



# COMMUNITY GRANTS

## Category 1 – Level 1 and Level 2

### Frequently Asked Questions



## 1. What is the Community Grants Program?

The Community Grants Program provides financial support to incorporated community organisations for projects, activities, programs and events that benefit the City of Gosnells community.

## 2. Who can apply for funding?

Applicants must be an incorporated not-for-profit, or a charitable institution registered with the Australian Charities and Not-for-profits Commission.

## 3. Can businesses apply for funding?

No, businesses and other for-profit entities are not eligible to receive funding.

## 4. Am I required to contribute any cash to my project?

Category 1 Level 1 Community Grants can provide a maximum of 100% of the total project cost. You are not required to provide any matched funding. The City can provide a maximum of \$2,500.

Category 1 Level 2 Community Grants can provide a maximum of 50% of the total project cost. You are required to provide a 50% of matched funding. The City can provide a maximum of \$10,000. Please [CLICK HERE](#) to access an example of this. For more information, please see Section 3 in the [Community Grants Guidelines](#).

## 5. Can I apply for major capital works or upgrades?

No, only minor capital items that are portable are eligible under the Community Grants program. These may include, but are not limited to, computers, photocopiers, and furniture.

## 6. If we are not incorporated, will that be a problem?

That is not a problem; it just means you will need to partner with another group or organisation that is incorporated.

Alternatively, the Community Grants Program funding can be used for costs incurred for a community group to become incorporated.

## 7. What does it mean to be auspiced by an organisation?

An auspicing body is an incorporated group that can apply for a grant on behalf of an unincorporated group. The auspicing organisation becomes the official applicant and is responsible for managing the grant funds and completing the acquittal process. It is the individual's responsibility to find a suitable auspicing organisation to support their application.



## 8. What insurances and certificates are needed to apply?

Public Liability Insurance to \$10 million. If your organisation does not have this, you will need to apply for temporary insurance cover for the duration of your project.

The City suggests searching for “community insurance providers” to get advice on this process.

## 9. When can I apply for the Community Funding Program?

Category 1 Level 1 grants are available year-round and are awarded monthly. Please note the application deadline for each round is the 24<sup>th</sup> of each month.

Category 1 Level 2 grants are available twice a year in April and September. Applications will open on the 1<sup>st</sup> of the month and close on the 30<sup>th</sup> of the month.

## 10. Can I apply after I've already completed the project?

No, a project which has already commenced is ineligible for funding. This does not include any activities involved in the project planning where no expenses have been incurred.

## 11. Can I apply for funding more than once in a financial year?

Community organisations are eligible to receive a maximum of:

- One Level 2 application and one Level 1 application each year, or
- Two Level 1 applications each year.

## 12. How long does it take to get a decision?

Category 1 Level 1 applications will be assessed and determined within six weeks of the application being received.

Category 1 Level 2 applications will be assessed and determined within six weeks of the round closing.

## 13. Do I need to sign an agreement?

Yes, if you are successful in being awarded a grant, you will be required to sign a Grant Acceptance form, which will outline your obligations. Section 4 in the [Community Grants Guidelines](#) provides guidance as to the type of conditions that would be included in the agreement.

## 14. Can I make changes to my project after funding has been approved?

Once funding has been approved, and the Grant Agreement has been signed, you will need to contact the Community Development team via [funding@gosnells.wa.gov.au](mailto:funding@gosnells.wa.gov.au) or 9397 3000 to discuss any changes. Approving the changes will be at the City's discretion.



### **15. How long have I got to complete my project?**

You nominate the project start date and end date when you apply. Projects will need to be completed within 12 months of the receipt of your grant. A maximum of 2 months after your project end date, you must submit your acquittal.

### **16. What happens after I finish my project?**

You will need to provide an Acquittal Project Report outlining the achievements of your project, whether you met your intended outcome, how you measured the success and how the funds were expended. This will be available as an online web form on the City's website.

