

# COMMUNITY CAPITAL WORKS FUND

**Grants up to $500,000**

**Application Form**

Please read the funding guidelines carefully and speak to a Grants Officer at the Office of Multicultural Interests (OMI) before completing an application.

Contact (08) 6552 1440 or email **grants@omi.wa.gov.au** for further information and assistance.

*Additional project planning templates are available for your use on the ‘Project planning resources’ page under the ‘Policy and resources’ tab at www.omi.wa.gov.au*

## Organisation eligibility

|  |  |
| --- | --- |
| Are you an incorporated association or not-for-profit organisation based in Western Australia? *You are required to attach a copy of the organisation’s Certificate of Incorporation, or equivalent evidence of the organisation’s not-for-profit status.* | **Yes** [ ]  **No**  [ ]   |
|  |  |
| Is your organisation either a culturally and linguistically diverse (CaLD) community association or a community service organisation specifically established to provide services or advocacy for CaLD communities? *You may be requested to provide evidence of this.* | **Yes** [ ]  **No**  [ ]  |
|  |  |
| Is your organisation up to date with funding reporting with the Office of Multicultural Interests? Organisations with outstanding reporting are not eligible.  | **Yes** [ ]  **No**  [ ]  |

If you have answered **‘No’** to any of these questions, please contact the Grants Officer on (08) 6552 1440 or email **grants@omi.wa.gov.au**

## Applicant details

**Organisation details**

This is the group undertaking the project or activity.

|  |  |
| --- | --- |
| Legal name of organisation: | Click here to enter text. |
| Trading name (if applicable): | Click here to enter text. |
| Postal address: | Click here to enter text. |
| Suburb: | Click here to enter text. | Postcode: | Enter text. |
| Telephone: | Click here to enter text. |
| Organisation website: | Click here to enter text. |

**Organisation contact**

This is the person legally authorised to enter into contracts on behalf of the organisation. This is generally the chairperson, president or equivalent officer.

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| Position: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Mobile:  | Click here to enter text. |
| Email:  | Click here to enter text. |
| These contact details may be placed on the OMI database: | **Yes** [ ]  **No** [ ]   |

Note: Personal information collected by OMI is handled in accordance with the *Privacy Act 1988*

**Project contact**

This is the person responsible for the daily coordination of the project or activity.

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| Position: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Mobile:  | Click here to enter text. |
| Email:  | Click here to enter text. |

## Organisation overview

|  |  |
| --- | --- |
| Does your organisation have paid staff? | **No** [ ]  **Yes** [ ]  |
| If yes, how many? | Click here to enter text. |
|  |  |
| Does your organisation have volunteers? | **No** [ ]  **Yes** [ ]  |
| If yes, how many? | Click here to enter text. |
|  |  |
| Does your organisation have members? | **No** [ ]  **Yes** [ ]  |
| If yes, how many? | Click here to enter text. |

**Provide a brief summary of your organisation and community (if relevant), including its establishment in Western Australia, its purpose and regular activities.**

Click here to enter text.

## 1. Project details

**1.1) Project name:** Click here to enter text.

**1.2) Address of the facility / building**

|  |  |
| --- | --- |
| Street address: | Click here to enter text. |
| Suburb: | Click here to enter text. |
| Postcode: | Click here to enter text. |

**1.3) Estimated project delivery start date:** Click here to enter text.

**1.4) Estimated project delivery end date:** Click here to enter text.

**1.5) Who owns and/or manages the facility / building?**
*To be eligible for funding, facilities / buildings to be renovated must be owned and/or managed by the applicant organisation. You are required to attach or refer to evidence of this to support your application, such as a copy of the deed.*

Click here to enter text.

**1.6) Who owns the land on which the facility / building is situated on or will be built on?**
*To be eligible for funding, facilities / buildings to be renovated must be located on land owned by the application organisation or held on a long-term lease. For new buildings, the applicant organisation must own the land where the new facility will be built. You are required to attach or refer to evidence of this to support your application, such as a copy of the Certificate of Title.*

Click here to enter text.

