

## Sustainable Communities Grant Application

\* indicates a required field

**All applications will require supporting documents. Please make sure that the correct documents are attached when requested in your application.**

Supporting documents may include:

- Certificate of Incorporation
- ACNC Registration
- Business Registration
- Certificate of Public Liability Insurance
- Quotes for items you intend to purchase
- Quotes for any service delivery
- Income and Expenditure Statement

Incomplete applications will not be considered

**You will need to regularly save your application by clicking 'Save Progress' button which appears at the top of your screen**

## Eligibility Check

Applicants must be one of the following eligible entities:

- Not-for-profit organisation
- Incorporated association
- Registered conservation group
- Small business based in Stirling with an ABN with matched funding
- Registered School with matched funding
- Individual or unincorporated group (must be auspiced)

Applicants must also:

- Have read the Community Grants Guidelines and fact sheet to check eligibility and alignment to funding priorities.
- Be located within the City of Stirling or provide a project/initiative that will substantially benefit the City of Stirling residents
- Have no outstanding acquittals or debts with the City of Stirling
- Proven ability to manage similar projects to that proposed (if piloting a new project, we recommend applying for a quick response grant to trial the project)
- Hold valid Public Liability Insurance
- Ensure date of activity does not commence prior to an outcome notification. (30 business days for small or medium grants and 55 business days for a large grant, from the date of the round closing)
- Not be a current employee or Elected Member with the City of Stirling

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

# Sustainable Communities - S/M/L

## Form Preview

- 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 \***

# Sustainable Communities - S/M/L

## Form Preview

Must be an email address.

### Primary Contact Phone Number \*

Must be an Australian phone number.

### List of current Directors/Board or Management Committee members/if applicable

Mandatory if applying for a medium or large grant

### 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	
Main business location	

Must be an ABN.

### Confirm GST Status

- GST Registered  
 Not Registered

### Please upload your most recent signed Annual Report/Financial Statements (audited if available)

Attach a file:

Only required for medium and large grants

### If the Financial Reports attached are not audited or certified, I electronically certify these attached reports or consideration

- Yes, electronically certified

# Sustainable Communities - S/M/L

## Form Preview

No or not applicable

### 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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### 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.**

### Auspice

#### Is this grant being auspiced by another organisation? \*

- Yes  
 No

If your grant application is successful the auspicing organisation will be responsible for: signing the grant agreement, all legal and financial responsibility of the grant on your organisations behalf, receiving and distribution grant funds and ensuring all grant activities are completed and submitting an acquittal report.

### Auspice details

#### Auspice Contact \*

- Individual       Organisation

Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### Auspice Primary Address \*

Address

  

#### Auspice Contact Postal Address \*

Address

  

#### Auspice Contact Primary Email \*

Must be an email address.

#### Auspice Contact Primary Website \*

Must be a URL.

#### Auspice 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.

# Sustainable Communities - S/M/L

## Form Preview

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	
Main business location	

Must be an ABN.

### **Attach your Auspicing Agreement \***

Attach a file:

A sample Auspice agreement template is available [here](#)

### **Is Auspice registered for GST? \***

- Yes  
 No

### 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

\* indicates a required field

### Grant type

# Sustainable Communities - S/M/L

## Form Preview

### Funding level required \*

- Small - \$2,001 - \$5,000
- Medium - \$5,001 - \$20,000
- Large - \$20,000+

## Aims and outcomes

### Title \*

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

### Summarise your activity in one sentence

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

If you are seeking a grant to establish a community garden you must first seek approval from the City following the Community Garden Policy [here](#)

### What are the expected outcomes of your activity? \*

Outcomes are what you are aiming to achieve as a result of delivering this activity. Also let us know if the proposed activity and outcomes will continue beyond the grant period

### How will you know if your activity is a success? \*

An evaluation process should be demonstrated and results included in your acquittal. Things to evaluate include:

- Numbers - how many people attended/interacted with your activity
- Financial success - did the activity represent value for money, run on budget etc?
- Satisfaction and Impact - A survey completed by stakeholders and participants of your activity will assist you in gaining an understanding of demographics, how satisfied people were with the activity, and if the aims of your activity were met.

# Sustainable Communities - S/M/L

## Form Preview

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

Address

  

### Which City of Stirling ward will this take place in ?

- Balga Ward ( Balga, Mirrabooka, Westminister)
- Coastal Ward ( Karrinyup, North Beach, Scarborough, Trigg, Watermans)
- Doubleview Ward (Churchlands, Doubleview, Innaloo, Herdsmen, 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>

### If answered yes to above, please state the name of the venue

## Alignment to objectives

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

- Transition to net zero emissions
- Conserve and protect water resources
- Connect with nature and improve biodiversity in the City
- Reduce waste generation and divert waste from landfill

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

Please see Fact Sheet for specific objectives

[Sustainable Communities Fact Sheet](#)

## Key Activity Dates

### 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 \*



# Sustainable Communities - S/M/L

## Form Preview

Must be a date.

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

### Workplan

In this section please tell us the key activities you will undertake as part of your project and when you aim to complete them.

If your application is successful, this table will be inserted into your grant agreement.

Key Activities	Planned date of completion
Things you will do/milestones	

### Community need and benefit

#### Why is your activity important? \*

Tell us why your initiative is needed, and why you believe your activity will address that need. Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek.

