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Community Funding Programs GUIDELINES

Please read these Guidelines carefully prior to completing your Community Funding application. For enquiries or assistance with your application, please contact the City's Grants Team via email at grants@cgg.wa.gov.au.

The purpose of these guidelines is to complement 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. They outline how the City will respond to requests for financial assistance and / or in-kind support to ensure that funds are distributed in a fair and equitable manner and that provides transparency and good governance. They also 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. Recurrent Funding Program
 - a. Service Agreements
 - b. Festival and Event Funding Program
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 and Club Night Lights Program (CNLP)

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 and independent from any other organisation. Community groups are free to appoint their own management.

Not-for-Profit – no individuals within the group 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 – for example; membership fees, donations, fundraising.



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COMMUNITY FUNDING PROGRAM

What is the Community Funding Program?

The Community Funding Program aims to aid 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 two categories: Community Grants and Community Project Support.

Community Grants

Community Grants will be available twice per year for funding requests between \$2,001 and \$10,000. Applicants may apply for up to 50% of the total cost of the project to a maximum of \$10,000 (whichever is the lesser).

	Round 1	Round 2
Applications Open	July	January
Applications Close	August	February
Assessment	September	March
Outcome	October	April
Proposal Commencement Date	After 1 November	After 1 May

Applications will be assessed by City administration and the Greater Geraldton Community Grants Committee with recommendations for funding made by the Committee, in line with these guidelines. The City Chief Executive Officer 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 may apply for up to 100% of the cost of the project or a maximum of \$2,000 (whichever is the lesser).

	Round 1	Round 2
Applications Open	September	February
Applications Close	October	March
Assessment	November	April
Outcome	Late November / early December	Late April / early May
Proposal Commencement Date	After 1 January	After 1 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.

Applicants may request in-kind support from the City as part of their Community Funding application 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. Please refer to the In-Kind Support section on page 18 for further information.

Eligible Applications

To be eligible for funding, applicants must satisfy the below criteria:

- Have a valid ABN;
- Deliver the proposal within the Greater Geraldton area;
- Previous funding from the City has been successfully acquitted*;
- *Proposal* is not receiving support from another funding program offered by the City;
- If the *Proposal* is a recurrent program / event that is celebrating a milestone event (i.e. 25th, 50th anniversary); and
- *Applicant* is not already receiving funding through the Recurrent Funding Program (Service Agreement or Festival and Event Funding).

** If previous funding relates to a current project (i.e. Project Completion Report / Acquittal is not yet due), this will not impact your eligibility for funding. If there is an outstanding Project Completion Report / Acquittal for previous funding, you will be deemed ineligible to receive further support.*

Ineligible Applications

An application will be deemed ineligible if:

- The applicant is a:
 - For-profit organisation;
 - Registered political party;
 - Government agency;
 - Educational institution (including P&C Associations);
 - Private or public company (unless they are a registered charity);
 - Individual; or
 - Recurrent service provider engaged by the City
- The proposal is to commence prior to the Proposal Commencement Date (as above);
- The proposal is for a private or commercial venture;
- The proposal is based outside of the Greater Geraldton region;
- The main purpose of the proposal is to raise funds for distribution back to the community;
- The proposal is a recurrent project / event that is not celebrating a milestone (i.e. 25th, 50th anniversary);
- The proposal conflicts with City policies;
- The applicant has an outstanding acquittal from funding previously granted by the City; or
- The application is submitted by a City employee or an elected member.

Funding Criteria

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

- Deliver benefits to the residents of Greater Geraldton;
- Deliver an economic boost to the Greater Geraldton region;

- Are supported by the Greater Geraldton community and other stakeholders. The level of support from other sources, including the applicants 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, donation / provision of services and / or letters of support will be considered;
- Demonstrate the applicant's capability to deliver the proposal;
- Demonstrate financial sustainability of the proposal into the future without continued reliance on City funding;
- Demonstrate alignment to the City's [Strategic Community Plan](#):
 - Community – Recognise and celebrate our culture and heritage;
 - Economy - Promote a healthy thriving and resilient economy that provides opportunities for all whilst protecting the environment and enhancing our social and cultural fabric;
 - Environment - Deliver environmental and / or sustainability benefits;
 - Leadership - Support an engaged community, effective partnerships, visionary leadership and well informed decision-making;
- Demonstrate alignment to the City's [Access and Inclusion Plan 2024-2029](#);
- Demonstrate alignment to the City's [Innovate Reconciliation Action Plan 2024-2026](#).

