

Neighbourhood Quick Response Grant Guidelines

2021-2022



Program	Applications	Amount	Assessment Timeframe
Neighbourhood Quick Response Grant (NQR)	Open all year Until funding allocation exhausted	\$1,000	Up to 10 working days

Overview

The Neighbourhood Quick Response Grants support projects and initiatives that make positive connections within Fremantle's neighbourhoods and local community.

Applications that meet the following objectives will be considered for funding, through the Neighbourhood Quick Response Grants:

1. Encourage active participation in the local community.
2. Create opportunities for people to connect with each other in their local neighbourhoods.
3. Upskill local community with tools to effectively plan and deliver neighbourhood projects.

Eligibility Criteria

Who can apply

Applications will be considered from:

- A City of Fremantle Precinct Group
- Individual or unincorporated community groups residing in Fremantle (with evidence of community support for the project)
- Incorporated community groups and organisations

What will not be funded

The following applications are ineligible for funding:

- Projects held at private residences
- Applications that do not meet the identified grant program objectives, as outlined in the guidelines.
- Recurring or pre-existing events that don't demonstrate significant changes or new initiative areas
- Activities, events or programs occurring outside the City of Fremantle area
- Applications that duplicate an existing service or program that operates in the City
- The application disparages or excludes any groups in the community

- The application contravenes an existing City of Fremantle Policy or Plan (i.e. Walyalup Reconciliation Action Plan, Access and Inclusion Plan).
- Large capital expenditure e.g. lease payments, repair or maintenance of buildings, or purchase or major equipment.
- Funding for alcohol purchases
- Recurrent costs including wages, utilities, rent, annual insurances etc.
- Applicants who haven't acquitted on any previous Council funding or finalised outstanding debts.
- Retrospective funding or reimbursement payments.
- Funding requests for training or education in government or private institutions, or research activities that will be offered for assessment in such institutions.
- Applications for conferences, tradeshows, award ceremonies.
- Funds for State or Federal Government departments, other councils.
- Commercial organisation operating on an expected profit base.
- Activities that would involve the City in controversial issues or expose the City to adverse criticism.
- Funding for programs or services that are the core responsibility of other levels of government (i.e. schools).
- Political or lobby groups

The Application Process

1. Contact the City's Grant Officer to discuss the potential project and subsequent application, grantfunding@fremantle.wa.gov.au
2. Complete the Neighbourhood Quick Response Application Form online via the City's Smarty Grants portal.
Please ensure all questions are answered with as much project detail as possible.
3. Submit your application.
Once you have submitted your application you will receive an email of acknowledging receipt. Please note that the City seeks to provide an outcome within 10 working days. Applicants will be notified of funding decisions via email.

The Assessment Process

Eligible applications will be assessed against the grant objectives and assessment criteria and funding availability. The Assessment Panel recommend full, part or no funding.

Please note the timeframe for the NQR grant is up to 10 working days.

All applications are assessed per the following matrix:

No.	Consideration	Weighting
1	Application has neighbourhood/community support	25%
2	Project promotes community connection at local level	25%
3	Achievable and realistic budget	25%
4	Application meets grant objectives	25%
Total		100%

Successful Applicants

Successful applicants are required to sign a letter of agreement, accepting the grant.

Recipients are required to:

- Acknowledge the City as outlined in the letter of agreement
- Obtain public liability insurance (if required) and provide a copy of certification
- Complete a grant acquittal

Important Information

Payment process successful applicants that are not incorporated or auspiced will not receive the awarded funding directly. The City will pay suppliers as outlined in the application budget and not the individual or community group.

Auspice organisations may only have one open funding agreement per year in any community funding program.

Public Liability Insurance is required for public events and activities, and a certificate of currency provided to the City. Purchasing of one off cover at community rates is available here <https://www.localcommunityinsurance.com.au/>

Individual residents may apply for the Neighbourhood Quick Response Grant for local activities or projects with evidence of neighbourhood/community support (i.e. letters, email, photos).

Permit and fees applicants must apply for a permit where required when activity is undertaken on council land, or fee waiver for a Council venue and cost must be factored into the application.