



**CITY OF
PERTH**
City of Light

Community Insurance

GRANT GUIDELINES • 2023-2024



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The City's Aspiration

The City is committed to supporting initiatives and projects that contribute to our aspiration for Perth – Liveable, Sustainable and Prosperous. Through grants and sponsorship, the City supports others to make the city a great place for people to live, work and visit. We aim to facilitate stakeholders to build a sense of vibrancy, celebrate and develop our diverse cultural experiences as well as support economic growth to enable Perth to continue to compete on the world stage as one of the great liveable cities.



Liveable



Sustainable



Prosperous



ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

The City of Perth acknowledges the traditional custodians of the land that we are situated on, the Whadjuk people of the Nyoongar nation and Aboriginal people from other lands.

We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo and the Derbarl Yerrigan.

We offer our respects to Elders past and present.



Introduction

The City of Perth is home to several not-for-profit community and neighbourhood groups who are active in their respective precincts. The groups play a vital role in contributing to the City's community and economy through various activities and initiatives.

Through the Community Insurance Grant program, the City supports not-for-profit local community and neighbourhood groups by reimbursing insurance policy premiums, allowing the affordability of insurance and providing peace of mind for local community and neighbourhood group members, volunteers and participants.

The Community Insurance Grants program accepts applications for the following types of insurance policies:

- Public and Product Liability;
- Volunteer Personal Accident; and
- Association Liability.

Eligibility Criteria

Applicants are required to meet the following eligibility criteria when applying within the Community Insurance Grant program:



1 Be an incorporated not-for-profit within the City of Perth local government area:

- resident or ratepayer association;
- neighbourhood group; or
- local community group.



2 Have its members living or working in or adjacent to the neighbourhood or suburb it represents;



3 Be able to demonstrate a minimum of 12 months previous expenditure on appropriate insurance cover;



4 Be able to demonstrate an annual or on-going program of activity which seeks to engage residents and ratepayers;



5 Be able to demonstrate that the groups objectives allow for longevity beyond resolution of a single issue or cause;



6 Provide a copy of the Certificate of Incorporation for not-for-profit association; and



7 Have submitted a grant application prior to purchasing the insurance policy that funding is being requested for.

The City will not consider applications from:

- Commonwealth or State Government Departments;
- a political party;
- a religious body;
- an applicant that the City considers to support, promote or facilitate violence, intolerance or discrimination;
- an employee, contractor or elected members of the City, or their immediate family;
- an applicant that has outstanding debts to the City;
- an applicant who is in legal conflict with the City;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City funding;
- an applicant that has already received City funding (including in-kind) for the same project within the same financial year;
- an applicant that conducts themselves in a way the City considered to be injurious or prejudicial to the character or interests of the City.
- an applicant who has the option to affiliate to a peak body or state/national organisation with insurance provisions (i.e. sporting (clubs); or
- an applicant that is not recognised as a City of Perth community or neighbourhood association or group.

The City will not consider applications for the following projects or project expenses:

- where the City considers the primary purpose to be political;
- that the City considers denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- that request reimbursement of funds already spent;
- that are for debt reduction or operational deficits; or
- legal expenses.

The City will **not** support recurrent operational funding, including, but not limited to wages, salaries, or administrative overheads with the exception of eligible insurances under this program. Additional details on eligibility and requirements are set out in **Council Policy 4.3 Outgoing Sponsorship and Grants**. The applicant must review the Policy prior to submitting an application for grant funding and, to the extent of any inconsistency, the Policy takes precedence over this document.

Assessment Criteria

Eligible applicants for a Community Insurance Grant will be assessed against the extent to which the applicant can address the following criteria:

Essential Criteria



Demonstrate how your association will deliver benefits to the residents and ratepayers within the City of Perth local government area.

Documentation

Your application must include the following to assist with assessment:



A copy of your **Certificate of Incorporation as not-for-profit association**;



A **copy of your constitution** that clearly outlines the core function/purpose of the association;



Evidence of previous insurance cover for a minimum of 12 months. E.g. previous insurance policy;



Two quotes for each insurance policy to be provided from a reputable (APRA regulated issuer/ intermediary that is listed within the National Insurance Brokers Association) insurance provider; and



Evidence of an annual or on-going program of activity which seeks to engage residents and ratepayers. E.g. Calendar of events



General Information

Key Dates

Applications for the Community Insurance Grants program open in July 2023 and can be submitted at any time during the financial year, however decisions will be made on a case-by-case basis in line with budget and strategic priorities.

This grant operates as exhaustive funding, and the City reserves the right to close the program once the available budget has been expended.

Funding Levels Available

Total funding per eligible community or neighbourhood group is limited to a maximum of \$5,000 per annum.

Maximum Contribution

The maximum contribution of grant funding provided by the City is 100% of the total insurance premium costs (within the funding limit of \$5,000).

How to Apply

Applications for Community Insurance Grants must be submitted through the City's approved online management portal, **SmartyGrants**.

Interested groups are required to discuss their intention to apply with a City Sponsorship Officer prior to commencing an application.

Assessment Process

Applications are assessed by a minimum two-person assessment panel, which may recommend full, part or no funding to the decision-making authority. The recommendation is carefully considered with the view of maintaining the integrity of the proposal.

The City regularly receives more applications than the available budget can accommodate. Therefore, successful applications are those that best satisfy the assessment criteria.

The City reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the eligibility criteria.

Decisions and Notifications

Applications may be accepted or rejected, or part funding approved, and the decision is final and not subject to any further appeal within the City. Applications will be approved by the City's administration.

