

# Community Development Grant Application Form



Thank you for your interest in the City of Subiaco's Community Development Grants. Before completing this application form, please ensure you have:

1. Read the Community Development Grant Application Guidelines on the City's website [here](#).
2. Contacted the City's Senior Community Development Officer to discuss your project idea:  
**Kathleen Ridgwell, 9237 9328, [culture@subiaco.wa.gov.au](mailto:culture@subiaco.wa.gov.au)**

Your application will be assessed by a panel against the criteria and considerations outlined in the Guidelines. We wish you the best of luck.

## 1 Organisation details

### 1.1 Applicant information

Organisation name			
Contact person			
Position			
Organisation address			
Suburb		Postcode	
Phone (H)		Phone (M)	
Email			
Website (if applicable)			
What is the primary purpose of your organisation?			
How did you find out about the City of Subiaco's Community Development Grants?			

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QUESTIONS	YES (tick)	NO (tick)
<p><b>Has the Organisation previously received funding from the City of Subiaco?</b> E.g., grant, sponsorship funds, donation, partnership funds.</p> <p>If yes, when and what was the funding for?</p>		
<p><b>Is the Organisation not-for-profit?</b></p>		
<p><b>Is the Organisation incorporated?</b></p> <p>If yes, attach a copy of the Certificate of Incorporation and go to section 1.3</p>		
<p><b>Is the Organisation unincorporated?</b></p> <p>If yes, you are eligible for a maximum of \$1000 (ex GST) and can go to Section 1.3.</p> <p>If you would like to apply for more than \$1,000 (ex GST) and you are under the auspices of an incorporated not for profit organisation please complete Section 1.2</p>		

## 1.2 Auspicing organisation information

Only complete this section if you are an unincorporated organisation, individual or group under the auspices of an incorporated not-for-profit organisation and seeking grant funding over \$1,000. If you are an incorporated organisation applying for up to \$5,000 (ex GST) or an unincorporated organisation applying for under \$1000 (ex GST) please go to section 1.3

An Auspicing Organisation is a not for profit organisation that applies for a grant on your behalf. If the grant application is successful, the auspicing organisation will be responsible for complying with the Grant Agreement conditions, keeping financial records and the acquittal of the grant.

The Auspicing Organisation's authorised officer must sign the declaration for this application.

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Auspicing organisation name			
Contact person			
Position			
Auspicing Organisation address			
Suburb		Postcode	
Phone (H)		Phone (M)	
Email			
Website (if applicable)			
What is the primary purpose of the Auspicing Organisation?			
<b>QUESTIONS</b>		<b>YES</b>	<b>NO</b>
		<i>(tick)</i>	<i>(tick)</i>
<b>Has the Auspicing Organisation previously received funding from the City of Subiaco?</b> E.g., grant, sponsorship funds, donation, partnership funds.  If yes, when and what was the funding for?			
<b>Is the Organisation not-for-profit?</b>			
<b>Is the Organisation incorporated?</b>  If yes, attach a copy of the Certificate of Incorporation and go to section 1.3			

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## 1.3 Financial details

Please provide the financial details of the Organisation or Auspicing Organisation managing the grant funds.

ABN	
Is the Organisation or Auspicing Organisation registered for GST?	Yes or no?
Bank name	
Name of bank account	
BSB	
Account number	
Accounts payable email address	

## 2 Project details

### 2.1 Project eligibility

To be eligible, the Applicant must answer 'No' to the following questions.

QUESTIONS	YES (tick)	NO (tick)
Does this project promote political or religious beliefs?		
Will the grant funding be used to purchase large scale capital items? <i>E.g., refurbishments, building or property modifications, office fit outs, landscaping</i>		
Is this Project outside the geographical boundaries of the City of Subiaco?		
Is this a project that is traditionally funded through other sources? <i>E.g., school activity funded by the Education Department</i>		

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**Is this project currently receiving funding from the City of Subiaco through other funding avenues?**

*If yes, please state the funding program*

**Has this project already commenced or already been completed?**

**Will the funding be used to pay operational salaries or wages?**

*Funds can be used to pay for one-off contractors and artist fees.*

**Is the Project a commercial venture?**

*I.e., Will the Organisation make a profit from the Project?*

## 2.2 Project description

<b>Project name</b>	
<b>Project/event location</b>	
<b>Start date</b>	
<b>End date</b>	
<b>Event date (if applicable)</b>	

**Why do you need the grant?**

*What is the need/opportunity in the community that you want to address through your Project?*

*Where possible, provide evidence, examples, data, stories, research. Attach emails, letters of support, references, if you have any.*

**Answer**

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## Who will benefit from the Project?

