DOCG2023/10463

Community Gardens Grants Program

2023

Guidelines and Application Form

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## Part A – Guidelines

All applications for the Community Gardens Grants Program 2023 must be received by the Department of Communities (Communities) via email on or before the advertised closing time and date below to be eligible for assessment.

Applications received after the closing time/date will not be accepted.

Please allow up to 12 weeks from the closing date for your application to be processed.

**Submitting an application**

Closing Time: 2:30pm

Closing Date: **Friday 14 July 2023**

Applications must be submitted by:

**Email** [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

All applications will be acknowledged via email within five business days of receipt. Please contact Communities to confirm receipt if no acknowledgement is received by this time.

## About the program

Community gardening provides an opportunity for people to come together and develop a greater understanding between neighbours and community members.

Grants provided through this program support the establishment and development of sustainable, edible community gardens in Western Australian to enable community members to:

* participate more actively in community life;
* develop and implement skills; and
* give back to the community.

Getting involved in local community garden projects can help people to improve community connections, develop new skills and share physical, social and mutual benefits of growing edible produce.

## Grant funding may be used for:

Organisations can request funding of up to $10,000 per project for:

* garden feasibility, planning and design;
* development of garden policies and manuals;
* evaluation of an existing garden and its programs;
* training, workshops and other garden-related events held at the community garden;
* capacity building for garden volunteers;
* engagement strategies and initiatives to generate community interest and participation;
* advertising, promotion and signage of the garden and related activities;
* consumable garden items, such as plants, seedlings, fertiliser, etc.; and
* infrastructure and minor capital equipment\*.

\* Organisations are encouraged to seek assistance for garden infrastructure and minor capital equipment from other funding sources prior to applying to this program. Evidence should be provided in the application, where applicable.

## What is not covered by the grant:

* Ongoing operational costs, such as insurance, power and water.
* Interstate and overseas travel.
* Staff wages and salaries.
* Projects that duplicate an existing or similar project or service within the community.
* Projects that are typically funded through other sources, such as school activities, sports and cultural events.
* Projects that could be delivered as part of the agreed services under a current agreement the organisation has with Communities.
* Purchase of prizes or gifts.
* Projects delivered outside Western Australia.

## Assessment criteria

Each application will be assessed against the following criteria:

1. The garden is inclusive and accessible and encourages participation of the wider community.
2. Evidence of community involvement by individuals, organisations and project partners in the development, implementation and evaluation phases of the project.
3. The local government is aware of and supports the project
4. Secure land tenure and identification of how any relevant land issues, such as water, power, access, parking and security will be addressed.
5. A feasible and sustainable project with measurable community outcomes and demonstrated community benefits beyond the term of the project.

A reasonable and justified funding request that demonstrates value for money. Priority will be given to projects and organisations that have not previously received funding through the Community Gardens Grants Program.

The Department of Communities may prioritise applications to ensure a range of garden projects across Western Australia are supported.

## Who can apply:

Eligible groups and organisations must be:

* incorporated not-for-profit community organisations;
* local government authorities; or
* unincorporated organisations or community groups, applying through the auspice of an incorporated body or a local government authority.

## Who cannot apply:

Entities not eligible to apply for funding through this program include:

* Commonwealth or State Government agencies;
* Individuals;
* commercial, for-profit organisations;
* unincorporated, community sector organisations (unless applying through an incorporated body or a local government authority);
* organisations located in the Indian Ocean Territories.

Organisations that have outstanding acquittal or evaluation requirements from a previous Communities’ grant or program funding are ineligible to apply until the required documentation has been submitted. Please contact Communities if there are any queries about an organisation’s acquittal status.

## 

## How to apply

1. Carefully read the Guidelines at Part A.
2. Complete Part B – Application Form.
3. Attach any supporting documents, if required.
4. Ensure the application is signed by the authorised delegate of the Organisation.
5. Check you have completed all requirements as per the Part C – Application Checklist.
6. Submit the signed application to Communities at [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

**Late applications will not be accepted.**

All applications will be acknowledged via email within five business days of receipt. Please contact the Department of Communities to confirm receipt if no acknowledgement is received by this time.

## Assessment and notification

Please allow up to 12 weeks from the closing date for advice regarding the outcome of an application.

All applications will be reviewed against the assessment criteria outlined above. All organisations that apply for funding will be notified in writing of the outcome of the submission.

