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## Community Funding Programs GUIDELINES

The purpose of these guidelines is to complement the Council Policy 1.8 Community Funding Programs and 4.22 Fraud Control, Write Off Debts & Waive Fees and Charges; and provide a framework for the provision of community funding and support. These guidelines outline how the City will respond to requests for financial assistance or in-kind support to ensure that funds are distributed in a fair and equitable manner and that provides transparency and good governance. The guidelines provide detail on eligibility, how to apply, the assessment criteria and process, payment, acquittal and reporting.

The guidelines apply to the following program areas:

1. Community Funding Program
  - a. Community Grants
  - b. Community Project Support
2. Service Agreements
3. Mayoral Discretionary Fund
4. Festival and Events Program
5. In Kind Support
6. Self-Supporting Loans
7. Community Sport & Recreational Facilities Fund (CSRFF) Program

For the purpose of these Guidelines, a Community Group is defined as a 'group or organisation which works for the public benefit' and has the following characteristics:

**Structure** – rules around how the group is organised and run. This is called a 'governing document' or constitution.

**Self-governing** - Independent from any other organisation. Community groups are free to appoint their own management.

**Not-for-Profit** – no-one within the groups will profit from that group. It is run by volunteers who can be reimbursed for volunteer expenses but apart from that any profits made must be reinvested in the group

**Public/Community Benefit** – the activities carried out by the group will benefit a particular group of people within the community

**Funding** – voluntary and community groups can apply for funding to get their group started and help with developing their activities

**Generating Income** – there are lots of ways of bringing money in – for example, membership fees, donations, fundraising.

***Please read the Guidelines carefully prior to completing your Community Funding application. For enquiries or assistance with your application, please contact Council's Treasury Officer on 9956 6940.***



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# COMMUNITY FUNDING PROGRAM

## What is the Community Funding Program?

The City of Greater Geraldton (City) Community Funding Program aims to provide assistance to not-for-profit community groups, clubs and organisations to implement projects, activities and programs that enhance and promote community wellbeing within the Greater Geraldton region.

The level of support provided through the City’s Community Funding Program will be in line with these guidelines and funds allocated in Council’s annual budget.

Funding is available in the categories of Community Grants and Community Project Support.

## Community Grants

Community Grants will be available up to twice per year for funding requests of \$2,001 up to \$20,000. Applicants can apply for up to 50% of the total cost of the project or a maximum of \$20,000 (whichever is the lesser).

Applicants may be able to request in-kind support from the City as part of their Community Grant application. The City is able to offer in-kind support through the waiver of venue and/or equipment fees and charges for City owned buildings and assets. In-kind support will not be given for assistance by City staff in the delivery of your proposal. If you require in-kind support, you must make the request as part of your application, as submissions for in-kind support received after the application has been submitted are not permitted and will not be assessed. Please refer to the In-Kind Support section on page 22.

	Round 1	Round 2
<b>Applications Open</b>	July	January
<b>Applications Close</b>	August	February
<b>Assessment</b>	September	March
<b>Outcome</b>	October	April

Applications will be assessed by City administration and Community Grants Committee with determination to be made by the Community Grants Committee, in line with the guidelines.

The City CEO has delegated authority to endorse the recommendations of the Committee.

## Community Project Support

Community Project Support will be available up to twice per year for funding requests of up to \$2,000. Applicants can apply for up to 100% of the cost of the project or a maximum of \$2,000 (whichever is the lesser).

Applicants are able to request in-kind support from the City as part of their Community Project Support application. The City is able to offer in-kind support through the waiver of venue and/or equipment fees and charges for City owned buildings and assets. In-kind support will not be given for assistance by City staff in the delivery of your proposal. If you require in-kind support, you must make the request as part of your application, as submissions for in-kind support received after the application has been submitted are not permitted and will not be assessed. Please refer to the In-Kind Support section on page 22.

	Round 1	Round 2
Applications Open	October	April
Applications Close	November	May
Assessment	November	May
Outcome	December	June

Applications will be assessed in line with the guidelines by the City administration, who will make recommendations to the Executive Management Team for endorsement.

## Funding Criteria

Funding is available for community-based projects or activities that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Projects which deliver outcomes that support the City's Community Strategic Plan will be strongly supported. The plan can be viewed at [www.cgg.wa.gov.au/documents.council](http://www.cgg.wa.gov.au/documents.council).

**Note:** due to the demand on funds, applicants who meet the funding criteria may not be successful in receiving funding. Applications will be prioritised against the demonstration of the above criteria.

## Eligible Applicants

Applicants must satisfy the below criteria:

- Incorporated not-for-profit community group, club or organisation;
- Have a valid ABN;
- Hold Public Liability Insurance;
- Must be a local community organisation (located within the Greater Geraldton area), or provide the proposed activity within the Greater Geraldton area, or predominantly benefit the region's residents;
- Provide evidence of community need for the proposed activity and demonstrate how it will meet those needs;
- Ensure the proposal is aligned with the outcomes of the City of Greater Geraldton's Strategic Community Plan;
- Applicants must have satisfactorily acquitted any previous funding from the City;
- Proposals can only receive funding through this program once per financial year; and
- Support may only be provided under one program for any given proposal.

