

## Innovative and Productive Communities Quick Response Grant Application

\* indicates a required field

Before completing this application please ensure you have read:

- [Community Grants Program Information](#)
- [Innovative and Productive Communities Fact Sheet](#)

Please have all of your support documents ready; such as

- Certificate of Incorporation
- Quotes for items you intend to purchase
- Income and Expenditure Statement
- Certificate of Public Liability Insurance

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

Incomplete applications and/or applications not submitted will not be considered.

## Eligibility Check

Applicants must:

- Have no outstanding debts with the City of Stirling
- Hold adequate Public Liability Insurance
- Be located within the City of Stirling or substantially benefit City of Stirling residents
- Have satisfactorily acquitted previous funding received by the City of Stirling
- Not be a current employee or Elected Member with the City of Stirling

**I confirm that I meet the eligibility requirements \***

- ☐ Yes  
☐ No

Only eligible applicants can apply.

## Applicant Details

\* indicates a required field

### Organisation details

**Organisation name \***

# Quick response - Innovative and Productive Communities

## Form Preview

Organisation Name

**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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	

# Quick response - Innovative and Productive Communities

## Form Preview

Main business location

Must be an ABN.

### 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:

### 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. If you are applying for travel assistance under 18 or over 60 you must also provide proof of age.

#### Proof of entity documentation \*

Attach a file:

# Quick response - Innovative and Productive Communities

## Form Preview

### Activity Information

\* indicates a required field

**Title \***

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

**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

**Where will your activity take place? \***

Address

  

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

- ☐ Yes  
☐ No

**Please select the primary objective/s that your activity best aligns with \***

- ☐ Attract and promote investment and partnership opportunities  
☐ Support innovation and entrepreneurship in local business  
☐ Activate local centres to increase visitor and economic activity

**Describe how your activity meets these objectives \***

Please see Fact Sheet for specific objectives [Innovative and Productive Communities Fact Sheet](#)

**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 \***

# Quick response - Innovative and Productive Communities

## Form Preview

Must be a date.

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

### 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.

**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

### Budget

**\* indicates a required field**

It is important to include a realistic and detailed budget with your application that demonstrates your income and expenses. Tips for completing your budget:

# Quick response - Innovative and Productive Communities

## Form Preview

- Activities should represent good value for money and have a clear, balanced budget with all aspects of the event/activity taken into account.
- Local contractors/suppliers should be used where possible.
- Applicants should provide their own funding towards the event/project and secure other sources of funding/income where possible.
- Detail the costs of the project as a whole and not just the expenses funded by the City of Stirling grant.
- List each item/supplier on a separate line.
- Include fair rates of pay for contractors.
- It is recommended that you receive more than one quote for items over \$1,000.00
- Your budget should be presented by major line items and in enough detail for assessors to consider it within the competitive assessment process.
- You must refer to the program guidelines for information on what is 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.

#### Total City of Stirling Grant Amount Requested \*

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

### Budget

#### Expenditure

Please outline a detailed activity expenditure in the table below. Provide clear descriptions for each budget item in the 'Expenditure' columns.

We understand that there may be price fluctuations with some budget items, and therefore the amounts and attachments provided as evidence will be used more as a guideline for expenditure. Cash expenses should not include:

- Recurrent operational costs including, but not limited to wages, salaries, or administrative overheads
- Fundraising activities
- Costs for items/activities already purchased or commenced
- Capital works
- Projects or events for commercial purposes
- The purchase of equipment that is not specific to the activity

# Quick response - Innovative and Productive Communities

## Form Preview

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

### Income

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

- Other grant funding
- Internal funds
- Fundraising
- Ticket sales

Applications from Small Business, Schools and P&C's must demonstrate matched funding. Please include any in-kind support you are providing and give an estimated value of this support. How much would you have to pay for these goods and services if they were not being provided free of charge?

This could include things like volunteer hours and donations of space and materials.

Please detail how you calculated the amount. The calculation of your in-kind contribution is based on your best estimates.

### Budget

Income	\$	Expenditure	\$
If you or any other individual/organisation are providing a contribution please list here		Detailed activity expenditure	

### Budget Totals

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

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

Attach a file:

# Quick response - Innovative and Productive Communities

## Form Preview

### Declaration

\* indicates a required field

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

- I accept 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 material.
- I am authorised by the Applicant/Auspice Organisation to act on behalf of the Applicant/ Auspice to submit this application.
- All information given to Council in relation to the grant and application is true and correct, whether that information is given through this application or in any other way.
- If a grant is awarded I will agree to the terms and conditions outlined in the City of Stirling Council Funding agreement.
- If we do not act in accordance with this Agreement we may not be eligible for any further grants from the City of Stirling.
- 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 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



# Quick response - Innovative and Productive Communities

## Form Preview

### **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](mailto:grants@stirling.wa.gov.au) and ensure you quote your application number.