

Community Support Grant

Form Preview

Community Funding Overview

* indicates a required field

Introduction

Community Support Grants aim to support City of Vincent organisations and individuals to deliver programs and services that address key social issues impacting the local community.

Grants are available for programs and services that demonstrate outcomes that will build a strong and resilient community as well as initiatives that ensure the ongoing sustainability of community organisations.

Community Support Grants up to \$10,000.00 may be available for each individual project through this funding category.

Are you eligible? Read the guidelines and criteria first, then apply by completing our online application.

Prior to lodging application

Prior to completing this application, please make sure that you have discussed your proposal with the Community Development team on 9273 6000.

Have you discussed this application with a member of the Community Development team *

- Yes
- No

Guidelines and Criteria

Eligibility

In order to be eligible for funding, your organisation must:

- have a mission that aligns with the outcomes of the City of Vincent's Strategic Community Plan

Fall in to one or more of the following categories

- A not-for-profit community organisation
- A registered charity with the Australian Taxation Office
- A deductible gift recipient
- An individual
- A social enterprise

Have the ability to demonstrate satisfactory risk management

Have the competency and capacity to implement the project & demonstrate this to the City's satisfaction.

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What will be considered for funding:

- Priority will be given to a collective group of organisations working in partnership to address the key outcomes
- Applications need to demonstrate strong elements of collaboration (e.g. partnering with a least one other organisation to create an outcome that neither organisation could achieve on its own);
- Coordinated programs which give individuals who are experiencing difficulty, opportunities to connect with their community;
- Programs that are offered free of charge;
- Programs which have a direct and immediate benefit to City of Vincent residents;
- Programs that have demonstrated coordinated approach to delivering human services within the City of Vincent;
- Projects with measurable outcomes will be considered;
- The City must be satisfied that the applicant organisation has the competency and capacity to implement the project;
- Projects which have received funding from the City in previous years may be considered, however priority will be given to new projects or those which have not previously received support;
- Projects which demonstrate how the initiative can become self-sustaining and/or help the organisation reduce reliance on further grant funding will be highly regarded.

The following will not be considered for funding:

- Groups and organisations that operate with the aim of making a profit;
- Groups and organisations who have failed to acquit grants awarded to them in any capacity;
- Programs which replicate services already available within the City of Vincent;
- Programs, services or events which take place outside City of Vincent boundaries;
- Groups and organisations that have received other significant funding or in kind donation from the City of Vincent in a single financial year;
- Debt reduction or operational deficits;
- Salaries or wages (salaries and wages tied to a program or project may be considered, however, should not comprise of more than 25% of the budget);
- Religious organisations where the grant is intended for the principal benefit of the organisation's own members or adherents, or where the grant is intended for inherently religious activities;
- Legal expenses;
- General construction, capital campaign or renovation unrelated to a specific proposed project or program;
- Travel outside Australia; and
- Retrospective funding.

Contact Details

Contact Details

Applicant

- Individual Organisation

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Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Applicant Primary Address

Address

<input type="text"/>
<input type="text"/>

Applicant Primary Email

Must be an email address.

Applicant Primary Website

Must be a URL.

Applicant Mobile Phone Number

Must be an Australian phone number.

Organisation Details

Please complete this section if you are an organisation.

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

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Is your organisation registered for GST?

- Yes
 No

Have you received funding or in kind support from the City of Vincent in the last 12 months?

- Yes
 No

If yes, please provide details below

Please provide a brief summary about your organisation/group

Describe how your organisation/group supports the community in 200 words or less

Word count:

Describe what your organisation/group will be bringing to the proposed program (resources, staffing, program etc) in 200 words or less

Word count:

Outline your organisations capacity to manage risks associated with the project?

Word count:

Activity, Event, Program Details

Name of Activity, Event or Program

Name of Activity, Event or Program

Commencement Date

Must be a date.

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Completion Date

Must be a date.

Time of Activity, Event or Program

Location of Activity, Event or Program

Please describe the proposed program in 500 words or less

Word count:

Describe how the program will benefit the City of Vincent community and encourage participation in 500 words or less

Word count:

How will the program or service address key social issues impacting the local community?

How many people are you expecting to participate in your activity, event or program

Must be a number.

What percentage of City of Vincent residents are expected to attend?

Must be a number.

You do not need to put the symbol in this box, just the number.

Please outline how your program will have a direct and immediate benefit to the City of Vincent residents in 200 words or less

Word count:

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Have you held this event, program or project or a similar program/project in the past?

- Yes
- No

If yes, please provide details of the program and the funding details you received for it below

Will this event, program or project go ahead without the support from the City of Vincent?