### **17. What if I don't spend all the money?**

Unspent funds will need to be returned to the City of Gosnells. It is recommended that you contact the Community Development Team before the project is complete if you are likely to be underspent.

### **18. How can I calculate in-kind/voluntary labour?**

The value of voluntary labour may not exceed 50% of the applicant's total contribution towards the Total Project Cost. Successful applicants will be required to record voluntary hours worked on a project on the income/expenditure form provided by the City for inclusion in the Acquittal Project Report. Voluntary labour is only applied to time undertaken by members of the applicant's organisation towards the project.

Voluntary labour is calculated at a rate of \$40 per hour.

If you require \$4,000 / 40 = 100 volunteer hours. You could have 4 volunteers completing 25 hours' worth of preparation and event time, and this would equal the \$4,000.

### **19. What are donated materials?**

Donated materials may be included as part of the applicant's financial contribution towards the project. For this to be considered, the City will require some form of documentation from the third party, clearly indicating the value of the goods or services being supplied and the level of discount or donation being provided.

For the purposes of the Community Grants Program, donated materials can refer to both physical items and/or technical expertise provided.

### **20. What happens if my project does not proceed?**

You will need to contact the Community Development team via [funding@gosnells.wa.gov.au](mailto:funding@gosnells.wa.gov.au) or 9397 3000 to provide updated information regarding the status of your project. A decision may be made to either delay the delivery of the project, or to agree that it will not be proceeding. If the decision is made that the project will not be proceeding, any funds will need to be returned to the City.



## **21. What if I cannot hold my event in the City of Gosnells?**

This is a key requirement for funding, particularly for events. If the event cannot be held within the City of Gosnells, then it will be considered ineligible and any funds will need to be returned.

The only exception to this will be if you are sending staff or volunteers to a training session, conference, or similar, which is being run by another organisation outside the City of Gosnells.

## **22. Will the City fund alcohol related activities?**

The City may fund programs or events at which alcohol is being served. However, the City will not provide funding towards any component of your project directly related to the cost of supplying alcohol.

## **23. If the City is sponsoring my activity, will I get the venue for free?**

If your application is successful, you will be eligible for free use of the City's managed facilities. This is not unlimited free use and is subject to restrictions – see Section 4 'In-Kind Support' of the [Community Grants Guidelines](#).

## **24. How can I improve my grant application writing skills?**

The City offers a range of support to improve your grant writing skills.

You can come along to a Community Grants Information Session; these are hosted before the opening of each Category 1 Level 2 funding round.

You can also come to our Grant Writing Workshops. Contact a member of the Community Development Team via [funding@gosnells.wa.gov.au](mailto:funding@gosnells.wa.gov.au) or 9397 3000.

## **25. I am due to acquit my project, but I have lost some of my receipts. What should I do?**

The City recommends all transactions are done via a card or a bank transfer so that an electronic record is kept. The City does not recommend cash transactions as receipts can be lost or misplaced.

If you have lost your receipts, please contact a member of the Community Development Team to discuss this. You will be required to provide evidence that your project expenditure was completed in alignment with the agreed project.

## **26. I have more questions – who can I call to ask?**

You can contact the Community Development Team on (08) 9397 3000 or email [funding@gosnells.wa.gov.au](mailto:funding@gosnells.wa.gov.au).



**Helpful links:**

<https://www.communitygrants.gov.au/what-makes-good-grant-app>

<https://www.communitygrants.gov.au/sites/default/files/documents/2022-06/410-what-makes-good-grant.pdf>

<https://www.lotterywest.wa.gov.au/grants/grant-opportunities>

<https://www.wa.gov.au/organisation/departments-of-communities/departments-of-communities-grants-programs>

<https://www.communitygrants.gov.au/>

<https://www.dlgsc.wa.gov.au/funding>

<https://www.healthway.wa.gov.au/our-funding/>