



# Place Grants Guidelines

2024 / 2025



City of  
**Melville**



# CANNING BRIDGE

## Introduction

The Canning Bridge Activity Centre - Parking Management Plan establishes that some of the parking revenue generated by the activity centre will be reinvested to provide community benefits within the area.

In response we have established the Canning Bridge - Parking Management Reserve which receives 50% of parking income from parking managed by the City within the centre. The income will be used to provide a grants program which will support place improvements in the Canning Bridge Activity Centre that are facilitated by local businesses and the community.

**We're providing grants for up to \$30,000 (total pool of \$120,000) for local projects within the Canning Bridge Activity Centre precinct:**

- To reinvest the parking funds to the activity centre for the benefit of all who visit the area; and
- To fund place activation and events, shop front improvement, and activities that encourage a safer, more active and vibrant community and business precinct.

## Grant Outcomes

- i. Add value, vibrancy and attract people to the Canning Bridge precinct as a place;
- ii. Reflect the needs of the people visiting, living and working in Canning Bridge;
- iii. Are informed by input from the community and other relevant stakeholders;
- iv. Reflect the vision and objectives of relevant City strategies and plans as they relate to the Canning Bridge Activity Centre, including but not limited to:
  - At Canning Bridge - [Community Development and Place Activation Plan](#)
  - [Canning Bridge Activity Centre Plan](#)
  - Riseley and Canning Bridge Activity Centres - [Parking Management Plan](#)

## Boundary of the Canning Bridge Activity Centre

All grant applicants must live, work, lease/own property/businesses or demonstrate a strong connection to the Canning Bridge Activity Centre (see map for boundary).

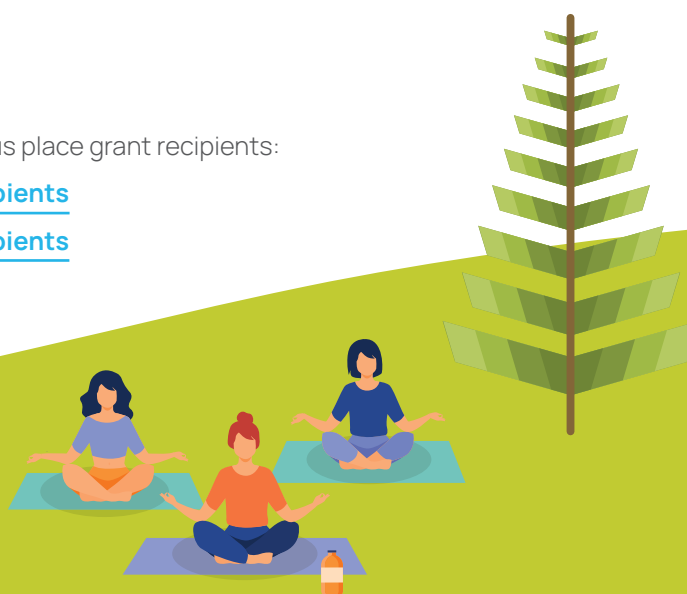


## Previous Grant Recipients

View the range of initiatives from the previous place grant recipients:

[2022/23 Canning Bridge Place Grant recipients](#)

[2023/24 Canning Bridge Place Grant recipients](#)



# Two streams of funding

## 1. Activation/events

### Suitable for:

- Incorporated groups, businesses with an ABN – up to \$30,000
- Unincorporated groups and individuals without an ABN – up to \$2,000

Event organisers, community groups, individuals and businesses may apply in this stream. Applicants who are based outside of the Canning Bridge Activity Centre may apply as long as the activity/benefit is held within the centre and benefit is demonstrated for the community. See full eligibility for further details.

Examples of the types of initiatives that may be considered include:

- Small events, such as reconciliation related events, street parties, markets, family entertainment, and cycling.
- Activation of underutilised spaces such as laneways and empty shops.
- Fitness and exercise activities.
- One off or a series of events/activation/entertainment at the business or in conjunction with other local businesses.
- Initiatives should be accessible, inclusive and low cost or free.

