Community Grants Program

Guide to completing the Application Form

City of Salisbury
The Living City

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Contents

Introduction to this Guide

This Guide has been prepared to assist you in completing your application for Community Grant funding.

The section headings contained within this Guide correlate with the sections of the Application Form.

Important Information

The City of Salisbury Community Grants Program Guidelines and Eligibility Criteria document works in conjunction with this Guide and should be read before completing the Application Form. It is recommended you refer to these documents when completing the Application Form.

A new application form is required every funding round and the **current** *Community Grants Program Application Form* must be accessed from the City of Salisbury website.

A separate sheet clearly marked to identify the question number to which it is related should be attached where there is insufficient space for your answers.

A detailed, current quote must be provided with the Application Form.

Applications that are incomplete or do not contain all essential documentation may be considered ineligible or result in deferral to a subsequent round to enable an assessment to be made pending receipt of the incomplete/additional information.

Organisations that have any outstanding acquittals and associated documents for any previous Community Grants Program funding are ineligible to apply.

The Application Form must be signed by two current senior office holders of the organisation or group (i.e. President, Secretary, Treasurer) and their contact phone number must be listed. Both signatories will be contacted to verify the application. The application will not be submitted to the Community Wellbeing and Sport Committee until verification has occurred, **no exception**.

It is advised that an independent person of the project or event proof-read your application checking for consistency, clarity and ease of understanding.

Your organisation or group must keep a full copy of the application form for your reference.

Information Provided by the Organisation or Group

The information required on this Application Form is to enable the Community Wellbeing and Sport Committee to assess your project or event against the Community Grants Program Aim and Objectives and the proposed outcomes of the project or event.

A copy of the Application Form and any other relevant document(s) such as attachments and quotes are presented to the Community Wellbeing and Sport Committee in its entirety as an attachment to the Committee Report. This means that all information contained within the application forms part of a public document and as such can be inspected by anyone. Reports presented to the Community Wellbeing and Sport Committee is also accessible via the City of Salisbury website. If your organisation or group does not wish for the Community Grant application to be publicly accessible you must notify the Community Grants Program at the time of lodging your application.

If assistance is still required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you. Staff are unable to provide personal advice however will guide you as to the information required in the application.

Application Eligibility Checklist

Every box must be answered (checked). If you have answered YES to any of these questions, your organisation or group *or* its project or event is not eligible for Community Grant funding.

Please note: if you are completing your application electronically, to 'check/tick' a box - click inside the relevant box and the box will automatically 'check' by placing a cross or x inside the box. To uncheck the box click in the box again.

Applicant Organisation Information

1.   GROUP / ORGANISATION DETAILS

The Applicant Organisation is obligated and responsible for the management and is accountable for the use of the Grant funds in accordance with the terms of the Grant; the receipt and distribution of Grant funds and the collation and provision of all reporting documents required to acquit the Grant, should it be successful.

Insert your organisation's legal name. The legal name is that which appears on your Certificate of Incorporation or Registration. *If you are unsure of your organisation's status you can contact the Office for Consumer and Business affairs on 131 882.*

Insert your organisation's address details as required.

2.   CONTACT PERSON DETAILS

This section is for the details of your nominated contact person for the Community Grant Application. All correspondence relating to the Application will be sent to the person at the address listed in this section and should have a good understanding of the project or event and relevant documentation relating to the Community Grant Application.

Insert all details as required noting that the "title" refers to the role of the person within the organisation or group.

Applicants must advise the Community Grants Program in writing if the contact person or details changes at any time from submission of the Application through to the acquittal.

3.   COMMUNITY GRANT RESPONSIBILITY

Insert the name of the person that is responsible for the Community Grant and their title, noting that the "title" refers to the role of the person within the organisation or group.

4.   GROUP / ORGANISATION MANAGEMENT DETAILS

Insert how your organisation or group is managed (i.e. a management committee elected by and from among the members of the association, or by representatives appointed by the member organisations).

Evidence must be provided by way of meeting minutes that the group/organisation's committee has endorsed submission of the Community Grant Application (clause 8.1 of the *Guidelines and Eligibility Criteria*).

You must answer all applicable questions in relation to item 4a, b, c, d, e, f and g. Legal entity details are checked with the Australian Business Register (ABR) website. If your organisation or group's legal entity is not clearly listed on the ABR website the Community Grants Program will request a copy of your organisation's legal entity Certificate of Incorporation or Registration.

Where a group/organisation is not a legally constituted incorporated not-for-profit entity nor recognised by the Australian Taxation Office, we require a **supporting letter** that specifies *the Application is auspiced by the "incorporated organisation" who will take legal and financial responsibility for any grant monies received from the City of Salisbury*. The auspicing organisation will be responsible for the receipt, banking and administration of all monies; project monitoring and completion; ensuring the acquittal is completed by the deadline and must co-sign the acquittal documentation.

5.   BANKING INFORMATION

Your organisation must have its own bank, credit union or similar account.

Insert the Full Account Name - the name in which the account is held, not the type of bank account – i.e. cheque account.

Insert the Financial Institution name - the name of the bank, credit union or similar account.

Insert the Branch Location - the suburb of the financial institution where the account is held.

Please note – do not provide account or BSB numbers as your organisation will be issued with a cheque should it be successful in receiving the Community Grant.

6.   REFEREE INFORMATION

Insert the name and contact details of a referee. This person should preferably be someone who can verify the bona fide status of your organisation and must not be a member of your organisation or group's Committee. Furthermore, it is suggested that your organisation seek permission from the nominated person to be a referee.

GST Declaration

Does your group/organisation have an ABN

Indicate whether your organisation has an ABN.

If you indicate yes, you must record your ABN in the place provided. Your ABN will be checked on the Australian Business Register website.

If you indicate no, an ABN Declaration must be completed as part of the application process. This document is contained in the Community Grant Application - "Declaration Where No Australian Business Number is Required".

If your organisation or group does not have an ABN, the City of Salisbury may be obliged to withhold tax from Grant payments at the highest marginal tax rate (currently 48.5%) unless a "Statement by a Supplier" is completed to justify the City of Salisbury not withholding from the payment.

Is your group/organisation registered for GST

Indicate whether your organisation is registered for GST.

If you indicate yes and the application for Community Grant funding is successful, a tax invoice must be provided with the Acceptance of Community Grant Form before payment can be made. Furthermore, the Grant will be subject to GST and your organisation or group will be liable to remit the GST component to the Australian Taxation Office.

The Tax Invoice must clearly state the words **TAX INVOICE, Business Name, ABN and the approved Grant funding amount including GST**.

If you indicate no, this section does not apply to your organisation.

Project/Event Budget Information

INCOME

Provide details of financial contributions for the project or event. This includes contributions made by your organisation or group or any other supporting organisation providing financial contributions. Provide details of any funding you have applied for, or intend to apply for, or received from any other source in relation to your project or event.

Please insert the total dollar value (rounded to the nearest whole dollar) per question or where not applicable (your organisation has not or does not intend to receive funds) insert "nil".

RESOURCES / IN-KIND DONATIONS

Detail the in-kind support expected to be provided for the project or event.

In-kind support is non-financial support that has a monetary value such as volunteer labour costs, contribution toward the cost of utilities and non-cash items that have been donated.

Volunteer hours do not include the ongoing administration and management of an organisation, only the time put in by volunteers toward the project/event should be listed.

EXPENSES

Provide an itemised list of all items / services required for this project or event (including GST) and round all amounts to the nearest whole dollar.

Summary of Project/Event Information

FUNDING

Check the applicable box to which the Community Grant Application applies to.

NAME OF PROJECT OR EVENT REQUIRING FUNDING

Enter the project or event name in the place provided.

DATE(S) OF THE PROJECT OR EVENT

Enter the date or dates of the project or event. If the event is ongoing, enter "ongoing" in place of a date.

TOTAL COST OF PROJECT/EVENT

Enter the total cost of the project or event in the place provided. This amount should be the same as outlined in the "EXPENSES" section of the Community Grant Application.

AMOUNT OF COMMUNITY GRANT FUNDING REQUESTED

Enter the amount of Community Grant Funding you are requesting, noting that the limits of funding under the Community Grants are bound to an upper limit of $5,000.00 – refer to Community Grants Program Guidelines and Eligibility Criteria for further details.

IS THERE ANY OTHER INFORMATION THAT YOU MAY FEEL IS RELEVANT TO YOUR APPLICATION?

This section is for you to enter any information you feel is relevant to your application however is not listed elsewhere within the application.

WHICH CATEGORY BEST DESCRIBES YOUR PROJECT OR EVENT?

Check each box that applies to your project or event.

Project/Event Details

PREVIOUS COMMUNITY GRANTS PROGRAM FUNDING

Check the applicable box.

If your organisation has not received previous Community Grants Program funding from the City of Salisbury, go to the Group/Organisation Information section.

If you organisation has received previous Community Grants Program funding from the City of Salisbury, enter the month and year when the Grant funding was received, the amount of grant funding that was provided and the month and year when the previous Grant was acquitted, in the sections provided.

If you are unsure whether your organisation has received or acquitted a previous Community Grant please contact the Community Grants Program.

If your organisation has not acquitted a previous Community Grant your organisation is ineligible.

GROUP/ORGANISATION INFORMATION

Group/Organisation Name

Insert the legal entity name of your organisation or group as it appears on your Certificate of Incorporation or Certificate of Registration.

If your organisation is not incorporated but has an ABN then you should use the name under which the ABN is registered.

Group/Organisation Description

Provide background details about your organisation in the section provided. Include a brief history of your organisation, its objectives/aims, an overview of any programs or activities and functions that you provide to your members and/or the community.

Where appropriate it is recommended that you attach a copy of your organisations newsletter, calendar of events or pamphlet/flyer.

Ensure that you write for someone that has no prior knowledge of your organisation or the services or programs that you offer when completing this question.

Group/Organisation Registered Address

Insert the registered address of your organisation including the street number/name, suburb and postcode in the places provided.

Is the Club Incorporated?

Insert "yes" or "no" (whichever applicable).

Number of Members

Insert the total number of members of your organisation.

Percentage (%) of Membership that reside in the City of Salisbury

Insert the percentage of the total membership of your organisation that reside in the City of Salisbury – e.g. if your organisation has 90 members and all 90 members reside in the City of Salisbury, the percentage is 100%. If your organisation has 200 members and 160 members reside in the City of Salisbury, the percentage is 80%.

PROJECT/EVENT DETAILS

Project/Event Name

Insert the title of your project or event.

Project/Event Summary

Insert a brief outline of your project or event.

Date(s) of Project/Event

Insert the date or dates of your project or event – e.g. *19 April 2015*; *19 April to 20 April 2015*; *19 April, 26 April, 3 May 2015*; or '*ongoing*' for ongoing projects or events.

Location of Project/Event

Insert the physical address where the project or event will take place including the street number, name, suburb and postcode in the places provided.

If your project or event is taking place at a number of locations insert "various" and attach a copy of the program that outlines the locations.

How will the Project/Event benefit the residents of the City of Salisbury?

To assist with understanding how your project or event will benefit the residents of the City of Salisbury, it is advantageous to provide an overview of the following information.

Establishing the need

Identify what the need is and how the need was identified by your organisation. Describe what methods you used to establish there is a need and how your project or event will meet the identified need (how it will make a difference). Also describe why you chose this involvement.

Target Group

The target group is often larger than the member of your organisation. Although the wider community may benefit from your project or event, ideally the target group should be residents of the City of Salisbury.

Describe who the target group is that will participate and benefit from the project or event and how you identified them. If possible demonstrate that the target group has been consulted with, is committed to participating, has expressed support and is the focus of the project or event.

How many individuals will benefit from the Project/Event?

Insert the total number of individuals that will benefit from your project or event. If you cannot provide exact numbers then you should insert the expected number – e.g. "it is expected that 200 individuals will benefit from this project/event based on the feedback we have received from our survey".

Percentage (%) of project/event participants that reside in the City of Salisbury

Insert the percentage of the total participants for your project or event that reside in the City of Salisbury – e.g. if you are expecting a total of 200 people to attend and 180 of those people reside in the City of Salisbury, the percentage is 90%. If you cannot provide exact numbers then you should insert the expected percentage and a brief reason why you expect that percentage.

If it is an Event, is it open to the public?

If your Community Grant Application is for an event answer 'yes' or 'no' to the question whether it is open to the public. If your Application is not for an event, insert 'N/A'.

How will the Project/Event be promoted?

Describe how you will promote the project or event to ensure that the target group is aware of the services or activities that your project or event will provide.

GRANT MONEY REQUESTED

Amount Requested

Insert the total dollar amount requested, rounded to the nearest whole dollar.

Itemised Breakdown of Costs

Provide an itemised list of items/services sought for this project or event under this Application (including GST) and round all amounts to the nearest whole dollar (*this is the list of items/services that you will apply the Community Grant funding to, should it be successful*).

You should ensure that the requested items are appropriate to ensure the success of the project or event. Items deemed inadequate to meet the identified needs may be excluded from the funding.

Insert the total (including GST) where indicated.

Please note:

If you suspect an item or service may be identified ineligible you should provide justification for each item or service for which you are seeking funding. The justification will enable the Sport, Recreation and Grants Committee to make an informed decision with relation to such items. Justification can be included under the item noted by brackets – e.g.:

Item $value
(justification)

Item $value
(justification)

Quote Attached

Have you attached quote(s)? You must check the 'yes' or 'no' box.

A detailed, current quote must be provided with the application for all related costs. Most retailers are happy to provide organisations with a written quote upon request. Where this is not possible it is considered reasonable to provide quotes retrieved from the internet providing the source (business name) for the quote is listed and the date is visible.

Failure to provide a detailed, current quote will result in a delay with your application until such time as the quote(s) are received.

PROJECT OR EVENT SCOPE

Here's where the application process gets exciting - this is the section where you provide details about your project or event! The best way to describe your project or event scope is by way of a plan.

Your project or event plan provides details of how you will undertake and complete the project or event – the what, why, how, who, when and where.

Your project or event plan should include details such as timeframes, how the project will be implemented, facilitated and monitored; the proposed activities and services that will be supported by the project or event including frequency and duration; what you are aiming to achieve through this project or event and should also cover the Community Grant period – i.e. you should include your evaluation and acquittal in your timeline.

Briefly describe how your project or event will meet the outcomes (what you are aiming to achieve) that you have set.

Attachments

If you don't have any attachments relating to the project or event scope check this box.

If you do have attachments relating to the project or event scope check this box and list the documents you have attached.

Equipment Purchases

If your project includes the purchase of equipment you must include the programs and/or activities that will be supported by the requested equipment (what the equipment will be used for). It is also required that a description of where and how equipment items sought in the application will be stored and secured (e.g. locked storage at the Club rooms). You must provide address details if items are to be stored at a private address and the reason for having to store items at a residential address.

BENEFITS AND OUTCOMES OF THE PROJECT OR EVENT

Describe the benefits and outcomes of the proposed project or event for the target group. Explain what the project or event is intended to achieve; how the project or event will affect the participants; what will the outcomes or results be for participants and what will change or improve.

SUPPORT FOR THE PROJECT OR EVENT

This section is similar to "**How will the Project/Event benefit the residents of the City of Salisbury?**" however allows for a detailed list of key partners and/or stakeholders, community members and organisations that have been consulted and how and why they support the project or event. Where applicable, support letters or any other information that demonstrates support should be listed or attached.

Attachments

If you don't have any attachments relating to support for the project or event check this box.