## Eligible Items (Projects, Activities, Programs, Services)

- Equipment and venue hire
- Advertising and promotional costs
- Major capital infrastructure (e.g. solar panels, facility upgrades, resurfacing of courts, security upgrades etc.)
- External facilitators and presenters (note that event coordination is ineligible for funding)
- Travel and accommodation
- Entertainment
- Materials
- Contractors
- Audit costs (applicable for funding of \$10,000 or more)

## Ineligibility

Grants will not be provided to:

- For-profit organisations
- Registered political parties
- Government agencies
- Unincorporated organisations
- Individuals
- Private and commercial ventures
- Applicants that have an outstanding acquittal from funding previously granted by the City
- Proposals based outside of the Greater Geraldton region
- Proposals with the main purpose of raising funds for distribution back to the community
- Proposals that already receive, or have secured, assistance (financial or in kind) from the City
- Retrospective funding (i.e. proposals that have commenced prior to an outcome being decided or have been completed)
- Proposals which conflict with City policies
- Proposals which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances
- Recurrent operating costs (including but not limited to salaries, utilities, insurance etc.)
- Catering costs
- Event coordination
- General wear and tear of plant, furniture or equipment
- Relocation costs
- Applications submitted by City employees or elected members

## How to Apply

Applications must be submitted through the City's online grants portal before 5.00pm on the closing date. Please refer to the City's website at <https://www.cgg.wa.gov.au/live/my-community/community-grants.aspx> for the link to the current funding round.

If you need assistance with the online applications, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au).

Please note the following:

- An organisation may only submit one application per round of the funding program.
- The level of assistance available through the Community Funding Programs is limited by Council's budget allocation for the financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

## How are Applications Assessed?

Applications will undergo an initial assessment based on:

- Satisfaction of eligibility requirements; and
- Applicants funding history.

Following which, applications will be referred to the relevant committee / assessment panel for assessment using a point scoring system based on:

- Demonstration of community benefits to the Greater Geraldton residents;
- Demonstration of economic boost to the Greater Geraldton region
- The level of support from other sources – including applicant's co-contribution (financial and/or in-kind support), support from local businesses (financial and/or donation of services), additional grants secured/sought, and support from community organisations (project collaboration and/or donation/provision of services);
- Demonstration of capacity to deliver the proposal;
- Demonstration of financial sustainability of the proposal into the future;
- Level of support previously provided to the proposal (if applicable);
- Alignment to the City's Strategic Community Plan (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027>):
  - How the activity supports our community.
  - How the activity supports our environment.
  - How the activity supports our economy.
  - How the activity supports our relationships.

The recommendations from the committee / assessment panel will be referred to the authorised officers for endorsement. Should the authorised officer/s make changes to the proposed recommendations, an item will be presented to Council for endorsement.

All applicants will be advised of the outcome of their application.

## Accountabilities

Recipients will be required to:

- Accept the Funding Agreement, including the terms and conditions as stated;
- Not commence the proposal until the Funding Agreement has been accepted;
- Issue the City with a Tax Invoice to request the release of the payments in line with the Funding Agreement;
- Use grant funds solely for the approved purpose;
- Acknowledge the City for its contribution towards the proposal. This includes, but is not limited to, advertising, promotion, media releases, use of City banners etc. Approval is required to use the City's logo;
- If required by the City, provide Progress Report/s by the date/s stipulated in the Funding Agreement; and
- Provide an Acquittal by the date stipulated in the Funding Agreement, ensuring the following is provided:
  - Evidence of acknowledgement of the City's contribution;
  - Financial Statement detailing all income and expenditure related to the proposal (note: Financial Statement detailing only the elements funded by the City will not be accepted);
  - If funding is more than \$10,000, the recipient must provide an audited Financial Statement for the project; and
  - If funding is less than \$10,000, the recipient must provide invoices / receipts showing the expenditure of the City's funding on approved items.

Any unspent funds, funds not accounted for, or funds used for ineligible items must be returned to the City.

In regards to the Community Grants Program, if the total project cost is less than originally budgeted, and the City's contribution exceeds the 50% maximum threshold, the funding above the threshold must be returned to the City.

If you require an extension past the date stated in your application, please contact the Treasury Officer.

If the activity impacts on Council facilities and / or resources, Council approval of the nominated project is required before a Funding Agreement is offered.



# SERVICE AGREEMENTS

## What are Service Agreements?

**Please note:** Applications for Service Agreements are by invitation only. In the first instance, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au) to discuss your proposal.

Service Agreements are offered to local organisations that provide a service to the community that the City may be required to provide if they didn't.

Service Agreements may be provided for up to a three (3) year term, with phased reduction of the funding considered to encourage financial sustainability of the organisation.

	2024/25	2025/26	2026/27
Applications Open	July 2023	July 2024	July 2025
Applications Close	December 2023	December 2024	December 2025
Assessment	January / February 2024	January / February 2025	January / February 2026
Outcome	June 2024	June 2025	June 2026

The level of support provided through the City's Service Agreements will be in line with these guidelines and funds allocated in Council's annual budget.

Applications will be assessed by City administration, and the Executive Management Team, with recommendations submitted to Council for their budgetary consideration and final endorsement.