## 2. Shopfront Improvement

### Suitable for organisations with an ABN – up to \$30,000

The organisation must be located within the Canning Bridge Activity Centre and be able to demonstrate that they own the building or have a long term lease (at least three months). If the works are on public land, City of Melville approval will be required.

We encourage applications from those that can demonstrate a suitable enhancement to their business or property which will enhance the public realm, make the area more vibrant, encourage people to visit and stay longer in the area and improve safety and security. Examples of the types of initiatives that may be considered include:

- Establishment or improvement, of outdoor dining areas, alfresco areas, outdoor awnings, outdoor furniture, outdoor planter boxes.
- Minor capital works such as façade upgrades and improved accessibility.
- New or improved public facing signage, decals, window installations and lighting.
- Installation of professional artist or community paint murals.
- Installation of bike racks, planter boxes, seats and parklets.
- Improvement to safety and security of the business such as enhanced lighting, safety screens, barriers, and monitoring technology.

**PLEASE NOTE:** only one application is allowed per organisation with a maximum of \$30,000 total funding available across both streams. One application may include elements from both streams.



# Assessment Criteria

**Applicants will be required to demonstrate their suitability by answering the assessment criteria.**

**Assessment Criteria for both streams:**

1. Alignment with one or more of the [At Canning Bridge Development and Place Activation Plan](#) outcomes, which have a positive impact on the local community and/or businesses. Such as:
  - Brings people and vibrancy to a neighbourhood or economic hub.
  - Enables the business to attract and/or retain customers.
  - Celebrates the diversity of the people and the place.
  - Improves the safety and security of the area.
  - Activates underutilised or vacant spaces.
  - Establish or improve alfresco spaces.
2. Community support for the project or activity (including demonstrated engagement with the community or other businesses for support and/or involvement.
3. Capacity to deliver including project plan, timeline and required insurance, licences and approvals.
4. Considers accessibility and inclusion.
5. Considers sustainability principles including waste management and environmental impacts.
6. Demonstrates budget accuracy, transparency and value for money.



2023 Mural on The Rowing Pavilion, artist: Misermisermiser, titled: Miser2793 – Blackswan



Praline's Christmas Market 2023

## The Application Process

### Applications Open

We will accept applications for Canning Bridge Place Grants from Monday, 29 July 2024.

Applications close on Monday, 31 March 2025.

As this grant operates on a limited budget, we reserve the right to close the program once the budget has been expended.

### How to Apply

- Applicants are strongly encouraged to speak with the Place team to discuss your idea prior to applying;
- Applicants must apply using the online application form in SmartyGrants;
- All questions in the application form must be answered and any requested attachments provided in order to be assessed;
- Applicants must not refer to an attached document as your only response to a question, but may, reference an attachment in support of your answer.

### Applicants Notified

Within two months from the date of application.

### Activity or Event Outcome

Applicants are required to apply at a minimum of three months prior to the start of their event or project and must provide a public outcome before Tuesday, 30 June 2026.

### Guidelines

Prior to submitting an application you are encouraged to refer to the following:

- [Strategic Community Plan](#)
- [At Canning Bridge - Community Development and Place Activation Plan](#)
- [Planning Your Event or Function](#)
- [Reconciliation at the City of Melville](#)
- [Disability and Access Inclusion Plan 2024-2029](#)

### How Are Applicants Assessed?

Decisions will be made on a case-by-case basis in line with budget and strategic priorities. Applications are assessed by an internal City of Melville panel made up of staff with suitable expertise in the subject matter.



## Contact – Place Team

Call 1300 635 845 or 9364 0666 or email [CanningBridge.Grants@melville.wa.gov.au](mailto:CanningBridge.Grants@melville.wa.gov.au)

### Funds will be allocated based on:

- How well the applicant addresses the assessment criteria; and
- Available grant funds at time of application submission.

