

ActiveLink grant Program Guidelines

What is ActiveLink?

ActiveLink is a City of Melville grant program that helps eligible residents experiencing financial hardship to participate in sport, recreation, creative and social activities within the community.

The program supports a healthy, inclusive and connected community by reducing financial barriers to participation.

How does it work?

ActiveLink is a voucher-based program. If your application is approved, you will receive a voucher that is issued directly to your chosen activity provider. This means:

- The City pays the provider on your behalf (up to the approved amount)
- You may need to pay any remaining balance if the activity costs more than the voucher value
- The voucher cannot be exchanged for cash or transferred to another person or activity

Important:

- Vouchers must be used within 6 months of issue
- Funding must only be used for the approved activity

How much funding is available?

- Up to \$300 per person per financial year
- Up to \$900 per household per financial year

Funding is limited and not guaranteed

Who can apply?

To be eligible, applicants must:

- Live in the City of Melville
- Choose an activity located within the City
- Hold a valid
 - Health Care Card OR
 - Pensioner Concession Card



Applicants must also:

- Have no outstanding debts or unacquitted grants with the City
- Meet all eligibility and program requirements
- Apply for activities not already funded through other programs (e.g. Kidsport)

Key dates

ActiveLink opens at **9:00am on 23 July 2026** and closes on **30 May 2027**, or earlier if funds are fully allocated.

What can funding be used for?

ActiveLink can support participation in activities such as:

- Sport and recreation programs
- Fitness or wellbeing activities
- Creative arts, music or dance
- Community-based social or hobby programs
- The activity must support **community participation and wellbeing**.

Important:

- Vouchers must be used within 6 months of issue
- Funding must only be used for the approved activity

What can't be funded?

ActiveLink vouchers **cannot** be used for:

- Equipment (e.g. clothing, shoes, gear)
- Medical or health services
- School or curriculum-based activities
- Tutoring or education services
- Activities already funded by other programs

How to apply

You can apply:

- Online via the City of [Melville website](#)
- By requesting a paper form
- With assistance from City staff, family, carers or support workers

How applications are assessed

Applications are assessed fairly and consistently against:

- Eligibility requirements
- Financial need
- Community participation benefit

Due to high demand, meeting eligibility **does not guarantee approval**.

Applications are typically processed within **30 working days**.

Funding conditions

If your application is successful, you must:

- Use the voucher only for the approved purpose
- Use the voucher within the required timeframe
- Inform the City of any changes affecting your participation

In some cases, you may be asked to:

- Confirm attendance or use of funding

Failure to comply may result in:

- Cancellation or recovery of funding
- Ineligibility for future programs
- Cancellation or recovery of funding
- Ineligibility for future programs

Applicant responsibilities

By applying, you agree to:

- Provide accurate and truthful information
- Follow program guidelines
- Comply with any conditions attached to your funding

The City may decline, vary, or withdraw funding where necessary to ensure fairness, compliance, and proper use of public funds.

Privacy and your information

The City of Melville is committed to protecting your privacy.

Collection Notice (required under PRIS Act 2024):

We collect your personal information to process your ActiveLink 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

Need help?

If you need assistance with your application, please contact the City of Melville

Phone: 9364 0666 or 1300 635 845 (during business hours)

Email: melinfo@melville.wa.gov.au