



COMMUNITY GRANTS

Category 1 – Level 1 and Level 2

How to Guide

Revised October 2025



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

The Community Grants Guidelines is a key document for this program.

We encourage you to check it often through your project planning and grant application process.

Step 2. Plan Your Project

You will need to consider:

- What, who, when, why and how. Plan early and in detail.
- Is your project eligible for funding? (see Section 3 '[Eligibility Criteria](#)' in the [Community Grants Guidelines](#)).
- Will your project deliver initiatives that build community capacity for the City of Gosnells community? Applicants must address at least one of the four funding priorities outlined in Section 2 of the Community Grants Guidelines.
- Review the assessment criteria in Section 7 of the Community Grants Guidelines to guide your project planning and assess your planned outcomes.
- **Your project start date must be at least two months after the grant round closes.** If your project start date is earlier than this, your application will not be eligible for funding. Grant round closure dates are listed in Section 4 of the Community Grants Guidelines.
- Will you have enough time to apply for funding and coordinate a successful project?
 - *We recommend submitting your application at least three months before your project starts. Keep this in mind when planning your project timeframes.*
 - *Completing a project timeline and a task list will help you plan your project.*

Step 3. 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 4. Familiarise Yourself with SmartyGrants.

City of Gosnells utilises the SmartyGrants platform for Category 1 - Level 1 and Level 2 Community Funding.

Applicants will be required to submit applications and acquittals through the SmartyGrants website.

Grant Rounds will be listed on the [City of Gosnells SmartyGrants home page](#).

Take some time to create your account and familiarise yourself with SmartyGrants.

The City highly recommends you review their FAQ and Help guides. These links can be found of the [City of Gosnells Community Funding Category 1 webpage](#).

Rounds will often be published before the opening date. This will allow you to review a PDF copy of the application form and prepare your submission.

Please note: *All applications and supporting documents are to be submitted through the SmartyGrants platform. The City will not accept an email copy of the PDF as an eligible application.*

Step 5. Gather Your Project Documents

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

The following documents **must** be included:

- Certificate of Incorporation or Signed Auspice Agreement.
- Certificate of Public Liability Insurance valued to \$10 million for the duration of your project period.
- Completed budget: Create a budget of all planned project income and expenses. You will be required to enter those details into the online application form.
- Quotes for all items over \$1,000 Webpage screenshots of products or supplier quotes are accepted.

You may also choose to include relevant letters of support in your application.



Step 6. Complete Your Funding Application

- Login to the SmartyGrants platform to complete your application.
- SmartyGrants lets you complete sections of your application in stages, save your progress and return to it later so you don't need to complete it all at once. Your application will be stored online.
- Please ensure your application meets the eligibility criteria and you have attached all required documents before submitting.
- As part of completing the form you need to upload supporting documents – files must not be greater than 25mb however are best kept under 5mb each.
- Please ensure the supporting documents you upload are appropriate documents required for your application.

Application Tips:

- Don't assume that the assessor knows anything about your organisation or your project, describe them well.
- Always include who, what, where, when, why and enough information to give the assessor a really good idea of what your project is about.
- Make sure you answer all the questions.
- The grant assessor will have many applications to read through – try to make yours interesting and include all the critical facts.
- Use plain English and steer clear of jargon.
- While using AI can be a useful tool to generate application answers, ensure your application still has your own voice.
- Always include any relevant statistics you have for your project and community.
- Include any letters of support you have for your project.
- Give your draft application to a colleague or someone who knows your project to read through and give feedback.
- Include any plans for continuing your project after the grant, if applicable.

Budget items:

- Check carefully what is required for the budget and ensure you include all information. If you are not sure – ask.
- Refer to the Community Grant Guidelines to ensure you are not requesting funding for ineligible items.
- Always check the requirements for quotes and include more than one if requested.
- Include details of funding that you are applying for from other sources, or that you have already sourced.

Before submitting:

- Proofread your whole application.
- Get a colleague or someone who doesn't know your project well to read through your application so they can provide constructive feedback.
- Always ensure that you have included all documentation required - make sure you have a tick against each required item.
- Once submitted, you will not be able to make further changes to your application.



Step 7. 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 a City Officer under delegation.

Level 2 applications (up to \$10,000) are presented to Council for approval.

Step 8. Applicants Notified of Outcome

All applicants will be notified of the outcome of their application (see Section 7 '[Application, Assessment and Approval Process](#)' 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 9. Grant Acceptance

Successful applicants will be notified via email with the Grant Acceptance Form attached. This form must be signed, scanned and returned to the City within two months of notification.

Payment of approved funding will not be processed until the City has received the signed Grant Acceptance Form, and so we encourage applicants to return the form within 10 business days to ensure funding is received in time to deliver your project.

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 7- subsection '[Changes to your Project/Event](#)' in the [Community Grants Guidelines](#)).

Step 10. Acknowledge the City of Gosnells support.

Successful applicants must acknowledge the City of Gosnells support (see Section 8 '[Recognition Requirements](#)' in the [Community Grants Guidelines](#)).

Step 11. Run Your Project or Event

Ensure you have sought appropriate authority for your project (see Section 7 – subsection: '[Outcome](#)' in the [Community Grants Guidelines](#)).

Approval of the grant does not imply that the City has given any other approval. Projects requiring approvals or permits from the City or any other State Government agency will need to be obtained separately, or the City may revoke the grant.

Key tips for acquittal:

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



- **Take plenty of photos and seek feedback from your participants to submit with your acquittal.**

Step 12. Complete the Acquittal Report

Once you have completed your activity you will be required to submit a report to the City to acquit the grant via SmartyGrants.

Acquittal reports provide feedback to the City on the success of the approved project and evidence on how the grant funds were spent.

Acquittals are due within 2 months of project end date.

As part of your online Acquittal report, you will be required to submit:

1. Proof of purchases – supplier issued receipts or detailed bank statements.
Please note the City cannot accept:
 - Invoices for items or services that fall outside the scope of the approved grant agreement.
 - Invoices showing an outstanding balance.
 - Invoices marked “PAID” by hand, without official payment verification.
 - Proof of purchase without a date.
 - Proof of purchase dated before the Grant Acceptance Form has been signed or after the project End Date.
 - Bank statements without clear supplier names or item details.
 - Quotes submitted in place of actual proof of purchase.
 - Catering costs exceeding 10% of the total funded amount.
2. Details of project income and expenditure.
3. Evidence of promotional materials acknowledging the City of Gosnells.
4. Photos of the event/project.

Please see Section 8 – Reporting and Acquittal Process’ in the [Community Grants Guidelines](#). for further information about your responsibilities in submitting a complete acquittal.