If you do have attachments relating to support for the project or event check this box and list the documents you have attached (i.e. program of activities; calendar of events; flyers; promotional material).

PROJECT OR EVENT MANAGEMENT

Ongoing Projects or Events / Establishment of a New Group

Describe how the project or event will be sustained and/or funded after expenditure of the Community Grant funds to achieve outcomes for the project or activity. Explain your organisations capacity to provide structure, administrative and operating costs – i.e. participant contributions, volunteer recruitment, fundraising activities).

One-off Projects or Events

Describe how your organisation will implement and run the project or event to achieve the outcomes including details of the skills or experience that exists within your organisation to facilitate the successful management of the project or event; and/or

How this will be achieved if the project or event requires recruitment of skills from a source external to your organisation.

For both Ongoing and One-Off Projects or Events, an Evaluation Plan must be provided.

The evaluation plan should outline what method your organisation or group will use to collect, analyse and using that information determine the effectiveness of the project or event. This information will demonstrate if the project or event that the City of Salisbury (if funding is approved) is has the intended affect as detailed in your project or event scope/plan.

Your organisation is required to complete a written report evaluating the project once your project or event is complete for submission with the acquittal form. The evaluation plan is essential to the planning of your project or event as it enables your organisation to easily evaluate the success of your project or event when the initial aims and objectives are specified, clear and measurable.

A good evaluation plan contains information and/or data that you will collect to assist in your evaluation and outlines what methods you will use to obtain this information/data and describes how you will monitor your project or event to ensure it is on track and the objectives that you set are being met.

Some questions you could consider for your evaluation plan that will be fundamental to your final written report (submitted with the acquittal) are:

- Was the project or event worthwhile;
- Are there better alternatives;
- Were there any unintended outcomes;
- Were the project or event goals appropriate;
- Were the project or event goals useful;
- How could the project or event have been improved;
- How many people benefited from the project or event;
- Did the project or event meet its objective; and
- What are the project successes.

Methods of evaluating your project or event could include observations made by facilitators or volunteers, self-assessment provided by participants or a before and after survey.

Application Declaration

Two current senior office holders of your organisation or group must sign the Application Declaration.

These senior office holders should have read and understood the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria document before signing the Application Declaration.

All boxes must be checked by both signatories – signature 1 is indicated by the list of check boxes under S1 and signature 2 is indicated by the list of check boxes under S2.

Community Grant Applications that are submitted without two signatures will not be accepted and therefore will result in a delay in processing the Application or may be deemed ineligible. Contact phone numbers must be provided for both signatories who will be contacted to verify the application.

Declaration Where No Australian Business Number is Required

If you indicated "no" under the GST Declaration section of the Application Form you must complete this "Declaration where no Australian Business Number is Required" form.

Community Grants Program Form Checklist

Congratulations, you have completed your Community Grants Program Application Form.

To ensure your Application is completed in its entirety, the following checklist is provided for your convenience:

☐   I have accessed the **current** *Community Grants Program Application Form* from the City of Salisbury website.

☐   I have attached evidence the Board/Committee has endorsed submission of the Community Grants Program Application by way of meeting Minutes.

☐   Where there is insufficient space for my answers I have attached a separate sheet clearly marked to identify the question number to which it is related.

☐   I have attached a detailed, current quote(s) with the Application From.

☐   I have checked that our Organisation does not have any outstanding acquittals and associated documents for any previous Community Grants Program funding.

☐   I have checked that any additional attachments have been recorded on the Application Form and attached.

☐   I have checked that the Application Form has been completed in its entirety (there are no questions unanswered).

☐   An independent person of the project or event has proof-read our application and checked for consistency, clarity and ease of understanding (*this is a suggestion only*).

☐   The Application Form has been signed by two current senior office holders of the Organisation (i.e. President, Secretary, Treasurer). Both contact phone numbers are included and signatories expect to be contacted by City of Salisbury staff to verify the application.

☐   I have taken a copy of the Application Form for our Organisation's reference and records.