

Community Grant Application Form 2020-2021

Form Preview

ELIGIBILITY

* indicates a required field

Important Information

Before applying, please:

- Read the [Community Grants Guidelines](#) and [Policy](#);
- Preview the Application Form, so you can gather all information needed;
- Contact the Grants and Research area on **(08) 9411 3444** during business hours or email **communitygrants@cockburn.wa.gov.au** to determine your eligibility, ensure you are applying under the correct category, and to answer any questions.

Incomplete applications and/or applications received after the closing date will not be considered.

The following questions MUST be completed by the Applicant Organisation. This page of the form is designed to help you, and us, understand if you are eligible for a Community Grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

Grants Officer Contact

This is a mandatory requirement for ALL funding categories. Your application will be deemed INELIGIBLE if you do not contact a Grants Officer.

Grants Officers can be contacted on **(08) 9411 3444** during business hours or email communitygrants@cockburn.wa.gov.au

Did you contact a City of Cockburn Grants Officer to discuss your potential application? *

☐ YES ☐ NO

Please note that emails promoting the funding rounds sent by the Grants team do not constitute contact with the Grants Officer. The applicant must initiate contact and advise of the specific intention for the funding.

Name of Grants Officer *

Date of contact *

Method of contact *

☐ Phone ☐ Email ☐ In person ☐ Other:

Eligibility Questions

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Is your organisation a not-for-profit entity? *

☐ YES ☐ NO

If NO, you are not eligible for a Community Grant. Check here: [is your organisation not-for-profit?](#)

Is your organisation an incorporated legal entity OR are you being auspiced by an incorporated organisation? *

☐ YES ☐ NO

If YES, you must supply a copy of the organisation's Certificate of Incorporation. If NO, you are not eligible for a Community Grant. You may only apply for a Community Grant through an organisation or auspicing body that is an incorporated, not-for-profit organisation. The auspicing body receives funding on behalf of the applicant organisation, and is ultimately responsible for ensuring the funded project is completed and the grant is acquitted.

Is your organisation based in the City of Cockburn AND/OR primarily providing services in the City of Cockburn; OR looking to provide a service or hold an event in Cockburn that will benefit the Cockburn community? *

If NO, you are not eligible for a Community Grant.

Is your organisation or auspicing organisation financially viable? *

☐ YES ☐ NO

Applications for funding of up to \$5,000 must provide a recent bank statement. Applications for \$5,000 or more require a bank statement no more than one month old and the minutes of your organisation's most recent Annual General Meeting, including an audited Financial Report, with this application.

Does your organisation have the capacity to undertake all the required planning, bookings, permits and approvals processes, marketing and promotion to ensure the success of your project? *

☐ YES ☐ NO

Please review the City of Cockburn Guide to Community Events for additional information and assistance.

Does your organisation have appropriate insurance for this project? *

☐ YES ☐ NO ☐ Not applicable

For example: volunteers, professional indemnity, public liability.

If your organisation is a school, P&C or P&F association, you must satisfy the following additional criteria:

- There is an identified community need for the project.
- The project is accessible to the wider Cockburn community outside of school hours.
- You are able to provide at least 50% or more of the financial contribution to the project.

If your organisation is a school, P&C or P&F association, can you satisfy all of the above additional criteria? *

☐ YES ☐ NO ☐ Not applicable

If NO, you are not eligible for Community Grants funding.

If you answered NO to any of the above Eligibility Questions, you may not be eligible for funding and should contact the Grants and Research area on (08) 9411 3444 before proceeding with this application.

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Previous Funding

Please note as per current Policy:

An applicant may successfully apply for and receive funding from two different categories (in the Policy) per financial year, provided they meet the criteria for the particular category, however, the applications cannot be for the same project, and any previous year's funding must be satisfactorily acquitted.

Has your organisation previously received funding from the City of Cockburn? *

☐ YES, this financial year ☐ YES, in previous years ☐ NO

If you have received funding in this financial year, contact the Grants and Research area on (08) 9411 3444 to confirm your eligibility before proceeding with this application.

If you have received previous funding from the City of Cockburn, please provide details of your most recent successful application/s

Please include approximate date, category of funding, project title and amount.

Does your organisation have any outstanding City of Cockburn acquittal reports? *

☐ YES ☐ NO ☐ Not applicable

Applicants that have been successful in previous years are eligible to apply provided all previous funding (Grants and Sponsorship) has been satisfactorily acquitted. Acquitted means you have provided a detailed report of how the funding was used, including providing receipts and evidence such as photos or media, using the appropriate Acquittal Form.

