

COMMUNITY FUNDING **GUIDELINES**



City of
Greater Geraldton
a vibrant future



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About the **GUIDELINES**

The City of Greater Geraldton is proud to support local groups, clubs and community organisations through our Community Funding Programs. These programs help bring to life the projects, initiatives and events that make our community vibrant, connected and inclusive. We serve the communities of Geraldton, Greenough, Walkaway and Mullewa — home to more than 40,000 people — and we're committed to supporting activities that strengthen wellbeing, celebrate local culture, and create positive opportunities for residents of all ages.

These Guidelines explain how our funding works, including who can apply, what types of activities are supported, how applications are assessed, and what is required if you receive funding.

FUNDING PROGRAM	FUNDING RANGE	AVAILABILITY
Community Initiatives Program	Up to \$5,000 <i>or 50% of total project cost, whichever is less</i>	All year round <i>Assessed on a quarterly basis</i>
Community Events Program	Up to \$10,000 <i>or 50% of total project cost, whichever is less</i>	All year round <i>Assessed on a quarterly basis</i>
Sporting Facilities & Equipment Program	Up to \$10,000 <i>or 50% of total project cost, whichever is less</i>	All year round <i>Assessed on a quarterly basis</i>
Rapid Response Program	Up to \$3,000	All year round <i>Assessed as they are received</i>
Community In-Kind Assistance Program	Up to \$10,000	All year round <i>Assessed as they are received</i>
Festival and Event Funding Program	\$10,000 or more	Application period January to March
Service Agreement Program	Up to \$35,000	Application period January to March

All funding is subject to the City's annual budget. Whilst we do our best to support as many community projects as possible, funding is not guaranteed, and applicants may receive less than the amount requested.

ELIGIBILITY

The City's grants programs are open to a range of community organisations and groups. Please refer to the below to confirm eligibility or contact the Grants Team for assistance.

Applicant Type	Community Initiatives Program	Community Events Program	Sporting Facilities & Equipment Program	Rapid Response Program	Community In-Kind Assistance Program	Festival and Event Funding Program	Service Agreement Program
Incorporated not-for-profit organisations	✓	✓	✓	✓	✓	✓	✓
Registered Australian Businesses with an ABN	✗	✓	✗	✗	✓	✓	✗
Unincorporated not-for-profit organisations	✗	✗	✗	✓	✓	✗	✗
Sporting groups	✗	✗	✓	✓	✓	✗	✗
Individual or team participation in State, National or International competitions	✗	✗	✗	✓	✗	✗	✗
Registered Political Parties; Government Agencies; Education Institutions; (including P&C Associations); and Recurrent service providers engaged by the City	✗	✗	✗	✗	✗	✗	✗

Eligibility **CRITERIA**

Eligible Applicants

Eligible projects, programs, events, or activities must meet all of the following requirements:

- Benefit or service the City of Greater Geraldton community;
- Be delivered within the City of Greater Geraldton local government area;
- Align with the City's Strategic Community Plan;
- NOT have received financial support through another City funding program within the same financial year;
- Have fulfilled the conditions of any previous City funding and have no outstanding debts or obligations;
- Applicants may submit only one application per eligible funding round; and
- NOT commence until an outcome has been determined (retrospective funding).

Ineligible Applicants

- Political parties
- Federal, State and Local Government agencies and bodies;
- Educational institutions (including P&C Associations); and
- City employees or elected members.



Community Initiatives **PROGRAM**

Grants of up to \$5,000, or 50% of the total project cost (whichever is less), are available to support local organisations delivering projects that bring people together, build connections, and strengthen community wellbeing across Greater Geraldton.

This program supports community led projects that help our residents learn, celebrate, participate and stay connected. Projects should align with the City's strategic themes—Connected, Liveable, Thriving, and Leading—and contribute to a safe, healthy, active and inclusive community.

Eligible Applicants

Applicants must meet all of the following requirements:

- Be a not for profit organisation;
- Be an incorporated association; and
- Hold an ABN.

Ineligible applicants

- For-profit organisations;
- Private or public company (unless they are a registered charity); and
- Individuals.

Funding may not be used for

- Operational costs (including staff wages, insurances, rent, utilities etc.);
- Catering (including water or meals);
- Cash prizes;
- Uniforms;
- Routine maintenance ; and
- Bonds.

Applicants may request in kind support as part of their Community Initiatives application. Further details are available in the Community In Kind Assistance Program on Page 8.

Additional eligibility and ineligibility criteria can be found on Pages 2 & 3 of the Community Funding Guidelines.



