

# Ellenbrook Community Fund - Community Development Projects

v2

Form Preview

## Eligibility

\* indicates a required field

Welcome to the City of Swan's Grant and Sponsorship Funding Program.

Before starting your application, please read the **Ellenbrook Community Development Project** grants guidelines, for eligibility and assessment criteria.

Applicants **must** contact the City's Ellenbrook Community Development team prior to making an application to discuss how the project aligns with the key objectives. Please email [CDEllenbrook@swan.wa.gov.au](mailto:CDEllenbrook@swan.wa.gov.au) or call **0447 827 388** or **0407 520 228** to reach a member of the team.

The Ellenbrook Community Fund is open all year round, so applications can be made at any time. Applications are assessed by the Ellenbrook Community Advisory Group which meets bi-monthly. Applicants should be aware of, and read, the application process and assessment timelines section of the guidelines when planning their project.

## Confirmation of eligibility

**I have read and understood the Ellenbrook Community Fund - Community Development Projects Grants Guidelines BEFORE YOU BEGIN' Page \***

Yes

**I have discussed this application with the Ellenbrook Community Development team \***

Yes

**I have outstanding debts with the City of Swan or with Satterley \***

No

Yes

**I have acquitted all previous funding from the City of Swan \***

Yes

No

Not Applicable

### **I confirm that I:**

- Hold a current Certificate of Currency for Public Liability Insurance of \$20 million (if applicable)
- Am not requesting funding for a project that promotes the advancement of a political or religious organisation or lobby group
- Am not requesting funding for a project that is part of or a duplication of a current Government service
- Am not requesting funding for costs already funded by another grant or sponsorship
- Am not requesting funding for recurrent or core operating costs
- Am not requesting funding for reimbursement of costs that have already been incurred

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- Am not requesting support for capital expenses above \$5,000 (or 50% of overall project)
- Will not attempt to contact or lobby an Elected Member of the City of Swan regarding this or another organisation's application

**All statements are true and correct to the best of my knowledge: \***

Yes

No

## Applicant Details

\* indicates a required field

Privacy Notice The City of Swan pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. To view our privacy statement, go to <https://www.swan.wa.gov.au/General/Legal/Privacy-Statement>

### Applicant Name \*

Individual

Organisation

Organisation Name

Title

First Name

Last Name

### Contact Person

Title

First Name

Last Name

This is the person best placed to discuss the project

### Contact Person Phone Number \*

Must be an Australian phone number.

### Contact Person Email \*

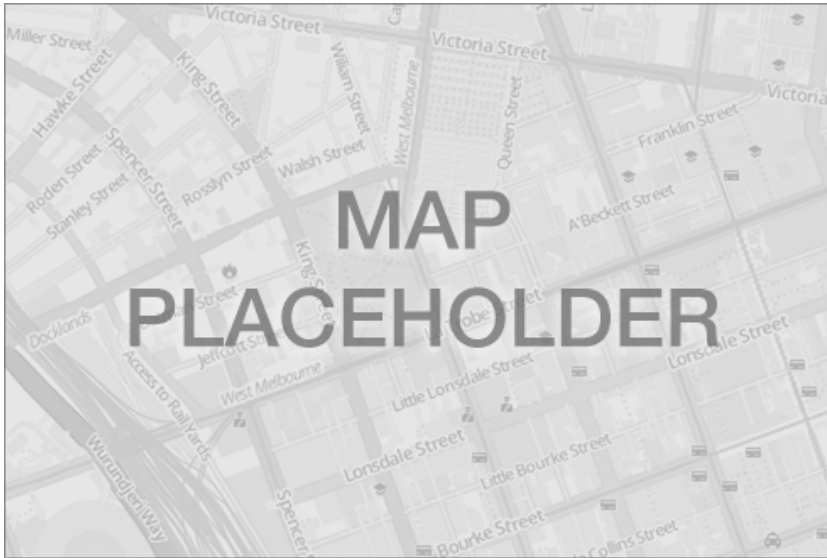
Must be an email address.

### Postal Address \*

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

### If the Applicant is an organisation, what is the organisation's legal status?

Incorporated Association

Other:

### Do you require an Auspice Organisation? \*

Yes

No

Please read the Resource Guide for information on Auspice

### Applicant 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.

### Is the organisation registered for GST?

Yes

No

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**Have you previously received funding from the Community Fund?**

Yes

No

**If yes, when?**

Must be a date.

**How much was received?**

\$

Must be a dollar amount.

**What was the project?**

**Has the grant been fully acquitted?**

Yes

No

## Auspice Details

**Auspice Organisation**

Organisation Name

**Auspice Organisation Contact Name**

Title

First Name

Last Name

**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.

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.

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## Auspice Primary Address

Address

## Please upload a copy of Certificate of Incorporation of your Auspice Organisation

Attach a file:

## Auspice Primary Phone Number

Must be an Australian phone number.

## Auspice Primary Email

Must be an email address.

## Please attach a letter from your Auspice Organisation (confirming the Auspice arrangement) \*

Attach a file:

## About your project

\* indicates a required field

### Project Information

#### Project/ program name \*

Word count:

Must be no more than 10 words.

#### Project/program description (i.e. what are you going to do?) \*

Word count:

Must be no more than 500 words.

#### Project Start Date \*

Must be a date and between 1/1/2024 and 31/12/2024.

#### Project End Date \*

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Must be a date and between 31/12/2023 and 31/12/2024.

**How many participants do you expect to attend your project/program?**

Must be a number and at least 5.

**How many members of the wider community do you think would benefit from your event, even if they are unable to attend/participate in person?**

Must be a number.

