

# Community Funding Program Guidelines

Applicant Information Package

2024/25

V2

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*The City of Wanneroo is proud of its diverse community and aims to support community activities that align with the City's strategic objectives and provide benefits to the community including community capacity building, resilience, and sustainability.*

The City's Community Funding Program is informed by the [Community Funding Policy](#).

## Available Grants

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### Community Grants

Support for one-off community-led and co-funded local activities, projects and events that benefit the wider community.

### Kickstarter Fund

Support for short-term and low-cost local projects for community, organisations, and businesses to come together and activate public spaces.

### Flagship Fund

Support for established and experienced not-for-profit community groups and organisations delivering community initiatives that recognise, celebrate and/or commemorate the City's rich history and diverse culture.

## General Funding Criteria

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The following conditions apply to all community funding categories.

Applicants must:

- live or operate and deliver the initiative within the City of Wanneroo;
- have no outstanding acquittals or debts with the City;
- obtain all relevant permits or approvals from the City before proceeding with the initiative;
- use funding solely for the purposes outlined by the City in the agreement;
- demonstrate satisfactory insurance cover, as outlined in the supporting guidelines;
- demonstrate applicant eligibility as outlined in the supporting guidelines;
- adhere to all other terms and conditions set out in the supporting guidelines, including acquittal reports for previous community funding received;
- ensure that all initiatives that are funded by community funding must be alcohol, drug, smoke and vape free events; and
- ensure that all initiatives are free or low cost for the community to attend or participate in.

## **Ineligible Applications**

The City will NOT provide funding for initiatives that:

- directly or indirectly contravene existing Council policy;
- create an actual or perceived conflict of interest;
- interfere with the City's compliance with and exercise of its legislative obligations;
- do not positively reflect the City's values and brand;
- conflict with the City's events program or other activities;
- are not consistent with the City's access and inclusion principles which support participation and equity for all members of the City's diverse community;
- could be perceived as benefiting a political party or campaign;
- are for the sole purpose of financially benefiting an organisation, group or individual;
- are to cover shortfalls or duplication in funding by state or federal government departments;
- have already commenced or been completed prior to the application being submitted;
- are deemed inappropriate by the City i.e. pollution, destroy or waste non-recurring resources, illegal or political in nature;
- promote tobacco, gambling, pornography, weaponry, drugs and/or alcohol;

## **Exclusions**

The City will not provide funding towards the following expenses:

- general operational expenditure (e.g., staff salaries, lease rent payments, insurance, office equipment) – unless otherwise agreed;
- purchase of property and/or land;
- major/capital equipment purchases or works over \$750;
- fundraising, donations, giveaways, gifts, prize money or prizes;
- bonds associated with any venue or equipment hire;
- alcohol or any other expense the City deems inappropriate to fund.

Other conditions may apply to specific funding categories as outlined in this document.

# Community Grants

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Community Grants support co-funded, community-led projects which benefit the wider community and provide opportunities for the local community to come together to learn, celebrate and strengthen local connections.

**Funding applications are accepted year-round. For funding limits, consult the [Community Funding Policy](#)**

The City is currently looking to fund projects that align to our community plans and strengthen the community.

## **What does *strengthen the community* mean?**

Most initiatives with the community in mind are generally quite positive, but the City is looking for applications that do a little more. Consider the longer-term impacts and outcomes of the project - maybe it will improve people's mental health, encourage positive socialisation for young people, or bring people together who would not usually meet and sustain those relationships.

Have a look at some of the City's community plans linked below to get an idea of the outcomes we are looking for.

[Community Development Plan 2021/22 – 2025/26](#)

[Strategic Community Plan 2021 – 2031](#)

[Place Strategy 2023 - 2027](#)

The Community Development Plan is a good place to start – the key focus areas are; *Connection & Inclusion, Wellbeing, Lifelong Learning and Engagement & Empowerment*.

If you're unsure – give us a call to discuss the suitability of your project.

## **Eligibility**

### Eligible Applicants

Funding is available to:

- Incorporated and insured City of Wanneroo community groups and organisations;
- Incorporated and insured community groups and organisations with a primary interest in the City of Wanneroo;
- Other Not-for-Profit entities (for example, Aboriginal Corporations);
- Registered Charitable organisations; or
- Unincorporated City of Wanneroo community groups auspiced by a trusted eligible group/organisation.

