

# Community Groups Fund Guidelines & Application Form

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## Background

The Community Groups Fund has been established by Council in 2018/19 with a total funding pool of \$20,000 for the specific benefit of Town of Bassendean Community Groups.

## Purpose

The Community Groups Fund supports local community and sporting groups and organisations to provide projects, programs or activities that benefit residents of the town and the wider community.

Community fund is available to not-for-profit groups in the Town who:

- Primarily serve the residents of Bassendean
- Can demonstrate a high level of community support
- Can demonstrate financial stability and sound project management.

## Who can apply?

Applications are invited from not-for-profit community-managed groups; welfare, education, arts/cultural, youth, seniors, children, ethnic, and related groups. Unincorporated organisations must be supported by an auspicing\* organisation.

However, the Town will not consider any applications for grants whilst that entity has any outstanding debt to the Town of Bassendean.

**\*Auspicing** is when an incorporated organisation agrees to apply for a grant on behalf of an unincorporated, not-for-profit association or community organisation. The auspicing organisation will receive, hold and administer the funding for the applicant. Funding will be provided directly to the bank account of the auspicing organisation. The auspicing organisation must have a direct link to the purpose and function of the body for whom it is receiving and holding the funds for.

## What can I apply for?

Community Group Fund can be used for a range of purposes including:

- Events
- Pilot programs
- Activities
- Workshops
- Brochures/ pamphlets
- Art works
- Incorporation
- Promotion

Community Groups may make application for an annual program of events and activities.

The application must demonstrate:

- The project or activity is of benefit to the local community and/or the Town of Bassendean generally
- Community Group is meeting an identified need
- There is no required commitment to ongoing funding from the Town.
- The project or activity does not duplicate that which is already available in the local area.

## How much can I apply for?

The maximum funding available to any one group or organisation in the Community Group Fund is \$5,000, however grants will generally be approved for a lesser amount.

## How to apply, the decision process and when to apply

Community Group Fund applications are open throughout the year. Please complete the application form as fully as possible and email to the Town of Bassendean. Refer to contact information for details.

Applications received are considered by the People Services Committee. This Committee meets six times each year (alternate months).

The People Services Committee will make a recommendation that will be presented to the next Ordinary Council Meeting for determination.

## **Please note**

Projects or events must not commence within three months of the application, as funding cannot be awarded retrospectively.

The People Services Committee may request more information before making a recommendation on an application.

The recommendation of the People Services Committee can be appealed before Council. The Council's decision is final.

## Selection Criteria:

- Serve residents of the Town.
- Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
- Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
- Must hold public liability insurance to a value as agreed with the Town.

## Evaluation Criteria

- Can demonstrate how the project or activity outcomes will be of benefit to the local community and/or Town of Bassendean generally.
- Meets an identified need in line with one of the themes of the Town's Strategic Community Plan.
- The project does not duplicate an activity already available in the local area.
- The project will not require commitment to ongoing funding from Council.
- There is a financial contribution of at least 50% or more to the project or activity. Applications demonstrating funding is received from other sources will be favourably considered.
- 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.

## Limitations and conditions

- Applicants must be based in the Town of Bassendean or be able to demonstrate that you serve the Bassendean community or looking to provide a service in Bassendean that will benefit the Bassendean community.
- Applicants must demonstrate at least a matching financial and/or in-kind contribution will be made to the project.
- Applicants that have been successful in previous years are eligible to apply in the following financial year provided all previous funding has been satisfactorily acquitted.
- The successful request to the Community Fund in any year does not imply any ongoing commitment of the same or similar contribution in following years.

- An organisation is eligible to receive funding from the Town once in a Financial Year.

Applications from School P&Cs/P&Fs must satisfy the following additional criteria:

- There is an identified community need for the project or activity.
- The project or activity is extra-curricular and accessible to the wider Bassendean community outside of school hours (clearly outside the Education Department's area of responsibility).

Funding will not be provided:

- Retrospectively for any events or projects that have already occurred, or due to occur within three months' of the application's lodgement.
- For any activity or event that will be divisive in communities by denigrating, excluding, or offending community groups.
- If your activity or event may present a hazard to the community or environment.
- If you have not acquitted any previous Town of Town funding.
- To private or for-profit organisations.
- For personal items such as uniforms, equipment or capital projects (see other funding categories).

