Community and Youth Grants Guidelines

2025-2026

Program	Opening date	Closing date	Grant Amount	Assessment Timeframe	Funding Agreement
Round 1	1 September 2025	30 September 2025	Up to $7,500	Six weeks	Up to one year
Round 2	1 March 2026	31 March 2026			

Overview and objectives

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

<u>Community Grants</u>

This grant round will open in September with the entire budget available. The March round will be run with remaining funds.

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

1. **Identifies and addresses a need in the community which could include a focus on:**

   - Diverse communities which include First Nations, Cultural and Linguistically Diverse Groups and people with disabilities.

   - Celebrating Aboriginal culture and heritage, including <u>truth telling</u>.

   - Supporting vulnerable or high-need communities with a focus on:
     - Mental health and wellbeing
     - Healthy relationships
     - Access to services for people experiencing vulnerabilities.

2. **Builds capacity in the community for social inclusion and connectivity. For example, 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.

3. **Aligns with key strategic priority areas as outlined in the City's focused Action Plans, including**:
   - Access and Inclusion Plan
   - Reconciliation Action Plan
   - Age Friendly City Plan
   - Homelessness Action Plan

Youth Grants

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.

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).

Objectives

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.

Eligibility criteria

Who can apply

Applications will be considered where:

- 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
- Project or initiative is to be delivered in the City of Fremantle and directly benefits its community.
- 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 Grant application.

- Application meets the grant 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

The following applications are ineligible for funding:

- Unincorporated or un-auspiced organisations (unless incorporation forms part of the application)
- Applicant or auspice with an open funding agreement in the Community, Youth or Arts Grant Program.
- Recurring or pre-existing events that don't demonstrate significant changes or new initiative areas.
- Activities, events or programs occurring outside the City of Fremantle.
- 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.
- Faith-based activities of religious organisations.
- Recurrent costs including wages, utilities, rent, annual insurances etc.
- Applicants who haven't acquitted on any previous Council funding or finalised outstanding debts.
- 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, tradeshows, 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.
- Political or lobby groups.
- Funding for alcohol purchases.
- Ticketed events.

The application process

1. Contact the City's Community Grants and Partnerships Officer to discuss the potential project and subsequent application, grantfunding@fremantle.wa.gov.au.

2. If possible, we recommend attending a Grant 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 round closure. Applicants will be notified of funding decisions via email.

Venue hire

If the organisation requires a City venue, they will need to research availability and fees for the corresponding community facility. The venue charge needs to be included as part of your grant application. It will not be provided in addition to the grant amount for successful grants.

The 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 assessed per the following matrix:

No.	Consideration	Weighting %	Score 1 - 5	Weighted Score
1.	**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		
2.	**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 (KPI's).	30		
3.	**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		
4.	**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**		

<div align="center">Scoring Matrix</div>

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.

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)

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 grant program must be returned to the City of Fremantle.

Applicants who do not complete and submit an acquittal will be ineligible for any future funding opportunities.

Important information

- <u>Auspice organisations</u> may only have one open funding agreement per year in any community funding program.

- <u>Public Liability Insurance</u> is required for public events and activities, and a certificate of currency provided to the City. Purchasing of one-off cover at community rates is available here: https://www.localcommunityinsurance.com.au/

- <u>Unincorporated groups</u> are not eligible for this grant funding category.

- <u>Permit and Fees</u> applicants must apply for a permit where required when activity is undertaken on council land. A fee waiver for a Council venue and cost must be factored into the application.