



# **City of Canning Community Grants Program**

Grant Guidelines 2022-2023

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## 2. Introduction

The **Community Grants Program** supports sporting clubs, not for profit organisations and individuals to create a welcoming and thriving City by contributing to an inclusive, safe and vibrant community.

The Community Grants Program supports activities and initiatives which contribute to the themes outlined in the Strategic Community Plan 2021-2031 and summarized below. <https://www.canning.wa.gov.au/about-us/our-future/strategic-plans>

<b>Connect</b>	
A connected and inclusive community where diversity is celebrated	<ul style="list-style-type: none"> <li>• Deliver inclusive events, services and facilities</li> <li>• Create opportunities for shared cultural and artistic expression</li> <li>• Promote awareness and appreciation of Aboriginal culture and heritage</li> <li>• Facilitate connections, learning and activities for all</li> </ul> 
Thriving community groups, clubs, organisations and businesses	<ul style="list-style-type: none"> <li>• Promote opportunities for contribution and participation</li> <li>• Build the capacity of organisations to respond to identified community need</li> <li>• Foster collaboration between groups, business and stakeholders</li> </ul>
An active and healthy community	<ul style="list-style-type: none"> <li>• Advocate and deliver opportunities for healthy activity and lifestyles</li> <li>• Facilitate and partner to deliver a range of recreation and leisure services/ facilities</li> </ul>
Safe and connected neighbourhoods	<ul style="list-style-type: none"> <li>• Collaborate to ensure safe places and spaces for all</li> <li>• Nurture connections between people and the places they share</li> </ul>
<b>Enhance</b>	
Natural areas are conserved and enjoyed	<ul style="list-style-type: none"> <li>• Advocate for and deliver well-managed natural areas supporting biodiversity and appropriate recreation</li> </ul>
Resources are managed sustainably	<ul style="list-style-type: none"> <li>• Undertake activities to minimise and reuse waste</li> <li>• Enhance the health of the Canning River, waterways and surrounding natural areas</li> <li>• Reduce reliance on fossil fuels and optimise the use of natural resources</li> </ul> 
Community is aware of their environmental impacts	<ul style="list-style-type: none"> <li>• Raise awareness and engage with the community to protect, respect and enjoy the natural environment</li> <li>• Promote and educate the community on sustainability and waste management practices</li> </ul>
A climate responsive community	<ul style="list-style-type: none"> <li>• Proactively respond to the impacts of climate change</li> </ul>
<b>Build</b>	
Communities that have good amenity and facilities	<ul style="list-style-type: none"> <li>• Provide access to a range of facilities that meet community needs</li> </ul> 
<b>Lead</b>	
Engaged residents and effective advocacy	<ul style="list-style-type: none"> <li>• Promote social inclusion and equitable access to all</li> </ul> 

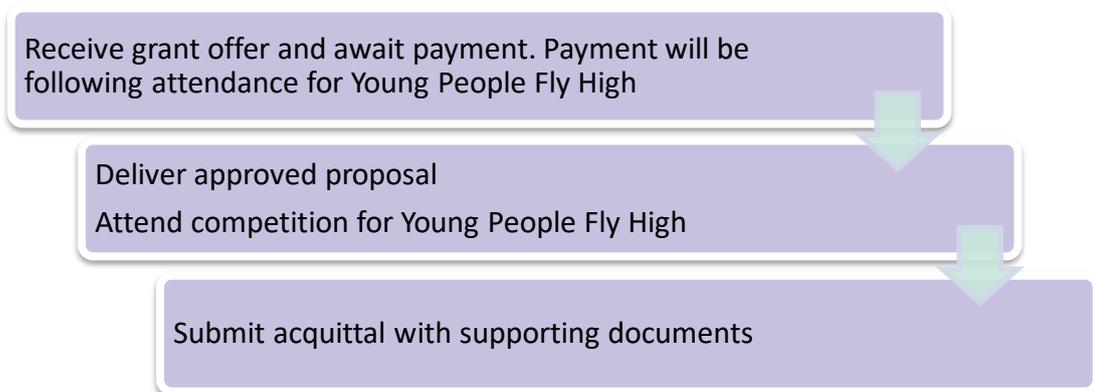
The Community Grants Program Guidelines align with Community Grants Program policy CS.01. Guidelines and application forms are available at:

[www.canning.wa.gov.au/our-community/community-initiatives/community-grants](http://www.canning.wa.gov.au/our-community/community-initiatives/community-grants)

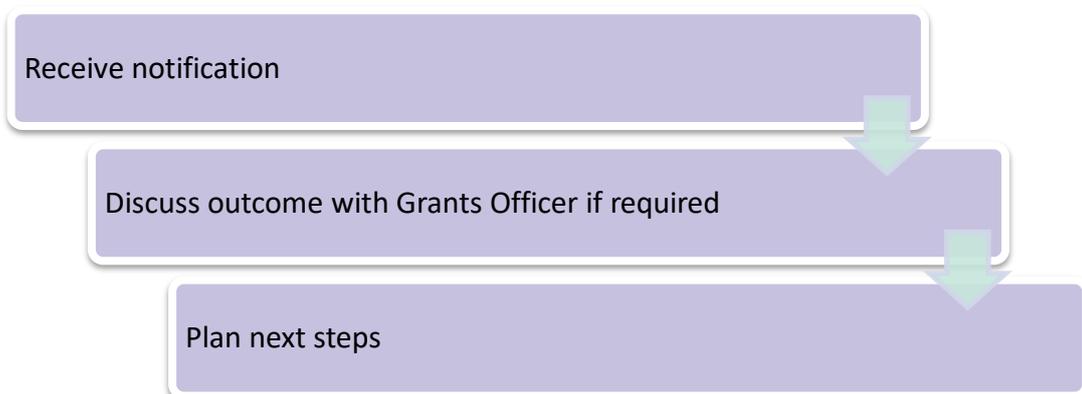
## How to Apply



## Successful Applications



## Unsuccessful Applications



### 3. Grants Overview

Categories	Max Grant Amount (inc GST)	Applicant Contribution	Closing Dates	Notification	Eligibility
<b>Small Grants</b>	\$500	N/A	Ongoing until 26 May 23*	Up to 4 weeks after receipt	Individuals Community groups/ not for profit organisations sporting clubs, schools
<b>Volunteer Grants</b>	\$500	N/A	Ongoing until 26 May 23*	Up to 4 weeks after receipt	Community groups/ not for profit organisations sporting clubs
<b>Enriching Canning</b>	\$5,000	50% in-kind or cash contribution	<b>Round 1</b> 19 Aug 22 <b>Round 2</b> 4 Oct 22 <b>Round 3</b> 7 March 23	Approx. 8 weeks after closing date	Incorporated community groups/ not for profit organisations, sporting clubs, schools
<b>Disability Access and Inclusion</b>	\$5,000	50% in-kind or cash contribution	<b>Round 1</b> 2 Sept 22 <b>Round 2</b> 21 March 23	Approx. 8 weeks after closing date	Incorporated Community Groups/ not for profit organisations, sporting clubs, schools
<b>Equipment</b>	\$1,000	50% in-kind or cash contribution	<b>Round 1</b> 13 Sept 22 <b>Round 2</b> 23 February 23	Approx. 8 weeks after closing date	Incorporated Community Groups/ not for profit organisations, sporting clubs
<b>50/50 Equipment</b>	\$5,000	Matching cash contribution e.g. \$2,500	<b>Round 1</b> 24 Mar 23	Approx. 8 weeks after closing date	Incorporated Community Groups/ not for profit organisations, sporting clubs
<b>Young People Fly High</b>	\$100-500	50% matching cash	Apply prior to attendance	Up to 4 weeks after receipt	Young people 25 and younger

\* The grant opportunity will close earlier than the date advertised when the budget has been exhausted

All grant rounds will be advertised on the City of Canning website.

#### Would you like to discuss your ideas?

Get in touch with the Grants Officer at 9231 0809 or email [grants@canning.wa.gov.au](mailto:grants@canning.wa.gov.au)

## 4. Eligibility

Applicants must reside, be located and/or operate in the City of Canning. Not for profit organisations, excluding sporting clubs, which have offices outside Canning but deliver services to Canning residents may apply. Activities must take place within the City of Canning boundaries. The following are eligible for the outlined grant levels:

### Grants up to \$500

- a. Individuals<sup>1</sup> and non-incorporated groups.
- b. Not-for Profit organisations.
- c. Government and Not-for-Profit kindergartens, primary and secondary schools<sup>2</sup>.

