



COMMUNITY GRANTS PROGRAM GUIDELINES

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The City of Gosnells is committed to working in partnership with community groups, organisations, and individuals to build a stronger, more connected community and realise our vision of *“making the City a great place.”*

The Community Grants Program provides financial support for projects and initiatives that align with the City’s Strategic Community Plan 2023–2033, delivering excellent value to the community.

The Community Grants Program is guided by Council Policy 3.2.2 – Grants Program, which ensures accessibility, appropriateness, fairness, and equity across all grant offerings.

Program Objectives

- Encourage the development of services, activities and events aligned with the City’s Strategic Community Plan for the benefit of the City of Gosnells community.
- Promote active community participation and capacity-building.
- Ensure fair, transparent, and accountable grant distribution processes.

1. About the Community Grants Program

The program supports not-for-profit, incorporated community groups and organisations based or operating in the City of Gosnells. It funds community-led initiatives that strengthen networks and promote inclusion.

Applications are assessed against the following criteria:

- Community benefit
- Alignment with Council priorities
- Project feasibility
- Value for money

Please note preference will be given to applicants and/or projects that have not previously received funding.

The Community Grants Program is reviewed annually to ensure it continues to meet community needs and aligns with Council expectations.



2. Grant Funding Program Priorities

Applicants must address at least one of the four funding priorities outlined below.

The Environment is Protected and Enhanced

Objective: Support projects that promote sustainability, conservation and environmental education.

Funding applications will be considered for projects which:

- Focus on environmental sustainability and conservation.
- Encourage local partnerships.
- Minimise environmental impact.
- Encourage connection with the local natural environment

Example Projects:

- Environmental education and awareness programs.
- Waste reduction and recycling projects.
- Community clean-up initiatives.

Safe, Active, and Healthy Communities

Objective: Promote safety, or healthy and active lifestyles, while enhancing community connections.

Funding applications will be considered for projects which:

- Support development programs for community-based sport, recreation and leisure.
- Promote physical activity and aim to increase the level of community fitness.
- Promote mental health and wellbeing.
- Promote community safety.
- Support volunteers and volunteer development.

Example Projects:

- Programs that support at-risk individuals or groups (e.g. family and domestic violence support programs, mental health initiatives).
- Community action/awareness days on responsible pet care.
- New recreation and physical activity programs.
- Programs that improve the sustainability of sport and recreation clubs.

A Proud and Harmonious Community

Objective: Strengthen community pride, inclusion and social cohesion.

Funding applications will be considered for projects which:

- Invite community participation in community life.
- Develop knowledge and skills of community leaders or volunteers to facilitate quality programs for community participation.



- Encourage inclusive participation, encourage social interaction and reduce social isolation.

Example Projects:

- Cultural awareness programs.
- Multicultural festivals and events accessible to the whole community.
- Community-building activities including support for vulnerable groups.
- Volunteer engagement and training.
- Adopt a street or park

Attractive and Vibrant Places

Objective: Activate public spaces and improve urban vibrancy.

Funding applications will be considered for projects which:

- Enable community connections through access to local arts, cultural and heritage activities.
- Support community arts projects, programs, festivals and events, art exhibitions etc.
- Activate spaces and places within the City.

Example Projects:

- Cultural and Community events aimed at enhancing and activating public spaces and places.
- Art projects that create opportunities for the community to engage with arts and culture.
- Live music festivals or performances that are at no or low cost to the community.



3. Eligibility Criteria

Applicants must:

- Be a not-for-profit organisation incorporated under the *Associations Incorporation Act 2015*.
 - *Note: Individuals or unincorporated groups may apply to formalise and incorporate, but not for other purposes.*
- Operate within or service residents in the City of Gosnells.
- Deliver the project or event within the City (except staff/volunteer training).
- Applicants must begin their project no sooner than two months after the grant round has closed
- Hold or obtain \$10 million public liability insurance for the duration of the project.

Ineligible applications include:

- Projects commencing before approvals and agreements are in place.
- Incomplete applications or missing documentation.
- Major capital works or facility upgrades.
- Private facility improvements (except Small Business Shopfront Improvement Grants).
- Alcohol related facilities or fixtures.
- The cost of purchasing alcohol, or licenses associated with the provision, consumption or administration of alcohol.
- Projects with recurring operational costs (e.g., rent, salaries, utilities).
- Applications in which an applicant or an employee of the applicant, receive funding as a contractor.
- Retrospective funding for past projects or expenses.
- Gifts, vouchers or personal items for volunteer or participants. Funding may be considered for suitable items that directly support targeted people in need.
- Catering expenses exceeding 10% of the total grant.
- External venue hire costs.
- Personal vehicle fuel expenses
- Applications from organisations with outstanding City debts (unless they have entered into agreements to repay the debt).
- Applications that relate to political campaigns or lobbying.



4. Grant Types and Funding Amounts

Category 1 – Level 1: Small Grants

Max Funding	\$2,500
Funding Ratio	Up to 100% of total project cost
Open	All year, assessed monthly (round closes on the 24th of each month)
Assessment Timeframe	Within 6 weeks of round closure

Category 1 – Level 2: Medium to Large Grants

Max Funding	\$10,000
Funding Ratio	Up to 50% of total project cost
Rounds	Twice annually — April and September
Assessment Timeframe	Within 6 weeks of round closure

Application Limits per Financial Year	One x Level 1 and one x Level 2, or Two x Level 1
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5. Terms and Conditions

Successful applicants must:

- Use funding only for approved purposes.
- Complete a Grant Acceptance Form within two months of approval.
- Acknowledge the City's support in all promotional activities.
- Submit an acquittal report with receipts and evidence within two months of project completion.
- Maintain \$10 million public liability insurance during the project.
- Return any unused funds as well as any funds expended on unapproved purchases to the City.

