

# Community Grants Program Guidelines



City of  
**Melville**



## Acknowledgement of Country

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

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 boorda waan.



City of  
**Melville**

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# Community Grants Program Guidelines

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These guidelines explain who can apply, what can be funded, how applications are assessed, and what successful applicants must do after receiving funding.

## Vision

The City of Melville (the City) Community Grants Program supports initiatives that contribute to a vibrant, sustainable and inclusive Melville, in line with the Council Plan for the Future 2024-2034.

## Our goal

Community grants are provided by the City to individuals or organisations to deliver projects, services or initiatives that generate direct community benefit. Community grants are non-commercial and focused on community-led outcomes.

Applications are required to deliver projects that bring people together, create vibrancy, are accessible, inclusive, sustainable, safe, well planned and benefit the Melville community.



# Grant streams and key dates

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## 1. Quick Response Grants - \$200 to \$1,000

Open for applications:

- Monday, 5 October through to Monday, 30 November 2026.
- For activities to be completed by 31 December 2027
- The City aims to notify you within three weeks of receiving your application.

These grants support small-scale community initiatives or individual needs that deliver community benefit and are being delivered or required in a shorter timeframe.

Applications in this stream will be assessed as they come in, based on eligibility, alignment with the assessment criteria and funds available.

[Apply via SmartyGrants](#)

## 2. Competitive Grants - \$1,000 to \$10,000

Round 1 opens:

- Monday, 5 October to Sunday, 1 November 2026
- For activities delivered in the 2027 calendar year
- The City aims to notify you within two months of the round closing date. Separate event or other City approvals may take up to three months.

These grants support projects, events or initiatives that deliver broader community benefit, contribute to strategic outcomes and demonstrate meaningful community impact.

All applications in this stream will be assessed against each other based on the eligibility, alignment with the assessment criteria and funds available.

[Apply via SmartyGrants](#)

### **Note:**

The Community Grants Program has a limited annual budget and is expected to attract more applications than can be funded. However, if funding remains, the City may open a second grants round and/or offer additional Quick Response Grants. The City will determine how any remaining funding is distributed between these grant streams.

Successful applicants must obtain any required City approvals for their project, such as event, health, building and planning approvals.

# Understanding the grant funding priorities

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Applications in both grant streams must demonstrate how they align with at least one of the City's strategic funding priorities below, which support the Council Plan for the Future 2024-2034:



**Healthy, Safe and Inclusive:** Healthy, safe and inclusive communities with a sense of belonging and wellbeing.



**Clean and Green:** A clean, green and sustainable City for current and future generations.



**Sustainable and Connected Development:** Sustainable, connected development and transport infrastructure across our City.



**Vibrant and Prosperous:** Economic prosperity and vibrant, resilient communities and businesses.

# Understanding the grant funding priorities

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## HEALTHY, SAFE AND INCLUSIVE COMMUNITIES WITH A SENSE OF BELONGING AND WELLBEING

*Funding intent: Activities that bring people together, support inclusion and participation, build community capacity, celebrate local identity and deliver arts, cultural, sporting or community projects or events.*

Types of activities that would be eligible for funding may include:

- Neighbourhood events, family friendly activities, multicultural celebrations and intergenerational activities.
- Arts, culture, music, performance, creative workshops, exhibitions and community-led cultural programs.
- Seniors, accessible and inclusive, volunteering, social connection and community wellbeing initiatives.
- Youth initiatives and youth-led projects (aged 12-25) that allow young people to participate in events, training, and workshops.
- LGBTQIA+ initiatives.
- Initiatives that engage with culturally and linguistically diverse communities.
- First Nations engagement and reconciliation activities that are culturally safe and community-led.
- Sporting, fitness and health events and initiatives.
- Lifelong learning opportunities that benefit the wider community.
- Capacity building for not-for-profit organisations, volunteers and community groups, such as governance training, insurance support, establishment costs, small equipment for organisational functioning and volunteer development.

