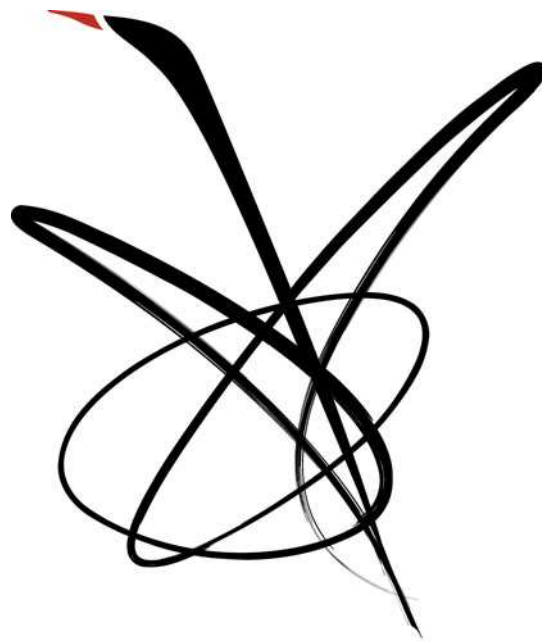


# **SWAN COMMUNITY FUNDING SCHEME 2008–2012**



city of **swan**

## **GUIDELINES**

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## **About the Swan Community Funding Scheme**

**The City of Swan aims to build sustainable local communities, and improve quality of life. We, the Councillors and staff, value and celebrate the diversity of people and place, and a connected the diversity of people and place, and a connected and cohesive community.**

We support this through our community development and environmental our community development and environmental initiatives, in the delivery of community, library and initiatives, in the delivery of community, library and leisure services, and by undertaking a range of other leisure services, and by undertaking a range of other strategies designed to enhance the lives of visitors strategies designed to enhance the lives of visitors and residents.

The aim of the Swan Community Funding Scheme is to strengthen and celebrate the diverse communities within the City of Swan. Funding is available to eligible applicants seeking to undertake projects within the City of Swan's local government boundaries.

This booklet is an overview of the types of funding available under the Swan Community funding available under the Swan Community Funding Scheme: Swan Grants, Event Funding Scheme: Swan Grants, Event Sponsorships, Cash and Non-Cash Donations, Sponsorships, Cash and Non-Cash Donations, Subsidies, Awards, Scholarships and Emergency Subsidies, Awards, Scholarships and Emergency Assistance.

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## **Swan Grants**

**Swan Grants aim to support community projects that improve the well-being of a community and/or environmental sustainability through local initiatives that contribute to at least one of the following priority areas:**

- Support neighbourhood action plans.
- Advance participation in community life.
- Celebrate cultural diversity.
- Redress disadvantage and enhance social inclusion.
- Promote community safety and social cohesion.
- Extend the capacity of not for profit organisations.
- Promote lifelong learning.
- Support social enterprise and business community partnerships.
- Contribute to bush care, environmental revegetation and rehabilitation works.
- Protect and/or rehabilitate endemic flora and fauna.
- Reduce resource consumption and waste – energy, waste and/or water.

Projects should create links between people, places, community groups and resources and improve access for people who might otherwise not participate.

There are three categories in the Swan Grants Programme, which are:

**Small Grants:** To support seeding, and small-scale, local grass roots initiatives. Applicants are eligible for grants of up to \$1,000.

**Matching Grants:** To encourage community organisations to develop a sustainable approach to projects, with a requirement for a matching sum, in cash or in kind contributions. Applicants are eligible for grants up to \$20,000.

**Collaborative Grants:** To support longer term developmental projects. Applicants are eligible for grants up to \$35,000 pa.

For a Swan Grants Information Package and Application Forms visit our website [www.cityofswan.com/funding](http://www.cityofswan.com/funding) .

