

# Old Perth Road Markets Equipment & Minor Capital Projects Fund Guidelines & Application Form

**Contents**

Background .....	1
Purpose .....	2
Who can apply?.....	2
What can I apply for?.....	2
How much can I apply for? .....	2
How to apply .....	3
Selection Criteria:.....	3
Evaluation Criteria.....	3
Limitations and conditions.....	4
More information and contact .....	5
APPLICATION FORM.....	6

**Background**

The Old Perth Road Markets Community Fund was established soon after the commencement of the Old Perth Rd Markets in 2010. 35% of net revenue from stallholder fees are allocated to a trust account managed by the Town. In partnership with the Rotary Club of Swan Valley, funds are disbursed for the specific benefit of Town of Bassendean Community.

## Purpose

The Old Perth Road Markets Community Fund supports local community groups and organisations to provide equipment or approved minor capital works to Town facilities that benefit the group and residents of the town and the wider community.

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

- 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 fund can be used for a range of purposes including:

- Minor capital works
- Equipment

The project or activity must:

- Be of benefit to the local community and/or the Town of Bassendean generally
- Meet an identified need
- Not require commitment to ongoing funding from the Town.
- Not duplicate an activity already available in the local area.

## How much can I apply for?

The maximum funding available to any one group or organisation in the Equipment and Minor Capital Grant category will not exceed \$10,000 for minor capital projects and \$3,000 for equipment, however grants will generally be approved for a lesser amount.

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

Equipment & Minor Capital Fund applications are open throughout the year. Please complete the application form as fully as possible and email to both the Stallholder Coordinator and the Snr Economic Development Officer. Refer to contact information for details.

Applications received are considered by the Old Perth Rd Markets Committee. This committee meets once a month (except in January).

If the Markets Committee support the application it will be presented at the next Council Meeting for endorsement.

### **Please note**

Projects or events must not commence prior to approval of the application by the Markets Committee as funding cannot be awarded retrospectively. Processing of sponsorship/grant applications may take up to 8 weeks.

The Committee may request more information before making a decision on an application

The decision of the Markets Committee can be appealed before Council. The Council's decision is final.

### Selection Criteria:

- Serves 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 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.
- Applications demonstrate a financial or in-kind contribution of at least 50% or more. Applications that demonstrate funding 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

- Funding will be granted on the quotes received and amounts applied for. If discounted goods are sourced, subsequent to the grant being given, the Town will meet expenses of up to 50% of the actual cost.

## 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.
- Minor capital works projects are within a Town of Bassendean building or on Town of Bassendean property
- Applications must include a financial and/or in-kind contribution to the project of 50% or more.
- 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 Equipment and Minor Capital Fund in any year does not imply any ongoing commitment of the same or similar contribution in following years.
- An applicant may apply for and receive funding once in a Financial Year.

### Funding will not be provided:

- Retrospectively for any events or projects that have already occurred, or due to occur within 8 weeks of the application's lodgement.
- For any minor capital project that has not received all necessary approvals.
- To an organisation whilst that entity has any outstanding debt to the Town of Bassendean
- If you have not acquitted any previous Town of Bassendean funding.
- To private or for-profit organisations.

The maximum grant available to any one group or organisation will not exceed \$10,000.

There are caps of:

- \$3,000 for equipment (equipment must not be for personal use, be accessible for community or member use, and be durable – must last over 12 months).
- \$10,000 for costs associated with approved minor capital works projects to Town of Bassendean facilities that will be of demonstrated benefit to the organisation and the community.

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, Old Perth Road Markets logo, Rotary Club of Swan valley 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 and the Markets Management Group to the activity or event.

- To provide an acquittal report on the form provided within four (4) weeks of the project's completion.