# Understanding the grant funding priorities

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## A CLEAN, GREEN AND SUSTAINABLE CITY FOR CURRENT AND FUTURE GENERATIONS

*Funding intent: Activities that reduce waste, conserve resources, enhance biodiversity, support climate resilience and emissions reduction, and build community knowledge, participation and capacity to achieve positive environmental outcomes.*

Types of activities that would be eligible for funding may include:

- Initiatives that support re-use, sharing and the circular economy. Examples may include community tool libraries, repair hubs and repair cafes.
- Workshops, training, citizen science and community education that build practical sustainability skills, environmental knowledge and local leadership.
- Community-led resources, toolkits, learning programs or shared assets that support ongoing environmental education, sustainable behaviour change and collective action.
- Community-led projects that enhance biodiversity, restore habitat, improve local ecosystems or support ongoing environmental stewardship.
- Neighbourhood networks and initiatives that support collective action on waste reduction, biodiversity, climate adaptation, resource conservation or sustainable living.
- Pilot projects and innovative community initiatives that reduce emissions, improve resource efficiency, increase climate resilience or demonstrate new approaches to sustainability.
- Projects that create lasting environmental benefits and strengthen the capacity of local communities to respond to environmental challenges.

# Understanding the grant funding priorities

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## SUSTAINABLE, CONNECTED DEVELOPMENT AND TRANSPORT INFRASTRUCTURE ACROSS OUR CITY

*Funding intent: Activities that protect and promote the City's character, culture and heritage, and initiatives that encourage walking, cycling, public transport and positive travel behaviour.*

Types of activities that would be eligible for funding may include:

- Local heritage interpretation, storytelling, exhibitions, trails, talks, oral history, local history learning and place-based cultural activities.
- Projects that promote the City's built, cultural, environmental or First Nations heritage in a respectful and inclusive way, including small-scale wayfinding, interpretation and education materials, subject to relevant City approvals.
- Walking groups, guided heritage walks, active travel challenges, cycling education, bike tune-up activities, ride-to-event initiatives and public transport promotion linked to community participation.
- Community-led activities and events that connect people to foreshores, rivers, bushland, cultural precincts, local centres, parks and community facilities through safe, accessible walking, cycling and public transport.

# Understanding the grant funding priorities

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## ECONOMIC PROSPERITY AND VIBRANT, RESILIENT COMMUNITIES AND BUSINESSES

*Funding intent: Activities that bring people into local centres, active neighbourhoods and business precincts, support local businesses, and promote Melville as a destination.*

Types of activities that would be eligible for funding may include:

- Events or activities delivered by a collective or local businesses that welcome the broader community into a centre or precinct.
- Markets, precinct celebrations, cultural activations, seasonal activities, local entertainment or murals that improve local vibrancy and public benefit.
- Local walking tours, food trails, eco-tourism activities, cultural tourism initiatives or destination marketing projects that profile Melville places and local businesses.
- Projects that connect business activity with community outcomes, such as long table dinners, precinct open days, roaming dinners or community-focused shop-local campaigns.
- Business-led sustainability or circular economy activities that have clear community benefit and align with the Environment and Sustainable category.
- Collaborative activities that support business resilience without primarily funding private commercial gain.
- Projects that attract broader metropolitan, intra-state or inter-state visitation. This may include sporting events, exhibitions, conferences or tours.

# Eligibility

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## Who is eligible?

- Not-for-profit organisations and community groups, both incorporated and non-incorporated (Note: unincorporated groups must be auspiced for applications over \$1,000).
- For-profit organisations and businesses\*
- Artists
- Individuals (for applicants under 18, applications must be submitted by a parent or a legal guardian).
- Social enterprises
- Schools (see conditions below)

*\*The key requirement is that the project is not primarily for private or commercial benefit and provides broad community benefit within the City. Commercial operators will need to demonstrate why they need the funding to deliver the project.*

## Schools, Parents and Citizens (P&C) and Parents and Friends Associations (P&F)

Schools, P&C and P&F may apply where the project provides broad community benefit and is outside of Department of Education/Governing body responsibilities. Additional conditions apply where the project is delivered on school grounds, including:

- Identify a community need and benefit for the project.
- If the initiative is delivered on school grounds, it must be inclusive and open to the whole community (outside of school hours).
- Applications will only be considered for projects falling outside of the Department of Education/School Governing body responsibilities.
- If something is installed, ongoing upkeep and maintenance must be managed by the school.