**1.7) If the facility / building to be renovated is situated on land that is leased, what is the current length of the lease and expiry date?** *For the purposes of this program, a long-term lease is considered at least 21 years. You are required to attach or refer to evidence of this to support your application, such as a copy of the lease agreement and/or documentation detailing the terms and duration of the lease or demonstrating the intent to renew the lease if the existing lease is nearing the end of its term.*Click here to enter text.

**1.8) Provide an overview of how the facility / building is currently used (or will be used if a new build) by your organisation and the community, including the types of activities or community groups that it hosts.** *You can attach or refer to evidence of this to support your application, such as a copy of your activities schedule or calendar, or photos of the facility/building in use.* Click here to enter text.

**1.9) Provide a clear outline of your planned project. Include *what* capital works will be undertaken, *when* the project will take place, and *who* will be involved in planning the project and undertaking the work.***You can attach or refer to evidence of this to support your application, this may include items such as a ‘project plan’, ‘activity schedule’ and property condition report.*

Click here to enter text.

**1.10) Provide an overview of the anticipated benefits for your organisation and community as a result of these capital works.***You can attach or refer to evidence of this to support your application, such as letters of support.*

Click here to enter text.

## 2. Project planning

**2.1) Use this table to indicate the relevant key milestones in the delivery of your project.**

|  |  |
| --- | --- |
| Preparation of project plan / brief | Click here to enter date. |
| Local Government / Council approvals obtained, if applicable | Click here to enter date. |
| Other required approvals obtained, if applicable | Click here to enter date. |
| Quotes / estimates for works obtained | Click here to enter date. |
| Signing of works contract/s, if applicable | Click here to enter date. |
| Site works commence*Works must commence prior to 30 June 2025.* | Click here to enter date. |
| Works 50% complete | Click here to enter date. |
| Works completed | Click here to enter date. |

**2.2) Project personnel and partners**

Use this table to provide the estimated number of personnel and groups involved in planning and delivering your project, and their key roles in the project.

|  |  |  |
| --- | --- | --- |
| **Who** | **Number** | **Roles/s** |
| Paid staff | Enter number. | Click here to enter text. |
| Volunteers | Enter number. | Click here to enter text. |
| Organisations | Enter number. | Click here to enter text. |
| Contractors / businesses | Enter number. | Click here to enter text. |

**2.3) Planning approvals and permits**

Use this table to detail which planning approvals or permits are required to deliver the project, and the date when these approvals or permits were obtained or are planned to be obtained.
*You can also attach or refer to evidence of this to support your application, such as copies of approval documentation.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Local Government Authority** | **N/A** [ ]  | **Yes** [ ]  | **No** [ ]   | Click here to enter date. |
| **Aboriginal Heritage Act** | **N/A** [ ]  | **Yes** [ ]  | **No** [ ]   | Click here to enter date. |
| **Department of Biodiversity, Conservation and Attractions** | **N/A** [ ]  | **Yes** [ ]  | **No** [ ]   | Click here to enter date. |
| **Native Vegetation Clearing**  | **N/A** [ ]  | **Yes** [ ]  | **No** [ ]   | Click here to enter date. |
| **Other** *Provide details below, if applicable.*  | **N/A** [ ]  | **Yes** [ ]  | **No** [ ]   | Click here to enter date. |
| Click here to enter text. |

**2.4) Provide an overview of how your organisation plans to manage any ongoing costs related to the maintenance of the facility / building following this project.**

*You can also attach or refer to evidence of this to support your application, such as a copy of a facility maintenance plan or asset management policy.*

Click here to enter text.

## 3. Risk management

**3.1) List the top three risks associated with delivering your project, and how you plan to mitigate them.** *A ‘risk management plan’ may be attached to support your application.*

Click here to enter text.

## 4. Project budget

Use the table below to list the expenses your project will incur, identify the cash or in-kind income that will cover the expenses and detail where the income is coming from, or you can attach a detailed budget which provides this information. If your project comprises multiple discrete components of work, you are encouraged to present your expenses against each component for clarity. You should attach evidence of proposed expenses to support your application, such as a copy of written quotes or builder’s estimates. You may wish to consider including a contingency in your budget, this can be no more than 10% of the total project budget and should not duplicate other contingencies already accounted for in quotes or estimates. For funding requests over $50,000, an audited financial statement is required to acquit the project when completed. Auditing costs are an eligible cost within the project budget.

