

# Community Grants Application Form 2024-25

## Form Preview

### Community Grant Application Form

\* indicates a required field

#### Community Grant Eligibility

Community grants provide an opportunity for groups and individuals to build the capacity and well-being of Town of Victoria Park community through promoting sustainable connected, safe, and diverse places for everyone.

Before completing this application form, you should have read Policy 114 [Community funding guidelines](#).

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions first to ensure you are not applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact the Town's Grants Officer on 9311 8111 or by email [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au)

#### Confirmation of Community Grant Eligibility

The applicant has read and understands the program guidelines and has the appropriate type of and level of insurance for the activities that are subject of this grant.

The applicant must be:

- a. not-for profit organisations;
- b. community group or clubs;
- c. artist, individuals and businesses;
- d. resident associations;
- e. town teams or place-based groups;
- f. parents and citizens (P&C) and parents and friends (P&F) associations;
- g, schools (only for projects falling outside the Department of Education responsibilities); and
- h. social-enterprises

**Please select below: \***

Yes  No

You must confirm that all statements above are true and correct.

#### Conflict of Interest

Are there any circumstances, arrangements or understandings which constitutes, or may reasonably be, perceived to constitute, an actual or potential conflict of interest with either

# Community Grants Application Form 2024-25

## Form Preview

the applicant's obligations to adhere to the Funding Agreement or which may unduly impact the application? If an Elected Member works for or resides on an applicant's Board of Management, or similar governing body, this must be declared as a conflict of interest, as Community Grants will be considered by Council.

### New Question

Yes  No

**If yes, please provide sufficient details how the actual or perceived conflict of interest arises.**

## Contact Details

\* indicates a required field

### Privacy - Use of disclosure of personal information

Any personal information we collect through [victoriapark.wa.gov.au](http://victoriapark.wa.gov.au) may be used or disclosed for the primary purpose for which it was collected, for example to allow us to answer your enquiry or process your transaction.

Personal information will be dealt with in accordance with the applicable legislation in Western Australia and consistent with any legal obligation.

To view our privacy statement go to [victoriapark.wa.gov.au](http://victoriapark.wa.gov.au)

## Applicant Organisation Details

### Applicant organisation name \*

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

### Organisation

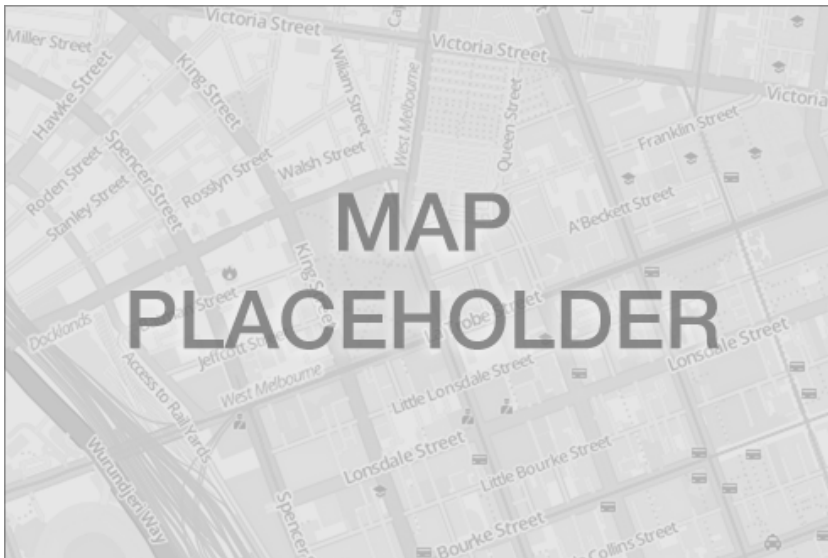
Use this field only if relevant

### Applicant Primary Address

Address

# Community Grants Application Form 2024-25

## Form Preview



### Applicant Postal Address

Address

### Local Government

### Applicant website

Must be a URL

### Primary contact person \*

Title      First Name      Last Name

This is the person we will correspond with about this grant

### Position held in organisation \*

e.g. Manager, Board Member, Fundraising Coordinator

### Primary phone number \*

Must be an Australian phone number.

### Back-up phone number

Must be an Australian phone number.

# Community Grants Application Form 2024-25

## Form Preview

**Primary contact person's email address \***

This is the address we will use to correspond with you about this grant.

## Organisation Details

\* indicates a required field

**What is your organisation's purpose or mission? \***

**Is your organisation incorporated? \***

- Yes  
 No

**Please attach a copy of your Certificate of Incorporation**

Attach a file:

**Does the organisation have public liability insurance to the value of \$10,000,000 (ten million dollars)? \***

- Yes  No

**Please upload your public liability insurance**

Attach a file:

**Does your organisation have an ABN? \***

- Yes  No

**ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)

# Community Grants Application Form 2024-25

## Form Preview

DGR Endorsed
ATO Charity Type <a href="#">More information</a>
ACNC Registration
Tax Concessions
Main business location

Must be an ABN

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO](#).

### Please upload completed Statement of Supplier Form:

Attach a file:

Max 25mb

### Is the organisation GST registered? \*

Yes  No

### What is your incorporation number?

Incorporated Association or Australian Corporation Number

### Please upload Certificate of Incorporation

Attach a file:

Max 24mb

### What type of not-for-profit organisation are you?

- Social enterprise or business
- Community group or club
- Parents and Citizens (P&C) or Parents and Friends (P&F) Associations
- Resident Association
- Schools (only for projects falling outside the Department of Education responsibilities)
- 

Please choose the option that best applies to your organisation.

## Auspice Information

\* indicates a required field

### Is your organisation auspiced by another organisation for the purposes of this grant?

Yes  No

# Community Grants Application Form 2024-25

## Form Preview

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this grant.

### Auspice Organisation Details

#### Name of auspicing organisation \*

Organisation Name

#### Auspicing organisation's website

Must be a URL

#### Primary contact person at auspicing organisation \*

Title

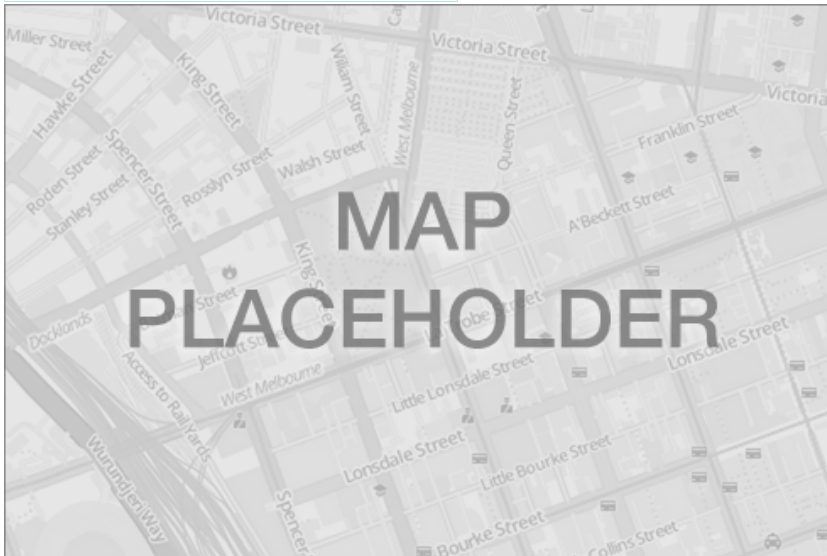
First Name

Last Name

We may contact this person to verify that this auspicing arrangement is valid and current.

#### Auspice Primary Address

Address

#### Auspice Postal Address

Address

#### Position held in organisation

# Community Grants Application Form 2024-25

## Form Preview

e.g. Manager, CEO

### Auspice Local Government

### Contact person's primary phone number \*

### Contact person's back-up phone number

### Contact person's email address \*

Must be an email address

### Please attach a letter from the auspicing organisation confirming this arrangement is valid and current \*

Attach a file:

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

### Does the auspicing organisation have an Australian Business Number (ABN)? \*

Yes

No

### ABN of Auspice organisation

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

# Community Grants Application Form 2024-25

## Form Preview

As the auspice organisation does not have an ABN, please submit a completed Australian Taxation Office (ATO) Statement by a Supplier form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from: [Statement by a supplier - ATO form](#)

### Please upload a completed Statement of Supplier form

Attach a file:

Max 25mb

## Previous grants and sponsorships

\* indicates a required field

**Has your organisation received funding from the Town of Victoria Park within the last three years? \***

- Yes  
 No

**List any previous funding you've received from the Town that has not been acquitted**

**Has this project been formally acquitted in accordance with the Town's requirements**

- Yes all forms have been submitted and approved       No, the acquittal is still outstanding

## Project Details

\* indicates a required field

**Project title: \***

Provide a name for your project/program/initiative. Your title should be short but descriptive

**Anticipated start date**

If unknown, provide your best guess or leave blank. Needs to be after 16 July 2024.

**Anticipated end date**

If unknown, provide your best guess or leave blank



# Community Grants Application Form 2024-25

## Form Preview

**Q1. Provide a brief summary of your project \***

**Q2. What steps have you taken to ensure this initiative is suitable, accessible and inclusive of all members of the community? \***

**Q3. How do you know the project is needed by the community? (e.g. research, survey, time to upgrade). How many people will benefit? \***

**Q4. How does this initiative encourage involvement of the Victoria Park community? (i.e. consider volunteers that will assist with organising the activity, the extent of which your event will be providing opportunities for local organisations and businesses to be involved and the extent to which you will be purchasing goods and services from local businesses) \***

**Q5. Is the project free for the community? \***

Yes  No

**Q6. Is the project located within the Town? \***

Yes  No

## Alignment to Victoria Park Community Outcomes

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes you expect to occur for the beneficiaries (direct, indirect and/or intermediaries) of your project. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

# Community Grants Application Form 2024-25

## Form Preview

Immediate outcomes occur directly following an activity (e.g. within 1 month); medium-term outcomes are those that fall between the short and long-term outcomes (e.g. between 1 month and 2 years); and long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

<b>Your outcomes</b>	<b>Alignment with our outcomes</b>	<b>How does your intended outcome link to our outcomes?</b>
What changes do you expect will occur as a result of your project (e.g. Enhanced physical fitness)? Please be brief. One per row.	Which of our outcomes will your project contribute to (e.g. improved wellbeing) ? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours? (e.g. enhanced physical fitness has been linked to improved wellbeing).

### Town of Victoria Park Outcome Measures

These measures indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. Here we would like you tell us which of our quantitative measures you will be able to report on.

<b>Metric</b>	<b>Target</b>	<b>Collection method</b>
Which of our measures will you track? You may be required to report on your progress. Add more rows if you want to list additional metrics. No more than 1 choice may be selected.	Identify a target for the measure you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/ case studies, focus groups, administrative data (e.g. case management data), observation/ estimation, government or public dataset (e.g. Census), other datasets.

### Inputs (Budget)

\* indicates a required field

**Total Amount Requested**  What is the total financial support you are requesting in this application?

**Total Project/Program Cost**  What is the total budgeted cost (dollars) of your project?

Budget (GST exclusive)

# Community Grants Application Form 2024-25

## Form Preview

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns. Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures this will ensure your figures for each table total correctly.

Input of income and expenditure will automatically update the total budget section.

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
			\$	
			\$	
			\$	
			\$	

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
		\$	
		\$	
		\$	
		\$	

### Budget Totals

**Total Income Amount \***  
 \$   
 This number/amount is calculated.

**Total Expenditure Amount \***  
 \$   
 This number/amount is calculated.

**Income - Expenditure \***  
  
 This number/amount is calculated.

### Please attach quotes for goods and/or services

Attach a file:

(All items over \$500 must include a quote. Items \$5,000 and over require three quotes).

### Funding Request

**If the full amount of this request is not granted, will your project still go ahead?**

- Yes
- No

# Community Grants Application Form 2024-25

## Form Preview

**Please explain the impact on your project if the program does not fund or only partially funds the project**

### In Kind Support from the Town

Types of In-kind support are:

- The use of the Town's facilities (Town's Park and venues)
- The use of Town's assets (Parking signs, bike racks and marquees)
- Promotions and marketing through the Town's Communications team.