### Eligible expenses

Funding can be used for most aspects of an event/activity, including but not limited to:

- Production costs e.g. equipment hire;
- Venue/facility hire fees and incurred costs (e.g., waste disposal and cleaning);
- Publicity, communications and marketing costs;
- Costs associated with performers, facilitators or vendors;

- Food and non-alcoholic beverages (to the value of 10% of the total grant amount request);
- Supplies and resources associated with delivering the activity; and
- Minor capital equipment purchases up to \$750 (i.e., items that will remain as assets for future use).

## Assessment Criteria

Applications must meet general eligibility criteria, and will be assessed against the following Assessment Criteria;

### Community Benefit – 40%

- The project has clear outcomes that meet objectives in the City's community plans.
- The project demonstrates the community need/benefit.
- The project is open to the wider community, in that the project will be attended by or benefit a reasonable number of community members beyond the applicant group/organisations immediate stakeholders.
- The project is welcoming to people of all abilities, ages, and cultural background where applicable and practices [Access & Inclusion](#) principles.
- The project aligns with [Act Belong Commit](#) messaging.

### Collaboration and Contribution – 40%

- The applicant has made a cash and in-kind self-contribution.
- The applicant demonstrates a partnering approach, working together with other groups and contributors (e.g., other grants, financial and in-kind donations, local sponsors, and groups/agencies/organisations), to show use of all available resources in planning and delivery.

### Delivery Capacity – 20%

- The applicant group demonstrates the capacity and experience to plan and deliver the project and defines achievable objectives and outcomes for the project.
- The application contains a full budget which includes a breakdown of all financial and in-kind support by the applicant, contributors, partners and volunteers, and the expenses/items which they cover.
- The applicant has appropriate public liability insurance or guarantee that it will be obtained upon notification of successful funding.
- Ongoing projects need to demonstrate their ability to continue sustainably and not rely on City funding past the first year.

## What are some examples of eligible activities?

- A project to celebrate/highlight awareness of a nationally recognised week or day, such as Mental Health Week or International Day of People with Disability.
- Activities for the whole community such as a Health Expo, Volunteer Forum or a Have a Try Day.
- Inclusive events with cultural, Aboriginal and Torres Strait Islander, childhood and youth, disability inclusion or seniors' themes.
- A project with a beginning and end date, such as a series of workshops.

## Kickstarter Fund

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The Kickstarter fund encourages residents, community groups and local businesses to work together on small-scale, low-cost projects in their local area that activate public spaces and bring communities together.

**Funding applications are accepted year-round. For funding limits, consult the [Community Funding Policy](#)**

### Eligibility

#### Eligible Applicants

You can apply for this funding if you:

- Are a community member
- Are a community group or organisation
- Are a local business

#### Eligible Projects

Projects should deliver on either of the following areas;

- **Activate a local public space** by converting a public area into a vibrant, safe and/or accessible place that inspires people to spend time.
- **Encourage a sense of belonging** by bringing local people together and connecting them to community.

#### Eligible expenses

Funding can be used for most aspects of an event/activity, including but not limited to:

- Production costs e.g., equipment hire;
- Venue/facility costs;
- Publicity, communications and marketing costs;
- Costs associated with performers, facilitators or vendors;
- Food and non-alcoholic beverages up to a maximum of \$200;
- Supplies and resources associated with delivering the activity; and
- Minor equipment purchases.

### Assessment Criteria

Applications must meet general eligibility criteria and will be assessed against the following Assessment Criteria;

- The project can be completed quickly and at low cost.
- The application proposes a project that can be safely and legally completed.
- The project will help activate a local public space and/or encourage a sense of belonging
- The project is open to the wider community.

- The budget is balanced and realistic.
- The project is welcoming to people of all abilities, ages, and cultural background where applicable and practices [Access & Inclusion](#) principles.
- The project aligns with [Act Belong Commit](#) messaging.
- A letter/s of support been provided (where applicable).
- The applicant has appropriate public liability insurance or guarantee that it will be obtained upon notification of successful funding (where applicable).

