Canning Bridge Place Grants 2023/2024
Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the **Canning Bridge Place Grants** guidelines.

Incomplete applications will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions, or want to discuss your application please call 9364 0666 and request the Place team or email CanningBridge.Grants@melville.wa.gov.au

If you have a disability and find our application process inaccessible, please contact us for assistance or alternative application methods.

Confirmation of Eligibility

I confirm that the applicant ...

- has read and understands the program guidelines .
- is able to demonstrate alignment between their project and the aims of this program.
- is one of the following:
  - incorporated group or organisation with an ABN - that live, work, own property/ business or can demonstrate a strong commitment to the Canning Bridge Activity Centre (can apply for up to $30,000)
  - unincorporated group or individual without an ABN - that live, work, own property/business or can demonstrate a strong commitment to the Canning Bridge Activity Centre (can apply for up to $2000)
- has demonstrated ability to deliver the project, experience and the capacity/time/ support to do so.
- does not owe any acquittal reports or money to the City of Melville as a result of previous funding or grants
- has appropriate insurances and licences (including public liability insurance, building licences). Community groups may include the cost of event public liability insurance (if they don't have it already) in their application for consideration.
- can provide quotes or indicative costs to deliver initiative, including all associated costs like licences/ traffic management.
- is not a government agency.
- is able to provide the activities and events for free or low cost to the community.
- if a business – must be able to demonstrate that they own the property or have a commercial lease agreement with at least three months.
- is applying at least three months prior to an event or activity commencing.
- is not applying for anything that is listed as not eligible in the guidelines.

Please select below: *

○ Yes ○ No

You must confirm that all statements above are true and correct.

Contact Details

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012.* To view our privacy statement, go to https://www.melvillecity.com.au/privacy

Applicant or Organisation Details

Applicant or organisation name, or if applying as an artist, artist name *

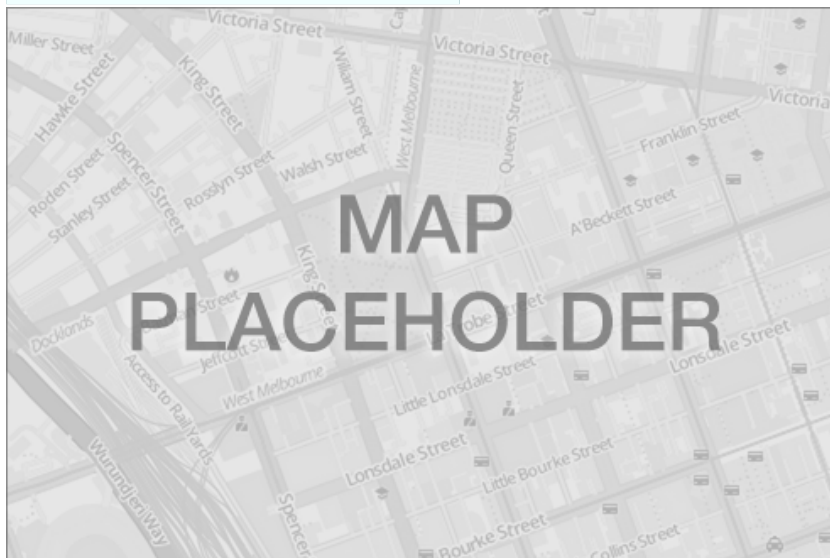○ Individual ○ Organisation

Organisation Name

Title First Name Last Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Applicant Primary Address

Address

Applicant Postal Address

Address

Applicant website

Must be a URL

Primary contact person *

Title   First Name   Last Name

This is the person we will correspond with about this grant. It is the applicant responsibility to advise the City if they leave the organisation.

Position held in organisation if applicable

e.g. Manager, Board Member, Convener

Primary phone number *

Back-up phone number

Must be an Australian phone number

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Name and position of back up contact

Organisation Details

* indicates a required field

Legal structure and grant limits

What is your organisation's legal structure? *

○ Incorporated organisation/community group or a business with an ABN, based in or providing a service/event/activation in the Canning Bridge Activity Centre (City of Melville) (can apply for up to $30,000)

○ Unincorporated community group or individual without an ABN based in or providing a service/event/activation in the Canning Bridge Activity Centre (City of Melville) (can apply for up to $2000)

If incorporated, what is your incorporation number?

