

GRANTS AND DONATIONS APPLICATION FORM

Before completing this form, please contact
the City of Cockburn on 9411 3583 to discuss your application.



Please read the following to see if you are eligible to apply for a City of Cockburn Grant or Donation.

You can apply if you meet one or more of the following criteria:

- ✓ You are a community group or not-for-profit organisation
- ✓ You are based in the City of Cockburn and you primarily serve the Cockburn community
- ✓ You are able to provide examples of community support for your group
- ✓ You are able to show experience at managing the group's affairs
- ✓ You are a P&C or P&F that has equal funding from another source

You cannot apply if you meet one of the following criteria:

- ✗ You are a State or Commonwealth authority
- ✗ You are an individual or a private or for-profit group
- ✗ Your project begins less than two months after the application close date
- ✗ You are seeking ongoing funding from the City of Cockburn
- ✗ You have already started your project, including paying for equipment
- ✗ You have not acquitted any previous City of Cockburn grants

Applications for Grants and Donations close on the **31st March** and **30th September** each year. Late applications will not be accepted.

Please choose from **ONE** of the three options listed below.

You can only receive money from **ONE** category per financial year.

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.

Please complete steps 1, 2, 3 and 6 only.

OR

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.

Please complete steps 1, 2, 4, 5 and 6 only.

OR

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.

Please complete steps 1, 2, 4, 5 and 6 only.

ALL APPLICANTS

STEP 1: Tell us about your organisation

Organisation Name: _____

Street Address: _____

Postal Address: _____

Contact Person: _____

Position/Title: _____

Telephone (Business Hours): _____ Fax: _____

Email: _____

Does your organisation have an ABN (Australian Business Number)? Yes No

Yes, the ABN is: _____

Is your organisation registered for GST (Goods and Service Tax)? Yes No

Is your organisation a not-for-profit organisation? Yes No

If NO, you cannot apply for a grant or donation.

Is your organisation incorporated? Yes No

If NO, you may apply for a grant or donation through an auspicing body.

If you do not have an auspicing body, you cannot apply for a grant or donation.

If YES, you must supply a copy of your Incorporation Certificate.

Auspice Organisation Name: _____

Street Address: _____

Postal Address: _____

Contact Person: _____

Position/Title: _____

Telephone (Business Hours): _____ Fax: _____

Email: _____

Does your organisation have an ABN (Australian Business Number)? Yes No

Yes, the ABN is: _____

Is your organisation registered for GST (Goods and Service Tax)? Yes No

Is your organisation a not-for-profit organisation? Yes No

If NO, you cannot apply for a grant or donation.

Is your organisation incorporated? Yes No

If NO, you are not eligible to auspice this application.

If YES, you must supply a copy of your Incorporation Certificate.

You will need to provide evidence that the auspicing body supports your application.

Who in your community supports you and how? Letters of support will strongly assist your application.

Please answer the following in 150 words or less. Describe your organisation and its purpose.

Does your group have an ABN and is it GST registered?

If YES, you are liable to pay GST. If this applies to you, the City of Cockburn will automatically increase successful grant applications by 10%. A completed Recipient Created Tax Invoice Agreement or Tax Invoice must be provided by funds recipient (either applicant or auspicing body)

ABN but not GST registered?

If YES, you are not liable to pay GST.

If you do not have an ABN?

If your group is not required to have an ABN, you will need to complete a "Statement by Supplier" form. If this form is not supplied, up to 48.5% of the grant or donation may be withheld.

What is an auspicing body?

An auspicing body is an incorporated group that applies for a grant or donation on behalf of an unincorporated group. The auspicing body is responsible for the financial management of the grant or donation e.g. your local community or residents group.

What is a letter of support?

A letter of support is written by another organisation or business telling of the positive impact of your group or project and how and why they support your operation or project.

N.B. A letter of support must be printed on the supporter's letterhead provided as an original document signed by the CEO, President or Chairperson.

DONATIONS APPLICANTS ONLY

STEP 3: Tell us about your organisation

Please fill in the following table and tell us where your group's money comes from. Income sources also include other grants and donations. Please tell us if these have been confirmed or not.

INCOME SOURCE	AMOUNT (\$)	
Contribution from other income sources:		Confirmed:
Name:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount Requested from City of Cockburn:		
TOTAL INCOME		

You will need to provide a copy of your most recent financial statements.

Please describe the nature of your organisation's activities (you may attach further information for this section):

How will the community benefit from your project and how many individuals will benefit?

What are financial details?

Your group's financial details include financial and bank statements.

The financial details allow the City to make an informed decision on how your group manages money.

For any grant or donation over \$5000, please provide a copy of your most recent audited report.

COMMUNITY AND CULTURAL APPLICANTS ONLY

STEP 4: Tell us about your project/activity

What is your project/activity name? _____

What is the TOTAL cost of your project/activity? \$ _____

What amount are you applying for from the City of Cockburn? \$ _____

Project/activity start date: _____ / _____ / _____

Project/activity finish date: _____ / _____ / _____

Describe your project/activity and its aims: (i.e. what you intend to achieve)

How will you achieve your project/activity aims?

Where will the project/activity take place?

Is your project/activity ongoing or a one-off event?

Ongoing projects/activities are only eligible to receive funding once from the City of Cockburn

How will the Cockburn community benefit from your project/activity?

COMMUNITY AND CULTURAL APPLICANTS ONLY

STEP 5: Tell us your project/activity budget

Please provide details of your project budget. DO NOT include GST.

