



FREQUENTLY ASKED QUESTIONS

COMMUNITY GRANTS

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

Funding is available to:

- Incorporated and insured City of Wanneroo community groups and organisations
- Incorporated and insured community groups and organisations with a primary interest in the City of Wanneroo
- Other Not-for-Profit entities (for example, Aboriginal Corporations)
- Charitable organisations
- Unincorporated City of Wanneroo community groups auspiced by a trusted eligible group/organisation
- Unincorporated City of Wanneroo community groups who:
 - Can demonstrate the ability to deliver the proposed activity
 - Can purchase adequate insurance cover for the proposed activity
 - Have a current bank account in the name of the community group.

What does the word “auspiced” mean?

Auspicing is when an eligible community group or organisation applies for funding on behalf of a community group or organisation that isn't eligible to apply.

For an auspicing arrangement, you should consider the following:

- Provide evidence (Minutes of Board/Committee Meetings etc) to clearly explain that both groups/organisations have agreed to the arrangement.
- The auspicing group or organisation is responsible for managing the funding and ensuring the activity/project/event and funding process is completed, including the acquittal report.

What are some examples of eligible activities?

- Projects or activities that are local, non-profit-making and free to City of Wanneroo residents and have a begin and end date, such as a series of educational, environmental or creative workshops or a community art project.
- Events or large-scale, non-profit-making activities delivered locally in the City of Wanneroo on a specific date and free to City of Wanneroo residents, such as forums, expos, cultural celebrations or large-scale child, youth, family and seniors activities.
- Further eligibility is assessed via specific assessment criteria outlined in the Community Funding Guidelines.

What expenses can community funding pay for?

Funding can be used for most aspects of an event/activity, including but not limited to:

- Production costs e.g. equipment hire;
- Venue/facility costs;
- Publicity, communications and marketing costs;
- Costs associated with performers, facilitators or vendors;
- Food and non-alcoholic beverages;
- Supplies and resources associated with delivering the activity; and/or
- Minor equipment purchases up to \$500 (e.g. banners)

How much can I apply for?

Funding is capped at \$5,000 (plus GST if registered) per application.

What else should we consider in our activity/project/event planning?

You will need to allow for the following milestones in your activity/project/event planning timeline:

- Remember that City aims to advise applicants of the outcome of their application within four (4) weeks of submitting a satisfactory application.
- When setting a (start) date for your activity/project/event, you will need enough time to include the following before your activity/project/event:
 - Obtaining a Public Community Event licence (for events).
 - Confirming your venue hire
 - Allowing at least 2 to 3 weeks to receive your community funding payment after you have been formally notified of your application's success.
 - Allowing 4 to 6 weeks to promote your activity/project/event after you have been formally notified of your application's success.
 - Note: you will need to show the City's "Supported by City of Wanneroo" logo on all promotional material for the activity/project/event. The logo is provided to you at the time of formally notifying you of your application's success.

How do I apply?

All prospective applicants should contact the City's Community Development Team on 9405 5600 to discuss their idea prior to commencing an application.

Before commencing an application, you will need to consider the following and plan your application:

- Confirm that your activity, project or event idea eligible for funding.
- Will you have enough time to apply for funding and coordinate a successful project/event?
- Register for an on-line account to view the on-line Community Funding Application Form at the City's website: wanneroo.wa.gov.au/communityfunding and to complete and submit your on-line application.
- You should answer all the questions with enough detail and attach all supporting documents required.

What information do I need for my application?

Gather the following supporting information and documents in an electronic format ready to attach to your application *if they have not already been submitted to the City with your facility booking or event application*:

- Details of your organisation's Not for Profit status (WA Incorporation, Australian Charities and Not-for-Profit Commission (ACNC) registration or other Not-for-Profit Entity).
- Supporting information for an auspicing arrangement (if applicable).
- Australian Business Number (ABN).
- A copy of your Public Liability Certificate of Currency.
- Your project/event budget information.