

## City of Wanneroo Community Funding Program: Preparing Your Application

### Preparing the application

Before applying for the City's Community Funding Program, please ensure you have carefully read all details contained in the [Community Funding Guidelines and Application Package](#). This document contains lots of helpful information and resources (including FAQ's) to assist you in preparing your application.

### Answering the questions

You will be required to provide your responses to the application questions in an online form. However, it is highly advisable that you pre-prepare your answers to the questions before commencing the online application form. The questions below are the ones that will appear in the online form.

**Note: This document is not the application form- it is only a copy of the questions that will appear in the online form.**

#### Project Name

#### Date/s and time/s

If you are yet to confirm exact dates, please provide an estimated date instead.

#### Venue Name/s and address

Please note that funding will only be considered for projects held within the City of Wanneroo.

#### Public Event Notification/Application Number

All events occurring throughout the City are to be registered through the Event Notification process. If you have not yet submitted a Public Community Event Notification, please go to [www.wanneroo.wa.gov.au/eventnotification](http://www.wanneroo.wa.gov.au/eventnotification) to do so.

### **Facility Booking Number**

A facility booking reference number is mandatory if you intend to hold the project at a City of Wanneroo facility. If you have not tentatively booked a City facility and received a booking reference number, go to [www.wanneroo.wa.gov.au/bookafacility](http://www.wanneroo.wa.gov.au/bookafacility) to do so.

### **Please describe your Project**

Describe your project in detail – outline your plans, what the project will include, what you hope to achieve, and an estimate on how many participants/attendees you hope this project will have. The reader will not have heard of your project before, so be sure to provide the key details.

### **Is the Project free of charge? And if not, what is the entry/participation cost and what will this income be used for?**

Projects are considered free of charge if they have no admission/participation fees and some free activities. It does not exclude having some paid components for example, a food truck or coffee/ice cream van. If there is an entry/participation charge, please also include this information in your budget where applicable and outline how this cost would directly contribute to the project.

### **Please tell us how this project aligns with the Funding Priority Areas**

The Funding Priority Areas are outlined in the [Community Funding Guidelines](#).

### **How was the need for this Project identified?**

Consider whether there was consultation or research which highlighted a benefit?

### **Please outline how the Project will consider Access & Inclusion principles and be welcoming to people of all ages, cultures, and abilities**

Some things to consider regarding access and inclusion can be found [here](#).

**Please list any other groups and contributors the Project has, and give details of their involvement and/or financial contribution**

There is an expectation that applicants will be self-contributing and/or seeking other external sources of support, either financially or in-kind, in addition to the City's contribution.

**Please state if the Project is likely to continue in future years. If it is, please describe the Project's sustainability and ability to continue once City funding ceases.**

If a project is likely to continue in the future, applicants will need to demonstrate a plan for its continued delivery once funding ceases.

**How will the Project be promoted?**

**How will you evaluate if the Project was successful?**

Think about reach, target audience, surveys and feedback, participation, consultation, etc.

**Please outline your organisation's ability to deliver a successful project including any prior experience**

## **Budget**

When providing the budget, include all expenses and contributions so the overall cost of the Project is shown. As well as the requested expense items from this grant, include both the financial and in-kind contribution from the applicant organisation and any other contributors, including what the contribution will be used towards.

It is important to note that the City can only contribute up to a total of \$500 towards capital equipment (i.e., items that will remain as assets) and for catering up to 10% of the total grant request. See example budget below and find a customisable budget template within the City's [Community Toolkit](#).

Expenditure Items	Contributors	City of Wanneroo contribution	Applicant & Partner contribution		Total
			In-Kind	Financial	
Stage Hire	City of Wanneroo/ Applicant	\$1,000		\$1000	\$2,000
Sausage Sizzle	Applicant			1000	\$1,000
Children's Entertainment	Applicant/Partner			1800	\$1,800
Outdoor games	City of Wanneroo/ Applicant	\$500		500	\$1000
Marketing (social media boosts, printed posters, newspaper advert)	City of Wanneroo	\$700			\$700
Volunteer Hours (30 Volunteers x 4 hours x hourly rate)	Applicant/Partner		\$3,000		\$3,000
Other Project Expenses (e.g. estimated admin and creation costs)	Applicant		\$1,500		\$1,500
First Aid	Partner			\$800	\$800
Venue/Bin Hire	City of Wanneroo	\$1,500			\$1,500
Prizes (Donations from local businesses)	Partner		\$500		\$500
<b>Totals</b>		<b>\$3,700</b>	<b>\$5,000</b>	<b>\$5,100</b>	<b>\$13,800</b>

## Supporting Documents

You will need to attach the following where applicable;

- Certificate of WA Incorporated Association under the WA Associations Incorporation Act 2015,
- Auspicing confirmation letter/document,
- Details of Other Incorporated Entity,
- Details of current registration with the Australian Charities and Not-for-Profit commission (ACNC),
- Certificate of Currency for Public Liability Insurance

You should also include any other documentation which may be relevant and support your application (e.g., a more detailed budget, a project plan, quotations).

The City recommends submitting your application at least 3 months before your project start date. Once you have submitted your application, the City aims to advise of the outcome within 4 weeks if no further information is required. If approved, you should receive funding within 3 weeks of returning the required financial documents.

For more help, get in touch on 9405 5600 or [communityfunding@wanneroo.wa.gov.au](mailto:communityfunding@wanneroo.wa.gov.au)

## Submitting the Application

To submit your application, you will be required to register for an account for the City's [Online Funding Portal](#). If you have not applied for funding through our online application form previously, you will be required to register as a user and then also register your organisation/group prior to proceeding with the application.

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**You can find more useful resources to help apply for and acquit funding in the City of Wanneroo's Community Toolkit: [www.wanneroo.wa.gov.au/communitytoolkit](http://www.wanneroo.wa.gov.au/communitytoolkit)**