Locally-led and Creative Communities Quick Response Grant Application

* indicates a required field

Quick Response Grants are quick turnaround grants for projects and initiatives that require funding up to $2,000. Applicants will be notified of an outcome within 14 business days.

Before completing this application, please ensure that you have read:

- Community Grants Program Information
- Locally-led and Creative Communities Fact Sheet

All applications will require supporting documents. Please ensure the correct documents are attached when requested in your application.

Supporting documents may include:

- Certificate of Incorporation
- Certificate of Public Liability Insurance
- Quotes for items you intend to purchase and quotes for any service delivery
- ACNC Registration
- Business Registration
- Individual ID
- Proof of residential address

Incomplete applications will not be considered

Regularly save your application by click 'Save Progress' button which appears at the top of your screen.

Eligibility Check

Applicants must:

- Have read the Community Grants Program Guidelines and fact sheet to check eligibility
- Be located within the City of Stirling or substantially benefit City of Stirling residents
- Have no outstanding acquittals or outstanding debts with the City of Stirling
- Hold adequate Public Liability Insurance
- Not be a current employee or Elected Member with the City of Stirling
- Request funding of no more than $2,000
- Allow a minimum of 28 days from submitting application before the proposed project or initiative commences.

I confirm that I meet the eligibility requirements *
☐ Yes
☐ No
Only eligible applicants can apply.

How did you hear about us?

How did you hear out about the City of Stirling's Community Grants Program? *
○ City of Stirling website
○ City of Stirling newsletter
○ City of Stirling social media
○ Word of mouth
○ Was a previous applicant

Applicant Details

* indicates a required field

Please Select applicant type *
○ Individual   ○ Organisation

Organisation details

Organisation name *
Organisation Name

Please select applicant type *

Organisation Primary Address *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Website

Must be a URL.

Primary Contact for Project *
Title   First Name   Last Name

Primary Contact Email *

Must be an email address.

Primary Contact Phone Number *

Must be an Australian phone number.

Does your organisation have an ABN? *
☐   Yes
☐   No

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	

Must be an ABN.

Confirm GST status
○   GST registered
○   Not GST registered

Taxation

If you do not have an ABN, please submit a completed ATO Statement by Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. These are available to download here

Please upload ATO Statement
Attach a file:

Individual details

Applicant *
Title   First Name   Last Name

Applicant Address *
Address

Applicant Phone Number *

Must be an Australian phone number.

Applicant Email *

Must be an email address.

Public Liability

Does your organisation have Public Liability insurance *
○ Yes
○ No
○ Not required for project
○ I am applying for Public Liability Insurance costs as part of grant

Upload Public Liability Insurance
Attach a file:

If you do not have Public Liability Insurance you may include the costs as part of your application. If your grant is successful, you will need to supply a copy at time of contracting.

Proof of entity

Please provide evidence of your organisation's/individual legal status and/or governing documents such as:

- Not-for-profit/Charity - ACNC registration
- Unincorporated Association/Group - Governing document
- Incorporated Organisation – Certificate of Incorporation
- Small Business or sole trader - Business registration
- Individuals - Documentation that validates your name and address such as a driver's licence

Proof of entity documentation *
Attach a file:

Activity Information

QRG- Locally-led & Creative
Form Preview

Title *

For example 'Singing classes for Vietnamese women" or 'Mirrabooka Multicultural art exhibition"

Summerise your project in one sentance

For example - to deliver 10 x basketball development programs to 25 young people aged 10-15yrs at Mirrabooka Community Centre.

What is your activity and how will you deliver it? *

When answering this section, we want to know what you plan to do and the steps involved. Do not assume the person assessing the application knows anything about your activity. This information will be used publically to describe your project, if your application is successful

Activity Start Date *

Must be a date.
Please be aware that the City of Stirling cannot support costs for activities that have already started

Activity End Date *

Must be a date.
If timeline is still to be confirmed please provide best estimate to date

Where will your activity take place? *
Address

Which City of Stiring ward will this take place in ?
○ Balga Ward (Balga, Mirrabooka, Westminister)
○ Coastal Ward (Karrinyup, North Beach, Scarborough, Trigg, Watermans)
○ Doubleview Ward (Churchlands, Doubleview, Innaloo, Herdsman, Wembley Downs, Wembley, Woodlands)
○ Hamersley Ward (Balcatta, Carine, Gwelup, Hamersley)
○ Inglewood Ward (Dianella, Inglewood)
○ Lawley Ward (Coolbinia, Nollamara, Menora, Mount Lawley, Yokine)
○ Osborne Ward (Joondana, Glendalough, Osborne Park, Tuart Hill, Stirling)

Will your activity be held at a City of Stirling managed venue including a reserve or other facility? *
☐ Yes

☐ No
if unsure, you can check if your venue is a City venue here: https://www.stirling.wa.gov.au/stirling-leisure/venue-and-facility-hire

Please select the primary objective/s that your activity best aligns with *
☐ Facilitate social connections and access to services locally
☐ Build strong relationships with our multicultural and diverse community
☐ Support the City's cultural sector to create vibrancy in local areas
☐ Improve the liveability and identity of local areas

Describe how your activity meets these objectives *

Please see Fact Sheet for specific objectives Locally-led and Creative Communities Fact Sheet

Venue

The City of Stirling may cover venue hire if your activity is being held at a City-managed facility. These costs will form part of your total approved grant package.

Please state the name of the City of Stirling managed venue or reserve *

Will you be requesting a waiver of venue hire fees as part of this application? *
☐ Yes
☐ No

Why should your activity be funded?

