



City of Canning

A welcoming and thriving city

**City of Canning
Community Grants Program**

Grant Guidelines 2019-2020

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1 Introduction

The City of Canning's Community Grants Program provides grants to groups, individuals and organisations for activities which contribute to an inclusive, safe and vibrant community and create a welcoming and thriving City.

The Community Grants Program supports delivery of community objectives described in the City's Strategic Community Plan 2017-2027 'Our City Our Future', available at www.canning.wa.gov.au/Community/Strategic-Community-Plan.

These objectives include:

- Improved health and wellbeing.
- Collaboration and partnerships to make better use of limited resources and facilities.
- Active volunteer environmental groups.
- High levels of participation in community groups, clubs and organisations.
- Varied and accessible community events, services and facilities.
- An environmentally aware, motivated and well-informed community.
- Community groups have the capacity to meet member's needs and grow as needed.
- Clean and safe public spaces.
- Cultural diversity, beliefs and values of the community are respected, and
- Aboriginal culture, heritage and history are respected.

The Community Grants Program Guidelines 2019-2020 underpin the policy CS.01 Community Grants Program for the grant rounds available in the 2019-2020 financial year. Please read these guidelines in conjunction with the application form for your selected grant. Application forms can be found at:

www.canning.wa.gov.au/our-community/community-initiatives/community-grants

Please contact a Grants Officer prior to submitting a grant application. A meeting by phone or in person will help you submit a more competitive application.

Subscribe to the *What's On in Canning* eNewsletter to receive grant updates and reminders at www.canning.wa.gov.au.

Subscribe to the Community Grant Update to receive reminders about upcoming closing dates at www.canning.wa.gov.au/our-community/community-initiatives/community-grants/available-grants

City of Canning

Grants Officer

Locked Bag 80, Welshpool, WA 6986

Ph: 1300 422 664

Fax: 9458 2353

Email: customer@canning.wa.gov.au

2 How to Apply

1. Check you are eligible to apply (see section 4).
2. Choose which grant and closing date is suitable (see sections 3).
3. Speak to the Grants Officer on 1300 422 664 before submission.
4. Sign and submit the grant application form with supporting documentation by the deadline.
5. If you are successful, a grant approval signifies ONLY that grant funds have been approved toward your activity. It is your responsibility to know and comply with all City of Canning, State and/or Federal Government rules and regulations relevant to your activity. You are responsible for gaining the necessary approvals, permissions and bookings.
6. You will be notified by email of the outcome, any conditions, and how to secure payment within the specified timeframe with a Grant Offer Letter.

Sport and Recreation Facilities Grants will be paid 50% prior to commencement of activity and 50% following an accurate acquittal and inspection of the completed activity.

Young People Fly High Grants will be paid upon return from the event and after the acquittal has been approved.

Payment for other grants is within 35 days of receiving a correctly completed signed Grant Offer Letter and invoice.

7. Supply a timely acquittal report at the conclusion of your activity if your application is successful. This report will include a completed acquittal form, all receipts, photos and proof of public acknowledgement of the City of Canning grant, along with any other requirements listed in your Grant Offer Letter.

Applications, acquittal reports and supporting documentation must be emailed to customer@canning.wa.gov.au or posted to City of Canning, Locked Bag 80, Welshpool WA 6986.

If submitted by email, your subject heading should include the name of the grant category, whether it is an application or an acquittal report, include the name of your club/organisation/applicant, and include all attachments in the one email. This is to ensure each application and acquittal report is correctly registered with the City of Canning, your application is assessed in full and your eligibility status is preserved.

The Grants Officer will review your acquittal report and notify you when it is approved, signalling the completion of the grants process.

Applications and acquittal reports sent directly to City of Canning staff may be deemed ineligible and not considered for assessment or review.