List who in the Subiaco community will benefit? Also include volunteers and others involved in implementing the Project who might benefit socially, through participation or otherwise.

(Tick all that are applicable)

<b>Children (12 and under)</b>		<b>People with disability</b>	
<b>Youth (13 – 18)</b>		<b>People experiencing homelessness</b>	
<b>Culturally and linguistically diverse (CALD)</b>		<b>Families, parents</b>	
<b>Aboriginal and Torres Strait Islander</b>		<b>Seniors</b>	
<b>Disadvantaged</b>		<b>LGBTQIA+</b>	
<b>Victims of domestic violence or sexual assault</b>		<b>People with mental health disorders, anxiety, depression</b>	
<b>People experiencing addiction – alcohol, drugs, gambling</b>		<b>General community</b>	
<b>Other (please specify)</b>			

## How many people will benefit from your Project?

How many participants? How many members of the Subiaco community will benefit? Will your Project also benefit people outside of the Subiaco area?

**Answer**

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**What is the community need/opportunity that you are trying to address through your Project?**

*Why do you think your Project is the best way to address this need/opportunity? Provide information on other ideas you have explored and why you think your Project is an effective way to address the need/opportunity that you have identified. Has this been done before? Was it successful?*

**Answer**

**What are your Project deliverables? (OUTPUTS)**

*Number of workshops, events? Will your Project produce something, such as artwork?  
How will you measure that your Project deliverables have been successfully achieved?*

**Answer**

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## **What social impacts on the Subiaco community are you aiming for through your Project? (OUTCOMES)**

*What difference/change are you wanting to make to the Subiaco community? Are you wanting to empower or connect people? Educate them? Raise awareness about an issue? Change behaviour? Help people to feel more included? Support creative expression? Improve health, safety and wellbeing?*

### **Answer**

*How will you measure this change/impact? How will you know your Project has made a difference? Will you use before and after surveys, record stories, take photos or video, or use research or data to demonstrate that your Project has made a difference to the community? How will you measure that your Project deliverables have been achieved?*

### **Answer**



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How is your Project aligned to the [City of Subiaco Strategic Community Plan](#)?

*The Strategic Community Plan 2017-2027 is the overarching document that guides the future direction of the City of Subiaco community. The plan is broad and has a long term focus, with strong emphasis on the community's aspirations, priorities and vision for the future.*

Please tick the strategies listed below that your Project is aligned to.

No.	STRATEGY	Tick
1.1.1	Ensure the community's identity and local history is reflected, promoted and celebrated.	
1.2.1	Facilitate a range of opportunities to foster community health and wellbeing that are accessible and inclusive for everyone.	
1.2.2	Ensure a range of recreation opportunities for the community.	
1.2.3	Contribute to a safe environment for the community.	
1.3.1	The community is strengthened through its events, programs and public art.	
2.1.1	Preserve, enhance and maintain the urban forest.	
2.1.6	Be proactive and innovative in its approach to environmental, sustainability and climate change.	
3.1.1	Continue to support Subiaco as a hub for arts, culture and entertainment.	
4.1.1	Support the conservation of heritage places.	
Other	Please list any other strategies in the Strategic Community Plan that your Project is aligned to (e.g., environmental)	

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## Does your Organisation have access to the necessary resources to deliver the Project? (INPUTS)

*Do you have access to people with the knowledge, skills or experience to meet the Project deliverables and outcomes? Who are these people? What are their roles? Please attach any qualifications, Working with Children checks, Police clearances or bios, as relevant.*

### Answer

*Are you partnering or collaborating with any other organisations or parties to deliver the Project? If, yes, please list details.*

### Answer

*Do you have the necessary access to a venue? Equipment? Computers? Materials? Please list details.*

### Answer

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## Is your project accessible and inclusive?

*External agents and contractors (including grant recipients and partners) that interact with the public on the City's behalf must comply with the [City's Disability Access and Inclusion Plan](#). Please visit the City's website to find [relevant information](#) on how to make your event or activity accessible and inclusive; and contribute to the objectives of the City's DAIP. This information will assist in providing a response to this section.*

Please provide details of how you have considered the outcomes of the City's Disability Access and Inclusion plan in your project/event.

