GRANTS TOOLKIT
Your guide to a successful grant application
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How to read this document

PARTS A–D
This outlines how to apply for a grant and is relevant to everyone interested in seeking funding from the Town for an initiative.

PART E
This section outlines information that is specific to each grant type. This should be read in conjunction with parts A–D.

PART F
This outlines information for successful applicants.

PART G
This outlines definitions of terms used throughout this toolkit.
Part A – General information

Each year the Town of Victoria Park is proud to present a series of grants to help and support its community. A grant is non repayable money or in-kind support that is given from the Town to another organisation or person. This toolkit has been created to guide you through making the best possible grant application. Please read all of the kit before completing your online application.

1. Applications open and closing dates

<table>
<thead>
<tr>
<th>Grants Type</th>
<th>Open Date</th>
<th>Close Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community grants</td>
<td>9am Friday 12 July 2019</td>
<td>5pm Friday 16 August 2019</td>
</tr>
<tr>
<td>Place grants</td>
<td>9am Friday 12 July 2019</td>
<td>5pm Monday 18 May 2020</td>
</tr>
</tbody>
</table>

Place grants are not processed under funding rounds and applications will continue to be accepted until the funding has been exhausted. Applications should be received no less than six weeks prior to the start of the proposed initiative.

2. Submission details

Applications can be accessed on the Town’s website from the opening date at victoriapark.wa.gov.au/grants

To ensure your application is eligible:
- applications must be completed and submitted online or they will not be accepted
- all questions and sections appropriate to your application and category must be completed in order to submit your application
- remember to attach all supporting documentation
- incomplete or late applications will not be accepted.
- all applications must be received by 5pm on the date of closure, late applications will not be accepted.

3. Information sessions

The Town will host information sessions to help people feel comfortable with the application process. Please check the Town’s website for up any upcoming sessions. Typically, the sessions are held in July at the launch of the new grant season.
4. Enquiries

The Town’s Grants Officer is available to support you in any aspect of the grants process, including filling out the application form.

Grants Officer
Telephone: (08) 9311 8111
Email: admin@vicpark.wa.gov.au

An enquiry form is also provided on the Town’s website to help with any queries that you may have. It will be useful to complete this enquiry form before submitting a full grant application should you be seeking in-kind support.

Interpreters are available on request. If you require access to larger print version of this information kit please contact the Grants Officer.
Part B – Applying for funding

1. Who can apply for funding

The grants program will financially support events, services, activities, programs, sector development or projects, known here on as ‘initiatives’ which support the Town’s Strategic Community Plan vision, mission and values.

Parties eligible for funding include:
- a legally constituted entity such as, an incorporated association or not-for-profit organisations
- community groups or clubs
- service groups and residents associations
- Parents and Citizen (P&C) and Parents and Friends (P&F) associations
- schools (only for projects falling outside the Department of Education responsibilities)
- business groups
- an individual wishing to seek a grant through an auspice organisation.

All applicants must have current public liability insurance at the time of the initiative.

Applicants will be ineligible for a community grant where the:
- applicant has failed to submit a satisfactory acquittal for a previous Town grant
- application is submitted retrospectively i.e. after a project, activity and/or program has already taken place
- applicant is a Town employee or an Elected Member and their immediate family members
- in the past 12 months, the applicant has failed to complete a previously approved grant project within the agreed schedule, without prior negotiation
- the initiative starts within six weeks of the grant application being submitted
- the initiative is considered commercial in nature
- the initiative is based outside of the Town’s boundaries (advertising/marketing based initiatives are exempt from this restriction).

The Town reserves the right to deny any grant application which conflicts with the Town’s vision, mission or values, or which would bring the Town’s brand or reputation into disrepute, or at its discretion.
2. How much can I apply for?