## Funding Criteria

Funding is available for community-based projects or activities that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Projects which deliver outcomes which support the City's Community Strategic Plan will be strongly supported. These plans can be viewed at [www.cgg.wa.gov.au/documents.council](http://www.cgg.wa.gov.au/documents.council).

**Note:** due to the demand on funds, applicants who meet the funding criteria may not be successful in receiving funding. Applications will be prioritised against the demonstration of the above criteria.

## Eligible Applicants

Applicants must satisfy the below criteria:

- Incorporated not-for-profit community group, club or organisation;
- Have a valid ABN;
- Hold Public Liability Insurance;
- Must be a local community organisation (located within the Greater Geraldton area), or provide the proposed activity within the Greater Geraldton area, or predominantly benefit the region's residents;
- Provide evidence of community need for the proposal and demonstrate how it will meet those needs;
- Ensure the proposal is aligned with the outcomes of the City's Strategic Community Plan;
- Applicants must have satisfactorily acquitted any previous funding from the City; and
- Proposals relating to and that support an annual capital program, must either provide a three year capital plan or a capital plan identifying items which the funding is being applied to in the first year of funding.

## Ineligibility

Grants will not be provided to:

- For-profit organisations
- Registered political parties
- Government agencies
- Unincorporated organisations
- Individuals
- Private and commercial ventures
- Applicants that have an outstanding acquittal from funding previously granted by the City
- Proposals based outside of the Greater Geraldton region
- Proposals with the main purpose of raising funds for distribution back to the community
- Proposals that already receive, or have secured, assistance (financial or in kind) from the City
- Retrospective funding (i.e. proposals that have commenced prior to an outcome being decided or have been completed)
- Proposals which conflict with City policies
- Proposals which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances
- Applications submitted by City employees or elected members

## How to Apply

Service Agreements are available by invitation only and are not made public on the City's website or online grants portal. Should you wish to submit an application for a Service Agreement, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au) to discuss your proposal.

Applications must be submitted through the City's online grants portal before 5.00pm on the closing date.

Please note the following:

- Funding is limited to the provision of one Service Agreement to an organisation at a time.
- The level of assistance available through Service Agreements is limited by Council's budget allocation for the financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

## How are Applications Assessed?

Applications will undergo an initial assessment based on:

- Satisfaction of eligibility requirements;
- Applicants funding history;
- Demonstration of community benefits to Greater Geraldton residents;
- Demonstration of economic boost to the Greater Geraldton region;
- The level of support from other sources – including applicant's co-contribution (financial and/or in-kind support), support from local businesses (financial and/or donation of services), additional grants secured/sought, and support from community organisations (project collaboration and/or donation/provision of services);
- Demonstration of capacity to deliver the proposal;
- Demonstration of financial sustainability of the proposal into the future;
- Level of support previously provided to the proposal (if applicable); and
- Alignment to the City's Strategic Community Plan (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027>):
  - How the activity supports our community.
  - How the activity supports our environment.
  - How the activity supports our economy.
  - How the activity supports our relationships.

Upon assessment of the application, City officers will present an item to Council with the recommendations for their endorsement. Following endorsement of the application, the recommended funding will be included as part of the City's annual budget preparations.

Applicants will be advised of the outcome of their application following Council's adoption of the budget.

## Accountabilities

Recipients will be required to:

- Accept the Funding Agreement, including the terms and conditions as stated;
- Issue the City with a Tax Invoice to request the release of the funding;
- Use grant funds solely for the approved purpose;
- Acknowledge the City for its contribution towards the proposal. This includes, but is not limited to, advertising, promotion, media releases, use of City banners etc. Approval is required to use the City's logo;
- If required by the City, provide Progress Reports by the dates stipulated in the Funding Agreement; and
- Provide an Annual Acquittal for the term of the Agreement, by the date stipulated in the Funding Agreement, ensuring the following is provided:
  - Evidence of acknowledgement of the City's contribution;
  - Audited Financial Statement detailing all income and expenditure of the organisation for the financial year (note: Financial Statement detailing only the elements funded by the City will not be accepted). The Financial Statement is to be audited by an independent accountant of the recipient.
  - If a three year plan was not provided as part of the application, Recipients will be required to provide a plan identifying items the funding is being applied to in the next eligible year of funding.

Any unspent funds, funds not accounted for, or funds used for ineligible items must be returned to the City. If the total project cost is less than originally budgeted, and the City's contribution exceeds the 50% maximum threshold, the funding above the threshold must be returned to the City.

If an extension for the acquittal or reporting is required, please contact the Treasury Officer.

If the activity impacts on Council facilities and / or resources, Council approval is required before a Funding Agreement is offered.



## MAYORAL DISCRETIONARY FUND

### What is the Mayoral Discretionary Fund?

The Mayoral Discretionary Fund is available for the Mayor to provide financial assistance, at his discretion, for proposals that fall outside the eligibility parameters and timelines of the other funding programs offered by the City.

The level of support provided through the City's Mayoral Discretionary Fund will be in line with these guidelines and funds allocated in Council's annual budget.

Applicants are able to request in-kind support from the City as part of their Mayoral Discretionary Fund application, through the waiver of venue and/or equipment fees and charges for City owned buildings and assets, however not for assistance by City staff in the delivery of your proposal. If you require in-kind support, you must make the request as part of your application, as submissions for in-kind support received after the application has been submitted are not permitted and will not be assessed. Please refer to the In-Kind Support section on page 22.

