

# Community Organisations Support Grant

## 1. Overview

The Community Organisations Support Grant provides financial assistance for either one-off establishment grants or to assist with service provision and/or purchase of fixed or non-fixed equipment. The Community Funding Grant is open for projects that provide benefit to the Town of Cambridge community, and align with the Town's Strategic Community Plan 2023 - 2033.

### 1.1 GRANT INFORMATION

	Opening date	Closing date	Maximum amount per request
Community Organisations Support Grant	September	October	\$2,000
	February	March	\$2,000

## 2. Eligibility

- Applicants must be legally constituted, incorporated bodies and not-for-profit community organisations OR
- Be a not for profit organisation who is auspiced by an incorporated and legally constituted body.
- Applicants must be a local community organization (located within the Town's boundaries) and provide support and/or services to residents of the Town.
- Applicants must provide evidence of community need for the project and demonstrate a considered solution to meeting those needs.
- Applicants must ensure that the project is linked to the Town of Cambridge Strategic Community Plan goals and is of benefit to Town residents.
- Applicants must have satisfactorily acquitted any previous funding, donation or community funding grant received from the Town.
- The organisation can only receive funding through the Community Organisation Support Grant once per financial year.

### 2.2 ELIGIBLE PROJECTS (including equipment)

- Projects must not have commenced or equipment must not be purchased prior to application approval.
- Projects that assist in improving the knowledge, skills and/or experience of its members and volunteers.
- Projects that support the provision of a safe environment for members, visitors, volunteers and the public.
- Projects that assist with the establishment or long term sustainability of community organisations.

#### Examples of past eligible projects

- Training/ education resources for volunteers to be able to perform their role eg coaching courses;
- Equipment to assist the efficient functioning of the organisation and assist in increasing participation rates, eg first aid kits, defibrillator, emergency siren;
- Community history and art projects;
- *Programs to benefit particular target groups –seniors, youth, people with disability.*

## 2.3 INELIGIBLE APPLICANTS

- Government bodies or their subsidiary organisations.
- Commercial entities.
- Individuals.

## 2.4 INELIGIBLE PROJECTS (including equipment)

- Consumable equipment items.  
*For the purpose of this grant consumable equipment items are considered to be equipment items which have an independent value of \$200 or less, and an expected lifespan of less than 5 years.*
- Ongoing expenditure in the form of operating or administrative costs.
- Salaries or staff wages (unless it is for the engagement of a specialist which is integral to the project).
- Projects where costs are fully reimbursed by another body.
- Travel costs or any costs associated with local, national or interstate representation of any programs, projects and services considered the responsibility of other government departments, individuals and private-for-profit groups
- Development of school facilities and/or capital works programs and educational tools or equipment associated with core school subjects.

Examples of ineligible projects

- Consumable equipment such as cricket balls, tennis balls, toys ect;
- School playground equipment;
- Development or maintenance of a school facilities or gardens.

# 3. Funding Process

## 3.1 DEVELOPING AN APPLICATION

The Town aims to meet grant requests wherever possible. We endeavour to work with applicants to help make their proposals “fundable”. This often involves working with a particular group to assist in guiding and shaping their project.

- Applications must be made through the online application form on the Town of Cambridge website;  
*Application forms are available in alternate formats upon request.*
- Applications must include all the required supporting documents requested in the application form;
- An authorised organisational representative must sign the application conditions;
- We encourage organisations to form partnerships with other groups and funding sources to make the best use of available resources and maximise the benefits to the local community;
- The applicant must comply with all Council policies, conditions and local laws relating to the project;
- If prior to the determination of Sponsorship/Grants by the Council or Committee, an applicant (or any agent) canvasses any Elected Member of the Town of Cambridge, or attempts to provide additional information, either directly or indirectly, on any matter relating to the sponsorship/grant to an Elected Member, the person/organisation may be disqualified and the sponsorship/grant excluded from being considered for approval. In the event supplementary information is requested to be provided to Elected Members, please contact the Town’s Community Development Officer to discuss this.

## 3.1 HOW MUCH SHOULD I APPLY FOR?

- You should apply for the amount you need for the project.
- You should also remember the selection criteria looks at whether the applicant organisation has contributed to their project through monetary and/or in-kind support.
- The Town does have limits on the amount funded each financial year. This is dependent on the number of funding applications the Town receives each year, the budget for each funding program and the Council’s priorities.
- The total amount provided by the Town includes an amount to cover any liability for GST, if applicable.

