

Community and Youth Grants Guidelines

2024-2025



Program	Opening date	Closing date	Grant Amount	Assessment Timeframe	Funding Agreement
Round 1	1 September 2024	30 September 2024	Up to \$7,500	6 weeks	1 year
Round 2	1 March 2025	31 March 2025			

Overview

The City of Fremantle Community Grants supports programs and activities that address a specific need or provide a benefit to the Fremantle community.

Community Grants - this grant round will open in September with the entire budget available. The March round will be run with remaining funds.

Applications for community focused projects and initiatives that meet the following objectives will be considered for funding:

1. Identifies and addresses a need in the community which could a focus on:

- Diverse communities including people with disabilities, Aboriginal people, culturally and linguistically diverse people and older people
- Celebrating Aboriginal culture and heritage, including [truth telling](#)
- Supporting vulnerable or high-need communities with a focus on:
 - Mental health and wellbeing
 - Healthy relationships
 - Access to services for people experiencing vulnerabilities

2. Builds capacity in the community for social inclusion and connectivity. For example:

- Increase volunteer participation
- Increased awareness of community events, groups, and activities
- Enhancing connections and collaborations between community members and organisations.
- Skill development

3. Enhances healthier lifestyles and community enjoyment through:

- Providing opportunities for the community to participate in physical and social activities.
- Encouraging social connection at a suburb level, particularly in the suburbs of Beaconsfield, Hilton, Samson, North Fremantle and South Fremantle.

4. Aligns with key strategic priority areas as outlined in the City's focused Action Plans, including:

- [Aboriginal Engagement Plan](#)
- [Access and Inclusion Plan](#)
- [Walyalup Reconciliation Action Plan](#)
- [Age Friendly City Plan](#)
- [Homelessness Action Plan](#)

Youth Grants

The Youth Grants supports programs, projects and initiatives that encourage social and civic participation and increase wellbeing, skills, empowerment, and resilience of young people aged 12 – 25 who live, work and / or study in Fremantle.

Objectives

1. To provide young people an opportunity to develop social connections and contribute to the broader community.
2. To encourage young people to be more physically and mentally healthy.
3. To develop resilience in young people and empower them to make quality decisions about their health and well-being.
4. To provide activities that enable young people to explore their interests and participate in learning and development opportunities.
5. The project takes into consideration the Fremantle Local Government Area demographics and trends (CaLD, People with disability, high school students, university students, etc.) of the area where the project will take place.

Eligibility Criteria

Who can apply

Applications will be considered from:

- An organisation or group that is legally constituted as an incorporated association (or has secured an auspice) or not-for-profit
- Application that meets the grant objectives
- Applicant that has obtained the appropriate level of Public Liability Insurance for the proposed project and/or event
- Project or initiative delivered in City of Fremantle and directly benefits its community
- *Youth Grant applications only*- Primary target group to include young people aged 12 – 25 years who live, work and/or study in Fremantle.

What will not be funded

The following applications are ineligible for funding:

- Unincorporated or un-auspiced organization
- Applicant or auspice with an open funding agreement in the Community or Arts Grant Program
- Recurring or pre-existing events that don't demonstrate significant changes or new initiative areas
- Activities, events or programs occurring outside the City of Fremantle
- Projects that duplicate an existing or similar service or project that operates in the City of Fremantle
- The application disparages or excludes any groups in the community
- The application contravenes an existing City of Fremantle Policy or Plan
- Large capital expenditure, e.g. lease payments, repair or maintenance of buildings, or purchase of major equipment
- Faith-based activities of religious organisations

- Recurrent costs including wages, utilities, rent, annual insurances etc.
- Applicants who haven't acquitted on any previous Council funding or finalised outstanding debts
- Retrospective funding or reimbursement payments
- Funding requests for training or education in government or private institutions and/or research activities that will be offered for assessment in such institutions
- Applications for conferences, tradeshows, award ceremonies
- State, federal and local government authorities. This includes schools, however incorporated associations related to schools (such as P&C groups) are eligible to apply for grants.
- Commercial organisations operating on an expected profit base
- Political or lobby groups
- Funding for alcohol purchases
- Ticketed events

The Application Process

1. **Contact the City's Grant Officer to discuss the potential project and subsequent application, grantfunding@fremantle.wa.gov.au**

2. **Complete the Community or Youth Grant Application Form online via the City's Smarty Grants portal.** Please ensure all questions are answered with as much project detail as possible, and that all budget requirements are clearly identified within the budget spreadsheet, inclusive of all expenses.