<b>Applications Open</b>	July
<b>Applications Close</b>	May*
<b>Assessment</b>	Two (2) weeks from submission of application
<b>Outcome</b>	Three (3) weeks from submission of application

\* Applications may close earlier if the annual budget has been distributed prior to May

Applications will initially be assessed by City administration, and referred to the Mayor for assessment.

### Funding Criteria

Funding is available for community-based projects or activities that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Projects which deliver outcomes which support the City's Community Strategic Plan will be strongly supported. The plan can be viewed at [www.cgg.wa.gov.au/documents.council](http://www.cgg.wa.gov.au/documents.council).

**Note:** due to the demand on funds, applicants who meet the funding criteria may not be successful in receiving funding. Applications will be prioritised against the demonstration of the above criteria.

## Eligible Applicants

Applicants must satisfy the below criteria:

- Applicants must have satisfactorily acquitted any previous funding from the City;
- Proposals can only receive funding through this program once per financial year; and
- Support may only be provided under one program for any given proposal.

## Eligible Items (Projects, Activities, Programs, Services)

- Equipment and venue hire
- Advertising and promotional costs
- External facilitators and presenters
- Travel and accommodation
- Entertainment
- Materials
- Contractors
- Catering
- Event coordination
- Operating costs (salaries, utilities, insurance etc.)

## Ineligibility

Grants will not be provided to:

- For-profit organisations
- Registered political parties
- Applicants that have an outstanding acquittal from funding previously granted by the City
- Proposals based outside of the Greater Geraldton region
- Proposals that already receive, or have secured, assistance (financial or in kind) from the City
- Retrospective funding (i.e. proposals that have commenced prior to an outcome being decided or have been completed)
- Proposals which conflict with City policies
- Proposals which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances
- Applications submitted by City employees or elected members

If you require an extension past the date stated in your application, please contact the Grant Officer.

If the activity impacts on Council facilities and / or resources, Council approval of the nominated project is required before a Funding Agreement is offered.

## How to Apply

Applications through the Mayoral Discretionary Fund are available by invitation only and are not made public on the City's website or online grants portal. Should you wish to submit an application through the Mayoral Discretionary Fund, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au) to discuss your proposal.

## How are Applications Assessed?

Applications will undergo an initial assessment based on:

- Satisfaction of eligibility requirements; and
- Applicants funding history.

Following which, applications will be referred to the Mayor for assessment based on:

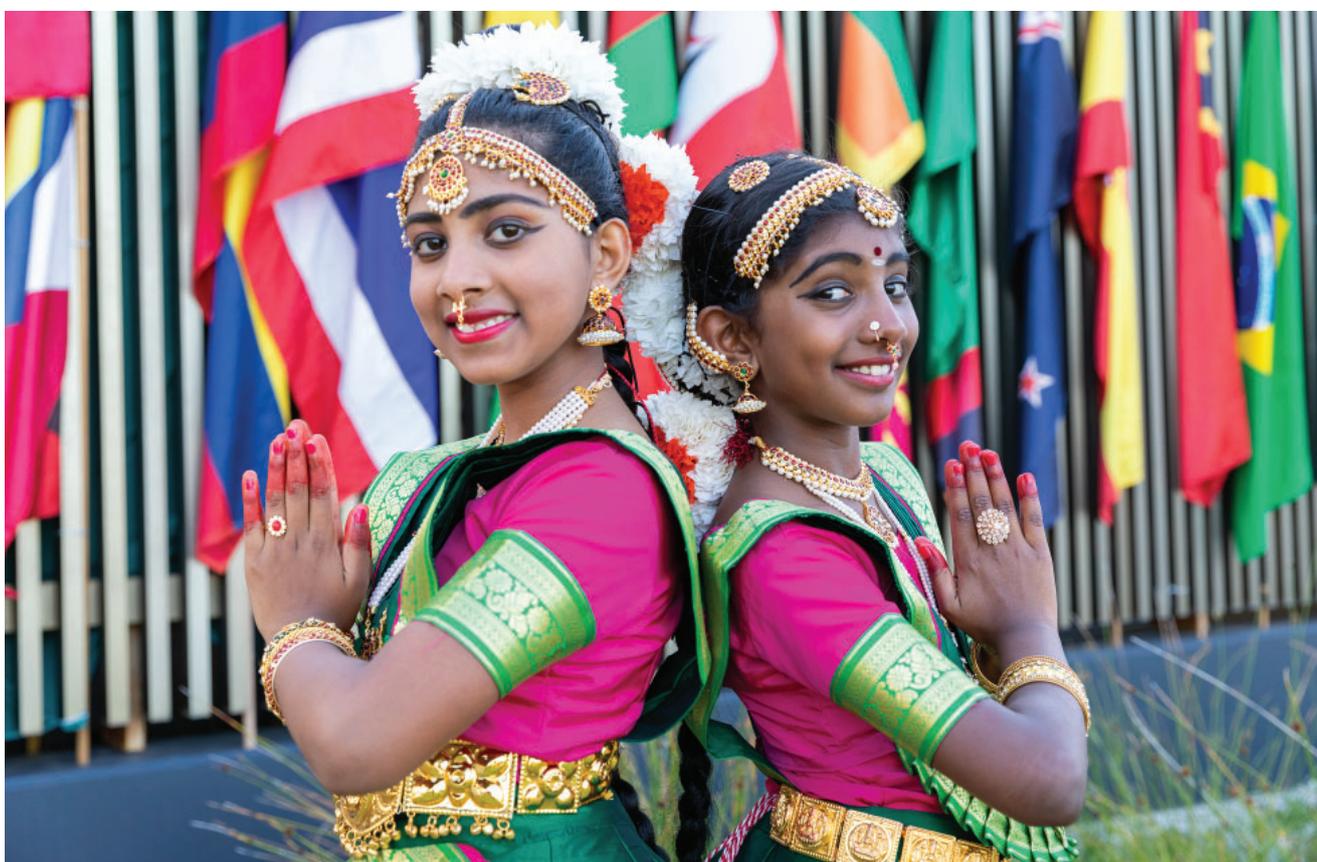
- Demonstration of community benefits to the Greater Geraldton residents;
- Demonstration of economic boost to the Greater Geraldton region;
- Level of support previously provided to the proposal (if applicable); and
- Alignment to the City of Greater Geraldton's Strategic Community Plan (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027> :
  - How the activity supports our community.
  - How the activity supports our environment.
  - How the activity supports our economy.
  - How the activity supports our relationships.