The grant request can be **up to $500,000**.

Include your organisation’s cash and in-kind contributions.

**Do not include GST in your costings.**

|  |  |
| --- | --- |
| **Grant request amount:** | **$** Enter text. |
| **Total project amount:** | **$** Enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (1)Budget Items (i.e. what the money will be spent on.) | (2)This Grant Request Amount($) (ex. GST) | (3)Other Funding Amount($) (ex. GST) | (4)In-Kind Support - Estimate the dollar value of the in-kind support ($) | (5)Source & Status of Other Funding or In-kind Support. State if confirmed or unconfirmed |
| *Example only:**Painting ceilings - materials & labour* | *$8000* | *$2000* | *$500* | *Local Government grantConfirmed* |
| Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
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| Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
| Enter text. | Enter text. | Enter text. | Enter text. | Enter text. |
| Total: | Enter text. | Enter text. | Enter text. |  |

## Affiliated body

If the requested grant amount, combined with any other grants or funding received from the Department of Local Government, Sport and Cultural Industries (including the Office of Multicultural Interests) comprises **more than 50%** of the applicant organisation’s total annual income for the 2024-25 financial year, the organisation is an **Affiliated Body** of the department.

Acknowledgement of affiliated bodies is a requirement of the Department of Local Government, Sport and Cultural Industries (including the Office of Multicultural Interests) with the *Financial Management Act 2016* and prescribed by the Treasurer’s instructions.

Your provision of the following information will assist the Department of Local Government, Sport and Cultural Industries (including the Office of Multicultural Interests) in identifying affiliated bodies for disclosure in its 2024-25 Annual Report:

|  |  |
| --- | --- |
| Yes, our organisation is an affiliated body, *or* | [ ]  |
| No, our organisation is not an affiliated body. | [ ]  |

## Organisation taxation and banking details

**Taxation details**

|  |  |
| --- | --- |
| ABN: | Click here to enter text. |
| Is your organisation registered for GST? | **Yes** [ ]  **No** [ ]  |

If the organisation does not have an ABN, please attach a completed ‘Statement by a Supplier form’. These forms can be accessed on the ‘Community Capital Works Fund’ page under the ‘Funding’ tab at www.omi.wa.gov.au

**Bank account details**

|  |  |
| --- | --- |
| Bank name: | Click here to enter text. |
| Bank branch: (suburb) | Click here to enter text. |
| Name of bank account:(e.g. Youth Group Inc.) | Click here to enter text. |
| BSB number:(must be 6 digits) | Click here to enter text. |
| Bank account number:(up to 9 digits) | Click here to enter text. |

## Grant Conditions

If your application is successful, your organisation will enter into a legally binding funding agreement and the funding will be provided under the following terms and conditions:

1. The funding is to be used solely for the specified activities approved by DLGSC during the funding period.
2. You must meet any funding conditions and/or progress and final reporting requirements as specified by DLGSC.
3. If you wish to change the approved activities or seek an extension of the funding period you must obtain the DLGSC’s prior written approval.
4. Any part of the funds that are not used in accordance with Condition 1 must be repaid to the DLGSC unless you obtain prior written approval.
5. If you breach any of these terms and conditions, DLGSC can terminate the arrangement at any time without giving you prior notice.
6. If you cease carrying out the activities for which the funding was made or if DLGSC has terminated the arrangement on account of your breach or breaches of these conditions then:
	1. the balance of the unspent funding must be repaid to the DLGSC; and
	2. any property acquired with the funding must be transferred to another not-for-profit organisation with similar objects and purposes to you as approved by the Office of Multicultural Interests.
7. This funding does not entitle your organisation to any further funding.
8. DLGSC will not be held responsible for the success of the activities for which the funding is provided or for any losses or additional costs incurred that are associated with the activities.
9. You must comply with all Laws and with all the lawful requirements of any Government Agency relating to the approved activities.
10. You must keep proper financial records in accordance with generally accepted accounting principles and practices.
11. You must provide the DLGSC with any information or documentation relating to the funding or the approved activities promptly and properly upon request.
12. You must allow the Auditor General for the State of Western Australia, or an authorised representative, to have access to and examine your records and information concerning this funding.
13. DLGSC is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of this funding agreement.
14. Your organisation is required to commit to continuous improvement in the area of child safeguarding aligned to the National Principles for Child Safe Organisations: <https://childsafe.humanrights.gov.au/national-principles>
15. You may be required to complete the Child Safeguarding Self-Assessment by a date specified by the Office of Multicultural Interests.
16. You must ensure that any employees or volunteers who are or may be exposed to children in undertaking the approved activities have a valid Working With Children Check (WWC check) and comply with the *Working with Children (Criminal Record Checking) Act 2004*, and you must provide proof of valid WWC Checks immediately upon request from the Office of Multicultural Interests.
17. You are required, as relevant to the approved activities, to maintain sufficient insurance cover authorised by the Australian Prudential Regulation Authority and to provide a certificate of currency of the insurance cover upon request from DLGSC. This includes, but is not limited to, Public Liability, Volunteer Insurance and Professional Indemnity.
18. Your organisation must maintain a risk management plan in respect to the approved activities which has been prepared in a manner consistent with the Australian Standard on Risk Management AS/NZS ISO 31000:2009, and which addresses requirements of the relevant authorities.
19. DLGSC will not, by virtue of this funding, obtain ownership of any intellectual property in or in relation to any material you develop in relation to the approved activities, however you must grant the DLGSC a perpetual, irrevocable, royalty-free, world-wide, non-exclusive license to use, reproduce, adapt and publicise the whole or any part or parts of all promotional materials and reports brought into existence by or for the approved activities.
20. Any individuals involved with the approved activities must not be exposed to significant promotions for alcohol or unhealthy foods and drinks during the funding period.
21. You must advise DLGSC of the outcome of any unconfirmed funding sources included in the original application and, if required, submit a revised activity plan and budget.
22. An acknowledgement of funding assistance provided by the DLGSC Office of Multicultural Interests must be made, where appropriate, by:
	1. (logo) including on all promotional material produced for the project/activity (including without limitation all flyers, programs, brochures, certificates, letterhead, tickets, posters, newsletters, media advertising and other printed materials) the ‘Supported by’ Office of Multicultural Interests badge which can be downloaded in the format required from: https://www.omi.wa.gov.au/Resources/Pages/Logos.aspx
	2. (acknowledgement) including on online and social media promotions of the project/activity, where appropriate, a prominent acknowledgment that reads: *This project has been supported by the Government of Western Australia through the Office of Multicultural Interests’ Community Capital Works Fund*;
	3. (invitations) providing the Minister for Citizenship and Multicultural Interests or the Minister’s representative, and an Office of Multicultural Interests representative an invitation to attend any official functions in relation to the project/activity;
	4. (verbal) in any announcements, speeches or official presentations in relation to the project/activity, include a verbal acknowledgement of the contribution and assistance of the Office of Multicultural Interests;
	5. (signage) allow the Office of Multicultural Interests to display signage at the site of the project/activity, which signage will be placed by the funding recipient in the most focal areas possible;
	6. (merchandise) it will display and distribute during the project/activity at the site of the project/activity, any promotional materials provided by the Office of Multicultural Interests for the purpose of distribution in the manner specified by the Office of Multicultural Interests;
	7. (contact details) it will allow the Office of Multicultural Interests to include details of the project/activity including contact information as provided in the application on its website;
	8. (promotion) it will provide the Office of Multicultural Interests copies of all project/activity promotional material a minimum of 21 days before the project/activity occurs (if requested). Examples of promotional materials include press releases, posters, postcards, programs and pamphlets. The Office of Multicultural Interests may use the promotional material submitted for non-commercial promotional purposes only.
23. For the purposes of conditions 24 – 27:
	1. “GST” means the goods and services tax applicable to any taxable supplies, as determined by the GST Act; and
	2. “GST Act” means New Tax System (Goods and Services Tax) Act 1999 (Cth) and includes all associated legislation and regulations;
	3. the terms “supply”, “tax invoice”, “taxable supply”, and “value” have the same meanings as in the GST Act.
24. Where applicable, the total funds provided by the Office of Multicultural Interests will include an amount to cover any liability for GST.
25. If the supply of anything under the funding agreement is a taxable supply under the GST Act, the funds shall be inclusive of GST.
26. The obligation of DLGSC to pay the GST on any supply by you under this agreement is conditional upon your prior issue of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
27. If the parties agree that DLGSC will issue your organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
	1. DLGSC will issue an RCTI in respect of GST payable on the supply of the approved purpose and you will not issue a tax invoice in respect of that supply;
	2. You warrant that your organisation is registered for the purposes of GST and will notify DLGSC in writing if it ceases to be registered for the purposes of GST during the funding period;
	3. DLGSC warrants that it is registered for the purposes of GST and will notify you 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 funding period; and
	4. DLGSC will indemnify and keep indemnified your 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 the department issues an RCTI under the funding agreement.

