

# CITY OF BELMONT

## Community Contribution Fund Guidelines



### About the Community Contribution Fund

The City of Belmont's vision is to be The City of Opportunity, home to a diverse and harmonious community, thriving from the opportunities of our unique, riverside City. The City's Strategic Community Plan (SCP) outlines a range of goals and outcomes that support the achievement of this vision with the understanding that we cannot do it alone and that our community is best placed to identify local opportunities for a thriving community.

The Community Contribution Fund (CCF) is the mechanism through which the City invests in meeting these outcomes led by local champions and change-makers. It ensures that the City's funding resources are allocated in a way that is transparent and equitable and represents responsible use of rate payers' monies. The program aims to support projects, events, equipment, and volunteer training which further the strategic objectives of the City as outlined in the SCP.

The City is committed to investing in local projects and organisations that enhance community cohesion and strengthen local capacity, self-reliance, and connections between residents. The City allocates a limited annual budget for contribution requests from the community and organisations for projects, events, equipment, and volunteer training within the City of Belmont that are unable to be funded through other sources.

The funding is available in the following categories:

- Community Project
- Festival/Event
- Equipment and Resources
- Volunteer Training and Development

The City seeks to support groups to undertake these projects and in doing so, acknowledges the vast contribution made by local volunteers and not for profit groups to enhance the social, cultural, and economic fabric of the community.

### Community Contribution Fund Aims

The broad aims of the CCF are:

- To encourage the development of local community projects, events or festivals that meet identified community needs.
- To promote active participation of local residents in community initiatives and assist in the development of community cohesion.
- To enhance the image of the City of Belmont within the community.

- To provide assistance and build capacity of local clubs, groups, and organisations through funding equipment.

## **Funding**

Funding of up to \$5,000 (see GST in Useful Terms section below) for eligible organisations is available for eligible projects that have demonstrated benefit to the City of Belmont community.

## **Eligibility for Applicants**

### **Eligible:**

- ✓ Applicants based in the City of Belmont, or
- ✓ Applicants not based in the City of Belmont if the proposed activity occurs within the City of Belmont and is of benefit to the City's residents.

AND must be an

- ✓ Incorporated not-for-profit organisation, or
- ✓ Unincorporated not-for-profit organisation or community groups under the auspice of an incorporated not-for profit organisation.

### **Ineligible:**

- ✗ Unincorporated groups without an auspice of an incorporated not-for-profit organisation.
- ✗ Applicants who have outstanding acquittals or are otherwise in debt with the City of Belmont.
- ✗ Applicants located outside Western Australia.

## **Eligibility for Projects**

### **Eligible:**

- ✓ Proposed project aligns with the SCP and CCF aims.
- ✓ Proposed project addresses an identified community need.
- ✓ Proposed project is inclusive and accessible.
- ✓ Proposed project does not duplicate services already operating within the City of Belmont.
- ✓ Projects can include costs for items such as (these are just a few examples): hire of event equipment, small IT equipment, First Aid equipment i.e. defibrillator, one

off hall hire costs, promotional material costs i.e. flyers, posters, adverts, Facebook posts, eligible sporting equipment, cost of professional development for volunteers and/or committee members to increase their knowledge and capacity i.e. First Aid course or Event Planning training, external facilitators/providers costs.

### **Ineligible:**

- \* Projects that do not have a City of Belmont focus.
- \* Recurring or ongoing projects that have been previously funded by the City.
- \* Projects that include operational costs that would ordinarily be covered by your organisation. CCF monies do not cover any staffing, project management and/or administration costs, allowances or facilitation fees paid to your own organisation or group.
- \* Personal business initiatives.
- \* Projects exclusively for the personal or financial benefit of the applicant.
- \* Deficit funding.
- \* Corporate/profit making projects or events (including fundraising events).
- \* Projects that include or promote the purchase of alcohol/smoking.
- \* Projects that are the responsibility of other Local or State Government Authorities.
- \* Retrospective funding.
- \* Activities that are the core funding responsibility of other government agencies.
- \* Incomplete applications or applications received after the closing date.
- \* Projects/applications that were not discussed with the City's Coordinator Community & Cultural Engagement prior to submission.
- \* Single use, non-recyclable plastic items or other items, activities or projects that are perceived as negatively impacting the environment will not be funded.
- \* Projects that seek to fund permanent/fixed structures or items.

In addition to the above to ensure equitable access for all applicants, the following limitations will apply:

- Organisations are only eligible to receive a maximum of \$5,000 funding per financial year (see GST section below).
- Successful applicants from previous years can apply for further financial assistance, however, they will not be eligible until all previous monies are appropriately acquitted.

- Please note each application is judged on merit, however as the funding pool is limited, if your organisation received funding previously and the City receives a high number of applications the funding will be allocated in priority of need.

## **Access and Inclusion**

The City of Belmont, through its Access and Inclusion Plan, is committed to ensuring all activities and programs are inclusive and accessible. The City believes everyone should have the opportunity and choice to be part of all aspects of community life, if that is their wish.

Applicants are encouraged to give this consideration as part of the project planning process. Please contact the City of Belmont's Seniors and Disability Engagement Officer for any assistance you may require with this process.

## **Environmental Considerations**

Applications will be assessed against the commitments of the City of Belmont Environment and Sustainability Policy to ensure there is no negative impact on the natural environment, and that the risks of pollution/ environmental degradation are adequately mitigated. Please contact the City of Belmont's Coordinator Environment for any assistance you may require with this process.

## **Assessment of Applications**

### **Criteria**

Successful applications must meet all eligibility criteria and align with the Community Contribution Fund Aims.

Applications must include all supporting materials and a clear, detailed, and transparent budget to meet the eligibility criteria by the closing date of applications.

### **Assessment Process**

Once you submit your application you will receive confirmation from the City's Community Development Department within one (1) working week. It is the applicant's responsibility to follow up with the City should a confirmation not be received.

All applications will be initially assessed for compliance and eligibility and then presented to the City's Internal Assessment Panel (IAP). The IAP is a multi-disciplinary panel made up of subject matter expertise across the City including Occupational Health and Safety, Insurance and Risk, Facilities Bookings, Community Safety, Parks, Leisure, Sustainability and Planning staff members. The IAP will then make recommendations to the City of Belmont's Executive Leadership Team (ELT). The ELT will make the final decision regarding the recommendations.

Organisations that have not been funded by the City before will be given priority over those that have been funded previously.

Applicants will be advised of the outcome of their application no later than eight (8) weeks from the applications closing date.

Successful applicants will be required to comply with the specified Community Contribution Fund Terms & Conditions and sign the Community Contribution Fund Acceptance of Terms & Conditions. The signed contract must be accompanied with an invoice and returned to the City of Belmont no later than two (2) weeks from when the funds were granted.

If an organisation submits their signed Acceptance of Terms & Conditions but any other Special Conditions are still outstanding, the funding will not be released until these processes are completed and the conditions met.

Successful organisations will be required to complete an Acquittal Report (template will be provided by the City of Belmont), with all relevant information at the completion of their projects.

All decisions are final. The City will not enter into any review or appeal process for unsuccessful applications; however, the applicant will be informed of the reasons for which their application was unsuccessful.

### **Promotion and publicity**

The list of all successful applications will be published on the City's website. The list will include:

- Name of the organisation.
- Project name/brief description.
- Amount of money granted.

This assists the community in understanding the way the City's revenue is spent and given back to the local community. It also assists other organisations to undertake community focused activities/events that will contribute to the improvement of the wellbeing of the City's residents.

Organisations that obtain funds through the City of Belmont's Community Contribution Fund will be required to acknowledge the support they receive. The City's Marketing Department will provide further advice and appropriate signage to help meet these requirements, when applicable.

### **Funding acquittal**

At the end of your project, event or after the purchase of your equipment you will need to complete a report and acquit the funds using the City of Belmont Acquittal Report. You will be required to acquit the funds within 30 days from the completion of your project by:

- Completing an income and expenditure budget.
- Providing information on how your project benefitted the community.
- Attaching copies of relevant promotional material.

- Providing photographs/digital images (these images may be used by the City of Belmont for future promotion of the Community Contribution Fund); and
- Providing evidence of expenditure (invoices, receipts).

### **Final acquittal deadlines**

- Round 1: 30<sup>th</sup> December
- Round 2: 30<sup>th</sup> June

### **How to apply?**

**All applicants need to discuss their proposed project with the City's Coordinator Community & Cultural Engagement at least two (2) weeks prior to the application closing date.**

1. Complete all sections of the CCF Application Form:
  - a. Attach quotes for all proposed expenditure items.
  - b. Provide copies of (if applicable):
    - ABN Certificate
    - Incorporation Certificate
    - Letters of support from partnering/auspice organisations
  - c. Provide name and contact details for organisations who can provide feedback to your previous grant management or your organisation's operations/services.
2. Ensure the CCF application is signed by an authorised person from your organisation.
3. Make a copy of your application and keep for your records.
4. Submit your application by close of business on the date indicated on the City's website.

Applications can be submitted via:

**Email:** [community.development@belmont.wa.gov.au](mailto:community.development@belmont.wa.gov.au)  
(Please sign and scan before emailing application)

**Post:** City of Belmont  
Community Contribution Fund  
Locked Bag 379  
Cloverdale WA 6985

**In person:** City of Belmont  
215 Wright Street  
Cloverdale WA 6105

If you have any questions or require further information, please contact the City's Community Development Department by email at [community.development@belmont.wa.gov.au](mailto:community.development@belmont.wa.gov.au)

**Please note that should your application not meet the Eligibility Criteria, or you do not contact the Coordinator Community & Cultural Engagement prior to submitting your application, it will result in your application being unsuccessful.**

## **Useful Terms**

**Auspice body** - An auspicing body is an incorporated group that applied for a grant on behalf of an unincorporated group. This auspicing body is then responsible for the financial management and acquittal of the grant.

### **Goods and Services Tax (GST) payments**

If you are registered for GST and where applicable, we will add GST to your grant payment. You are required to notify us if your GST registration status changes during the project period.

**Incorporated not for profit organisation** – a not for profit organisation incorporated as either:

- an association under the *Associations Incorporation Act 2015* (WA).
- a company limited by guarantee; or
- an Indigenous Corporation.

**In-kind contribution** - An in-kind contribution refers to donations of goods or services that have a value. This may include:

- Use of a venue, materials.
- Advertising.
- Catering.
- Volunteering of staff time.

Estimated dollar value for each item to be included in your budget.

**Letter of support** - A letter of support is written by another group, organisation, or business which advises of the positive impact your group, event, program etc., has had on the community and how and why they support your current initiative.

**Operational costs** - Operational costs include wages, salaries, fuel and other expenses that are required to maintain the usual operation and/or function of your project, group, organisation or association and/or are recurring costs. For example: payment for rent, salaries, fuel, insurance costs or incorporation fees.