## Answer

## Will any other individuals, groups or organisations be assisting and/or volunteering with this Project?

*If yes, please list these below and make a note of the number of volunteer hours that each of them will be contributing to the project.*

Individual/ Group/ Organisation	How will they be assisting?	Number of volunteer hours being contributed

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**What COVID-19 precautions have you put in place to ensure your initiative is mitigating potential risk of COVID-19 spread?**

*Compliance with mandatory State Government COVID requirements is necessary. These requirements are ever evolving; the applicant must check what is required and ensure compliance. (Tick all that are relevant)*

<b>Hand sanitiser, soap and warm water</b>		<b>Ensuring staff and event marshals are trained in COVID safety measures</b>	
<b>Mask requirements</b>		<b>Cleaning and disinfection</b>	
<b>Physical distancing</b>		<b>Event registration with Department of Health</b> (more than 500 patrons)	
<b>Check-ins QR codes and contact registers</b>		<b>Requesting that sick people not attend</b>	
<b>Signage</b> (hand washing and respiratory etiquette)		<b>Adequate ventilation</b>	
<b>COVID Event Plan</b> (more than 1,000 patrons)		<b>Sneeze guards at counters</b>	
<b>Staff and patron vaccination requirements</b>		<b>Cashless sale points</b>	
<b>Other (please specify)</b>			

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## What are the risks associated with your Project?

*These may include physical, social, seasonal, political, reputational, safety, health and financial risks.  
How will you reduce the likelihood of these risks occurring?*

RISKS	CONTROL STRATEGIES

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## 3 Budget

It is important to show how you plan to spend the grant. Please either use the below budget table or attach an alternative budget template. Within the budget you submit, you need to show where all the money for your Project is coming from (income) and how it will be spent (expenditure).

Include the Community Development Grant money you have applied for in these tables.

If you anticipate you will receive funds from other sources to support your project, include this in the table below. Be sure to indicate if this support has been confirmed, or if you are waiting on confirmation.

Include any in-kind contributions to the income table. In-kind contributions are donations of goods or services. For example, someone might allow you to use a venue or their equipment for free, or they might donate food and catering for your event.

Please attach copies of any quotes you have sourced.

<b>What is the total cost of the Project?</b> <b>(excluding GST)</b>	\$
<b>How much grant funding are you requesting from the City?</b> <b>(excluding GST)</b>	\$

### 3.1 Income

<b>Project income sources</b> <i>Add extra rows as necessary</i>	<b>Income amount</b> <b>(excluding GST)</b>	<b>Is this income confirmed?</b> <i>Yes or no</i>
	\$	

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## 3.2 Expenditure

<b>Project items</b> <i>Add extra rows as necessary</i>	<b>Item cost (ex GST)</b>	<b>Amount funded by City of Subiaco grant (ex GST)</b>	<b>Amount funded through other sources (ex GST)</b>	<b>In-kind contributions <i>approx. value</i></b>
	\$	\$	\$	\$

Alternatively, please complete and attach the separate Budget Sheet located on the City's website [here](#).

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## 4 Terms and conditions

1. Application forms must be received by the City before the specified grant round closure date listed on the City's website.
2. The grant is to be used solely for the Project approved by the City of Subiaco during the funding period.
3. Any part of the grant funds that are not used in accordance with Condition 2 (above) must be repaid to the City of Subiaco upon request, unless prior written approval is obtained.
4. If you cease carrying out the Project or if the City of Subiaco has terminated this Agreement on account of your breach or breaches of these Conditions then the balance of the grant monies unspent must be repaid to the City of Subiaco upon request.
5. City of Subiaco will not be held responsible for the success of the Project for which the grant is applied or for any losses or additional costs incurred that are associated with the project.
6. The Project must be completed within twelve months of receipt of funding.
7. Applicants can not apply for a grant retrospectively.
8. If you wish to change the Project or seek an extension of the funding period you must obtain prior written approval from the City of Subiaco.
9. If you breach any of these terms and conditions, the City of Subiaco can terminate this Agreement at any time and without giving you any prior notice.
10. You must provide the City of Subiaco with any documents or information relating to the grant or the Project that the City asks for within ten business days of receiving the request.
11. You must meet any payment conditions and/or reporting requirements as specified by the City of Subiaco.
12. The Project must comply with all City of Subiaco local laws and event requirements as required. These include, but not limited to parks usage, health, building and events permits and obstruction and traffic permits.
13. If your project involves working with children you must ensure that your organisation and all employees and volunteers working directly with the children comply with the *Working with Children (Criminal Record Checking) Act 2006*. Refer to this website for further information: <https://workingwithchildren.wa.gov.au/>
14. City of Subiaco is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken in connection with the Project.
15. The funding recipient is to comply with all State Government mandates and requirements relating to the management of COVID risks.
16. Recipient organisations are required to be appropriately incorporated and be responsible for their own insurances. This includes but is not limited to Public Liability, Volunteer Insurance and Professional Indemnity.
17. An acknowledgment of funding assistance provided by the City of Subiaco must be included in any advertising and on any material relating to the project for which the funds were allocated in line with the City's Style Guide. Please note: Approval is required from the City prior to distribution of promotional material or advertising.
18. During the Project, applicants may be required to display banners provided by the City which acknowledge the City's support.
19. Grant recipients are required to complete an Acquittal and Evaluation Report and return it to the City within thirty days of project completion. Please note: Your organisation may not be eligible for future grant funding if the acquittal is not returned within the required time frame.