#### Please describe how the local community will benefit from your activity both during and after it is completed? \*

#### How much will your activity cost for the community to attend or participate in?

- N/A - Not applicable
- Free
- Low cost - under \$10 pp

If selected Other - please put cost of activity per person

### Community reach and support

#### Who will be your main target audience? \*

# Sustainable Communities - S/M/L

## Form Preview

Does the project welcome primarily young people, seniors, youth, families, people with a disability, others or a wider audience?

**How many people will participate or benefit and how many do you estimate will be Stirling residents? \***

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.

**Does this activity have community support or involvement from other community groups, organisations or business? \***

- Yes  
 No

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful

**How do you plan to promote your activity to your target audience? \***

Promoting your project is essential in ensuring you reach your target audience and get a good reach.

## Quality, experience and planning

**Tell us about your organisation, experience and capacity to deliver the proposed activity \***

Please provide some information about your organisation that will give us confidence that you can complete the work you have described in this application. Include any individual experience and projects which may be relevant to this application.

**Has your organisation applied for funding from the City of Stirling for this or any projects in the past? If yes, please provide details. Please also provide details of any other support currently received from the City. \***

Any additional information?

**Please upload any documents that support your application such as emails/letters of support, research, economic impact assessments etc**

Attach a file:

**Have you any interest/ relationship with another entity who has received a Community Grant this financial year?**

- Yes  
 No

### Financial considerations

\* indicates a required field

Evidence must be provided to show how much your activity will cost.

An itemised list of any money coming in to contribute to your activity (Income) and any money going out (Expenditure) must be listed in the templates below.

The Budget Totals will automatically populate. Please note that your Income Total Amount and your Expenditure Total Amount should match.

A small business and registered schools must match fund.

### 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 application?

### Income

Please outline ALL activity income in the template below. Provide clear descriptions for each budget item in the 'Income' columns. Use the 'Notes' column for any additional information you think we should be aware of.

#### **Example income items might include:**

- This grant funding
- Other grant funding; (even if tentative)
- Internal funds
- Sponsorship
- Fundraising/donations;
- Ticket sales - how much per ticket & how many you expect to sell
- Stallholder fees - how much per stall & how many you expect to have

### Income

# Sustainable Communities - S/M/L

## 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.

<b>Income Description and Source</b>	<b>Amount (\$)</b>	<b>Is this funding confirmed?</b>	<b>Notes</b>
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

## Expenditure

Please outline ALL activity expenditure in the table below. Provide clear descriptions for each budget item in the 'Expenditure' columns. Use the 'Notes' column for any additional information you think we should be aware of.

### Example expenditure items might include:

- Venue hire - location & how many hours
- Equipment - name of equipment & how many
- Service Provider - Name of organisation/ service provided & how much they cost? (quote must be provided)

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.

Always refer to the City of Stirling's [Community Grant Guidelines](#) to ensure that your items are eligible for funding.

## Total Activity Expenditure

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

<b>Expenditure description and type</b>	<b>Amount (\$)</b>	<b>Notes</b>
List expenditure by category eg. lighting, insurance, advertising		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

# Sustainable Communities - S/M/L

## Form Preview

### Budget Totals

Budget Totals will automatically populate. Ensure Total Income and Total Expenditure 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,

#### **Incomplete applications will not be accepted for funding**

Attach a file:

A minimum of 1 file must be attached.

### Partial Funding

#### **If partial funding was approved, could you still deliver this project? \***

- Yes, the project scope could be modified if partial funding was awarded
- No, I am unable to deliver the project if the entire funding amount is not awarded

#### **If answered yes to above, what modifications or amendments could be made to the project if partial funding was approved?**

Consider all components of your activity. Can it be broken up into stages. List the parts of the activity that could be undertaken with partial funding. If the project can't be broken up into parts, please state this above.

### Value In Kind

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

#### **Some examples include:**

- Voluntary labour ( for example - setting up the event)
- Donated goods ( for example- a marquee or a speaker)
- Donated services ( for example - professional trainer to deliver a workshop)

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

# Sustainable Communities - S/M/L

## Form Preview

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 Contribution

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

<b>In-Kind Contribution</b>	<b>\$ Estimated cost</b>
List each item	Must be a dollar amount

### Value In Kind Totals

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

#### Total In Kind Amount

This number/amount is calculated.

### City of Stirling In-kind contribution

The City of Stirling may cover some costs towards your activity - these costs will form part of your total approved grant package.

In-kind costs the City can cover include:

- Venue hire of City-managed facilities (venue bond charges and any other costs associated with the event/project will still apply).
- Promotion (provided by the City via existing marketing and communication channels)
- Development Application fees
- Waste management fees

Please select any support required from the City of Stirling to deliver your project. These services will form part of the total grant package.

Venue Hire  Promotion  Development Application Fees  Waste Management

### 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 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.
- 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.
- 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 a grant is awarded, a grant agreement will be sent via email to the authorised signatory. This agreement will set out the terms and conditions of the grant. If accepted, I will be required to acknowledge the City in promotional materials and complete an Acquittal form with evidence once the activity 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 the authorised person**

**Position 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.

# Sustainable Communities - S/M/L

## Form Preview

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.