**Community grants**
There are three levels of funding available:
Level 1 grant: up to $500 (unincorporated and incorporated groups)
Level 2 grant: $501 to $4,999 (incorporated groups only)
Level 3 grant: $5,000 to $10,000 (incorporated groups only)

**Place grants**
Level 1 grant: up to $500 (unincorporated and incorporated groups)
Level 2 grant: $501 to $4,999 (incorporated groups only)
Level 3 grant: $5,000 to $10,000 (incorporated groups only)

To claim the status of being an incorporated group, the group must:

- be incorporated under the provisions of the Associations Incorporations Act (2015)
- be a recognized not-for-profit, non-government corporate body either created by government or with an Australian Companies Number (CAN) or have an Australian Business Number (ABN)
- be a registered as company limited by guarantee
- be a school
- be an unincorporated group or individual operating under the auspice of an incorporated organisation.

3. In-kind support

In-kind support refers to any non-cash contributions that the applicant is seeking from the Town as part of their grant application. The Town will consider all requests for in-kind support as part of the grant application and have provided some guidance on what is available.

**a. How is it calculated/applied?**
In-kind support is calculated as part of the total grant value. For example:

*Grant application – public park event*

General grant money (for hire equipment and entertainment): $4,000
Park booking fees: $100 (in-kind)
Town assisted marketing: $100 (in-kind)

*Total grant value – $4,200*
*Total cash value – $4,000*
Should you wish to apply for any in-kind support, please complete the initial enquiry form online to receive a quote so the value of the grant you are seeking can be as accurate as possible.

b. Types of in-kind support

Use of Town facilities
The Town’s parks and venues can be booked for in-kind support and payment. This is subject to availability through the Town’s Booking Officer. Any bond required as part of the booking cannot be provided as in-kind support and must be provided by the applicant.

Use of Town assets
The Town is unable to provide its own assets for use as part of any initiative such as parking signs, bike racks, marquees etc.

Promotions and marketing
The Town’s communication channels are used for Town announcements, news and information, storytelling and experience sharing and can be a powerful tool for promoting events or community activities that are a result of a grant. The Town can help grant recipients communicate news and events for things that are:

- free to attend
- based in the Town
- supported or sponsored by the Town
- run by a strategic partner of the Town
- of broad local community interest
- are reflective of our strategic objectives, culture and values.

In addition to the above:

- The Town’s supporting partner logo is available on request. All published material (printed or digital) that includes the Town logo requires approval and must comply with the Town’s Brand style guide.
- The Town will not create social media posts or event pages on behalf of the grant recipient, but is able to share published content and interact with third party posts. If this service is desired the applicant is required to let the Town know when posts are planned, and will need to tag the Town in the post.
- Facebook: the Town can share a Facebook post or event. The post or event listing should be fully populated with dates, images, pricing, and include a source for further information (i.e. website, email)
- Twitter: the Town can retweet and interact with relevant information regarding news and events. Any content the Town interacts with should include a website/link for additional information.
- Instagram: the Town can interact with posts regarding the event or activity, and add stories that tag the Town.
- LinkedIn: if it is deemed appropriate for the platform (i.e. industry relevant, professional networking and advocacy) the Town can share and interact with posts.
• **E-newsletters:** the corporate e-newsletters follows a monthly publishing schedule. Content can be submitted to the Town’s communications team and must include images (high quality, landscape), a website or email to link to more information and a short paragraph of copy. The Town will determine if it is possible to publish the content based on timing, relevance, and availability of space.

• **Website:** the Town can share information about events or activities but must be provided with all content, information, and a website or email to link to further information. The Town may also be able to include relevant events on the Town’s events calendar.

The grant recipient is responsible for generating any promotion or marketing for events or activities they may be hosting.

**Staff time and resources**

The Town employs people with a range of expertise who may be able to support you in the delivery of your initiative. A requirement of the grant may include a meeting with relevant Town staff to discuss the planning and delivery of your initiative.

