



# **City of Canning Community Grants Program**

Grant Guidelines 2023-2024

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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.

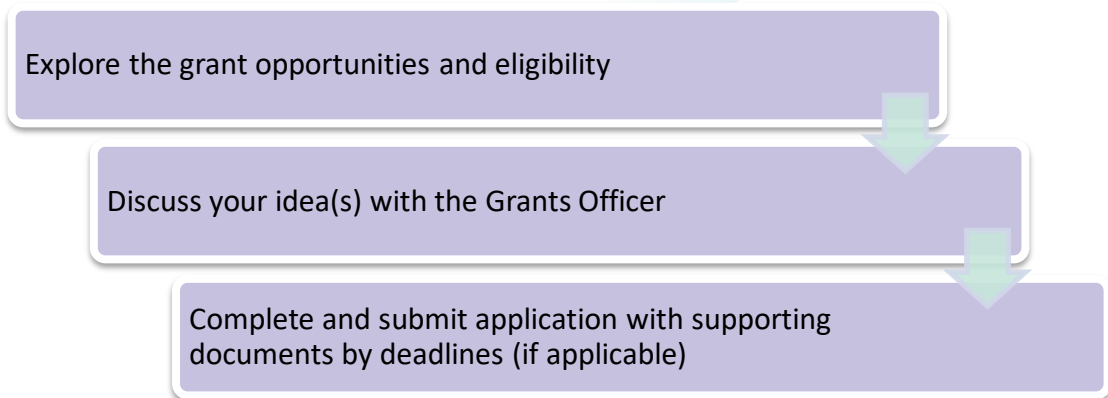
The Community Grants Program supports activities and initiatives which contribute to the themes outlined in the Strategic Community Plan 2021-2031 and summarised below. <https://www.canning.wa.gov.au/about-us/our-future/strategic-plans>

| <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>  |

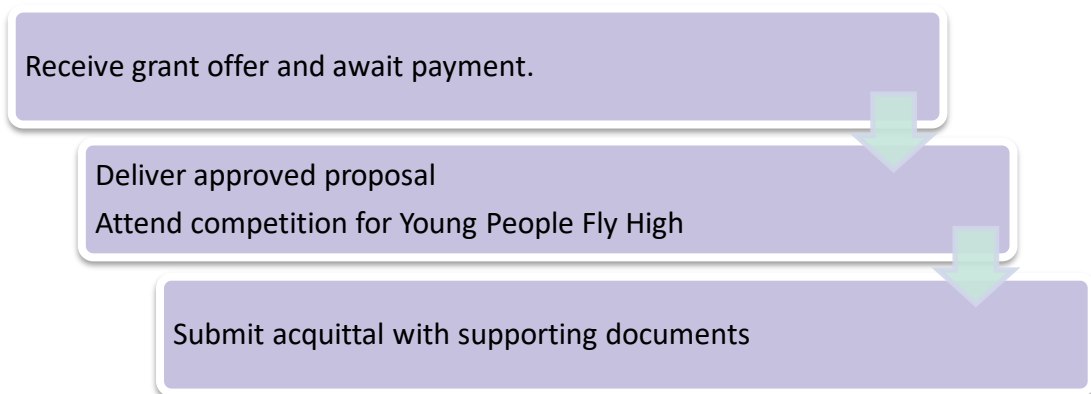
The Community Grants Program Guidelines align with Community Grants Program policy CS.01. Guidelines and application forms are available at:

