



# Community Development Grants Application Guidelines

## How much funding is available?

- Up to \$5,000 for incorporated community organisations, groups and service providers
- Up to \$1,000 for unincorporated community organisations, groups and service providers
- Up to \$5,000 for unincorporated community organisations, groups and service providers, providing they are under the auspices of an Australian legally constituted not-for-profit incorporated community organisation, group or service provider

The City of Subiaco can provide up to 100 per cent of your project costs (within the funding limits). There is no requirement for applicant contributions, however applicants that can demonstrate investment from other public and private sources will be assessed favourably under the assessment criteria.

## How do I apply?

Before starting your application, please review the terms and criteria in these Guidelines to ensure you are eligible to apply. Prospective applicants are strongly encouraged to contact the City's Senior Community Development Officer on (08) 9237 9328 to discuss your proposal prior to submission. To apply, submit a completed Community Development Grant Application Form by the closing date of one of the three grant rounds run per year.

## Grant eligibility

Grants are targeted to community organisations, groups and service providers for programs, initiatives, services and activities that respond to the health, safety and wellbeing of the local Subiaco community.

To be eligible, the applicant must be one of the following:

- an Australian legally constituted not-for-profit community organisation, group or service provider
- under the auspice of an Australian legally constituted not-for-profit community organisation, group, service provider

Applicants who contribute financially or in kind to their project themselves, or are funded through another grant or partnership, are eligible to apply. Applicants can support their project through other funding sources, in kind donations and/or volunteering.

## What is a community organisation, group or service provider?

Organisations which provide or carry out activities, facilities or projects for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances. They are usually a not-for-profit (NFP) society, association or club established for community service purposes except political or lobbying purposes. Community service purposes are altruistic. This means they are established and operated for the wellbeing and benefit of others.

## Who is not eligible to apply for this grant?

- A Commonwealth, State or any government agency.
- Employees and elected members of the City of Subiaco.
- Commercial ventures, private organisations, businesses, associations, groups, organisations or service providers with the aim of making a financial profit.
- Applicants that have outstanding debts to the City.
- Applicants that apply for funding retrospectively. Funding cannot be requested for initiatives that have already been delivered.
- Applicants that have failed to provide satisfactory acquittal reporting for other previous City of Subiaco funding.
- An applicant who conducts themselves in a way that is considered injurious or prejudicial to the character or interests of the City of Subiaco.
- Political or 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 or political activities.

## What types of activities will the grants support?

The COVID-19 Community Care Grants are aimed at projects, initiatives, events and activities that support:

- seniors
- youth, children and families
- people with disability
- people experiencing homelessness
- culturally and linguistically diverse people
- Aboriginal and Torres Strait Islander people
- people with suppressed immunity, and chronic health conditions such as respiratory disease, heart disease, kidney disease, liver disease, diabetes and hypertension
- the LGBTQIA+ community – people who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual or other genders
- the general community and residents

The City is seeking applications from organisations who can deliver support or activities in the following priority areas:

- **Mental health and wellbeing**, including relationship management, meditation, managing anxiety, stress and depression, mental health first aid sessions, managing screen time and cyber safety, mental health resilience, and practical wellbeing activities.
- **Support for vulnerable people**, such as goods and services, food security initiatives, culturally appropriate initiatives, service/outreach activities, essential hygiene and safety supplies, digital literacy, housing, transportation, medical care, care packages and toolkits etc.
- **Family, parenting, youth and children**, including positive parenting, family relationships, support for people working and studying remotely, coping with stress and anxiety, pregnancy and postnatal support.
- **Support for seniors, retirees and people entering into retirement**, including planning for retirement, mental health initiatives, elder abuse awareness, peer education, digital literacy and social connection.
- **Homelessness support**, including initiatives that support people experiencing homelessness or who are at risk of homelessness.