# Eligibility

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## To be eligible, your project or initiative must:

- Take place in the City to directly benefit Melville residents, businesses or visitors.
- Provide clear community benefit, such as social, cultural, environmental, capacity building or economic value.
- Be inclusive, accessible and low cost or free.
- Align with at least one priority from the Council Plan for the Future 2024-2034.
- Be for an activity that has not already started, been paid for or been completed before funding approval.
- Include a budget, with quotes or evidence for major costs where practical.
- Meet any relevant City approval, venue, landowner, public liability insurance, child safety, accessibility, waste, health, planning, public art, traffic or risk requirements.
- Enquiries and applications should be underway, with any grant approvals being dependent on all City approvals being received.
- The applicant must have no outstanding debts to the City, no overdue acquittals from previous City funding and not be bankrupt or insolvent.
- For businesses or commercial applicants, demonstrate clear community benefit, the need for the grant funds, and show that the project is not primarily intended for private or commercial gain.
- For individual applicants, demonstrate community need or support and the capacity to deliver the activity.
- For applicants under 18, applications must be submitted by a parent or legal guardian.

# Eligibility

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## Eligible costs

Your costs must be directly related to delivering the approved project, event, program or activity. Examples may include:

- Venue hire.
- Equipment hire.
- Materials.
- Promotion.
- Accessibility supports.
- Artist or facilitator fees.
- Waste management.
- Staff, contractor or facilitator costs will be considered where they are directly required for the project and are reasonable, proportionate and clearly explained in the project budget. Ongoing salaries or ordinary business costs will not be considered.
- Capacity building initiatives for not-for-profit organisations, volunteers and community groups.
- Small equipment if it provides wider community benefit.
- Funding for public liability insurance (PLI) may be available for individuals and not-for-profit community groups where the project requires public liability insurance and the applicant does not already have suitable cover in place. You can include PLI costs in your application only if all the following apply:
  - The insurance is required for the project or community group to proceed.
  - You do not have public liability insurance.
  - Your project isn't covered by another organisation's insurance.
  - You are not a commercial business or registered charity.
  - The cost is reasonable for the size and duration of your project.
  - A quote (not a purchased policy) is included with your application.

# Eligibility

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## Non-incorporated applicants and auspicing

Non-incorporated applicants may apply for up to \$1,000 in their own name. If a non-incorporated group wants to apply for more than \$1,000, they must have an eligible incorporated organisation auspice the application.

Choosing the right auspice organisation is an important part of your grant application. Before entering into an auspice arrangement, make sure the organisation:

- Is an incorporated not-for-profit organisation based in Western Australia
- Has a current Australian Business Number (ABN)
- Meets all eligibility requirements of the grant program
- Holds appropriate public liability insurance for the proposed project, activity or event

It's important to understand that the auspice organisation takes on legal and financial responsibility for the grant. This includes overseeing project delivery, managing the grant funds, and completing all required reporting and acquittal obligations.

All grant payments will be made directly to the auspice organisation, rather than the applicant group.

For unincorporated groups, the president or chairperson should complete the certification section. If the group does not have a structured committee, include your own details and the wording "given authority on behalf of the group to apply for funding."



# Eligibility

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## Ineligible applicants

- Commonwealth, State or other government agencies, except schools, P&Cs and P&Fs where eligible under these guidelines.
- City employees, Elected Members and contractors directly involved in the grant program, assessment or decision-making process.
- Applicants with outstanding debts to the City or overdue or unsatisfactory acquittals for previous City funding.
- Applicants who have already received City funding for the same project, or through the same grant stream in the same financial year, unless otherwise approved by the City.
- Applicants involved in legal action against the City, or where the City considers there is an unacceptable conflict, risk or reputational concern.
- Applicants that support, promote or facilitate violence, discrimination, intolerance or other conduct inconsistent with the City's values.

