



Community and Youth Grants Guidelines 2026/2027

August 2026
fremantle.wa.gov.au



Program details

Community and Youth Grants

Applications	Applications can be made during two funding rounds per year – refer to City website for funding round dates.
Funding amount available	Grants up to \$7,500
Assessment timeframe	Six weeks
Funding agreement length	Up to 12 months
Funding Tier	This program is classified as Tier 2 based on TOTAL support (cash + in-kind) under the City of Fremantle Grants and Sponsorships Policy. Tier classification determines approval authority, agreement type, and acquittal requirements.

Overview

The City of Fremantle provides community groups, organisations, businesses and individuals a range of funding opportunities to bring to life our vision of a vibrant, inclusive, resilient and creative city.

City of Fremantle Community Grants support programs and activities that address a specific need or provide a benefit to the Fremantle community.

The Youth Grants supports programs, projects and initiatives that encourage social and civic participation and increase wellbeing, skills, empowerment, and resilience of young people aged 12 – 25 who live, work and/or study in Fremantle.

Objectives

Community Grants

Applications for community focused projects and initiatives that meet at least **one** of the following objectives will be considered for funding:

- 1. Identifies and addresses a need in the community.** This could include a focus on:
 - Wellbeing or mental health.
 - Diverse communities, which may include:
 - First Nations (refer to the City's [Reconciliation Action Plan](#)).



- Cultural and Linguistically Diverse Groups.
 - People with disabilities (refer to the City's [Access and Inclusion Plan](#)).
 - Supporting vulnerable or high-need communities, which may include:
 - Healthy relationships, or family and domestic violence.
 - Access to services for people experiencing vulnerabilities, including homelessness (refer to the City's [Homelessness Action Plan](#)).
 - Positive Ageing (refer to the City's [Age Friendly City Plan](#))
 - Celebrating Aboriginal culture and heritage, including [truth telling](#).
 - Sustainability (refer to the City's [Sustainability website pages](#))
2. **Builds capacity in the community for social inclusion and connectivity.** This could include projects that:
- Increase volunteer participation, social inclusion and connection across our neighbourhoods.
 - Increase awareness of community events, groups, and activities.
 - Enhance connections and collaborations between community members and organisations.
 - Increase skill development.

Youth Grants

Applications for youth focused projects and initiatives that meet at least **one** of the following objectives will be considered for funding:

1. To provide young people an opportunity to develop social connections and contribute to the broader community.
2. To encourage young people to be more physically and mentally healthy.
3. To develop resilience in young people and empower them to make quality decisions about their health and well-being.
4. To provide activities that enable young people to explore their interests and participate in learning and development opportunities.



5. The project takes into consideration the Fremantle Local Government Area demographics and trends (CaLD, people with disability, high school students, university students, etc.) of the area where the project will take place.

Note - organisations applying for a Youth Grant don't need to be a youth specific organisation, but the target audience for a funded project or initiative needs to be youth focused (aged 12 – 25).

Eligibility criteria

Standard criteria

General eligibility

Applications must be submitted before project commencement (except for rebate programs). Projects must be delivered within the City or demonstrate a clear contribution to the [Strategic Community Plan](#) and deliver benefit to the Fremantle community. Applicants must demonstrate they can deliver the project.

The City will not fund:

- Applicants who lobby or attempt to influence elected members or employees regarding their application.
- Political parties or organisations whose primary purpose is lobbying.
- City elected members or employees (not including casual employees) or their immediate family (except where associated with an eligible organisation and any conflict of interest is appropriately managed).
- Applicants with outstanding City debts or engaged in legal action against the City.
- Applicants who have not satisfactorily acquitted previous City funding.
- Applicants whose conduct or values are inconsistent with the City's adopted values and commitments.
- Recurrent operational costs including wages, salaries, or administrative overheads. (This does not include time-limited project costs, such as artist/facilitator fee or one-off services paid for under individual assistance programs).
- Grant funding cannot be used for City of Fremantle venue hire costs.



City support interactions

The City may provide support to a project through a combination of cash funding, fee waivers and other in-kind contributions.

Applicants may receive fee waivers and other in-kind support in addition to cash funding, provided the combined value of all City support is disclosed and assessed as a whole.

Applicants must disclose any current or pending City grant funding, sponsorships, fee waivers, rates concessions or other in-kind support relevant to the applicant organisation or proposed project.

