



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.

Auspecting organisation's name:

Contact person:

Postal Address:

Phone:

Email:

Is the auspecting organisation registered for GST?

Yes:

No

AUSPICING 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:

Please provide some information about your organisation (or auspecting 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 auspecting organisation covered by public liability insurance?:

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

No

PROJECT DETAILS	
Project Title	
Project Summary: <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>	
Project Start Date:	
Project End Date:	
What is the location where your project will take place?	
Which of the funding priorities does your project address (Applicants may select more than multiple priorities):	
<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 community health and wellbeing <input type="checkbox"/> Activating under-utilised City of Albany community facilities, parks and reserves <input type="checkbox"/> Celebrating community diversity, identity, history and/or heritage	
Funding Requested: <i>(excluding GST)</i>	
Total Project Cost:	
<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.*

	Amount \$ (excluding GST)
Request from the City of Albany	\$
Your \$ contribution	\$

Other \$ contributions	\$
Total \$ cost of all contributions	\$
In kind contributions (estimated value)	\$

PROJECT COST

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

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

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

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 Team
- 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 any letters of support
- Other attachments (please specify)

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