Projects which deliver outcomes that support the City's Strategic Community Plan, Disability Access and Inclusion Plan and Reconciliation Action Plan will be strongly supported.

The number of grants previously awarded to an applicant and their acquittal outcomes will also be considered when applications are assessed.

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 above criteria.

Eligible Items

- Equipment and venue hire
- Advertising and promotional costs
- Capital items (e.g. solar panels, facility upgrades, resurfacing of courts, security upgrades etc.)
- External facilitators and presenters (note that internal event coordination is ineligible for funding)
- Travel and accommodation
- Entertainment
- Materials
- Contractors

Ineligible Items

- Recurrent operating costs (including but not limited to salaries, utilities, insurance etc.)
- Catering costs
- Event coordination by staff members / volunteers
- Relocation costs
- Routine maintenance of equipment and / or facilities
- Uniforms
- Trophies / Prizes

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 online grants website at <https://www.cgg.smartygrants.com.au> to see available funding opportunities.

If you need assistance with your application, please contact the City's Grants Team via email at grants@cgg.wa.gov.au.

Please note:

- 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 the satisfaction of the eligibility requirements and then assessed using a point scoring system based on the funding criteria above.

The applications will be considered by the relevant committee who will make their recommendations for endorsement by the authorised officer/s. 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, within two months of the closing date.

Accountabilities

Successful applicants will be required to:

- Provide a Budget & Project Update if the full funding request has not been awarded;
- If the proposal is for an Event, submit an Event Application to the City. A Funding Agreement will not be issued until the Event Application has been submitted and approved by the City.
- 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 funds in line with the Funding Agreement;
- Use grant funds solely for the approved purpose;
- Deliver the proposal as outlined in the application, or Budget & Project Update;
- Acknowledge the City for its contribution towards the proposal as per the Funding Agreement.
- Seek approval from the City for use of the City's logo;
- Provide Progress Report/s by the date/s stipulated in the Funding Agreement (if applicable); and
- Provide a Final 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 proposal (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.

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

Regarding 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 City's Grants Team, via email at grants@cgg.wa.gov.au



RECURRENT FUNDING PROGRAM

What is the Recurrent Funding Program?

Funding through the City's Recurrent Funding Program is available in the categories of Service Agreements and Festival & Event Funding Program.

Recurrent Funding may be provided for up to three (3) years, with phased reduction of the funding considered to encourage financial sustainability of the organisation.

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

Please note: Applications for Recurrent Funding are by invitation only. In the first instance, please contact the City's Grants Team via email at grants@cgg.wa.gov.au to discuss your proposal.

Service Agreements

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.

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

Festival & Event Funding Program

The City's Festival & Event Funding Program aims to provide financial assistance to organisations hosting events within the City that supports tourism and an economic boost to the region. Events will be delivered by the applicant.

Applicants may request in-kind support from the City as part of their Festival & Event Funding Program application 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. Please refer to the In-Kind Support section on page 18 for further information.

Applications will be assessed by City administration and the Greater Geraldton Community Grants Committee. The Committee will determine a prioritised list, which will be submitted to Council for budgetary consideration and final endorsement.

	2026/27	2027/28	2028/29
Expression of Interest Open	July 2025	July 2026	July 2027
Expression of Interest Close	August 2025	August 2026	August 2027
Expression of Interest Assessment	August / September 2025	August / September 2026	August / September 2027
Expression of Interest Outcome	Late September 2025	Late September 2026	Late September 2027
Applications Open	October 2025	October 2026	October 2027
Applications Close	November 2025	November 2026	November 2027
Assessment	December 2025 - February 2026	December 2026 - February 2027	December 2027 - February 2028
Outcome	Late June 2026	Late June 2027	Late June 2028

Eligible Applications

To be eligible for funding, applicants must satisfy the below criteria:

- Have a valid ABN;
- (Service Agreements) Be a local community organisation (located within the Greater Geraldton area);
- Deliver the proposal within the Greater Geraldton area;
- Previous funding from the City successfully acquitted*;
- (Service Agreements) Proposals that provide a service to the Greater Geraldton community which the City would be required to provide if it was not provided by the applicant;
- (Service Agreements) 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.