3 Grants Summary and Deadlines

Grants	Max funds (inc. GST) & Max no. of grants per applicant	Applicant Contribution	Closing Dates	Project Start Date	Acquittal Report Due
Small	\$500 One grant per year	N/A	Ongoing until 29 May 2020*	After grant approval	6 weeks following project end date**
Volunteers	\$500 One grant per year	N/A	Ongoing until 29 May 2020*	After grant approval	6 weeks following project end date**
Can-Do	\$5,000 One grant per round	50% of request in cash and/or in-kind	3 October 2019 and 12 March 2020	After grant approval	6 weeks following project end date**
WA Day	\$5,000	50% of request in cash and/or in-kind	12 March 2020	After grant approval	6 weeks following project end date**
Disability Access and Inclusion	\$5,000 One grant per round	50% of request in cash and/or in-kind	3 October 2019 and 12 March 2020	After grant approval	6 weeks following project end date**
50/50 Equipment	\$5,000 One per year	Matching cash	26 March 2020	After grant approval	3 June 2020**
Young People Fly High	\$500 One per year	50% Matching cash	Apply prior to attendance	NA	4 weeks following return**
Sport and Community Equipment	\$2,000 One per year	50% of request in cash and/or in-kind	20 September 2019 and 22 February 2020	After grant approval	6 weeks following project end date**
Sport, Recreation and Community Facilities	See SRF guidelines	See SRF guidelines	EOI Due 23 September 2019 for funding in 2020-2021 and 2021-2022	After grant approval	Liaise with Grants Officer
Notification Periods	\$5001 + \$501 - \$5,000 \$500 and less Review of Acquittal Report	12 weeks after closing date. 8 weeks after closing date. 4 weeks after closing date. Allow at least 4 weeks before submitting any further grant applications.			

*Or until the Grant budget has been fully expended, whichever occurs first.

**Or as specified in your Grant Offer Letter.

4 Eligibility

To be eligible for community grants, applicants must reside, be located and/or operate in the City of Canning. All applicants must be able to demonstrate the benefit to the Canning community.

The following are eligible for the outlined grant levels:

Grants up to \$500

- a. Individuals.
- b. Not-for Profit organisations.
- c. Government and Not-for-Profit kindergartens, primary and secondary schools.

Grants greater than \$500

- a. Incorporated Not-for-Profit organisations.
- b. Government and Not-for-Profit kindergartens, primary and secondary schools.

Eligible items for support include:

- Purchase of equipment available for ongoing use by the Canning community.
- Fees for professional services hired for the activity (e.g. workshop presenters, contractors/casuals working only on the specific activity proposed).
- Costs specific to the activity (e.g. venue hire).
- Project administration costs (e.g. postage), and
- Advertising, promotional supplies (e.g. signage, flyers, advertising).

Items reviewed for eligibility on a case by case basis:

- Physical changes to facilities or land not owned by the City of Canning - evidence of accessibility by the wider community is essential.
- Catering/meal costs - eligible for a modest contribution from the City where catering is practical component which allows the activity to take place e.g. meals and drinks for event volunteers; bush tucker as a part of a Reconciliation activity.

5 Ineligibility

The following are ineligible for grant funding:

- a. Political parties.
- b. Government departments and agencies, and
- c. Applicants that have an outstanding grant acquittal with the City of Canning, unless there is evidence of exceptional circumstances which are approved by the Chief Executive Officer.

What is not funded?

- Applications received after the closing date.
- Activities/expenditure taking place prior to grant approval.

- Activities better suited to other Government departments and agencies.
- Activities failing to demonstrate a benefit to the Canning community.
- Commercial (for profit) activities.
- Activities where entry fees/ ticket prices may be a barrier to participation.
- Tours for Young People Fly High applications e.g. school and sports tours.

Items not eligible for support include:

- Wages (ongoing staff).
- Gifts to volunteers in lieu of payment.
- Fundraising activities (e.g. quiz nights).
- Ongoing running costs (e.g. rent, power).
- Retrospective costs (e.g. a competition that has already occurred).
- Activities of a strictly social nature (e.g. group meals at restaurants).
- Items \$250.00 and over without a written supplier issued quote; items \$20,000 and over without two written supplier issued quotes, and
- Prizes, trophies or awards.

6 Assessment Criteria

Your application will be assessed against how well it meets all of the following criteria:

1. Community need.
2. Planning and management.
3. Value for money, and
4. Ability to assist in delivering the Strategic Community Plan.

Assessment will also consider any category specific requirements. *See Section 13 Explanation of Assessment Criteria for helpful hints explaining how applications are assessed.*

7 Community Grants Program – Grant Categories

Applicants may submit multiple applications in any financial year subject to meeting eligibility criteria. Activities are to be completed within 12 months from the date of the Grant Offer Letter, or as agreed in writing with the Grants Officer. Applicants are encouraged to apply to other funding agencies/sponsors for additional funds and longer lead times may be approved to assist applicants with this process and/or towards delivery of larger scale activities.