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## **Swan Event Sponsorship**

**Swan Event Sponsorships aim to promote the City of Swan's image, increase the general awareness of the region, foster community spirit and pride within the region, and provide employment or volunteering opportunities for local residents.**

There are two types of Swan Event Sponsorship. These are:

- Iconic Events: up to \$20,000 in cash and/or in kind;
- Events: up to \$5,000 in cash and/or in kind.

In kind contributions available to successful applicants are listed in the Event Sponsorship Information Package, and include, for example, the provision of rubbish bins at an event.

For an Event Sponsorship Information Package and Application Forms visit our website [www.cityofswan.com/funding](http://www.cityofswan.com/funding)

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## **Swan Cash Donations**

**Swan Cash Donations aim to support individual endeavour in sport, community development, the environment or culture and the arts.**

There are three types of Cash Donations:

- International level to the sum of \$1,000 per applicant per year;
- National level to the sum of \$250 per applicant, per year; and
- State level to the sum of \$100 per applicant, per year.

For a Swan Cash Donations Information Package and Application Forms visit our website [www.cityofswan.com/funding](http://www.cityofswan.com/funding)

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## **Swan Non-Cash Donations**

**The aim of Swan Non-Cash Donations is to contribute to the viability of community projects and events. Non-cash contributions of up to \$1,000 per year, are available to successful applicants.**

The types of non-cash contributions on offer are listed in the Non-Cash Donations Information Package, and include, for example, the waiver or reduction of venue hire fees.

For a Swan Non-Cash Donations Information Package and Application Forms visit our website [www.cityofswan.com/funding](http://www.cityofswan.com/funding)

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## **Swan Subsidies**

The aim of the Swan Subsidies programme is to redress disadvantage and promote equality of access to services and to target particular groups that are under-served.

There are three types of Swan Subsidies. These are:

- **Access All Areas**, a voucher for subsidised access to recreation and cultural activities;
- **Meal Subsidies\***, available to an organisation providing meals for frail aged residents;
- **Travel Subsidies\***, available to assist an organisation to provide social outings for seniors.

For an Access All Areas Information Package contact the Access and Inclusion Officer on 9267 9394, or visit our website [www.cityofswan.com/funding/aaa](http://www.cityofswan.com/funding/aaa)

For a Swan Subsidies Information Package visit our website [www.cityofswan.com/funding](http://www.cityofswan.com/funding)

*\*Expressions of Interest will be called from time to time as funds permit.*

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## **Swan Awards**

**The aim of Swan Awards is to recognise outstanding achievements of community organisations and of community organisations and individuals in the City of Swan.**

The value of Swan Awards can be up to \$2,000.

For a Swan Awards Information Package visit our website  
[www.cityofswan.com/funding](http://www.cityofswan.com/funding)

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## **Swan Scholarships**

**The aim of Swan Scholarships is to support individual endeavour in support individual endeavour in tertiary education. Up to \$2,000 is available to successful applicants.**

For a Swan Scholarships Information Package visit our website  
[www.cityofswan.com/funding](http://www.cityofswan.com/funding)

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## **Swan Emergency Assistance**

**The aim of the Swan Emergency Assistance programme is to assist individuals and organisations in response to natural disasters and unexpected circumstances causing severe, temporary financial difficulty.**

A pool of \$10,000 is available in any one financial year. Applications are considered on a case by case basis.

For a Swan Emergency Assistance Information Package visit our website [www.cityofswan.com/funding](http://www.cityofswan.com/funding)

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## **Mandatory Eligibility Criteria**

**To be eligible for funding the applicant must satisfy the eligibility criteria set out in the relevant Swan Community Funding Scheme Information Package, and must:**

- Offer a project within the City of Swan's local government boundaries, or, if the applicant is an individual, be a resident.
- Address the principles of the Swan Community Funding Scheme.
- Have completed any project for which any City of Swan funding was previously received, with no outstanding debts to the City of Swan.
- Submit applications in accordance with the requirements outlined in the relevant Information Package and on the prescribed form.
- Have discussed your application with a member of the Funding and Community Development Team.

