



2.2 Funding Timeframes

Level 1 – Applications will be accepted all year round. Applications will be assessed and determined within six weeks of the application being received.

Level 2 – Two funding rounds will be conducted annually, in April and in September. Applications will be assessed and determined within six weeks of the round closing.

Successful applicants who have not returned a signed grant acceptance within two months of notification, will forfeit their grant.

2.3 Funds Available

Level 1 – The City will fund up to 100% of the total project cost, with the maximum grant amount being \$2,500 (ex GST).

Level 2 – The City will fund up to 50% of the total project cost, with the maximum grant amount being \$10,000 (ex GST).

2.4. In-Kind Support

Successful applicants who receive funding to deliver programs, services or events under Category 1, are eligible for free use of City-managed facilities, subject to the Community Grants guidelines.

3. CATEGORY 2 – Festivals and Events Grants

3.1 Purpose

To provide funding support for Incorporated Not for Profit Groups to deliver medium to large scale festivals, events or series of events at no cost in the City of Gosnells which are open to the community, attract significant attendance and contribute to a proud and harmonious community.

3.2 Funding Timeframes

Applications will be accepted all year round. Applications will be assessed and determined within eight weeks of the application being received.

3.3 Funds Available

The City will fund up to 50% of the total project cost, with the maximum grant amount being \$20,000.

3.4 In-Kind Support

Successful applicants who receive funding to deliver festivals or events under Category 2, are eligible for free use of City-managed facilities, subject to the Festivals and Grants guidelines.



4. CATEGORY 3 – Competition Sponsorships

4.1 Purpose

To provide funding assistance to support individuals who achieve State, National or International selection in their chosen field of endeavour and are travelling for the purpose of competing.

4.2 Funding Timeframes

Sponsorships will be available throughout the year.

4.3 Funds Available

Three levels of sponsorship are available:

- State (competing in Western Australia) – \$300
- National (competing in Australia but outside Western Australia) – \$400
- International (competing outside Australia) – \$500

5. CATEGORY 4 – Education Scholarships

5.1 Purpose

High Schools – A scholarship of \$500 is available to one student from each of the high schools located within the City of Gosnells. The funding is provided towards the educational costs of that student and will be presented by the Mayor or delegate at the end of year awards assembly or other appropriate event.

Primary Schools – A scholarship of \$100 is available to one graduating student from each of the primary schools located within the City of Gosnells. The funding is provided towards the future educational costs of that student and will be presented by the Mayor or delegate at the graduation ceremonies or other appropriate event.

The City will make available voucher/s to the total value of \$250 to Leisure World and/or the Don Russell Performing Arts Centre to every school within the City of Gosnells for school initiated rewards and/or awards for students. These voucher/s will generally be offered to schools mid-year to promote ongoing engagement between the City and its local school communities and will be presented by the Mayor or delegate.

5.2 Funding Timeframes

Education Scholarship presentations will be scheduled during the year and timed to coincide with a suitable activity, such as a school assembly or graduation function.

6. CATEGORY 5 – School Chaplaincy Sponsorship

6.1 Primary schools and high schools based in the City are eligible for School Chaplaincy Sponsorship, which is distributed by YouthCARE to local schools to assist with their Chaplaincy programs.



- 6.2** The City provides YouthCARE with an annual sponsorship as per Resolution 354 of the Ordinary Council Meeting held on 22 May 2001. The School Chaplaincy Sponsorship will be increased annually in accordance with the Consumer Price Index for Perth for the 12 months to December, as reported by the Australian Bureau of Statistics.

7. CATEGORY 6 – Business Shop Front Improvements

7.1 Purpose

Purpose

To assist small business owners with the cost of upgrading the appearance, vibrancy and attractiveness of shop frontages through a City co-contribution. The program is intended to encourage retail centre activation and to unlock private investment in improvements to retail shop frontages.

7.2 Eligible Improvements

Grant funding will be available for the following shopfront improvements to small businesses employing less than 20 people:

- Painting of building shopfronts
- Installation of architectural or artistic features to shopfronts
- Installation or repairs to awnings or canopies
- Removal of redundant signage and hoardings
- Relocation of air-conditioning units from shopfronts and front facades
- External lighting displays
- Installation of universal access points
- Furniture for alfresco dining
- Shopfront treatments such as the installation of planter boxes, vertical gardens, timber panelling or landscaping improvements
- Other general improvements to shopfronts that reflect the purpose of the funding program

7.3 Funding Timeframes

Applications will be accepted all year round. Applications will be assessed and determined within eight weeks of the application being received.

7.4 Funds Available

The City will fund up to 50% of the total project cost, with the maximum grant amount being \$5,000.



