

2025 / 2026 Community Grants Program – Equipment

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 match the City's funding in cash.
2. **Community Event or One-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
- 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).

Equipment Grant specific eligibility

- Applicant organisations must demonstrate their capacity to provide the minimum 50% cost of the equipment in cash
- Equipment applications must be supported by data relating to the applicant organisation's reach of City of Armadale residents
- Items being funded should value-add to the organisation's services rather than be core equipment covered by membership fees.

What is covered by an Equipment Grant?

- minor equipment purchases
- costs to deliver or assemble the equipment.

All applications will be assessed for value for money.

What is not covered by an Equipment Grant?

- equipment for exclusive use of an individual; or which seek to make a financial profit for an individual or group; or are considered fundraising requests
- consumables / single use items
- equipment considered the responsibility of other government agencies
- items that have already been purchased and are being reimbursed.

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)
- 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.
- Purchased equipment should not require ongoing funding from the City
- Applications should clearly demonstrate why the organisation needs the equipment and how it will benefit the City of Armadale community
- Any actual or perceived conflicts of interest are to be identified and disclosed
- View full details of the **City's Financial Assistance Policy** on the website 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 addressing 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 the equipment to be purchased
- Copy of the organisation's **Public Liability Insurance**
- A **Letter of Support** from another organisation (refer to Tip Sheet 3 under Community Grants on the City's 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
- Any requests for project **variations must be submitted in writing** and approval received in writing prior to proceeding
- **Submit an acquittal within 30 days** of the purchase of equipment (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** of the purchase and / or installation, and / or use of the equipment.

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 membership numbers, target demographic information (i.e., age, home suburb), feedback forms, photographs and videos, and 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.