

Community Recreation and Wellbeing Donations Application Form 2023/2024

Form Preview

Guidelines and Eligibility Criteria

Community Recreation and Wellbeing Donations Guideline

The purpose of the Recreation and Wellbeing Donations program is to strengthen the community through supporting 'not for profit' organisations, community groups and sporting groups, to make positive contributions to the community and enhance vibrancy of the City.

The program aims to provide support to organisations and clubs to increase opportunities for participating in physical activity, healthy eating and general community wellbeing initiatives that support [Our Holdfast 2050+](#)

How Much Can You Apply For?

You may apply for a donation of up to 50% of the project cost to a maximum of \$5,000 (plus GST where applicable) in the areas of:

- Physical activity
- Healthy eating and nutrition
- Mental health
- Sport and recreation
- Youth
- Social inclusion

*Please be aware funds are subject to the Community Donations Program budget allocated for the relevant financial year.

What is the Eligibility Criteria?

- Your club/organisation must be a not-for-profit group, community group or voluntary association that is located within the City of Holdfast Bay or whose service area covers the City of Holdfast Bay.
- Your club/organisation must be established as a legally constituted incorporated organisation or be auspiced by an incorporated organisation who will receive the payment and be legally responsible for the administration of the donation.
- Your club/organisation must have an Australian Business Number (ABN) or be prepared to fill out a 'Statement by a Supplier' declaration form from the Australian Taxation Office.
- Your club/organisation must be able to show that the project has an identified benefit to the wider community and must be located within the Council area.
- Schools and Early Learning Centres are eligible to apply if the initiative has an identified benefit to the wider community outside of the school environment and is accessible by the wider community.
- Your club/organisation must be able to demonstrate how the project aligns with the City of Holdfast Bay [Our Holdfast 2050+](#) Strategic Plan.

Ineligible Projects:

- Programs, projects or activities that have already commenced.

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- Club/organisations with outstanding Financial Project Reports from previous grant funding.
- Projects that will take place outside of the City of Holdfast Bay Council boundary.
- Fundraising or sponsorship.
- Salaries or wages (professional services related to the project are acceptable).
- Interstate or overseas travel.
- Education fees or conference costs.
- Political purposes or lobby groups.
- Minor equipment purchases that are ongoing. Equipment purchases included must be for new initiatives that will increase membership and/or benefit the wider community.
- Ongoing expenses including stationary, postage and supplies.
- Maintenance, repairs or building changes which will be permanently part of the structure.
- A purpose where core funding rests with state or federal government.

Applications Will Be Assessed According To:

- Level of community benefit & the extent to which the project will increase the skills, knowledge, awareness and participation of community members.
- Priority will be given to organisations who have not received funding from Council in the previous two years.
- Provision of long term benefit for the community.
- Contribution to the sustainability of a group.
- Innovative nature of the project.
- Funding received from other external bodies for the project.
- Extent the project meets a demonstrated need and is appropriate to that need.
- Applications will be assessed on detail & quality. All necessary questions must be answered appropriately, all paperwork and essential information documentation i.e. quotes and attachments all submitted at once and on time.

What Else?

- It's recommended that you discuss your project with the Council Community Development Coordinator before submitting your application.
- Late or incomplete applications will not be considered.
- All applications must be received on the Council approved Application Form and submitted electronically.
- Your proposed project must be able to be completed by 30 June 2026.
- If a high number of applications are received from schools and kindergartens, a maximum of three will be approved.
- If your application is for equipment purchases of \$1,000 and over, you must submit a minimum of two quotes with your application.
- Council will contribute up to 50% of the project cost to a maximum of \$5,000 (plus GST where applicable) only.
- The maximum 'In-Kind' contribution from your organisation is 20% of the total project budget.