Below is an example of a completed table of project income and expenses:

INCOME	\$	EXPENSES	\$
Fees, grants, donations, in-kind		Hire, equipment, advertising, admin	
City of Cockburn grant	3350	10 x sewing machines	2500
10 x \$15 fees	150	4 x \$100 adverts	400
In-kind 10 weeks rent	1850	Admin	100
In-kind volunteer tutor	1000	Fabric	500
		In-kind 10 weeks rent	1850
		In-kind volunteer tutor	1000
INCOME TOTAL	6350	EXPENSES TOTAL	6350

Please complete the following table relevant to your project income and expenses:

INCOME	\$	EXPENSES	\$
City of Cockburn grant			
INCOME TOTAL		EXPENSES TOTAL	

Your INCOME TOTAL must equal your EXPENSES TOTAL.

If your grant includes purchases of an item or service over \$500, you need to supply two quotes for each item or service costed at over \$500 with your application.

You will need to provide a copy of your most recent financial details (either bank statement or balance sheet)

What does 'In-kind' mean?

An 'In-kind' contribution refers to donations of goods or services that have a value. This may include venue, donated materials, advertising or volunteer staff time. Estimate the dollar value for each item to include in your budget. For example, donated rent of \$185 per week for 10 weeks equals an In Kind value of \$1850.

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

Proof of financial contributions required.

ALL APPLICANTS

STEP 6: Declaration

I _____

(Position Title) _____

of (Organisation Name) _____

do hereby declare that all of the information supplied in this application form is, to the best of my knowledge, accurate and complete, and that the City of Cockburn will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

I understand that any decision made by the City of Cockburn is final and is not subject to an appeals process.

Signed: _____ Date: ____/____/____

Auspicing Organisation Name (if applicable):

Name: _____ Position: _____

Signed: _____ Date: ____/____/____

OPTIONAL

STEP 7: Bank account details

If your application is successful and you wish to receive electronic funds transfer, please provide the following information.

Organisation Name: _____
(Name of the incorporated organisation applying for the funding)

Name Of Bank: _____

Branch Location: _____

Branch Code/BSB Number: _____

Account Name: _____

Account Number: _____

Who can sign the declaration?

The application must be signed by an individual who is appointed by the group to sign on behalf of the group.

If the applicant is an organisation or association, the declaration must be signed by the Chairperson, president or authorised officer.

ALL APPLICANTS

STEP 8: Checklist

Have you:

- Spoken to a City of Cockburn officer. You MUST contact the Council to be eligible for a Grant or Donation.
- Completed Step 6 with a signature from your Chairperson, President or authorised officer.
- Kept a copy of your signed application and inclusions.

Have you included the following documents with your application:

(Please submit only copies of your original documents)

- A copy of your Incorporation Certificate (if applicable) (see step 1)
- A letter from your Auspicing Body (if applicable) (see step 1)
- A copy of your Auspicing Body's Incorporation Certificate (if applicable) (see step 1)
- Letter/s of Support (see step 1)
- A copy of your financial statement (see step 3 or 5)
- Written quotes for items or services over \$500 (see step 5)
- Proof of financial contributions (see step 3 or 5)

If you have completed all of the above, you are ready to hand in your application.

Please submit your application (including attachments) via post or in person:

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

What happens next?

- 1) Your application will be assessed using the Grants and Donations criteria.
- 2) You may be asked to supply additional information to support your application.
- 3) The City of Cockburn will let you know if your application has been successful or unsuccessful within eight weeks after the application close date.

Thank you for your application!

Disability Access and Inclusion Plan and Sustainability Policy Checklist

Attachment for Grants, Donations and Sponsorship Applications

Applicant Name:	
Project Name:	

	OUTCOMES Disability Access and Inclusion Plan (DAIP)	APPLICANT ACTIVITIES/STRATEGIES Please provide examples of how your organisation might help to achieve the DAIP outcomes through the funded activity/ies.
1	People with disabilities have the same opportunities as other people to access services and events .	(e.g. have you considered if parking will be available for people with disabilities at your community event?)
2	People with disabilities have the same opportunities as other people to access buildings and other facilities .	(e.g. have you considered if people with disabilities will have access to the venue where funded activity/ies will be held?)
3	People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.	(e.g. will you ensure that advertising for funded activity/ies will not be smaller than 12 point font?)
4	People with disabilities receive the same level and quality of service from volunteers and staff as other people receive.	(e.g. have you considered a brief induction for volunteers and staff about awareness of disability access and inclusion as it relates to funded activity/ies?)

	<p>OUTCOME</p> <p>Sustainability Policy</p>	<p>APPLICANT ACTIVITIES/STRATEGIES</p> <p>Please provide examples of how your organisation might help to achieve environmental, social and economic sustainable outcomes through the funded activity/ies.</p>
1	<p>Meeting the needs of current and future generations through integration of environmental protection, social advancement, and economic prosperity.</p>	<p>(Have you considered how your project will deliver:</p> <p>Environmental outcomes – e.g. will recycling bins be provided at your event?</p> <p>Social outcomes – e.g. will the activity/ies provide good networking opportunities for community members and be inclusive of diversity of all kinds?</p> <p>Economic outcomes –e.g. will you be utilising local suppliers for good and services? Are there opportunities to share resources with other groups?)</p>

Signature of authorised representative:			
Name of authorised representative:			
Position/title:		Date:	