

A large, stylized illustration on the left side of the cover. It shows a hand at the bottom holding a plant with green leaves. A yellow lightbulb is positioned above the plant, and a dark heart is integrated into the plant's structure. The background is a large, textured purple circle.

City of Bayswater **2018 / 2019 Better Bayswater Grant Information Form**



Better Bayswater Grant Information Form



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1. APPLICANT KEY INFORMATION

- Please **read all the information** contained in the Better Bayswater Grant application form;
- Ensure your application meets each of the Better Bayswater Grant **selection criteria**;
- Ensure your application is **typed or neatly handwritten** on the application form provided; and
- Please ensure you **answer all questions** - incomplete applications may not be considered by the City of Bayswater.

Applicants please note

There is no expectation that previously successful organisations or projects, will again be successful in being awarded funding by the City in subsequent years.

2. CLOSING DATE

All applications must be received by the City of Bayswater ("the City") by **31 March 2019**.

Late applications will not be considered.

3. GENERAL INFORMATION AND GUIDELINES

The aim of the Better Bayswater Grant is to support local organisations to provide services, projects and programs that the City recognises as being of benefit to a majority of its residents and are identified in the City of Bayswater Strategic Community Plan 2017-2027.

4. FUNDING AVAILABILITY

Funding provided by the City is discretionary, depending on the project. The Better Bayswater Grant is provided twice per financial year; in August and March.

Funding will be provided on a once-off basis up to the value of \$5,000 without a commitment to ongoing funding.

Funds may be spent only on approved items and activities specified in the grant application, and any alterations must be discussed with the City's Funding Contact Officer.

Please be aware that the amount of Better Bayswater Grants requested each year may outweigh the available budget, therefore, not all requests may be able to be funded.



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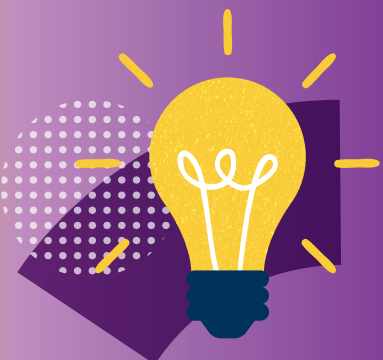


5. ASSESSMENT CRITERIA

Please check each point listed in the three sections below to ensure your project meets all relevant criteria.

Eligibility criteria:

- ☐ Must hold public liability insurance to the value of \$20 million and provide a copy of your certificate of currency for Public Liability Insurance to the City with this application;
- ☐ Provide a copy of your incorporation certificate or the incorporation certificate of your auspicing organisation with this application;
- ☐ Provide quotes for equipment and services in excess of **\$1,000** to the City with this application;
- ☐ Provide letter(s) of support from auspicing/partner/sponsoring organisation(s);
- ☐ Must be based in the City or primarily benefit residents of the City;
- ☐ Must be a not-for-profit, incorporated organisation or auspiced by an incorporated not-for-profit organisation;
- ☐ Have satisfactorily acquitted any previous funding, donation, community grant or Better Bayswater Grant allocations;
- ☐ The acquittal for this funding must be received within 30 working days of program completion or the end of the financial year whichever is earlier unless agreed otherwise and included in the funding agreement;
- ☐ State and Federal Government agencies/responsibilities will not be supported even when applications are made by third parties;
- ☐ Can demonstrate the ability to manage a service, project or program of the proposed type;
- ☐ Demonstrate an ability to cover all relevant project costs including City incurred fees and charges (i.e. facility or reserve bonds/hire, bin hire, traffic management, statutory approvals etc.);
- ☐ Applications will not be considered from commercial entities – the City of Bayswater Funding Policy does make some provision for commercial activities; and
- ☐ Applicants are encouraged to attend a Community Upskillers Information Session held twice each year at the City of Bayswater, during the year of their intended grant application.



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Project criteria:

- ☐ Demonstrated community need for this project;
- ☐ The project is directly linked to the City of Bayswater Strategic Community Plan goals and is of benefit to City residents;
- ☐ Does not duplicate an activity already available in the local area;
- ☐ The applicant must be able to fund at least 50% of the proposed project (through other sources and mediums) with the City contributing up to a maximum of 50% of the project costs to the maximum value of \$5,000;
- ☐ Other sources of funding for the project have been explored;
- ☐ Funding will not be made available for deficit funding for organisations which are experiencing a shortfall of cash revenue or anticipated revenue.

Projects NOT considered for funding:

- ☐ Fundraising events
- ☐ Facility maintenance projects
- ☐ Retrospective applications
- ☐ Travel, accommodation 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
- ☐ Any project being proposed by a group not covered by current Public Liability Insurance to the value of \$20,000,000

If you ticked any boxes in this section and are still unclear of the City's funding restrictions, please contact the City's Funding Contact Officer for more information.



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6. TIMELINE

Once applications close, the City will take up to 30 working days to assess all applications received. Each applicant will be notified of their grant application outcome.

7. FUNDING CONDITIONS

All groups/ organisations receiving funding will be required to enter into a *Funding Agreement* with the City of Bayswater, which sets out the conditions under which the funding is being made available.

Organisations that do not have an ABN, and are not registered for GST are required to provide a completed *Statement by Supplier* form, which is available from the Australian Taxation Office.

A *Community Grants Program Acquittal* Form is included with the Agreement to assist applicants in meeting the requirements of reporting back to the City on the success of their project. Acquittal is required within 30 days of the conclusion of the project. No further funding applications will be considered until all previous funds have been acquitted.

Any allocated funds not spent on the project are to be returned to the City of Bayswater before the end of the funding period.

City funding is provided with the understanding that financial assistance is on a one-off basis with no commitment to future funding.

8. ADDITIONAL INFORMATION

If you require assistance with your application please contact the City's Funding Contact Officer on (08) 9272 0622.

9. OTHER FUNDING

Given the set amount of funding available through the City's Donations program, applicants are encouraged to seek additional funding from other funding sources, as required. Below is a suggested list:

- Department of Local Government, Sport and Cultural Industries
- Lotterywest
- Healthway



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10. GOODS AND SERVICES TAX FACT SHEET

- **Organisations with an Australian Business Number (ABN) and are registered for GST:**

These organisations will be liable to pay Goods and Services Tax (GST) on any financial assistance received from the City of Bayswater, to the Australian Taxation Office (ATO).

In this case, the Council will provide a “cashed-up” amount, i.e. it will include an additional 10% for the GST.

For example, if an organisation applies for financial assistance of \$1,000 and Council approves it, they will receive \$1,100. Organisations will be asked to provide a tax invoice to the City of Bayswater, and the City will then claim the GST component back from the ATO as an input tax credit.

- **Organisations that have an Australian Business Number (ABN) and are not registered for GST:**

These organisations will not be liable to pay GST on any financial assistance received from the City of Bayswater, to the Australian Taxation Office (ATO).

In this case, The City will not ‘cash up’ the financial assistance amount.