* If previous funding relates to a current project (i.e. Project Completion Report / Acquittal is not yet due), this will not impact your eligibility for funding. If there is an outstanding Project Completion Report / Acquittal for previous funding you will be deemed ineligible to receive further support.

Ineligible Applications

An application will be deemed ineligible if:

- The applicant is a:
 - For-profit organisation;
 - Registered political party;
 - Government agency;
 - Educational institution (including P&C Associations);
 - Private or public company (unless a registered charity);
 - Individual;
 - Recurrent service provider engaged by the City; or
 - Is already receiving funding through the Recurrent Funding Program.
- Applicants have an outstanding acquittal from funding previously granted by the City;
- The proposal is based outside of the Greater Geraldton region;
- The main purpose of the proposal is to raise funds for distribution back to the community;
- The proposal has already received, or secured, assistance (financial or in-kind) from the City;
- The proposal has commenced prior to an outcome being decided (retrospective funding);
- The proposal conflicts with City policies;
- The applicant is currently receiving funding through the City's Recurrent Funding Programs; or
- The application is submitted by a City employee or an elected member.



Funding Criteria

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

- Deliver benefits to the residents of Greater Geraldton;
- (Festival & Event Funding Program) deliver an economic boost to the Greater Geraldton region;
- Are supported by the Greater Geraldton community and other stakeholders;
- Demonstrate the applicant's capability to deliver the proposal;
- Demonstrate the proposal can continue into the future without reliance on City funding;
- Demonstrate alignment to the City's [Strategic Community Plan](#):
 - Community – Recognise and celebrate our culture and heritage;
 - Economy - Promote a healthy thriving and resilient economy that provides opportunities for all whilst protecting the environment and enhancing our social and cultural fabric;
 - Environment - Deliver environmental and / or sustainability benefits;
 - Leadership - Support an engaged community, effective partnerships, visionary leadership and well informed decision-making;
- Demonstrate alignment to the City's [Access and Inclusion Plan 2024-2029](#);
- Demonstrate alignment to the City's [Innovate Reconciliation Action Plan 2024-2026](#).

Proposals which deliver outcomes that support the City's Strategic Community Plan, Access and Inclusion Plan, Reconciliation Action Plan and, where applicable, Event Strategy will be strongly supported.

The number of grants previously awarded to an applicant and their acquittal outcomes will also be considered when applications are assessed.

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 above criteria.

Eligible Items (Service Agreement)

- Salaries & wages
- Insurance
- Utilities
- Other operating expenses
- Capital works
- Repairs & maintenance
- Audit costs (applicable for all Recurrent Funding)

Eligible Items (Festival & Event Funding Program)

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

Ineligible Items (Festival & Event Funding Program)

- Recurrent operating costs (including but not limited to salaries, utilities, insurance etc.)
- Catering costs
- Event coordination by staff members / volunteers

How to apply

Applicants may submit an Expression of Interest (EOI) through the City's online grants portal before 5.00pm on the closing date. Please contact the City's Grants Team via email at grants@cgg.wa.gov.au for further information regarding the available programs.

Following review of the Expression of Interest, an applicant may be invited to apply for funding via the City's online grants portal before 5.00pm on the closing date.

Please note:

- Funding is limited to the provision of one Recurrent Funding Agreement (Service Agreement or Festival and Event Funding) to an organisation at a time.
- The level of assistance available through the Recurrent 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?

EOIs will undergo an assessment based on the satisfaction of eligibility requirements. Following which, EOIs will be assessed by City administration with recommendations put to the relevant committee for further review and discussion. The committee will determine whether an EOI is to proceed to the application stage. All applicants will be advised of the outcome of their EOI within six weeks of the closing date.

Applications for Funding will undergo a further assessment based on the satisfaction of eligibility requirement then referred for evaluation using a point scoring system based on the funding criteria. Applications will be assessed and prioritised in line with these guidelines. The prioritised list will be submitted to Council for budgetary consideration and final endorsement.

