

COMMUNITY SUSTAINABILITY GRANTS

APPLICATION FORM 2024 – 2025



The City of Albany's Community Sustainability Grants program is designed to assist and encourage sustainability projects that benefit our community.

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This funding program offers grants of up to \$2,500 to support initiatives that support the City's sustainability goals. Funding is available for projects that will be delivered between 1 July 2024 to 30 June 2025. Applications will be open until the scheme is fully subscribed.

Before completing this application form, please ensure you have read the Community Sustainability Grants Guidelines 2024–2025. You must also discuss your proposed activity with the Sustainability Team before submitting this application.

Attention: Sustainability Team

City of Albany

PO Box 484

Albany WA 6331

Or

Email to: sustainable@albany.wa.gov.au

APPLICANT DETAILS

Before you start, please contact the Sustainability Team on 6820 3032 to discuss your project idea.

Organisation/Business name:	
Contact person (name and position within organisation):	
Postal address:	
Telephone:	
Email:	

ORGANISATION DETAILS

Is your organisation incorporated?

(You may be required to supply a copy of your Certificate of Incorporation if your application is successful)

Yes (date of incorporation) _____

No

For unincorporated community groups, please attach a letter from an incorporated organisation that agrees to manage the funds for you. Please contact the City to discuss the options. If an incorporated organisation has agreed to manage the funds for you, please include that organisation's ABN and GST status in the questions below.

Is the applicant or auspicing organisation covered by public liability insurance?:

Yes (please state level of cover and expiry date) _____

No

Does your organisation have an Australian Business Number (ABN)?

Yes (please write it here): _____

No

Is your organisation registered for the Goods and Services Tax (GST)?

Yes

No

Please provide some information about your organisation (or auspicing organisation). For example what the organisation does, its client or service base, objectives/goals/vision etc.

PROJECT DETAILS

Project title:

Project summary:

(No more than 50 words. The information supplied here will be used by the City to describe the project to the public where applicable)

Project start date:

Project end date:

What is the location where your project will take place?

Please describe your project in detail as follows. If you need more space, you can attach a supplementary document to your application.

What are you going to do?

How will your project address the funding priorities you have identified?

How many people do you expect your project to reach or involve?

What are the expected outcomes of the project? *For example; increased skills and knowledge of participants or volunteers; benefit of new equipment or other infrastructure; or diversion of waste from landfill to create new recycled items.*

How will you determine whether your project was successful? *For example: conducting a survey of participants; or weight or number of materials diverted from landfill.*

Who will be your project partners? *List the organisations, groups and/or stakeholders involved in delivering your project, and describe their input.*

What is the proposed project timeline?

**Which of the following ways are you able to acknowledge the City of Albany's support for the project?
(Please tick all that are relevant)**

Acknowledgement of City of Albany support (and other sponsors where appropriate) in advertising and media publicity

City of Albany (and other sponsors where appropriate) signage while the project is occurring

Verbal acknowledgement during the project

Formal invitations to City of Albany Mayor and/or Councillors to attend project activities, official functions and hospitality opportunities

The Mayor or Councillors to be invited to present the welcome or opening speech at the commencement and/or launch of the project

BUDGET

Please outline the total cost of your project. Include any contribution from your organisation, contributions from other funding bodies, and estimated in-kind contributions. In-kind contributions are goods, services, time, expertise, or other non-cash contributions which assist the development, delivery and/or evaluation of the project.

Income Source	Amount \$ (excluding GST)
Request from the City of Albany Please note the City will provide a maximum contribution of \$2,500	\$
Your cash contribution (If any)	\$
Other cash contributions Please provide confirmation of any other funding received	\$
Total cash contributions	\$
In-Kind contributions (Estimated value)	\$
Total project income (= total of all cash contributions + in-kind contributions)	\$

PROJECT COST

Please outline your project's total cost using the table below. Attach written quotes for major budget items for any amount over \$1,000.

Item/s Description	Total item cost (excl GST)
Example Full page advertisement in local newspaper	Example \$800
Total	

Has your organisation received funding from the City of Albany in the past five years?

Yes

No

If yes, please provide details

Year	Purpose	Amount

APPLICANT DECLARATION

I, the undersigned, certify that I have been authorised to submit this application and that the information contained herein or in the attachments is, to the best of my knowledge, true and correct.

Name:	
Signature:	
Position:	
Date:	

CHECKLIST

Please ensure you have:

- Read the application guidelines carefully
- Discussed your proposed project with the Sustainability Team
- Confirmed you or your organisation meets the eligibility criteria
- Developed a project that aligns with at least one of the funding priorities
- Completed ALL sections of the Application Form (including project detail and budget)
- Attached any letters of support (if relevant)
- Attachments (please specify):