

# my community grants

**Activate**  
(up to \$6,000)



City of  
**Melville**

Activate funding is available for incorporated not for profit groups (up to \$6,000), unincorporated groups (up to \$2,000 ) and small businesses (up to \$6,000 with matched funding, financial or in-kind) to support them to build community connections through activating places and celebrating the people and neighbourhoods of the City of Melville.

#### The Activate grant can be used for:

- ✓ community events or activities, including those that celebrate the diverse nature of the City of Melville community
- ✓ community movie nights
- ✓ markets or fetes open to the broader community
- ✓ projects from businesses that have broad community and economic benefits for their local hub
- ✓ innovative ideas that bring the community together in new ways.

## Eligibility

The following eligibility criteria apply to the Activate stream:

- Incorporated not-for-profit organisations based in or providing a service within the City of Melville are eligible to apply.
- Small businesses based in the City of Melville, proposing a project with community benefit, and that are willing to match the City's funding in cash or in-kind are eligible to apply.
- Eligible unincorporated groups include neighbourhood groups or local community groups. Unincorporated groups must:
  - be able to demonstrate an on-going program of activity which seeks to engage the City's residents and ratepayers
  - be unpolitical in nature
  - demonstrate that there is support for the project from the committee - this can be done by attaching meeting minutes/notes, or a group email to your application.

## Assessment Criteria

Priority will be given to projects that:

- bring people together
- assist those who are socially isolated to participate in community life
- celebrate the diversity of the people of the City of Melville
- celebrate the unique identity of a particular neighbourhood in the City of Melville
- activate or bring vibrancy to a neighbourhood or economic hub
- demonstrate a positive impact on the community and businesses operating within the area
- demonstrate organisational capacity to deliver
- show evidence of community support
- consider waste management or any environmental impacts
- demonstrate budget accuracy, transparency, and value for money.

# What will not be considered

## Ineligible applicants include:

- The Commonwealth, State or any Government Agency including Education, excluding Parents and Friends associations
- Employees or elected members of the City of Melville
- An applicant that has failed to provide satisfactory acquittal reporting for any previous City of Melville funding
- An applicant that has already received City of Melville funding through the same stream in the same financial year
- An applicant that the City considers to support, promote or facilitate violence, intolerance or discrimination
- An applicant that has outstanding debts to the City
- An applicant who is in legal conflict with the City
- An applicant that conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the City.

## Ineligible items/projects include:

- A project that has already received City of Melville funding for up to three years and cannot demonstrate steps to sustainability
- Fundraising events
- Political events or religious practice
- Proposals that directly contravene the City's policies
- Activities that are considered to be the responsibility of other government departments
- General donations to charities, unless for specific projects run by the charity that meet the eligibility criteria
- Large capital equipment, devices such as computers, tablets
- Outstanding debts/loans
- Travel and/or accommodation costs
- Gifts
- Alcohol
- Facility/building maintenance or upgrades
- Ongoing operational costs such as employee salaries, insurance, rent etc
- Retrospective activity costs.





# What to consider before submitting your application:

## Timeframes

- Applications are accepted from 1 July to 30 April.
- Applications need to be submitted online at least two months before the project starting time or three months if an event application is required.

## Project & Application

- Applicants holding events in City of Melville owned facilities and/or parks and reserves may be required to complete and submit an Events Application. For more information please contact the City's Bookings Officer on 9364 0611 or email **bookings.officer@melville.wa.gov.au**
- All questions in the application form must be answered and any requested attachments provided. Please do not refer to an attached document as your only response to a question. You are, however, encouraged to reference attachments in support of your answer.
- As the event organiser you must have public liability insurance that covers your project. This is to protect the interests of both organisers and patrons. Project specific insurance is an eligible expense.
- You will need to provide your Certificate of Incorporation (if applicable), and letters of support for the project.
- If you are incorporated you will need to provide your Certificate of Incorporation.
- Applicants must declare any other City support.
- Applicants can apply to each stream of funding once per year, providing previous grants have been acquitted.

