

Minor Community Grant Application 2020-21 - CATEGORY 1: Events/Programs

Form Preview

Guidelines

The City of Bunbury Minor Community Grant is a small, one off grant that are provided to eligible individuals or community organisations. Funds are allocated in accordance with the City's annual budget with grants open to applicants on an ongoing basis until all funds in this allocation have been expended.

Purpose of the Grants:

To provide an equitable and transparent process for Council to provide minor grant funding to individuals, community and sporting groups, and other legal entities.

Opening and Closing Information:

The 2020-21 Minor Community Grant round opens on Wednesday, 1st July 2020 at 9:00am (AWST) and closes on 30th June 2021 at 9:00 (AWST) *(or until all funds have been expended)*

General guidelines and eligibility:

- Be an individual or not-for-profit community organisation.
- All applications must be submitted and acquitted via the Smartygrants online grant application service. To apply visit <https://bunbury.smartygrants.com.au/> and register an account. Hard copy applications can no longer be accepted;
- Have all appropriate insurance and licenses relevant to their work (if applicable for events).
- Demonstrate that the City of Bunbury will be promoted in a positive manner.
- One submission per applicant, per financial year.
- All applications will require supporting documentation to best outline your proposal (e.g. quotes, letters of support/acceptance, itineraries, budgets)
- Applications where two or more members of a club or community group will be attending an event, will require an application to be made from the club;
- All decisions will be made and authorised by the Chief Executive Officer and in line with budget availability;
- The applicant is responsible for ensuring that the funding is spent as outlined in the proposal and acquitted to the Grants Officer upon completion;
- To be valid, all applications are to be received in accordance with outlined timeframes stated in each category;

The City of Bunbury will NOT fund:

- Applications submitted in any other way apart from the online Smartygrants.
- Applications submitted after the start date of the event/activity or travel dates as reimbursements cannot be issued.
- Sponsorship of international communities/individuals (does not include individual travel internationally as in Category 2)
- 'Topping' up funding for projects included in the City's annual budget.
- Applications that are political in nature or incorporate political activities.
- Religious events (not including charities run by religious groups).
- Private functions including but not limited to weddings, private parties or member-only events.
- Day to day operational funding for the applicant including but not limited to ongoing classes, open days, sales or special occasions with the aim to profit the business.

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- Ongoing or in-house occurrences such as award ceremonies and other annual happenings that form part of the group or organisation.
- Applicants who have not acquitted previous grants provided by the City of Bunbury.
- Activities that have already received or are set to receive City of Bunbury funding in the relevant financial year.
- Activities which conflict with City of Bunbury legislation and/or policies.
- Activities which exclude or offend minority community groups.
- Activities which could present a hazard to the community or promote anti-social behaviour, including but not limited to gambling, smoking or the consumption of other addictive substances.
- Commercial enterprises or entities;

Grant Category:

Category 1:

Events / Programs:

- Maximum value up to **\$500** (exc GST) per application.
- Application must be received at least **six weeks** prior to the start date of the event / program.

Small, one off community programs that have not been included in the City's annual budget or have not received funding through the City's Grant Funding Program (reference Council Policy Grant Funding Program)

Examples of items that are eligible for funding:

- Equipment operations and hire costs.
- Entertainment and talent fees.
- Coordinator fees relating to the specific event or activity.
- Advertising and promotional expenses.
- Capital purchases/purchase of equipment or materials.
- External facilitators or presenters.
- Venue hire.

How to Apply:

We recommend that you discuss your application with the Grants Officer to ensure eligibility is met. Applications must be made online through Smartygrants at <https://bunbury.smartygrants.com.au/>

To begin, click on Login or Register for an account.

Assessment Process:

Applications are assessed by the Chief Executive Officer. Through assessment the application may be recommended for partial funding. This decision is carefully considered with the view of maintaining the integrity of the application.

The City of Bunbury reserves the right to request further information in considering any application as well as the right to reject any application that does not satisfy the grant category.

The final decision on funding allocations lies with the City of Bunbury's Chief Executive Officer through delegated authority from Council and applicants may not request an appeal.

Payment of funds will be in accordance with the Funding Agreement issued to the applicant.

Cancellation of funding:

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If the event or program is cancelled, amended or an applicant's situation changes for which the applicant has sought funding, then the City reserves the right to terminate the funding and funds will be withheld or repaid to the City of Bunbury. The City of Bunbury has the right to terminate the agreement at any given time within good reason.