All applicants will be advised of the outcome of their application.

## Accountabilities

Dependant on the level of support awarded through the Mayoral Discretionary Fund, recipients may be required to:

- Accept a Funding Agreement, including the terms and conditions as stated.
- Not commence the project / activity / service until the Funding Agreement has been accepted.
- Issue the City with a Tax Invoice to request the release of the funding.
- Use grant funds solely for the approved purpose.
- Acknowledge the City for its contribution towards the proposal. This includes, but is not limited to, advertising, promotion, media releases, use of City banners etc. Approval is required to use the City's logo.
- Provide a Report by the date stipulated in the Funding Agreement, ensuring the following is provided:
  - Evidence of acknowledgement of the City's contribution;
  - Financial Statement detailing all income and expenditure related to the project / activity / service (note: Financial Statement detailing only the elements funded by the City will not be accepted)
  - Invoices / receipts showing the expenditure of the City's funding on approved items.



## FESTIVAL AND EVENT PROGRAM

**Please note:** Applications under this program are by invitation only. In the first instance, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au) to discuss your proposal.

### What is the Festival and Event Program?

The City's Festival and Event Program (previously known as Signature Events Program) aims to provide assistance to host events within the City that brings tourism and an economic boosts to the region. Events will be delivered by the applicant.

Funding awarded through the Festival and Event Program may be provided for up to a three (3) year term, with phased reduction of the funding considered to encourage financial sustainability of the organisation.

The level of support provided through the City's Festival and Event Program will be in line with these guidelines and funds allocated in Council's annual budget.

Applicants are able to request in-kind support from the City as part of their Festival and Event Program application. The City is able to offer in-kind support through the waiver of venue and/or equipment fees and charges for City owned buildings and assets, however not for assistance by City staff in the delivery of your proposal. If you require in-kind support, you must make the request as part of your application, as submissions for in-kind support received after the application has been submitted are not permitted and will not be assessed. Please refer to the In-Kind Support section on page 22.

Applications will be assessed by City administration, and Community Grants Committee, in line with the guidelines and Event Strategy. The prioritised list will then be submitted to Council for budgetary consideration and final endorsement.

	2024/25	2025/26	2026/27
Applications Open	July 2023	July 2024	July 2025
Applications Close	December 2023	December 2024	December 2025
Assessment	January/February 2024	January / February 2025	January / February 2026
Outcome	June 2024	June 2025	June 2026

### Funding Criteria

Funding is available for projects or activities that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Projects which deliver outcomes that support the City's Community Strategic Plan will be strongly supported. This plan can be viewed at [www.cgg.wa.gov.au/documents.council](http://www.cgg.wa.gov.au/documents.council).

**Note:** due to the demand on funds, applicants who meet the funding criteria may not be successful in receiving funding. Applications will be prioritised against the demonstration of the above criteria.

## Eligible Applicants

Applicants must satisfy the below criteria:

- Have a valid ABN;
- Hold Public Liability Insurance;
- Must be a local organisation (located within the Greater Geraldton area), or provide the proposed activity within the Greater Geraldton area, or predominantly benefit the region's residents;
- Provide evidence of community need for the proposed activity and demonstrate how it will meet those needs;
- Ensure the proposal is aligned with the outcomes of the City's Strategic Community Plan;
- Ensure the proposal is aligned with the City's Event Strategy;
- Have satisfactorily acquitted any previous funding from the City;
- Proposals can only receive funding through this program once per financial year; and
- Support may only be provided under one program for any given proposal.

## Eligible Items

- Equipment and venue hire
- Advertising and promotional costs
- External facilitators and presenters (note that event coordination is ineligible for funding)
- Travel and accommodation
- Entertainment
- Materials
- Contractors
- Audit costs (applicable for all Festival and Event Program funding).