Describe any past achievements/experience relevant to the project? *

Describe any benefits to you and/or the community *

How many people will participate or benefit? *

How many people are you anticipating to interact with your project/attend your event? Detail attendance numbers across individual events and across the total duration of your activity.

How much will your activity cost for the community to attend or particiapte in? *
○ N/A - Not applicable

○ Free
○ Low cost - under $10 pp
If selected Other - please put cost of activity per person

Any additional information?

Please supply other supporting documents that will help assessors make their decision. Could include samples of work/letters of support, proof of activity
Attach a file:

If you are applying for travel assistance a selection letter must be supplied

Have you any interest/ relationship with another entity who has received a Community Grant this financial year? *
○ Yes
○ No

Budget

* indicates a required field

It is important to provide a clear and realistic budget with your application that demonstrates ALL the income and expenses for your project

Please read the [Community Grant Guidelines](#) to ensure that your budget items are eligible for funding

Grant request

Total Activity Costs *

$

Must be a dollar amount.
What is the total cost of your activity?

Your Co-Contribution towards the Activity

$

Must be a dollar amount.
What is the total cost you or your organisation (if any) will be putting towards this activity?

Total City of Stirling Grant Amount Requested *

$

Must be a dollar amount.
What is the total financial support you are requesting in this grant application?

Budget

The budget template below is used to show evidence of how much your activity is going to cost. It requires an itemised list of any cash coming in for the activity (income) and any cash going out (expenditure)

You will need to complete the budget template below, listing each item on a separate line

The budget totals will automatically populate in the next section. Please note that your Income Total Amount and Expenditure Total Amount should match

Income

Please outline activity income in the table below. Example income items might include:

- City of Stirling grant
- Other grant funding
- Internal funds
- Sponsorship
- Fundraising
- Ticket sales - how much per ticket and how many you expect to sell

Expenditure

Please outline a detailed activity expenditure in the table below. Provide clear descriptions for each item. Example items may include:

- Venue hire - location & how many hours
- Equipment - name of equipment and how many
- Service provider - name of organisation and how much they cost

Match Funding

Applications from Small Business must demonstrate matched funding.

Applications from Schools must demonstrate matched funding by either a) Money (which you will need to include in your Income Budget) or b) In-Kind Contribution (which will need to be included in the in-kind template further in the application from)

Important Budget Information

Always refer to the City of Stirling's Community Grant Guidelines to check what will and won't be funded

Budget

Please do not add comas to figures-e.g. type $1000 not $1,000- this will ensure your figures for each table total correctly

Income	$	Expenditure	$
List each source of money coming in to fund your activity	Total amount	Detailed, itemised list of activity expenditure	Total amount

Budget Totals

Budget totals will automatically update from the information you have provided in the budget template

Please note your Total Income Amount and Total Expenditure Amount should match

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Final budget

This number/amount is calculated.

Budget Documentation

Evidence of budget must be provided, please attach the following:

- Quotes or screenshots for some of the items you intend to purchase
- Quotes MUST be provided for any service delivery. This must include cost per hour/ how many hours and what will be delivered

Please attach quotes, screenshots or any other form of evidence showing how you estimated your income and expenditure.
Attach a file:

Value In-Kind

An in-kind contribution is a contribution of a good or a service donated to your activity that **will not cost any money**. In-kind contributions are important to identify the true value of your project.

Some examples include:

- Voluntary labour (for example, setting up the activity)
- Donated goods (for example, a speaker or a venue)
- Donated service (for example - professional trainer to deliver a workshop)

The calculation of your in-kind contribution is based on your best estimates

 The following figures may help guide you:

- Calculate volunteers @ $48.00ph
- Calculate donated goods or services at the price you would pay for them if they were not donated

In-Kind Contributions

List each item	$ Estimated cost

Value In-Kind Totals

Totals will automatically update from the information you have provided in the in-kind contributions template

Total VIK Amount

This number/amount is calculated.

Declaration

* indicates a required field

n submitting this grant application I declare that I am aware of the following terms and conditions and certify that:

- I am authorised to submit this grant application and that the information I have provided is correct.
- (Auspiced Applications only) I am authorised by the Applicant/Auspice Organisation to act on behalf of the Applicant/ Auspice to submit this application.
- I understand that my application will not be accepted if it is submitted after the deadline as specified on the City of Stirling website and/or if it does not have all the required information and/or supporting documents.
- I will inform the City Stirling if key details such as date(s) of the activity, the location and the programming change before I am notified of the outcome of the application.
- I am aware the City may ask for more information during the assessment of this application.
- I acknowledge and understand that the level of funding offered to an activity (if any) is determined by the available budget and how well the activity supports the City to achieves its goals and that this amount may differ from the amount requested.
- I understand that if my application is approved, I will be sent a grant agreement that will explain all the terms and conditions of the grant. If I choose to accept, I will be required to acknowledge the City in promotional materials, provide photo evidence of the activity, keep all receipts/invoices of grant expenditure and complete an Acquittal Form once my project is completed.

I have read and agree to the above Terms & Conditions *
○ Yes

Name of person authorised to sign the City of Stirling Grant Agreement. *

If the grant is being Auspiced this must be the Auspicer

Email address of authorised person

Submitting your application

 To submit your application be sure to click on the '**Submit**' button which appears on the last page of the application.

You will not be able to submit your application unless you have completed all the compulsory questions.

After submitting your application you will receive a confirmation email. If you do not receive a confirmation email please contact the City of Stirling Grants Officer **grants@stirling.wa.gov.au** and ensure you quote your application number.