Allow up to 8 weeks to be notified of a decision for a Community Insurance Grant.

Funding Agreements

Successful applicants for Community Insurance Grants must enter into a written funding agreement with the City and provide a copy of the purchased insurance policy (Certificate of Currency) before any funding is provided to the successful applicant. The City will not be under any obligations in relation to a successful applicant until the parties execute an Agreement.

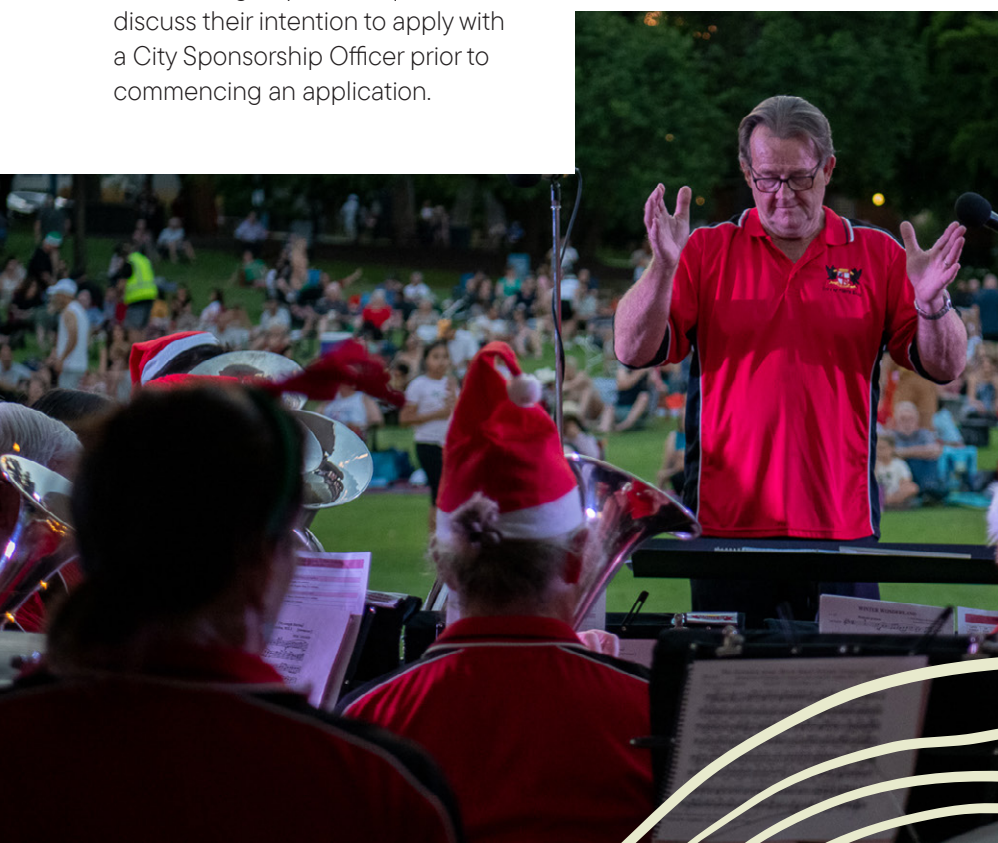
Acquittal Process

Subject to the terms of the Agreement, successful applicants will be required to submit an acquittal report through **SmartyGrants** within three months expiration of the period of insurance. All grants must be acquitted prior to payment being made to subsequent approved funding applications.

Acquittal reports will be considered as part of future funding applications.

Lobbying of Elected Members and Administrative Staff

Applications or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff. If, during the period between submitting a funding application and a determination by Council or the CEO, an applicant or any member of the public seeks to lobby any Elected Member or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application, the person/organisation will be disqualified and the sponsorship application excluded from being considered for approval.



Frequently Asked Questions

1

Can I assume my insurance policy premiums will be funded?

The City is committed to ensuring the assessment process is fair and equitable. Recurring annual funding is not guaranteed.

2

Are the details of my application confidential?

No. The City must comply with the *Local Government Act 1995 (WA)*, *State Records Act 2000 (WA)* and other relevant legislation and regulations in regard to retaining and making information available to the general public. An assessment of your application will form part of the decision recommendation report which may be subject to Freedom of Information (FOI) requests. Successful applicants may be listed on the City's website. Please make it known to the Sponsorship Officer if information provided in your application is commercially sensitive so as to protect trade secrets, information that has commercial value, or information about the business, professional, commercial or financial affairs of a person, so this information can be treated as Commercial-in-Confidence.

3

Do I need to wait for a decision on this grant prior to purchasing the relative insurance policy?

No, however applicants must have submitted a grant application prior to purchasing the insurance policy that funding is being requested for.

4

How will I know if my application is successful?

For Community Insurance Grants, a Sponsorship Officer will contact you to advise you of the outcome of your application within 8 weeks.

5

If our association is successful, what are the next steps to claiming grant funds?

Successful applicants will be notified by a Sponsorship Officer and receive a written funding agreement. A purchase order will be raised by the Officer and issued to the association for invoicing. Upon the execution of the Agreement by both parties, the applicant will be required to submit a copy of the Certificate of Currency (per policy) and a valid tax invoice in respect of the relevant insurance premium costs.

6

How long does it take to receive funding after my grant is approved?

The payment policy for the City is 30 days from the end of the month in which the invoice is received. Payment of funding will be made subject to the terms of the Agreement.

This document is available in other formats on request.

Contact Us

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