

# Seeding Grant - Cultural Kickstart Grants

## Form Preview

### Community Funding Overview

\* indicates a required field

#### Introduction

Cultural Kickstart Grants aim to support Vincent, organisations and individuals seeking to implement a new, innovative project that will benefit the local community. These grants are available for new projects related to community development, education or recreation.

The grants assist with initiatives that:

- Assist new cultural/community art projects or events to be developed.
- Encourage arts/cultural activities.
- Enhance social well-being and provoke engagement in cultural life.
- Encourage participation in the arts. Animate public areas with creative initiatives, including in non- traditional, unexpected and unique programs which encourage active community participation.
- Create opportunities for live music and performance, with priority given to all age's activity.

A one-off amount of up to \$5000 may be available for each 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's mission must be aligned with the outcomes of the City of Vincent's Strategic Community Plan 2022/32
- 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

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- A social enterprise
- Have the ability to demonstrate satisfactory risk management

### ***What will be considered for funding:***

- Priority will be given to a collective group of organisations working in partnership to address to enhance the cultural profile of the Vincent community. Applications need to demonstrate strong elements of collaboration (e.g. partnering with at least one other organisation to create an outcome that neither organisation could achieve on its own).
- Grant applications which consider a range of participations opportunities for Vincent residents.
- Grant applications that address a demonstrated need within the community with objectives of improving the Vincent cultural experience.
- Demonstrated coordinated approach to delivering cultural events within Vincent.
- Only projects with measurable outcomes will be considered. Applications need to outline their evaluation strategy and make it clear how outcomes will be measured.
- 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 service already available within Vincent.
- Programs or projects which are conducted outside Vincent's boundaries.
- Groups and organisations that have received other significant funding or in kind donation in the same financial year.
- Capital expenditure.
- Debt reduction or operational deficits.
- Operational salaries (however salaries tied to a program or project will be considered).
- Fundraising activities or events.
- 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.
- Retrospective funding.

## Contact Details

### Contact Details

#### **Applicant**

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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### Applicant Primary Address

Address

### 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Is your organisation registered for GST?

- ☐ Yes  
☐ No

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**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 supports the community in 200 words or less**

Word count:

**Describe what your organisation 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.

**Completion Date**

Must be a date.

**Time of Activity, Event or Program**

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### 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 contribute to cultural development within the community to enhance social well-being and provoke engagement in cultural life

### 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:

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

- ☐ Yes
- ☐ No

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**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

#### Outcome 4

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### 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

### Budget

Income	\$	Expenditure	\$
	\$		\$

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

### 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.

**Email**

Must be an email address.



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**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 Cultural Kickstart 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
- ☐ 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)

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- ☐ 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](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 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

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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](mailto:community.development@vincent.wa.gov.au)

## Next Steps

### Next steps

Officers will now make an assessment of your Cultural Kickstart Grants.

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

## 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](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 Endorsement
- ☐ Other:

### Attachments

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

Attach a file: