



Town of East Fremantle

Community Assistance Grants and Sponsorship Funding

2017/18 GUIDELINES

NOTICE TO ALL APPLICANTS

Please ensure that you have read and understood these guidelines before you complete your application for funding. Failure to meet any of these guidelines may result in your application for funding being ruled ineligible.

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GRANT GUIDELINES

Each financial year Council invite community-based, not-for-profit organisations in the Town of East Fremantle to submit a **Community Assistance Grant / Sponsorship Application** to Council for consideration for inclusion in the annual budget.

“Community Assistance Grants” refers to funding towards infrastructure and equipment. Examples of this type of funding are uniforms or equipment.

“Sponsorships” refers to funding towards events, projects (annual or one off), Community Bus use and Photocopying/Printing.

GENERAL

1. Consideration will be given to priority areas, not limited to, emergency services, education, youth, sports, recreation, heritage and culture within the Town of East Fremantle.
2. Only one application per organisation per event/project per annum, will be assessed.
3. The applicant organisation must operate from the Town of East Fremantle and beneficiaries must be residents of the Town of East Fremantle. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Town of East Fremantle must be included in the application.
4. Only groups who can demonstrate that they are not-for-profit community organisations will be considered eligible for funding.
5. Community Grants will be paid in accordance with the conditions outlined in the grant approval acknowledgement, but generally the following will be required:
 - a. The provision of a written report providing details of the completed project, with photographs included if possible; and
 - b. The provision of a tax invoice, with proof of purchase, in the form of receipts for payment.
6. Sponsorships for events will be paid in accordance with the conditions outlined in the sponsorship approval acknowledgment, but generally the following will be required:
 - a. The provision of a tax invoice.
 - b. After the event, the provision of a written report providing details of the completed event, including receipts. Unspent funds may require repayment.
7. Sponsorship for the Community Bus and Printing/Photocopying will be paid in accordance with the conditions outlined in the sponsorship approval acknowledgement, but generally the following will apply:
 - a. Community Bus Use or Printing/Photocopying expenditure will be allocated as per Council's Fees and Charges and applied to remaining funding.
8. It is recommended that you contact the Town of East Fremantle to discuss your application prior to submitting it.

FUNDING AMOUNTS & REQUIREMENTS

- Funding of up to \$5,000 will be considered for Community Assistance Grants.
- Funding of up to \$3,000 will be considered for Sponsorship Funding.
- For funding requests over \$1,000, a copy of your group's current financial statement **must** be attached.
- For applications with expenses over \$500, copies of quotes **must** be attached to the application. Failure to do so may mean a delay in payment of sponsorship or a reduction in allocated funding.
- Council contributions will generally be limited to:

\$0 - \$1,000	100% funded
\$1,001 - \$3,000	50% matching contribution (dollar for dollar up to \$3,000)
\$3,001 - \$5,000	1/3 matching contribution
- The value of in-kind work undertaken by volunteers may not exceed one third of the completed value of the project. The voluntary work should be described and valued at a rate of \$20 per hour (generally \$15 per hour for unskilled works and \$20 per hour for skilled labour).

RETROSPECTIVE FUNDING

No application for retrospective projects will be considered as part of this grant/funding scheme.
Projects may not materially commence before the announcement of successful applicants.

FUNDING AGREEMENT

If your organisation is successful in gaining grant assistance it will be expected to enter into a funding agreement. This will require the organisation to:

1. Adhere to the project budget as stated in the application. Significant variations need to be reported as soon as they are known to the organisation. Failure to do so may result in the voiding of the funding agreement and the cancellation or reduction of the grant funds.
2. Expend the funds made available only on the agreed project, event or activity.
3. Community Grants: Provide to the Town a statement of expenditure certified by the organisation's president, and copies of relevant invoices on completion of the project, activity or event so that approved funding may be reimbursed to your organisation. If the group is registered for GST a tax invoice showing grant amount PLUS GST will be required. Groups not registered for GST are to provide an invoice for the grant amount only, showing the total as GST exclusive.
4. Sponsorship: Provide to the Town an invoice for the value of the sponsorship. If the group is registered for GST a tax invoice showing grant amount PLUS GST will be required. Groups not registered for GST are to provide an invoice for the grant amount only, showing the total as GST exclusive.
5. Acknowledge the funding provided by the Town in accordance with the Contributions and Donations Acknowledgment Schedule (see below).
6. Indemnify the Town in so far as any activities relevant to the funding are concerned.

INELIGIBLE PROJECTS

Some projects or events (or parts of) will be considered ineligible for funding through this scheme. These include:

1. Any project which is deemed by the selection panel to be of direct benefit to a business, person or any other profit making venture, or any government department or agency (school P&C groups are excepted).
2. Projects on land which is not Crown Reserve or land owned or vested in the Town of East Fremantle.
3. Projects that have already commenced.
4. Projects that cannot demonstrate a local community benefit.
5. Salaries or recurrent operational costs (these will be removed from the budget before consideration).
6. Any project submitted from a religious group, for a religious purpose or for the provision or improvement of religious infrastructure (i.e. church buildings or grounds).
7. Canvassing of Elected Members may result in your application being disqualified.

ELIGIBLE PROJECTS

Projects will be considered eligible if they can demonstrate that:

1. Other potential funding sources have been sought; and/or
2. There is benefit to the wider community; and/or
3. Benefit is provided to Town residents through recreational, social or cultural means.

OTHER CONDITIONS

- Council reserves the right to consider and allocate funds without the right of appeal.
- Council reserves the right to request further information.
- All applicants will be advised, in writing, of the success or otherwise of their application.
- Event notification forms will need to be completed for any public event. Forms will be made available to applicants upon approval or before application if requested.

CONTRIBUTIONS ACKNOWLEDGEMENT SCHEDULE

A condition of acceptance of a Town of East Fremantle contribution, grant or other financial contribution includes formal or public acknowledgement of these funds.

Amount	Suggested Acknowledgement
Up to \$1000	<ol style="list-style-type: none">1. Media release – local newspapers2. Opportunity for Mayor, or their representative, to open event or make a presentation (if applicable)
Over \$1000	<ol style="list-style-type: none">1. Media release – all media2. Opportunity for the Mayor, or their representative, to open event or make a presentation (if applicable)3. Display of Town logo on all promotional material (printed, website etc) relating to the contribution (if applicable)4. Acknowledgment of Council contribution in event program (if applicable)5. Display of Council banner and formal acknowledgment at opening/event (if applicable)6. Town logo on commemorative plaque on a structure, statue or building (if applicable)7. Allow the Town to use their logo

Should you require assistance with final preparation of your media release or require a copy of the Town's logo for printed material please contact the Town via admin@eastfremantle.wa.gov.au

Publicising your Grant

The Town offers the following guidelines to assist you to publicise your grant/contribution via a media release. If desired, Town staff would be pleased to assist you with a combined media release.

The media release should summarise the main points with the most important information first including:

- The facts relating to the amount of the Town of East Fremantle grant/contribution and the purpose of the funding;
- Key dates of timelines;
- What difference the grant will make to your organisation;
- A quote from a representative of your organisation relating to the grant and the work of your organisation; and
- Contact details of a representative of your organisation for media enquiries.

FURTHER INFORMATION

Further information on this program can be obtained by contacting the Town of East Fremantle on 9339 9339 or admin@eastfremantle.wa.gov.au

Application forms can be obtained via the website: www.eastfremantle.wa.gov.au