

# Community Grants Guidelines

2022-2023



Program	Opening date	Closing date	Grant Amount	Assessment Timeframe	Funding Agreement
Round 1	1 September 2022	30 September 2022	Up to \$5,000	Up to 6 weeks	1 year
Round 2	1 March 2023	31 March 2023			

## Overview

The City of Fremantle Community Grants supports programs and activities that address a specific need or provide a benefit to the Fremantle community.

Applications for community focused projects and initiatives that meet the following objectives will be considered for funding:

**1. Enhance social connectivity through activities that create a welcomed and safe environment. For example:**

- Identifying gaps in the community and create a positive contribution through the form of a project/program which could include a focus on:
  - Child and Youth
  - Celebrate Aboriginal culture and heritage
  - Positive Aging
  - Supporting vulnerable or high-need communities with a focus on:
    - Mental health wellbeing
    - Respond to food insecurity within a localised approach
    - Access to services (including alternate service delivery and location) for people experiencing vulnerabilities
  - Support collaboration within the community/stakeholders

**2. Enable and encourage active participation in the community. For example:**

- Increase volunteer participation
- Improved connection between community members and organisations
- Increase awareness of community events, groups and activities
- Project collaboration

**3. Seek to align with key strategic priority areas as outlined in the City's focused Action Plans. Including:**

- Aboriginal Engagement Plan
- Access and Inclusion
- Walyalup Reconciliation Action Plan
- Age Friendly City Plan

## Eligibility Criteria

### Who can apply

#### Applications will be considered from:

- An organisation or group that is legally constituted as an incorporated association (or has secured an auspice) or not-for-profit
- Application that meets the grant objectives
- Applicant that has obtained the appropriate level of Public Liability Insurance for the proposed project and/or event
- Project or initiative delivered in City of Fremantle and directly benefits its community

### What will not be funded

The following applications are ineligible for funding:

- Unincorporated or un-auspiced organisation
- Applicant or auspice with an open funding agreement in the Community or Arts Grant Program
- Recurring or pre-existing events that don't demonstrate significant changes or new initiative areas
- Activities, events or programs occurring outside the City of Fremantle
- Projects that duplicate an existing or similar service or project that operates in the City of Fremantle
- The application disparages or excludes any groups in the community
- The application contravenes an existing City of Fremantle Policy or Plan
- Large capital expenditure, e.g. lease payments, repair or maintenance of buildings, or purchase of major equipment
- Faith-based activities of religious organisations
- Recurrent costs including wages, utilities, rent, annual insurances etc.
- Applicants who haven't acquitted on any previous Council funding or finalised outstanding debts
- Retrospective funding or reimbursement payments
- Funding requests for training or education in government or private institutions and/or research activities that will be offered for assessment in such institutions
- Applications for conferences, tradeshow, award ceremonies
- State, federal and local government authorities
- Commercial organisations operating on an expected profit base
- Funding for programs or services that are the core responsibility of other levels of government (i.e. schools)
- Political or lobby groups
- Funding for alcohol purchases
- Ticketed events

## The Application Process

1. Contact the City's Grant Officer to discuss the potential project and subsequent application, [grantfunding@fremantle.wa.gov.au](mailto:grantfunding@fremantle.wa.gov.au)
2. Complete the Community Grant Application Form online via the City's Smarty Grants portal.

Please ensure all questions are answered with as much project detail as possible.

### 3. Submit your application.

Once you have submitted your application you will receive an email acknowledging receipt. Please note that the City seeks to provide an outcome within 6 weeks of the round closure. Applicants will be notified of funding decisions via email.

## The Assessment Process

Eligible applications will be assessed against the grant objectives and assessment criteria. The Assessment Panel may recommend full, part or no funding.

All applications are assessed per the following matrix:

No.	Consideration	Weighting
1	The application identifies community needs and outlines what it aims to achieve, the reasons behind the application and how this will be achieved within the specified period	/10
2	The application outlines a plan for delivery, including: <ul style="list-style-type: none"><li>• a realistic and achievable budget, i.e., matched funding, in-kind support or partner contribution (financial and in-kind) and how it is intended to be spent</li><li>• identified target audience</li><li>• relevant knowledge and skill set</li></ul>	/5
3	The application demonstrates its ability to deliver on: <ul style="list-style-type: none"><li>• celebration of Aboriginal culture and heritage</li><li>• inclusiveness and accessible to all community members</li><li>• sustainable practices</li><li>• direct benefit to the community</li><li>• collaborative partnership building within the community</li></ul>	/15
	<b>Total</b>	<b>30</b>

All applicants will be notified via email of the outcome of their application. The City will seek to adhere to proposed timelines for assessment and notification.

## Successful Applicants

All successful applicants are required to sign and adhere to a funding agreement outlining the terms and conditions of the grants, including acknowledgement of the City.

Recipients are required to:

- Provide a copy of the organisation's Public Liability Insurance 'Certificate of Currency'
- Adhere to the payment process as outlined in the signed funding agreement
- Complete the project/event within the funding timeframe
- Complete a grant acquittal
- Complete a 'Disability and Access and Inclusion Plan Checklist', outlining how their grant will meet DAIP requirements.

## Reporting and Acquittals

All successful applicants will be required to provide a report on the outcomes of the project funded by the City, in the form of an online acquittal document. This includes completed income and expenditure statements with correlating receipts and any promotional material and images, as outlined in the funding agreement. The acquittal is due within 8 weeks from the completion of the project.

Any portion of the grant unspent, or not expended in accordance with the grant program must be returned to the City of Fremantle.

Applicants who do not complete and submit an acquittal will be ineligible for any future funding opportunities.

## Important Information

Auspice organisations may only have one open funding agreement per year in any community funding program.

Public Liability Insurance is required for public events and activities, and a certificate of currency provided to the City. Purchasing of one-off cover at community rates is available here <https://www.localcommunityinsurance.com.au/>

Unincorporated groups are not eligible for this grant funding category

Permit and Fees applicants must apply for a permit where required when activity is undertaken on council land. A fee waiver for a Council venue and cost must be factored into the application.