

GRANTS AND DONATIONS GUIDELINES



INTRODUCTION

- What is a Community Grant, Cultural Grant or Donation?
- How do I apply?
- What do I need to do?
- Who do I talk to?
- When do they occur?
- Where can I get more information?

READ ON

All these questions and more will be answered.

By making contact with the City of Cockburn when looking at funding for your project, we may be able to assist you with finding additional sources to make your project successful.

On your initial contact you will need to speak to either the Grants & Research Officer (9411 3583) or the Cultural Development Coordinator (9411 3433) to discuss your project so you can present the best application possible.

WHO CAN APPLY?

Community groups or organisations based in the City of Cockburn and who primarily service residents of the City are eligible to apply for funds. Applications are invited from non-profit community managed groups, including sporting, welfare, education, arts/cultural, youth, seniors, children, ethnic and related groups.

WHAT IS FUNDED AND HOW OFTEN?

Each grant has relevant criteria and these are listed under the details inside. In particular, the grants are not for recurring annual expenses. They are for “one-off” projects or pilot programs, or establishment of a group or activity. A project will only be funded once. Once you have a successful application, you cannot apply for a grant again for 12 months. No new application is accepted until you have successfully acquitted a previously funded project.

WHEN?

Applications are invited twice yearly in March and September. Funding rounds are advertised in local papers and the City’s Cockburn Soundings. The closing dates are on the application forms.

IN BRIEF

Donation

A donation is a contribution of money towards your group’s day-to-day running costs, NOT for a specific project or activity. Eligible applicants include benevolent organisations and services, not sports clubs, residents’ associations or other special interest groups.

Community Grant

A Community Grant assists local community groups and organisations to provide projects or activities that benefit residents of Cockburn. Applications up to \$15,000, with smaller amounts encouraged.

Cultural Grant

A Cultural Grant supports local arts and cultural activities that promote cultural diversity and encourage expression of cultural identity through all art forms. Applications up to \$4,000, with smaller amounts encouraged.

COMMUNITY GRANTS

The Community Grants Program is a broad based financial support program for organisations within the City of Cockburn assisting local community groups and organisations in the provision of programs and activities for the benefit of the residents of Cockburn.

SELECTION CRITERIA

Applying Group:

- Primarily serves the residents of the City of Cockburn.
- Is well established and/or can demonstrate a high level of community support.
- Can demonstrate it is financially sound, or key persons have demonstrated ability to manage a project of the proposed type.

Project or Activity:

- Will be of long-term benefit to the local community and/or City of Cockburn generally.
- Is located in an area that has an identified need.
- Does not duplicate an activity already available in the local area.
- Will not require ongoing funding from Council beyond the initial funded period, except Carols by Candlelight events.

For Schools and School Parent and Citizens Projects:

- A financial contribution to the project by the applicant.
- There is some element of generally acknowledged, shared responsibility by both the Education Department and Council in the proposal.
- Out of hours usage by the general community is assured and there is an identified community need for the facility or activity.
- The proposal is for extra-curricular activities taken on by students for which the students and Parents and Citizens Association are required to raise funds and the activity is clearly outside the Education Department's area of responsibility.

How Much?

- The maximum grant provided to any one group will be \$15,000, however grants are generally approved for a lesser amount.
- Applicants who are able to contribute toward the project in cash or in-kind will be considered favourably.

Please Note:

- Funding will not be for personal items such as uniforms, food consumables or catering costs.
- Requests for sporting equipment are limited to \$2,500.

CULTURAL GRANTS

Cultural Grants are designed to “seed” and encourage local arts and cultural activities recognising the cultural diversity of Cockburn and encourage expression of cultural identity through all artforms. Cockburn based groups are invited to develop their ideas into performances, displays, workshops or events that can be shared by the communities in Cockburn.

SELECTION CRITERIA

Applying Group:

- Must be based in Cockburn and primarily serves the residents of the City of Cockburn.
- Represents one or more of the diverse cultural groups in the City of Cockburn.
- Must show an ability to manage financial affairs.
- Priority will be given to applicants who haven't previously been funded.
- Schools can apply if the project is extra curricular and falls outside the Education Department's area of responsibility.

Project or Activity:

- Needs to represent the residents of Cockburn or embody one or more of the diverse cultural interests of the City of Cockburn including young people, families, seniors, Nyoongar and cultural groups such as Croatian, Serbian, Italian, Salvadorean, etc.
- Should include a proven cultural and/or historical significance, which should enhance the cultural life of Cockburn.
- Demonstrates a high level of community support.