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

Accountabilities

Successful applicants will be required to:

- Accept the Funding Agreement, including the terms and conditions as stated;
- (Festival & Event Funding Program) Submit an Event Application to the City. A Funding Agreement will not be issued until the Event Application has been submitted and approved by the City.
- Issue the City with a Tax Invoice to request the release of the funds in line with the Funding Agreement;
- Use grant funds solely for the approved purpose;
- Deliver the proposal as outlined in the application, regardless of the level of funding awarded;
- Acknowledge the City for its contribution towards the proposal as per the Funding Agreement.
- Seek approval from the City for use of the City's logo;

- (Festival and Event Funding Program) Provide an End of Event Report, by the date stipulated in the Funding Agreement, detailing the activities, outcomes and financials of the delivered Event; and
- Provide an Annual Acquittal at the end of each financial year funding is awarded, 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.
 - Budget and Program for the next years funding allocation.
 - (Service Agreements) If a three year capital plan was not provided with the application, Recipients will be required to provide a capital plan identifying items which the funding is being applied to in the next eligible year of funding.

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.



MAYORAL DISCRETIONARY FUND

What is the Mayoral Discretionary Fund?

The Mayoral Discretionary Fund enables 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 Mayoral Discretionary Fund will be in line with these guidelines and funds allocated in Council's annual budget.

Applicants may request in-kind support from the City as part of their Mayoral Discretionary Fund application for 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 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 18 for further information.

Expression of Interest (EOI) and Applications open	July
EOI and Applications close	June*
EOI Assessment	Two (2) weeks from submission of EOI
Application Assessment	Two (2) weeks from submission of application
Outcome	Four (4) weeks from submission of application
Proposal Commencement Date	Six (6) weeks from submission of application

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

Applications will initially be assessed by City administration and then referred to the Mayor.

Eligible applicants

To be eligible for funding, applicants must satisfy the below criteria:

- Deliver the proposal within the Greater Geraldton area;
- Previous funding from the City has been successfully acquitted*;
- Proposal has not already received or secured, assistance (financial or in-kind) from the City;

**If previous funding relates to a current project (i.e. Project Completion Report / Acquittal is not yet due), this will not impact your eligibility for funding. If there is an outstanding Project Completion Report / Acquittal for previous funding you will be deemed ineligible to receive further support.*

Ineligible applicants

Your application will be deemed ineligible if:

- The applicant is a:
 - For-profit organisation
 - Registered political party
 - Government agency
 - Educational institution (including P&C Associations)
 - Private or public company (unless they are a registered charity)
 - Recurrent service provider engaged by the City

- The proposal is for a private or commercial venture
- The main purpose of the proposal is to raise funds for distribution back to the community
- The proposal has commenced prior to an outcome being decided (retrospective funding)
- The proposal conflicts with City policies
- The applicant has an outstanding acquittal from funding previously granted by the City
- The applicant is currently receiving funding through the City's Recurrent Funding Programs
- The application is submitted by a City employee or an elected member.

Funding criteria

Funding is available for community-based proposals that:

- deliver benefits to the residents of Greater Geraldton;
- Demonstrate alignment to the City's [Strategic Community Plan](#):
 - Community – Recognise and celebrate our culture and heritage;
 - Economy - Promote a healthy thriving and resilient economy that provides opportunities for all whilst protecting the environment and enhancing our social and cultural fabric;
 - Environment - Deliver environmental and / or sustainability benefits;
 - Leadership - Support an engaged community, effective partnerships, visionary leadership and well informed decision-making;
- demonstrate alignment to the City's [Access and Inclusion Plan 2024-2029](#);
- demonstrate alignment to the City's [Innovate Reconciliation Action Plan 2024-2026](#).

Projects which deliver outcomes that support the City's Strategic Community Plan, Access and Inclusion Plan 2024-2029 and Innovate Reconciliation Action Plan 2024-2026 will be strongly supported.