**Will your project be held at a City of Swan managed venue including a park or other facility? \***

Yes

No

**Project Address \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

## Project overview and planning

**Please identify the primary objectives of the Fund, with which your project aligns.**

\*

- Positively contribute to the health and wellbeing of the Ellenbrook Community.
- Increased awareness and appreciation of diversity within the community.

- Improved feelings of connectedness and safety within the community.
- Increase the number and variety of recreational, cultural and social opportunities within the Ellenbrook Community.

At least 1 choice must be selected.

**Describe how your project aligns with the selected objectives of the Fund**

**Describe the benefits of your project for Ellenbrook community members, and those in the greater area (if applicable)**

**Describe three changes you will see in the community if the expected outcomes of the project are achieved**

**How will you manage the project and the funding, and how will this be sustainable into the future?**

Consider your planning, capacity, partnerships and community involvement. What then happens after the funding and project is finished?

**How do you plan to assess and measure the benefits and success of the project? \***

- Number of attendees       Social media engagement       Media publicity
- Number of participants       Survey feedback       Positive community impact
- Number of volunteers       Media releases       Other

Evaluation is required to provide details of the project impact in your acquittal. Surveys or questionnaires: Feedback from stakeholders, participants or beneficiaries; Quantitative data analysis: website traffic, attendance records; Qualitative interviews or focus groups: conduct interviews or organise focus groups to gather in-depth insights and stories from individuals affected by the project; Comparative analysis: compare data from before and after the project implementation to identify any changes or improvements;

**How will you acknowledge the support received from the City of Swan and Satterley?**

Examples of this could be: verbal announcements, use of logos, advertising, signage, newsletters etc.

## Budget

\* indicates a required field

Please provide a detailed project budget by completing the income and expenditure tables below and/or uploading your budget worksheet (Excluding GST).

Include details of other funding that you have applied for, whether it has been confirmed or not.

It is encouraged that you have other sources of income, which could include your own organisation's funds.

Provide clear descriptions for each budget item in the Income and Expenditure columns, e.g. equipment hire, marketing, venue, catering, consumables etc.

Please ensure that total expenditure and income amounts are equal.

Ensure that any volunteer hours and in-kind contributions are factored into the In-kind budget.

## Budget

Expenditure Item	\$ amount of item	Income	\$ amount of item	Quotes for items over \$1000
	\$		\$	

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	\$		\$	
	\$		\$	
	\$		\$	

## Budget Totals

**Total Expenditure Amount**

\$

This number/amount is calculated.

**Total Income Amount**

\$

This number/amount is calculated.

**Income - Expenditure**

\$

This number/amount is calculated.  
This needs to balance zero.

## In-Kind Contributions

Please identify the estimated dollar value of your Organisation's in-kind project support. In-kind support refers to any non-cash project contributions such as free venue hire, donated materials or volunteer time from yours or partner Organisations. For example: One volunteer project lead working 14hrs x \$30hrs equals an in-kind value of \$420.00

<b>In-kind Contribution</b>	<b>\$</b>	<b>New Question</b>
		Must be a number.
	\$	
	\$	
	\$	
	\$	

## Total In-Kind Income Amount

**Total In-Kind Income Amount**

\$

This number/amount is calculated.

**Total Amount Requested from this grant \***

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Which specific budget items will the funding being requested from the Ellenbrook Community Fund be used for? \***

Word count:

Must be no more than 100 words.

Expenditure as per above and as per quotes provided. e.g. equipment hire, marketing, first aid, entertainment.

**Please attach your budget worksheet (optional)**

Attach a file:



## Supporting Documentation

\* indicates a required field

### **ALL APPLICANTS Please attach copy of your organisation's Public Liability Certificate of Currency \***

Attach a file:

Public Liability Insurance coverage up to \$20 million

### **Please upload your organisation's Certificate of Incorporation (If Incorporated)**

Attach a file:

### **Does your project include child-related work? \***

Yes

No

### **If so please upload copies of WWC card**

Attach a file:

### **Would you like to share additional information to support your application? e.g. letters of support, plans, reports etc.**

Attach a file:

A maximum of 5 files may be attached.

Letters of support from political groups or City of Swan Councillors will NOT be considered

## Thank you for your application

\* indicates a required field

### Conditions

If your application is successful the following undertakings and agreements will apply to your grant and will form the basis of your contract (Grant Agreement) with the City of Swan, through the Ellenbrook Community Advisory Group (ACAG).

- You will be required to sign the declaration with the ECAG in order to access the grant
- Once your event is complete, you will need to provide a full acquittal which outlines the event's achievements measured against the objectives, within 90 days (three months) of its completion. This acquittal will need to include copies of receipts, photos or other evidence of the event and copies of promotional material etc
- Funding is provided on a one-off basis and the ECAG makes no commitment to future funding. Applications will only be considered if all previous ECAG and City of Swan funding has been fully acquitted

## Declaration

**I have read and accept these funding conditions and understand that I will be required to fulfil these. I hereby certify that I am authorised to submit this application: \***

Yes

No

### **Name of authorised person \***

Title      First Name      Last Name

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### **Position \***

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## Contact us

All applications should be submitted online for any enquiries please contact the Ellenbrook Community Development team via email [CDEllenbrook@swan.wa.gov.au](mailto:CDEllenbrook@swan.wa.gov.au) or call **0447 827 388 or 0407 520 228**.

## Good News Stories

The City would love to run a story about your experience on our website and/or our social media pages. We would love to hear about your experiences so please send in photos and a short story about your experience to [communitygrants@swan.wa.gov.au](mailto:communitygrants@swan.wa.gov.au).