Where match funding is required, the applicant is required to provide at least 50% in a cash or in-kind contribution of the grant requested from the City of Canning. For example, to receive a grant of \$5,000, an additional \$2,500 in cash or in-kind services needs to be contributed towards the activity.

Your budget will include a detailed breakdown of roles and pay rates if your contribution to the project costs is in-kind rather than cash. Below is a sample in-kind budget (example only):

Describe in detail your ‘in-kind’ contribution to the activity

Item	Description	Value
Project management	20 hours @ \$40.00 per hour	\$800.00
Setting up	3 hours @ \$25.00 per hour	\$75.00
Social media marketing	4 hours @ \$40.00 per hour	\$80.00
Clean up	3 hours @ 25.00 per hour	\$75.00
Audio equipment	Hire rate for same equipment	\$200.00
<u>Total In-Kind Contribution</u>		<u>\$1230.00</u>

The exception is the **50/50 Equipment Grant** where applicants contribute at least 50% in cash towards the cost of all items to be purchased with the grant. **The Sport, Recreation and Community Facilities** grant also requires a cash contribution from other stakeholders.

In addition to the rounds listed in Section 3, unscheduled funding rounds may occasionally be offered. All grant rounds are advertised on the City of Canning’s website, social media and in the City’s e-newsletter (subscribe at www.canning.wa.gov.au).

7.1 Small and Volunteer Grants– up to \$500

Ongoing, until 29 May 2020 (or until the budget is fully expended).

Applicants may submit one application to each of the Small and Volunteer grants below at any time within the financial year (irrespective of any other applications).

Small

The Small Grant is to support low-cost and quick-turnaround activities which meet the ‘Can – Do’ Grants requirements. Any equipment (or non-consumable items) purchased with the grant must be durable i.e. last over 12 months.

Activities which have already received City of Canning grant funding through another grant category are not a priority for support. Applications may be considered where unexpected costs relating to the activity have arisen after the earlier grant approval.

Volunteers

Funding up to \$500 is available for not-for-profit community groups and clubs towards training and development of volunteers.

7.2 ‘Can-Do’ Grants – up to \$5,000

There are two rounds each financial year. Applicants may apply once to each round (irrespective of any applications to other grant categories).

The applicant will contribute cash and/or in-kind with a value of 50% of the funding request i.e. to receive a grant of \$5,000 the applicant must demonstrate an in-kind contribution of \$2,500 or more towards the activity to be funded.

The ‘Can-Do’ grants supports a comprehensive range of activities wanted and needed by the Canning community. Activities which are closed to the wider community are not eligible for support e.g. an activity on school grounds open to current students and their families only; an event hosted by a church promoted to the congregation only.

The activity may have a clearly defined target audience but will be in support of an inclusive, safe and vibrant community in the City of Canning e.g. a school festival promoted and open to the neighbourhood; a Christmas Carol event promoted to the wider community as well the members of the church organising the event.

(Community gardens or physical changes to City of Canning facilities or land should be submitted under the Sport, Recreation and Community – Facilities Grants.)

The following types of activities will be considered for support (Please note these are no longer separate grant rounds and all fall under the Can - Do Grants category. The information below is a guide to help you write your grant application).

Community Initiatives

Support for activities which address community issues (such as safety, community sustainability, increased social cohesion, accessibility etc.) and encourages any of the following:

- Increased participation by the community.
- Increased sustainability of community services (e.g. more members, more attendance, improved viability etc.).
- Skills improvement for volunteers to help develop local community organisations, and/or
- Response to local needs and issues making a positive contribution to community life in the City of Canning, such as supporting the needs of young people, people with a disability, sustainability, seniors or Indigenous or CaLD communities.

Arts

Support for activities which increase community participation in arts activities within the City of Canning. Include relevant support materials which will help the panel understand your activity and demonstrate your ability to deliver e.g. bios of workshop presenters/performers, running order, synopsis for a book or performance, financing strategy for any large scale activities etc.

Reconciliation

Support for activities which build relationships of respect and trust between Canning's Aboriginal and Torres Strait Islander community and our non-Aboriginal and Torres Strait Islander community. Applications for Reconciliation week and NAIDOC week events are encouraged.