Note: *due to the demand on funds, applicants who meet the funding criteria may not be successful in receiving funding.*

If you require an extension past the date stated in your application, please contact the City's Grants Team via email at grants@cgg.wa.gov.au

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

How to apply

Applicants may submit an Expression of Interest (EOI) through the City's online grants portal. Please contact the City's Grants Team via email at grants@cgg.wa.gov.au for further information regarding the program and link to apply.

Following review of the Expression of Interest, the Mayor may request a meeting to further discuss the proposal before determining if they will be invited to apply for Funding via the City's online grants portal.

Note: *To allow sufficient time for review, assessment, notification of outcome and, if applicable, execution of the Offer of Support, proposals must start no earlier than within six (6) weeks of the submission of the Application. Proposals with a start date earlier than this will be considered ineligible.*

How are applications assessed?

EOIs will undergo an assessment based on the satisfaction of eligibility requirements.

Following which, EOIs will be assessed by the Mayor who will determine if:

1. A meeting is required to further discuss the proposal; and / or
2. The EOI is to proceed to the application stage.

All applicants will be advised of the outcome of their EOI within four (4) weeks of submission.

Applications will undergo a further assessment based on the satisfaction of eligibility requirements.

Following which, applications will be referred to the Mayor for assessment based on the funding criteria above.

All applicants will be advised of the outcome of their Application within four (4) weeks of submission.

Accountabilities

Successful applicants will be required to:

- If the proposal is for an Event, submit an Event Application to the City. An Offer of Funding will not be issued until the Event Application has been submitted and approved by the City.
- Accept an Offer of Funding, including the terms and conditions as stated.
- Not commence the proposal until the Offer of Funding 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 as per the Funding Agreement.
- Seek approval from the City for use of the City's logo;
- Provide a Project Completion Report by the date stipulated in the Offer of Funding, ensuring the following is provided:
 - Evidence of acknowledgement of the City's contribution;
 - For funding over \$2,000 - 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)
 - For funding over \$2,000 - Invoices / receipts showing the expenditure of the City's funding on approved items; and
 - For funding under \$2,000 - Evidence that the proposal was delivered in line with the approved purpose (invoices / receipts showing relevant expenditure, photos of delivered proposal).



EVENT SUPPORT (IN-KIND) PROGRAM

What is the Event Support (In-Kind) Program?

The City's Event Support (In-Kind) Program aims to help organisations with proposals 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 Event Support (In-Kind) Program will be in line with these guidelines and funds allocated in Council's annual budget.

Applicants may request in-kind support through the Event Support (In-Kind) Program or as part of their Community Grants, Community Project Support, Mayoral Discretionary Fund or Festival and Event Funding Programs 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.

Applications Open	July
Applications Close	June*
Assessment	Two (2) weeks from submission of application
Outcome	Three (3) weeks from submission of application
Proposal Commencement Date	Six (6) weeks from submission of application

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

Applications will be assessed by authorised City officers.

Eligible Applications

To be eligible for support, applicants must satisfy the below criteria:

- Have a valid ABN;
- Not be an individual;
- Deliver the proposal within the Greater Geraldton area;
- Previous funding from the City has been successfully acquitted*;

** If previous funding relates to a current project (i.e. Project Completion Report / Acquittal is not yet due), this will not impact your eligibility for funding. If there is an outstanding Project Completion Report / Acquittal for previous funding you will be deemed ineligible to receive further support.*

Ineligible Applications

An application will be deemed ineligible if:

- The proposal commences prior to the Proposal Commencement Date (as above).
- The applicant has an outstanding acquittal from funding previously granted by the City
- The main purpose of the proposal is to raise funds for distribution back to the community
- The proposal has already received, or secured, assistance (financial or in-kind) from the City
- The proposal conflicts with City policies
- The application is submitted by a City employee or an elected member.

Support Criteria

Support is available for community-based proposals that:

- deliver benefits to the residents of Greater Geraldton;
- promote visitation and tourism to the region;
- Demonstrate alignment to the City's [Strategic Community Plan](#):
 - Community – Recognise and celebrate our culture and heritage;
 - Economy - Promote a healthy thriving and resilient economy that provides opportunities for all whilst protecting the environment and enhancing our social and cultural fabric;
 - Environment - Deliver environmental and / or sustainability benefits;
 - Leadership - Support an engaged community, effective partnerships, visionary leadership and well informed decision-making;
- demonstrate alignment to the City's [Access and Inclusion Plan 2024-2029](#);
- demonstrate alignment to the City's [Innovate Reconciliation Action Plan 2024-2026](#).
- demonstrate alignment to the City's [Events Strategy 2020-2025](#).