3. **Submit your application.**

Once you have submitted your application you will receive an email acknowledging receipt. Please note that the City seeks to provide an outcome within 6 weeks of the round closure. Applicants will be notified of funding decisions via email.

Venue hire

If the organisation requires City venue, they will need to research availability, fees and charges for the corresponding community hall. The venue charge needs to be included as an 'in kind' portion of your grant application. It will not be provided in addition to of the grant amount if successful.

The Assessment Process

Eligible applications will be assessed against the grant objectives and assessment criteria. The Assessment Panel may recommend full, part or no funding. All applicants will be notified of the outcome for their application via email, within proposed timelines.

All applications are assessed per the following matrix:

No.	Consideration	Weighting %	Score 1 - 5	Weighted Score
1.	<p>Needs Identification</p> <p>The application of your project should explain why addressing the identified community needs is important by using data and evidence to support your claims. Describe what are the social, economic, or environmental benefits of your project and how the needs of the community will be met aligning with the City's existing plans and strategies.</p>	20		
2.	<p>Objectives and Rationale</p> <p>The application should clearly state the overarching goals and objectives of your project or initiative. This includes what positive changes or outcomes do you intend to achieve within the community and how it aligns to the specific guidelines and requirements set. Demonstrate what success looks like for your project, through using realistic measures or Key Performance Indicators (KPI's).</p>	30		
3.	<p>Timeline and Delivery</p> <p>The application should outline a information on the organisation's plan for delivery. Clearly state the duration of your project ensuring that your objectives are realistically achievable within the given time frame. Include resources required (financial, human, and material) for successful implementation.</p>	30		
4.	<p>Budget and Sustainability</p> <p>Demonstrated a realistic and achievable budget, i.e., matched funding, in-kind support or partner contribution (financial and in-kind) and how it is intended to be spent during the project. Shown ability to partner with organisation/s to ensure sustainability of the project after grant funding ceases.</p>	20		
	Total	100		

Scoring Matrix

Poor 1	Fair 2	Satisfactory 3	Good 4	Excellent 5
The response addresses the criteria in a very inadequate way.	The response addresses the criteria in a non-specific or unsatisfactory way.	The response addresses the criteria in an adequate way.	The response addresses the criteria in a substantial way.	The response addresses the criteria in an outstanding way.

Successful Applicants

All successful applicants are required to sign and adhere to a funding agreement outlining the terms and conditions of the grants, including acknowledgement of the City.

Recipients are required to:

- Provide a copy of the organisation's Public Liability Insurance 'Certificate of Currency'
- Adhere to the payment process as outlined in the signed funding agreement
- Complete the project/event within the funding timeframe
- Complete a grant acquittal
- Complete a 'Disability and Access and Inclusion Plan Checklist' (and [Access Event Management Checklist](#) for events), outlining how their grant will meet DAIP requirements.

Reporting and Acquittals

All successful applicants will be required to provide a report on the outcomes of the project funded by the City, in the form of an online acquittal document. This includes completed income and expenditure statements with correlating receipts and any promotional material and images, as outlined in the funding agreement. The acquittal is due within 8 weeks from the completion of the project.

Any portion of the grant unspent, or not expended in accordance with the grant program must be returned to the City of Fremantle.

Applicants who do not complete and submit an acquittal will be ineligible for any future funding opportunities.

Important Information

Auspice organisations may only have one open funding agreement per year in any community funding program.

Public Liability Insurance is required for public events and activities, and a certificate of currency provided to the City. Purchasing of one-off cover at community rates is available here <https://www.localcommunityinsurance.com.au/>

Unincorporated groups are not eligible for this grant funding category

Permit and Fees applicants must apply for a permit where required when activity is undertaken on council land. A fee waiver for a Council venue and cost must be factored into the application.