Your proposal must outline the consultation process with Aboriginal and Torres Strait Islander peoples in the development of your proposal.

Events and Festivals

The Events and Festival Grant helps community events and festivals which are open and free to the public taking place in the City of Canning. Include a running order to help describe your event.

7.3 WA Day – up to \$5,000

There is one round each financial year. Applicants may apply once to this round (irrespective of any other applications to other grant categories).

The applicant will contribute cash and/or in-kind with a value of 50% of the funding request i.e. to receive a grant of \$5,000 the applicant must demonstrate an in-kind contribution of \$2,500 or more towards the activity to be funded.

Eligible activities will take place in Canning over the WA Day long weekend, culminating on the public holiday, Monday 1 June 2020. This grant supports events which best meet the goals of WA Day, as described on the Celebrate WA website <http://www.celebratewa.com.au/what-is-wa-day/>.

7.4 Disability Access and Inclusion – up to \$5,000

There are two rounds each financial year. Applicants may apply once to each round (irrespective of any other applications to other grant categories).

The applicant will contribute cash and/or in-kind with a value of 50% of the funding request i.e. to receive a grant of \$5,000 the applicant must demonstrate an in-kind contribution of \$2,500 or more towards the activity to be funded.

The Disability Access and Inclusion grant supports activities and/or enables access, inclusion and participation of people with disability, their families and carers in activities offered by not-for-profits clubs and associations. Your proposal must outline the consultation process with the participants in the development of your proposal to ensure the activity is wanted and suitable for their needs.

Two types of applications are invited:

- Standalone activities which meet the grant objectives.
- A complementary grant which will provide additional support to make an activity more inclusive. This may be awarded in addition to any other City of Canning grant and should be applied for at the same time and on the same application form. For example, you are applying to run an upcycling sewing workshop teaching skills to help reduce landfill. You would like to pay fees for a sign language interpreter and written work sheets to make the workshop more accessible to the hearing impaired.

7.5 50/50 Equipment– up to \$5,000

There is one round offered each financial year. Not-for-Profit organisations only may apply once to this round (irrespective of any other applications to other grant categories). Schools are not eligible to apply.

The City will match the applicant's cash contribution up to \$5,000 i.e. to receive a grant of \$5,000 you must contribute at least \$5,000 in cash towards the total costs.

Funding is available to purchase equipment which will support the viability of not-for-profit organisations and help deliver local community services. All purchases must be new, durable (i.e. last over 12 months), accessible to members, be used frequently, and must not be for personal use. If permission is required for use or installation of the equipment, this should be obtained prior to making an application due to the tight timeline for this grant.

Quotes and receipts for the entirety of the amount (not just the grant contribution by the City) are required in your application and acquittal. Confirmation of a cash sponsor/another grant/the organisation's bank statement showing the available funds is required as a condition of any Grant Offer Letter. The offer will lapse if the conditions of the Grant Offer Letter are not met at least two weeks prior to the close of the financial year.

7.6 Sport and Community Equipment Grants – up to \$2,000

There are two rounds each financial year. Not-for-profit organisations only (including sporting and community) may receive one grant per financial year only (irrespective of any other applications to other grant categories). Schools are not eligible to apply.

Cash and/or in-kind contribution with a value of 50% of the funding request must be included.

This is a contribution toward the purchase of new, durable equipment (i.e. lasting over 12 months) accessible to members, and is not for personal use. Applicants should demonstrate how the equipment will:

- Encourage increased participation, and/ or
- Maintain participation levels where sporting and community trends demonstrate decline, and/ or
- Support new initiatives, and/ or
- Improve safety for members, and/ or
- Increase usage of the facilities.

7.7 Young People Fly High – up to \$500

Ongoing – applicants may receive one grant in each financial year. This grant remains open year round, however applications received for 2020/2021 will be assessed after the City’s budget has been approved by Council.

The Young People Fly High Grant assists young people recognised for their achievements in sport and recreation, arts, and/or academic achievement with the cost of travel to represent WA at state, national or international level. Applicants must be 25 or under at the start date of the activity and live within the City of Canning boundaries.

Include the following with your grant application:

- A selection letter confirming the applicant was selected through a competitive process (attach a copy of selection process from the Terms and Conditions of the event if unclear in your letter)
- Evidence of current home address e.g. a utilities bill in your name
- Evidence of costs.

