

2025 / 2026 Community Grants Program – Community Event or One-off Project

Application Guidelines

The City of Armadale Community Grants program provides two rounds of funding each financial year with the aim of supporting community organisations and groups to deliver initiatives which benefit the local community.

Round 1 - Opens Monday 1 September 2025 - Closes Monday 6 October 2025

Round 2 - Opens Monday 9 March 2026 - Closes Monday 20 April 2026

What Funding is available?

Community Grants are available in the following three categories:

1. **Equipment:** Maximum **\$1,000** per application. The City will fund up to 50% of the total cost of the equipment. The applicant must provide 50% of the cost in cash
2. **Community Event or Off-off Project:** Maximum **\$2,500** per application. The City will fund up to 50% of the total project budget*. The applicant's contribution can include estimates of volunteer and in-kind contributions by the applicant
3. **Extended Community Project:** Maximum community grant allocation is **\$5,000** per application. The City will fund up to 50% of the total project budget*. The applicant's contribution can include estimates of volunteer and in-kind contributions by the applicant.

**The 50% co-contribution requirement may be waived where the majority of funds requested is for the purpose of engaging a professional facilitator to deliver an event or project.*

Who can apply?

To be eligible for funding, applicants must:

- be either an **incorporated not-for-profit** community organisation or a **charity registered in Australia**; or be auspiced by an **incorporated not-for-profit** community organisation or a **charity registered in Australia**
- be based in the City of Armadale and / or provide a service primarily benefiting residents of the City of Armadale and / or the proposed project primarily benefits residents of the City of Armadale
- have successfully acquitted all previous City of Armadale Community Grants funding
- hold public liability insurance to a value as agreed with the City (valid certificate of currency documentation is required).

Community Event or One-off Project Grant - specific eligibility

- Funding is available for community organisations to deliver an event or one-off activity
- The applicant must be able to demonstrate their ability to manage and deliver the proposed project
- The event or project must be shown to primarily benefit residents of the City of Armadale and must be conducted in the City of Armadale (*exceptions may be approved where specific facilities are not available locally*)
- Events should be for the purpose of community engagement

- Events or projects should be inclusive, welcoming and ensure safeguarding of participants
- The project should not require ongoing or additional funding from City of Armadale to deliver the event / activity in the future - alternate funding for annual events should be investigated as future grants requests may be unsuccessful
- Applicants are responsible for checking their requirements relating to holding an event in the City, paying attention to venue hire, public event applications, toilets, rubbish and food permits - associated costs should be included in the application budget

What is covered by a Community Event or One-off Project Grant?

- venue hire and event fees
- minor equipment and consumable items
- event activities and entertainment
- facilitator fees directly related to the project
- transport
- advertising and printing
- food and non-alcoholic beverages.

All applications will be assessed for value for money.

What is not covered by a Community Event or One-off Project Grant?

- an event or project intended to be exclusively for an individual or select members of a group; or which seeks to make a financial profit for an individual or group; or considered to be for the purpose of fundraising
- events or projects already held or commenced and seeking retrospective funding
- items already purchased and seeking reimbursement
- personal items
- deficit funding for the organisation
- staff wages deemed the responsibility of the applicant organisation
- infrastructure and capital works
- prizes and gifts including cash
- administration costs and ongoing organisation costs - while these can be included in the total project cost, these items must be covered by the organisation
- activities considered the responsibility of other government agencies, i.e. school programs which form part of the core curriculum
- activities better supported through another category of funding such as donations or sponsorship

What else do I need to know?

- Applications must be submitted using the **Application Form**.
- Applicants will only receive **one** Community Grant **per financial year** (across all categories).
- Applications can be made **up to 12 months prior** to project commencement.
- Projects should **not commence within 2 months** of the application closing date.
- Applicants should **allow 15 working days** from closing date to receive notification of the outcome of their application.
- Applicants should allow a **further 28 days** from the date of their invoice to receive funds.

- Applications should clearly demonstrate a **community need** for the project and be **inclusive** of the wider community where appropriate.
- Projects should **not require ongoing funding** from the City.
- Projects **should not duplicate** an activity already available in the immediate area.
- Any actual or perceived conflicts of interest are to be identified and disclosed.
- View full details of the City's **Financial Assistance Policy** available at my.armadale.wa.gov.au/service/community-grants-and-donations

Applications that align with the following outcomes of the City's *Strategic Community Plan 2026-2035* will be highly regarded.

- Outcome 1.1 - Foster and strengthen community spirit
- Outcome 1.2 - Improve community wellbeing
- Outcome 1.4 - An inclusive and engaged community supported by diverse voices and active participation

Refer to [Strategic Community Plan 2026-2035](#)

Applications that address one or more of the City's *Social Priorities* will also be highly regarded.

Current Social Priorities are:

1. Neighbourhood and Community Connections
2. Access to Essential Supports
3. Home and Community Safety
4. Children, Young People & Families

Refer to [Social Priorities](#)

What do I need before I start my application?

- **Proof of Incorporation or Charity Registration** (or proof of Incorporation or Charity Registration for my Auspicing organisation)
- **Quotes** for all items in the budget valued at \$200.00 or more
- Copy of **Public Liability Insurance**
- A **Letter of Support** from another organisation (refer to Tip Sheet 3 available on the City website - my.armadale.wa.gov.au/service/community-grants-and-donations)

Failure to attach all required documents may result in your application being automatically excluded from the assessment process.

How are applications assessed?

The City will convene an internal working group of representatives from Community Development and other departments within the City of Armadale to consider and score applications using a decision-making matrix.

Applicants will be notified of the outcome of the decision-making process within 15 working days (3 weeks) of the closing date.

Delays will occur in the final decision-making process if applications are submitted without all items requested on the Application Checklist.

What are successful applicants required to do?

Successful Grant recipient obligations:

- The **City's financial support is acknowledged** in all promotional material, advertising

and social media posts associated with the project - evidence will be required as part of the acquittal process

- Ensure all use of the **City of Armadale's logo is approved** by the City's Communications team prior to publishing publicly
- Review the information on the City's website regarding **community event planning** - my.armadale.wa.gov.au/service/public-health/event-planning-and-approvals and comply with all event requirements
- Any requests for project or expenditure **variations must be submitted in writing** and approval received in writing prior to proceeding
- **Submit an acquittal within 30 days** the event date or delivery of their project (see below).
- Provide **photos or videos** from their funded project to support the acquittal
- Provide **proof of evaluation** of their project

What is an Acquittal?

An acquittal is your organisation's way of proving the City's **funding was used in accordance with the approved application** and achieved the stated outcomes and benefits.

The Acquittal Form will be provided and must be submitted **within 30 days** from the date of the event or completion of your project.

Your organisation will not be eligible for any further funding if previous funding has not been adequately acquitted. Applicants are encouraged to **check for outstanding grant acquittals** prior to commencing a new application.

The **evaluation of your project** must be considered prior to commencing and may include collection of attendance numbers, target demographic information (i.e. age, home suburb), attendee feedback forms, photographs, and any other ways to demonstrate the positive outcomes of your project.

Applications must be received by midnight on Monday 20 April 2026

- Email - info@armadale.wa.gov.au
- In Person – City of Armadale Administration Building, 7 Orchard Avenue ARMADALE

To receive an Application Form or to ask any questions, please contact the Community Development team on 9394 5642 or csadministration@armadale.wa.gov.au.