### Grants greater than \$500

- a. Incorporated Not-for-Profit organisations.
- b. Government and Not-for-Profit kindergartens, primary and secondary schools<sup>2</sup>.

### **Individuals<sup>1</sup> must:**

- Demonstrate support from a Canning based not-for-profit organisation e.g. letter of support towards the proposal.
- Ensure the activity does not lead to any private business benefits.
- Gift any equipment to the supporting not-for-profit organisation following the completion of the activity.

### **Primary and Secondary Schools<sup>2</sup> must:**

- Be able to demonstrate the wider community benefit in proposals. Activities are to be held outside of school hours or where activities are held during school hours, the wider community must be able to attend and benefit. Equipment solely for the use of students and teachers is not eligible as this is best funded by other Government Departments.
- 
- Eligible applicants may apply once to each grant category per financial year
  - One application to each grant category per activity will be accepted. E.g. Two organisations are unable to apply separately for the same activity

## 5. Ineligibility

The following are ineligible for grant funding:

- Political parties and activities of a political nature.
- Government departments and agencies and
- 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 and following the full expenditure of the budget.
- Activities/expenditure taking place prior to grant approval.
- Activities better suited to other Government departments and agencies e.g. NDIS funded activities.
- 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.
- Academic assessments, work placements.
- Tours without a competition and selection element
- Any proposals or costings associated with political activities. Assets and resources of the City of Canning must not be used to undertake any party/political activities which compromise the City's political impartiality.
- Proposals which have been canvassed by the Mayor or Elected Members
- Wages (ongoing staff).
- Gifts to volunteers
- Fundraising activities (e.g. quiz nights).
- Ongoing running costs (e.g. rent, power).
- Retrospective costs (e.g. a competition or event that has already occurred).
- Activities of a strictly social nature (e.g. group meals).
- Items \$250.00 and over without a written supplier issued quote
- Prizes, trophies or awards.

## Community Grants Program – Grant Categories

### 6. Small Grants – up to \$500

The Small Grant supports activities which meet the objectives aligned with the themes: “Connect”, “Enhance”, “Build” and “Lead” within the [Strategic Community Plan 2017-2027](#) (page1). Any equipment purchased must be available for all members and must not be for personal use.

- **Open to individuals, unincorporated and incorporated community organisations, sporting clubs and schools. ([see Eligibility of Individuals and Schools](#))**
- **Ongoing, until 26 May 2023 or until the budget is fully expended.**

### 7. Volunteer Grants – up to \$500

The Volunteer Grant supports not-for-profit community organisations and sporting clubs to build the capacity of their volunteers through training, to meet the needs of the organisation. Examples of training opportunities include courses such as first aid, treasurer skills, coaching courses or training which will help your organisation become more effective at attracting, training and retaining volunteers.

Screening checks such as Working with Children checks are not eligible under this grant category. Organisations must operate regularly within the City of Canning.

- **Open to unincorporated and incorporated community organisations, sporting clubs.**
- **Ongoing, until 26 May 2023 or until the budget is fully expended.**

## 8. Enriching Canning Grants – up to \$5,000

The Enriching Canning grant aims to support activities which enrich the area through providing an inclusive, safe and vibrant community in the City of Canning. All applicants are encouraged to liaise with the Grants Officer prior to submitting an application for this category.

**Inclusive activities, programs and events** should meet one or more of the following:

### Connect

- Create opportunities for shared cultural and artistic expression
- Promote awareness and appreciation of Aboriginal culture and heritage
- Facilitate connections, learning and activities for all
- Build the capacity of your organisation to respond to identified community need
- Foster collaboration between groups, business and stakeholders
- Advocate and deliver opportunities for healthy activity and lifestyles
- Facilitate and partner to deliver a range of recreation and leisure services/ facilities
- Collaborate to ensure safe places and spaces for all
- Nurture connections between people and the places they share

### Enhance

- Advocate for and deliver well-managed natural areas supporting biodiversity and appropriate recreation
- Undertake activities to minimise and reuse waste
- Enhance the health of the Canning River, waterways and surrounding natural areas
- Reduce reliance on fossil fuels and optimise the use of natural resources
- Raise awareness and engage with others to protect, respect and enjoy the natural environment
- Promote and educate the community on sustainability and waste management practices
- Proactively respond to the impacts of climate change

### Lead

- Promote social inclusion and equitable access to all
- **Open to incorporated community organisations, sporting clubs and schools. ([see Eligibility of Schools](#))**
- **Three rounds. Closing date for each round: 19 August 2022, 4 October 2022, 7 March 2023.**
- **New initiatives and activities are encouraged and will be assessed as a higher priority.**
- **50% In-kind or cash contribution required** ie. to receive a grant of \$5,000 the applicant must demonstrate a contribution of \$2,500 or more towards the activity.
- **Activities open to the broader community will be assessed as a higher priority in comparison to activities for a select exclusive group**

- **Equipment purchases must form part of the activity/ program outlined in the application and be used frequently in future activities in Canning.**
- **Applicants seeking funding through the Enriching Canning grant may also apply for a Disability Access and Inclusion grant (same application form) to ensure the activity is accessible for all.**

**Community gardens, nature play areas or physical changes to City of Canning facilities or land may be submitted to this grant category when necessary permissions or approvals from the City of Canning have already been obtained. Applications will not be assessed if evidence of permissions and approvals are not included with the application submission. Contact the City to discuss further 1300 422 664**

## **9. Disability Access and Inclusion – up to \$5,000**

The Disability Access and Inclusion grant supports activities and the purchase of equipment which enables equitable access, inclusion and participation of people with a disability in local community and sporting activities.

The Disability Access and Inclusion Grant supports either of the following:

- Standalone activities which meet the grant purpose.
- 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, an Enriching Canning Grant requests grant support towards a NAIDOC activity along with the inclusion of costs for a sign language interpreter to be present.
- **Open to incorporated community organisations, sporting clubs and schools. ([see Eligibility of Schools](#))**
- **Two rounds. Closing date for each round: 2 September 2022 and 21 March 2023**
- **50% In-kind or cash contribution required** ie. to receive a grant of \$5,000 the applicant must demonstrate a contribution of \$2,500 or more towards the activity.

## 10. Equipment Grants – up to \$1,000

The Equipment grant aims to support the purchase of new equipment lasting over 12 months. Priority will be given to equipment which will make a significant difference to activities/ programs provided within the City of Canning. Applicants should demonstrate how the equipment will meet one or more of the following areas:

- Encourage increased participation
  - Maintain participation levels where sporting and community trends demonstrate decline
  - Support new initiatives
  - Improve safety for members
  - Increase usage of the facilities
  - Improve efficiency of the running of community and sporting organisations
- **Open to incorporated community organisations, sporting clubs based within the City of Canning. Schools are ineligible.**
  - **Two rounds. Closing date for each round: 13 September 2022, 23 February 2023.**
  - **Equipment is to be accessible to members and not for personal use.**
  - **50% In-kind or cash contribution required** i.e. to receive a grant of \$1,000 the applicant must demonstrate a contribution of \$500 or more towards the activity.
  - **Reoccurring equipment purchases such as balls will be a lower priority.**

## 11. 50/50 Equipment – up to \$5,000

The 50/50 Equipment grant aims to support the purchase of equipment lasting over 3 years. Priority will be given to equipment which will make a significant difference to activities/ programs provided within the City of Canning. This grant needs to be matched by a cash contribution. Applicants should demonstrate how the equipment will meet one or more of the following areas:

- Encourage increased participation
  - Maintain participation levels where sporting and community trends demonstrate decline
  - Support new initiatives
  - Improve safety for members
  - Increase usage of the facilities
  - Improve efficiency of the running of community and sporting organisations
- **Open to incorporated community organisations and sporting clubs based within the City of Canning. Schools are ineligible.**
  - **One round. Closing date: 24 March 2023.**

- **Equipment is to be accessible to members and not for personal use.**
- **Matching cash contribution required** i.e. If your item costs \$5,000, the max grant available is \$2,500. Grants up to \$5,000 may be awarded if items are valued at \$10,000 or greater.

