



# Community Leadership Grants

Guidelines 2017 to 2018

## **INTRODUCTION**

The City of Albany aims to assist outstanding community leaders achieve excellence in their chosen field by providing funding to access competitions or high level professional development opportunities.

This is a small grant program with funding limited up to \$500 for individuals and \$1000 for groups. Applications will be assessed according to specific criteria, and if successful, require a grant acquittal upon completion.

Before submitting an application for this funding, please ensure you have carefully read all details contained in this information pack. Community Leadership Grants will be competitive, so it is in your interests to ensure your application meets the eligibility criteria and conditions.

Applicants **MUST** discuss their application with the Club Development Coordinator before submitting an application.

## **KEY CONTACT**

To discuss your application, or for other enquiries about Community Leadership Grants, please contact the Club Development Coordinator, Judith Want on (08) 6820 3451 or by email – [judithw@albany.wa.gov.au](mailto:judithw@albany.wa.gov.au)

## **OBJECTIVES**

1. To facilitate opportunities for Albany Community Leaders to develop their talents skills and abilities.
2. To support Albany Community Leaders to achieve excellence within their chosen field.

## **APPLICATION ELIGIBILITY CRITERIA AND CONDITIONS**

The following eligibility criteria and conditions apply to all applications:

- Applicants must reside within the Albany municipal boundary..
- The event or activity must be high level, development in nature and amateur in status.
- Funding is available for travel, accommodation and sundry costs directly incurred by the applicant as a result of participating in the event or development activity nominated in the application.
- Funding is limited up to \$500 for individuals and \$1000 for groups. Funding amounts will be allocated on level of achievement and representation.
- Applicants are limited to one grant per financial year, i.e. 1 July to 30 June.
- Applicants must provide detailed information about the cost and of all financial and/or in-kind assistance obtained towards these costs. Examples of support may include contributions to travel costs to attend sporting meets, community awards or presentations.
- Applications for assistance can be made at any time throughout the year; however the City of Albany must receive your application no later than fourteen days from the end of the nominated event.
- The program will be open until the total pool of funds is exhausted.
- Unsuccessful applications will not be held over into the new financial year.

## **ATHLETIC EVENTS**

- Funding is provided for athletes participating in state, national or international events or training for those events.
- Athletes can be representing a club, the Great Southern Region, State, National and educational organisations.
- The application form must be accompanied by written verification of selection or required attendance from the relevant endorsing organising body and applicants cannot be self selected.

## **DEVELOPMENT ACTIVITIES (Community, Arts and Sport)**

- Funding is provided for individuals and groups who are participating in development activities that will better their community and organisation. For example board members of a not for profit organisation who would like to attend a conference or training opportunity.
- Individuals must be aligned with a not for profit group and demonstrate how the activity will benefit the community
- Please note for development activities the application form must be accompanied by a course, conference, training or development outline, relevant CV's and other supporting information as required and/or requested.

## **ASSESSMENT**

- Applications will be assessed against the eligibility criteria by the City's Club Development Coordinator with recommendations made to the Executive Director of Community Services for Funding.
- Successful applicants will be notified in writing.
- Disbursement of funds will be based on individual circumstances.
- Funding decisions are final and cannot be contested/appealed.
- Funding is competitive and on some occasions, applications that sufficiently meet the criteria may not be awarded funding.

## **ACQUITTAL GUIDELINES**

- Successful applicants must complete an acquittal statement, supply evidence of any media coverage and write a thank you letter to the Mayor.
- Successful applicants must provide to the City of Albany evidence of attending the nominated event either two months after the event or two months after receiving the grant.
- Any media release must acknowledge the City of Albany as a major supporter in all print and electronic media. If successful the City of Albany will provide the applicant with media templates to assist.

## **APPLICATION SUBMISSION**

### **Email**

Email your application to [judithw@albany.wa.gov.au](mailto:judithw@albany.wa.gov.au) clearly stating, 'Community Leadership Grant Application' in the subject line.

Or

### **Post**

ATT:  
Club Development Coordinator  
City of Albany  
PO Box 484 ALBANY WA 6330