Applicants may not receive cash funding for the same project from more than one City funding program in the same financial year.

Applicants may hold no more than one active cash funding agreement within the same funding tier at any one time (excluding rates concessions), unless otherwise approved by the City.

For the purposes of these Guidelines:

- Cash funding includes grants, sponsorships, rebates, partnerships or other funding provided in monetary form.
- In-kind support includes fee waivers, subsidised use of City facilities, staff assistance, equipment, marketing support, or other non-cash contributions.
- The value of all cash and in-kind support forms part of the recipient's total City support and may be considered when determining eligibility, approval requirements and reporting obligations.

Program specific criteria

Who can apply:

- An organisation or group that is legally constituted as an incorporated association (or has secured an auspice) or not-for-profit. Applicants can include the fee to apply to be an incorporated association as part of their Community or Youth Grant application, but must have applied for incorporation prior to submitting their Community or Youth Grant application. The fee should be included in the budget and can be reimbursed. Visit Associations Online for more information: <https://www.consumerprotection.wa.gov.au/inc-guide-incorporated-associations-western-australia/steps-becoming-incorporated-association>
- Applicant has obtained the appropriate level of Public Liability Insurance for the proposed project and/or event. The cost of Public Liability Insurance can be included as part of the Community or Youth Grant application. Purchasing of one-off cover at community rates is available here: <https://www.localcommunityinsurance.com.au/>
- Application meets at least one of the grant program objectives.



- *Youth Grant applications only* - Primary target group to include young people aged 12 – 25 years who live, work and/or study in Fremantle.

What will not be funded under this program:

- Unincorporated or un-auspiced organisations (unless incorporation forms part of the application)
- Recurring/repeat applications that don't demonstrate significant changes or new initiative areas.
- Projects that duplicate an existing or similar service or project that operates in the City of Fremantle.
- The application disparages or excludes any groups in the community.
- The application contravenes an existing City of Fremantle Policy or Plan.
- Large capital expenditure, e.g. lease payments, repair or maintenance of buildings, or purchase of major equipment over \$5,000.
- Faith-based activities of religious organisations.
- Retrospective funding or reimbursement payments.
- Funding requests for training or education in government or private institutions and/or research activities that will be offered for assessment in such institutions.
- Applications for conferences, tradeshow, award ceremonies.
- State, federal and local government authorities. This includes schools, however incorporated associations related to schools (such as P&C groups) are eligible to apply for grants.
- Commercial organisations operating on an expected profit base.
- Funding for alcohol purchases.
- Paid ticketed events not freely accessible to community.

Application process

1. **Contact the City's Community Grants and Partnerships Officer** to discuss the potential project and subsequent application via: grantfunding@fremantle.wa.gov.au
2. If possible, we recommend prospective applicants **attend a Grants Information Session** (in person or online options available) to further understand the grants process and discuss your initiative. See the [Community and Youth Grants website page](#) for Information Session dates and details.



3. **Complete the Community or Youth Grant Application Form online** via [the City's Smarty Grants portal](#). Please ensure all questions are answered with as much project detail as possible, and that all budget requirements are clearly identified within the budget spreadsheet, inclusive of all expenses.
4. **Submit your application.** Once you have submitted your application you will receive an email acknowledging receipt.

Please note that the City seeks to provide an outcome within six weeks of the funding round closure. Applicants will be notified of funding decisions via email.

Assessment process

Eligible applications will be assessed against the grant objectives and assessment criteria. The Assessment Panel may recommend full, part or no funding.

All applicants will be notified of the outcome for their application via email, within proposed timelines.

All applications are scored using the below matrix:

Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way



All applications are assessed per the following criteria:

Assessment criteria objective	Weighting %
Needs identification The application of your project should explain why addressing the identified community needs is important by using data and evidence to support your claims. Describe what are the social, economic, or environmental benefits of your project and how the needs of the community will be met aligning with the City's existing plans and strategies.	20%
Objectives and rationale The application should clearly state the overarching goals and objectives of your project or initiative. This includes what positive changes or outcomes do you intend to achieve within the community and how it aligns to the specific guidelines and requirements set. Demonstrate what success looks like for your project, through using realistic measures or Key Performance Indicators (KPIs).	30%
Timeline and delivery The application should outline information on the organisation's plan for delivery. Clearly state the duration of your project, ensuring that your objectives are realistically achievable within the given time frame. Include resources required (financial, human, and material) for successful implementation.	30%
Budget and sustainability Demonstrated a realistic and achievable budget, i.e., matched funding, in-kind support or partner contribution (financial and in-kind) and how it is intended to be spent during the project. Shown ability to partner with organisation/s to ensure sustainability of the project after grant funding ceases.	20%
TOTAL	100%



Successful applicants

All successful applicants are required to sign and adhere to a funding agreement outlining the terms and conditions of the grants, including acknowledgement of the City.