## Successful applicants

Successful applicants will be required to report on the activities undertaken, participants and partners, lessons learned, evaluation of effectiveness, outcomes achieved, and a certified statement of income and expenditure for the funded project. Once the project is completed, the acquittal report must be submitted to meet the requirements, which will be specified once the grant is approved.

Any unspent grant funds, or grant funds not expended in accordance with the grant program, must be returned to the Department of Communities

## Technical Assistance

For technical assistance completing the application form, please contact:

Ancy Rodrigues

Grants Assistant

Mobile: 0435 046 351

Email: [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

## Part B – Application Form

**Section One - Administering Organisation**

**Enter the organisation details (or auspice, where applicable) in this section.**

If the organisation undertaking the project is **not incorporated**, the grant must be applied for through an auspice that is either a not-for-profit, incorporated organisation or a local government authority.

An auspice organisation will assume administrative responsibility and accept and adhere to all terms and conditions of the grant, maintain financial records, and provide reporting information for successful applications.

* 1. **Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Legal name of organisation | Click here to enter text. | | |
| Trading name *if different to the legal name* | Click here to enter text. | | |
| ABN | Click here to enter text. | | |
| Contact person | Click here to enter text. | | |
| Position | Click here to enter text. | | |
| Email address | Click here to enter text. | | |
| Telephone | Click here to enter text. | Mobile | Click here to enter text. |
| Postal address | Click here to enter text. | | |
| Suburb | Click here to enter text. | Postcode | Click here to enter text. |
| Website | Click here to enter text. | | |

* 1. **Entity type**

Select the entity type of the organisation:

Aboriginal corporation

Incorporated association

Local government authority

Not-for-profit company

Not-for-profit trust

Organisation established   
under an Act of Parliament

Unincorporated group

Other (please detail)   
Click here to enter text.

**1.3 Unincorporated organisation applying through an auspice (complete where applicable)**

**Enter the unincorporated organisation details in this section, where applicable.**

|  |  |  |  |
| --- | --- | --- | --- |
| Legal name of organisation | Click here to enter text. | | |
| Trading name *if different to the legal name* | Click here to enter text. | | |
| ABN | Click here to enter text. | | |
| Name of Legal Signatory | Click here to enter text. | | |
| Position of Legal Signatory | Click here to enter text. | | |
| Contact person | Click here to enter text. | | |
| Position | Click here to enter text. | | |
| Email address | Click here to enter text. | | |
| Telephone | Click here to enter text. | Mobile | Click here to enter text. |
| Postal address | Click here to enter text. | | |
| Suburb | Click here to enter text. | Postcode | Click here to enter text. |

## Section Two – Project Details

Provide the following details about the Community Garden project:

|  |  |
| --- | --- |
| Community garden or project name | Click here to enter text. |
| New or existing community garden | New garden  Existing garden |
| Garden address | Click here to enter text. |
| Garden website *where applicable* | Click here to enter text. |

Membership

Where applicable, provide the following details about Community Garden membership:

|  |  |
| --- | --- |
| Current number of garden members | Click here to enter text. |
| Is a membership fee to the garden charged? | Yes  No |
| Cost of membership | Click here to enter text. |
| Term or duration of membership *for example, annual, monthly, ongoing* | Click here to enter text. |
| Other relevant membership details | Click here to enter text. |
| List and attach any relevant documentation that has been produced for the garden? *for example, operating rules, terms of reference, membership contracts, etc.* | Click here to enter text.  Copies of the above documents are attached to this application |

Location

**What region will your project run in?**

Gascoyne

Goldfields/Esperance

Great Southern

Kimberley

Mid-West

Peel

Pilbara

Southwest

Wheatbelt

Northwest Metropolitan

Northeast Metropolitan

Southwest Metropolitan

Southeast Metropolitan

Land

Who or which organisation owns the land where the garden is located?

Click here to enter text.

If the land is not owned by the applying organisation, please attach a copy of the land use arrangements and any other relevant documentation.

Project implementation

Describe the project and how the grant will be spent, in accordance with the Guidelines.

Click here to enter text.

List the intended outcomes of the project:

Click here to enter text.

How will your project be evaluated against the project and program outcomes, as outlined above and in the Grants Program Guidelines?

Click here to enter text.

What methods will be implemented to ensure the garden continues to operate after the funding period ceases?

Click here to enter text.

A detailed project plan is attached

Yes

No

Engagement and inclusion

What community consultation or engagement has been undertaken to develop the project?

Click here to enter text.

How will the community garden be promoted to ensure community members are aware of the project/garden?

Click here to enter text.