Community Events **PROGRAM**

Grants of up to \$10,000, or 50% of the total event cost (whichever is less), are available to support community led events across Greater Geraldton. The amount funded will vary depending on the size, duration and community reach.

This program helps bring our community together by supporting events that reflect the City's strategic themes—Connected, Liveable, Thriving and Leading. We aim to support inclusive events that make people feel welcome, celebrate our local identity, build community pride and encourage visitors to enjoy our beautiful region.



Eligible Events should

- Be delivered within the Greater Geraldton local government area ;
- Be accessible to the Greater Geraldton community;
- Promote a healthy, active, safe and well-connected community; and
- Be free or include a free community component.

Eligible applicants

- Incorporated organisations with an ABN.

Funding may not be used for

- Operational costs (insurances, rent, utilities etc.);
- Event coordination or administration by staff or volunteers;
- Catering (including water or meals);
- Cash prizes;
- Uniforms; and
- Bonds.

Applicants may request in kind support as part of their Community Events application. Further details are available in the Community In Kind Assistance Program on Page 8.

Additional eligibility and ineligibility criteria can be found on Pages 2 & 3 of the Community Funding Guidelines.

Award of Community Event funding does not confirm an event booking. Please refer to the City's Venues for Hire website for booking information.

Sporting Facilities & Equipment **PROGRAM**

Grants of up to \$10,000, or 50% of the total project cost, are available to help local sporting organisations maintain, upgrade and improve sporting facilities and purchase equipment.

These projects should help make our community spaces safer, more accessible and more enjoyable for everyone, whether through infrastructure improvements or new equipment.



Supported projects include

- Improvement of the safety, accessibility or usability of sporting facilities.

Eligible Applicants

- Incorporated sporting groups with an ABN.

Funding may not be used for

- Operational costs;
- Event coordination by staff or volunteers;
- Catering;
- Cash prizes;
- Uniforms; and
- Bonds.

Applicants may request in kind support as part of their Sport Facilities & Equipment application. Further details are available in the Community In Kind Assistance Program on Page 8.

Additional eligibility and ineligibility criteria can be found on Pages 2 & 3 of the Community Funding Guidelines.

Award of Sport Facilities funding does not constitute building or development approval. Where required, applicants must obtain all necessary building and development approvals before works commence.

Rapid Response **PROGRAM**

Rapid Response Grants are for small grants of up to \$3,000 for proposals that fall outside the City's other funding programs.

Applications can be made at any time, and applicants will be advised if they are successful within three weeks of their application being submitted.

Ineligible applicants

- For-profit organisations; and
- Private or public companies (unless a registered charity).

Funding may not be used for

- Operational costs (staff wages, rent, utilities etc);
- Catering (including water and meals);
- Cash prizes;
- Uniforms; and
- Bonds.

Funding may support:

- Individual or team participation in State, National or International competitions.
- Required essential unplanned expenditure (e.g. response to natural disaster, compliance requirements).

Applicants may request in kind support as part of their Rapid Response application. Further details are available in the Community In Kind Assistance Program on Page 8.

Additional eligibility and ineligibility criteria can be found on Pages 2 & 3 of the Community Funding Guidelines.



Community In-Kind Assistance **PROGRAM**

This program provides up to \$10,000 in support through waived venue or equipment hire fees for City owned facilities.

It's designed to help local groups deliver events and programs without the added financial pressure of hiring costs.



Supported events should

- Be accessible to the community;
- Promote a healthy, active, safe and connected community; and
- Demonstrate a clear community need.

Eligible Applicants

- Incorporated Organisations with an ABN.

Ineligible applicants

- Individuals;
- For profit organisations; and
- Private and public companies.

Eligible In-Kind Requests

- Preparation of City-managed grounds by the City.

Fees that can be waived:

- Venue and facility hire fees listed on the City of Greater Geraldton Fees & Charges Schedule; and
- Other event-related fees (e.g., parks, grounds, bins etc).

Award of Community In-Kind Assistance does not confirm an event booking. Please refer to the City's Venues for Hire website for booking information.

Additional eligibility and ineligibility criteria can be found on Pages 2 & 3 of the Community Funding Guidelines.

Festival & Event Funding **PROGRAM**

Grants of over \$10,000 are available to support large scale, community led events that deliver strong tourism, vibrancy and community outcomes. The City's contribution is determined by the duration of the event and the anticipated attendance.

By aligning with the City's strategic themes—Connected, Liveable, Thriving and Leading—this program ensures our community has access to inclusive, welcoming events that foster pride, strengthen local identity, and encourage visitors to experience our region.