**The maximum grant available to any one group or organisation will be \$5,000 per year.**

There are caps of:

- \$3,000 for recurring community events. Recurring community events are defined as types of events that have already been funded by Community Grants and are regularly applied for and funded, such as Christmas events etc.
- \$1,000 for costs associated with incorporation of a new organisation.

Elected Members will be informed of all applications received.

All successful grant applications are required to conform to the following conditions

- To display the Town of Bassendean logo. To acknowledge the support through public address announcements, and by displaying signage (supplied by Council) at the event – if appropriate.
- Be prepared to undertake joint media promotion with the Town, invite representatives from the Town of Bassendean to the activity/event and/or Groups' meetings.
- To provide an acquittal report on the form provided within four (4) weeks of the project's completion.

## For further information

If any of this information is not understood, please do not hesitate to get in touch with the Manager Recreation and Culture at:

[ssiciliano@bassendean.wa.gov.au](mailto:ssiciliano@bassendean.wa.gov.au)

## APPLICATION FORM

Please complete this form to your best ability. Detach from preceding information and email to Manager Recreation and Culture [ssicilliano@bassendean.wa.gov.au](mailto:ssicilliano@bassendean.wa.gov.au)

PROJECT NAME:

NAME OF APPLICANT GROUP:

TYPE OF APPLICANT GROUP:

e.g.. Incorporated sporting/leisure/cultural organisation, Incorporated charitable (non profit) organisation, Incorporated community group, Educational institution

ADDRESS

POSTAL ADDRESS:

Name of contact person (must be over 18 years of age)

Position of contact person:

Best daytime contact number:

E-mail:

HAS THE APPLICANT APPLIED FOR OTHER FUNDING FROM COUNCIL OR ANY OTHER FUNDING BODY FOR THIS PROJECT?

YES  NO

If yes, please provide name of funding body, amount and date application made

IS THE APPLICANT GROUP REGISTERED FOR GST?

YES  NO

DOES THE APPLICANT GROUP HAVE AN AUSTRALIAN BUSINESS NUMBER (ABN)?

YES  NO

If Yes, please provide ABN:

If No, please complete 'Statement by Supplier' form attached

IS THE APPLICANT GROUP INCORPORATED?

YES

NO

Incorporation number on top of incorporation certificate is:

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE (minimum of \$10,000,000)?

YES

NO

If Yes, please attach a copy of your certificate of currency for public liability cover

DOES THE EVENT/ACTIVITY REQUIRE APPROVAL BY THE TOWN OF BASSENDEAN?