### More information and contact

If any of this information is not understood, please do not hesitate to get in touch with either the Markets Stallholder Coordinator or the Senior Economic Development Officer below:

[info@oldperthroadmarkets.com.au](mailto:info@oldperthroadmarkets.com.au) or [wbarry@bassendean.wa.gov.au](mailto:wbarry@bassendean.wa.gov.au)



## APPLICATION FORM

Please complete this form to the best of your ability, detach from preceding information and email to Senior Economic Development Officer, William Barry [wbarry@bassendean.wa.gov.au](mailto:wbarry@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

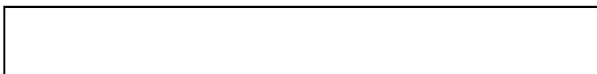
NO

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

YES

NO

If Yes, please provide ABN:



If No, please complete the 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?

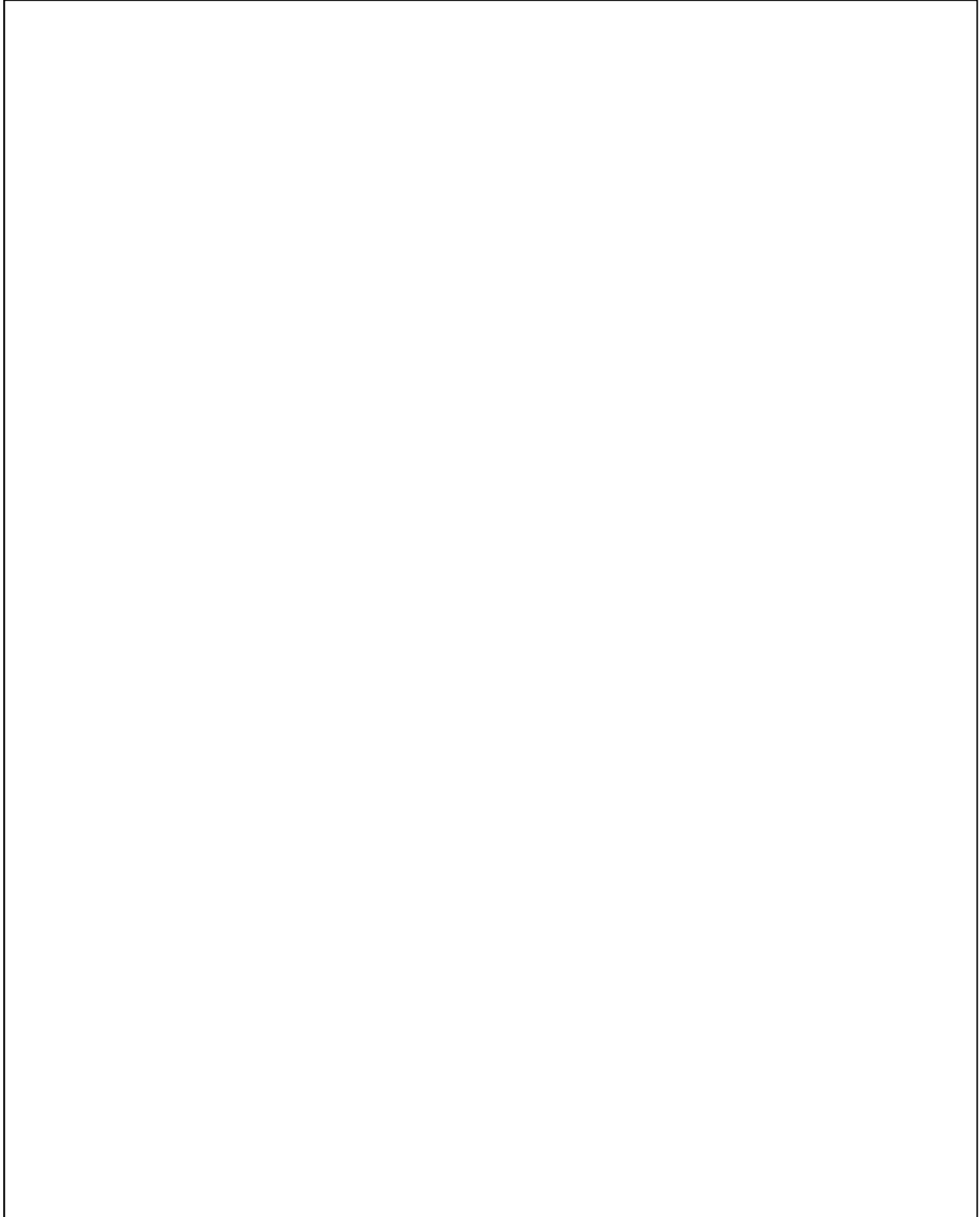
YES

NO

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



PROJECT DESCRIPTION (Brief description of overall project – 150 words max, including how the need for the project was identified – business or strategic plan, who was the project developed for):