## Ineligible items and projects

- Activities not held in the City of Melville.
- Activities that denigrate, exclude or discriminate against parts of the community.
- Activities that pose unacceptable risk to public health, safety, the environment, heritage, City reputation or governance requirements.
- Activities that are not inclusive, accessible or affordable, e.g. high-cost ticketed events.
- Activities primarily for a fundraising purpose.
- Activities that are primarily promoting religious or faith beliefs.
- Activities that are primarily promoting political parties or individuals.
- Venue hire only. Venue hire may be considered where it is part of a broader eligible project.
- Projects primarily for business, individual or commercial gain.
- Activities that are the responsibility of another government agency or funding body.
- Computer equipment, tablets or personal devices.
- Equipment that is required as part of day-to-day running of the organisation, e.g. balls, uniforms, instruments, etc.
- Facility maintenance, building upgrades, large capital works or infrastructure projects.
- Ongoing operating costs, such as wages, rent, utilities or business-as-usual expenses.
- Outstanding debts, loans, retrospective costs, costs already paid or committed, or activities already started.
- General donations, gifts, alcohol, prize money, travel or accommodation.
- Any attempt to lobby, canvass, influence or provide additional information outside the formal assessment process may result in the application being deemed ineligible and withdrawn from consideration.

# The application process

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## Application process tips

You must apply using the online application form in SmartyGrants. Alternative forms may be provided for accessibility on request. Emailed applications will not be accepted.

Check the application opening and closing dates and make sure your project can be planned and delivered within the required timeframe. Dates will be strictly followed, so allow enough time to submit your application. Late applications will not be accepted.

The City encourages you to discuss your idea with the Grants team before applying.

All applications for events or activities involving participants and/or the community are required to have adequate public liability insurance that covers your project. This is to protect the interests of both the organisers and patrons.

Applicants must declare any actual, potential or perceived conflict of interest in their application. This includes any relationship with City employees, contractors, suppliers or Elected Members that could be seen to influence the application or assessment process.

You will need to provide your Certificate of Incorporation, if applicable.

Ensure you have gathered supporting information such as letters of support, project plan, budget, certificate of incorporation, ABN, etc., for your project.

All applications are assessed fairly and consistently against the published eligibility requirements and assessment criteria. Funding decisions will consider eligibility, assessment score, available budget, community benefit, strategic alignment and priorities, risk, and whether the applicant has met previous City funding requirements. Due to high demand and limited funding, meeting the eligibility requirements does not guarantee approval. The City may decline an application, approve part funding, or apply funding conditions where this is appropriate. The decision made by the City is final.

The grant programs may be closed earlier at the City's discretion if required based on available funds and volume of applications.

The City may refuse, withdraw, or recover funding where false, misleading, or incomplete information has been provided.

# Assessment criteria

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You must show how your project meets the criteria below. Applications will be assessed against these criteria and the published eligibility requirements. The Quick Response Grant applications will be assessed against criteria 1 and 3, with the remaining criteria considered if appropriate.

## Criteria

### **1. Community benefit and strategic alignment**

Your application should align with the Council Plan for the Future 2024-2034 and demonstrate clear benefit to the Melville community. Applicants must consider and demonstrate:

- Who will benefit.
- The expected community outcome.
- Demonstrated community need and support for project.
- Participation of the community.

### **2. Capacity to deliver**

Your application should demonstrate that the project is achievable and that you have the capacity, resources and experience to deliver it successfully. This may include:

- A project plan.
- Realistic budget and timeline.
- Resources available to deliver.
- Required approvals and insurances.
- Any relevant experience or evidence of previous successful projects or activities.

### **3. Budget and value for money**

Demonstrate that the proposed budget is accurate, reasonable and transparent, and that the grant funding provides value for money. This may include:

- The overall project costs.
- Amount requested – are the costs realistic and reasonable and have all costs to deliver the project been considered.
- Other funding or contributions.
- How the grant funding will be used.

### **4. City of Melville principles**

Consider how the project aligns with the City of Melville principles where applicable, including:

- Inclusion and Accessibility – the extent to which the project welcomes diverse community members, considers access and inclusion needs, acknowledges Aboriginal and Torres Strait Islander people and is low cost or free to attend.
- Sustainability – the extent to which the project considers and reduces its environmental impact, including through waste reduction or sustainable practices.
- Child Safe Melville – the extent to which the project considers and supports the safety and wellbeing of children and young people.

# Requirements if approved

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## Next steps

- You must enter into a funding agreement and accept the approved terms before funds are released.
- Funding must only be used for the approved purpose unless a variation is approved by the City.
- You must deliver the activity within the approved timeframe and notify the City of any changes.
- You must meet all City and legislative requirements, which may include event, health, building planning, traffic, landowner, public liability insurance, child safety, accessibility, waste or risk requirements that apply.
- You must complete reporting, acquittal and evaluation requirements by the due date.

## Acknowledging the City's financial assistance

- You must acknowledge the City's support in accordance with the funding agreement, program guidelines and promotions kit. This will differ depending on the project and level of grant funding provided.
- You must provide reasonable opportunities for the City of Melville Mayor and/or Elected Members and City representatives to attend and engage with your funded activity.

## Project delivery

You are responsible for planning, managing and delivering your project. Community Grants provide financial assistance only and do not transfer responsibility for the project to the City or any other organisation. The City will support you throughout the grant process to help you understand and meet grant administration requirements.

Fees and charges will not automatically be waived; however if appropriate may be included in your grant budget.

# Acquittal and evaluation

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Reporting helps the City understand what was delivered, who benefited, what changed and what was learned. If you receive a grant, you must submit an acquittal through SmartyGrants within six weeks of completing the project.

If you do not complete your acquittal, you may be ineligible for future City funding.

Acquittal requirements should be proportionate to the funding amount and project risk, and may include:

- What was delivered and whether it matched the approved activity/application.
- Who benefited, including participation numbers where available.
- The community benefit and outcomes achieved.
- How the funding was spent, with receipts or evidence of expenditure.
- Photos, promotional material showing appropriate recognition to the City, or other evidence of delivery, where available.
- Any changes, issues, lessons learned or recommendations for future delivery.



# Supporting information

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## Lobbying and contact with Elected Members and City employees

To ensure a fair, transparent and equitable assessment process, applicants and anyone acting on behalf of an applicant must not seek to influence, canvass or lobby Elected Members or City employees regarding an application.

All information relevant to the application must be submitted through the application process by the advertised closing date.

Elected Members' letters of support will not be accepted as supporting documentation. Any attempt to lobby, canvass, influence or provide additional information outside the formal assessment process may result in the application being deemed ineligible and withdrawn from consideration.

## City approvals and applicant responsibilities

Grant approval does not replace any other approval required from the City, State Government, Federal Government, landowner or venue operator. You are responsible for identifying and obtaining the permissions needed to safely and lawfully deliver your activity.

- If your event is held in a City facility, park or reserve, you must complete the relevant booking form and submit an event application.
- Events on private land including schools, churches and businesses may also require health, planning and/or building approval. They will also require written landowner approval.
- Events may require event approvals, venue or park bookings, traffic management, noise management, health approvals, waste management and public liability insurance.
- Activities involving children must follow child safe practices.
- Activities involving food, public health, structures, roads, paths, public spaces, natural areas or heritage places may require additional approvals.
- Additional approvals may be required by the appropriate State or Federal Government department if the project involves, or is located on, land they own, manage or are connected with, for example Main Roads WA, Department of Planning, Lands and Heritage or Department of Biodiversity, Conservation and Attractions.

# Supporting information

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## City approvals and applicant responsibilities (continued)

For more information:

- See the [Plan Your Event or Function webpage](#)
- Contact the City's Bookings Officer on 9364 0611 or email [bookings.officer@melville.wa.gov.au](mailto:bookings.officer@melville.wa.gov.au).

Please ensure you have read the City's events bookings and procedures guidelines before applying, completed the [Event Booking or Parks Booking form](#), and allow enough time before your activity to apply for funding.

## City fees and charges

All costs associated with the activity or event should be quoted and included in your budget. This includes City of Melville fees and charges including but not limited to:

- Event application fee.
- Venue hire of City managed facilities (venue bond charges and any other costs associated with the event/project will still apply).
- Waste management such as bin hire and other practices to reduce waste and increase recycling.
- Noise Management Plan fee.
- Health inspection fee.
- Development application fees.
- Traffic Management Plan fee.
- Other City services as deemed appropriate.