What garden features will ensure accessibility and inclusiveness for the broader community?

Click here to enter text.

Local government support

The local government authority has been contacted to discuss the project:

Yes

No

A letter of support, verifying the local government’s awareness and involvement in the project, is attached

Yes

No

Describe any arrangements made with the respective local government to support the project and reference any land-use issues relevant to the project, where applicable?  
*Issues may include approvals, access to power and water, passive surveillance, vehicle access and parking.*

Click here to enter text.

Community partnerships

Priority will be given to projects delivered in collaboration with other organisations.

An organisation providing a product or service that is being paid for is not considered to be a project partner.

List any project partners that will provide support to the planning,development, implementation and/or evaluation of the project, either cash or in-kind, and outline the contribution

|  |  |  |
| --- | --- | --- |
| **Organisation Name** | **Contact Person/Phone** | **How is this organisation involved?** |
| e.g. XYZ Council | John Smith, xxxx xxxx | On planning committee, free venue |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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Timeline

|  |  |
| --- | --- |
| Anticipated project commencement date\* | Click here to enter a date. |
| Anticipated project completion date | Click here to enter a date. |

\* Please allow twelve weeks from the grant program closing date for applications to be processed, as Communities will not fund expenses incurred before a grant is approved.

What the grant will be used for

* Feasibility, planning and design
* Policies & manuals development
* Evaluation
* Training, workshops & events
* Sector/volunteer capacity building
* Community engagement
* Advertising & promotion
* Consumables
* Infrastructure and equipment\*

*\* applicants are encouraged to seek funding from other sources*

## Section Three – Project Budget

|  |  |
| --- | --- |
| **Requested grant amount (Excluding GST)** | $Click here to enter text. |

It is important to detail the proposed expenditure of the requested grant and indicate any other income that is expected in support of the project, either cash or in-kind. The value any contributions made to the project by partner organisations noted above should be specified in this section.

A maximum of $10,000 (excluding GST) per project may be applied for and the proposed expenditure should be detailed below in the Community Gardens Grant column only.

**Use the table below to evidence all sources of income for this project, proposed and confirmed, cash and in-kind, and how it will be expended. The budget should align to the proposed project activities and outcomes specified in this application.**

**Do not include GST in the costings below.**

| **Budget Item** | **Community Gardens Grant**  **($ excluding GST)** | **Other Cash or Grants**  **($ excluding GST)** | **In-kind Support** | **Source of Other Cash or In-kind Support** |
| --- | --- | --- | --- | --- |
| What the funding is to be spent on | Proposed grant expenditure from the Community Gardens Program only | Any other cash income anticipated for this project from the applicant and/or project partners | An estimated dollar value of the in-kind support for the project from the applicant and/or project partners | Note the source of Other Cash or In-kind support and if this is confirmed or unconfirmed with the source |
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| **TOTAL** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |

## Section Four: Taxation and banking details

This section is to be completed by the organisation managing the grant funds.

**Taxation**

|  |  |
| --- | --- |
| Australian Business Number (ABN) | Click here to enter text. |
| Registered for Goods and Services Tax (GST) | Registered for GST  Not registered for GST |

**Bank account**

|  |  |
| --- | --- |
| Bank name | Click here to enter text. |
| Branch / suburb | Click here to enter text. |
| Account name | Click here to enter text. |
| BSB number (must be six digits) | Click here to enter text. |
| Account number (up to nine digits only) | Click here to enter text. |

**Affiliated body**

If the requested grant amount, combined with any other grants or funding received from the Department of Communities (Communities) comprises **more than 50%** of the applicant organisation’s total annual income for the current financial year, the organisation is an **Affiliated Body** of Communities.

Acknowledgement of affiliated bodies is a requirement of Communities in accordance with the *Financial Management Act 2016* and prescribed by the Treasurer’s instructions.

|  |  |
| --- | --- |
| Yes, the organisation is an affiliated body |  |
| No, the organisation is not an affiliated body |  |