## Ineligibility

Grants will not be provided to:

- Registered political parties
- Government agencies
- Unincorporated organisations
- Individuals
- Applicants that have an outstanding acquittal from funding previously granted by the City
- Proposals based outside of the Greater Geraldton region
- Proposals with the main purpose of raising funds for distribution back to the community
- Proposals that already receive, or have secured, assistance (financial or in kind) from the City
- Retrospective funding (i.e. proposals that have commenced prior to an outcome being decided or have been completed)
- Proposals which conflict with City policies
- Proposals which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances
- Catering costs
- General wear and tear of plant, furniture or equipment
- Relocation costs
- Operating costs (salaries, utilities, insurance etc.)
- Applications submitted by City employees or elected members

## How to Apply

Applications are available by invitation only and are not made public on the City's website or online grants portal. Should you wish to submit an application for funding through the Festival and Event Program, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au) to discuss your proposal.

Applications must be submitted through the City's online grants portal before 5.00pm on the closing date.

Please note the following:

- Funding is limited to the provision of one supported festival / event to an organisation at a time.
- The level of assistance available through the Festival and Event Program is limited by Council's budget allocation for the financial year. No applicant can be guaranteed funding, nor can any applicant be guaranteed to receive the full amount requested.

## How are Applications Assessed?

Applications will undergo an initial assessment based on:

- Satisfaction of eligibility requirements;
- Applicants funding history;
- Demonstration of community benefits to the Greater Geraldton residents;
- Demonstration of economic benefit to the Greater Geraldton region;

- The level of support from other sources – including applicant’s co-contribution (financial and/or in-kind support), support from local businesses (financial and/or donation of services), additional grants secured/sought, and support from community organisations (project collaboration and/or donation/provision of services);
- Demonstration of capacity to deliver the proposal
- Demonstration of financial sustainability of the proposal into the future;
- Level of support previously provided to the proposal (if applicable);
- Alignment to the City’s Event Strategy; and
- Alignment to the City’s Strategic Community Plan (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027> :
  - How the activity supports our community.
  - How the activity supports our environment.
  - How the activity supports our economy.
  - How the activity supports our relationships.

Applicants will be initially assessed and prioritised by the Community Grants Committee, in line with the guidelines and Event Strategy. The prioritised list will then be submitted to Council for budgetary consideration and final endorsement.

Applicants will be advised of the outcome of their application following adoption of the Council’s annual budget.

## Accountabilities

Recipients will be required to:

- Accept the Funding Agreement, including the terms and conditions as stated;
- Issue the City with a Tax Invoice to request the release of the funding;
- Use grant funds solely for the approved purpose;
- Acknowledge the City for its contribution towards the proposal. This includes, but is not limited to, advertising, promotion, media releases, use of City banners etc. Approval is required to use the City’s logo;
- If required by the City, provide Progress Reports by the dates stipulated in the Funding Agreement; and
- Provide an Annual Acquittal for the term of the Agreement, by the date stipulated in the Funding Agreement, ensuring the following is provided:
  - Evidence of acknowledgement of the City’s contribution.
  - Audited Financial Statement detailing all income and expenditure of the organisation for the financial year (note: Financial Statement detailing only the elements funded by the City will not be accepted). The Financial Statement is to be audited by an accountant independent of the recipient.

Any changes or delays that impact the delivery of your proposal, must be communicated to the City for consideration.

If the proposal impacts on Council facilities and / or resources, Council approval of the nominated project is required before a Funding Agreement is offered.

# IN KIND SUPPORT PROGRAM

## What is the In Kind Support Program?

The City's In Kind Support Program aims to provide assistance to not-for-profit community groups, clubs and organisations to assist with projects, activities and programs that enhance and promote community wellbeing within the Greater Geraldton region through the waiver of venue and/or equipment fees and charges for City owned buildings and assets. In-kind support will not be given for assistance by City staff in the delivery of your proposal.

The level of support provided through the City's In Kind Support Program will be in line with these guidelines and funds allocated in Council's annual budget.

Applicants may be able to request in-kind support through the In Kind Support Program or as part of their Community Grants, Community Project Support, Service Agreement, Mayoral Discretionary Fund or Festival and Event Program application in addition to a request for financial support. If you require in-kind support in addition to your request for funding, you must make the request as part of your funding application, as submissions for in-kind support received after these applications have been submitted are not permitted and will not be assessed.

<b>Applications Open</b>	July
<b>Applications Close</b>	May*
<b>Assessment</b>	Two (2) weeks from submission of application
<b>Outcome</b>	Three (3) weeks from submission of application

*\* Applications may close earlier if the annual budget has been distributed prior to June*

Applications will be assessed by the Manager of Community and Cultural Development and / or the Chief Financial Officer who have authority to approve requests of up to \$2,500 per event or activity. Requests over \$2,500 will be assessed the Manager of Community and Cultural Development and / or the Chief Financial Officer who will make their recommendations to the Chief Executive Officer who has authority to approve requests of up to \$5,000 per event or activity.

## Support Criteria

Support is available for community-based proposals that:

- support and promote our cultural heritage and creative community;
- deliver environmental or sustainability benefits;
- promote visitation and tourism to the region; and / or
- support and promote economic and social opportunities.