### **What are some examples of eligible projects?**

This funding can be used to make small but powerful changes in your local area. Take a look at the local space around you and notice how people use (or don't use) it, then consider ways to bring people to that local space. Examples include;

- A small art project in your local town centre involving community members.
- Creating a little library at a location that many people walk by.
- A small-scale event or workshop where people can come and make new connections.



## Flagship Funding

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Flagship Funding is for established and experienced not-for-profit community groups and organisations delivering community initiatives that recognise, celebrate and/or commemorate the City's rich history and diverse culture.

Funding is available over a three-year period for a wide range of initiatives that address themes of cultural, historical, and commemorative importance. Initiatives are delivered multiple times over a three-year period (e.g., once each year) across the City.

**Applications are currently closed. Application information for this fund will be provided ahead of the fund reopening in early 2027.**

## Application Process

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### Before you apply

- **Carefully read all details contained in these guidelines.**  
A strong application will reflect that these guidelines have been read and understood. This is also an early indicator of the ability and skills required of an applicant group to be able to successfully plan, deliver and report on projects.
- **Allow enough time to apply for funding and to coordinate a successful project.**  
The City recommends applicants begin the process at least three months prior to project commencement.
- **Resolve all outstanding debt or acquittals with the City.**  
Although you can still submit an application, the City is unable to release further funds until these items are finalised.
- **Discuss your project with the City**  
It is highly recommended that you discuss your proposed project with the City's Community Development Team before submitting an application. You will be provided with information and guidance on how to submit a high-quality application and be able to confirm eligibility for your project. The team can also provide you with the application questions so you can plan your responses in advance.

## Prepare your application

- **Register for an online account** on the City's [Online Funding Portal](https://wanneroo.wa.gov.au/communityfunding) via the City's website: [wanneroo.wa.gov.au/communityfunding](https://wanneroo.wa.gov.au/communityfunding). If you have not applied for funding through our online application form previously, you will be required to register as a user and register your organisation/group prior to proceeding with the application.
- **Gather all supporting documents** that are applicable and attach them to your application. This could include:
  - Certificate of WA Incorporated Association, Australian Charities registration or details of other incorporated entity
  - Supporting information for an auspicing arrangement
  - Australian Business Number (ABN)
  - A copy of your Public Liability Certificate of Currency
  - Event/Project budget information
  - A project plan or event run sheet
  - Event Notification/Application submission and any City Facility booking details
- **Consider your project outcomes.** In the application you will be asked what the outcome of your project will be, and if approved, you will need to report on how you met this outcome. Consider your plans for evaluating and establishing if and how this outcome was met.
- **Prepare your budget** to include all expenses and contributions so the overall cost of your project is shown. As well as the requested expense items from this grant, include both the financial and in-kind contribution from the applicant organisation and any other contributors, including what the contribution will be used towards.
- **Complete and submit your application online.** You should answer all the application questions with consideration given to the assessment criteria and enough detail.

Once the City receives your application, we may request further information and documentation to determine eligibility and assist in the assessment process. The City aims to advise applicants of the outcome of their submitted application within four (4) weeks if no further application information is required after submission.

## Agreement process

Once your application has been assessed, you will be notified of the outcome via email. If your application is successful you will be required to;

1. Sign an agreement with the City of Wanneroo outlining the conditions of funding. Where applicable, auspicing organisations will enter into the agreement with the City on behalf of the unincorporated group whose project they are sponsoring. For the Community Grants round, the agreement will require the funding recipient to include their execution block in accordance with their constitution and/or minutes to

demonstrate that the person signing on behalf of the applicant group is authorised to do so.

2. Provide financial documentation including a tax invoice (if GST registered) or invoice if not GST registered.
3. Where applicable, action any conditions of funding outlined in the outcome email.
4. Acknowledge the City of Wanneroo as a supporter of the initiative.
5. Complete and submit an Acquittal Report within six (6) weeks of project completion.

Once the agreement is signed and financial documentation has been provided, please allow three (3) weeks to receive your payment.

## Acknowledging the City

The City's support should be acknowledged in your promotional material, advertising and media publicity associated with your project. This acknowledgement includes:

- Displaying the "Supported by City of Wanneroo" logo on printed and promotional material directly related to the project. The City will provide the applicant with the logo. Draft promotional material ready with the City's logo must be approved by the City prior to finalising your printing/distribution;
- Displaying provided "Supported by City of Wanneroo" banner/s during the project;
- Acknowledging the City in all media coverage associated with the project during the agreed period;
- Working with the City of Wanneroo Communications and Brand Team if required, for media coverage associated with the City's support of the project; and
- Acknowledge the City on social media posting related to the project by tagging the City on [Facebook](#) or [Instagram](#).