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## **Ineligibility**

### **The Swan Community Funding Scheme does not provide funding for:**

- Commercial activities or organisations.
- Fundraising activities.
- Core organisational operating costs, for example a permanent position for ongoing work.
- Projects that duplicate existing services and programmes.
- Activities that are already covered by existing service agreements with the City of Swan.
- Projects with a political or religious purpose only.
- Projects that will rely on recurrent funding.
- Retrospective costs.
- Costs or activities already funded by another grant.

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## **How to Apply**

1. Obtain and read a relevant Information Package from the Swan Community Funding Scheme website [www.cityofswan.com/funding](http://www.cityofswan.com/funding)
2. Discuss your proposed project or activity with a member of the Funding and Community Development Team. He or she may ask another staff member with relevant expertise to contact you for assistance.
3. Complete the relevant application form (these are supplied with each Information Package).
4. Ensure you attach all relevant supporting documentation, and that the submission is signed by a duly authorised person.
5. Make two copies of your application. Submit one copy marked "Confidential" to the City of Swan in person by 4.00 pm on weekdays or by post. Keep one copy on file for your future reference.

### **City of Swan**

Administration Centre  
2 Midland Square  
(off Morrison Road), Midland  
PO Box 196,  
MIDLAND WA 6936

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## **Closing Dates**

**Applications for programmes under the Swan Community Funding Scheme are available in a continuous open round, subject to the availability of funds, except the Swan Grants – Matching Grants programme.**

The Swan Grants – Matching Grants programme has an Annual Round of funding. The round opening and submission closing dates are advertised on the Swan Community Funding Scheme website, in local newspapers and in the Grants eNews.

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## **Essentials**

**All applicants must submit their applications in the manner prescribed in the relevant Information Package.**

The following are available:

- Swan Grants Information Package.
- Swan Event Sponsorship Information Package.
- Swan Cash Donations Information Package.
- Swan Non-Cash Donations Information Package.
- Swan Subsidies Information Package.
- Swan Awards Information Package.
- Swan Scholarships Information Package.
- Swan Emergency Assistance Information Package.

For a copy of the relevant Information Package and Application Forms, visit our website [www.cityofswan.com/funding](http://www.cityofswan.com/funding)

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## **Assessment Criteria**

**In your application, you need to be able to demonstrate that the proposed project or activity is consistent with the guiding principles of the Swan Community Funding Scheme, and that it:**

1. Addresses the criteria of the relevant Swan Community Funding Scheme programme (25% weighting).
2. Supports the key directions outlined in the City of Swan Strategic Plan and other corporate planning documents where applicable (15% weighting).
3. Clearly defines aims, objectives and outcomes that are measurable (10% weighting).
4. Is an innovative and creative approach to the identified need and/ or issue (10% weighting).
5. Is well-planned and achievable within clear and detailed timelines (10% weighting).
6. Encourages community participation and capacity building (10% weighting).
7. Demonstrates an effect that will have an impact beyond the funding period (10% weighting).
8. Involves working in partnership with community or business organisations (10% weighting).

Applications will be assessed against the guiding principles of the Swan Community Funding Scheme, which are as follows:

1. Align with the City of Swan's Objectives, as described in the Strategic Plan 2008–2012.
2. Build Capacity & Partnerships and Leverage Resources to:
  - Increase the human and organisational capacity of recipients;
  - Maximise matching in kind, cash donations and volunteer time from community, business and/or other funding bodies;
  - Facilitate ways in which residents and businesses can give back to the community;
  - Optimise strategic alignment with City of Swan partners, such as other funding bodies; and
  - Optimise desired results.
3. Demonstrate Accountability for the Expenditure of Public Funds
  - Adopt a risk-based management approach;

- Provide evidence to establish that funds and in kind support provided by the City of Swan have been used for their intended purpose; and
- Seek to maximise value for money.

#### 4. Recognise the City of Swan's Contribution

- Enhance the image of the City of Swan; and
- Maximise media coverage.

You will improve your chances of receiving funding if you can show, in your application, the extent to which the project addresses the guiding principles.

