



TOWN *of*  
**EAST FREMANTLE**

## **Community Assistance Grants and Sponsorship Funding**

**2018-2019 GUIDELINES**  
*(Round 3)*

### **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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Previous successful submissions include;

- **Events** hosted by;
  - DoRKS - Richmond 'Billycart' Cup
  - East Fremantle Lawn Tennis Club – Community Open Day
  - East Freo Farm – Sustainable Living Workshops
  - Richmond Primary School - Movie & Arts Night
- **Uniforms** for;
  - East Fremantle Junior Football Club (for coaches and umpires)
  - East Fremantle Women's Football Club
  - Lions' of East Fremantle
- **Infrastructure** for;
  - East Fremantle Croquet Club (air conditioning)
  - East Fremantle Playgroup (signage)
- **Equipment** for;
  - East Fremantle Bowling Club
  - East Fremantle Croquet Club
  - East Fremantle Junior Cricket Club
  - East Fremantle Lawn Tennis Club (for junior involvement)
  - Fremantle City Football Club (for junior involvement)
  - Hurricane Dragon Boat & Outrigger Club (for junior involvement)
  - Lions' of East Fremantle
- **Promotion** for;
  - East Freo Farm (postcard print / website & social media creation)
  - Street by Street (flyer printing)

## GRANT GUIDELINES

In February each year Council emails community-based, not-for-profit organisations in the Town of East Fremantle to invite them to submit a **Community Assistance Grant / Sponsorship Application** to Council for consideration for inclusion in the annual budget. Note: if not all allocated funds are expended during this round of funding further rounds will be released throughout the financial year.

**“Community Assistance Grants”** refers to funding towards infrastructure and equipment – physical things that you can keep. Examples of this type of funding are uniforms or equipment.

**“Sponsorship Funding”** refers to funding to assist with **Events** (ie equipment hire, entertainers, promotion) and to give access to **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 funding round, 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 must be provided.
4. Only not-for-profit community organisations will be considered eligible for funding.
5. Printing / Photocopying usage will be allocated as per Council’s Fees and Charges. Usage will be recorded to track your allocated allowance.
6. You **must** contact the Town of East Fremantle to discuss your application prior to submission.
7. Projects may not materially commence before the announcement of successful applicants.

## FUNDING AMOUNTS & REQUIREMENTS

- **Community Assistance Grants** will be considered for funding amounts of up to \$5,000.
- **Sponsorship Funding** will be considered for an amount of up to \$3,000.
- For requests over \$1,000, a copy of your group’s current financial statement is required.
- For applications with expenses over \$500, please attach copies of quotes.
- Council contributions will generally be limited to:

Project Value	Council Cash	Your Contribution
<b>Projects &amp; Events up to \$1,000 100% contribution</b>		
\$1,000	\$1,000	\$0
<b>Projects &amp; Events from \$1,001 to \$3,000 up to 50% contribution</b>		
\$2,000	\$1,000	\$1,000
\$3,000	\$1,500	\$1,500
<b>Projects &amp; Events from \$3,001 to \$9,000 up to 33% contribution</b>		
\$4,000	\$1,330	\$2,670
\$5,000	\$1,650	\$3,350
\$6,000	\$1,980	\$4,020
\$7,000	\$2,310	\$4,690
\$8,000	\$2,640	\$5,360
\$9,000	\$2,970	\$6,030
<b>Projects (infrastructure / equipment only) over \$9,001 up to 33% contribution, up to \$5,000</b>		
\$10,000	\$3,300	\$6,700
\$11,000	\$3,630	\$7,370
\$12,000	\$3,960	\$8,040
\$13,000	\$4,290	\$8,710
\$14,000	\$4,620	\$9,380
\$15,000	\$4,950	\$10,050

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 for unskilled works and \$25 per hour for skilled labour.

## **FUNDING AGREEMENT**

If your organisation is successful in gaining grant assistance the following funding conditions will apply. This will require the organisation to:

1. Expend the funds made available only on the agreed project, event or activity.
  - Significant variations need to be reported as soon as they are known. Failure to do so may result in the voiding of the funding agreement and the cancellation or reduction of the grant funds.
2. Provide the Town with an Acquittal Report, including an invoice, copies of relevant receipts and details of funding acknowledgement (in accordance with the Contributions and Donations Acknowledgment Schedule, following). The approved funding will then be reimbursed.
  - If the group is registered for GST the tax invoice should show the grant amount PLUS GST.
  - Groups not registered for GST are to provide an invoice for the grant amount only, showing the total as GST exclusive.
  - Note: Under special circumstances the organisation can apply to the Town for payment in advance rather than via reimbursement.
3. Indemnify the Town in so far as any activities relevant to the funding are concerned.

## **INELIGIBLE PROJECTS**

Some projects or events 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. No application for retrospective projects will be considered as part of this grant/funding scheme.
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 (ie church buildings or grounds).

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 grant or other financial contribution includes formal or public acknowledgement of these funds.

Amount	Suggested Acknowledgement
Up to \$3,000	<ol style="list-style-type: none"><li>1. Statement via social media / organisation website</li><li>2. Media release to local newspapers</li></ol> <p><i>And, where applicable;</i></p> <ol style="list-style-type: none"><li>3. Opportunity for the Mayor, or their representative, to open the event or make a presentation</li></ol>
Over \$3,000	<ol style="list-style-type: none"><li>1. Statement via social media / organisation website</li><li>2. Media release to local newspapers</li></ol> <p><i>And, where applicable;</i></p> <ol style="list-style-type: none"><li>3. Opportunity for the Mayor, or their representative, to open the event or make a presentation</li><li>4. Display of Town logo on all promotional material (printed, website etc) relating to the contribution</li><li>5. Acknowledgment of Council contribution in event program</li><li>6. Display of Council banner and formal acknowledgment at opening/event</li><li>7. Town logo on commemorative plaque on a structure, statue or building</li></ol>

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](mailto:admin@eastfremantle.wa.gov.au)

The Town offers the following guidelines to assist you to publicise your grant/contribution via a media release. 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 / has made 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's Economic & Community Development Officer on 9339 9342 or [kdore@eastfremantle.wa.gov.au](mailto:kdore@eastfremantle.wa.gov.au)

Application forms can be obtained via the website: [www.eastfremantle.wa.gov.au](http://www.eastfremantle.wa.gov.au)