These fees will be assessed as part of your overall grant application. Refer to the [City Fees and Charges](#) webpage for further information.

## Applicant responsibilities

By applying, you agree to:

- Provide accurate and truthful information.
- Follow program guidelines.
- Comply with any conditions attached to your funding.
- Inform the City of any changes to applicant details, project scope, timeframe, costs or delivery arrangements.

# City of Melville principles

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The following principles are important to the City. We ask that you consider them when planning and delivering your project (where applicable).

## Disability access and inclusion

The City believes a community that recognises and promotes its diversity and supports the participation and inclusion of all its members, makes for a richer community life and a positive contribution to social justice.

The City is committed to making a great place for all its residents.

A copy of the City of Melville's Disability Access and Inclusion Plan is available here: [melvillecity.com.au/daip](http://melvillecity.com.au/daip)

Event organisers must consider accessibility as an important part of planning and put measures in place to ensure the event is accessible to everyone.

Refer to the [Accessible Events Checklist](#) for further information.

## Child Safe Melville

As a child safe organisation, the City is committed to providing welcoming, safe, and accessible environments where children and young people feel safe, valued, listened to, and considered in decisions that affect their lives. At the core of this commitment is our collective agreement to have zero tolerance to child abuse.

Grant recipients must consider child safety and wellbeing as an important part of planning any events or activities where children and young people are present.

Refer to the [Child Safe Melville Checklist](#) for further information.

## Low waste events and sustainability

The City is striving to improve sustainability and reduce waste at all events. Refer to the [WALGA Better Practice Guidelines](#) for further information.

# City of Melville principles

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## Acknowledgement of Country and Welcome to Country

The City respects the Aboriginal and Torres Strait Islander peoples as the Traditional Owners of the land and acknowledges their continuing connection to Country, culture and community.

A Welcome to Country or Acknowledgement of Country is more than a formality. It is a meaningful way to recognise the Traditional Owners of the land, show respect for the Aboriginal and Torres Strait Islander culture and heritage, and support the City of Melville's commitment to reconciliation and inclusion.

Refer to the [Welcome to Country and Acknowledgement of Country Information Sheet](#), to understand what may be appropriate for your project.

## Privacy and your information

The City is committed to protecting your privacy.

We collect your personal information to process your Community Grants application in accordance with the Privacy and Responsible Information Sharing Act 2024 (PRIS Act). By submitting your application, you acknowledge that your information will be used for assessment, administration and reporting purposes. If you choose not to provide the required information, we may be unable to process your application.

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](mailto:privacy@melville.wa.gov.au)

To request this document in an alternative format contact us on details below.

## City of Melville Civic Centre

10 Almondbury Road, Booragoon, WA 6154

Monday to Friday, 8.30am to 5.00pm

**Locked Bag** 1 Booragoon, WA 6954

**Phone** 1300 635 845 | 9364 0666

**Website** [melvillecity.com.au](http://melvillecity.com.au)

**Email** [melinfo@melville.wa.gov.au](mailto:melinfo@melville.wa.gov.au)

## Connect with us

 [facebook.com/melvillecity](https://facebook.com/melvillecity)

 [instagram.com/melvillecity](https://instagram.com/melvillecity)

 [youtube.com/cityofmelville](https://youtube.com/cityofmelville)

 [linkedin.com/company/city-of-melville](https://linkedin.com/company/city-of-melville)

## National Relay Service (NRS)

If you are deaf, hard of hearing, or have a speech/communication difficulty please contact us by:

### Step 1

Contact us through your preferred NRS call channel detailed on NRS call numbers and links:

**<https://www.accesshub.gov.au/about-the-nrs/nrs-call-numbers-and-links>**

### Step 2

Provide the NRS with our phone number 9364 0666.

**For more information visit** [www.accesshub.gov.au/about-the-nrs](http://www.accesshub.gov.au/about-the-nrs)

## Translating and Interpreting Service (TIS)

**Website** [www.tisnational.gov.au](http://www.tisnational.gov.au)