## 12. Young People Fly High – \$100- \$500

The Young People Fly High Grant assists young people selected for their achievements in sport and recreation, arts, or academic achievement. The grant supports the cost of travel for the young person to represent WA at state, national or international level.

Application submissions are to include:

- A selection letter confirming the applicant was selected to participate through a competitive process (attach a copy of selection process from the Terms and Conditions of the event if the letter doesn't outline the selection process.)
- Evidence of home address e.g. a utilities bill in your name (not a rates notice), and
- Evidence of costs e.g. invoice or email from State Sporting Association.

### Grant awards:

- Attendance within WA (excluding Perth Metro) up to \$100.00
- Attendance Interstate up to \$300.00
- Attendance Overseas up to \$500.00

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

- **Open all year round to young people under the age of 25, living within the City of Canning.**
- **One application per financial year to be submitted prior to attendance.**
- **50% cash matched contribution required** ie. to receive a grant of \$500 the applicant must contribute \$500 or more towards the costs of attending e.g. flight costs.
- **Grant payments will be made following attendance at the competition and receipt of acquittal form and submitting documents.**
- **Applications received for activities between July 2022 and August 2022 will be assessed following the approval of the budget by Council.**

### Eligible activities:

- **Sport:** Competitions where there is a competitive selection process to participate and there is representation of Western Australia at state, national or international level.
- **Recreation, Arts and Academic achievement:** Competitions and short-stay activities where there is a competitive selection process to participate in the activity e.g. an invitation only workshop offered by the Australian Ballet.

The following activities are not eligible for support:

- Cultural exchanges, school /community tours (“which are opt in”), ‘friendly’ matches and sports team tours (where there is no selection of placement by peak body).
- Work and education placements, excursions and exchanges, activities which are part of the school or university curriculum or form part of academic assessment.
- 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).
- 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.
- Costs not incurred by the applicant e.g. travel and accommodation costs for other family members to attend the event.

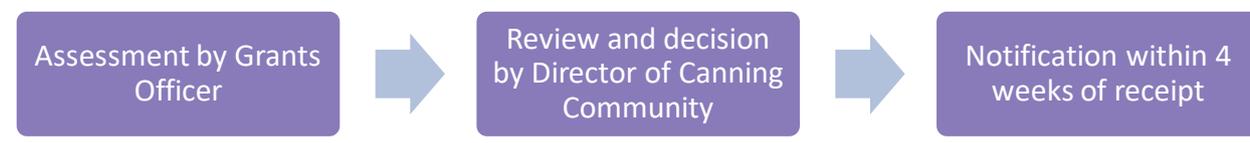
### 13. Assessment Criteria

Applications will be assessed against the four criteria below. The prompts have been included to help with the completion of the application form.

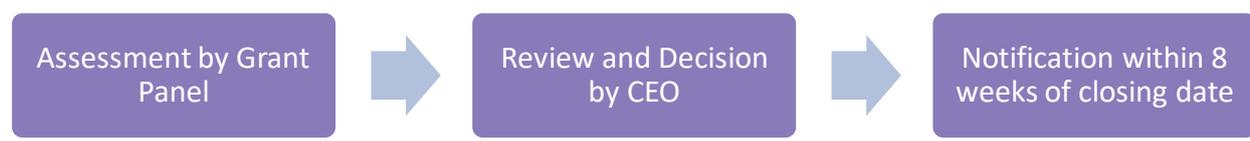
Have you undertaken any research or consulted with your members?	Have you run a similar activity previously to evidence the need for your proposal?
<b>Community Need</b>	
Has the activity successfully occurred elsewhere?	Does the activity meet an unmet need e.g. is it a new activity to the area?
Do the costs offer good value for money?	Will the activity/ equipment help reduce costs/ generate an income?
<b>Value for money</b>	
Is there sufficient in-kind/ cash contribution?	Has any additional funding being sourced from other grants or sponsorship?
Will the marketing methods reach the target audience?	Do the volunteers/ facilitators have the required skills?
<b>Planning and Management</b>	
Does the budget include all costs? Have quotes been included?	Is there sufficient planning time following the grant outcome?
Will the proposal make a difference? Can the benefits be measured?	Does the proposal primarily benefit the Canning Community?
<b>Alignment with the Strategic Community Plan</b>	
Is the proposal aligned with any of the objectives?	Are the outlined benefits realistic?