**Events**

The Community Development events team may be able to offer the following support in the planning and development of your event:

• The events team can guide and assist the applicant to learn the elements of planning and delivering an event.
• Guidance on budgeting for logistical elements of your event e.g. road closures, hire of equipment.
• Provision of templates including:
  o Event planning checklist
  o Event manual
  o Risk assessment
  o Accessibility checklist
  o Run sheet

The events team require a minimum of three months’ lead time before the event to properly assist you. Applicants must commit to meeting timelines and milestones for event planning.

4. **Australian Business Numbers (ABN) and taxation requirements**

An ABN refers to an Australian Business Number issued by the Australian Taxation Office. If your organisation has an ABN it must be recorded within your application. In most instances, a grant application will require an ABN to be provided.

The holder of the ABN is either:

• registered for the Goods and Services Tax (GST)
• not Registered for the Goods and Services Tax (GST).

If your organisation is successful and registered for Goods and Services Tax (GST), you are required to provide the Town with a tax invoice with your signed agreement before payment will be made.
The tax invoice must show the full amount of funds allocated plus an additional 10% for GST. For example, if a grant of $2,000 is subject to GST, an additional $200 should be added, bringing the total tax invoice to the sum of $2,200 (GST inclusive).

If your organisation is successful and not registered for Goods and Services Tax (GST), you are required to provide Council with your signed agreement only. Council will pay the grant amount allocated. For example, $2,000 (no GST).

a. What to do if you don’t have an ABN:

If your organisation does not have an ABN you are requested to complete a Statement by a supplier form and lodge it together with your application. You can obtain a copy from the Australian Taxation Office (ATO) website:


Please note if you do not have an ABN and do not supply this form Council is required to take 46.5 per cent of the grant allocated and send this to the Australian Taxation Office (ATO).

5. Completing an application

For the Town to properly consider all grant applications a range of information is required from the application. The following lists the information required.

a. General budget information

A simple budget template is provided in the application form. Applicants may use their own existing budget template, but ensure that the requested information is included.

When preparing the budget breakdown, applicants must list all expenditure items exclusive of GST. Where applicable, identify which items of expenditure will be funded by which funding sources. The items you identify in the grant section must be listed in order of priority.

b. Salaries and administration budget information

Budgets for salaries and administration items must be on current costs (excluding GST), and in accordance with relevant industrial awards or agreements, where they exist. Budgets for salaries and administrative expenditure should be itemised and will be capped to a total of 20% of the total value of the grant.

c. Quotes

The Town aims to maximise participation of local businesses in the supply of goods, services and works that are procured with ratepayers’ funds. Procurement from local businesses must be balanced against value for money outcomes, and where all other factors are considered equal, preference will be provided to businesses that have a measurable presence within the Town.

The following table outlines the quotes required based on the value of each expenditure item (exclusive of GST).
Amount of purchase (excl. GST)  | Minimum requirements
--- | ---
Up to $500  | Two verbal quotations
$501 to $4,999  | Three written or verbal quotations
$5,000 above  | Minimum of three written quotations

d. Revenue
All income arising from the conduct of the initiative must be identified and applied, unless otherwise agreed to by the Town.

e. Assets
Funding will not generally be provided to purchase capital works or assets, however the purchase of equipment relevant for use in the project may be allowed. Any proposal to purchase equipment must be stated in the grant application and will be subject to Town approval.

f. Outcome measurement
As part of the application process you will need to provide an overview of the anticipated outputs and outcomes you are hoping to achieve.

Outputs – relate to the ‘number’ of things. For example the number of people who attend an event or participated in an initiative; or the number of workshops you hosted, number of events you delivered, materials printed, and marketing reach.

Outcomes – relate to the short, medium or long term outcomes of the program or initiative. For example a short term outcome may be that people felt socially included and connected to their local community by attending an event, or that participants gain knowledge and skills on a specific topic that resulted in behaviour change.

It is important to link the anticipated outcomes back to the Town’s Strategic Community Plan outcome areas to demonstrate how your initiative aligns to this.

If you are successful in obtaining a level 2 or 3 grant (grants for $500 or more), you will be required to demonstrate the actual outputs and outcomes delivered. The reporting requirement will be proportionate the level of funding received and will be detailed in the agreement. It is important to think about how you will keep track of the outputs and measure the outcomes of your initiative. For outcome measurements you may want to use surveys and include questions that align to the Town’s Strategic Community Plan outcome areas. The Town can support you to identify indicators, targets and measurement methods, proportionate to the level of funding received.

g. Other approvals
If you are delivering an event or initiative in the public realm, you may require various Town approvals such as an event approval from the Town’s Environmental Health team. The approval of a grant does not negate the need to seek other approvals.
Part C – How will the application be assessed?

1. Assessment process

On an annual basis Council sets the budget for the grants program. Depending on the number and quality of grant applications received, you may receive all or part funding for your grant initiative. There is also the possibility that your initiative will not receive funding.

An assessment panel of no less than three members will assess and determine grant applications.

Applications will only be assessed if:
- it has been fully completed and received by the Town in accordance with requirements
- the applicant has supplied quotes for all purchases in accordance with the grant funding level
- the applicant’s mission, objectives, and products do not conflict with the values and objectives of the Town
- the applicant is not requesting explicit endorsement of the applicant itself, or its product
- applicants demonstrate a financial or in-kind contribution
- any conflict of interest has been declared and assessed as reasonable
- the grant meets all funding eligibility requirements (i.e. acquittal of pervious grant).

The Town reserves the right to discuss an application with a third party, if necessary, to assist in assessing the application.

2. Notification of outcomes

Successful grant applications will be advised in writing within 60 days of grant submission. If your proposal is successful you will receive a letter of agreement via email. The letter of agreement will set out the terms on which Council is prepared to make the grant available.

The level of grant funding awarded may differ from the amount requested and will depend upon the extent to which the funded initiative can contribute to the advancement of the Town’s Strategic Community Plan.

To accept the grant offer you are required to complete, sign and return the letter of agreement to the Council, accepting the terms and conditions, together with your tax invoice and assigned purchase order number (contained in the letter of agreement).

3. Feedback

Unsuccessful grant applications will be advised in writing within 60 days of grant submission. Rationale for the declined grant application will be provided.
## Part D – Application checklist and form

Please use this checklist as a guide of what is required to complete your online application.

<table>
<thead>
<tr>
<th>Required information</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed application form (online)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project plan relative to the size and nature of the project, including who is involved, what tasks are being undertaken. Budget, when the tasks are to be completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk management plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The applicant’s latest annual report (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A current certificate of incorporation (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The most recent audited financial statement (levels 2 and 3 only).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The organisation’s ABN and if no ABN, applicants are to complete a <em>Statement by a supplier</em> form from the Town or ATO website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copies of insurance (i.e. public liability insurance)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quotes for goods and/or services</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Possible additional information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of permission or support for your activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details about previous grants received from the Town</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details about other funding partners</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part E – Assessment criteria

1. Community grants

a. Objectives of a community grant

Community grants provide an opportunity for the groups and individuals to build the capacity and wellbeing of Town of Victoria Park community. The objectives of a community grant align with the Town’s Strategic Community Plan. A community grant should promote sustainable, connected, safe, and diverse places for everyone and achieve the following strategic outcomes:

- S1 A healthy community
- S2 An informed and knowledgeable community
- S3 An empowered community with sense of pride, safety and belonging
- S4 A place where all people have an awareness and appreciation of arts, culture, education and heritage
- En4 A clean place where everyone knows the value of waste, water and energy
- En5 Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed.

b. Assessment criteria

Applications for a community grant will be assessed against the following criteria. Applications which provide detailed information and justification addressing the grant criteria will be considered more favourably by the assessment panel.

<table>
<thead>
<tr>
<th>Grant assessment criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Outline of the funding required, including outputs and intended outcomes.</td>
<td>/ 4</td>
</tr>
<tr>
<td>ii. Outline how the initiative will directly contribute to the Town of Victoria Park community</td>
<td>/ 4</td>
</tr>
<tr>
<td>iii. Outline how the initiative is suitable, accessible and inclusive of all members in the community or specific community cohorts</td>
<td>/ 4</td>
</tr>
<tr>
<td>iv. Demonstrate support from local residents and business community</td>
<td>/ 4</td>
</tr>
<tr>
<td>v. Demonstrate how outputs and outcomes will be measured</td>
<td>/ 4</td>
</tr>
<tr>
<td>vi. Demonstrate the applicant’s capacity to deliver proposed initiative within the specified period</td>
<td>/ 4</td>
</tr>
<tr>
<td>vii. The project/initiative aligns with the Town’s Strategic Community Plan 2017–32 objectives and priorities</td>
<td>/ 4</td>
</tr>
</tbody>
</table>

**Total** / 28
2. Place grants for town teams and place-based groups

a. Objectives of a place grant

Founded by the community for their community, town teams or place-based groups can help improve their place through innovative projects and programs that address their local priorities and challenges. A ‘town team’ is a group of residents, businesses and landowners working collaboratively to improve their local neighbourhood.

The place grants are designed to assist town teams improve Victoria Park’s places or contribute to town teams becoming more sustainable non-for-profit entities. More specifically, the objectives of the Town’s place grants are to:

- foster the distinctiveness of each place
- support the social fabric or personality of a place
- help plan and deliver the physical attributes of a place that help to define its distinctiveness
- support the town team or place-based group to become more self-sufficient – this might include website development, marketing and membership recruitment campaigns etc.

b. Assessment criteria

Applications for a place grant will be assessed against the following criteria. Applications which provide detailed information and justification addressing the grant criteria will be considered more favourably by the assessment panel.

Stream one – place improvement

<table>
<thead>
<tr>
<th>Grant assessment criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Outline of the funding required and how it is intended to be spent</td>
<td>/ 4</td>
</tr>
<tr>
<td>ii. Outline how the initiative will directly contribute to the Town of Victoria Park community</td>
<td>/ 4</td>
</tr>
<tr>
<td>iii. Outline how the initiative is consistent with the town team’s current action plan, strategic document, urban principles (if prepared)</td>
<td>/ 4</td>
</tr>
<tr>
<td>iv. Demonstrate support from local residents and business community</td>
<td>/ 4</td>
</tr>
<tr>
<td>v. Demonstrate how performance of the initiative will be measured, including the performance targets which need to be met in order for the initiative to be considered a success (outline method of measurement)</td>
<td>/ 4</td>
</tr>
<tr>
<td>vi. Demonstrate the applicant’s capacity to deliver proposed initiative within the specified period</td>
<td>/ 4</td>
</tr>
<tr>
<td>vii. Demonstrate how the project/initiative aligns with one or more of the Town’s Strategic Community Plan 2017–32 objectives and priorities</td>
<td>/ 4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>/ 28</strong></td>
</tr>
</tbody>
</table>
Stream two – town team improvement

<table>
<thead>
<tr>
<th>Grant assessment criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outline of the funding required and how it is intended to be spent</td>
<td>/ 4</td>
</tr>
<tr>
<td>Outline how the initiative contributes to the Town Team becoming a more sustainable entity that diversifies its funding streams and resources</td>
<td>/ 4</td>
</tr>
<tr>
<td>Demonstrate the Town Team’s capacity to deliver organisational improvements</td>
<td>/ 4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>/ 12</strong></td>
</tr>
</tbody>
</table>

c. **What proposals will be considered for a place grant?**

- Initiatives which improve the performance of a place. This could include (but is not limited to) a physical improvement, a business development project or a town centre marketing initiative.