Projects, where applicable, should also be submitted for inclusion on the City's Community Directory. Visit [wanneroo.wa.gov.au/communitydirectory](http://wanneroo.wa.gov.au/communitydirectory) to register your group and promote your project.

Please speak to the Community Funding Officer prior to your event if you are unable to meet these criteria.

## Acquittal

An acquittal report will be required within six (6) weeks of the project's completion. An acquittal report template will be provided to assist you with this process and will require (but is not limited to) the following information:

- Feedback about the project, which may include attendance or participation numbers, attendee feedback, learnings from project delivery and overall project success;
- A minimum of three (3) high resolution photographs of the project in action (with prior consent of individuals in photos attached) of a quality to be used for promotional purposes;
- Copies of receipts showing funding was used on expense items agreed to by the City. The City can only accept receipts which show a proof of purchase. This can

either be in the form of tax invoices displaying proof of payment (zero balance), or an invoice accompanied by an extract from a bank statement showing payment to the suppliers.

Upon completion of the acquittal, the City will issue an invoice to the applicant for any unspent funds. Unspent funds must be returned to the City within 30 days of receiving the invoice.

Failure to submit a satisfactory acquittal report within six (6) weeks of the completion of the project may affect the consideration and recommendation for approval of any future financial support offered by the City.

## Other Considerations

### Timeline

Applicants should consider an appropriate timeline when submitting their funding application. The City recommends applicants begin the process at least three (3) months prior to project commencement. Eligible applications without an appropriate timeline will still be considered, but may not be approved on these grounds.



### Plan your project

Read through these guidelines, resolve any outstanding debts or acquittals with the City and speak to the Community Development team about your project.

#### 10 weeks prior to project commencement

Submit your application through the City's [Online Funding Portal](#). The City aims to advise applicants of the outcome of their submitted application within four (4) weeks if no further information is required after submission. An [Event Notification](#) must also be completed by all event organisers proposing to hold an event anywhere in the City at least ten (10) weeks in advance. If an Event Application is also required, you will be requested to apply once your Event Notification has been reviewed. If your project requires it, book your venue/s. If considering a [City venue](#), contact the City's Facilities Bookings Team on 9405 5000 to enquire if a tentative booking can be placed to hold the date.

#### 6 weeks prior to project commencement

Once you have been formally notified of the applications success, return the required documents (including a signed agreement and invoice) and allow three (3) weeks to receive payment. Where applicable, get your promotional material approved by the City and then begin promotion of the project.

#### In the lead up to project commencement

Contact the [City's Community Development Team](#) to arrange collection of relevant banner/s if required. Submit your project on the [City's Community Directory](#). Read through the acquittal report template to ensure you begin to gather all the required information. This could include; receipts, flyers, external promotion including social media and any other media coverage.

#### Project commencement

Enjoy! Make sure you get feedback from attendees and photos that show your project in action, ideally showing the City of Wanneroo's banner in the background.

#### Within 6 weeks of project completion

Complete and submit an acquittal report, including project evidence.

### **Canvassing of Elected Members**

Applicants may not lobby Elected Members or seek to influence the decision-making process in relation to their submitted funding application. If an applicant seeks to lobby any Elected Member of the City of Wanneroo prior to the determination of the grant, the applicant may be disqualified and no longer considered for approval.

### **Cancellation/Postponement**

Once the funding agreement has been signed, any variation from the approved project must be discussed with the City. The funding may be rescinded if there are significant changes from your initial application.

Where the funded project is no longer taking place, funding must be returned to the City. If funds have been expended by the applicant prior to the project ceasing, any refund received must be returned to the City. Funding can be used to cover any cancellation fees incurred, as long as the fee was for an approved expenditure item.