Applicants who do not complete and submit an acquittal will be ineligible for any future funding opportunities.

After 6 months without acquittal (and 3 reminders), the City will invoice the applicant for the return of all grant funds

6. In-Kind Support

Successful Category 1 recipients are eligible for free use of City-managed venues (up to \$700 in value).

Conditions:

- Covers built infrastructure only (e.g., sports fields, kitchens).
- Does not cover bonds, lighting, security, or other charges.
- Limited to duration of the funded event/project.
- Subject to venue availability.



7. Application, Assessment and Approval Process

Application

- Once you have confirmed that your project is eligible within the City's Community Grants Program, you will need to submit your application through SmartyGrants.
- Smarty Grants 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.

Important notes on using SmartyGrants online form

SmartyGrants is user friendly, but please keep the following in mind:

- It is helpful to read the SmartyGrants Help Guide for Applicants before you start the application form.
- Allow time to complete your online application, so that if you experience difficulties, you can receive support from a Community Development Officer before the closing date.
- 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.
- To avoid losing your work, remember to regularly save your progress in SmartyGrants every 10 – 15 minutes, as the form logs you out after 30 minutes of inactivity.

Support for applicants

We recommend contacting the City for pre-lodgement support prior to submitting your application. Please contact a Community Development Officer on 9397 3000.

Assessment Criteria

We assess eligible applications using the criteria listed below and grants are awarded based on merit.

Criteria	Measure (how we will assess your application)
Community benefit	Why is this project important to the community? How will the local community benefit from your project? Who will be involved in your project? How many City of Gosnells participants will benefit? Does the project provide evidence of community support or partnerships?
Alignment with Council priorities	Are the aims and objectives clearly identified? How do the aims and objectives align with one at least one of the funding priority areas outlined in these Guidelines?



Criteria	Measure (how we will assess your application)
Project feasibility	Ability of applicants to deliver the project What is your experience in delivering similar activities? Is the project well planned and achievable within the timeframe?
Value for money	Does the applicant have the necessary resources and experience to successfully deliver this project? Is the budget clear and realistic? Is the project financially viable and does it demonstrate value for money for the City and its residents.

In addition, preference will be given to eligible applicants and/or projects that have not previously received funding.

Stages of the Assessment Process

The assessment process involves several stages, which is why it takes some time before you are notified of the outcome of your application.

The Community Development Team conduct eligibility checks based on the Community Grants Policy and Guidelines. Applications that meet the eligibility criteria progress to the next stage.

Eligible applications are then assessed by an Assessment Panel who will come up with a list of applicants recommended to receive a grant.

- Level 1 grants are approved by a City Officer under delegation.
- Level 2 grants are presented to Council for approval.
- All applicants, successful or unsuccessful, will be notified in writing within 6 weeks of round closure.

Outcome

All decisions regarding grant outcomes are final. We will notify you in writing of the outcomes of your application.

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 State Government agency will need to be obtained separately, or the City may revoke the grant.

Unsuccessful Applications

If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal. The City's Community Grants Program is a very competitive process, and the number of applications may exceed the funds available.



Payment

One payment issued upon signing grant agreement. Successful applicants must:

- Complete and sign grant acceptance within two months of notification. Applicants who have not return this form will forfeit their grant.
- Complete the project/event within the accepted funding timeframe.
- Consider other approvals your project may need, i.e. facility booking, health and compliance approvals.
- Adhere to the recognition requirements to acknowledge the City's contribution to funding.
- Complete an acquittal project report at the end of the project.

Changes to your Project/Event

If there are changes to your project or you are unable to meet the funding agreement, you must request a variation to the grant agreement.

You must email funding@gosnells.wa.gov.au to propose the change to your project. There is no guarantee that the change will be approved, this is at the discretion of the City.

8. Recognition Requirements

Recipients are required to acknowledge the City's support through:

- Speeches, signage, and promotional materials
- Annual reports, newsletters, or websites
- Event invitations to the Mayor and Councillors
- Photographic evidence of funded activities

9. Reporting and Acquittal Process

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.

Within 2 months of project completion, submit:

1. Online Acquittal Project Report.
2. Proof of purchases – supplier issued receipts or bank statements.
3. Income and expenditure statement on the budget template provided.
4. Evidence of promotional materials acknowledging the City of Gosnells.
5. Photos of the event/project.



10. Audit and Accountability

- Grant recipients must keep records of their expenditure that demonstrate how grant funds were spent (preferably electronic or card payments).
- Expenditure must align with the project as outlined in the grant agreement and any associated terms and conditions.
- The City is responsible for maintaining a high standard of due diligence and integrity in the delivery of this grants program. All the requested documents and information as part of this process are to minimise risks to the applicant and the City.
- As part of the Community Grants Program accountability process, we reserve the right to audit any grant recipients for compliance with grant conditions and expenditure of grant monies received.