Incorporated Association or Australian Corporation Number

What is your organisation's/group's nature of work and purpose or mission? *

Must be no more than 400 characters.

Does your organisation/business have an ABN? *

○ Yes   ○ No

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from the ATO.

Please upload completed Statement of Supplier Form:
Attach a file:

Max 25mb

Do you/the applicant have appropriate insurance and approvals for the project (or have at least started enquiries)? *

☐   No
☐   Yes

For example public liability, building permit, event application, etc. Note if you are a community group without insurance, you can include the cost of acquiring appropriate insurances and approvals in your application budget.

Provide further information on approvals if necessary.

Please upload your public liability insurance
Attach a file:

Please upload your approvals (or evidence of enquiries)
Attach a file:

Business - Lease or Ownership

If you are a business requesting a grant for shopfront improvement, you must demonstrate that you own the property or have a commercial lease agreement of at least three months.

Or if you are an individual applying to do an activity at a business/private land please attach evidence of approval.

Please upload your evidence of business ownership or lease agreement / or approval to use private land
Attach a file:

Project Details

* indicates a required field

Project title: *

Provide a name for your project/program/initiative. Your title should be short but descriptive

Please provide a detailed summary of the project or event you are proposing. *

Must be no more than 3000 characters.
Be descriptive, but succinct. Include a brief summary of what you will do, who this project is for, how many people are anticipated to benefit/attendand what results you expect (outcomes).

If it is a ticketed event, provide information on the cost per person.

If it is an event, provide an estimated number of attendees.

If you have a document with a project plan, photo's, etc please attach here.
Attach a file:

Anticipated start date

Provide your best guess, applications for events should start at least 3 months after application.

Anticipated end date

If unknown, provide your best guess or leave blank

Where will your project take place?

Ensure that your project, event/activation or shopfront improvement is taking place within the Canning Bridge Activity Centre boundary (for eligibility). https://www.melvillecity.com.au/CityOfMelville/media/Images/Canning-Bridge-Activity-Centre-map.JPG

Application Stream

Which stream of funding are you applying for? *
○ Activation/Events
○ Shopfront Improvement
○ Multiple projects (both streams)
Note: you can only submit 1 application so include multiple projects in the one application.

Assessment Criteria 1

Demonstrate how your project or event/activation aligns with one or more of the At Canning Bridge Development and Place Activation Plan outcomes, which have a positive impact on the local community and/or businesses. Such as:

- Brings people and vibrancy to a neighbourhood or economic hub.
- Enables the business to attract and/or retain customers.
- Celebrates the diversity of the people and the place.
- Improves the safety and the security of the area.
- Activates underutilised or vacant spaces.
- Establish or improve alfresco areas.

Provide as much information as possible on how your project answers the above criteria. *

The plan can be viewed here https://www.melvillecity.com.au/our-city/publications-and-forms/urban-planning/at-canning-bridge-%E2%80%93-community-development-and-plac

Assessment Criteria 2

Demonstrate the community support for the project or activity (including demonstrating engaging with the community or other businesses for support and/or involvement). *

Please upload letters of support (if available/relevant)
Attach a file:

A maximum of 5 files may be attached.

Assessment Criteria 3

Demonstrate how you (the applicant/organisation) has the capacity to deliver, including project plan, timeline and have appropriate insurance, licences and approvals. *

Include in this section information about your strategies for providing the inputs (money, staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, etc.) and how you will complete this project/program within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this work. Provide links to further explanatory material if available/relevant.

Upload files if you have project plans, etc to demonstrate the planning or organisation/staff experience.
Attach a file:

A maximum of 5 files may be attached.

Assessment Criteria 4

The applicant has strongly considered accessibility and inclusion.

