

COMMUNITY DEVELOPMENT FUNDING

GUIDELINES 2023 – 2024



The City of Albany's Community Development Grants aim to increase community wellbeing, resilience and connection by enabling local initiatives that bring people together.

COMMUNITY DEVELOPMENT FUNDING APPLICATION FORM 2023 – 2024

This funding program offers grants between \$1000 to \$5,000 to support community-based projects and activities. The focus of the program is for community driven initiatives that address eligibility criteria. Funding is available projects that will be delivered between 1 August 2023 to 30 June 2024.

Projects must fit one of the three streams of funding:

- Vibrant inclusive & connected neighbourhoods
- Strong thriving community groups
- Supporting the vulnerable

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 Team before submitting an application.

If you require assistance the City of Albany will be holding grant writing workshops from **5.30pm – 7.00pm** at the Albany Public Library on **Thursday, 9 March** and **Thursday, 27 April 2023**.

KEY CONTACT

To discuss your project, or for other enquiries about Community Funding, please contact the City's Community Development Team on 6820 3023 or by email at commdevel@albany.wa.gov.au.

FUNDING PRIORITY AREAS

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

Vibrant, inclusive & connected neighbourhoods

- Increasing community engagement and participation in local events and in community life, in particular with marginalised or disadvantaged population groups.
- Connecting people to their local neighbourhood by reducing isolation and building local connections where people live.
- Activating under utilised neighbourhood amenities (eg parks and reserves).
- Hosting events, place-making, story-telling and creative expression in local neighbourhoods.

OR

Strong thriving community groups

- Upskilling and increasing the capacity of committee/board members and activity leaders with appropriate training and professional development
- Increasing or retaining membership through marketing campaigns, or redevelopment/development of websites
- Increasing the sustainability of the organisation through innovative projects and initiatives

OR

Supporting the vulnerable

- Improving community health and wellbeing in particular with marginalised or disadvantaged

population groups;

- Increasing the resilience of those impacted most significantly by COVID-19 restrictions and/or other emergency situations.

WHAT CAN I APPLY FOR?

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

- Programming costs, including fees and costs for, and associated with performers or subscription fees for hosting events on virtual platforms;
- Production and venue costs, including venue/grounds booking and equipment hire;
- Publicity, communications and marketing costs including web design and redevelopment;
- Food and non-alcoholic beverages provided for activities that have physical attendance (where compliance with relevant guidelines is adhered to);
- Supplies and resources associated with delivering the activity;
- Minor equipment purchases such as art supplies, cameras, display boards/banners.

WHO CAN APPLY?

Eligibility

Community Development Funding is available to not-for-profit 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) based in the City of Albany 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 of Albany and have a sponsoring, incorporated community group located within the City of Albany prepared to auspice the funds on their behalf.

Ineligible Applications

The City **will not** fund the following:

- Retrospective or deficit funding;
- Goods from suppliers outside the City of Albany municipality, unless it can be demonstrated that the product or service cannot be sourced within the City of Albany;
- 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 activities, prizes and trophies;
- Structural or capital works to facilities, including restoration or conservation works;
- Schools, government or quasi-government agencies.

HANDY TIPS FOR A STRONG APPLICATION

- Discuss project scope with the Community Development team prior to submission
- Answer all questions providing as much detail as possible and consider how your proposed project addresses the relevant funding stream and priorities.
- Include any letters of support and indicative quotes for budget items.
- Before submitting your application ensure you have proofread and if possible get a second person to as well, they may notice something you did not.
- Only apply for one funding stream.
- Don't be afraid to ask questions if you are not sure what is required within your application.
- If you are applying for funding to deliver a program, please include a detailed breakdown of the program including proposed dates and content.

APPLICATION ASSESSMENT

Applications will be scored against a scoring matrix and ranked accordingly out of five as per the rating scale below:

5	Outstanding: Greatly exceeds the criterion
4	Very Good: Exceeds the criterion
3	Good: Meets criterion
2	Fair: Partially meets the criterion
1	Does not meet the criterion

Applicants should answer all the questions provided with as much detail as possible. Your responses will enable the Assessment Panel to make their decision.

A minimum of three people will review the applications and recommend funding to be endorsed by the relevant Executive Director under delegated authority from Council. This is a competitive program, and not all applicants for funding will be successful. Your chances of success depend on how well you can demonstrate that your application meets the priority areas and assessment criteria.

Through assessment the application may be recommended for partial funding, this decision is carefully considered with the view of maintaining the integrity of the initiative.

Applications for Community Development Funding will be assessed against the following criteria:

- 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.
- The activity utilises local resources, eg contractors, businesses, suppliers based within the City of Albany municipality.

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.

If you are unsure of these conditions please contact Community Development Coordinator Tammy Flett at tammyf@albany.wa.gov.au or call 6820 3023.

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. This support must be acknowledged through any advertising, other promotional material and media publicity associated with the activity. Approval must be obtained prior to using 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 6820 3035 or eventsapprovals@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 from the Australian Tax Office website as a PDF (<https://www.ato.gov.au/>) 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 organisation's GST status. If registered for the GST individuals or organisations must supply a tax invoice to receive funds.

KEY DATES

Action

Date

Round 1 (for projects from 1 August 2023 to 30 June 2024)	1 March 2023
Applications close	12 May 2023
Applicants advised	June 2023

Round 2

(for projects from 1 January 2024 to 31 December 2024)	4 September 2023
Applications close	10 November 2023
Applicants advised	December 2023