- **Financial security, employment and career development**, including working from home support, budgeting, support during financial hardship, sessions on funding relief measures during COVID-19, unemployment or underemployment, learning remotely and job application skills.
- **Health promotion and physical wellbeing**, including sport and recreation classes, online fitness and exercise classes, alcohol and other drugs education, healthy eating, smoking cessation and injury prevention.
- **Community safety initiatives**, including those that provide support to those experiencing or at risk of family and domestic violence, sexual assaults, exploitation or neglect.
- **Volunteer-involving organisation support**, including initiatives that support the capacity for not-for-profit and community organisations to recruit, retain and manage volunteers.
- **Arts and culture initiatives**, including music and drama performances, singing classes, art exhibitions, and other opportunities for creative expression that allows the community to experience vibrant arts and culture.
- **Gender equality**, such as initiatives that empower women and ensure that all genders have equal rights, responsibilities and opportunities.

The above examples are not comprehensive and are intended for illustrative purposes. The City encourages organisations to provide applications that address the above priority areas, and make recommendations about proposed topics and formats based on their industry expertise.

Activities must be in a format that can be delivered during current COVID-19 restrictions, with a preference for activities that can be implemented immediately, remotely or virtually.

## What will not be considered for funding?

- Proposals that promote political or religious beliefs
- Proposals that require City funding to purchase large scale capital items (small scale equipment might be considered for funding if they are viewed as being pivotal to the success of the proposal)
- Proposals based outside of the City's boundaries
- Proposals that would traditionally be funded by another source (e.g. school activity through the Education Department)
- Proposals that are already being funded by the City of Subiaco
- Projects requiring funds for operational salaries or wages (staff employed on the books). Costs associated with the engagement of external consultants, contractors, counsellors, training providers etc. will be considered
- Loss of costs or revenue (e.g. costs associated with cancelled events)
- Reimbursement for any goods or services purchased or provided prior to the commencement of the grant agreement
- Expenses without documentation or invoices (these will be required in the acquittal of the grant)

If you are still seeking funding for any of the above items please contact the City to see if we can support you in some other way.

## Assessment criteria

Proposals will be assessed against the following criteria:

### 1. Feasibility

There is demonstrated feasibility and organisational capacity to deliver, including clear and realistic objectives, timeframes and budget. Applicants have relevant knowledge, skills, capability or experience, and access to necessary resources. The applicants has the ability to obtain all appropriate approvals, permits, insurances and licenses.

## 2. Social outcomes

The proposal's objectives are in the main interest of the City of Subiaco community and its residents. There is a demonstrated community need. The proposal has measurable social outcomes and benefits for the local Subiaco community.

## 3. Delivery time

The proposal can be delivered on time, and within a twelve month period.

## Key dates and timeframes

Please consider these timeframes when planning your project

- The City will confirm if your application has been successful within two weeks. Successful applicants will be sent a Grant Agreement to sign, and a purchase order.
- Successful applicants will then be required to invoice the City in order to receive the funds.
- Where possible and appropriate, activities will be promoted through the City's promotional mechanisms – including the website, social media and e-newsletters – before, during and after the time that activities are delivered.
- Grant activities must be completed within twelve months of receipt of funding.
- The grant must be acquitted within 30 days of the project completion date. An Acquittal Form will be provided to successful grant recipients.

## How will my application be assessed?

- An Assessment Panel of City staff will review your application against the criteria and provide recommendations to the Manager Cultural Services. Full, part or no funding will be recommended. This decision is carefully considered with the view of maintaining the integrity of the proposal.
- Successful applications are those that best satisfy the assessment criteria. The City of Subiaco reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the eligibility criteria.
- Authority to approve applications is delegated to the Manager Cultural Services, provided that all the necessary criteria for approval of applications are met.

## Payment information

Payments to grant recipients will be made by electronic transfer. If the grant recipient is not currently a creditor with the City of Subiaco, they will be required to complete a payment form, and supply bank details (with banking statements as verification).

If your organisation is registered for GST, or required to be, and receives grant funding from the City of Subiaco, it will need to pay GST on the funding payment as it will be making a 'supply' in return for the payment. For further information on GST, contact the Australian Taxation Office.

## Contact

For further information on the Community Development Grants program, please visit the City's website [here](#) or contact:

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