

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

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

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:

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

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

Is your organisation registered for GST? (tick one box only)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Organisation's ABN:	
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.	

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

Name of Bank	
Branch	
BSB Code (6 digits)	
Account Number	
Account Name	

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

Auspicing body's name	
Auspicing body's contact person	
Postal Address	
Telephone 1	
Telephone 2	
Email	
Auspicing body's ABN:	
Is the auspicing organisation registered for GST?	<input type="checkbox"/> YES <input type="checkbox"/> NO <i>(tick one box only)</i>
Organisation's ABN:	
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.	

Auspicing Body's bank details:

Name of Bank	
Branch	
BSB Code (6 digits)	
Account Number	
Account Name	

All applicants must complete the following:

Is the applicant or organisation covered by public liability insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, what level of public liability cover?	\$
If Yes, you must attach your certificate of currency as part of your support materials	
Does the project/events activity include children?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, can you confirm all relevant project staff have current Working With Children checks.	<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.

Referee Name	
Address	
Contact Number	

PART 2: PROJECT SUMMARY

Project Title	
Project Summary (less than 25 words)	

Project Start Date	
Project End Date	

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

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.

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

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

Applicant's Reference Number	
Applicant's Name <i>(or group/organisation)</i>	
Project Contact Person	
Telephone	
Email	
Project Title	
Project Summary <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.

Applicant (President or Chair if an organisation)	
Name	
Signature	
Date	

Auspecting Body (If applicable, President or Chair)	
Name	
Signature	
Date	

PART 3: PROJECT SUMMARY

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

Part 3 – Project Summary (Continued)

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

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.

COMMUNITY FUNDING 2012/2013

FREQUENTLY ASKED QUESTIONS

Q. Am I able to obtain feedback on my application?

A. Unfortunately, due to the volume of applications expected through this limited funding round, we are unable to provide individual feedback. You will be notified of the outcome of your application by 24 August 2012.

Q. How much funding in total is available in the Community Program Funding?

A. A total of \$35,000 for activity taking place from 7 September 2012 – 30 June 2013.

Q. How much funding can I apply for?

A. Eligible organisations can apply for a grant between \$2,000 and \$7,000. The grant will provide up to a maximum of 50% of the total project cost.

Q. Can my organisation apply for more than one grant from the Community Program Funds in a financial year?

A. No. Only one application per organisation per financial year will be considered for funding.

Q. Does my organisation have to be located in Albany itself to be eligible for funding?

A. No. Applications from organisations based in the City of Albany's outlying rural communities are eligible to apply, i.e. Wellstead, Youngs Siding, Bornholm etc. Only applicants outside the City of Albany's jurisdictional boundaries are ineligible to apply, unless applicants can demonstrate their proposal primarily targets the City of Albany and its communities.

Q. Can my organisation partner with another organisation to apply for funding?

A. Yes. Partnering with another organisation to apply for funding is likely to improve the chances of your application being successful, especially if you can demonstrate that the partnership will increase sustainability of the project once funding has ceased.

Please ensure that you identify one organisation to be the 'lead' organisation for the purposes of submitting an application and administering the project if approved.

Q. Can my organisation apply for funding from other funding sources for the same project?

A. Yes. You will often find that the grants available to you may not cover the total cost of implementing your project and that you will need to seek funds from other funding bodies. Ensure you include funding you intend seeking from other sources at Part 4 of the application form.

Q. When will I be advised of the outcome of my application?

A. Applicants will be advised in writing by 24 August 2012, following the Ordinary Council Meeting scheduled for 21 August 2012.

Q. Can I withdraw my application once it's been submitted?

A. Please consider your application carefully prior to submission. If you withdraw your application during the assessment phase it may impact on the capacity of other projects to be funded. The City of Albany understands that from time to time changes do occur and some projects will change or be cancelled. Please give the City of Albany immediate notification if you need to withdraw your application or there has been a change to your project.

Q. My application was successful! What do I do now?

A. If your application is approved, you will be sent a Funding Agreement that will need to be signed by the appropriate authority in your organisation, and returned to the City of Albany. Any conditions of funding specified in the Funding Agreement will need to be met before payment for the project can be processed and for the project to commence.

If your organisation chooses not to accept an offer of funding, you must notify the City as soon as possible in writing to the nominated officer on the Funding agreement.

Q. How long do I have to complete the project?

A. If your application is approved your project must be completed by 30 June 2013. The sooner you return your signed Funding Agreement, the sooner you can begin your project. When preparing your application, it is important to consider whether your proposed project can be delivered in this timeframe.

Q. What do you mean by the "cash or in-kind" contribution of the applicant for the project budget?

A. The cash contribution from the applicant is the actual dollars spent by the applicant to contribute to the project (i.e. the applicant is contributing \$500 towards the costs associated with a visiting artist or performer). The in-kind contribution by the applicant is the dollar value of any activity contributed by the organisation to deliver the project (i.e the actual cost of volunteer time, staff time or contribution of a venue or equipment. Please cost Volunteer time at \$20 an hour. Any other in kind calculation must be at actual rates).

Q. I'm unsure whether I am eligible to apply, or whether my project meets the funding priorities, or have questions about completing the application form. Who can I talk to?

A. Comprehensive information is provided in the Application Guidelines. Please read these guidelines carefully. If you are still unsure please contact the Community Services Administration Officer by:

CONTACT	TELEPHONE	EMAIL
Ms Emily Hubble	9841 9208	emilyh@albany.wa.gov.au

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

COMMUNITY FUNDING: COMMUNICATION SCHEDULE**WHAT**

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 2012-2013. This funding pool will be distributed in one round with successful applicants being notified by 24 August 2012.

Community Funding is separate from all other funding programs that the City administers.

KEY DATES:

Action	Date/Time
Applications Open	5 June 2012
Applications Close	05 July 2012, 5.00pm
Ordinary Council Approval	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

COMMUNICATIONS SCHEDULE

WHAT	WHEN Activate/Delivery	WHO Development – Design & Copy	WHO Final Delivery	Complete
Internal Stakeholder Brief	14 May 2012	MCCD	MCCD	✓
Funding Administrator Briefing	30 May 2012	MCCD	MCCD/Comm Services Admin	✓
Telephone Enquiries (taking customer enquiries)	31 May 2012	MCCD	MCCD/Comm Services Admin	✓
Website Update 1 Revised copy and documentation: Upload: <ul style="list-style-type: none"> Guidelines Applications FAQ's Acquittal 	04 June 2012	MCCD	Media	✓
Customer Service Brief <ul style="list-style-type: none"> Plus all funding documents to Frontline CSO's 	04 June 2012	MCCD	North Road Customer Service	✓
Email to all databases 1 <ul style="list-style-type: none"> Funding opening dates - link to web 	04 June 2012	MCCD	Comm Services Admin	✓
Advertisement(s) <ul style="list-style-type: none"> Albany Advertiser and Weekender 	07 June 2012	Media/MCCD	Media	✓
Media Release 1 <ul style="list-style-type: none"> Advise Funding Open 	07 June 2012	Media/MCCD	Media	✓
Media Release 2 <ul style="list-style-type: none"> Reminder funding open 	TBC	Media/MCCD	Media	x
Email to all databases <ul style="list-style-type: none"> Advise funding to shortly close - link to web 	TBC	MCCD	Comm Services Admin	✓
Website Update 2: <ul style="list-style-type: none"> Applications closed. 	06 July 2012	MCCD	Media	✓
Website Update 3 <ul style="list-style-type: none"> List successful applicants and projects on website. Notification of 2013/2014 process 	31 August 2012	MCCD/Comm Services Admin	Media	TBC
Media release 3 <ul style="list-style-type: none"> Advising of successful applicants for funding 	04 August 2012	Media/MCCD	Media	TBC