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- 'In-Kind' volunteer hours are to be calculated at \$40.35 an hour as per the Australian Bureau of Statistics and must correspond directly to the project. Time to prepare the application or to acquire the materials will not be considered.
- Other 'In-Kind' contributions can include:
 - Donated materials
 - Professional expertise
 - Venue hire
 - Other tangible costs being absorbed by the organisation/club
- Council makes the final decision on whether your application is successful and reserves the right to transfer your application to a different donations category if deemed more appropriate.

Donation Requirements

- Recipients must sign a Community Recreation and Wellbeing Donations Agreement which details the terms and conditions of the grant prior to funds being provided.
- Funds must be spent according to the terms outlined in the Funding Agreement. Any changes must be submitted to Council in writing for approval.
- You must provide a letter of support from a governing body or supporting organisation with your application.
- A signed letter must be provided on behalf of an auspicing body which confirms its agreement to auspice the grant on your behalf submitted with your application.
- Applicants will be responsible for obtaining any other approvals and for any costs associated with those approvals. Council will not release grant funds until advised that necessary approvals have been obtained.
- Successful applicants must acknowledge the City of Holdfast Bay in any publications or publicity regarding the project.
- Your organisation/club agrees to provide Council with an electronic photo relating to the project.
- Council reserves the right to promote and publish your project on the City of Holdfast Bay website and use images in Council publications and marketing material
- You are required to submit an online Acquittal Form within one month of the project completion. Applicants that do not meet this obligation will be ineligible for future funding.

Applicant Details

* indicates a required field

Applying Organisation

Group or Organisation Name *

Organisation Name

Group or Organisation Address

Address

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Group or Organisation Phone Number *

Must be an Australian phone number.

Group or Organisation Primary Email *

Must be an email address.

Group or Organisation Primary Website

Must be a URL.

Group or Organisation Postal Address

Address

What are the primary activities of your group or organisation? *

Word count:

Maximum of 200 words

Is your club or organisation registered for GST? *

- ☐ Yes
☐ No

Is your building owned and leased/licenced from the City of Holdfast Bay? *

- ☐ Yes
☐ No
☐ Not sure

If you are a sporting/recreation club, do you have any of the following accreditation?

- ☐ STARCLUB
☐ Good Sports Club

ABN

Does your group or organisation have an ABN? *

- ☐ Yes
☐ No

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ABN look Up

Applicant 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.

Incorporation

Is your group or organisation an incorporated body? *

- ☐ Yes
☐ No

Sponsorship Organisation

Auspice Organisation *

Organisation Name

Auspice 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	

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ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspice Primary Address *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Auspice Primary Phone Number *

--

Must be an Australian phone number.

Auspice Primary Email *

--

Must be an email address.

Admin Details

Applicant Admin Contact *

Title	First Name	Last Name

Applicant Admin Contact Position

--

Applicant Admin Contact Primary Address
Address

Applicant Admin Contact Primary Phone Number *

--

Must be an Australian phone number.

Applicant Admin Contact Primary Email *

--

Must be an email address.

Application

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* indicates a required field

Description of Your Project

Project Title *

Short project description *

Provide a short description (100 words recommended) of your project - what are you out to do?

Project location *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Start Date *

Must be a date.

End Date

Must be a date.

What are the primary focus areas for this project/program? *

- | | |
|---|---|
| <input type="checkbox"/> Sport and recreation | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Physical activity | <input type="checkbox"/> Social inclusion |
| <input type="checkbox"/> Mental health | <input type="checkbox"/> Other |
| <input type="checkbox"/> Nutrition | |

Who will be your target audience for this project/program? *

- | | |
|---|---|
| <input type="checkbox"/> Youth | <input type="checkbox"/> Disadvantaged |
| <input type="checkbox"/> People with a disability | <input type="checkbox"/> Culturally diverse |
| <input type="checkbox"/> Aged | <input type="checkbox"/> Socially isolated |

How was demand for this project identified? *

Word count:

Describe the specific issue or need you want to address (max 200 words)

How will you promote your project in the community? *

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Word count:
Briefly list (bullet points) the specific activities that will take place and where they will take place (max 250 words)

What are the expected benefits of your project to the Holdfast Bay community? *

Word count:
Describe what you want the project to achieve in terms of benefits for participants and/or others (max 250 words)

How will you know if your project has been a success? *

Word count:
Describe changes you will see if the expected outcomes of the project occur (max 200 words)

How will Council's contribution be acknowledged? *

Word count:
(max 150 words)

How many people will benefit from your project?