## Act Belong Commit

The City is a Site Partner of Mentally Healthy WA for the purpose of raising awareness of the Act Belong Commit (ABC) concept. The ABC concept encourages people to take action to improve and protect their mental health and wellbeing by promoting protective behaviours known to increase mental wellbeing at the individual and community levels including;

- Encouraging people to prioritise mental health
- Motivating and inspiring people to take action to improve their mental health
- Encouraging organisations to provide opportunities for people to connect

Applicants should consider this messaging when designing their project and applying for funding.

## Acknowledgement of Country

The City of Wanneroo is located on the land of the Whadjuk people. The City encourages applicants to make an Acknowledgement of Country where appropriate during their project. It can be a verbal announcement at the commencement of the project or placed on your projects programs or website. You may also wish to involve the services of an Elder to conduct a Welcome to Country. Suggested wording for an Acknowledgement of Country:

*"We wish to acknowledge the Traditional Custodians of the land we are meeting on, the Whadjuk people. We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region."*

For further advice, contact the City's Community Development team on 9405 5600.

## Access and Inclusion

It is important for all project organisers to ensure their project is accessible and inclusive for all community members, including; people with disability, people using mobility aids, seniors, people using prams and people from culturally and linguistically diverse backgrounds. This is also likely to increase attendance at your event by ensuring it appeals to a wider audience.

Does your venue and project cater for the needs of people with differing abilities, cultural backgrounds and interests. Some considerations when planning your project: is there accessible parking/public transport options, are there accessible toilets close by? Have you considered clear signage and program information? Does the food provided cater to a range of health and cultural needs? For further advice, contact the City's Community Development team on 9405 5600.

## Other Opportunities & Resources

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### Participation Fund

The Participation Fund is open to individuals participating in State, National and International competitions, festivals and exhibitions in the areas of sport, art and culture. Funding is available year round.

Eligible applicants are City of Wanneroo residents who are; aged 25 and under; aged 60 and over; or people with a disability of any age. Participants are eligible for Participation Funding once per financial year.

Applications must be submitted by the supporting club/group/organisation for all eligible participants for approval prior to the event. Approved applicants will receive funding once evidence of participation in the event (e.g. photographs, press clippings) has been received. Apply via the City's website at [wanneroo.wa.gov.au/participation](http://wanneroo.wa.gov.au/participation)

### Sponsorships

Through the Sponsorships Program, the City of Wanneroo works with businesses, organisations or community groups to achieve shared social, economic and environmental outcomes as outlined in the City's Strategic Community Plan.

For more information, contact the City's Sponsorship Officer on 9405 5000.

### Wanneroo Funding Finder

The Wanneroo Funding Finder has an extensive selection of external grants available locally and nationwide. Visit [wanneroo.grantguru.com.au](http://wanneroo.grantguru.com.au) to register and search available grants. Once registered, groups can set up email alerts for any new funding opportunities relevant to them.

### Community Toolkit

The City supports passionate community groups, clubs and individuals that help to make our community great by giving them the tools for success. These tools form the Community Toolkit, which has been created based on the specific strengths and needs of our local community.

The Toolkit contains a variety of resources to help people to learn and grow their skills. These resources range from information sheets and templates, to videos and short courses, and just about everything in between. Visit [wanneroo.wa.gov.au/communitytoolkit](http://wanneroo.wa.gov.au/communitytoolkit) to find out more.



## FAQs

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### What does the word “auspiced” mean?

Auspicings is when an eligible community group or organisation applies for funding on behalf of a community group or organisation that isn't eligible to apply. For an auspicings arrangement, you should consider the following:

- Provide evidence (Minutes of Board/Committee Meetings etc.) to clearly explain that both groups/organisations have agreed to the arrangement.
- The auspicings group or organisation is responsible for managing the funding and ensuring the activity/project/event and funding process is completed, including the acquittal report.

### Kickstarter - What's considered a public space?

Public areas, places and spaces usually refer to the activity centre of a suburb where local businesses, shops and organisations are located.

### Can we apply for additional funding from other grants for our project?

The City encourages applicants to seek a partnering approach; there is an expectation that applicants will be self-contributing and/or seeking other external sources of support, either financially or in-kind, in addition to the City's contribution.

### Can we use a City owned venue?

The City of Wanneroo has numerous community halls, clubrooms as well as parks and reserves which are used for a wide range of activities. To enquire about the availability and hire cost of a community centre, clubroom or park/sports ground, please contact the City's Facility Booking team on 9405 5000 or visit [wanneroo.wa.gov.au/bookafacility](http://wanneroo.wa.gov.au/bookafacility). Funding can be used towards facility hire fees.