- Yes
- No

If no, please provide details of why not below

Measurable Outcomes

Measurable Outcomes

The Community Development team will discuss these measurable outcomes with you if they don't meet the requirements.

When developing your measurable outcomes think about the SMART goals (Specific, Measurable, Achievable, Relevant and Time-Bound).

Please make sure that your outcomes are measurable.

Specific Measurable Outcomes

How will the program measure its successes? What specific measurable outcomes will be set as part of the event, activity, or program? Provide a minimum of 5 measurable outcomes that are quantifiable?

Outcome 1

Outcome 2

Outcome 3

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Outcome 4

Outcome 5

Need Analysis

What identified the need in addressing this program? How was this need identified?

Budget & Financials

Grant details

What is the total cost of the event, program or project?

Must be a number.

How much money are you seeking from the City of Vincent

Must be a number.

The maximum amount available under donations is \$500

Are you receiving funding from any other sources for this event, program or project?

- Yes
- No

If yes, please provide details below

Budget

Have you compiled a budget for this event, program or project

- Yes
- No
- It is currently being developed

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Budget

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Attachments

If you have a copy of your budget, please upload a copy.

Please upload a copy of the budget

Attach a file:

Referees

Referee 1

Provide two funding referees who can attest to your organisations ability to financially manage and acquit funding

Name of Organisation

Contact person

Title

Phone Number

Must be an Australian phone number.

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Email

Must be an email address.

Relationship

Referee 2

Name of Organisation**Contact person****Title****Phone Number**

Must be an Australian phone number.

Email

Must be an email address.

Relationship

Recognition of City Funding

Acknowledgement in written promotions, media releases or speech notes

When promoting your project – please let people know that it was ‘supported by City of Vincent’.

As a recipient of the Community Support Grant, successful organisations are required to acknowledge the support of the City for its financial support as follows

- The City must be acknowledged on all promotional material in a prominent place, e.g. graphics/art (posters, flyers, web page graphics, etc.), media releases, advertisements and footage
- The City must also be acknowledged in all public announcements of the program
- The City must be acknowledged in the organisation’s annual report

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- Acknowledge the City of Vincent's contribution in any written material in relation to the project
- Use the City of Vincent logo in accordance with the City of Vincent Style Guide in any publicity provisions of any kind (including brochures, signage, advertising and invitations)
- Issue an invitation to a local council representative to any launch or public event associated with the funding, and that where they are able to attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event
- Provide copies of media articles, social media posts
- Photographs from the program
- Completed evaluation form (provided by the City)
- A certified financial statement of expenditure as per the approved grant allocation

Logo placement on marketing materials

Below is our logo and a one page logo guide for promotional purposes in relation to your funding from City of Vincent.

Our main logo is in black but if you are placing it on a dark background you can use the rev (white) version.

If you need the logo in a different format such as an EPS or JPG, please email marketing@vincent.wa.gov.au and we can supply another.

The City should use this logo on posters, flyers, web page graphics, media releases, advertisements and footage.

[Logo](#)

[Style Guide](#)

Invitations to events

If your project includes an official event with guests, you may want to consider inviting the Mayor or Council Members to attend. Please let us know if you'd like to send an invite to the Office of the Mayor.

Declaration

Declaration

I confirm that:

- If my application is successful, I will ensure recognition of Vincent funding;
- After the activity, event, or program, I will provide an acquittal (if required) within 30 days; and
- The information contained herein is to the best of my knowledge, true and correct.

Bank Details

Payment of Funds

If successful, you will be required to complete a [creditor form](#).

Please complete this form and upload it.

Please note :

The nominated email in the completed form will receive an email verification / phone verification from EFTSure on behalf of the City of Vincent.

This process is required to be completed by all the new /active suppliers for any updates.

After the details are verified by EFTSure, we will update details in our system.

All funding will be released for payment after the verification and account details update is completed.

Creditor Form

Creditor Form

Attach a file:

Aquittal

Acquittal

Grant funds are to be expended by the end of the project period.

Financial acquittal and evaluation report will be due within 30 days of the project completion.

Please be aware that your organisation will not be eligible for any further funding from Vincent unless an acquittal has been received.

For further information regarding funding, the guidelines and criteria, please contact the Community Development team on 9273 6000 or via email at community.development@vincent.wa.gov.au

Next Steps

Next steps

Officers will now make an assessment of your Community Support Grants.

Once the assessment has been completed, you will receive an email confirming

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Contact Details

For further information or an update on where your application is at, please contact the Community Development team on 9273 6000 or via email at community.development@vincent.wa.gov.au

Required documentation

Before submitting your application, please ensure you have included the following documents

Please attach the following documents:

- Proof of organisational status
- Budget
- Certificate of Insurance