

Friendly Neighbourhood Grant

Form Preview

Eligibility

* indicates a required field

Incomplete applications and/or applications received after the closing date will not be considered.

Before completing this application form, you should have read the Community Grants Program Guidelines available at the City of Melville [website](#).

The following section MUST be completed by the Applicant:

Will your event be hosted within the City of Melville's public property? *

☐ Yes ☐ No

Public property includes parks, verges, etc. Events held at rear of private properties (backyards) cannot be funded.

If you are intending to hold your event on a City owned Park or Reserve please ensure you follow the [booking process](#) (this does not include street verges)

Is the event taking place within the prescribed timeline? *

☐ Yes ☐ No

Application must be submitted at least 4 weeks prior to the event date.

Are you able to demonstrate that you are part of the City of Melville community? *

☐ Yes ☐ No

For example: resident or local business

If you answered no to any of the above Eligibility questions you should not proceed with this application. If you have any questions in regards to this please speak to Janet Armarego, Healthy Melville Coordinator on 9364 0280 or by email on janet.armarego@melville.wa.gov.au

Previous funding

Have you received a Friendly Neighbourhood Grant in the last 12 months? *

☐ Yes ☐ No

Have you met acquittal conditions for previous funding? *

☐ Not Applicable ☐ Yes ☐ No

If you responded yes to the question above,

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what was the amount of funding received?

Must be a dollar amount.

Contact Details

* indicates a required field

Applicant Details

Name

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Available for individuals and community groups without political gain

Applicant Name *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Primary Address *

Address

Suburb State Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be an Australian post code

Contact Person

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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leave blank if the same as the applicant

Contact Number *

Must be an Australian phone number

Contact Mobile Phone Number

Must be an Australian phone number

Applicant Email *

Must be an email address

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Event Details

* indicates a required field

Event location *

For example: name of park, address, including suburb

Date of Event *

Type of Event *

Word count:

Must be no more than 200 words

Number of People Expected to Attend *

Funding will be provided according to the number of attendees. (20-40 people = \$100); (41-60 people = \$150); (61+ people = \$200)

Amount of funding requested *

Must be a dollar amount

Bank Account

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

What will the funding be used for? *

Word count:

For example: sausages, buns, condiments for sausage sizzles, catering for street parties, cost to print Friendly Neighbourhood cards to promote events, coffee van for a street event, etc. Please note: Gifts, Prizes, Presents, Easter Eggs, will not be funded. Alcohol, permits to consume alcohol and venue hire fees will also not be funded

Acquittal Requirements

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Please ensure that copies of receipts and photos of the event, are provided within **one month** of the event, to acquit the funds, (copies of receipts must be clearly legible)

To complete the acquittal process you will be emailed a link to upload the images and receipts to. This way your application and acquittal will all be within SmartyGrants.

Feedback, Review and Submit

* indicates a required field

Certification

This **MUST** be completed by the applicant.

I have read the Friendly Neighbourhood Grants Guidelines before completing this application.

I/ **We agree ***

☐ Yes

☐ No

Date *

Must be a date

Privacy Notice

In compliance with the *Information Privacy Act 2009* (the Act) personal information on this form may be stored in the City of Melville's records database and may also be used for statistical research, information provision and evaluation of services. Your personal information may be provided to the financial institution which handles City of Melville's financial transactions and may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

You are now coming to the end of your application process and before you click the **SUBMIT** button please take a few moments to **REVIEW** it.

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