

# Community Grant Program 2025 Application Form

## Form Preview

### Grant Information

\* indicates a required field

#### Community Grants Program

Funding of up to \$5,000 is available for projects and events that meet the funding guidelines and at least one of the following objectives:

- Support increased demand from Mandurah's most vulnerable communities
- Build capacity of community organisations and resident associations
- Increase volunteering, including capacity and training
- Improve access to technology for education and training
- Celebrate and encourage cultural diversity and social inclusion
- Create opportunities for localised smaller scale events (within allowed government restrictions)
- Youth Development, especially initiatives that build capacity and support leadership initiatives
- Celebrate Mandurah's resilience through Arts & Culture
- Build neighbourhood connection
- Celebrate and highlight local indigenous culture

[Click here](#) to view the Guidelines on the City of Mandurah website.

Applications or changes to submitted applications will not be accepted after 17 March 2025.

#### Discuss your project with a City Officer

**To be eligible for funding, you must discuss your project with a City of Mandurah Community Development team member to ensure your project aligns with key priority areas and fits within grant guidelines.**

Dependent on your project type you should reach out to a Senior Community Development Officer or the Grants and Funding Officer.

To discuss your Community Grant application, please call **9550 3649** or email [hcc@mandurah.wa.gov.au](mailto:hcc@mandurah.wa.gov.au).

**Have you discussed the application with a City Officer? \***

- Yes  
 No

**Please record support ticket number. \***

A number will be supplied by the Community Development team on contact. Do not construe discussions as an approval of this grant.

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**Name of City Officer \***

**How did you hear about this fund? \***

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Facebook                | <input type="checkbox"/> Media Release       | <input type="checkbox"/> City of Mandurah event                    |
| <input type="checkbox"/> Twitter                 | <input type="checkbox"/> Newspaper editorial | <input type="checkbox"/> Previous City of Mandurah grant recipient |
| <input type="checkbox"/> Newspaper advertisement | <input type="checkbox"/> Flier               | <input type="checkbox"/> Grant Guru                                |
| <input type="checkbox"/> Emails out to networks  | <input type="checkbox"/> Posters             | <input type="checkbox"/> Other: <input type="text"/>               |

## Applicant Details

\* indicates a required field

### Organisation Details

**Please note:** If you are NOT an incorporated organisation you will be required to complete your personal details here and supply the details of an auspicing organisation on page 3. For further information on auspices or help sourcing an auspice please contact a Community Development Officer.

**Organisation Name \***

**Is your group an incorporated not-for-profit group? \***

- Yes  
 No

Please note - If your group is NOT incorporated you will be required to find an incorporated group to auspice (support) your application. Auspice details will be required on the next page. If you need assistance finding an auspice please contact a Community Development Officer.

**Please attach your certificate of incorporation. Auspiced applicants must attach the auspice's certificate \***

Attach a file:

**Organisation Postal Address \***

Address

  

Suburb    State    Postcode

        

**Organisation Website**

Must be a URL

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### Organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

### Does your organisation have current Public Liability Insurance? \*

Yes  No

**Public Liability Insurance** is the applicant's responsibility and is part of an organisations risk management approach to its activities

### Please attach Public Liability Insurance Certificate of Currency. \*

Attach a file:

Note: If you have an auspice, please attach proof of your auspice's insurance policy

### What are your organisations usual activities? \*

Give a brief overview of the history / mission / purpose of the organisation. (Must be no more than 100 words)

## Applicant Contact Details

### Contact Person \*

Title

First Name

Last Name

### Position / Role \*

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**Phone Number/s \***

**Email Address \***

Secondary Contact

**Secondary Contact Person \***

Title

First Name

Last Name

Hint: Listing an alternative contacts assist with grant administration. Please list a contact who has delegation to sign off on grants.

**Position \***

**Phone number/s**

**Email Address \***

## Auspice Organisation Details

\* indicates a required field

### WHAT IS AN AUSPICE?

If your group is not incorporated, then another incorporated organisation is needed to Auspice (support) your grant application. If successful, the auspice will be required to invoice and receive the funding on your behalf. All other aspects of running the project and reporting will be the applicant's responsibility.

**Name of Auspicing Organisation \***

**Contact Name \***

Title

First Name

Last Name

Name of the administrative contact in the Auspicing Organisation

**Postal Address \***

Address

Suburb

State

Postcode

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
Must be an Australian post code

### Auspice Organisation ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

### Auspice Contact Email Address \*

### Phone Number \*

Must be an Australian phone number

## Project Details

\* indicates a required field

### Project or Event Name \*

Must be no more than 8 words.  
Must be no more than 6 words

### Project Location \*

### Estimated Start Date \*

Date of event or when project starts. This must be at least 3 weeks after the grant close date. Retrospective funding is not available.

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**Estimated End Date \***

Date of event or when project ends

**Project Description \***

Must be no more than 200 words.  
Provide a brief overview of project. Include planned activities, where, when and who is involved.

**Has your organisation applied for a City of Mandurah grant in the past 12 months? \***

- Yes  
 No

**Does your organisation have any current grant funding agreements with the City of Mandurah? \***

- Yes  
 No

**If yes, please provide the application number**

**Has your organisation received any other financial OR non-financial support from the City of Mandurah in the last 12 months? \***

- None  
 Fee Waiver  
 Subsidised Venue Space  
 Utility Bills  
 Building Maintenance  
 Garden Upkeep  
 Other:

**Estimated value of City of Mandurah support provided in the last 12 months \***

If you answered 'no', please write NA.

**Do you have any outstanding acquittals with the City of Mandurah? \***

**Project rationale: Why do you think this project is needed in Mandurah? \***

Word count:

Describe the specific issue or need you want to address (150 words recommended)

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**What are the expected outcomes of the project?  
What will be achieved? \***

Describe three things you want the project to achieve in terms of benefits for participants and/or others (150 words recommended)

**How will you know if these outcomes have been achieved? \***

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

**How do you plan to evaluate the success of your project? \***

- |  |   |
|--|---|
| <input type="checkbox"/> Photos of project             | <input type="checkbox"/> Stories of "Most Significant Change"             |
| <input type="checkbox"/> Brief survey of participants  | <input type="checkbox"/> Recorded observation of activity / participation |
| <input type="checkbox"/> Qualitative Interviews        | <input type="checkbox"/> Phone Interviews                                 |
| <input type="checkbox"/> Numbers on attendance records | <input type="checkbox"/> Participant self rating scales                   |
| <input type="checkbox"/> Group interview / discussion  | <input type="checkbox"/> Portfolio of work done                           |

How does your project meet the funding objectives?

To be successful, applications in the City of Mandurah Community Grants Program must meet at least one of 1 of the funding objectives.

**Please select the funding objective(s) that your proposed project will meet? \***

- Support increased demand from Mandurah's most vulnerable communities
- Build capacity of community organisations and resident associations
- Increase volunteering, including capacity and training
- Improve access to technology for education and training
- Celebrate and encourage cultural diversity and social inclusion
- Create opportunities for localised smaller scale events (within allowed government restrictions)
- Youth Development, especially initiatives that build capacity and support leadership initiatives
- Celebrate Mandurah's resilience through Arts & Culture
- Build neighbourhood connection
- Celebrate and highlight local indigenous culture

**Please list the ways that your project meets the funding objectives selected. \***

Word count:  
Must be no more than 150 words.

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Please list the aims / objectives; How does this benefit the community? Is there a specific need or issue that your project will address?

**What experience does your organisation have in delivering projects?**

Word count:

**How many volunteers will be involved in delivering this project? \***

0-3

11-15

21+

4-6

16-20

Other:

7-10

All applicants must answer this question

**Does your organisation work or volunteer with children? \***

Yes

No

**If yes, do you confirm that all relevant staff and volunteers have current Working with Children Checks**

Yes

No

**Do any City of Mandurah Elected Members or City Officers serve on your committee or actively engage in your organisation? \***

Yes

No

**If yes, please provide their name and role.**

**Accessibility for All**

The City of Mandurah is committed to improving access and inclusion and making Mandurah a more inclusive community for all. It is a requirement of this grant that you consider access and inclusion in the development of your funded project

Please review the 2021 to 2026 Access and Inclusion Plan [here](#).

Please [click here](#) to open Guidelines to Creating Accessible Projects and Events .