Eligible activities:

- **Sport:** Competitions where there is a competitive selection process.
- **Recreation, Arts and Academic achievement:** Competitions and activities where there is a competitive selection process e.g. an invitation only workshop offered by the Australian Ballet.

The following activities are not eligible for support:

- Cultural exchanges, school /community tours, ‘friendly’ matches and sports team tours
- Work and education placements, excursions and exchanges
- Competitions where teams and/or individuals ‘opt in’ or pay an entry fee to secure inclusion rather than compete for selection to participate
- Events in the Perth metropolitan region (see Department of Primary Industries and Regional Development – Local Government Authority (LGA) boundaries map)
- More than one grant per applicant per financial year

- Applications submitted after the event has occurred
- Applications from a team (eligible individuals on a team must each apply)
- Costs not paid in cash, e.g. costs covered by loyalty points
- Costs already covered by other grants received, and
- Costs not incurred by the applicant e.g. travel and accommodation costs for other family members to attend the event.

Grants are capped as follows:

- Attendance within WA (exc. Perth) up to \$100.00 (exc. GST) / young person*
- Attendance Interstate up to \$300.00 (exc. GST) / young person*
- Attendance Overseas up to \$500.00 (exc. GST) / young person*

**Or matching the cash contribution of the parent or guardian, whichever is less.*

7.8 Sport, Recreation and Community Facilities Grants

Expressions of Interest for funding in 2020-2021 and 2021-2022 are due by the closing date listed in Section 3. Expressions of Interest will not be reviewed outside of the yearly closing date. It is essential you speak to the relevant City of Canning staff member before submitting an Expression of Interest as your proposal will be considered within the broader context of the City of Canning.

A cash contribution is essential. Please review the Sport, Recreation and Community Facility Guidelines for further information on this grant opportunity as different conditions apply to each category.

Major and minor upgrades to facilities may be submitted to this round, as follows:

- Up to \$5,000 is available for small upgrades and improvements to facilities used by sporting, recreation and community groups in the City of Canning. Evidence of a lease for at least a further 12 months is a condition of this grant if the property is not owned by the City of Canning
- Facilities improvements over \$5,000 to improve sporting, recreation and community facilities owned by the City of Canning.

Please note this is a lengthy and multi-stage process.

Community gardens, nature play areas or physical changes to City of Canning facilities or land should be submitted to this grant category only.

8 Assessment and Approvals Process

Grants up to \$500

- Assessed by City Officers and recommended for approval by a City of Canning Director. Notification of application outcome will be within 4 weeks from the date the correctly completed application is received.

Grants from \$501 up to \$5,000

- Assessed by the relevant grant panel and recommended for approval by the Chief Executive Officer. Notification of application outcome will be within 8 weeks of the grant round closing date.

Grants greater than \$5,000

- Assessed by the Grant Panel and presented to Council for a decision. Please review the relevant guidelines for notification dates.

9 Payment of Grant

Grants will be paid by EFTPOS as per the information provided on your invoice. The grant offer may lapse if the required materials listed in your Grant Offer Letter are not received by the City when due.

All grants \$5,000 and under (with the exception of Young People Fly High)

The following payment procedures apply:

1. Successful applicants are to return a signed copy of the Grant Offer Letter to the Grants Officer within 30 days of receipt of the grant offer in order to accept the grant, along with any other materials listed in the Grant Offer Letter.
2. Grants will be paid within 35 days of receiving a correctly completed Grant Offer Letter and invoice.

Organisations and individuals without an Australian Business Number (ABN) should complete an Australian Taxation Office Statement by a Supplier form (<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>) providing reasons for not having an ABN. If an ABN or Statement by a Supplier form is not completed, the City is required to withhold a proportion of grant as a tax and the organisation will need to apply to the Australia Taxation Office for reimbursement.

Organisations registered for GST should specify the GST component of the goods and services to be purchased with the grant in payment details returned to the City of Canning. No GST is added to the grant itself e.g. a grant awarded at \$5,000 will be paid at \$5,000, not \$5,500. Organisations not registered for GST should invoice for the full amount of the grant without reference to GST.

