

## Community Funding Overview

\* indicates a required field

### Introduction

The Connected & Healthy Community Support Grants are designed to assist organisations and individuals within the City of Vincent to deliver programs and services that tackle important social issues affecting our local community.

These grants fund initiatives that contribute to building a strong, resilient community and support the long-term sustainability of community organisations.

Various funding options are available up to \$10,000 may be available for each eligible project through this grant category.

Wondering if you qualify? Please review the guidelines and eligibility criteria before submitting your application via our online portal.

### Prior to lodging application

Before completing and submitting your application, it is essential that you first discuss your proposal with the Community Development team.

This conversation will help ensure your project aligns with the grant objectives and meets the eligibility and assessment criteria. It also gives you the opportunity to ask any questions, receive guidance on your application, and strengthen your proposal where needed.

We strongly encourage all applicants to make this contact early in the process, as applications that do not meet the criteria may not be considered.

Please contact the Community Development team on (08) 9273 6000 to arrange a discussion before lodging your application.

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

- ☐ Yes
- ☐ No

### **Who in the Community Development team did you speak to?**

## 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

# Community Support Grant

## Form Preview

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.

***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;

# Community Support Grant

## Form Preview

- Travel outside Australia; and
- Retrospective funding.

### Contact Details

#### Contact Details

**Applicant**

☐ Individual      ☐ Organisation

Organisation Name

Title      First Name      Last Name

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

Address

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

**Email**

Must be an email address.

**Website**

Must be a URL.

**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	

# Community Support Grant

## Form Preview

ABN status
Entity type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

### Is your organisation registered for GST?

- ☐ Yes  
☐ No

### Please provide a brief summary about your organisation/group

## Activity, Event, Program Details

### Name of Activity, Event or Program

### Date of event or workshops or commencement date for program

Must be a date.

### Date event or workshops concludes or conclusion date of program

Must be a date.

### Time of Activity, Event or Program

### Location of Activity, Event or Program

### Who is your target audience?

Word count:

# Community Support Grant

## Form Preview

**Will there be any costs for attendees to participate in the event, program, or activity?**

- ☐ Yes  
☐ No

**If there are costs involved, please provide details.**

**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.

**Describe your activity, event or program in 200 words or less**

Word count:

**Are you partnering with any other organisation/s.**

- ☐ Yes  
☐ No

**If you responded yes, please detail below who you will be partnering with.**

**Does this activity, event or program provide**

- ☐ Education or capacity building for the community  
☐ Community connection  
☐ Delivery of outreach or support services  
☐ Improved quality of life  
☐ Other

You can select more than one

**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**

# Community Support Grant

## Form Preview

**Will the activity, event or program provide increased visitation to the City of Vincent. If yes, please describe how.**

Word count:

**Can you provide evidence or assurances that your organisation has the capacity, experience, and resources to successfully deliver this event, program, or activity?**

Word count:

**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:

**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**

**In 200 words or less, explain how this activity, event, or program will positively impact and benefit the community.**

Word count:

**Do you have any additional information or comments you would like to share about this event, activity, or program?**

### Measurable Outcomes

#### Measurable Outcomes

**If your measurable outcomes do not meet the required standards, the Community Development team will contact you to discuss and refine them to ensure they are appropriate and achievable.**

When developing your outcomes, we recommend using the SMART framework—goals that are **Specific, Measurable, Achievable, Relevant, and Time-Bound**. This helps ensure that your project has clear direction and that progress and success can be effectively assessed.

For example, instead of saying, *'We aim to increase community participation'*, a SMART goal would be: *'We aim to increase community participation by 25% over a 6-month period by hosting monthly workshops and promoting them through local networks and social media.'*

Please make sure all outcomes are measurable and clearly demonstrate how your project will deliver benefits to the community

#### Specific Measurable Outcomes

How will you measure the success of your event, activity, or program? What specific, measurable outcomes will you set to demonstrate its impact?

Depending on the level of funding you are applying for, up to five quantifiable outcomes may be required. These outcomes should clearly show how your initiative will benefit the community and how success will be tracked and evaluated.

##### Outcome 1

##### Outcome 2

##### Outcome 3

##### Outcome 4

##### Outcome 5

# Community Support Grant

## Form Preview

### Need Analysis

**What specific community need or issue does this activity, workshop or program aim to address? Please explain how this need was identified, including any research, community consultation, or data that informed your understanding**

### 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.

**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

#### Budget

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



# Community Support Grant

## Form Preview

	\$		\$
	\$		\$
	\$		\$
	\$		\$

### 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

Please provide at least two referees who can attest to your organisation's ability to effectively manage and acquit funding.

The number of referees required may vary depending on the amount of funding you are applying for, with additional referees requested for larger funding amounts to ensure comprehensive verification of your financial management capabilities.

**Name of Organisation**

**Contact person**

**Title**

**Phone Number**

Must be an Australian phone number.

**Email**

# Community Support Grant

## Form Preview

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

**As a condition of receiving funding, all promotional materials and communications related to your project must acknowledge the City of Vincent as a partner or sponsor.**

Please ensure that you clearly state that your project is 'supported by the City of Vincent' in any advertising, publications, events, or digital media

**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

# Community Support Grant

## Form Preview

- ☐ The City must be acknowledged in any Annual Returns (dependent on level of funding)
- ☐ 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's Style Guide in any publicity provisions of any kind (including brochures, signage, advertising and invitations)
- ☐ Issue an invitation to the Mayor for any launch or public event associated with the funding.
- ☐ 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](mailto: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 involves an official event with guests, you are encouraged to invite the Mayor or Council Members to attend. To extend an invitation, please email [officeofthemayor@vincent.wa.gov.au](mailto:officeofthemayor@vincent.wa.gov.au).

## 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

# Community Support Grant

## Form Preview

### 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:

### Acquittal

#### 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](mailto: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

### Contact Details

# Community Support Grant

## Form Preview

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](mailto: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
- ☐ Letters of Support
- ☐ Letter of Endorsement
- ☐ Photos
- ☐ Other:

### Attachments

**Do you have any documents you wish to upload?**

Attach a file: