

Funding Agreement

This agreement sets out the funding details, responsibilities and conditions that apply to the grant provided by the City of Melville (City) to the recipient.

Grant program: Quick Response Grants

Assessment round: October/November 2026

General

Acceptance of funding

By applying for this grant, you agree to comply with the conditions of this agreement. The grant is provided for the approved project, event or activity only and is subject to the requirements set out in this agreement.

Use of grant funds

1. As the grant recipient, you agree to carry out the approved project, event or activity and use the grant funds in accordance with your application, approved budget and this agreement.
2. You must not use the grant funds for a purpose that is not approved by the City unless you have obtained prior written approval. Please contact the Grants Team as soon as possible to discuss any proposed changes.
3. The City may approve variations to the project scope, budget, delivery timeframe or funding conditions where the proposed variation:
 - a. does not materially alter the approved purpose or intended community outcomes;
 - b. remains consistent with the original funding approval and grant program objectives; and
 - c. does not introduce unacceptable financial, governance, legal or reputational risk to the City.
4. The City may suspend, reduce, terminate or recover funding where:
 - a. grant funds have not been used for the approved purpose;
 - b. false, misleading or incomplete information has been provided;
 - c. reporting, acquittal or milestone requirements have not been met;
 - d. there is a material change to project delivery, governance or risk profile;
 - e. an actual, perceived or unmanaged conflict of interest arises;
 - f. the funding arrangement is inconsistent with legislation, City policies or governance requirements, or may adversely affect the City's integrity, reputation, probity or statutory responsibilities; or
 - g. continued funding is no longer considered appropriate.
5. If you cease carrying out the approved activities, or the City terminates the agreement due to a breach of these conditions:
 - a. any unspent grant funds must be repaid to the City; and
 - b. the City may require assets purchased with grant funds to be transferred to the City or another not-for-profit organisation with similar objectives, Failure to comply with this agreement may result in:
 - c. suspension or withholding of payments;
 - d. repayment of some or all grant funding; and/or



- e. ineligibility for future City funding opportunities.
- 6. All actual, potential or perceived conflicts of interest must be declared to the City as soon as they arise. This includes conflicts involving project partners, suppliers, committee members, auspice arrangements, Elected Members, City employees or assessment panel members. Any conflicts of interest will be managed in accordance with the City's procedures and the requirements of the Local Government Act 1995.

Before your project starts

- 7. You are responsible for obtaining all required approvals, permits and bookings before starting your project. These may include event approvals, development approvals, venue or facility hire bookings, public health approvals and any required external approvals.
- 8. Funding is subject to all required City and external approvals being obtained and remaining current. If approval is not granted for a funded activity or event, the City may require the relevant portion of the grant to be returned.
- 9. If your event is held in a City facility, park or reserve, you may need to complete an Events Package and submit it to the Bookings Officer three months before the event. Further information is available on the [Plan Your Event or Function webpage](#). The Bookings Officer can be contacted on 9364 0611 or bookings.officer@melville.wa.gov.au.
- 10. Events planned to be held on private land within the City of Melville may require Public Health Approval. Examples of private land include yacht clubs, churches, Department of Education land and Crown land. Before completing an application, we recommend contacting the City's Health Services on 9364 0666 to discuss the approval requirements for your event.
- 11. You must maintain current and adequate public liability insurance for the project or event, unless the City agrees otherwise in writing. A current Certificate of Currency must be provided when requested.

During your project

- 12. You are responsible for planning, managing and delivering the funded project, event or activity. You must manage the project responsibly, comply with this agreement and promptly notify the Grants Team of any issues, risks or proposed changes that may affect delivery.
- 13. You agree to consider and apply the City's principles of access and inclusion, sustainability, low waste events and child safety in delivering the funded project, event or activity, where relevant.
- 14. You agree to consider and apply the City's policies, plans and guidelines of access when delivering the project, event or activity, where relevant. Relevant policies may include:
 - a. Disability Access and Inclusion Plan
 - b. Sustainable Event Practices
 - c. Child Safety and Wellbeing Policy
 - d. Event approval requirements
- 15. If your project or event involves children or young people, you must ensure appropriate child safe practices are in place. Refer to the Child Safe Melville Checklist for further information. For more information on Child Safe organisations visit [Child safeguarding | CITS](#).
- 16. You are encouraged to reduce waste, avoid banned single-use plastic items and apply sustainable event practices where practical.
- 17. The City expects funded projects and events to support access and inclusion. You agree to consider the needs of people with disability and take reasonable steps to make the project, event, information, facilities and services accessible where possible.