Young People Fly High Grant

The following payment and acquittal procedure applies:

Grants will be paid following the young person's return to WA and after acquittal documentation has been approved by the City, to include:

- Proof of attendance i.e. boarding passes, photos of activity
- Payment of costs i.e. receipts and/or bank statements
- Evidence of acknowledgement of City of Canning grant e.g. screen print of social media; URLs to club newsletter or website; copies of any media coverage, and
- A completed acquittal form.

Payment will be within 35 days of correct acquittal documentation being received. The grant offer will lapse if a satisfactory acquittal report is not provided at least two weeks prior to the end of the 2019-2020 financial year.

Sport, Recreation and Community Facilities Grants

Please review the Sport and Recreation Facility Guidelines.

<https://www.canning.wa.gov.au/our-community/community-initiatives/community-grants>

10 Acquittal Reports and Maintaining Eligibility

Grant recipients are required to complete an acquittal report at the completion of the activity supplying the information outlined in the Grant Offer Letter. Allow four weeks for your acquittal report to be approved by the City before applying for further grants. Applications received before your acquittal report has been approved will be deemed ineligible. Grant recipients will be notified by email once your Acquittal Report has been reviewed as satisfactory.

An acquittal report must be completed and submitted to the City of Canning by the date specified in the Grant Offer Letter. The acquittal report must contain all documentation as described in the Grant Offer Letter. The minimum requirement will be:

- a. Confirmation the activity took place
- b. A completed acquittal form
- c. Proof of purchase and expenditure. This will include supplier issued receipts, and/or bank account statements and matching invoices
- d. Evidence of acknowledgement of City of Canning grant e.g. screen print of social media; copies of any media coverage, and
- e. High resolution photographs of the funded activity underway along with completed media release forms. These may be used by the City to promote the Community Grants Program. *(Please see the letter of offer which describes the City's requirements.)*

The grant is not repayable, except where the Acquittal report is not received or is assessed as unsatisfactory.

Late acquittal reports

If an acquittal has not been received by the due date, you/your organisation will be ineligible from applying for City of Canning grant until:

- an acceptable acquittal has been received and approved, or
- the funds have been returned to the City of Canning, or
- exceptional circumstances have been outlined and approved by the Chief Executive Officer.

Unacceptable acquittal reports

A period of 12 months ineligibility will apply if your acquittal report is not approved by City of Canning staff and you do not rectify by the due date by supplying the missing information and/or returning any disputed funds.

This period of 12 months ineligibility does not replace the need to satisfactory acquit the grant.

Return of grant funds to the City of Canning

It is a condition of the grant that recipients agree to maintain records of the performance of the grant activity and the expenditure of the grant and to make these available to the City upon request. The City of Canning may require reimbursement of the grant if not spent in accordance with the activity outlined in the grant application and Grant Offer Letter. Please be advised:

- Remaining funds should be returned to the City of Canning within six weeks of the completion of the activity or by the date outlined within the Grant Offer Letter (whichever is sooner). Amounts \$50.00 and under may be redirected towards another eligible cost in your budget and identified in your acquittal (e.g. marketing materials).
- Requests to vary your activity and/or expenditure must be made in writing. Any changes need to be approved by the Grants Officer in writing prior to commencement or funds may be recouped by the City, and
- Your activity is to be completed as described in the application or funding must be returned to the City of Canning within six weeks of the original completion date.

If any of these occur, your promptness in notifying the Grants Officer helps ensure funds returned to the City of Canning are reallocated toward other grant rounds.

11 Acknowledgement of the City of Canning Grant

Grant recipients are required to acknowledge the grant received from the City on social media, your club's newsletter, in any speeches and by other available means. This helps promote the Community Grants Program to potential applicants and thanks the community for their financial contribution to the funded activity.

The City of Canning's logo is to be included on all promotional materials for activities funded through the Community Grants Program. A Grants Officer can provide you with a copy of the logo to use. In addition to the logo, the following text may be included: **Supported by the City of Canning through the Community Grants Program.**

Additionally, Councillors of the City of Canning welcome invitations to attend activities which have received grant support. This may be coordinated through Donna Ross, Executive Officer, Office of the CEO, donna.ross@canning.wa.gov.au.

12 Application Support

We receive more applications than we can fund so ask for advice from the Grants Officer by phone or in person to make your application more competitive. Please allow at least two weeks lead time.

Ensure you also speak to other City of Canning staff if relevant to the activity you wish to undertake.