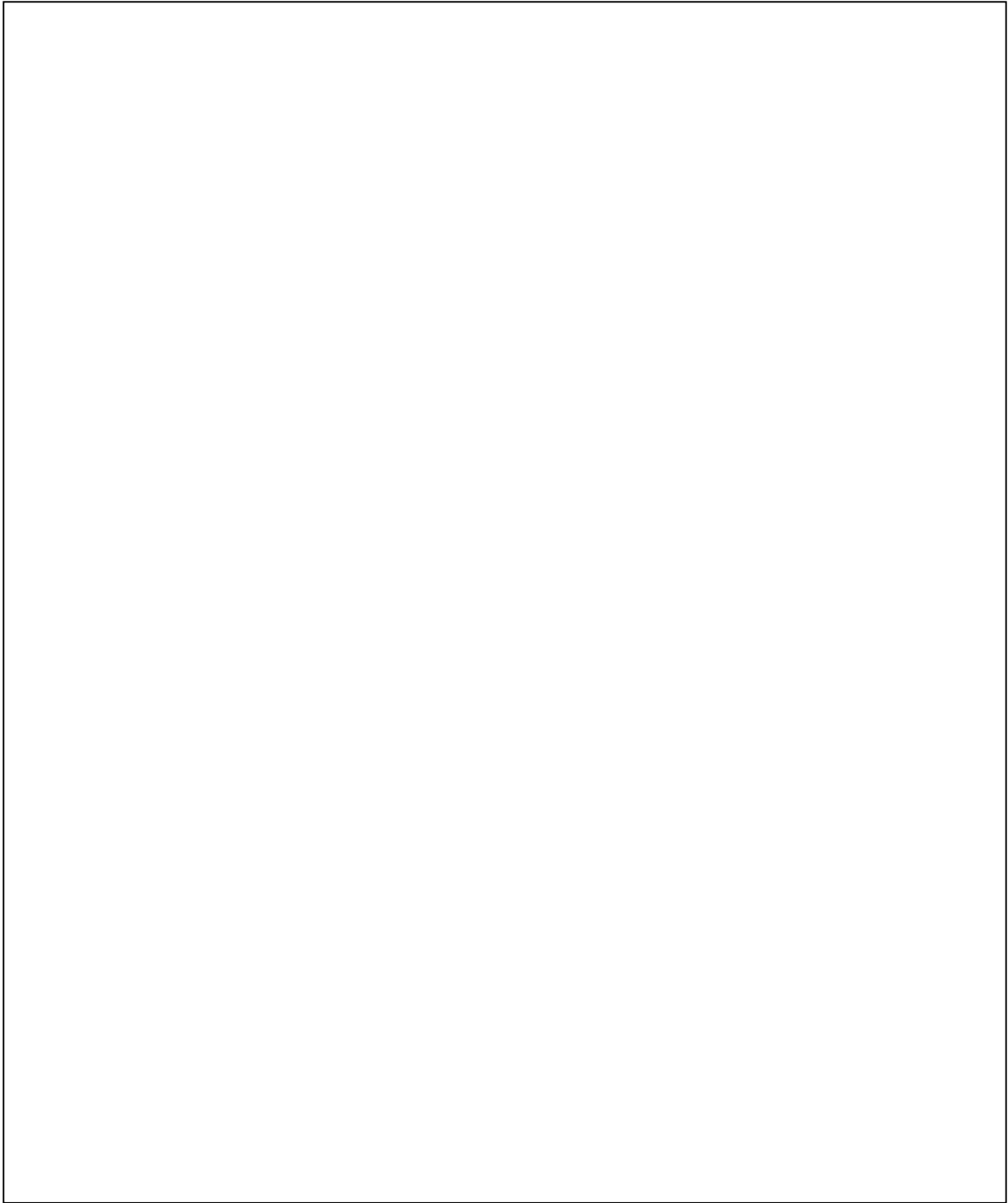
A large, empty rectangular box with a thin black border, intended for the user to provide a brief description of the overall project. The box is currently blank.