In total:	Holdfast Bay Community:
Must be a number.	Must be a number.

Partners

Will the project be carried out in partnership with any other organisations? *

- ☐ Yes
- ☐ No

Partnering Organisations

Partner	Role

Budget

Org In-Kind Contribution	\$	Org Monetary Contribution	\$	Council Contribution	\$

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					Must be a dollar amount.
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$
	\$		\$		\$

Budget Totals

** Please note – Council Contribution should not exceed 50% of the total cost. The 'In-Kind' contribution should not exceed 20% of the total cost. Volunteer/in-kind hours are to be calculated at \$41.72 an hour as per the Australian Bureau of Statistics.

Total Organisation Contribution

\$

This number/amount is calculated.

It is the combined total of your organisations in-kind and monetary contributions.

Total Requested Council Contribution

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Total Project Cost

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Will your program or activity be free to attend? *

- ☐ Yes
☐ No
☐ Not relevant

If there will be a fee, please provide the cost per participant

\$

Must be a dollar amount.

Could your project proceed if only partial funding is received? *

- ☐ Yes
☐ No

Transfer of Funds

If your organisation is successful, what bank account would you like the funds transferred to?

If your application is being auspiced by another incorporated group you must provide their bank account details.

Applicant Primary Bank Account *

Account Name

BSB Number

Account Number

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Must be a valid Australian bank account format.

Strategic Links and Supporting Documentation

* indicates a required field

Link to Council's "Our Place" 2030 Strategic Plan

View the City of Holdfast Bay's ["Our Place" 2030 Strategic Plan](#)

Link to Our Place 2030 Strategic Plan *

- ☐ Placemaking
- ☐ Community
- ☐ Environment
- ☐ Economy
- ☐ Culture

Select the category/ies your project aligns with.

Please explain how your project aligns with your chosen category/ies: *

Word count:

Maximum of 400 words

Supporting Documentation

Letter of Support

Attach a file:

From a governing body or supporting organisation.

Signed letter on behalf of auspicing body

Attach a file:

If relevant

Quotes

Attach a file:

If your application includes individual purchases valued at \$1,000 and over.

Application Finalisation

Terms and Conditions

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If the grant is successful I agree to the following:

- Complete the project within the same financial year of receiving the funding
- Use the funds only for the approved project as outlined in this application.
- Apply in writing for Council approval for any changes to the project expenditure.
- Obtain Council consent for any facility improvements.
- Acknowledge the City of Holdfast Bay in any publications or publicity regarding the project.
- Complete an online Acquittal Form within one month of your project finishing.
- Provide Council with an electronic photograph in relation to the spending of the funds.
- Council reserves the right to publish the organisation's name on the City of Holdfast Bay website.

Declaration

I hereby certify that I have been authorised to prepare and submit this application on behalf of this organisation and that the information provided in this application is true and correct to the best of my knowledge. I declare I have read and agree to the terms and conditions of this donation agreement.

- ☐ Yes
☐ No

Your Name

Date

Must be a date.

What Happens To My Application From Here?

- You will receive a notification that your application has been received within three business days.
- Applications will be assessed by a panel and a final recommendation will be submitted to Council for approval.
- You will be notified of the outcome of your application.
- If your organisation is successful, the Active Communities Team must be notified of your acceptance in writing within 14 days of receiving your Community Recreation and Wellbeing Donations Agreement.
- Once Council receives the signed Community Recreation and Wellbeing Donations Agreement, your payment will be processed.