8. FUNDING GUIDELINES

The Grants Program will be managed through specific guidelines that will include details on:

- Eligibility;
- Funding criteria;
- Terms and conditions;
- Application, assessment and approvals process
- Recognition requirements
- Acquittal process
- Audit and accountability procedures

9. FUNDING RESTRICTIONS

Funding will not be available or considered for:

- Projects that commence before approvals are announced and grant agreements have been signed, or for Competition Sponsorships applications which are received after the date of travel;
- Development of facilities owned by private individuals, businesses or non-public buildings (with the exception of Small Business Shopfront Improvement Grants);
- Projects considered to be a full State or Federal Government responsibility;
- Recurrent costs such as permanent employee costs, electricity, gas, salaries, annual insurance premiums, rent and non-program-specific consumable items, such as stationery;
- Facilities or fixtures for the express purpose of serving alcohol;
- Projects that do not meet relevant Australian Standards, or legislative requirements, or contravene Council Policy;
- Used as a contribution towards other funding programs (for example, the Department of Local Government, Sport and Cultural Industries' Community Sporting and Recreation Facilities Fund);
- Additional or 'top up' funds for projects that have already received financial assistance from the City in previous funding rounds (with the exception of School Chaplaincy Sponsorship);
- Organisations which have not satisfactorily acquitted previous grants;
- Organisations that have outstanding debts to the City at the time of assessment and have not entered into arrangements to repay those debts;
- Projects which are of a political or lobbying nature or which may be used as a forum for political lobbying or canvassing; and
- Recipients under Category 4 – Education Scholarships are not eligible to receive the prize in subsequent years.

10. FUNDING APPROVALS

Applications for funding in Category 1 (Level 2) and Category 2 will be assessed by the City, in accordance with the eligibility criteria and assessment criteria set out in the guidelines, and presented to Council for final determination.

When assessing grant applications, preference will be given to those organisations that have not previously received funding.

Grants Program



Categories 1 (Level 1), 3, 4 and 6 will be assessed and approved by City Officers in accordance with the assessment process set out in the guidelines.

11. REPORTING

A report for Council will be prepared each financial year on the outcomes of all grant funded projects.

GOVERNANCE REFERENCES

Statutory Compliance	N/A
Industry Compliance	Associations Incorporations Act 2015 Corporations Act 2001
Organisational Compliance	City of Gosnells Heritage Strategy OCM 22 May 2001 Resolution 354 OCM 28 August 2012 Resolution 415
Process Links	Grants Program Guidelines

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Community Engagement		Manager Marketing and Community Events		9397 3000	
Risk Rating	Low	Review Cycle	Annual	Next Due:	2024
Version	Decision Reference	Synopsis			
1.	OCM 179-1/9/98	New Policy adopted			
2.	OCM 927-10/99	Policy amended			
3.	OCM 267-4/00	Policy amended			
4.	OCM 711-27/08/2002	Policy amended			
5.	OCM 561-26/08/03	Original Policy Revoked			
6.	OCM 561-26/08/03	New Policy adopted			
7.	OCM 425-10/08/2004	Policy amended			
8.	OCM 597-28/11/2006	Policy Revoked			
9.	OCM 598-28/11/2006	New Policy adopted			
10.	OCM 426-11/09/2007	Policy amended			
11.	OCM 412-26/08/2008	Policy amended			
12.	OCM 125/23/03/2010	Policy revoked			
13.	OCM 126/23/03/2010	Changes made to Policy 5.4.43 which necessitated changes to this policy.			
14.	OCM 375/23/08/2011	Reviewed and amended.			
15.	OCM 63/28/02/2012	Amended to provide an additional sponsorship category for NAIDOC Week activities.			
16.	OCM 415/28/08/2012	Reviewed and amended to incorporate CPI to School Chaplaincy payments, clarify the decision-making process for all categories and include eligibility and assessment criteria for sponsorship categories.			
17.	OCM 417/24/09/2013	Replaced with changes being broadening of and reduction in categories, the matter in which sponsorship is provided by the City and inclusion of wording under eligibility.			
18.	OCM 382/23/09/2014	Reviewed and amended regarding restoration of headstones at Kenwick Cemetery as well as the Minor Capital & Equipment Works category to restrict the number of times per year that organisations can receive sponsorship under this category to once.			
19.	OCM 372/22/09/2015	Review and amended assessment process of applications and determination of category amounts.			
20.	OCM 384/25/10/2016	Reviewed and amended to remove administrative information replicated in the Community Sponsorship Program Guidelines.			
21.	OCM 317/26/09/2017	Reviewed and amended to add clause 2.6 Use of City's Facilities and additional text to 8. Sponsorship Restrictions.			
22.	OCM 302/11/09/2018	Reviewed with amendments.			
23.	OCM 60/26/03/2019	Revoked and replaced.			
24.	OCM 251/08/09/2020	Reviewed and amended.			
25.	OCM 135/26/06/2022	Reviewed and amended			
26.	OCM 125/23/05/2023	Reviewed and amended to incorporate two new grant categories and increased amounts for Category 1 and Category 2. Change of Title and revised Purpose and Policy Statement.			