### What is in-kind support?

In-kind support refers to any contribution towards a project that is not financial. For example; donated services for the preparation or delivery of the project - like volunteer hours, or donated goods such as food, materials or equipment. Estimate the worth of in-kind support by asking – *how much would this cost if we had to pay for it?* For example, the worth of volunteer hours can be worked out by estimating how many hours worked x how many volunteers x hourly rate.



## **What insurance will be required?**

The scale and nature of the project will determine the insurance requirements. A small localised neighbourhood activation may not require insurance, whereas a larger community event does. Speak to the Community Development team if you have any questions about the level of public liability insurance you may need.

## **Can we apply if we have received funding from the City before?**

The City will fund one-off projects with the expectation that the applicant has taken sustainability of the project into consideration. If a project is likely to continue in the future, applicants will need to demonstrate a plan for its continued delivery once funding ceases. Eligible applicants who have received funding previously will still be considered, but may not be approved on these grounds.

## **What does 'free or low cost' mean?**

The City prefers projects that are free for attendees/participants. A free event requires there to be no admission fee and some free activities, however it does not exclude having some paid components for example, a food truck or coffee/ice cream van. Projects that have small entry or participation fees that go towards the projects running costs will still be considered.

## **Can events include fundraising?**

Fundraising cannot be the main purpose of the project. Applicants can do some small fundraising to cover the costs of the project, but not to raise any profits. The [Community Toolkit](#) has further suggestions on how to fundraise for your group.

## **Can we get a contribution towards catering for our project?**

When applying for funding, food items or catering can comprise 10% of the total grant funding requested. Partnering with other local groups and businesses can assist in obtaining catering for your project. Consider connecting with your local grocery store, suppliers, bakeries and butchers to advertise their contribution towards your project. If your project is food/meal based (for example, a Volunteer Breakfast or Community Christmas lunch) please speak with the Community Development team to discuss your project prior to applying.

## **What needs to be included in the budget?**

When providing the budget in your application, include all expenses and contributions so the overall cost of the Project is shown. As well as the requested expense items from this grant, include both the financial and in-kind contributions from the applicant organisation and any other contributors, specifying what the contribution will be used towards.

It is important to note that the City can only contribute up to a total of \$750 towards capital equipment (i.e. items that will remain as assets) and catering up to 10% of the total grant

request. See example budget below – or speak with the City’s Community Development team who can provide you with a template you can use to help prepare your project budget.

Expenditure Item	City of Wanneroo Requested Contribution	Applicant Contribution	Partner Contribution	In-Kind	Total
Stage Hire	\$ 1,000				\$ 1,000
Sausage Sizzle		\$ 500	\$ 500		\$ 1,000
Entertainment	\$ 1,000	\$ 800			\$ 1,800
Outdoor games	\$ 500			\$ 500	\$ 1,000
Marketing (social media boosts, printed posters, newspaper advert)	\$ 500		\$ 200		\$ 700
Volunteer Hours (30 Volunteers x 4 hours x hourly rate)				\$ 3,000	\$ 3,000
Other Project Expenses (e.g. estimated admin and creation costs)				\$ 1,500	\$ 1,500
First Aid		\$ 500			\$ 500
Venue/Bin Hire	\$ 500	\$ 500	\$ 500		\$ 1,500
Prizes (Donations from local businesses)			\$ 500		\$ 500
<b>Totals</b>	<b>\$ 3,500</b>	<b>\$ 2,300</b>	<b>\$ 1,700</b>	<b>\$ 5,000</b>	<b>\$ 12,500</b>

## Get in Touch

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Support from City of Wanneroo staff can be provided to assist with any required City processes. The Community Development team can provide information and guidance on how to submit a high-quality application, and be able to confirm eligibility for your project. The team can also provide you with the application questions prior to applying, so you can plan your responses in advance.

Phone: 9405 5600

Email: [communityfunding@wanneroo.wa.gov.au](mailto:communityfunding@wanneroo.wa.gov.au)

Website: [www.wanneroo.wa.gov.au/communityfunding](http://www.wanneroo.wa.gov.au/communityfunding)