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## 20. GST

(a) For the purposes of clause 11:

- (i) 'GST' means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and
- (ii) 'GST Act' means A New Tax System (Goods and Services Tax) Act 1999 (Cth) and includes all associated legislation and regulations;
- (iii) the terms 'supply', 'tax invoice', 'taxable supply' and 'value' have the same meanings as in the GST Act.

(b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.

(c) The obligation of the Grantor to pay the GST on any supply by the Organisation under this Agreement is conditional upon the prior issue by the Organisation to the Grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.

(d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:

- (i) the Grantor will issue a RCTI in respect of GST payable on the supply of the Project and the Organisation will not issue tax invoice in respect of that supply;
- (ii) the Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ('the Term');
- (iii) the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the Term; and
- (iv) the Grantor will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the Project for which the Grantor issues a RCTI under this Agreement.

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## 5 Declaration

I, \_\_\_\_\_ declare the following:

I have read the Terms and Conditions of this grant application, and will adhere to the Terms and Conditions outlines in this grant application form.

I am currently authorised to sign legal documents on behalf of the Organisation applying for the grant.

I give permission to the City of Subiaco to contact any persons or other organisations in the processing of this grant application and understand that information within this application may be provided to other agencies as part of that process.

If this grant application is successful, I agree to ensure that appropriate insurances are in place, and that a copy of my Organisation's public liability insurance to the value of \$20 million will be provided to the City.

I agree to implement the Project as stated, and will provide to the City (within thirty days of the Project completion) an Acquittal and Evaluation Report and a statement of income and expenditure (signed by the authorised signatory) to demonstrate how the grant funds were utilised.

The organisation is financially viable and is able to meet all accountability requirements.

**\*IMPORTANT:** The application must be signed by the person legally able to enter into contracts on behalf of your Organisation. For incorporated organisations this is generally the Chairperson, President or equivalent officer. The application may be signed by a formally authorised delegate, according to the Organisation's constitution or as bound by law.

Signature	
Full Name	
Position	
Organisation	
Date	
Witness Signature	
Witness Name	
Date	

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## 6 Checklist

**STOP!**

**Before you submit your application, please ensure that you have completed the following. Tick off each item when you have completed or attached it.**

Checklist	Tick
I have contacted the City's Senior Community Development Officer to discuss my project.	<input type="checkbox"/>
I have completed all questions in this application form.	<input type="checkbox"/>
I have attached a current copy of the Certificate of Incorporation for the Organisation (or Auspicing Organisation).	<input type="checkbox"/>
I have completed the budget tables (or attached a separate budget sheet).	<input type="checkbox"/>
I have sought quotes to back up the cost figures in my budget table.	<input type="checkbox"/>
A legally authorised officer has read, completed and signed the Declaration in this application form. Where an application is auspiced by another organisation, I have ensured that the auspicing organisation has signed the Declaration.	<input type="checkbox"/>
I have attached other documents to this grant application – e.g., quotes, references, staff bios, letters of support, research, data etc. <i>Please list the documents you have attached to your application here:</i>	<input type="checkbox"/>

Please address your grant application to:  
**Kathleen Ridgwell, Senior Community Development Officer**

Submit your application in one of the following ways:

- Email: [culture@subiaco.wa.gov.au](mailto:culture@subiaco.wa.gov.au)
- In person: Hand over the reception counter at the City of Subiaco Administration Centre, 241 Rokeby Road, Subiaco
- Mail: PO Box 270, Subiaco WA 6904

Thank you.