18. Where practical, applicants are encouraged to source goods and services provided by:
- City of Melville based suppliers
 - Local disability enterprises; and
 - Aboriginal organisations.

Incident reporting

19. You must notify the City of any significant incident connected with the project or event that involves injury, property damage, safety concerns, serious complaints, significant media interest, reputational risk or a potential claim.
20. Notification should include details of the incident, people or parties involved, any first aid or incident reports, follow-up actions and any potential claim against the organiser, event owner or the City.
21. Incidents must be reported on the day they occur to com.grants@melville.wa.gov.au

Acknowledgement and promotion

22. You agree to follow the City's Promotions Kit to acknowledge the City's support, including where relevant:
- displaying the supplied City of Melville logo on relevant promotional and publicity material in line with the City's style guide. Materials using the logo must be approved by your Grants contact before publication;
 - acknowledging the City's support in public announcements;
 - displaying City-supplied signage at the event or activity;
 - adding your event to the [City's What's On website](#);
 - inviting a City representative to attend or speak at the funded activity or event, where appropriate; and
 - providing reasonable opportunities for Elected Members to attend the funded activity or event, where appropriate.

Reporting and acquittal

23. You must complete the project and submit the final acquittal report online through SmartyGrants within six weeks of the project end date, unless the City approves another date in writing.
24. Acquittal requirements will be proportionate to the funding amount and project risk. Your acquittal must include evidence of how the grant funds were spent, project outcomes and any required promotional material with appropriate City recognition. This may include invoices, receipts, proof of payment, photos, videos or other records requested by the City.
25. You must return any unspent grant funds, or any grant funds that are not used for the approved purpose, unless the City approves another use or variation in writing.
26. If the grant is not acquitted to the City's satisfaction within the required timeframe, you may be required to repay some or all of the funding and may be ineligible for future City funding.

Incorporation, auspice and ABN

27. If you are a not-for-profit group, you must provide the City with a copy of your incorporation certificate when requested.



28. If your organisation is not incorporated and is being auspiced, the auspice organisation is responsible for receiving, administering and acquitting the grant funds on your behalf. The auspice organisation must review this agreement, provide its details and sign the acceptance section below.
29. If your group does not have an ABN, you must complete and submit a [Statement by a Supplier](#) form.

Cancellation or postponement

30. If the project is cancelled or postponed, you must notify the City in writing as soon as possible and take reasonable steps to minimise costs.
31. If funding has already been paid, the City may require a partial or final acquittal and repayment of any unspent funds or funds linked to activities that cannot be delivered.

Limitation of liability

32. The City accepts no responsibility or liability for the performance, success or failure of the project and will not reimburse or assume responsibility for any losses or costs incurred by the grant recipient.

Relationship

33. The grant provides financial assistance only. The recipient remains responsible for planning, managing and delivering the project, including all costs, risks, approvals, safety requirements and legal obligations.

Dispute Resolution

34. If a dispute arises, both parties will first try to resolve it through discussion. Where possible, the issue should be escalated to people with authority to resolve it before external dispute resolution is considered.

Privacy and your information

The City of Melville is committed to protecting your privacy.

We collect personal information to assess, administer and report on the grant. If required information is not provided, we may be unable to process the application or funding agreement.

Your information will:

- Only be used for the purpose it was collected



- Be handled in accordance with privacy laws and City policies
- Not be shared unless required or authorised by law

You can request access to or correction of your personal information at any time.

For more information, visit the City's privacy page or contact privacy@melville.wa.gov.au.

