



City of Swan Grants and Sponsorship Program

Swan Community 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 are looking to support initiatives that strengthen our community through participation, development, inclusion and sustainability.

www.swan.wa.gov.au

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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 it, and our community get to see how fantastic 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.

While the Program will not fund retrospective costs, political/religious intent, Government services, organisational recurrent and/or operational costs, there is a separate Swan Proactive Grants 'stream' which allows for capital expenses. All funding is subject to available budget.



Apply all year round

Eligibility you need to meet

- ✓ City of Swan residents.
- ✓ No outstanding debts with the City.
- ✓ Agreement to acknowledge City.
- ✓ Auspice in place (if required).



Criteria we assess:
Compliance check



Apply all year round

Eligibility you need to meet

- ✓ Level 1+
- ✓ Group ID and Status certificates
- ✓ Project must be held within the City
- ✓ Public liability insurance
- ✓ No similar agreements with the City or duplication of existing services



Criteria we assess:
Alignment with objectives in the City of Swan Strategic Community Plan (100%)



Apply all year round

Eligibility you need to meet

- ✓ Level 2+
- ✓ 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%)
Applicant capacity to deliver (25%)
Merit related to outcome (25%)
Community benefit (25%)



Apply all year round

Awarded January, April, July, October

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%)

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.