YES

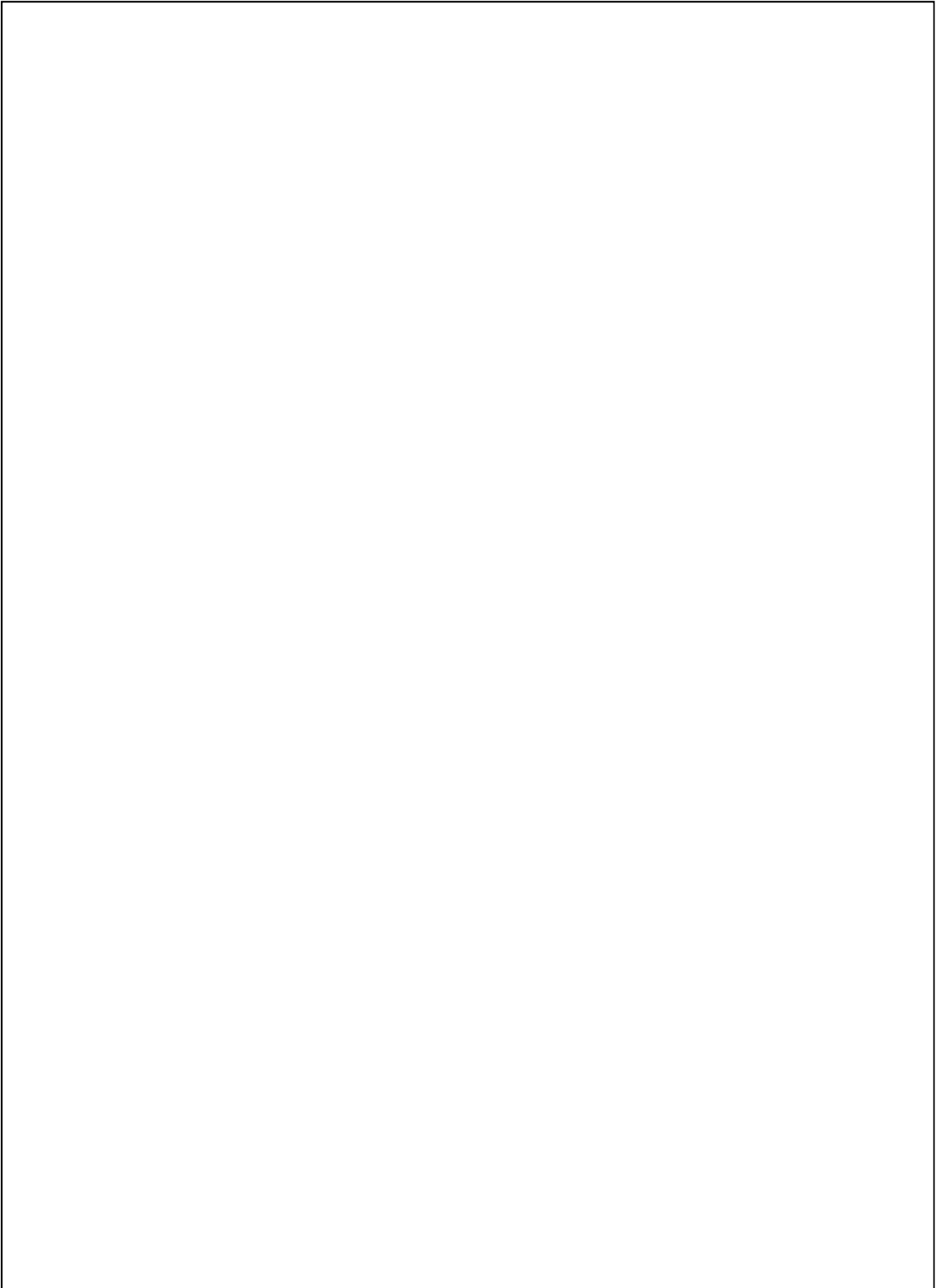
NO

DOES THE EVENT/ACTIVITY REQUIRE ONGOING FUNDING FROM THE TOWN?

YES

NO

BRIEF BACKGROUND OF ORGANISATION (Purpose, how long in operation, etc. 150 words max.):



PROJECT/EVENT DESCRIPTION – Date/Time/Location  
(Description of overall project – 150 words max)

PURPOSE OF THE ACTIVITY/EVENT AND IDENTIFIED NEED IT MEETS IN THE WIDER COMMUNITY

(Please address the objectives in the Town’s Strategic Community Plan – available at [https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Concept-Plans/TOB Strategic Community Plan 2017-27 A.pdf](https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Concept-Plans/TOB%20Strategic%20Community%20Plan%202017-27%20A.pdf)):