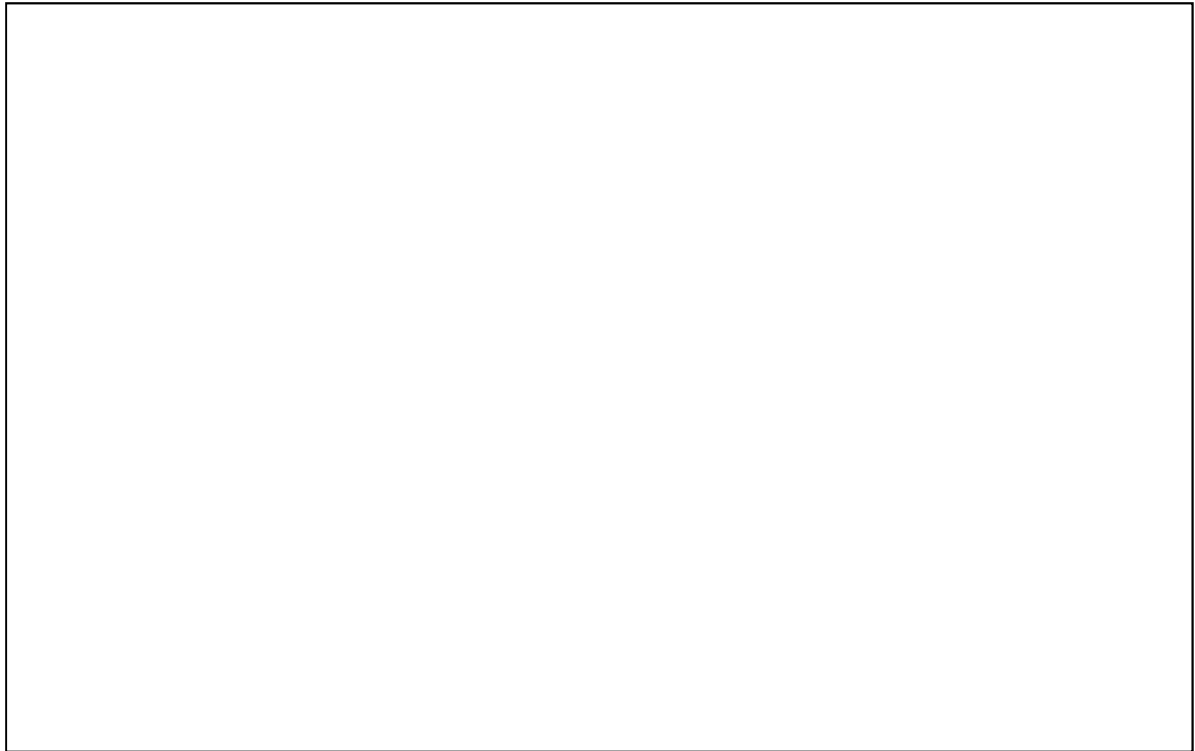
BRIEF BACKGROUND OF ORGANISATION (Purpose, how long in operation, etc. 150 words max.):



