

City of Swan Grants and Sponsorship Program



Swan Proactive Grants

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 innovative community-led initiatives, targeting the community's identified strategic Focus Areas, with flexibility (capital inclusions) from Applications to address current individual and/or community needs.

www.swan.wa.gov.au

 /cityofswan  /cityofswanwa





Eligibility you need to meet



- ✓ Individual City of Swan resident
- ✓ Compliance under Kidsport or Access all Areas stream's

Criteria we assess:

Eligibility check

When you can apply:

Apply all year round
**Subject to an available budget*
**See stream Information Sheet*



Eligibility you need to meet



- ✓ Individual City of Swan resident
- ✓ No outstanding debts with the City
- ✓ Agreement to acknowledge City
- ✓ Auspice in place
- ✓ Auspice ID and Status Certificates
- ✓ Project must be held within the City
- ✓ Auspice Public liability insurance

Criteria we assess:

Eligibility check
 Focus Area alignment (100%)

When you can apply:

Apply all year round



Eligibility you need to meet



Level 2+

- ✓ Organisation invited
- ✓ Evidence of capacity to deliver
- ✓ Supporting documents with completed application
- ✓ No duplication of current City or Service delivery or agreement
- ✓ Contact with the Community Grants team made

Criteria we assess:

Alignment with objectives in the City of Swan Strategic Community Plan (25%)
 Applicant capacity to deliver (25%)
 Merit related to outcome (25%)
 Community benefit (25%)

When you can apply:

Apply all year round



Eligibility you need to meet



Level 3+

- ✓ Evidence of capacity to deliver the initiative
- ✓ Supporting documents all with completed application
- ✓ Contact with the Community Grants team made

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:

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

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, Advisory Panel, Approval Panel, Manager & CEO 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 on 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.

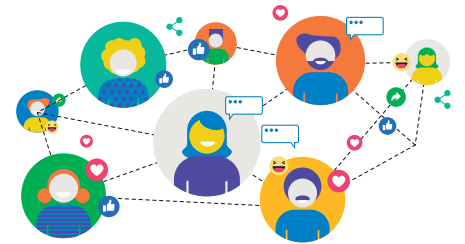
Complaints

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 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 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.