Funding is available to companies or businesses whose primary activity is event delivery (e.g., touring companies).

Funding may be awarded for up to a three year term, with the option for reduced funding in subsequent years to promote long term sustainability.

Eligible Events

- Be delivered within Greater Geraldton;
- Be accessible to the Greater Geraldton community;
- Promote a healthy, active, safe and connected community; and
- Be free or include a free community component.

Eligible Applicants

- Incorporated organisations with an ABN.

Ineligible Applicants

- Individuals; and
- Recipients of funding through a Service Agreement.

Funding may not be used for:

- Operational costs (insurances, rent, utilities etc.);
- Event coordination undertaken by staff or volunteers;
- Catering (including water or meals);
- Cash prizes;
- Uniforms; and
- Bonds.

NOTE: Special consideration may be given to major events that will deliver significant impacts to the Greater Geraldton community delivered outside the Greater Geraldton local government area.

Applicants may request in kind support as part of their Festival and Event Funding application. Further details are available in the Community In Kind Assistance Program on Page 8.

Additional eligibility and ineligibility criteria can be found on Pages 2 & 3 of the Community Funding Guidelines.

Award of Festival and Event funding does not confirm an event booking. Please refer to the City's Venues for Hire website for booking information.



Service **AGREEMENTS**

Grants of up to \$35,000 are available to support local organisations delivering key services that address fundamental community needs—services the City would otherwise be responsible for.

By supporting projects aligned with the City's strategic themes—Connected, Liveable, Thriving and Leading—the program ensures our community has access to essential, impactful services.

Funding may be awarded for up to a three year term to support long term service delivery.

Supported projects must:

- Be accessible to the Greater Geraldton community;
- Promote a healthy, active, safe and connected community.

Eligible Applicants

- Incorporated Organisations with an ABN.

Applications cannot be accepted from:

- Individuals;
- Recipients of funding through Festival and Event Funding Program.

Funding may be used for:

- Day-to-day operational costs required to deliver the service.

Applicants may request in kind support as part of their Service Agreement application. Further details are available in the Community In Kind Assistance Program on Page 8.

Additional eligibility and ineligibility criteria can be found on Pages 2 & 3 of the Community Funding Guidelines.



Self Supporting **LOANS**

A self-supporting loan may be provided to incorporated organisations based within the City for capital improvements to land or buildings, provided they undertake to meet all capital, interest, and loan guarantee repayments.

The loan term is limited to a maximum of 10 years, and organisations may only hold one active self-supporting loan at any time.

Eligible applicants

- Incorporated Organisations with an ABN.

Ineligible Applicants

- Individuals;
- For profit organisations;
- Private and public companies; and
- Unincorporated groups.

Funding may be used for:

- Capital improvements to land or buildings.

Applicants must demonstrate the capacity to fund the future replacement or renewal of the improvements through a reserve or sinking fund while continuing to service the loan.

Applications will be assessed by City administration, with recommendations presented to Council for endorsement.



How Applications are **ASSESSED**

Applications will undergo an initial assessment based on the satisfaction of the eligibility requirements by City Officers and then assessed using a point scoring system based on the funding criteria, including:

- Community Benefits;
- Alignment to City Strategic Community Plan;
- Capacity to Deliver;
- Level of Support (other funding commitments, community support etc); and
- Funding History and Performance (where applicable).

Applications will be reviewed by a panel who will make recommendations to an authorised officer or Council for approval.

All outcomes are final and cannot be appealed. Unsuccessful applications may be re submitted in future rounds.

How to **APPLY**

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

**To view current funding opportunities visit
www.cgg.smartygrants.com.au**

Responsibilities of Successful **APPLICANTS**

- Enter into a Funding Agreement with the City;
- Not commence the proposal until the Funding Agreement has been accepted;
- Satisfy all terms and conditions as stated in the Funding Agreement including:
 - use of grant funds;
 - meet requirements for funding and commitments;
 - acknowledgment of the City funding;
 - deliver the initiative as outlined in the application; and
 - seek approval for the use of the City's logo in promotions.
- Adhere to other City requirements associated with the initiative (event, building or development application, lease requirements)
- Advise the City as soon as possible of any changes to the scope of the project (including delays to execution) or allocation of City funding.
- Provide a Final Report as outlined in the Funding Agreement

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

For funding programs where the City's contribution cannot exceed 50% of the total project cost, if the final project cost is lower than budgeted and the City's contribution exceeds this threshold, the amount above the 50% limit must be returned to the City.