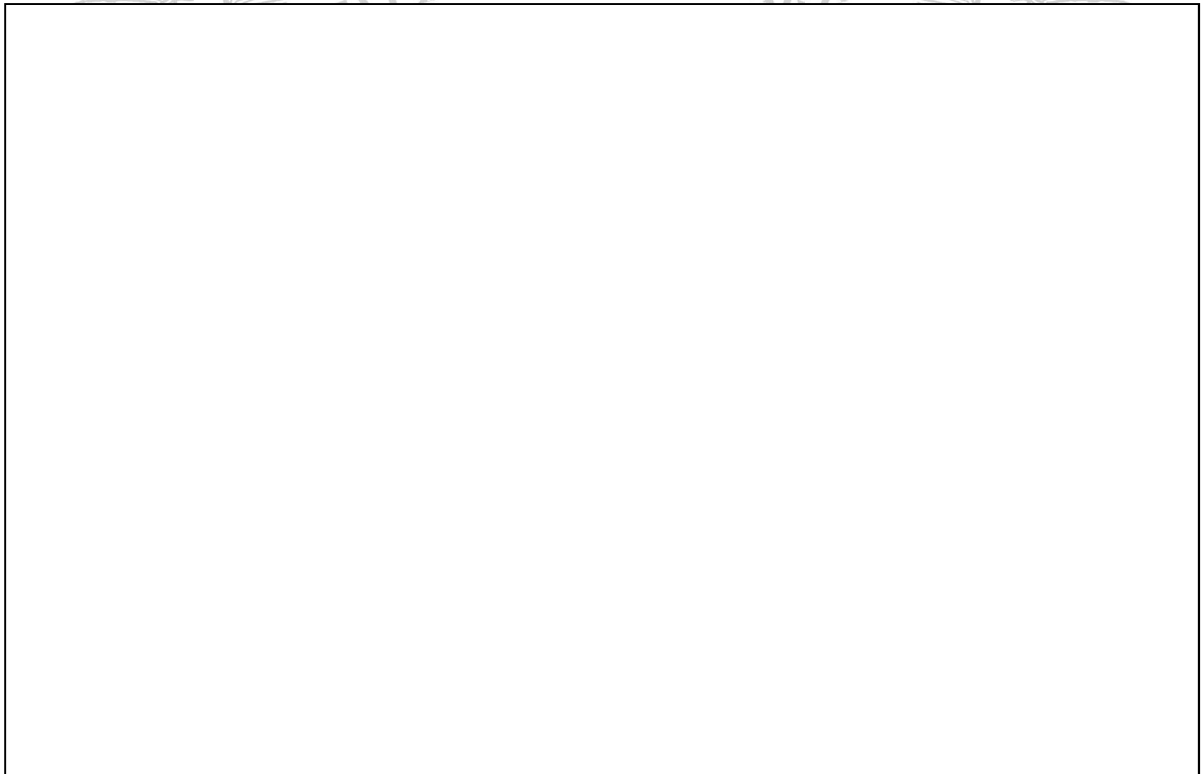
PROJECT OUTCOMES (Including benefit to your group and other residents in the Town, outside of your organisation's members, how many people you estimate will benefit from the project):

A large, empty rectangular box with a thin black border, intended for the user to write their project outcomes. The box is currently blank.

WHAT RELATIONSHIP DOES YOUR ORGANISATION HAVE WITH OTHER SERVICES WITHIN THE COMMUNITY AND ARE YOU WORKING WITH OTHER ORGANISATIONS TO DELIVER THE PROJECT?



HOW WILL YOU RECOGNISE AND PROMOTE COUNCIL SUPPORT?



## BUDGET DETAILS (Minor Capital Works)

GST EXCLUSIVE

<b>INCOME SOURCES</b>		
Your organisation's contribution		
Cash contribution		
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, maximum of 50% of the total project cost - maximum \$10, 000)		
<b>TOTAL INCOME</b> (must equal or exceed total project expenses)		



## BUDGET DETAILS (Equipment)

GST EXCLUSIVE

<b>INCOME SOURCES</b>		
Your organisation's contribution		
Cash contribution		
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
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, maximum of 50% of the total project cost - maximum \$3,000)		
<b>TOTAL INCOME</b> (must equal or exceed total project expenses)		



## 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

### 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:

---

Authorised Person (Print name):

---

SIGNATURE OF APPLICANT:

---

DATE:

---