13 Explanation of Assessment Criteria

Your application should demonstrate a strong argument for support as each round is competitive and the City receives more applications than can be supported. Meeting the assessment criteria does not guarantee a grant as other applications may make a better case for support.

Applications will be scored and ranked against the four criteria below. Successful grant applications will be in keeping with the spirit of the Community Grants Program.

The City of Canning's Community Grants Program provides grants to groups, individuals and organisations for activities which contribute to an inclusive, safe and vibrant community and create a welcoming and thriving City.

It can be helpful to show your draft application to another person to see if what you plan to do and how it will benefit the Canning community is clear to a reader. Grants Officers may also read through your application prior to submission if you email a draft through at least two weeks prior to the grant closing date.

The questions are included here to help explain the Assessors considerations when assessing and ranking applications. The questions are not exhaustive and may not apply to every activity.

1. Community Need

- How do you know the community want and need the activity you propose?
 - *Is there any research and/or statistical data available to support your proposal?*
 - *Have you undertaken your own research, e.g. a survey of your members?*
 - *Have you conducted the activity successfully in the past – if so, how many people attended?*
 - *Has this type of activity occurred successfully elsewhere?*
- Who will benefit?
 - *Does the activity include a diversity of the Canning community? Does the activity help to diversify community participation in the organisation?*
 - *If limited to a select group with a particular interest, how does the activity help make Canning more inclusive and welcoming?*
 - *Does the activity target people whose needs are not already being met?*
 - *Does the activity invite and welcome new members to the organisation?*
 - *(If a school) can the wider community access the activity?*
- Is this activity timely? Why?
- How will you evaluate how well your activity has met community need? How will you track how many Canning residents took part?

2. Planning and Management

- Do the answers in your application show that you understand what will be required to successfully carry out your activity?
 - *Do you have the personnel necessary to carry out the activity?*
 - *Do personnel have the right expertise (e.g. workshop presenters, performers)?*
 - *Have you letters of support confirming contributions by project partners?*
 - *Have you spoken to any City of Canning staff whose input is needed for your activity to take place?*

- *Have you considered all that is necessary for your activity to take place e.g. legislation, insurances, bookings, toilets, parking, storage, wet weather planning, permissions, traffic management, occupational health and safety for participants, timely invitations to VIPs such as City of Canning Councillors?*
- *How will you manage unexpected success e.g. activity is over-subscribed?*
- *Is your marketing plan likely to reach the target audience?*
- Does your budget show how you will manage the finances for your activity?
 - *Does your budget add up? Have you included current, written quotes? Are the figures in the quotes and on your budget the same? *****ESSENTIAL******
 - *Does your budget include all the likely costs for your activity?*
 - *Is your in-kind contribution detailed and clear? Does it show good planning? Is your in-kind contribution needed to deliver the activity you propose?*
 - *Have you plans in place to secure any additional funding/sponsorship? Have you managed the risks of a possible budget shortfall?*

3. Value for Money

- Do the costs and quotes offer good value for money?
- Does your activity bring in grant or sponsorship funds or high value in-kind? Does the activity address an unmet community need?
- Does the activity help your organisation become more viable e.g. attract new members, reduce ongoing costs or increase income opportunities?
- Can you carry the activity through to completion at a satisfactory standard with the funds available?
- Will your activity have a limited or a lasting impact?

4. Ability to Assist in Delivering the Strategic Community Plan

The Community Grants Program supports delivery of community objectives described in the City's Strategic Community Plan 2017-2027 'Our City Our Future', available at www.canning.wa.gov.au/Community/Strategic-Community-Plan.

This plan was created as a result of extensive community consultation, and describes what the Canning community want to occur in Canning.

- Have you clearly identified how the activity will deliver against one or more of the community objectives described in this Plan?
- Are the benefits you describe practical and likely to eventuate?
- How will you evaluate how well your activity has helped deliver these objectives?

*Applicants to the **Sport, Recreation and Community Facilities Grant** should review the relevant guidelines to see how these criteria may apply.*

14 Definition of Terms

Acquittal Report

The acquittal report evidences the activity took place as described in your application, and funding was spent on approved costs. Acquittal reports must be complete to be reviewed as satisfactory.

Auspice

An auspice organisation makes a grant application to the City on your behalf. This auspice organisation has the legal responsibility to the City of Canning to administer the grant. An auspice organisation may be used to meet eligibility requirements, bring added skills and reputation, provide insurances and/or provide additional support as needed.