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

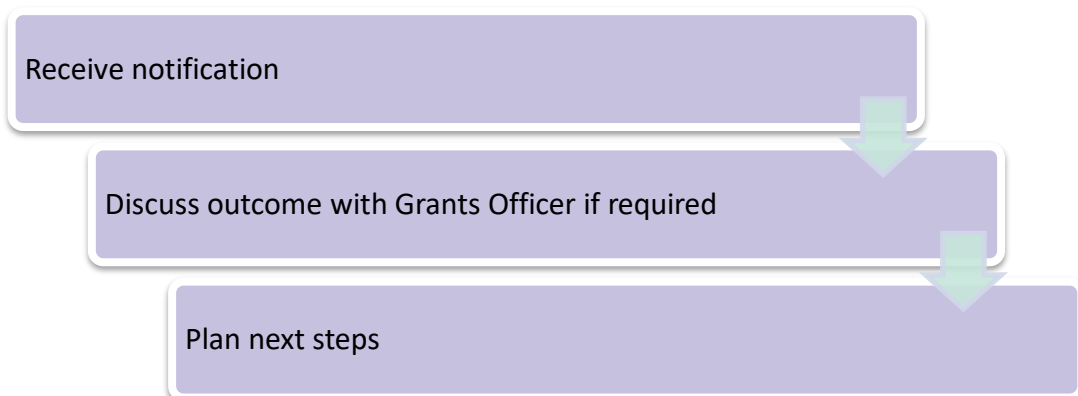
## How to Apply



## Successful Applications



## Unsuccessful Applications



### 3. Grants Overview

| Categories                      | Max Grant Amount | Applicant Contribution           | Closing Dates   | Notification                       | Eligibility  |
|---------------------------------|------------------|----------------------------------|---|------------------------------------|--|
| Small Grants                    | \$500            | N/A                              | Ongoing until 24 May 24*                                  | Up to 4 weeks after receipt        | Individuals, community groups/ sports clubs and schools                              |
| Volunteer Grants                | \$500            | N/A                              | Ongoing until 24 May 24*                                  | Up to 4 weeks after receipt        | Community groups/ not-for-profit organisations, sporting clubs                       |
| Welcoming and Thriving Canning  | \$10,000         | 50% in-kind or cash contribution | <b>Round 1</b><br>14 Aug 23<br><b>Round 2</b><br>5 Mar 24 | Approx. 6 weeks after closing date | Incorporated community groups/ not-for-profit organisations, sporting clubs, schools |
| Community and Cultural Events   | \$10,000         | 50% in-kind or cash contribution | <b>Round 1</b><br>14 Aug 23<br><b>Round 2</b><br>5 Mar 24 | Approx. 6 weeks after closing date | Incorporated community groups/ not-for-profit organisations, sporting clubs, schools |
| Disability Access and Inclusion | \$10,000         | 50% in-kind or cash contribution | <b>Round 1</b><br>14 Aug 23<br><b>Round 2</b><br>5 Mar 24 | Approx. 6 weeks after closing date | Incorporated Community Groups/ not-for-profit organisations, sporting clubs, schools |
| Youth Grants                    | \$5,000          | 50% in-kind or cash contribution | <b>Round 1</b><br>14 Aug 23<br><b>Round 2</b><br>5 Mar 24 | Approx. 6 weeks after closing date | Incorporated Community Groups/ not-for-profit organisations, schools                 |
| Equipment                       | \$1,000          | N/A                              | <b>Round 1</b><br>14 Aug 23<br><b>Round 2</b><br>5 Mar 24 | Approx. 6 weeks after closing date | Incorporated Community Groups/ not-for-profit organisations, sporting clubs          |
| 50/50 Equipment                 | \$5,000          | Matching cash contribution       | <b>Round 1</b><br>14 Aug 23<br><b>Round 2</b><br>5 Mar 24 | Approx. 6 weeks after closing date | Incorporated Community Groups/ not-for-profit organisations, sporting clubs          |
| Young People Fly High           | \$500            | N/A                              | 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 and non-incorporated groups.
- 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.

### **All applicants may:**

- Only receive a maximum of one grant in each category per financial year.

### **Individuals 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 must:**

- Be able to demonstrate the wider community benefit of their project. 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.

### **Religious Institutions must:**

- Be able to demonstrate the wider community benefit of their project. Activities must be open to the broader community to participate in, and the primary focus cannot be on promoting religious beliefs and/or recruiting members for religious purposes.

## 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.
- 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, Elected Members and staff.
- Wages (ongoing staff).
- Administration costs.
- 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 \$501 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 projects, programs, events and the purchase of equipment that clearly benefits the Canning community and is considered to align with the City of Canning's [Strategic Community Plan 2021-2031](#). 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 24 May 2024 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 train and develop their volunteers. 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 24 May 2024 or until the budget is fully expended (whichever occurs first).**



## 8. Welcoming and Thriving Canning Grants – up to \$10,000

The Welcoming and Thriving Canning grants aims to support projects and programs that contribute towards creating a welcoming and thriving community in the City of Canning. All applicants are encouraged to liaise with the Grants Officer prior to submitting an application for this category. Events are to be submitted under the Community and Cultural Events Grant.

### **Projects and programs should be aligned to one or more of the below areas:**

#### **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

### **Category specific criteria:**

- Open to incorporated community organisations, sporting clubs and schools.
- Closing dates for each round: 14 August 2023 and 5 March 2024.
- New initiatives and activities are encouraged and will be assessed as a higher priority.
- 50% In-kind or cash contribution required i.e. to receive a grant of \$10,000 the applicant must demonstrate a contribution of \$5,000 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.
- Any equipment purchased must form part of the project/ program outlined in the application and be used frequently in future activities in Canning.

## 9. Community and Cultural Events Grants – up to \$10,000

The Community and Cultural Events grants aims to support not-for-profit incorporated community organisations to host events within the City of Canning. All applicants are encouraged to liaise with the Grants Officer prior to submitting an application for this category.

Community events over 200 people must liaise with the City of Canning Events team at [communityevents@canning.wa.gov.au](mailto:communityevents@canning.wa.gov.au) or 1300 422 664. Further information is available on the [City's website](#).

Applicants seeking grants close to the maximum amount available of \$10,000:

- Be able to demonstrate that this event is a large community event (more than 300 people).
- Should engage a Traditional Custodian to provide a Welcome to Country – budget \$500 (City's Grants Officer and/or Aboriginal Engagement Officer can assist with identifying a suitable Traditional Custodian if required).
- Must outline the additional steps taken to ensure people with disabilities are included (i.e. Auslan interpreter, wheelchair access, a sensory or quiet tent/zone).

### Category specific guidance:

- Open to incorporated community organisations, sporting clubs, schools.
- Closing dates for each round: 14 August 2023 and 5 March 2024.
- 50% In-kind or cash contribution required i.e. to receive a grant of \$10,000 the applicant must demonstrate a contribution of \$5,000 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.
- Any equipment purchased must form part of the event outlined in the application and be used frequently in future events in Canning.

## 10. Disability Access and Inclusion – up to \$10,000

The Disability Access and Inclusion grant supports projects, programs, activities and the purchase of specialised disability equipment which enables equitable access, inclusion and participation of people with a disability in local community and sporting activities. This grant category aligns to the City's [Disability Access and Inclusion Plan](#).

Category specific guidance:

- Open to incorporated community organisations, sporting clubs and schools.
- Two rounds. Closing date for each round: 14 August 2023 and 5 March 2024.
- 50% In-kind or cash contribution required i.e. to receive a grant of \$10,000 the applicant must demonstrate a contribution of \$5,000 or more towards the activity.

## 11. Youth Grants – up to \$5,000

The Youth grants supports activities, projects, programs or events that primarily engage with young people (aged 12-25) and encourage social and civic participation. This new grant category aligns to the City's [Youth Engagement Framework 2022-24](#).

Successful applications will be required to meet or liaise with the City's Youth Services team prior to commencing their grant project.

Category specific guidance:

- Open to incorporated community organisations, sporting clubs and schools.
- Two rounds. Closing date for each round: 14 August 2023 and 5 March 2024.

## 12. 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

Category specific grants:

- Open to incorporated community organisations, sporting clubs based within the City of Canning. Schools are ineligible.
- Two rounds. Closing date for each round: 14 August 2023 and 5 March 2024.
- Equipment is to be accessible to members and not for personal use.
- Tangible sports equipment such as balls will be a lower priority.

### 13. 50/50 Equipment – up to \$5,000

The 50/50 Equipment grant aims to support the purchase of equipment and fixtures with a life expectancy of greater than 3 years. Priority will be given to equipment and fixtures which will make a significant difference to activities/ programs provided within the City of Canning. This grant must be matched by an equal 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

Category specific criteria:

- Open to incorporated community organisations and sporting clubs based within the City of Canning. Schools are ineligible.
- Two rounds. Closing dates: 14 August 2023 and 5 March 2024.
- Fixtures are defined as pieces of equipment fixed to a building (such as dishwashers, ovens and air-conditioners).
- To be eligible for fixtures in the City's facilities, applicants must seek approval from the City of Canning for the purchase and professional installation of fixtures prior to submitting their grant application. Approval received via email must be submitted as part of the application.
- 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 \$10,000 may be awarded if items are valued at \$20,000 or greater.

## 14. Young People Fly High – \$500

The Young People Fly High Grant assists residents who have been selected to represent Western Australia or Australia in their chosen field of endeavour. This may include sports, arts, or academic pursuits. Grants support costs towards uniforms, travel and accommodation expenses.

Application submissions are to include:

- A selection letter confirming the applicant has been selected to represent either Western Australia or Australia by a peak association or body
- Evidence of home address e.g. a utilities bill or rates notice in your name

### Grant awards:

- |   |          |
|---|----------|
| - Attendance within WA and outside of Perth Metropolitan Area | \$100.00 |
| - Attendance Interstate                                       | \$300.00 |
| - Attendance Overseas   | \$500.00 |

Category specific criteria:

- Open all year round to Young People aged under the age of 25 and residing in the City of Canning.
- Applicants may apply for one application per financial year if selected to represent Western Australia and one application per financial year if selected to represent Australia.
- Applications received in July and August may be assessed following the approval of the budget by Council.

### Eligible activities:

- **Sport:** Competitions where the applicant has clearly been selected through a competitive selection process by a peak body (for example a State or National Sporting Organisation).
- **Recreation, Arts and Academic achievement:** Competitions and short-stay activities where there is a competitive selection process to participate in the activity.

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.
- Applications submitted after the event has occurred.

- Applications from a team (eligible individuals on a team must each apply).
- 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.

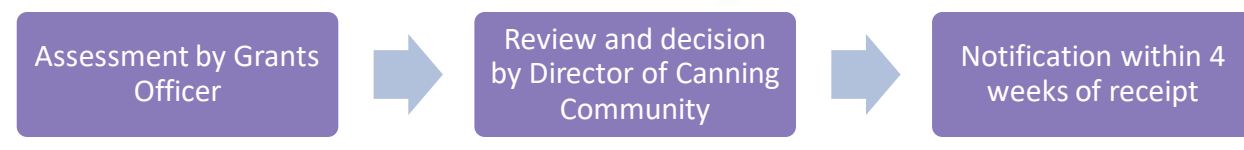
## 15. Assessment Criteria

Applications will be assessed against the four criteria within the Community Grants Program policy outlined below. These prompts are included to assist applicants.

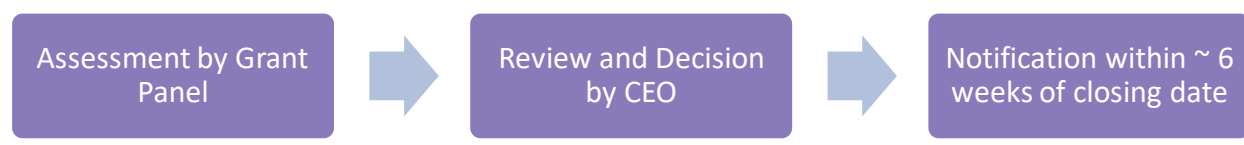
|  |  |
|--|--|
| Have you undertaken any research or consulted with your members?   | Have you run a similar activity previously to evidence the need for your proposal? |
| <b>Community Need</b>  |  |
| Has the activity successfully occurred elsewhere?                  | Does the activity meet an unmet 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?   |

## 16. Assessment and Approvals Process

### Grants up to \$500



### Grants \$501 up to \$10,000



## 17. 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 \$10,000 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

Grants will be paid following the assessment and approval of your application. Payments may take up to 35 days.

## 18. 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 4 weeks to be reviewed.

The information to be submitted with the acquittal is:

- A completed acquittal form.
- Confirmation the activity, project, program or event took place.
- 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 which your organisation has consent and permissions for the City of Canning may promote as part of the Community Grants Program.
- Evidence of acknowledgement of City of Canning grant (e.g. screen print of social media or copies of media coverage).

### 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.

### Right to refuse to award a grant

The City of Canning retains the right to refuse to award a grant to either an individual, group or organisation when there is clear evidence that the applicant has a poor history in previously managing City of Canning grant funding.

### 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 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.

## **19. 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.

## **20. 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.

## 21. Unsuccessful applications

Applying for grant funding through the City's Community Grants Program is a competitive process and the City of Canning may not be able to support all eligible applications and/or to the full amount requested from applicants. Some applications may be considered unsuccessful and some may receive a reduced grant offer. This is due to either being ineligible under the Community Grant Program Policy and Guidelines and/or considered by the grants panel to be a lower priority in comparison to other grants received.

The City of Canning's grant offers are final.

If you are unsatisfied and/or would like to discuss further, we encourage you to contact the City of Canning's Grants Officer and/or Coordinator Community Capacity in this first instance to discuss your application:

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

## 22. How to make a complaint

The City of Canning takes complaints seriously.

Complaints may include:

- Complaints about grant application outcome
- Complaints about process
- Complaints about employees
- All other complaints.

There are two options available to make a complaint.

1. Directly to the City's Grants Officer and/or Coordinator Community Capacity on telephone 9231 0809 or [grants@canning.wa.gov.au](mailto:grants@canning.wa.gov.au)
2. A formal and official complaint online via the [City of Canning's Complaints webpage](#).

## 23. 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 the behalf of an individual or unincorporated not-for-profit community group. 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. Auspice organisations may receive a fee of up to 10% of the total grant value to cover their own costs incurred as part of the auspicing arrangement. Common costs associated with auspicing an application may include; project planning, monitoring, evaluation, marketing, mentoring and/or general support. A limit to the maximum number of grants an organisation can auspice may be applied.

### 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.

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 = \$120.00).

### 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 accepted if the item and cost is clearly demonstrated. One written quote is required for each item costing \$501 and over. One written quote is required for multiples of the same item costing \$501 and over (i.e. balls, jumpers, etc).

### 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 and/or screenshots for amounts \$501 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 (for example Certificate of Currency).
- 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.