- Projects or initiatives that improve the ongoing viability of the town team. This could be an online membership system, website upgrade, social media training, or insurance advice. Initiatives that demonstrate how the town team is able to become more sustainable and less reliant on government support to prosper, are encouraged to apply.
Part F – Successful applicant information

Congratulations! You have successfully obtained a grant, so what next?

1. Grants awards presentation

All successful applicants (or an appropriate representative) are encouraged to attend the community grants awards presentation evening. You will be notified of the time and date of the awards presentation.

2. Payment of funds

Grant payments will generally be single payments paid by direct debit after signing the letter of agreement. An invoice will need to be provided to the Town for payment with a purchase order number supplied by the Town.

3. Acquittal report requirements

Every grant over $500 provided by the Town must be acquitted within 30 business days (six weeks) of the completion of the project. This involves providing financial records of how the grant funding was spent and the outputs of the initiative. Any unexpended funds must be returned to the Council. The Town may take action to recover funds from an applicant if the funds are not acquitted appropriately. Applicants with outstanding acquittals are not eligible for further Town funding.

For grants over $1,000 the Town will require a financial acquittal as above, along with an outputs and outcome report. The outputs and outcomes report will be proportionate to the level of funding received, as detailed in the letter of agreement.

4. Grant debrief and success measurement

The Town will on occasion require a debrief meeting with the applicant to discuss the initiative once it has been completed. This meeting will be utilised as an opportunity for all parties to learn from their successes and failures.

5. Audits

As part of the accountability process Council reserves the right to audit any and all community grant recipients for compliance with the grant conditions and expenditure of grant monies received.

6. Termination of grant

The grant agreement may be terminated if in the opinion of the Chief Executive Officer:
- the project is not carried out with competence and diligence
- the project is not being carried out in accordance with the terms and conditions of the grant agreement
- the grant recipient fails to provide information concerning operational, administrative or financial aspects of the project in response to a reasonable request from the Town.

The Town may require repayment of any grant funding if the funding is not used for approved purpose in accordance with the grant agreement.
Part G – Definitions

1. **Auspice organisation**
   A legal entity which will take responsibility for applying, receiving, holding, administrating and acquitting against a grant on behalf of an unincorporated organisation or individual. Grant: refers to any financial allocation/award made by the Town to an eligible party. Grants are not expected to be repaid and do not include technical assistance or other financial assistance, such as a loan or loan guarantee, an interest rate subsidy, direct appropriation, or revenue sharing.

2. **Grant**
   Any financial allocation/award made by the Town to an eligible party. Grants are not expected to be repaid and do not include technical assistance or other financial assistance, such as a loan or loan guarantee, an interest rate subsidy, direct appropriation, or revenue sharing.

3. **Incorporated association**
   An association, as defined by the Associations Act, includes any association, society, club, institution, community group or body formed or carried on for a lawful purpose. All profits made by the organisation must be used to benefit the organisation or, in the case of a charity, the beneficiaries of that charity, and not for the gain of its individual members.

4. **In-kind**
   A benefit other than money, or goods and services instead of cash, given to an organisation or individual, such as a fee waiver for the use of the Town’s facilities and services. In this community grants program the dollar value of the in-kind support requested shall be calculated and included in the total value of community grant sought by the applicant. The non-financial contribution will be subject to eligibility criteria and shall meet the Town’s strategic aims and objectives.

5. **Organisation**
   A group of people who work together in an organised way for a shared purpose. An organisation may be a community group, club, a not-for-profit organisation/association, incorporated organisation, a business, or corporate organisation.

6. **Initiative**
   Any events, services, activities, programs, sector development or projects.

7. **Conflict of interest**
   Any conflict of interest (real or perceived) arising from the applicant’s proposal must be indicated in the application. A real or perceived conflict of interest can arise if an individual (or their family members) associated with the application receives a direct benefit from the project, or is an employee of the Town.
8. Resident
   A community member who resides in the Town of Victoria Park.