



COMMUNITY GRANTS

Category 1 – Level 1 and Level 2

How to Guide



Step 1. Read the Policy and Guidelines

The Grants Program Policy & Community Grants Guidelines can be found on the City's website, click below to access:

https://www.gosnells.wa.gov.au/Lifestyle/Get_involved/Community_Funding_Program

Step 2. Plan Your Project

You will need to consider:

- Is your project eligible for funding? (see Section 2 'Eligibility' in the [Community Grants Guidelines](#)).
- Will your project deliver initiatives that build community capacity for the City of Gosnells community?
- What date does your application need to be submitted?
 - *It is important you submit your application well before your project start date. We recommend submitting your application three months before your project starts. Keep this in mind when planning your project timeframes.*
- **Your project start date must be at least two months after the date of application submission.** If your project start date is earlier than this, your application will not be eligible for funding.
- Will you have enough time to apply for funding and coordinate a successful project?
 - *Completing a project timeline and a task list will help you plan your project.*

Step 3. Review Application Forms and Questions

Ensure that you have reviewed the application forms. Click below to access the forms:

- [Category 1 Level 1 Application Template](#).
- [Category 1 Level 2 Application Template](#).

Step 4. Contact the Community Development Team

You can contact the Community Development Team at any stage however we recommend doing so when you have a clear project plan and proposed budget. The more information you have, the better the Community Development Team can assist you.

Contact the Community Development Team on (08) 9397 3000 or email funding@gosnells.wa.gov.au

The team will advise whether your project is eligible for funding and can provide feedback on your application. We are here to help you get the best outcome for your application.

Step 5. Gather Your Project Documents

Gather all the information you will need to complete your application.

The following documents **must** be included:

- Completed application form.
- Certificate of Incorporation or Signed Auspicing Agreement.
- Certificate of Public Liability Insurance valued to \$10 million.
- Completed [budget template](#)
- Quotes for all items over \$1,000



Step 6. Complete Your Funding Application

Complete your Funding Application offline, and then transfer the answers over into web form.

We recommend using the application form templates and saving them. This will help you if you need to resubmit your application.

*Your online application will **NOT** be saved if you close the web browser.*

Step 7. Submit Your Application

Applications must be submitted online, please visit the [City's website](#) and click on the 'online application form' as shown below:

- Category 1 Level 1 Application Online Web Form

Level 1

To support small-scale, local initiatives
development of employees and volunteers

Opening date: Applications are accepted

Closing date: 24th of each month

[Online application form](#)

- Category 1 Level 2 Application Online Web Form

Step 8. Round Closes and Assessments by Panel

Once the round is closed, the City collates all applications and submits them for assessment.

Level 1 applications (up to \$2,500) are determined by the City.

Level 2 applications (up to \$10,000) are determined by Council.

Step 9. Applicants Notified of Outcome

All applicants will be notified of the outcome of their application (see Section 3 'Funding Criteria' in the [Community Grants Guidelines](#)).

Unsuccessful applicants can request feedback by contacting the City. You are welcome to review your project and apply again in another round.

Step 10. Grant Acceptance

Successful applicants will be notified via email with the funding agreement attached. This agreement must be signed and returned to the City within two months of notification.

If there are significant changes to your project after the signed document has been returned, you must request a variation to the grant agreement (see Section 5 'Changes to your project/event' in the [Community Grants Guidelines](#)).



Step 11. Acknowledge the City of Gosnells support.

Successful applicants must acknowledge the City of Gosnells support (see Section 6 'Recognition Requirements' in the [Community Grants Guidelines](#)).

Step 12. Run Your Project or Event

Ensure you have sought appropriate authority for your project (see Section 5 'Approval Conditions' in the [Community Grants Guidelines](#)).

Keep records of all your transactions and expenses. You will need these to acquit your project.

Take lots of photos and get lots of feedback from your participants to submit with your acquittal.

Step 13. Complete the Acquittal Report

This is required after you have completed your project. You must submit your acquittal within two months of your project end date.

Please click below to access the Acquittal Project Report Template:

- [Category 1 Level 1 Acquittal Project Report Template](#)
- [Category 1 Level 2 Acquittal Project Report Template](#)

You must submit:

1. Acquittal Project Report
 - Category 1 Level 1 Acquittal Project Report Web Form
 - Category 1 Level 2 Acquittal Project Report Web Form
2. Proof of purchases – supplier issued receipts or bank statements
3. Income and expenditure statement on the [budget template](#)
4. Evidence of promotional materials acknowledging the City of Gosnells
5. Pictures of your project/event/equipment