Funding Round **AVAILABILITY**

Rapid Response

Rapid Response applications are assessed upon receipt. All applicants will be notified of the outcome within three (3) weeks of submission.

Community In-Kind Assistance Program

Community In-Kind Assistance applications are assessed upon receipt. Applicants will be advised of the outcome within three (3) weeks of submission.

Festival & Event Funding and Service Agreements

These programs open January to March each year for projects commencing after 1 July. Outcomes are advised following Council adoption of the annual budget, typically in late June.

All-Year-Round Programs

All other funding programs remain open year round and are assessed quarterly.

Review and notification timelines follow the schedule below:

Application Period	Assessment	Notice of Outcome	Proposal Commencement
May to July	August	September	Not before October
August to October	November	December	Not before January
November to January	February	March	Not before April
February to April	May	June	Not before July

Frequently Asked **QUESTIONS**

Can I request funding for recurrent projects?

Yes. Based on community feedback, recurrent projects are eligible for funding through the various rounds offered by the City. Recurrent projects are programs or events delivered on a regular basis, such as annually, biannually or monthly.

How do I calculate in kind costs and volunteer contributions?

We recommend using the Volunteer Benefits Calculator available on the Volunteering WA website.
([Volunteer benefits calculator - Volunteering WA](#))

Does the project need to be delivered within a specific timeframe?

No. There are no restrictions on when a project must commence or be completed. However, if delivery will take more than 12 months, you will be required to submit six monthly progress reports until completion.

What does “previous funding” mean when it states there must be no outstanding previous funding?

“Previous funding” refers to completed projects for which the Final Report has not yet been submitted. If your project has only recently finished and the Final Report is due after the closing date of the funding round, this will not affect your eligibility. However, applications will be impacted when a Final Report is more than two months overdue.

How can our organisation contribute to the initiative?

In most programs, the City will fund up to 50% of the total project cost. The total project cost includes both:

- the financial (cash) cost of delivering the project, and;
- in kind contributions, such as:
 - volunteer time;
 - discounted services;
 - donated goods or materials; and
 - internal staffing costs for administration or project management.

Example: If the financial cost of delivery is \$7,500 and in kind contributions total \$7,500, the total project cost is \$15,000, and you may request \$7,500 from the City.

Frequently Asked **QUESTIONS** [cont]

What is the City's Strategic Community Plan?

The City's Strategic Community Plan outlines the vision, values and priorities that guide our efforts over the coming years. The plan can be viewed online: [Strategic Community Plan 2025](#).

Who can I contact for assistance or queries?

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

Can we apply for more than one grant at the same time?

Yes. Organisations may submit applications to more than one funding program, provided each application meets the eligibility requirements and relates to a separate and distinct project. However, the City may prioritise applications based on community need, budget availability and the organisation's existing level of City funded support.

Can the City part fund a project (award less than requested)?

Yes. The City may offer partial funding based on available budget, assessment recommendations or alignment with community priorities. Applicants may need to adjust project scope, timelines, or contributions if a reduced amount is offered.

What happens if the scope, budget, or timelines of my project change?

If any changes occur after funding has been approved, you must notify the City as soon as possible.

Changes may require formal approval before the project continues. Failure to seek approval may affect eligibility for current or future funding.

Do we need insurance to apply?

Most projects require organisations to hold appropriate insurance, such as Public Liability Insurance, to support safe and compliant delivery. Some limited exceptions apply (e.g., certain Rapid Response applications where insurance may be funded). If unsure, contact the Grants Team for guidance.

Can we apply if our organisation is based outside Greater Geraldton?

Yes, organisations based outside Greater Geraldton may apply only if the project is delivered within Greater Geraldton (Geraldton, Greenough, Mullewa and/or Walkaway) and provides clear community benefit to local residents.

Do I need to acknowledge the City's support?

Yes. Successful applicants must acknowledge the City's contribution in promotional materials, signage, social media and event communications. Logos and usage instructions will be provided upon approval.

Is there a limit to how many active grants an organisation can hold?

Organisations may hold multiple active grants if each initiative meets program guidelines and all acquittals, reporting requirements and project milestones are up to date. The City may limit additional funding if outstanding acquittals or delayed projects indicate capacity concerns.

Can I receive funding for a project that has already started or been completed?

No. The City does not provide retrospective funding. Projects, events or activities **must not commence until an outcome has been determined**. Applications for projects that have already started, incurred costs or been completed are not eligible for funding.



To find out more: **P: 9956 6660**
E: council@cgg.wa.gov.au | www.cgg.wa.gov.au