Frequently Asked Questions and Information:

For frequently asked questions relating to the Grant Funding Program or for more information please visit www.bunbury.wa.gov.au/Pages/Grant-Funding-Program.aspx

Contact:

Grants Officer

Phone: 9792 7033 or Email: grants@bunbury.wa.gov.au

Please complete all fields in the application form and attach relevant supporting materials. Incomplete or late applications will not be accepted.

Eligibility & Applicant Information

* indicates a required field

Eligibility

Are you a Community Organisation?

- Yes
- No

Do you reside within the City of Bunbury? *

- Yes
- No

Are you applying for, or have you received any funding from the City of Bunbury in the current financial year? (e.g Community round) *

- Yes
- No
- Unsure

Does the majority of the Event/Project take place within the City of Bunbury? *

- Yes
- No

If you have answered No to the above question, please give a brief description why you need funding for outside the City of Bunbury?

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Do you have current and appropriate licences and Insurances to conduct the Event/Program? *

- Yes
 No

These may be required to be reviewed if successful.

Applicant Information

Please enter Applicant information. This is the person we can contact to enquire about your application.

Contact Name *

Position *

Contact email *

Must be an email address.

Contact phone number *

Organisation Details

Organisation Name *

Organisation Name

Organisation postal address *

Address

Location, State and postcode

Primary phone number *

Primary email *

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Is your organisation incorporated? *

- Yes
 No

Does the Organisation have an ABN? *

- Yes (registered for GST)
 Yes (not registered for GST)
 No

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

If the Organisation does not have an ABN please complete and attach a Statement by a Supplier form *

Attach a file:

If your organisation has an ABN please upload Invoice for payment

Attach a file:

If no, name the auspicing body *

Please provide a copy of the auspicing bodies' incorporated certificate *

Attach a file:

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Please provide bank details below for payment of grant funds

Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Grant Application Information

* indicates a required field

Event Location *

- LOCAL (within the Bunbury Geographe region - City of Bunbury or Shire of Boyup Brook, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey)
- STATE (outside the Bunbury Geographe region but within WA)
- NATIONAL (please state location below)
- INTERNATIONAL (please state location below)

Date of Event / Program *

Amount of funding requested (up to category amount) *

\$

Must be a dollar amount and no more than 500.

*Please note you may not be funded the full amount

Tell us why you are applying for funding? (eg: Event information, program purpose). *

Provide a short description (100 words recommended) of your Event / Program - what are you out to do?

Tell us how you will use funding if you are successful with this application. (eg: Venue hire costs, equipment) *

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Attach supporting documents (letters of support, quotes, invoices, receipts showing payment) *

Attach a file:

Do you agree to provide the City with a copy of receipts showing the funds have been expended for the purpose that the funding was provided. *

- Yes
 No

Do you acknowledge that if you fail to provide evidence of the expenditure of funds to the City, you will be invoiced for the amount of funding provided and failure to pay this, will result in the matter being referred to appropriate financial collectors. *

- Yes
 No

The City of Bunbury love receiving photos and hearing stories of how individuals and groups went at the event they are planning to attend. Please send through any information about the event to grants@bunbury.wa.gov.au so we can share your success with the community.

Do you agree to acknowledge the City of Bunbury for its contribution in any promotional or media coverage? *

- Yes
 No

Do you agree to acquit your grant within the designated timeframes as outlined in your Funding Agreement and Guidelines? *

- Yes
 No

Please speak to the Grants Officer if you require assistance with the process./timeframe.

Applicant Authorisation

* indicates a required field

I, the undersigned, certify that:

- I acknowledge that this application will not be accepted if it is incomplete.
- The statements in this application are true to the best of my knowledge and the supporting material is my own work or the work of relevant project personnel named in this application.
- I understand that any information given to applicants by a City of Bunbury staff member should be seen as information only and that I should not alter my circumstances or act upon expectations arising from such information.
- I understand that should this application be accepted I must acknowledge Council's support in any advertising, promotion, and publicity associated with the project.
- I agree to accept the decision of the City of Bunbury Council regarding the assessment of this application.

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- I authorise the City of Bunbury to reproduce any attachments provided with this form for internal purposes only.
- I agree to advise the City of Bunbury immediately of any variations to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for Sponsorship on behalf of the individual/organisation detailed below and that all the information supplied is correct.

I agree *

- Yes
 No

Name of Authorised Person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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must be over the age of 18

Position *

Contact Email *

Must be an email address.

Contact Phone Number *

Date submitting application *

Must be a date.

Feedback

Please leave feedback relating to the completion of this form to ensure future improvements can be made.

Feedback relating to the completion of this form.