Item Description	Estimated Amount	New Question
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
		Must be a dollar amount.

### In-Kind Contributions

The volunteer hours you put into your initiative are important, please estimate this, and any other In-Kind contributions, below.

See below link to Volunteer benefits calculator for hourly rate for volunteers.

Volunteering	Volunteer Hours	Estimated Amount	Total In-Kind Contributions
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
	Must be a number.	<a href="https://www.volunteeringwa.org/resources/volunteer-benefits-calculator">https://www.volunteeringwa.org/resources/volunteer-benefits-calculator</a> Must be a dollar amount.	This number/amount is calculated.

### Applicant Capacity

# Community Grants Application Form 2024-25

## Form Preview

**Please provide some information about your organisation that will give us confidence that you can complete the work you've described in this application**

Include in this section information about your strategies for providing the inputs (money, staff/ volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, etc.) and how you will complete this project/program within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this work. Provide links to further explanatory material if available/relevant.

**Please provide a link to or attach a copy of your most recent Annual Report.**

If you do not produce an annual report, please provide us with your most recent financial statements (may include a Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position).

**Provide Annual Report**

Attach a file:

**Provide web link**

Must be a URL

## Supporting Material

Please provide the following documents:

- A project plan
- Risk Management Strategy including COVID-19 Risks
- The organisation's latest Annual Report
- Quotes for goods and/or services (all items \$500 must include a quote. Items \$5,000 and over require three quotes)
- The most recent audited financial statement
- Evidence of permission or support for your activity (if required)
- Details about previous grants received from the Town of Victoria Park (if required)
- Additional budget items and information (if required)
- Additional in kind support (if required)
- Any other information that you think will assist the Town in assessing your application

**Please note that an application is not considered complete without the above additional information being provided. Should you have any questions on how best to provide this information please contact the Towns Grant Officer on (08)9311 8111.**

**Please add files here**

Attach a file:

# Community Grants Application Form 2024-25

## Form Preview

### Code of Conduct

As a grant recipient you are considered to be a representative of the Town. We are proud to be able to assist you and want to ensure that the grants process is an enjoyable one for all involved. Both the grant recipient and Town will be held accountable to the following code of conduct. Please read carefully the following statements and ensure that you agree before moving forward with your application.

As a grant recipient I/We will:

- be open and accountable
- present in a professional manner
- treat others with respect and fairness
- be accountable
- act lawfully, with honesty and integrity

**Please indicate your commitment to upholding this code of conduct**

- We agree  
 We do not agree

### Initiation of successful grants

Grant payment details

**Account Name**

**BSB**

**Account number**

**Please indicate the date by which you would need the payment if you were successful**

Must be a date.

**Please indicate whether you would like to attend an initiation meeting with Town staff**

- Yes I would love to meet with a team of staff who can help me start my exciting project!  
 No thanks, this is not relevant to what I am doing

**Please indicate what information you need below on the following**

- Permits and approvals to food stalls or businesses  
 Permits and approvals for public buildings

# Community Grants Application Form 2024-25

## Form Preview

- Permits and approvals for temporary structures and electrical works
- Place activation
- Events management advice and support
- Event co-ordination process
- Event bookings, permits and forms
- Road Closures processes
- Permissibility of land uses (including temporary land uses)
- Marketing and promotion opportunities (as per the outline within the Grants Application Toolkit)
- Parks and reserves bookings
- Function room and facilities bookings

## Certification and Feedback

\* indicates a required field

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.**

**I agree \***

Yes

No

**Name of authorised person \***

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Contact Email \***

Must be an email address.

**Date \***

Must be a date

### Applicant Feedback

# Community Grants Application Form 2024-25

## Form Preview

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process:**

- Very easy     Easy     Neutral     Difficult     Very difficult

**How many minutes in total did it take you to complete this application? \***

Estimate in minutes i.e. 1 hour = 60

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**