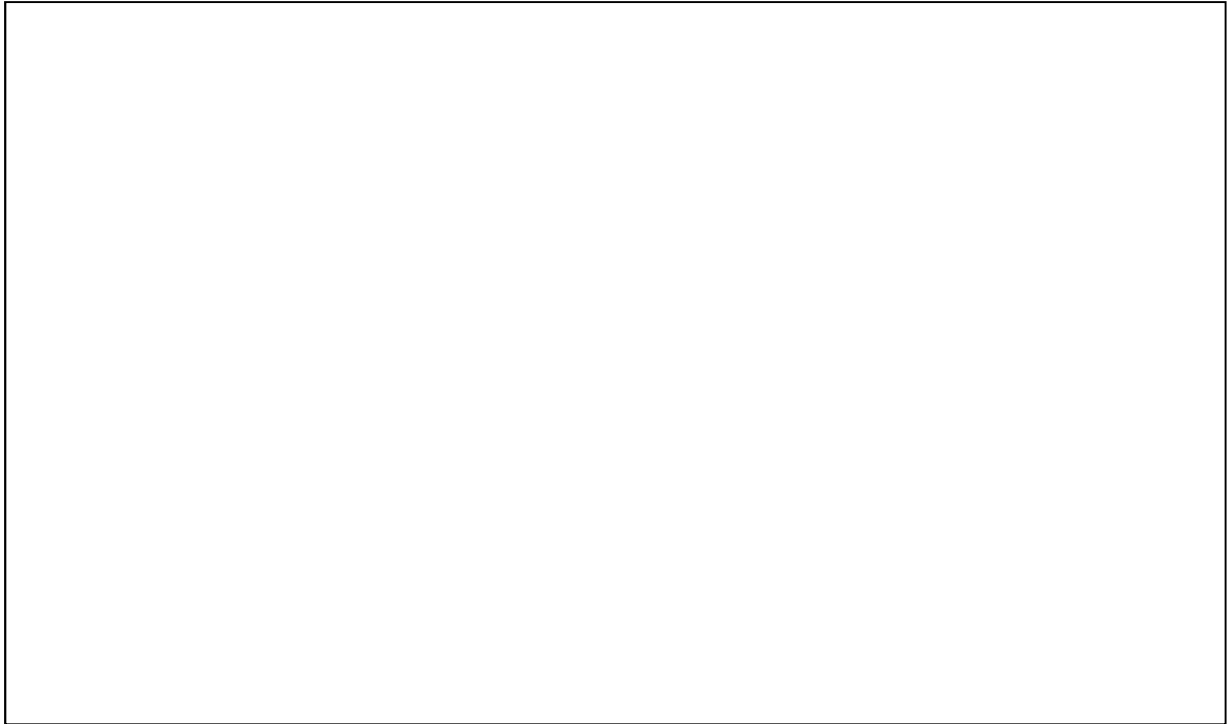


HOW HAVE YOU IDENTIFIED THE NEED FOR THIS PROJECT?

A large, empty rectangular box with a thin black border, intended for the user to provide their answer to the question above. The box is currently blank.

WHAT BENEFITS DO YOU SEE FOR YOUR GROUP FROM THIS PROJECT, TO THE LOCAL COMMUNITY AND THE TOWN OF BASSENDEAN GENERALLY?

(How many people are estimated to benefit from the project? Is there a target group this project is being developed for?)



WHAT RELATIONSHIP DOES YOUR ORGANISATION HAVE WITH OTHER SERVICES WITHIN THE COMMUNITY?



## REQUIRED DOCUMENTATION:

- Most recent 12 month Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet)
- Business plan or club minutes supporting the project
- Auspice form/letter if not an incorporated body

## BUDGET DETAILS

GST EXCLUSIVE

<b>INCOME SOURCES</b>		
Your organisation's contribution		
Cash contribution		
Ticket sales/merchandise sales		
In-kind contribution – volunteer		
Type of labour/task	Hours worked x hourly rate of \$25	Total
In-kind contribution – professional		
Type of labour/task	Hours worked x hourly rate of \$45	Total
In-kind contribution – donation of goods and materials		
Details of goods and materials	Number of items and cost per item	Total
Other in-kind contribution (please list)		
Other grants/sponsorship		
Organisation	Funding confirmed (Y or N)	Amount
<b>AMOUNT REQUESTED FROM TOWN OF BASSENDEAN</b>		
(Grant amount requested, <b>maximum</b> of \$50% of the total project cost – cap of \$3,000 for recurring community events, \$1,000 for costs associated with incorporation of a new organisation and \$5000 for a range of activities)		
<b>TOTAL INCOME</b> (must equal or exceed total project expenses)		



Acceptance of Conditions

I have read and understand the conditions that apply to the Community Fund. I am authorised to accept them on behalf of the applicant group.

APPLICANT GROUP NAME:

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Authorised Person (Print name):

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SIGNATURE OF APPLICANT:

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DATE:

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