How Much?

- The maximum amount provided for any one project is \$4,000, however grants are generally approved for lesser amounts.
- Applicants who are able to contribute toward the project in cash or in-kind will be considered favourably as will those who source funding from other sources.

Some Examples of Projects:

- Events
- Minor Capital Works
- Pilot Programs
- Activities
- Equipment
- Workshops
- Brochures/Pamphlets
- Art works

THE PROCESS

How Do You Apply?

After you have read the guidelines and application form, you need to call either the Grants & Research Officer for Community Grant projects, or the Cultural Development Coordinator for Cultural Grant projects, to discuss with them what your project is all about. These officers will help you to streamline your application by giving you advice on how and what to put into your application.

One of the things we will be looking for is evidence of community support, which may be in the form of letters by relevant community members/groups.

One of the most important parts of the application is your budget. It needs to add up i.e. the income must equal expenditure. We will also need evidence that your group is able to manage its financial affairs, so a financial statement will also be required.

How Do We Assess Applications?

When we have received your application, it will be recorded and you will receive verification. If applicable, we may then refer it to a relevant council officer for comments. For example, if it were an environmental project it would then be given to the Environmental Services area for comments and recommendations. It is for this reason that it is important that you speak to a relevant officer regarding your application. Delegated Authority is provided to the Manager Community Services who determines the successful grant applicants.

What Happens Next?

All applicants will be advised whether their application for funding has been successful or unsuccessful. If you have been successful, we will send you a Letter of Offer and a Conditions of Funding form which we ask you to sign and we may stipulate some conditions. Once we have received your acceptance you will receive your funding, together with an Acquittal form. You must return the Acquittal form with all relevant information at the completion of the project.

What Happens Afterwards?

Once the project has been completed or the time frame has finished, we need to hear from you. If the project has been completed, you need to return the Acquittal form with copies of all receipts. Any unused funds must be returned. If your project has not been completed in the proposed time that you stated, you need to let us know. Extensions may be granted and we may be able to assist you if there are difficulties.

Important Information On The Goods And Services Tax

The following guidelines are provided to help organisations understand the GST. Under the new Federal Legislation relating to the Goods and Services Tax (GST), financial assistance received by an organisation may be subject to GST.

- **Organisations that have an Australian Business Number (ABN) and are registered for the GST:** will be liable to pay GST on any financial assistance received from the City of Cockburn, to the Australian Taxation Office (ATO). In this case, the Council will provide a "cashed-up" amount, i.e. it will include an additional 10% for the GST. For example, if an organisation applies for financial assistance of \$1,000 and Council approves it, they will receive \$1,100.
- **Organisations that have an Australian Business Number (ABN) and are not registered for the GST:** will not be liable to pay GST on any financial assistance received from the City of Cockburn, to the Australian Taxation Office (ATO). In this case the Council will not "cash-up" the financial assistance amount.
- **Organisations that do not have an Australian Business Number (ABN) and are not registered for the GST:** will not be liable to pay GST on any financial assistance received from the City of Cockburn, if they can provide proof that their organisation is not required to have an ABN (please complete the "Statement by a Supplier" form which is available from the Australian Taxation Office). If this is not provided, the organisation may have 48.5% of their financial assistance payment withheld by the City of Cockburn, which is then payable to the Australian Taxation Office.

Contacts:

Community Grants & Donations

Grants & Research Officer
Ph: 9411 3583
E: communitygrants@cockburn.wa.gov.au

Cultural Grants

Cultural Development Coordinator
Ph: 9411 3433
E: coexpressgrant@cockburn.wa.gov.au

Have You Filled In All The Bits?

- Relevant Officer
- Serve City of Cockburn Residents
- Meet Selection Criteria
- Community Support
- Budget
- Addressed all Questions
- Signed Declaration

Where Do You Submit Your Application?

In Person:

Manager Community Services
City of Cockburn
9 Coleville Crescent
Spearwood WA 6163

By Mail:

Manager Community Services
City of Cockburn
PO Box 1215
Bibra Lake DC WA 6965

Remember:

We want to be able to help you. Before you start your application, get in contact with us first to discuss it. We may be able to make your application stronger, suggest some other funding sources and link you with some other Council officers or community people who can help and be able streamline your application. We are here to help.