



Flagship Funding - Frequently Asked Questions

Flagship Fund

How do I know if my community group/organisation is eligible to apply?

Funding is available to:

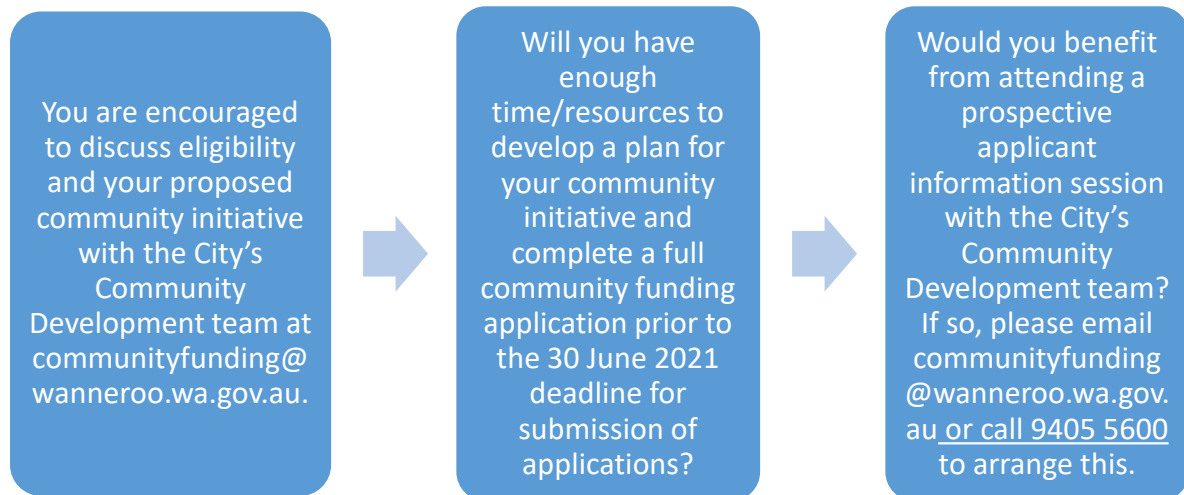
- Insured community groups or organisations in the City of Wanneroo (or with a primary interest in the City of Wanneroo) which are:
 - An incorporated association under the Western Australia Associations Incorporation Act 2015;
 - Registered with the Australian Charities and Not for Profit Commission (ACNC); or
 - Another eligible not-for-profit entity (for example, Aboriginal Corporation).
- An eligible community group or organisation with no outstanding acquittals or debt with the City.

What is an eligible community initiative?

An eligible community initiative is an activity, project or event that is free for community members to attend, is non-profit-making and widely promoted to inform the City's residents.

How do I apply?

Before completing an application, consider the following:



What type of planning is needed?

You will need to prepare a document with a clear vision for your initiative, including a timeline demonstrating your group's ability to successfully plan, resource and deliver the initiative. This can remain as a reference document for planning future initiatives.

Your plan will assist you to more easily complete the on-line community funding application form and other grant applications to support your initiative. Below is a suggested template:

- [Blank Community Project template](#)

Include a clear budget summary and consider the following:

- That all elements of your community initiative's delivery are included in the budget.
- Look at the budget section of the community funding application form to help you identify what information you need.
- Does your budget balance? For example, is there enough income for all the expenses?
- Please list each community funding-supported expense on a separate budget line.
- Clearly show how you anticipate each different will be paid. For example, which group/organisation/grant will be providing/paying for which expense item?
- Events should comply with local and state laws and there may be costs associated with certain approvals or licences i.e. food permits, liquor licensing, fireworks etc.

The City's Flagship Fund is not intended to cover the entire/majority cost of a community initiative but aims to contribute to its delivery. Therefore, applications should evidence other contributions and additional sources of funding and sponsorship.

What expenses can community funding pay for?

Community funding can be used for most expenses associated with community initiatives, including but not limited to:

- Production costs e.g. equipment hire;
- City of Wanneroo venue/bin/facility costs;
- Publicity, communications and marketing costs;
- Costs associated with performers, facilitators or vendors;
- Food and non-alcoholic beverages;
- Supplies and resources associated with delivery; and/or
- Minor equipment purchases up to \$500 (e.g. banners)

How much can I apply for?

The Flagship Fund demonstrates the City's commitment to supporting successful community initiatives for a period of up to three years:

- Funding of up to \$10,000 (plus GST if registered) is available per financial year for a three-year period.
 - You will need to provide a comprehensive year one budget in your application form and also indicate the anticipated community funding amount required for years two and three.
 - A comprehensive budget for years two and three will be required at the time of submitting the previous year's Acquittal report.
 - You will need to plan for the initiative's sustainability during the three-year period by identifying other opportunities for new and increased partnering income and funding sources.
 - In keeping with the City's Social Strategy approach to sustainable outcomes, the City may work with an applicant group to reduce reliance on the City and increase partnering and other financial support opportunities in years two and three.
 - A satisfactory Acquittal Report is required (including a detailed financial statement, photos and copies of receipts) within six weeks of each initiative's completion. This is a condition for receiving community funding allocations for years two and three and for future City of Wanneroo funding opportunities.

What do I need to know about completing my application?