City of Canning

The boundaries of the City of Canning, along with other demographic data, can be found at <https://profile.id.com.au/canning/about>. The Community Grants Program exists to benefit people living in or visiting the City of Canning.

Grant

This is a non-recoupable, cash contribution only towards costs offered by the City toward activities as described in your application form. Variations to dates, costs and/or activities must be approved in writing by the City. In return, it is the applicant's responsibility to secure all permissions/bookings/insurances and to plan, promote and deliver the activity as described and approved.

Grant Offer Letter

The Grant Offer Letter confirms that the application for a grant was successful and outlines any special conditions, any due dates funding awarded, and required acquittal information. The Grant Offer Letter must be signed by the delegated authority for the organisation. This will be the person(s) designated in the organisation's constitution to make decisions and act on behalf of the organisation.

Intellectual Property

Where the grant requires the use of, or results in, the creation of a new piece of original creative work, you may need to consider how any rights are managed in the planning stages. Artslaw offers an advisory service with free and low cost fact sheets and template contracts area (see <http://www.artslaw.com.au/>). The expression of ideas in a tangible form can be protected; however, ideas alone are not protected by copyright.

Matching Funding

This is the contribution from the applicant and/or other funding sources that matches all or part of the request to the City of Canning. It may comprise cash, in-kind, or a combination of both depending upon the requirements of the particular grant category.

- **Cash Contribution**

This is the contribution in cash from the applicant and/or other funding or sponsorship sources towards the costs.

- **In-kind Contribution**

These are items in your budget that have value but are given freely or at a reduced rate as goods or services instead of money. These can be estimated by working out the commercial rate for the same item. Examples include the following:

- Volunteer hours for management or implementation, to promote or market the outcome, administrative time to acquit the grant, and/or any other expertise or labour required to deliver the initiative.
- Free or discounted equipment or venue hire.

Please use rates drawn from the relevant award or agreement when calculating the value of in-kind labour, or refer to the following:

- Unskilled - General work where no qualification is required – up to \$25.00 per hour.
- Skilled - Requires a recognised qualification specific to the work – up to \$40.00 per hour.
- Professional - Requires a formal tertiary qualification specific to the work – up to \$60.00 per hour.

In-kind contributions must be broken down into tasks and hours directly related to the activity to be funded. These are assessed by the Panel and show you have satisfactorily planned and resourced to implement your activity (e.g. 3 hours setting up @ \$25.00 per hour = \$75.00; 4 hours social media marketing @ \$40.00 per hour = \$160.00).

Quotes and Receipts

Acceptable quotes and receipts must be included at the time of your application and acquittal report. These are issued by the supplier and include the company name, contact details, ABN, the item and cost, as would be required by the Australian Taxation Office in your tax return.

Screen prints from a supplier's website may also be acceptable if they have the necessary information. Items (or multiples of the same items) costing \$250.00 and over require one written quote and items costing \$20,000 and over require two written quotes to be considered eligible costs.

Costs \$250.00 and over without acceptable quotes are not eligible for grant support and will not be reviewed by grant assessors. This will reduce the grant that may be offered to you, if your application is successful.


When completing your acquittal report, a bank statement with matching quote is sufficient if a receipt cannot be obtained.

Retrospective funding

This is funding toward activities that have already occurred at the time of application. The City does not support costs that have already occurred e.g. a fee to complete the application form.

Supporting Documents

These differ depending on your activity and you may attach these to your application to demonstrate viability or to help the Assessors better understand your activity. Quality, not quantity is important. These include:

- 
- Confirmation letters from each partner/contributor listed in your application identifying their role and contribution (essential). These must include a contact name and phone number or email address.
 - Supplier issued quotes for amounts \$250 and over.
 - Documents specific to the activity which describe content e.g. event running order, workshop summary and timetable, synopsis describing content of proposed book or performance.
 - Summary bios of presenters/artists.
 - Financial plan (if your activity requires significant funds from other agencies).
 - Proof of public liability insurance.
 - Evaluation forms or feedback showing you have successfully run similar activities previously, and/or
 - Member surveys showing support for your activity.

The Grants Officer may request additional materials prior to assessment.

Other documents may be required as a condition of the grant and will be listed in your Grant Offer Letter.