Proposals that deliver outcomes which support the City's Community Strategic Plan will be strongly supported. This plan can be viewed at [www.cgg.wa.gov.au/documents.council](http://www.cgg.wa.gov.au/documents.council).

**Note:** due to the demand on supports, applicants who meet the support criteria may not be successful in receiving assistance. Applications will be prioritised against the demonstration of the above criteria.

## Eligible Applicants

Where applications for 'In Kind' support are part of an application under another program, the respective program eligibility requirements apply. The following eligibility requirements apply to applications for in-kind support only.

Applicants must satisfy the below criteria:

- Incorporated not-for-profit community group, club or organisation;
- Have a valid ABN;
- Hold Public Liability Insurance;
- Must be a local community organisation (located within the Greater Geraldton area), or provide the proposed activity within the Greater Geraldton area, or predominantly benefit the region's residents;
- Provide evidence of community need for the proposed activity and demonstrate how it will meet those needs;
- Ensure the proposal is aligned with the outcomes of the City's Strategic Community Plan;
- Applicants must have satisfactorily acquitted any previous funding from the City;
- Proposals can only receive funding through this program once per financial year; and
- Support may only be provided under one program for any given proposal.

## Ineligibility

Grants will not be provided to:

- For-profit organisations
- Registered political parties
- Government agencies
- Unincorporated organisations
- Individuals
- Private and commercial ventures
- Applicants that have an outstanding acquittal from funding previously granted by the City
- Proposals based outside of the Greater Geraldton region
- Proposals with the main purpose of raising funds for distribution back to the community
- Proposals that already receive, or have secured, assistance (financial or in kind) from the City
- Retrospective funding (i.e. proposals that have commenced prior to an outcome being decided or have been completed)
- Proposals which conflict with City policies
- Proposals which could present a hazard to the community or promote anti-social behaviour, including gambling, smoking or the consumption of other addictive substances
- Applications submitted by City employees or elected members

## How to Apply

Applications are available by invitation only and are not made public on the City's website or online grants portal. Should you wish to submit an application for assistance through the In Kind Support Program, please contact the City's Treasury Officer on 9956 6940 or at [grants@cgg.wa.gov.au](mailto:grants@cgg.wa.gov.au) to discuss your proposal.

Please note the following:

- The level of assistance available through the In Kind Support Program is limited by Council's budget allocation for the financial year. No applicant can be guaranteed support, nor can any applicant be guaranteed to receive the full support requested.

## How are Applications Assessed?

Applications will undergo an initial assessment based on:

- Satisfaction of eligibility requirements; and
- Applicants funding history.

Following which, applications will be referred to the relevant authorised officer for assessment based on:

- Demonstration of community benefits to the Greater Geraldton residents;
- Demonstration of economic boost to the Greater Geraldton region;
- The level of support from other sources – including applicant's co-contribution (financial and/or in-kind support), support from local businesses (financial and/or donation of services), grants secured/sought, and support from community organisations (project collaboration and/or donation/provision of services);
- Demonstration of capacity to deliver the proposal;
- Demonstration of financial sustainability of the proposal into the future;
- Level of support previously provided to the proposal (if applicable); and
- Alignment to the City's Strategic Community Plan (please refer to the following link for more information on the Plan <https://www.cgg.wa.gov.au/documents/734/city-of-greater-geraldton-strategic-community-plan-2017-2027> :
  - How the activity supports our community.
  - How the activity supports our environment.
  - How the activity supports our economy.
  - How the activity supports our relationships.

All applicants will be advised of the outcome of their application.

## Accountabilities

Recipients will be required to:

- Accept the Support Agreement, including the terms and conditions as stated;
- Acknowledge the City for its contribution towards the proposal. This includes, but is not limited to, advertising, promotion, media releases, use of City banners etc. Approval is required to use the City's logo;
- Provide a Report by the date stipulated in the Support Agreement, ensuring the following is provided:
  - Evidence of acknowledgement of the City's contribution;
  - Financial Statement detailing all income and expenditure related to the proposal

If you require an extension for reporting, please contact the City's Treasury Officer.

If the proposal impacts on Council facilities and / or resources, Council approval of the nominated project is required before a Support Agreement is offered.



## SELF-SUPPORTING LOANS

### What are self-supporting loans?

Self-Supporting Loans are for community and sporting groups for the purposes of capital asset acquisition or development.

Self-Supporting Loans will only be considered for capital asset acquisition or development and will not be approved by Council for operational equipment or operating expenses.

Council will consider providing self-supporting loans to community or sporting groups:

- In exceptional circumstances to mitigate serious risks and/or meet urgent capital requirements that will deliver substantial benefits to the community consistent with the City's Strategic Community Plan and priorities identified in the Corporate Business Plan.
- Where the self-supporting loan forms part of a matching community grant component (e.g. CSRFF)
- Where in the view of Council, the use of City borrowings for the intended purpose will deliver benefits to the community materially outweighing likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- Where in the view of Council there is compelling justification for the City to act as lender instead of a bank or other financial institution.

### Applications

Applications must be formally submitted using the application form and required supporting information, as outlined in the Assessment section below. Please contact the City on 9956 6600 or at [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au) for the Self-Supporting Loan application.

