



# COMMUNITY FUNDING

Guidelines 2016-2017

The City of Albany's Community Funding Program provides the opportunity for community organisations to apply for grant funding to support local events, activities and projects.



## Community Funding

This is a broad-based funding program for grants between \$1,000 and \$5,000 to support community-based activity. The focus of the program is for community driven events, projects and other initiatives that demonstrate community engagement and address the eligibility criteria. Funding is available for activities taking place from 1 July 2016 to 30 June 2017

Before submitting an application for funding, please ensure you have carefully read all details contained in these guidelines. You must also discuss your proposed activity with the Community Development Officer before submitting an application.

## Key Contact

To discuss your project, or for other enquiries about Community Funding, please contact the City's Community Development Officer, Rani Param on (08) 9841 9391 or by email [ranip@albany.wa.gov.au](mailto:ranip@albany.wa.gov.au).

## Funding Criteria

Applications must address at least one of the funding priorities to be eligible for assessment:

- Increasing community engagement and participation in local events and in community life, in particular by marginalised or disadvantaged population groups.
- Improving the health and wellbeing of local communities.
- Activating Albany's Central Business District.
- Helping communities shape, understand and celebrate their identity, history and heritage.

## What Can I Apply For?

Grants can be used for most aspects of an activity, including:

- 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;
- Minor equipment purchases.

## Who Can Apply?

### Eligibility

- Community Funding is available to not-for-profit and incorporated community organisations based in the City of Albany, or which have a demonstrated, principal interest in the City.
- Unincorporated organisations may seek the services of an incorporated body (sponsor) to auspice the activity on their behalf. The sponsor will be required to accept legal and financial responsibility for delivering the 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.

### Ineligible Applications

The City will not fund the following:

- Retrospective or deficit funding;
- Recurrent expenditure such as salaries, wages, electricity, insurance, water, rates and other core organisational operating costs;
- Fees associated with administering the grant funding;
- Major equipment purchases;
- Registration days, fundraising projects, prizes and trophies;
- Structural or capital works to facilities, including restoration or conservation works;
- Schools, government or quasi-government agencies.

## **Application Assessment**

Applications for Community Funding will be assessed by a panel of elected members who will use the following criteria to assess applications:

- The application addresses at least one funding priority.
- Demonstrated community involvement in the design and delivery of the activity.
- Demonstrated genuine community need for the activity.
- Demonstrated value for money.

Applicants should answer all questions provided with as much detail as necessary. When completing the application form consider how your proposed activity addresses the criteria above.

## **Conditions of Funding**

Successful applicants will be required to sign a funding agreement with the City. Auspicing organisations will enter into a funding agreement with the City on behalf of the individual or unincorporated organisation whose activity they are sponsoring.

Canvassing of elected members will automatically disqualify the application from consideration.

## **Acknowledgements and Logos**

Successful applicants will be required to indicate how they intend to acknowledge the City of Albany's contribution towards the activity or event. The City's support must be acknowledged through any advertising, other promotional material and media publicity associated with the activity. Approval must be given to use the City's logo.

## Event Approvals

Applicants who receive funding to host an event must seek the relevant approvals from the City's Events Team by contacting 08 9841 9208 or [events@albany.wa.gov.au](mailto:events@albany.wa.gov.au).

## 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 can be obtained 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 organisations' GST status. If registered for the GST individuals or organisations must supply a tax invoice to receive funds.

## Key Dates

Action	Date
Applications open	8 March 2016
Applications close	29 April 2016
Applicants advised	June 2016
Funded activity commences	July 2016

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