### Before you submit your application, please note:

- We're here to help! Speak with the Place team prior to submitting an application.
- We strongly suggest you read the guidelines carefully.
- You must allow at least three months prior to the commencement of the event to apply.
- Enquire about any approvals and licences your initiative may require from the City of Melville.
- Events or projects that are inclusive for the public and are free or low cost will be assessed more favourably.
- Multiple elements of a project should be included in the one application. Multiple applications will not be accepted.

- We reserve the right to request further information in considering any application.
- We reserve the right to reject any application that does not meet the criteria, is missing information or has unclear scope or outcomes.
- You will need quotes or screenshots of advertised prices for purchase or hire of any items \$200 and over, and two written quotes will be required for items \$2,000 and over.
- If your event involves children, you will need to ensure child safe practices are upheld. See [Commissioner for Children and Young People](#).
- If you are [planning an event](#) at a City of Melville owned facility, parks or reserve you may be required to complete and submit an [Events package](#). Completed events packages should be submitted to the Bookings Officer, three months prior to the event. The Bookings Officer can be contacted on 9364 0611 or [Bookings.Officer@melville.wa.gov.au](#)
- For activities on the riverfront land, and/or river, [a permit](#) may be required from the Department of Biodiversity, Conservation and Attractions.
- Proof of incorporation is required if you are an incorporated not for profit group.
- If you have an ABN this will be required to complete your application.



2023 Canning Bridge LPO exterior revitalisation, mural by KevvyByndersArt



2023 Mount Pleasant Dental LED Tree Lighting

## Notification and Obligations

**All applicants will be notified of the outcome of their application in writing within two months of the application date.**

The decision made by the City is final.

Successful applicants will be required to:

Enter into a Grants Agreement with the City of Melville detailing benefits in return for the grants investment (via Smartygrants).

- Provide the City of Melville with a tax compliant invoice for the agreed amount of grants plus GST (10%) if registered for GST.
- Acknowledge the City of Melville's contribution through the project's promotions, media and other forms of publicity. A copy of the City of Melville logo will be provided to successful applicants.

## Reporting and Acquittals

**All successful applicants will be required to provide a written report on project outcomes using the City's acquittal report template. Acquittal reports will be required within six weeks from the completion of the project.**

Progress reporting shall be provided, in email format, if the project/event runs over more than four weeks. If the project/event is modified/ delayed/ cancelled the City shall be informed immediately including the cost implications.

Applicants who do not complete and return an acquittal report will be ineligible for any future grants.

Money that is not spent on the project/event and cannot be acquitted shall be returned to the City.

We may invite you to present on your project, for the training and benefit of other groups.



## Steps in the Process

### Before applying:

**Step 1:** Read the Canning Bridge Place Grants Guidelines 2024-2025.

**Step 2:** We encourage you to contact our Place team using the details listed below.

**Step 3:** Ensure you are applying a minimum of three months prior to the start of the activity or event.

**Step 4:** Gather quotes and information on relevant bookings, approvals and licences. If needed, obtain the necessary City of Melville events/planning and/or DBCA approvals.

**Step 5:** Complete and submit the online application form.

### After submitting:

**Step 6:** Applications are assessed by City of Melville staff for eligibility.

**Step 7:** Applications are then assessed against the assessment criteria with input from other technical staff as required.

**Step 8:** Further information or clarification may be sought from the applicant before the final recommendation.

**Step 9:** Applicant will be notified of final recommendation.

### Contact - Place Team

Call 1300 635 845 or 9364 0666 or email [CanningBridge.Grants@melville.wa.gov.au](mailto:CanningBridge.Grants@melville.wa.gov.au)



2023 mural on Clancy's Fish Pub  
Artist: Michael Hartley



2023 bike racks installed at The Rowing Pavilion



### If Successful:

**Step 10:** Funding Agreement will be signed and funding distributed.

**Step 11:** You run your project and acknowledge the City's support in any promotions.

**Step 12:** You finalise the acquittal report and submit it to the City together with all your receipts of all approved expenditure the project incurred.