## 4. Application Assessment

### 4.1 TIMELINE

Once applications close, the Town will take up to 8 weeks to assess all applications received. Each applicant will be notified of their grant application outcome.

### 4.2 SELECTION CRITERIA

To successfully prioritise funding applications on a fair and equitable basis, the Town's Community Services Department will coordinate the assessment of your application based on the below selection criteria and project ratings. .

Questions provided in the application form have been designed to assist the applicant in providing the information necessary to make an assessment against the below criteria.

Criteria	Weighting %
1 An innovative project that supports community organisations in their service provision to the local community. The application request meets a community need and provides a benefit for the community group and potentially the wider community.	47.5%
2 Supports a number of key priority areas of the Town of Cambridge 2023 - 2033 Strategic Community Plan namely: <ul style="list-style-type: none"> <li>• Connectedness and capacity building</li> <li>• Places for people</li> </ul>	20%
3 Organisations that show their commitment to the project, through monetary and/or in-kind support and seek assistance from alternative funding sources where applicable. (eg. State Government, Lotterywest , Healthways etc).	20%
4 The project delivers sustainable benefits for the community	12.5%

### 4.3 PROJECT RATING

Recommendation	Assessment	Funds allocated of the total eligible amount requested
High	Meets 80-100% of the weighted criteria	100%*
Medium	Meets 60-80% of the weighted criteria	75%*
Low	Meets 50-60% of the weighted criteria	50%*
Not recommended	Meets less than 50% of the weighted criteria	0%

\* The amount funded will also be dependent on the amount of funds set aside in the Town's annual budget for each funding program and prioritised against other applications and other competing Council priorities.

## 5. Successful Applications

If your application is approved you will receive a grant approval letter advising:

- What has been approved;
- How your grant will be paid;
- Protocol for acknowledging the Town's contribution; and
- Acquittal information.

### 5.1 WHAT HAS BEEN APPROVED

Funding is to be used solely for the specified purpose approved by the Town unless written approval is obtained. Any part of the funds not used in accordance with the grant conditions must be repaid to the Town unless written approval is obtained.

### 5.2 HOW YOUR GRANT WILL BE PAID

- Upon notification of a successful funding application, a 'Grant Agreement' will be sent to applicants to be completed signed and returned to the Town, accompanied by a Tax invoice.
- The Tax invoice should include:
  - The organisations address;
  - The amount that was funded;
  - EFT bank details.
- The above must be completed prior to the receipt of funds.
- Should the Town not receive the signed Grant Agreement and tax invoice within **four weeks** of notification of the successful outcome of the application, the funds may be redistributed.
- All grants will be paid by cheque or EFT transfer.

### Goods and Services Tax (GST)

Where registered organisations receive funding, the Town will increase the payment to cover the GST liability. Where your organisation is not registered for GST or required to register, the grant is not subject to GST and the Town is not entitled to an input tax credit.

- If the organisation is a GST Entity you will be requested to provide a tax invoice for the funded amount including GST.
- If the organisation is not registered for GST you will be requested to provide an invoice for the funded amount.

### 5.3 ACKNOWLEDGEMENT OF THE TOWNS CONTRIBUTION

Organisations that obtain a grant from the Town must acknowledge the support they receive through marketing strategies. This not only helps people appreciate the benefits that our grants are achieving in the community, but can also inspire other organisations to undertake their own projects.

- Any publications or publicity material associated with the funded project should include the Town's logo.
- Use of the Town's logo must be approved by the Town's Administration.

### 5.4 ACQUITTING YOUR GRANT

- The acquittal requirements for funding approved through the Community Organisations Support grant will be distributed upon payment of the tax invoice.
- All acquittal information, including receipts and marketing materials promoting the project must be in the prescribed format and be received within 30 working days of the project's completion.
- The funding conditions in the Grant Agreement must be met for the grant to be acquitted.

## 6. Who to Contact

To discuss ideas for your project please contact the Town's Community Development team.

T 9347 6000  
F 9347 6060  
E [mail@cambridge.wa.gov.au](mailto:mail@cambridge.wa.gov.au)  
W [www.cambridge.wa.gov.au](http://www.cambridge.wa.gov.au)

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