**I have read and understand the intention of these documents \***

Yes

No



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**Tick which access features you will consider in your activities \***

- Wheelchair ramps to front door
- Wheelchair accessible toilets
- Accessible parking bays near venue
- All steps have handrails
- Venue has good lighting
- Venue has clear signage
- Venue has audio loop or good sound system
- Translation services available
- Accessibility advertised on fliers
- Flyers have appropriate font. font size and colour contrast
- Digital flyers are accessible to assistive technology users
- Written material available in alternative format
- Doorways width is 850mm or wider for wheel chair accessibility
- Access pathways are even, continuous and accessible
- Other:

## Project Budget

\* indicates a required field

### Other Project Income

**Don't** insert a '\$' sign or commas to numerical fields. This will be done automatically.

**List all streams of income for this project\$ (e.g fund raising, donations or other grant funding sources). If there are no other funding sources please enter 0.**

List income as GST exclusive.	
	\$
	\$
	\$

### Total Grant Amount Requested from the City of Mandurah

**Total Grant Amount Requested \***

Must be a dollar amount.  
What is the total financial support you are requesting in this application?

**Total Project Cost \***

Must be a dollar amount.  
What is the total budgeted cost (dollars) of your project?

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### Expenditure of City of Mandurah Grant

Please ensure your listed expenses match the approved items on the 'what we WILL fund' list in the grant guidelines available [here](#). For example, we do not fund contingency or on-going operational costs, e.g., base salaries, rent, insurance, administration, utilities.

#### List all expenses to be covered by City of \$ Mandurah grant funding

	\$
	\$
	\$

### Provide Quotes

Attach quotes that reflect the expenditure listed above for the City of Mandurah grant requested.

#### Attach quotes \*

Attach a file:

### Project Support

**For projects to be successful they often require support from within your group as well as external to it.**

**Please list all non-monetary in-kind support (e.g. donations of goods, donations of time such as professional expertise and volunteer labour, steering committee involvement and support from, or partnership with, other organisations).**

#### Examples:

- Committee of 5 volunteers will meet fortnightly to progress the project for the next 3 months.
- Donation of a Fridge by "XYZ company" - valued at \$900
- "ABC Accountancy" volunteering expertise to manage the project budget x 10 hours - estimated value \$1000.
- Committee members will paint the fence x 6 hours
- "Department of BFF" are assisting with providing venue for free and are part of the organising committee

#### List donations of time and goods

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### Word count:

Must be no more than 150 words.  
any voluntary donation to your project

Please attach any supporting documents such as Letters of Support or minutes of meetings that show support for your project.

Click on the "Browse / attach a file" button and then specify which file on your computer you wish to upload.

### Attached documents

Attach a file:

## Project Promotion and Marketing

\* indicates a required field

**Which of the following will you use to promote and market your project? \***

- |  |  |
|--|--|
| <input type="checkbox"/> Facebook                | <input type="checkbox"/> Newspaper editorial |
| <input type="checkbox"/> Twitter                 | <input type="checkbox"/> Flier               |
| <input type="checkbox"/> Newspaper advertisement | <input type="checkbox"/> Posters             |
| <input type="checkbox"/> Emails out to networks  | <input type="checkbox"/> Street Signage      |
| <input type="checkbox"/> Media Release           | <input type="checkbox"/> Pull up banner      |

choose as many as required

### Acknowledging the City of Mandurah

**It is a condition of this grant** that recipients acknowledge the City of Mandurah's support and contribution in promotional materials, media releases or other public documents relating to the project or event including, where possible, invitation to formal openings etc.

The City's logo may be used where appropriate and with prior approval by the City of Mandurah.

**To obtain the appropriate logos and branding guidelines for the City of Mandurah, please contact [hcc@mandurah.wa.gov.au](mailto:hcc@mandurah.wa.gov.au)**

### Thinking about your project, what ways could you acknowledge the City of Mandurah?

\*

- |  |   |
|--|---|
| <input type="checkbox"/> Written acknowledgement on flyers | <input type="checkbox"/> Acknowledged by Emcee at events    |
| <input type="checkbox"/> Plaque or Naming Rights           | <input type="checkbox"/> Acknowledge in event media release |

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- Label Equipment
- Display City of Mandurah banner
- Acknowledged in newsletters
- Other:
- Reference in Meeting Minutes

**I certify that:**

- I agree the above application is, to the best of my knowledge, true and correct. On behalf of the applicant group, I have read, accepted and agree to the Community Grant Program conditions.

**If you have completed all relevant fields please click SUBMIT. No alterations can be made after the round closing date.**

Applicants will receive notification from the SmartyGrants platform confirming receipt of application. The City reserves the right to reject any application that does not meet the eligibility criteria and/or to request further information. All applicants are notified of the panel decision in writing, within six weeks of the round's closing date.