**We particularly encourage applications that align with At Canning Bridge Community Development and Place Activation Plan outcomes.**



## Eligibility:

- All grant applicants must live, work, lease/ own property/businesses or demonstrate a strong connection to the Canning Bridge Activity Centre (see map for boundary).
- The business improvement, event or activity must take place within the Canning Bridge Activity Centre boundary.
- Align with the Canning Bridge Activity Centre Plan priorities or Community Development Place Activation Plan – At Canning Bridge actions.
- Not-for-profit organisations, community groups, small businesses, businesses and creative professionals are all welcome to apply.
- All initiatives to demonstrate a positive contribution to the public realm.
- Activities and events must be provided for free or low cost to the community.
- If you own a business – must be able to demonstrate that they own the property or have a commercial lease agreement with at least three months.
- Priority provided to initiatives from new applicants or applications demonstrating strong community support or outcomes.
- Be a legally constituted entity or individual with an Australian Business Number (ABN), be incorporated OR
- Community groups or individuals without an ABN and who are not incorporated may only apply for up to \$2,000 maximum.
- Apply at least three months prior to an event or activity commencing.
- Have appropriate insurances and licences (including public liability insurance, building licences, etc). Community groups may include the cost of acquiring event public liability insurance in their application for consideration.
- Have demonstrated ability to deliver the project, experience and the capacity /time/ support to do so.
- Provide quotes or indicative costs to deliver initiative, including all associated costs like licences/ traffic management.
- Project management, consultancy fees, or fee for service may be considered for a new initiative, such as an event or workshop.

## Eligibility:

**This list is not exhaustive and it is up to the discretion of the assessment panel if an application is eligible. If unsure, it is strongly recommended you discuss your application with the Place Team prior to commencing an application.**

- Events or activities commencing less than three months prior to the date of submission.
- Commonwealth, State or any Government Agency including Education, excluding Parents and Friends associations.
- An employee or elected member of the City of Melville.
- An applicant that has failed to provide satisfactory acquittal reporting for any previous City of Melville funding.
- Virtual events.
- Business events, conferences and conventions.
- Awards ceremonies.
- High cost ticketed events.
- Private/invite only events or activities that exclude certain groups.
- Fundraising, political events or religious practice.
- Proposals that contravene the City's policies.
- Projects that denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage.
- Projects that request reimbursement of funds already spent.
- An applicant that has outstanding debts to the City of Melville.
- An applicant who is in legal conflict with the City of Melville.
- Purchase of buildings or property extensions.
- Internal fits outs or improvements.
- Facility/building maintenance.
- Recurrent operating costs (including rent, utilities and administrative overheads).
- Travel and/or accommodation costs.
- Training for individuals or staff.
- Gifts and alcohol.



Mingle at Moreau Mews event



We encourage you to discuss your application prior to applying. Please contact:

#### Place Team

☎ 1300 635 845 | 9364 0666

@ CanningBridge.Grants@melville.wa.gov.au

🌐 [www.melvillecity.com.au](http://www.melvillecity.com.au)

📍 10 Almondbury Road, Booragoon WA 6154

[www.melvillecity.com.au/CanningBridgeGrants](http://www.melvillecity.com.au/CanningBridgeGrants)

NOTE: If you are viewing a printed version of this document you will need to refer to the online version in order to access the links to external sources.

*City of Melville nagolik Bibbulmen  
Nyungar ally-maga milgebar gardukung  
naga boordjar-il narnga allidja yugow  
yeye wer ali kaanya Whadjack Nyungar  
wer netingar quadja wer burdik.*

*The City of Melville acknowledges the  
Bibbulmun people as the Traditional  
Owners of the land on which the City  
stands today and pays its respects to  
the Whadjuk people, and Elders both  
past and present.*

City of  
**Melville**

*Inside background artwork: Miles Noel Studio  
Elements from Paving the Way: Iesha Wyatt*