## 14. Assessment and Approvals Process

### Grants up to \$500



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



## 15. Payment of Grant

Grants will be paid by bank transfer to the account stated on the application form and outlined on the bank statement/ bank header. The grant offer may lapse if the required materials listed in your Grant Notification email are not received by the City when due.

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

The following payment procedures apply:

Successful applications will be paid within 35 days of grant offer, and on receipt by the City of the following documents:

- a completed signed application and Payment Request, and
- bank header/ bank statement.

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 Australian Taxation Office for reimbursement.

**GST is not added to the grant e.g. a grant of \$5,000 will be paid at \$5,000, not \$5,500.**

## Young People Fly High Grant Payment

Acquittals are due within 4 weeks of your return. Grants will be paid once the young person has returned to their home within the City of Canning and after acquittal documentation has been approved by the City, to include:

- Proof of attendance i.e. boarding passes, photos at the competition
- 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.

All Young People Fly High grant offers will lapse and not be paid unless an acquittal is received and approved by **5 June 2023**. (Activities occurring in June will be reviewed and assessed in the following financial year).

## 16. 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 by the due date.

Acquittal reports may take up to 8 weeks to be reviewed.

The information to be submitted with the acquittal is:

- Confirmation the activity took place
- A completed acquittal form
- Evidence of acknowledgement of City of Canning grant e.g. screen print of social media; copies of any media coverage. (see Acknowledgment of Grant)
- Receipts, bank statements etc to confirm expenditure. Receipts are to be supplier-issued and include name of supplier, contact details and ABN, itemised goods and services purchased and payment received.
- Any other requirements stated in Grant Offer.

Additionally, we welcome:

- High resolution photographs of the funded activity along with completed photo consent forms. These may be used by the City to promote the Community Grants Program.

### Late acquittal reports

If an acquittal has not been received by the due date and you have not communicated a reason for the delay, 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 required information and/or returning any disputed funds.

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

### Return of grant funds to the City of Canning

Grant recipients are required to maintain records of the funded activity and provide to the City upon request. Reimbursement of the grant will be required if not spent in accordance with the activity outlined in the grant application and Grant Offer.

- 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 (whichever is sooner). Amounts of \$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.

## **17. 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. See City of Canning website for further details. <https://www.canning.wa.gov.au/our-community/community-initiatives/community-grants-program/city-of-canning-logos>

Additionally, the Mayor and Elected Members of City of Canning welcome invitations to attend activities which have received grant support.

## 18. Application Support

The Grants Officer encourages applicants to discuss ideas prior to submission. This ensures applicants receive the most up to date information and tips when completing applications.

Tel: 9231 0809 Email: [grants@canning.wa.gov.au](mailto:grants@canning.wa.gov.au)

Liaise with other City of Canning staff if relevant to the activity, prior to applying. Any permissions or approvals should be obtained prior to applying and included in your application.

## 19. 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 as described in your application form. Variations to dates, costs and/or activities must be approved in writing by the City.

### Grant Offer

The Grant Offer confirms that the application for a grant was successful and outlines any special conditions, any due dates funding awarded, and required acquittal information.

### 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. Artslaw offers an advisory service

with free and low cost fact sheets and template contracts area see <http://www.artslaw.com.au/>.

### Matching Funding

This is the contribution from the applicant and/or other funding sources towards the proposal. 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:

- General work– up to \$40 per hour.
- *Skilled* – please use rates drawn from relevant award of agreement

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 your activity (e.g. 3 hours setting up @ \$40.00 per hour = \$125.16)

### Quotes and Receipts

Quotes and receipts are to be issued by the supplier and include the company name, contact details, ABN, the items and cost.

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.

### 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.

### Supporting Documents

These differ depending on your activity and you may attach these to your application to demonstrate viability and to help the Assessors better understand your activity. 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.
- 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.

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