



TOWN *of*
EAST FREMANTLE

Community Assistance Grants and Sponsorship Funding

**2023-2024
GUIDELINES**

NOTICE TO ALL APPLICANTS

Please ensure that you have read and understood these guidelines before you complete your application for funding. Failure to meet any of these guidelines may result in your application for funding being ruled ineligible for consideration.

GRANT GUIDELINES

Each year Council contacts the community-based, not-for-profit organisations who enrich the Town of East Fremantle to invite them to submit a **Community Assistance Grant/Sponsorship Application** for Council to consider for inclusion in the annual budget.

“Community Assistance Grants”: funding towards infrastructure and equipment – physical things that you can keep. Examples of this type of funding are uniforms or sports equipment.

“Sponsorship Funding”: funding to assist with events, activities and promotion (i.e. awareness & education, entertainment, advertising and venue/equipment hire).

GENERAL

1. Consideration will be given to priority areas, not limited to, but including community safety, youth, sports, recreation, heritage and culture within the Town of East Fremantle.
2. Only **one** application per organisation per event/project per financial year, will be approved – however, an organisation can submit two applications, noting which has the higher priority.
3. The applicant organisation must operate from within the Town of East Fremantle and the majority of beneficiaries must be residents of the Town of East Fremantle. If managed by an outside group, demonstrated evidence that a high percentage of users reside in the Town must be provided.
4. Only not-for-profit community organisations will be considered eligible for funding.
5. You **must** contact the Town of East Fremantle to discuss your application prior to submitting it.
6. Projects may not materially commence before the announcement of successful applicants.

Please note: all listed local community groups and sporting clubs have access to up to \$200 of printing and photocopying assistance per financial year. Usage will be allocated as per Council’s Fees and Charges, requests should be made via the Town Reception (9339 9339).

FUNDING AMOUNTS AND REQUIREMENTS

- Community Assistance Grants will be considered for funding amounts of up to \$5,000.
- Sponsorship Funding will be considered for an amount of up to \$3,000.
- For requests over \$1,000, a copy of your group’s current financial statement is required.
- Please attach copies of quotes and estimates for all cash cost items over \$500.
- Council contributions will generally be limited to:

Project Value	Council Cash	Your Contribution
Up to \$1,000 (cash cost) 100% contribution		
\$1,000	\$1,000	\$0
From \$1,001 to \$3,000 (cash cost) up to 50% contribution		
\$2,000	\$1,000	\$1,000
\$3,000	\$1,500	\$1,500
From \$3,001 to \$9,000 (cash cost) up to 33% contribution		
\$4,000	\$1,330	\$2,670
\$5,000	\$1,650	\$3,350
\$6,000	\$1,980	\$4,020
\$7,000	\$2,310	\$4,690
\$8,000	\$2,640	\$5,360
\$9,000	\$2,970	\$6,030
Projects (infrastructure / equipment only) over \$9,001 (cash cost) up to 33% contribution, up to \$5,000		
\$10,000	\$3,300	\$6,700
\$11,000	\$3,630	\$7,370
\$12,000	\$3,960	\$8,040

\$13,000	\$4,290	\$8,710
\$14,000	\$4,620	\$9,380
\$15,000	\$4,950	\$10,050
Over \$15,001	\$5,000	Balance

In-kind work undertaken by volunteers should be described and valued at a rate of \$20 per hour for unskilled work and \$25 per hour for skilled labour.

Note: salaries, recurrent operational costs and/or annual consumable items of equipment (i.e. balls) are not eligible for funding.

FUNDING AGREEMENT

If your organisation is successful in gaining grant assistance the following funding conditions will apply that will require the organisation to:

1. Expend the funds made available only on the agreed project, event or activity.
 - Significant variations need to be reported as soon as they are known. Failure to do so may result in the voiding of the funding agreement and the cancellation or reduction of the grant funds.
2. Provide the Town with an Acquittal Report, including an invoice stating the Purchase Order number provided, copies of relevant receipts and details of how the funding was acknowledged. The approved funding will then be reimbursed.
 - If the group is registered for GST, the tax invoice should show the grant amount PLUS GST.
 - Groups not registered for GST are to provide an invoice for the grant amount only, showing the total as GST exclusive.
 - *Note: Under special circumstances the organisation can apply to the Town for payment in advance rather than via reimbursement.*
3. Indemnify the Town in so far as any activities relevant to the funding are concerned.

INELIGIBLE PROJECTS

Some projects or events will be considered ineligible for funding through this scheme. These include:

1. Those deemed by the selection panel to be of direct benefit to a business, individual or profit-making venture, or any government department/agency (school 'P&C' groups are excepted).
2. Projects on private land (i.e. land that is not Crown Reserve or owned by/vested in the Town).
3. Projects that have already commenced.
4. Projects that cannot demonstrate a local community benefit.
5. Any project submitted from a religious group for a religious purpose or for the provision or improvement of religious infrastructure (i.e. church buildings or grounds).

ELIGIBLE PROJECTS

Projects will be considered eligible if they can demonstrate that:

1. There is benefit to the wider community; and/or
2. Benefit is provided to Town residents through recreational, social or cultural means; and/or
3. Other potential funding sources have been sought, where possible.

OTHER CONDITIONS

- Council reserves the right to consider and allocate funds without the right of appeal.
- Council reserves the right to request further information.
- All applicants will be advised, in writing, of the success or otherwise of their application.
- An Event Notification will need to be submitted for any public event.
- Canvassing of Elected Members in support of your application may result in disqualification.

ACKNOWLEDGEMENT OF SUPPORT

A condition of acceptance of a Town of East Fremantle grant or other financial contribution includes formal or public acknowledgement of these funds.

Amount	Suggested Acknowledgement
Up to \$3,000	<ol style="list-style-type: none">1. Town logo* and/or text “Kindly Supported by Town of East Fremantle” included on all advertising materials (hard copy and electronic), including programs.2. Opportunity for the Mayor, or their representative, to attend the event or make a presentation where appropriate.3. Statement via social media/organisation website upon completion.
Over \$3,000	<ol style="list-style-type: none">1. Town logo* and/or text “Kindly Supported by Town of East Fremantle” included on all advertising materials (hard copy and electronic), including programs.2. Opportunity for the Mayor, or their representative, to attend the event or make a presentation where appropriate.3. Statement via media release, social media and/or organisation website upon completion.5. Display of Council banner and formal acknowledgment at opening/event.6. Town logo* on commemorative plaque on a structure, statue or building.

*Use of the Town of East Fremantle logo must be done in keeping with the Town’s Style Guide which can be made available upon request. Should you require assistance with final preparation of your media release or require a copy of the Town’s logo for printed material please contact the Town’s Marketing and Communications Officer via admin@eastfremantle.wa.gov.au.

The Town offers the following guidelines to assist you to publicise your grant/contribution via a media release. The Town’s Marketing and Communications Officer would be pleased to assist you with a joint media release.

The media release should summarise the main points with the most important information first including:

- The facts relating to the amount of the Town of East Fremantle grant/contribution and the purpose of the funding;
- Key dates of timelines;
- What difference the grant will make/has made to your organisation;
- A quote from a representative of your organisation relating to the grant and the work of your organisation; and
- Contact details of a representative of your organisation for media enquiries.

FURTHER INFORMATION

Further information on this program can be obtained by contacting the Town of East Fremantle’s Community Engagement Officer on 9339 9339 or via admin@eastfremantle.wa.gov.au.

Application forms can be obtained via the Town’s website:

www.eastfremantle.wa.gov.au/community-assistance-grants-program.aspx