APPLICANT DETAILS

* indicates a required field

Applicant Organisation Details

Applicant organisation name *

Organisation Name

Describe your organisation and its purpose *

Word count:

Must be no more than 200 words.

Where possible, please include number of members of your organisation, and number of people that benefit from your services or activities (and how this number is measured)

Street address *

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Postal address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Organisation phone number *

Must be an Australian phone number.
Must include area code.

Organisation primary email *

Must be an email address.

Organisation website

Must be a valid URL

Applicant Organisation Contact Person

Contact name *

Title First Name Last Name

Position held in organisation *

Contact phone number *

Must be an Australian phone number.
Must include area code.

Contact email *

Must be an email address.

This is the address we will use to correspond with you about this application.

Is your organisation a not-for-profit entity? *

☐ YES ☐ NO

If NO, you are not eligible for a Community Grant.

Is your organisation incorporated? *

☐ YES ☐ NO

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If NO, you must fill out the Auspice Organisation Details.

Please upload a copy of your organisation's Certificate of Incorporation *

Attach a file:

Max 25mb

Does your organisation have an ABN? (Australian Business Number) *

☐ YES

☐ NO

If you do not have an ABN, please complete and submit a Statement by a Supplier Form with your application; if this form is not submitted, the Australian Taxation Office will require 48.5% of an approved grant to be withheld. Download the form [here](#).

Applicant 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.

Please upload your completed Statement by a Supplier Form *

Attach a file:

Max 25mb

AUSPICE DETAILS

* indicates a required field

Auspice Organisation Details

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Auspice organisation name *

Organisation Name

Street address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Postal address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Organisation phone number *

Must be an Australian phone number.
Must include area code.

Organisation primary email *

Must be an email address.

Organisation website

Must be a valid URL.

Auspice Organisation Contact Person

Contact name *

Title First Name Last Name

 Position held in organisation ***Contact phone number ***

Must be an Australian phone number.
Must include area code.

Contact email *

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Must be an email address.

Is your organisation a not-for-profit entity? *

☐ YES ☐ NO

If NO, you are not eligible for a Community Grant.

Is your organisation incorporated? *

☐ YES ☐ NO

If NO, you are not eligible to auspice this application.

Please upload a copy of your organisation's Certificate of Incorporation *

Attach a file:

Max 25mb

Please attach a letter signed by the Auspice Organisation office bearer verifying the auspice arrangement *

Attach a file:

Must be from the President, Chair, CEO, Secretary or Treasurer. Letter must include name, position, signature and date, and confirm the arrangement is valid and current. Max 25mb

Does your organisation have an ABN? (Australian Business Number) *

☐ YES ☐ NO

If you do not have an ABN, please complete and submit a Statement by a Supplier Form with your application; if this form is not submitted, the Australian Taxation Office will require 48.5% of an approved grant to be withheld. Download the form [here](#).

Auspice 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	

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Main business location

Must be an ABN

Please upload your completed Statement by a Supplier Form *

Attach a file:

Max 25mb

PROJECT DETAILS

* indicates a required field

Project Title *

Timing and Location

Project start date *

Project must not commence until two months after the application closing date, as funding will not be provided retrospectively.

Project end date *

Project duration must be no longer than 12 months.

Will your project be ongoing or a one-off event? *

☐ Ongoing ☐ One-off

Ongoing projects are only eligible to receive a Community Grant once (except Christmas Carols or equivalent recurring community events).

Where will the project take place? *

Please detail all locations if being held at multiple venues.

Has the venue(s) been confirmed? *

☐ YES ☐ NO ☐ Not applicable

Project Details and Benefits

Project description (What are you planning?) *

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Word count:

Must be no more than 200 words.
Describe your project and its aims.

Project rationale (Why are you doing it?) *

Word count:

Must be no more than 200 words.
Describe the issue or need that your project will address.

Please indicate which theme/s your project meets from the City's Strategic Community Plan *

- ☐ Local Economy – a sustainable and diverse local economy that attracts increased investment and provides local employment
- ☐ Environmental Responsibility – a leader in environmental management that enhances and sustainably manages our local natural areas and resources
- ☐ Community, Lifestyle and Security – a vibrant, healthy, safe, inclusive and connected community
- ☐ City Growth and Moving Around – a growing City that is easy to move around and provides great places to live
- ☐ Listening and Leading – a community focused, sustainable, accountable and progressive organisation

For more information or a further breakdown of the themes into objectives, please refer to the City of Cockburn Strategic Community Plan

What are the planned activities? How will you achieve the project aims? (What? How?) *

Word count:

Must be no more than 200 words.
List the specific activities that will take place to carry out your project and meet your aims.

Who will benefit from the project? (Who? How many?) *

Word count:

Must be no more than 200 words.
Describe how the Cockburn community will benefit. Include estimated numbers of attendees/participants

What are the expected outcomes of the project? (Why? How?) *

Word count:

Must be no more than 200 words.
Describe three or more benefits you want the project to provide to participants and/or others. Consider short and long term goals.

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How will you determine and measure the outcomes and benefits? (How?) *

Word count:

Must be no more than 200 words.

Describe three changes you will see if the expected outcomes of the project eventuate.

Experience and Community Support

What experience has your organisation in undertaking a project of this nature? *

☐ No experience as yet ☐ Some experience ☐ Substantial experience

List the organisations and Cockburn community members that support your project *

Word count:

Must be no more than 100 words.

Letters of support or referees

Attach a file:

Letters of support will strongly assist your application. They are written by another organisation or individuals telling of the positive impact of your organisation or project, and how or why they support you. From an organisation, they must be printed on the supporter's letterhead and be signed by the Chair, President or CEO. Max 25mb

Promotion and Acknowledgement

How will your project be promoted and advertised? How will you engage participants? *

Word count:

Must be no more than 150 words.

Describe types of media or other means to be used, and ways the project will be promoted and participants reached.

How will the City of Cockburn's support be recognised? *

Word count:

Must be no more than 150 words.

Describe the ways support received will be acknowledged.

BUDGET AND FINANCIAL DETAILS

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* indicates a required field

Financial Details

Total project cost *

\$

What is the total expected cost of your project? This includes all the expenses including volunteer hours.

Grant amount requested *

\$

What is the total financial support you are requesting from the City of Cockburn in this application? Max. \$15,000.

Please note:

Requests for Community Grants are to a **maximum of \$15,000**, however grants are generally approved for a lesser amount.

Applicants must include a financial and/or in-kind contribution to the project.

There are funding caps for particular projects and events, as follows:

- Set-up/Incorporation of new organisation - max. \$1,000.
- Recurring community events are defined as types of events that have already been funded by Community Grants or Small Events Sponsorship and are regularly applied for and funded, such as Christmas events and neighbourhood movie nights - max. \$3,000. Also applies under Small Events Sponsorship category.
- Equipment - max. \$3,000. Equipment must not be for personal use, be accessible for community or member use, and be durable - must last over 12 months.

As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.

Will the applicant proceed with the proposed project if funding approved is less than the amount requested? *

☐ YES

☐ NO

Budget Information

Outline your project budget including details of other funding that has been confirmed and/or applied for. Clear item descriptions must be given (e.g. equipment hire, venue hire, advertising, office supplies etc.)

The budget **MUST** balance (**TOTAL INCOME = TOTAL EXPENDITURE**).

All figures are GST exclusive.

Please note:

1) INCOME must include:

- all fees being charged for the project or event. Please note: raising funds for purposes other than the project or event are ineligible.
- all funding received or pledged. Please note: schools, P&C and P&F associations must contribute at least 50% or more of the financial or in-kind contribution to the project.

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- in-kind contributions. These are donations of goods/materials and services that have a value; these may include a venue, materials donated and volunteer staff time. Please calculate volunteer labour at \$25/hour.

2) EXPENDITURE must include:

- purchase of non-consumable and consumable items
- equipment or venue hire
- advertising
- in-kind expenses (for goods, materials and services). Please calculate volunteer labour at \$25/hour.

3) DO NOT add commas to figures, e.g. write \$1000 not as \$1,000 to ensure figures in the table total correctly.

4) Funds will not be provided for consumables or personal items, however, they may still be included as part of your project budget if they are funded by other sources of income.

5) Two quotes must be provided for each expense (except in-kind) greater than \$500. Quotes must include the supplier's name, address, phone number and ABN, and indicate whether GST is applicable.

6) Confirmed funding means approval has been given and you can provide written proof upon request that the allocated funding or in-kind contribution has been guaranteed.

7) Here is a [sample budget](#) to view.

Income

Income Description Confirmed funding? Income Amount (\$) Comments

		a dollar amount	
City of Cockburn Grant request		\$	

Expenditure

Expenditure Description Expenditure Amount (\$) Calculations

		NB: Items/services over \$500 require two quotes to be provided with grant application.
	\$	

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Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Do your budget totals balance i.e. does the Total Income Amount equal the Total Expenditure Amount? *

☐ YES ☐ NO

If NO, please review your budget table before submitting.

Expenses

Do you have any expenses listed in your budget that cost over \$500? *

☐ YES ☐ NO

If YES, for all expenses over \$500 you will be directed to attach two (2) written quotes for each item

Quotes

Please upload two (2) written quotes for all expenditure (cost) items over \$500 *

Attach a file:

Max 25mb per file attachment. Recommended no more than 5mb per attachment.

Grant Request

Is your grant request for more than \$5,000? *

☐ YES ☐ NO

If YES, you will be directed to provide further documentation

Please upload minutes of your organisation's (or auspice organisation's) most recent Annual General Meeting (AGM) *

Attach a file:

Please upload your organisation's (or auspice organisation's) most recent audited financial statements *

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Attach a file:

This includes the profit and loss statements

Attachments

Please upload a bank statement for your organisation or auspice organisation (preferably less than one month old) *

Attach a file:

Max 25mb

If applicable, please upload proof of other financial contributions (e.g. letters of offer or confirmation from other funding contributors)

Attach a file:

Max 25mb

If applicable to your project, please upload Public Liability Certificate of Currency

Attach a file:

Max 25mb

Bank Account Details

If your application is successful, funds will be provided via electronic funds transfer (EFT), and we will require the following information.

For applicants that are not incorporated, we require the banking details for the Auspice organisations.

Incorporated organisation name *

Organisation Name

Name of bank or financial institution *

Branch location *

Account name *

Branch code/BSB number *

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Account number *

CERTIFICATION AND SUBMISSION

* indicates a required field

This MUST be completed by an appropriately authorised person (e.g. office bearer such as Chair, President, CEO or authorised officer) on behalf of the applicant organisation, and, if applicable, the auspice organisation. This person may be different to the contact person listed earlier in the application.

Certification

- I am authorised by my organisation to complete and submit this application form.
- I certify that to the best of my knowledge all of the information supplied in this application and attachments is true and correct.
- I will notify the City of Cockburn of any change to the information supplied and any other information or circumstances arising that may affect this application.
- I understand that this is an application only and may not necessarily result in funding approval.
- I give permission for the City of Cockburn to contact any person or organisation required during the assessment of the application and understand that information may be provided to other agencies, as appropriate.
- I understand that any decision made by the City of Cockburn is final and is not subject to an appeals process.

I understand that if the City of Cockburn approves a grant:

- I will be bound by the contents of this application to carry out the project as described in this application, which will form part of the contractual agreement with the Council.
- I will be required to accept the conditions of funding of the grant in accordance with Council requirements.
- I will be required to comply with the City's [Wastewise Event Policy](#) and complete an [Accessible Events Checklist](#) in relation to the funded project.

If successful:

- All necessary permits and approvals will be obtained prior to the beginning of the project.
- The project will be covered by appropriate insurance.
- All relevant health and safety standards will be met.
- Council does not accept any liability or responsibility for the project.
- I will ensure that acquittal requirements are met within 30 days of the nominated project completion date.

Please fill in your details below as your endorsement of this application and the statements above.

I have read and agree to the above certification statements *

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☐ Yes

Authorised Person Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone Number *

Must be an Australian phone number.
Must include area code.

Date *

Certification by Auspice Organisation

I have read and agree to the above certification statements *

☐ Yes

Authorised Person Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position *

Phone Number *

Must be an Australian phone number.
Must include area code.

Date *

Privacy Notice

The City of Cockburn will use any information provided for the purpose of processing your application and for remaining in contact with you.

Please note the information provided in your application and any related documentation/discussions may be provided to members of the assessment panel in order to assist the City of Cockburn in processing your application.

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By submitting an application you consent to the City of Cockburn publishing the applicant's name, project description and amount funded in promotional material used for promoting the Cockburn Community Fund.

The City of Cockburn values the privacy of its customers and stakeholders. Please [click here](#) for further information on our privacy statement.

Feedback

You are now coming to the end of the application process. Before you **REVIEW** and click the **SUBMIT** button please take a minute to provide some feedback. This will help us to continually improve the funding application process for our customers.

Please indicate how you found the online application process

☐ Very easy ☐ Easy ☐ Neither ☐ Difficult ☐ Very difficult

How many minutes did it take you to complete this application?

Please estimate in minutes e.g. 1 hour = 60 minutes

Please suggest any improvements we should consider

Word count:

Must be no more than 100 words.

Thank you for your application and your feedback.