>Amount Requested</b> <i>(excluding GST)</i>	\$
<b>Total Project Cost</b> <i>(excluding GST)</i>	\$

## PART 3: PROJECT DETAIL

Applicants must address the following questions to be eligible for funding. Please attach to your application. Keep answers short, clear and concise. Answers may be hand written but illegible applications will not be assessed.

1. **What is the purpose or objective of the project?** *(half an A4 page max)*  
*Describe why you are doing this project?*
2. **Project description/detail** *(one A4 page max)*  
*Describe the project in full outlining:*
  - *Who is involved (communities, participants, stakeholders, coordinators)? Include quotes and letters of support as applicable.*
  - *How will the project be managed?*
  - *Where will the project be taking place?*
  - *When will the project be happening (including a basic project timeline)?*
3. **How does the project align with the identified funding priorities?**  
*(half an A4 page max)*  
*Outline how the project demonstrates or addresses a minimum of one element from one of the funding priorities.*
4. **How will the project be promoted?** *(half an A4 page max)*  
*Include details of how City of Albany support would be acknowledged.*
5. **What specifically is funding being sought for?** *(brief description)*  
*List items i.e. Professional fees for workshop facilitator, hire of equipment etc.*
6. **What other funding support has been/will be sought?** *(briefly list)*  
*Has support been confirmed? List supporting organisations. If no other funding has been sought - why?*
7. **How do you propose to include Elected Member(s) as part of the project?** *(briefly outline)*  
*Cheque presentation, opportunity for speech at an opening, launch or forum?*
8. **How will you evaluate your project?** *(briefly outline)*  
*How will you determine if the project was a success?*

**PART 4: PROJECT FINANCE/BUDGET**

List any grants you have applied for/or will apply for in relation to this project. Identify if approval has been received.

Funding Agency	Amount	Approved (Tick)
		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING
		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING
		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING
		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING
		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING

Has your organisation received funding from the City of Albany in the past five years?

YES    NO

If yes, please provide details

Year	Purpose	Amount

**Proposed Budget**

Please ensure your budget **excludes GST**.

It should also **exclude any in-kind or non-cash contributions**. Detailed budgets may be attached.

INCOME	
<b>Income derived from project</b> ( <i>sales, tickets, fees</i> )	<b>\$</b>
<b>Funding sourced from other organisations</b> ( <i>grants, sponsorship, donations</i> )	
<b>Other income</b> ( <i>specify</i> )	
<b>Funding requested from the City of Albany</b>	
<b>TOTAL INCOME</b>	
EXPENSES	
<b>Administration/management costs</b> ( <i>Include marketing costs, project management costs etc</i> )	
<b>Capital Costs</b> ( <i>purchase of minor goods – i.e. paints and brushes for an arts workshop</i> )	
<b>Operating Costs</b> ( <i>venue hire, equipment hire, security, first aid any operating costs etc</i> )	
<b>Other Costs</b>	
<b>TOTAL EXPENSES</b>	

**Note:**

- **The net position of your budget must be zero i.e. income and expense must be the same.**
- **To support your budget, please attach written quotes for all expenses to be funded by the City of Albany.**



## PART 5: DECLARATION BY APPLICANT

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein or in the attachments is, to the best of my knowledge, true and correct.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_

## PART 6: SUPPORT MATERIALS

The following is to be submitted with the application:

### Required:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Certificate of Currency for Public Liability (if PL is in place) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Copy of Incorporation Certificate                                | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

### Additional information may be provided including:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 3. Letter(s) of support                                       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Written confirmation of other financial contributions      | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Written quotes for items for which funding is being sought | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Organisation background information                        | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. CVs or resumes of organisers, participants                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Event management plan/risk management plan                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Peripheral materials CDs, DVDs, marketing material etc     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Other _____   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

## CHECKLIST

**Please ensure you have:**

- Read the application guidelines carefully
- Confirmed you or your organisation meets the eligibility criteria
- Developed a project that aligns with at least one element from one of the funding priorities
- Confirmed you have the support of your organisation or auspicing body to submit an application
- Completed **ALL** sections of the Application Form (including project detail and budget)
- Attached the Certificate of Incorporation for your organisation or auspicing organisation
- Attached a Certificate of Currency for Public Liability Insurance
- Attached written quotes for all expenses to be funded by the City of Albany
- Attached any relevant support materials (research or documentation, letters of support, etc)
- Submitted your application prior to the closing date 5.00pm, 5 July 2012

**Note:**

- Please do not include the guidelines with your application.
- Please keep a copy of your application and all associated documentation for your records.