Proposals which deliver outcomes that support the City's Strategic Community Plan, Access and Inclusion Plan 2024-2029 and Reconciliation Action Plan 2024-2026 will be strongly supported.

The number of grants previously awarded to an applicant and their acquittal outcomes will also be considered when applications are assessed.

Note: *due to the demand on support, applicants who meet the support criteria may not be successful in receiving assistance.*

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 apply for assistance through the Event Support (In-Kind) Program, please contact the City's Grants Team via email at grants@cgg.wa.gov.au or the City's Events Team on 9956 6776 or at events@cgg.wa.gov.au to discuss your proposal.

Please note the level of assistance available through the Event Support (In-Kind) 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 the satisfaction of eligibility requirements. Following which, applications will be referred to the relevant authorised officer for assessment based on the support criteria above.

- Alignment to the City's Strategic Community Plan;
- Alignment to the City's Access and Inclusion Plan;
- Alignment to the City's Reconciliation Action Plan; and
- Alignment to the City's Events Strategy.

All applicants will be advised of the outcome of their application within three (3) weeks of submission.

Accountabilities

If an applicant is successful in their request for support, they will be required to:

- Submit an Event Application to the City. An Offer of Support will not be issued until the Event Application has been submitted and approved by the City.
- Accept the Offer of Support, including the terms and conditions as stated;
- Acknowledge the City for its contribution towards the proposal as per the Funding Agreement.
- Seek approval from the City for use of the City's logo;
- Provide a Final Report by the date stipulated in the Offer of Support, ensuring the following is provided:
 - Evidence of acknowledgement of the City's contribution;
 - Details of delivered outcomes.

If you require an extension past the date stated in your application, please contact the City's Grants Team via email at grants@cgg.wa.gov.au.

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



SELF-SUPPORTING LOANS

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

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 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.
- 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 limited to the provision of one active Self-Supporting Loan per group. Council will determine the amount to be borrowed on a "case by case" basis however 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 that is more than 0.75 per cent of rates revenue.

The term of borrowing will be limited to a ten (10) year period or lesser period.

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 provision of:

- A fully completed application form.
- Proof of incorporation.
- Latest audited financial statements (Operating, Cash Flow & Financial Position Statements).
- A forward financial plan in relation to the term of borrowing.
- Evidence of ongoing capacity to:
 - service and repay the loan from its operations;
 - and replace the asset from own means.
- 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 is granted, the applicant will be required to enter into a Self-Supporting Loan Agreement.

Applicants 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)

In the first instance, please review the Department of Local Government, Sport & Cultural Industries (DLGSC) guidelines for these programs:

CSRFF Guidelines

<https://www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/community-sporting-and-recreation-facilities-fund/csrff-guidelines>

CNLP Guidelines

<https://www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/club-night-lights-program>

Then discuss your project with the City's Sport and Leisure Planner on (08) 9956 6906 prior to submitting any application.

General information

- City contribution will be tied directly to successful CSRFF/CNLP support and financial contribution is to be on a dollar-for-dollar matching basis with the DLGSC.
- Maximum City contribution (Small Grants) will be limited to the lesser of \$167,000 (Funding projects \$500,000 or less) or 1/3 of the total project cost.
- City contributions towards approved Small Grants are subject to annual budget consideration.
- All "Annual" and "Forward Planning" (Funding projects above \$500,000) grant submissions will be considered by the City on an individual basis
- 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 and Access and Inclusion 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 and Access and Inclusion Plan.
- 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 consider all Work Health and Safety obligations, 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 and Cultural Industries funding guidelines for processing applications.
- 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 Disability Access and Inclusion Plan and provide recommendations and priority listings to Council for consideration.
- Submit eligible applications and Council minutes to the Department of Local Government, Sport & Cultural Industries 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
TREASURY OFFICER
Phone: 9956 6940



www.cgg.wa.gov.au