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## **Assessment Process**

- Applicants will receive a letter within 10 working days confirming receipt of their application.
- Applications will be assessed initially on the eligibility criteria by the Funding and Community Development Team, unless otherwise described in the relevant Information Package.
- Applications that meet the eligibility criteria are then considered by the Assessment Panel or by the Governance Committee, as described in the relevant Information Package.
- Applicants will receive a letter notifying them of the outcome of their application.
- The City of Swan reserves the right to reject any application that does not meet the criteria and/or to request further information to support the application.
- The assessment process for Grants and Sponsorships can take up to 12 weeks, or longer for more complex applications. Other programmes, particularly Donations and Emergency Assistance, can usually be processed within 4–6 weeks. Applicants should clarify the timing of the assessment process in relation to their project time-line with a member of the Funding and Community Development Team prior to making a submission.

The above assessment process does not apply to the Swan Subsidies programme, including Access All Areas. See the Swan Subsidies Information Booklet for information about how to apply for an Access All Areas voucher.

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## **Terms and Conditions for Successful Applicants**

**A contract will be provided that will describe the terms and conditions of the funding, including any project evaluation and financial reporting requirements.**

You will need to sign and return the contract before the funding is provided.

Canvassing of Councillors Canvassing of Councillors or City of Swan Staff or if an Applicant, whether personally or by an agent, canvasses any of the City of Swan Councillors or Staff (as the case may be) or with a view to influencing the acceptance of any Application made to it or by any other Applicant, then regardless of such canvassing having any influence on the acceptance of such an Application, the City of Swan may at its discretion not consider the Application.

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## **Frequently Asked Questions**

**Q. If our organisation's office is not located in the City of Swan, are we still eligible?**

**A.** Yes, provided the project is carried out within the City of Swan's local government boundaries.

**Q. Does our group need to be incorporated to be eligible for a Swan Grant?**

**A.** Your group may be eligible to apply for a Swan Grant – Small Grant.

**Q. I live in Bassendean. What am I eligible for?**

**A.** You must be a City of Swan resident to be eligible to apply for any of the programmes that are for individuals, such as a Cash Donation, a Scholarship or a Subsidy.

**Q. Can we use a Swan Grant to buy equipment?**

**A.** Yes, provided it is directly related to the project, and will benefit the community beyond the funding period.

**Q. Can I apply for funding with another organisation?**

**A.** Yes, partnering with an organisation to apply for funding is likely to improve your chances of receiving funding, especially if you can show that the partnership will lead to better results.

**Q. Should the budget include GST?**

**A.** No, GST where applicable will be added to the funding amount.

**Q. How many times can I apply?**

**A.** Eligible applicants can apply more than once a year to areas under the Swan Community Funding Scheme. However, previous funding contracts should be acquitted to the City of Swan's satisfaction before a new application from you is considered.

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## **We're Here to Help – Assistance is Available**

Applicants requiring assistance or further information should contact the City of Swan Funding and Community Development Team on 9267 9292 or email [funding@swan.wa.gov.au](mailto:funding@swan.wa.gov.au).

Applicants who require an interpreter are encouraged to contact us via the **Translating and Interpreter Service (TIS)** on 131 450.

Applicants with a hearing impairment can contact us via the **National Relay Service (NRS)** on 1300 555 727.

For further information on GST and any implications this may have on your project, contact the **Australian Taxation Office (ATO)** on 13 28 66 or visit the website on [www.ato.gov.au](http://www.ato.gov.au).

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## **Other Grant Resources**

Lotterywest

[www.lotterywest.wa.gov.au](http://www.lotterywest.wa.gov.au)

Grants Directory

<http://grantsdirectory.dlgrd.wa.gov.au>

Grants Link

[www.grantslink.gov.au](http://www.grantslink.gov.au)

Our Community

[www.ourcommunity.com.au](http://www.ourcommunity.com.au)

City of Swan Grants eNews

[funding@swan.wa.gov.au](mailto:funding@swan.wa.gov.au)