



# COMMUNITY WASTE & SUSTAINABILITY GRANTS

Guidelines and Application 2020-2021

The City of Albany's Community Waste & Sustainability Grant Scheme provides the opportunity for community organisations to apply for funding to support local community projects tackling waste issues.



## Community Waste & Sustainability Grant Scheme

The City of Albany's Community Waste & Sustainability Grant Scheme provides the opportunity for community organisations to apply for funding to support local community projects tackling waste issues. Applications for up to \$2000 are invited for activities taking place between 1 October 2021 and 30 June 2021. Applications will be open until the scheme is fully subscribed.

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 Waste Services Team before submitting an application.

### Key Contact

To discuss your project or for other enquiries about the Community Waste & Sustainability Grants, please contact the City's Waste Services Team on 6820 3918 or by email [fossickers@albany.wa.gov.au](mailto:fossickers@albany.wa.gov.au).

### Funding Priorities

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

- Contribute to the City of Albany being a regional leader in waste minimisation and recycling / reuse / repurposing activities;
- Minimise waste streams to landfill;
- Facilitate further education programs across community groups;
- Be at the forefront in considering new waste technology;
- Create a strong and knowledgeable network of residents that spread and share the waste minimisation and sustainability message.

### What Can I Apply For?

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

- Program delivery costs – e.g., fees for presenters, instructors, teachers, performers;
- Production and venue costs – e.g., venue and equipment hire;
- Publicity, communications and marketing expenses;
- Purchase of materials for activities relating to education and waste minimisation.

### Who Can Apply?

- Not-for-profit groups, clubs, associations, schools and incorporated community organisations based in the City of Albany, or with 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, have a sponsoring, incorporated community group prepared to auspice the funds on their behalf and can demonstrate specific benefits to the Albany community.

## **Ineligible Applications**

The City will not fund the following:

- Retrospective or deficit expenses;
- Recurrent expenditure such as salaries, wages, electricity, insurance, water, rates and other core organisational operating costs;
- Fees associated with administering the grant funding;
- Structural or capital works to facilities, including restoration or conservation works;
- Government or quasi-government agencies;
- Funding for infrastructure projects such as:
  - Renewable energy systems,
  - Rainwater tanks,
  - Grey water systems,
  - Hot water systems.

## **Application Assessment**

Applications for Community Funding will be assessed by the Waste Sustainability Officer against the following criteria:

- Addressing at least one funding priority;
- Demonstrated genuine community need for the activity;
- Creativity and innovation in solving waste problems for the region;
- Demonstrated value for money.

Applicants should answer all questions with as much detail as necessary. When completing the application form consider how your proposed activity addresses the funding priorities. Letters of support for the proposed activity, and indicative quotes for budget items are encouraged.

The Executive Director Environment and Infrastructure will approve recommended applicants for funding, with all applicants advised of the outcome of their application within two weeks of receipt by the City.

## **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 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 6820 3035 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 organisation's GST status. If registered for the GST individuals or organisations must supply a tax invoice to receive funds.

## Application

APPLICANT DETAILS	
Applicant's Name:	
Contact Person:	
Postal Address:	
Telephone:	
Email:	
Is the applicant (tick one box only):	<input type="checkbox"/> an organisation <input type="checkbox"/> individual
<i>Note: Individuals must be auspiced by an incorporated organisation. Please complete the auspicing body details below</i>	
ORGANISATION DETAILS	
Name of Organisation:	
<b>Is your organisation incorporated?</b> <i>You may be required to supply a copy of your Certificate of Incorporation if your application is successful</i>	
<input type="checkbox"/> <b>Yes</b> (date of incorporation) _____ <input type="checkbox"/> <b>No</b> (please complete the auspicing organisation details below)	
<b>Does your organisation have an Australian Business Number (ABN)?</b>	
<input type="checkbox"/> Yes: (number) _____ <input type="checkbox"/> No	
<b>Is your organisation registered for GST?</b>	
<input type="checkbox"/> Yes: <input type="checkbox"/> No	

**ORGANISATION ADDRESS DETAILS**

Postal Address:

Street Address:

(if different from above)

Phone:

Mobile:

Fax:

Email:

**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.

Auspicing organisation's name:

Contact person:

Postal Address:

Phone:

Email:

**Is the auspicing organisation registered for GST?** Yes: No

**Your Project** *(Please describe your proposed activity and what the funding will be used for. An additional A4 page can be attached to provide more detail on your project.):*

**Project Start Date:**

**Project End Date:**

**How will you determine whether your activity has been successful?**

**Which of the funding priorities does your project address (Applicants may select more than multiple priorities):**

- Contribute to the City of Albany being a regional leader in waste minimisation and recycling / reuse / repurposing activities;
- Minimise waste streams to landfill;
- Facilitate further education programs across community groups;
- Be at the forefront in considering new waste technology;
- Create a strong and knowledgeable network of residents that spread and share the waste minimisation and sustainability message.

**Funding Requested**  
*(excluding GST):*

*(Please itemise what you are requesting funding for)*

**Total Project Cost:**

*(excluding GST)*

*(Include funding from other sources)*



**Which of the following ways are you able to acknowledge the City of Albany's support for the project?**

- 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

**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:**

Please email completed applications to [fossickers@albany.wa.gov.au](mailto:fossickers@albany.wa.gov.au) or mail to:

Waste Sustainability Officer  
PO Box 484  
Albany WA 6331