



# COMMUNITY FUNDING

Application Form

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.



**APPLICANT DETAILS**

Before you start, you **must** contact Community Development on 6820 3020 to discuss your project idea.

**Date of Discussion:****Officer spoken to:****Applicant's Name:****Contact Person:****Postal Address:****Telephone:****Email:**

Is the applicant (tick one box only):

 an organisation individual

*(note that individuals must be auspiced by an incorporated organisation. Please complete the auspicing body details below)*

**ORGANISATION DETAILS****Name of Organisation:****Is your organisation incorporated?**

*(You may be required to supply a copy of your Certificate of Incorporation if your application is successful)*

 **Yes** (date of incorporation) \_\_\_\_\_ **No** (please complete the auspicing organisation details below)**Does your organisation have an Australian Business Number (ABN)?** Yes: (number) \_\_\_\_\_ No**Is your organisation registered for GST?** Yes: No

**ORGANISATION ACCOUNT DETAILS**

Please provide details of your organisation's main operating account. If your application is successful, this will be the account to which grant funding is paid.

**BSB Number:****Account Number:****Bank Name:****Account Name:****ORGANISATION ADDRESS DETAILS****Postal Address:****Street Address:****(if different from above)****Phone:****Mobile:****Fax:****Email:****Website/URL:****ORGANISATION CONTACT PERSON****Name:****Position/Role:****Postal Address:****Phone:****Mobile:****Fax:****Email:**

**If the applicant is an individual, or a non-incorporated group, please complete the following section.**

**Auspic organization's name:**

<b>Contact person:</b>	
<b>Postal Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Is the auspicing organisation registered for GST?</b>	
<input type="checkbox"/> Yes: <input type="checkbox"/> No	
<b>AUSPICING ORGANISATION ACCOUNT DETAILS</b>	
Please provide details of your organisation's main operating account. If your application is successful, this will be the account to which grant funding is paid.	
<b>BSB Number:</b>	
<b>Account Number:</b>	
<b>Bank Name:</b>	
<b>Account Name:</b>	

**Please provide some information about your organisation (or auspicing organisation). For example what the organisation does, its client or service base, objectives/goals/vision etc.**

**ALL APPLICANTS TO COMPLETE THE FOLLOWING:**

**Is the applicant or auspicing organisation covered by public liability insurance?:**

Yes: (please state level of cover and expiry date)

\_\_\_\_\_

No

**PROJECT DETAILS**

<b>Project Title</b>	
<b>Project Summary:</b> <i>(No more than 50 words. The information supplied here will be used by the City to describe the project to the public where applicable)</i>	
<b>Project Start Date:</b>	
<b>Project End Date:</b>	
<b>What is the location where your project will take place?</b>	
<b>Which of the funding priorities does your project address (Applicants may select more than multiple priorities):</b>	
<input type="checkbox"/> Increasing community engagement and participation in local events and community life, in particular by marginalised or disadvantaged groups <input type="checkbox"/> Improving the health and wellbeing of local communities <input type="checkbox"/> Activating Albany's central business district <input type="checkbox"/> Helping communities shape, understand and celebrate their identity, history and heritage	
<b>Funding Requested:</b> <i>(excluding GST)</i>	
<b>Total Project Cost:</b>	
<i>(excluding GST)</i>	

**Project Partners:**

*(list the organisations, groups, and/or stakeholders involved in delivering your project, and describe their input)*


**Please describe your project in detail as follows and attach to your application. If you need more space, you can attach no more than a single A4 page (single sided, Arial 11 point font, single spaced). Refer to Community Funding Guidelines for the assessment process.**

**What does your project aim to achieve?**

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**What are you going to do?**

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**Outline how the project addresses a genuine community need.**

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**Outline how you have involved community members (target and/or wider community members) in the design, implementation and delivery of the project.**

**How will you determine whether your project was successful?**

**Which of the following ways are you able to acknowledge the City of Albany's support for the project? (Refer to page 5 of the Enterprise Grants Guidelines – please tick all that are relevant)**

- Acknowledgement of City of Albany support in advertising and media publicity
- City of Albany signage while the project is occurring
- Verbal acknowledgement during the project
- Formal invitations to City of Albany Mayor and/or Councillors to attend project activities, official functions and hospitality opportunities
- The Mayor or Councillors to be invited to present the welcome or opening speech at the commencement and/or launch of the project

### **BUDGET**

Please outline the total cost of your project. Include any contribution from your organisation, contributions from other funding bodies, and estimated in-kind contributions. *In-kind contributions are goods, services, time, expertise, or other non-cash contributions which assist the development, delivery and/or evaluation of the project.*

	<b>Amount \$ (excluding GST)</b>
<b>Request from the City of Albany</b>	\$
<b>Your \$ contribution</b>	\$

<b>Other \$ contributions</b>	\$
<b>Total \$ cost of all contributions</b>	\$
<b>In kind contributions (estimated value)</b>	\$

**PROJECT COST**

Please outline your project's total cost using the table below. Attach written quotes for major budget items

<b>Item/s Description</b>	<b>Total item cost (ex GST)</b>	<b>\$ requested from City of Albany (ex GST)</b>	<b>\$ requested from others (ex GST)</b>	<b>\$ provided by applicant (ex GST)</b>
<b>Total Costs</b>				

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

Yes

No

If yes, please provide details:

<b>Year</b>	<b>Purpose</b>	<b>Amount</b>



### APPLICANT DECLARATION

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:**

**Date:**

### CHECKLIST

**Please ensure you have:**

- Read the application guidelines carefully
- Discussed your proposed project with the Community Development Officer
- Confirmed you or your organisation meets the eligibility criteria
- Developed a project that aligns with at least one of the funding priorities
- Completed **ALL** sections of the Application Form (including project detail and budget)
- Attached written quotes for major budget items
- Other attachments (please specify)

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