- If your event involves children, you will need to ensure child safe practices are upheld. See Commissioner for Children and Young People. <https://www.ccyp.wa.gov.au/our-work/child-safe-organisations-wa/>
- If you have an ABN you will need this to complete your application,
- If you do not have an ABN you will need to complete a Statement of a Supplier Form.
- Unincorporated groups:
  - Please ensure that the president or chairperson completes the certification section. If the group does not have a structured committee, include your own details along with the wording "given authority on behalf of the group to apply for funding."
  - Need to demonstrate that the group is aware of and supports funds being deposited into nominated bank account. This can be provided as a meeting minutes or other form of group communication.

## Budget

- Applicants need to provide quotes or indicative costs. Costs \$200 and over require one quote and costs \$2,000 and over require two quotes.
- When completing your budget, your total income amount must equal your total expenditure amount, eg. Income \$2,000 = Expenditure \$2,000. Your budget can include non-financial items, for example volunteer time/expertise, equipment, facilities, or pro bono contributions. For example, you have a volunteer who is a certified Senior First Aid Officer, who will work on First Aid at your event as a volunteer. Include \$600 under both income and expenditure for First Aid as an inkind contribution.

- Applications for annual events will need to include a plan demonstrating financial sustainability over a three year period, with decreasing requests from the City of Melville on each consecutive year. Following this, applicants can request a maximum of \$1,500 annually for the same event.
- Activate grants can be supplemented by Non-monetary grants (subject to eligibility) for activities taking place in City run facilities.
- If you are not registered for GST – please include the GST in your expenditure amounts. Eg, lighting is \$330 (including GST of \$30) your expenditure is \$330.
- If you are registered for GST– please do not include the GST in your expenditure amount. eg lighting is \$330 (including GST of \$30) your expenditure is \$300. If the grant is approved we will add the GST to your total.

## Using Smartygrants

**Applications are submitted via an online application form on the SmartyGrants system, with a link provided on the City of Melville website. SmartyGrants is user friendly, but please keep the following in mind:**

- If you haven't used SmartyGrants before, you'll need to set up a login and password.
- SmartyGrants lets you complete sections of your application in stages, save your progress and return to it later. Your application will be stored online, so there's no need to save it to your computer
- It's helpful to read the **SmartyGrants Help Guide for Applicants** before you start the application form.
- Allow plenty of time to complete your online application, so that if you run into difficulties, you have time to fix it.
- As part of completing the form, you need to upload supporting documents. Files must be no greater than 25mb but are best kept under 5mb each
- To avoid losing your work, remember to regularly save your progress in SmartyGrants every 10-15 minutes, as the form logs you out after 30 minutes of inactivity

- Make sure you hit the Submit button when you are ready. If the Submit button is grey, there is something incomplete or wrong in your answers. Check all sections highlighted red. Once you have submitted you will be sent an email confirmation. If you don't hit Submit, we cannot see your application, and it won't be considered.

## Assessment Process

Your grant application will be assessed by a City of Melville staff member. The City reserves the right to request further information in considering any application as well as the right to reject any application. Your application may also be approved for part funding. The decision made by the City is final.

All applicants will be notified of their application in writing within four weeks of the application date.

## Funding Agreements

Successful applications must enter into a written funding agreement with the City before any payment is provided. Please ensure that the authorised person from your group or club signs the agreement, ie. the President

If your group is unincorporated, please ensure that you have provided us with minutes of a meeting or confirmation from the other Committee members that they are aware of the project and support your application for funding. If funding is approved, committee members also need to approve the nominated bank account.

The City reserves the right to withdraw support if you do not comply with Council policy or any written agreement entered into. This includes the return of funds or variations to Agreements.

## Payment

For the City to make payment we require a tax invoice for the amount funded. If you are unable to provide this, we can complete a Recipient Funded Invoice on your behalf, please let us know if you would like us to complete this for you.

If your grant payment is over \$2,000 we require a document that shows the group's bank account details eg, screenshot from online banking or a partial bank statement showing BSB and Account number or equivalent evidence. This is to ensure that your grant funds are deposited into the correct account.

If you are registered for GST please include the line item GST in your invoice ie Grant approved \$2,000 and GST \$200 = total \$2,200.

## Recognising the City's financial assistance

Your funding agreement outlines some of the ways you must acknowledge the City of Melville's financial assistance.

### 'Proudly supported by City of Melville' logo

Please display the logo on your marketing materials. There is a mono or colour version to choose from, as well as reversed options (for use on coloured backgrounds). You cannot use this logo for any other purpose.