### Matters to be considered

- The City's Long Term Financial Plan and forecast debt financing capacity – across the prospective life of a requested loan.
- Regulated borrowing limits as determined by WA Treasury Corporation.
- Debt Service Coverage Ratio (calculated as annual surplus before interest expense and depreciation divided by annual debt service payments) meets required Department of Local Government Standard.
  - ° Standard is NOT met if ratio is less than two (2).
  - ° Basic Standard is ratio is between two (2) and five (5).
  - ° Advanced Standard if greater than five (5).
  - \* Note: This indicator is used by the WA Treasury Corporation in considering loan applications from the City.
- Indebtedness Ratio – measures the extent to which past borrowings principal outstanding relate to the City's discretionary general revenue. Target = < 0.4.
- Limit on the use of loan funds in any one year to a level where the aggregate costs of servicing interest and principal repayments does not exceed ten (10) percent of operating revenues generated from rates, fees and charges.

- Annual budget and current financial position of the City.
- Capital Works program priorities and funding requirements.
- Demands for use of borrowings for City requirements.
- Compliance with legislative requirements associated with borrowing of monies under Section 6.20 of the Local Government Act 1995.

## Limits

Funding is to be limited to the provision of only one active Self-Supporting Loan per group. Council to determine the amount to be borrowed on a “case by case” determination but the amount cannot be such that the level of consolidated self-supporting assistance to groups in any one year would exceed annual repayment of principal and interest more than 0.75 per cent of rates revenue.

The term of borrowing will be limited to a ten (10) year period or such lesser period as may be determined by the prevailing terms of the City’s debt financier.

## How are Applications Assessed?

Based on an application having no significant or adverse impact in relation to the abovementioned general principles, the application will be assessed based on the following:

- Provision of a fully completed application form.
- Provision of proof of incorporation.
- Provision of latest audited financial statements (Operating, Cash Flow & Financial Position Statements).
- Provision of a forward financial plan in relation to the required term of borrowing.
- Provision of evidence of ongoing capacity to:
  - ° service and repay the loan from its operations
  - ° and replace the asset from own means..
- Provision of a Business Case in support of the asset acquisition or development proposal to be financed by the requested self-supporting loan.

Applications will be assessed by the City administration, with recommendations presented to Council for their endorsement. If approval granted, the applicant will be required to enter into and sign a Self-Supporting Loan Agreement.

Applications will be advised of the outcome of their application following Council’s endorsement of the recommendations.

# COMMUNITY SPORT & RECREATION FACILITIES FUND (CSRFF) AND CLUB NIGHT LIGHTS PROGRAM (CNLP)

## General Information

- The contribution will be tied directly to successful CSRFF or CNLP applications with financial contributions on a dollar for dollar matching basis with the Department of Sport and Recreation.
- Maximum City contribution (Small Grants) will be limited to the lesser of \$100,000 (Funding projects \$300,000 or less) or 1/3 of the total project cost.
- City will allocate up to \$100,000 per year (Small Grants) for contributions towards approved minor sporting facility development projects, subject to annual budget consideration.
- All "Annual" and "Forward Planning" (Funding projects above \$300,000) grant submissions will be considered by the City on an individual basis
- CNLP applications will be considered in line with CSRFF Small Grants up to \$100,000 (Projects \$300,000 or less) or an individual basis if over \$100,000 (Projects over \$300,000)
- Only single-stage, stand-alone projects will be considered eligible for funding. Applications for 'phased' projects or for project design costs will not be considered.
- Applications should demonstrate alignment to the City's Strategic Community Plan.
- Only clubs located within the City's boundaries are considered eligible to receive funding.

## Applicants have the following responsibilities:

- Ensure and provide evidence that the club has the resources and financial capacity to contribute to and coordinate the project.
- Demonstrate how project is aligned with the City's Strategic Community Plan.
- Contact the City's Sport & Leisure Planner on (08) 9956 6906 prior to submitting any application to discuss project.
- Obtain any necessary licences or approvals, meet design and documentation requirements, provide robust cost estimates and any additional information as requested for the project by the City. Documentation and cost estimates need to take into account all Occupational Health and Safety obligations, and Environmental requirements, Work Methods, and must include all other project costs.

## The City has the following roles:

- Make provision in the annual budget for CSRFF and CNLP small grants funding, subject to prevailing financial circumstances.
- Accept applications as part of the Department of Local Government, Sport & Cultural Industries CSRFF and CNLP Small Grants Round bi-annually and follow Department of Local Government, Sport & Cultural Industries funding guidelines for processing application.
- Give consideration to the Long Term Financial Plan when assessing annual and forward planning grants and the capacity to resource.
- Assess each eligible application against the City's Strategic Community Plan and provide recommendations and priority listings to Council for consideration.
- Submit eligible applications and Council minutes to the Department of Sport and Recreation as per guidelines.

## OTHER FUNDING OPPORTUNITIES

Please refer to the Regional Development Australia's Funding & Grants Hub at <https://rdawa.grantguru.com.au/> to search for additional funding opportunities available for the region.



Further details contact



City of  
Greater Geraldton  
a vibrant future



**TREASURY OFFICER**

**Phone: 9956 6940**

**[www.cgg.wa.gov.au](http://www.cgg.wa.gov.au)**