## Declaration

This declaration is made by the applicant organisation:

* I declare that I am currently authorised\* to sign legal documents on behalf of the organisation.
* I declare that all the information provided is true and correct.
* I declare that the organisation is financially viable and is able to meet all accountability requirements.
* I give permission to DLGSC Office of Multicultural Interests, if applicable, to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate.
* I am aware the Grant Conditions as outlined above will apply to ensure projects are appropriately completed and accountability requirements are met.
* I agree to ensure that risk management strategies and appropriate insurances are in place (e.g. worker’s compensation, volunteers, professional indemnity, public liability, motor vehicle etc.)
* I agree to ensure that all required building regulations, approvals and other legal requirements are met.
* I agree to comply with the *Working with Children (Criminal Record Checking) Act 2004* and complete the Child Safeguarding Self-Assessment if required.
* I agree to run the project as stated and provide a final project report and statement of income and expenditure (signed by the authorised officer) to demonstrate how the grant funds were used to the Office of Multicultural Interests by the agreed date which will be outlined in the payment advice letter.

|  |  |
| --- | --- |
| Name of the organisation: | Click here to enter text. |
| Legally authorised officer name: | Click here to enter text. |
| Legally authorised officer position: | Click here to enter text. |
| Legally authorised officer email: | Click here to enter text. |
| Legally authorised officer telephone: | Click here to enter text. |
| Legally authorised officer signature: | Click here to enter text. |
| Witness name: | Click here to enter text. |
| Witness signature: | Click here to enter text. |
| Date: | Click here to enter text. |

**\*Important:** The declaration must be signed by the person legally authorised to enter into contracts on behalf of the applicant organisation. For incorporated associations this is generally the chairperson, president or equivalent officer. For not-for-profit organisations this is generally the chief executive officer. All formal correspondence will be directed to the legally authorised officer.

## Checklist

Before submitting your application for assessment, please ensure that the following steps have been completed. This checklist is included to ensure that you provide all the required information for assessment of your application.

Please tick each step once complete and submit with your application:

[ ]  The Funding Guidelines and Grant Conditions have been read and understood by the legally authorised officer.

[ ]  You have discussed your application and submission timeframe with a Grants Officer at the Office of Multicultural Interests.

[x]  All questions in this form have been completed.

[ ]  A copy of the applicant organisation’s Certificate of Incorporation – or equivalent evidence of the organisation’s not-for-profit status – has been attached.

[ ]  Copies of any required documents to address the eligibility criteria have been attached (e.g. deed, Certificate of Title, lease agreement and/or documentation, etc.).

[ ]  You have provided your ABN or, if you do not have an ABN, a ‘Statement by a Supplier form’ has been attached.

[ ]  You have provided your organisation’s bank account details.

[ ]  Any documents to support your application have been attached (e.g. planning and design documentation for new builds such as site plan, floor plans, detailed design drawings, quotes, planning approvals/permits, photos, letters of support, etc.), where applicable.

[ ]  The Declaration of this form has been signed by the organisation’s legally authorised officer.

## Application submission

Applications and supporting documents must be received by the Office of Multicultural Interests by **4.00pm Monday 23 September 2024**. No late applications will be accepted.

Applications can be submitted by:

**Email**

Send your application and supporting documents to **grants@omi.wa.gov.au**

or

**Post**

Send your application and supporting documents to:

Grants Administrator

Office of Multicultural Interests

Department of Local Government, Sport and Cultural Industries

PO Box 8349
PERTH BUSINESS CENTRE  WA  6849