## Section Five: Grant conditions

Grants provided through the Community Garden Grants Program are subject to the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by the Department of Communities (Communities) during the funding period.
2. Written approval must be sought from Communities for any request to vary the approved purpose of the grant or seek an extension to the funding period.
3. Any part of the grant that is not used in accordance with Condition 1 must be repaid to Communities unless prior written approval is obtained.
4. Should the activities for which the grant was approved cease or should the grant agreement be terminated due to a breach of the any of these Conditions, then:
   1. the balance of the grant, unspent in accordance with the approved purpose of the grant, must be repaid to Communities within ten business days; and
   2. any property acquired with the grant must be transferred to another not-for-profit organisation with similar objectives and purposes to the recipient organisation, upon approval by Communities.
5. Providing a grant does not entitle a recipient organisation to be provided any further funding than that specified in the grant agreement.
6. Communities will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. Any documents or information relating to the grant or the approved purpose must be provided to Communities within ten business days of the request.
8. All payment conditions and reporting requirements must be met, as specified by Communities.
9. The Auditor General for the State of Western Australia, or an authorised representative, must be granted access to, and be permitted to examine, records and information concerning this grant.
10. All Local, State and Commonwealth laws applicable to the approved purpose must be abided by and complied with at all times.
11. Any project that involves working with children must ensure that the recipient organisation and all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2004*. Please refer to the Working with Children Check website for further information [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au/).
12. Communities is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.
13. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is not limited to, Public Liability, Volunteer Insurance, Workers’ Compensation, and Professional Indemnity.
14. An acknowledgement of funding assistance provided by Communities must be included in any advertising and on any material relating to the project by using the words ‘Supported by the Department of Communities’.
15. Any individuals involved with the project must not be exposed to significant promotions for alcohol or unhealthy food and drinks during the term of the project.
16. Goods and Services Tax (GST)
    1. For the purposes of Condition 16:
       1. “GST” means the goods and services tax applicable to any taxable supplies, as determined by the GST Act;
       2. “GST Act” means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
       3. The terms “supply”, “tax invoice”, “taxable supply”, and “value” have the same meanings as in the GST Act.
    2. If the supply of anything through this agreement is a taxable supply under the GST Act, the grant shall be inclusive of GST.
    3. If the parties agree that Communities will issue the recipient organisation with a recipient-created tax invoice (RCTI), then the parties hereby agree that:
       1. Communities will issue a RCTI in respect of GST payable on the supply of the project and the recipient organisation will not issue a tax invoice in respect of that supply;
       2. The recipient organisation warrants that it is registered for the purposes of GST and Communities will notify the organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the term of the agreement; and
       3. Communities will indemnify and keep indemnified the recipient organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which Communities issues an RCTI under the grant agreement.
17. If any of the terms or conditions are breached by the recipient organisation, Communities may terminate the grant agreement at any time and without giving prior notice.

## Section Six – Declaration

On behalf of the applicant organisation, I declare that:

* I am currently authorised to legally enter into contracts on behalf of the organisation, according to its constitution or as bound by law.
* All the information provided in this application, including any attachments, is true and correct.
* The taxation and banking details entered in this application are true and correct.
* The organisation is financially viable and able to meet all accountability requirements.
* I give permission to the Department of Communities, when applicable, to contact any persons or organisation in the processing of this application and I understand that information may be provided to other agencies, where appropriate.
* If a grant is provided:
  + I am aware the Grant Conditions outlined in this document will apply to ensure a project is appropriately completed and accountability requirements are met.
  + I agree to ensure that appropriate insurances are in place (including but not limited to worker’s compensation, volunteers, professional indemnity, public liability, motor vehicle, etc.).
  + I agree to undertake the project as stated and provide the required qualitative and financial reports to demonstrate that the grant was expended in accordance with the agreement.

|  |  |
| --- | --- |
| Legally authorised officer signature |  |
| Date | Click here to enter a date. |
| Legally authorised officer name | Click here to enter text. |
| Legally authorised officer position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Legally authorised officer telephone | Click here to enter text. |
| Legally authorised officer email address | Click here to enter text. |

|  |  |
| --- | --- |
| Witness signature |  |
| Date | Click here to enter a date. |
| Witness name | Click here to enter text. |

## Part C: Application checklist

Before applying, ensure the following have been completed and checked:

|  |  |
| --- | --- |
| Checklist item | Complete |
| The Guidelines and Grant Conditions have been read and understood by the authorised signatory or delegate of the administering organisation, and any other relevant parties. |  |
| All questions in Part B – Application Form are complete. |  |
| Operating rules, terms of reference, or other relevant documentation are attached. |  |
| A project plan is attached, if applicable. |  |
| Written support from the relevant local government is attached, if applicable. |  |
| The taxation and banking details of the administering organisation have been entered and are correct. |  |
| The declaration has been signed by the authorised signatory or delegate of the administering organisation. |  |
| All attachments have been included in the application (i.e. project plan, terms of reference, lease arrangements, etc.), where applicable. |  |