- The Flagship Fund application form can be found on the [City of Wanneroo community funding website](#).
 - You will need to register your group/organisation details prior to viewing/starting the application form.
 - You can look through the application form ahead of completing it.
 - Your on-line application form can be completed and saved over several sessions.
- If you are unable to access home internet, please visit one of the City's libraries for public computer/internet access.
- You should answer all the application questions. This will assist the Flagship Fund Assessment Panel to make its recommendation and Council to make its decision.
 - If you do not understand a question, the City's Community Development team can assist. Or, if you feel you would benefit from discussing several application form/process questions, please email communityfunding@wanneroo.wa.gov.au or call 9405 5600 to arrange an information session.

What do I need to know about submitting my application?

The following mandatory supporting documents must be included with your application:

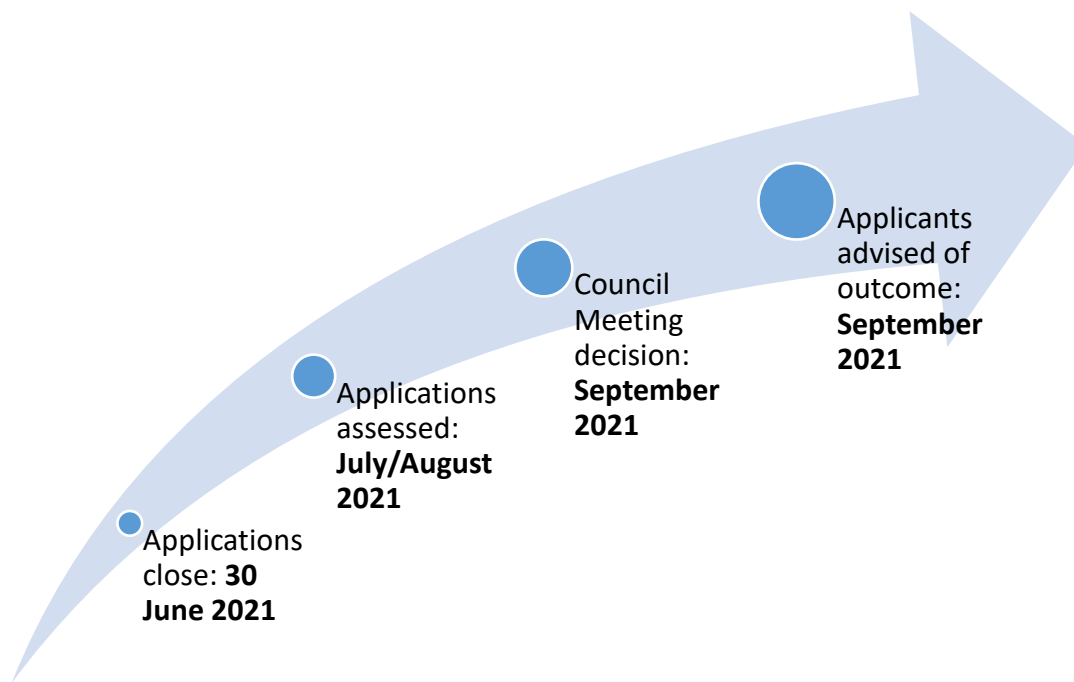
- Details and evidence of your organisation's Not-for-Profit status and ABN
- A copy of your Public Liability Certificate of Currency.
- A plan for your initiative.

Applications should be submitted by the due date. Late and incomplete applications will not be accepted.

Applicants will be notified via automatic email that their application has been received by the City.

How/when will I find out if my application is successful/unsuccessful?

Action	Date
Applications close	30 June 2021
Applications assessed	July/August 2021
Council Meeting decision	September 2021
Applicants advised of outcome	September 2021



What happens if my application is successful?

Flagship Fund applications are assessed and recommended by a Community Funding Assessment Panel and approved by Council. The City aims to advise applicants via email of the outcome of their application as soon as possible after the Council meeting at which decisions are made.

If your application is successful, you will be required to:

- Sign a Funding Agreement with the City of Wanneroo.
- Acknowledge the City of Wanneroo as a supporter of the initiative. This support must be acknowledged through any advertising, other promotional material and media publicity associated with the activity. Approval must be obtained prior to using the City's logo(s).
- Advise of your organisation's GST status.
- Provide financial documentation including a tax invoice (if GST registered) or invoice if not GST registered for funds to be paid.
- Finalise your Public Community Event Licence and WA Department of Health approvals with support from the City's Events Team (as applicable).
- Finalise City of Wanneroo Facility and Bin hire (as applicable).
- Complete and submit a satisfactory Acquittal Report (including a detailed financial statement, photos and copies of receipts) within six weeks of each initiative's completion. This is a condition for receiving community funding allocations for years two and three and for future City of Wanneroo funding opportunities.

Acknowledgment of Grant Funding

Grant recipients are expected to clearly acknowledge the City's contribution to the initiative via the following:

- Promotional material (City of Wanneroo logo on posters, flyers or programmes, acknowledgement in media releases etc.)
- Display City of Wanneroo signage (provided by the City) at the initiative.
- Verbally acknowledge City of Wanneroo support at the initiative.

- Formally extending invitations to the City of Wanneroo Mayor and/or Ward Councillors (where appropriate).
- Invite the City of Wanneroo Mayor or Ward Councillor to present a welcome or opening speech at the event or at the commencement of the project (where appropriate).