Recipients are required to:

- Provide a copy of the organisation's Public Liability Insurance 'Certificate of Currency'.
- Adhere to the payment process as outlined in the signed funding agreement.
- Complete the project/event within the funding timeframe.
- Complete a grant acquittal.
- If applicable, complete a 'Disability and Access and Inclusion Plan Checklist' (and Access Event Management Checklist for events), outlining how their grant will meet DAIP requirements. (To be supplied to successful applicants)

Goods and Services Tax (GST) treatment of grants

Grants provided under the program are intended to be financial assistance payments rather than payments for goods or services provided to the City. The approved grant amount represents **the total funding payable**, and no additional GST will be paid on top of this amount. If a grant is determined to involve a taxable supply, the approved grant amount is treated as GST-inclusive (i.e. the recipient's GST liability comes out of the approved funding, rather than the City topping up the payment).

Applicants are responsible for managing any GST obligations associated with their organisation and project costs, including any GST payable to third-party suppliers.

Reporting and acquittals

All successful applicants will be required to provide a report on the outcomes of the project funded by the City, in the form of an online acquittal document. This includes completed income and expenditure statements with correlating receipts and any promotional material and images, as outlined in the funding agreement. The acquittal is due within eight (8) weeks from the completion of the project.

Any portion of the grant unspent, or not expended in accordance with the funded project must be returned to the City of Fremantle.

All funding must be acquitted before further funding is released.



Important information

In kind valuation

All in-kind support is assigned a monetised value for the purposes of tier classification, funding agreements and reporting. In-kind support includes any non-cash contribution provided by the City, including foregone revenue (such as venue hire fee waivers), permits, staff time, equipment, facilities or communications support. The total value of support (cash + in-kind) determines the program's Tier and reporting requirements.

Fee waivers

The City may provide fee waivers for services, facilities or approvals as a form of financial assistance. Fee waivers are assigned a monetary value based on the City's schedule of fees and charges and are included in the total value of City support for tier classification and reporting purposes. Where fee waivers form part of a funding agreement, they are subject to the same conditions and acquittal requirements as other forms of support.

Total City support

The City considers all forms of support provided to an organisation, including grants, sponsorships, fee waivers, in-kind support and rates concessions, when assessing applications. Applicants may be required to disclose current or pending City support as part of the application process.

Existing funding relationship

Recipients must not use an existing funding relationship with the City as a basis for seeking additional financial support outside the approved funding agreement. Any additional requests will be assessed independently in accordance with relevant City policies.

Recognition requirements

All funded recipients must:

- Display the City logo on relevant promotional materials.
- Provide verbal acknowledgement at events.
- Allow use of photos/videos for City communications.
- Provide signage or branding visibility where relevant.
- Provide event tickets where applicable for community/promotional use.

Variations

Significant changes to scope, budget, timelines or key personnel require written approval from the City.



Breach of Agreement

The City may withhold, reduce, cancel, or recover funds, and declare applicants ineligible for future funding if conditions are breached.

Fraud and misuse

Suspected fraud or misuse of funds will be investigated under the City's Fraud & Corruption Control Policy and may be referred to authorities.

Reputational harm

The City may suspend, withdraw, or cancel funding, and/or terminate a funding agreement, if the funded individual, group or organisation becomes involved in any incident, behaviour or matter that may bring them into disrepute or has the potential to cause reputational damage to the City. In such circumstances, the City may also require the repayment of any funds already provided.

Assessment and decision-making

- Applications assessed on merit, value for money, alignment with objectives and procedural fairness.
- Decisions made under delegated authority according to the program Tier.
- The City's decision is final, subject to available budget.

Reviews / Appeals

Applicants may request feedback on unsuccessful applications or request a review on grounds of procedural error, failure to consider relevant information, or bias. Requests should be made in writing within 10 business days.

Contact information

Email: grantfunding@fremantle.wa.gov.au

Phone: 1300 MY FREO (1300 693 736)

Website: [Grants - City of Fremantle](#)