### Communications

In social media and other communications, please include a line "This project is supported by the City of Melville's My Community Grants."

Please tag the City of Melville in social media posts.

## Speeches

Please acknowledge the City of Melville's financial assistance through any public address announcements.

## Signage

If you would like to display the City's My Community Grants pull up banner at your event, please contact us on email [com.grants@melville.wa.gov.au](mailto:com.grants@melville.wa.gov.au) to arrange a suitable time to collect the banner from the City of Melville Civic Centre, Almondbury Road Booragoon.

## Welcome to Country & Acknowledgement of Traditional Owners

Observing Welcome to Country protocols or including an Acknowledgement statement demonstrates respect for Aboriginal traditional cultural practices and recognises the Aboriginal people as Traditional Owners in the cultural history of the City of Melville. A Welcome to Country ceremony gives traditional owners the opportunity to formally welcome people to their land. This ceremony should be undertaken by Elders acknowledged as such by their family and community.

The type of event will dictate whether an Acknowledgement Statement or Welcome to Country is more appropriate.

A suggested form of Acknowledgement Statement would be:

*The Name of Group acknowledges the Bibbulmun people as the Traditional Owners of the land on which the City stands today and pays its respect to the Whadjuk people, and Elders both past and present.*

Should you wish to engage an appropriate Traditional owner to conduct a Welcome to Country at your event, please contact the South West Aboriginal Land and Sea Council (SWALSC) on:

Phone: **(08) 9358 7400**

Email: [reception1@noongar.org.au](mailto:reception1@noongar.org.au)

## Disability Access & Inclusion:

The City of Melville believes that a community that recognises and promotes its diversity and supports the participation and inclusion of all its members, makes for a richer community life and a positive contribution to social justice.

The City is committed to making a great place for all its residents.

A copy of the City of Melville's Disability Access and Inclusion Plan is available here: [www.melvillecity.com.au/daip](http://www.melvillecity.com.au/daip)

Event organisers must consider accessibility as an important part of planning and put measures in place to ensure the event is accessible to everyone. You will be required to complete a short survey indicating the ways in which accessibility principles have been applied.

## Low Waste Events and Sustainability

The City of Melville is striving to improve sustainability at all events, and grant applicants are asked to follow the guidelines on the Events Low Waste Sustainability checklist where possible.

A copy of the Sustainability Checklist for Grant Funded Projects is available to download from this website [www.melvillecity.com.au/mycommunitygrants](http://www.melvillecity.com.au/mycommunitygrants)

## Lobbying of Elected Members and Administrative Staff

Elected Members and staff cannot be lobbied for support, and letters of support from Elected Members or staff will not be accepted.

## Acquittal

Acquittals are a necessary component of your grant application. The acquittal should be completed online, using the smartygrants platform and completed by the date listed in your agreement letter. You will receive notification when it is due. Please do not hesitate to contact us if you would like to complete your acquittal earlier, require more time or just would like some advice.

Your acquittal should include all receipts for the total funds granted as well as evidence of promotion of the event.

Should your grant agreement have a special acquittal condition this will need to be completed and attached.

If you leave the applicant organisation, please provide the name of the new responsible officer so that we can reallocate the application to them.

Grants that are not fully acquitted may result in the City invoicing the group for the return of the full funds.

## Contact

It is highly recommended that you contact the program coordinator to discuss your project prior to applying. Should you require assistance, please do not hesitate to reach out to the team. If you have a disability and find our application process inaccessible, please contact us for assistance or alternative application methods:

Call **1300 635 845** or **9364 0666**

or email [com.grants@melville.wa.gov.au](mailto:com.grants@melville.wa.gov.au)





Information from this document is available to people with a disability in an alternative format upon request. Please call **1300 635 845** | **9364 0666** and quote the publication name.

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**Locked Bag** 1 Booragoon, WA 6954  
**Phone** 1300 635 845 | 9364 0666  
**Website** [www.melvillecity.com.au](http://www.melvillecity.com.au)

**National Relay Service**  
(hearing/speech impaired)  
**Phone** 133 677 (TTY)  
1300 555 727 (speech relay)  
**Website** [www.relay.service.com.au](http://www.relay.service.com.au)

