

# City of Swan Grants and Sponsorship Program



## Swan Event Sponsorship

We are committed to strengthening our community by supporting activities, initiatives, projects and events to enhance the lives of our residents and the broader City of Swan community.

We want to support events that will foster our community spirit, help celebrate our diverse community, provide employment and volunteering opportunities, and showcase what fantastic events we have in the City of Swan.

[www.swan.wa.gov.au](http://www.swan.wa.gov.au)

 /cityofswan  /cityofswanwa





Small & Local

Eligibility  
you need  
to meet



- ✓ No outstanding debts with the City
- ✓ Event must be held within the City
- ✓ Agreement to acknowledge City
- ✓ Group ID and Status certificates
- ✓ Auspice in place (if required)
- ✓ Public liability insurance

**Criteria we assess:**

Compliance check  
Merit related to outcomes (100%)  
**+ Over \$2,000**  
Merit related to outcomes (40%)  
Applicant capacity to deliver (20%)  
Broad community benefit (40%)

**When you can apply:**

Apply all year round



Medium sized  
Community Events

Eligibility  
you need  
to meet



**Level 1+**

- ✓ No similar agreements with the City or duplication of existing services
- ✓ Contact with the Grants Team

**Criteria we assess:**

Compliance check  
Stream objective alignment (25%)  
Community benefit (25%)  
Clear planning & targets (25%)  
Participation & capacity building (25%)

**When you can apply:**

Apply all year round  
*Awarded Quarterly:  
January, April, July, October*



Large Signature/  
Destination Events

Eligibility  
you need  
to meet



**Level 2+**

- ✓ Significant evidence of capacity to deliver the initiative
- ✓ All supporting documents all with completed application
- ✓ Significant exposure and acknowledge City

**Criteria we assess:**

Alignment with objectives in the City of Swan Strategic Community Plan (25%)  
Community benefit (25%)  
Clear planning and targets (20%)  
Participation & capacity building(10%)  
Sustainability (10%)  
Partnerships (10%)

**When you can apply:**

Open March 1 and, close March 31  
  
Opens September 1 and, close September 30

Application assessments are based on individual event merit. Applicants may apply for multiple events throughout the year if they are eligible, address all criteria and objectives. However, funding will not be provided to; more than one organisation for the same event, retrospective costs, political/religious intent, organisational recurrent or operational costs, Government services, and or private / ticketed activity only. Capital expenses can only be included in a separate Swan Proactive Grants application. All funding is subject to an available budget.

## Stage of the process

## What happens

## What you need to know

### 1 APPLICATION



Complete your online submission with supporting documentation.

You can chat to our grants team prior to your submission deadlines.

### 2 ASSESSMENT



We review all the applications based on individual merit, value and risk.

Please allow between 8-12 weeks for us to assess your application.

### 3 SELECTION



We will select and notify the successful applicants, once award agreement is reached through the Grant Panels and delegated authority.

The decision-maker ranges from Coordinator to Advisory Panel, Manager based on grant value level.

### 4 AGREEMENT



If you're successful, you'll receive either a funding notification, an agreement or a contract from us to review and sign.

- This will include T&Cs outlining:
- how to Acknowledge the City
- how to progress payments
- how to Acquit the funds
- how to report of outcomes achieved
- what to do with unspent funds
- what non-compliance means and any project specific award details

### 5 PAYMENT



Payday! You'll receive funds from the City upon our receipt of an invoice or otherwise when payments are identified within the funding agreement.

Keep an eye on your nominated bank account.



You deliver the initiative, and the community get to experience how great it is!

### 6 ACQUITTAL



Within 90 days of project completion, you are required to complete an acquittal. Send us photos of the initiative, tell us how it went and provide receipts for all funds spent.

Please read carefully the T&Cs required for acquittal on your Agreement and complete your acquittal within the deadline.

## Complaints

All complaints received will be treated with courtesy and respect, appropriately investigated and responded to in a timely manner. Read more in the City's Complaints Management Policy.

The Freedom of Information Act 1992 (WA) gives the public the right to apply for access to documentation held by the City of Swan.

## Chat with us

Prior to submitting your grant application, we encourage you to contact us on 08 9207 8693, 0436 674 795 or email [communitygrants@swan.wa.gov.au](mailto:communitygrants@swan.wa.gov.au) to discuss your proposal. We'll happily give you feedback and advice to ensure you put forward your very best submission.



Ready to apply? Please visit, [www.swan.wa.gov.au/Your-Community/Community-grants-funding](http://www.swan.wa.gov.au/Your-Community/Community-grants-funding) and check out other funding opportunities, resources and information the City of Swan have available.

While Applications are preferred to be completed and lodged online. If you are unable to complete the electronic form, please contact the Community Grants Team to make alternative arrangements.