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## COMMUNITY FUNDING 2012/2013

### ACQUITTAL FORM

#### Acquittal Details

An acquittal is a document that outlines how the funding you received from the City of Albany was spent.

Applicants who were successful in receiving funding from the City of Albany as part of the Community Funding program are required to complete an acquittal **within six weeks** of the completion of the project for which funding was received.

Failure to provide an acquittal will make the individual, group or organisation ineligible for future Community Funding from the City of Albany.

Incomplete or illegible acquittal documents will not be accepted.

Your acquittal is to be made in writing using this Acquittal Form and submitted along with all relevant support materials to:

City of Albany  
Attention: Community Services Administration  
PO BOX 484  
Albany, WA 6331

**OR** email your application to: [emilyh@albany.wa.gov.au](mailto:emilyh@albany.wa.gov.au)

#### Note:

Acquittals received via post will receive a courtesy letter advising that their acquittal has been received. Acquittals received via email will receive a courtesy email advising their acquittal has been received.

## PART 1: APPLICANT DETAILS

<b>Applicant's Reference Number</b>	
<b>Applicant's Name</b> <i>(or group/organisation)</i>	
<b>Project Contact Person</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Project Title</b>	
<b>Project Summary</b> <i>(less than 25 words)</i>	

## PART 2: DECLARATION BY APPLICANT

I, the undersigned, certify that the funding received from the City of Albany as outlined in Part 1 of this acquittal was used for the approved purpose and the following acquittal is a true and accurate summary of the project.

<b>Applicant (President or Chair if an organisation)</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Auspicing Body (If applicable, President or Chair)</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

### PART 3: PROJECT SUMMARY

Overview	
<b>Project Start Date</b>	
<b>Project End Date</b>	
<b>Funding Requested from City</b> <i>(excluding GST)</i>	
<b>Funding Received from City</b> <i>(excluding GST)</i>	
<b>Total Project Cost</b> <i>(excluding GST)</i>	

Part 3 – Project Summary (Continued)

<b>Participants</b>	
<b>Total number of events, programs, projects</b>	
<b>Total number of personnel involved in the delivery of the project (staff, contractors and volunteers)</b>	
<b>Total number of participants (audience and attendees etc)</b>	
<b>Did the project engage any of the participants outlined below: Please tally the total number (approximate) and insert in the column on the right.</b>	
<b>Youth</b>	
<b>Seniors</b>	
<b>Children</b>	
<b>People with Disabilities</b>	
<b>People from Culturally and Linguistically Diverse backgrounds</b>	
<b>People from Indigenous backgrounds</b>	
<b>Volunteers</b>	
<b>Regional communities within the City boundary</b>	

## PART 4: PROJECT DETAIL

Applicants must address the following questions and attach to the acquittal. Keep answers short, clear and concise. Answers may be hand written, but illegible acquittals will not be accepted.

1. **Project description/detail** *(half an A4 page max)*  
*Describe the project in full including key dates. Did the project proceed as planned?*
2. **Did the project achieve its stated purpose or objective?** *(half an A4 page max)*  
*If not why? What issues, barriers or problems did you encounter in delivering your project?*
3. **How did your project address at least one of the elements within one of the funding priorities?** *(half an A4 page max)*
4. **Who was involved in the project?** *(half an A4 page max)*  
*Outline who was involved. Include audience numbers, participants, community group involvement etc?*
5. **How was the project promoted?** *(half an A4 page max)*  
*Outline marketing activities. Please attach examples of promotional materials or press coverage.*
6. **Attach final project budget**  
*Please attach the final budget. Please explain key variances?  
Please attach invoices and receipts for the amount funded.*
7. **Was the project a success?** *(half an A4 page max)*  
*Outline why the project was a success or not. How was this evaluated? Were there any factors impacting on its success or failure?*
8. **Will the project be delivered again?** *(briefly outline)*  
*Please outline reasons why?*
9. **Has the project helped your organisation or group achieve its longer term goals?** *(briefly outline)*
10. **How could the City improve this funding program?** *(briefly outline)*

**Please keep copies of this acquittal for your records as well as all support materials submitted.**