Read and consider the the Better Together Melville Access and Inclusion Plan and provide information below regarding the following three questions (where relevant):

1. If you are providing a service or event, describe what you will do to ensure that it is accessible and inclusive to your target audience.
2. Describe how you will ensure any buildings, facilities or spaces used or developed as part of your project, will be accessible to our diverse community.
3. Tell us how and who you will be providing information about your initiative to.

Explain how the project will promote inclusivity and accessibility. *

Consider the Access and Inclusion statements above. https://www.melvillecity.com.au/our-community/people-with-a-disability/disability-access-and-inclusion-plan

Assessment Criteria 5

Demonstrate how you have considered sustainability principles including waste management and environmental impacts. *

How will you ensure that your project does not produce excessive waste or have negative environmental impacts? See this guide for tips https://www.melvillecity.com.au/CityOfMelville/media/Documents-and-PDF-s/Sustainability-checklist-for-grant-funded-projects_3.pdf

Budget

* indicates a required field

Total Amount Requested *

$

Must be a dollar amount.
This should equal the budget table below. What is the total financial support you are requesting in this application? Not including GST if you are registered, and including GST if you are not registered for GST.

Are you registered for GST *

☐ Yes
☐ No

Expenditure

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not.

If you are **registered for GST** please take out the GST from the expenditure item (GST will be added to the grant amount approved).

If you are not registered for GST please include GST inclusive amounts.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'Canning Bridge Place Grant', 'trivia fundraising night', 'company X sponsorship'. Examples of expenses could include 'marquee hire', 'facilitator', 'workshop materials', 'insurance'. Ensure that these costs have not already been incurred and paid.

Include any City of Melville costs for event applications, approvals, etc.

Use the 'Notes' column for any additional information you think we should be aware of.

You will need quotes or screenshots of advertised prices for purchases or hire of any items $200 and over, and two written quotes for items of $2,000. You can upload these in the file upload area below.

Budget - Expenditure - Items you are requesting to be funded by the City of Melville grant

Expenditure	Expenditure Type	Expenditure Amount ($) Excluding GST if you are registered for GST	Notes
		$	
		$	
		$	
		$	
		$	
		$	
		$	
		$	

Total Expenditure (this is the amount you are requesting for the City of Melville grant)

Total Expenditure Amount (Grant request)

$

This number/amount is calculated.

Quotes

Please attach quotes for those expenditure (cost) items $200 and over, and two quotes for items $2000 and over.

Attach a file:

Budget - Expenditure - Other items not requesting contribution from City of Melville grant

Expenditure Description	Expenditure Type	Expenditure Amount ($) Excluding GST if you are registered for GST	Notes
		$	
		$	
		$	
		$	
		$	
		$	
		$	
		$	

Total Other Expenditure

Total Other Expenditure Amount (not included in grant request)

$

This number/amount is calculated.

Total Combined Expenditure

Total combined expenditure

$

This number/amount is calculated.

Income

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

Please **do not add commas** to figures – e.g. type $1000 not $1,000 – this will ensure your figures for each table total correctly.

Income Description	Income Type	Confirmed Funding?	Income Amount ($)	Notes
			$	

			$	
			$	
			$	

Total Income

Total Income Amount

$

This number/amount is calculated.

What other inputs or in-kind contributions will you use in order to successfully carry out this project?	**Confirmed?**
Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono contributions, advocacy, and other types of support.	

Applicant Capacity

Please provide a link to or attach a copy of your most recent Annual Report.

If you do not produce an annual report, please provide us with your most recent financial statements (may include a Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position).

Upload files

Attach a file:

or

Provide web link:

Must be a URL

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree * ○ Yes ○ No

Name of authorised person *

Title   First Name   Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Must be a Senior Staff Member, Chairperson, Committee Convenor or President

Contact phone number *

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:
○ Very easy   ○ Easy   ○ Neutral   ○ Difficult   ○ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Must be no more than 400 characters.

How did you hear about this grant opportunity?

☐ eNews
☐ Email
☐ Facebook
☐ Flyer
☐ Google
☐ Instagram
☐ Newspaper
☐ Poster
☐ Word of mouth
☐ Website
☐ Other: