



Grant Program Guidelines

2022/23





City of Bunbury Grant Program

The City of Bunbury grant program is designed to support initiatives and events that build the social, cultural, environmental and economic life of our City.

Bunbury is an accessible and inclusive city, where all people are valued equally.

The City of Bunbury has a population of 31,683 and located in the South West of Western Australia about 180km south of the State capital, Perth. The Bunbury Geopraphe region includes the City of Bunbury and the Shires of Capel, Dardanup and Harvey and has a total population of 92,942 residents. The South West region, to which Bunbury acts as a hub, has a total population of 181,801. (Source: Australian Bureau of Statistics, released March 2021)

Bunbury is a beautiful place to live, work and visit and has something for everyone. The quality of life is one

of its biggest attractions offering residents a variety of amenities, schools, shops, beaches and nightlife, all within easy reach. It has everything a family needs including public and private schools, tertiary education, and a range of health services, not to mention an extensive and diverse events calendar.

The City of Bunbury will continue to grow, develop and improve thanks to these qualities and the massive potential for investment and growth in our region.

For more information view our Strategic Community Plan.

Our grants programs are highly competitive, please read these guidelines before applying.



Disclaimer: The City reserves the right to update the Grant Program Guidelines, please refer to the City's website for the current version.

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The vision for Bunbury is:

**Bunbury:
welcoming
and full of
opportunities.**





Purpose

The purpose of the City of Bunbury Grant Program is to welcome opportunities that promote Bunbury as a place to live, visit and invest.

The program is divided into four categories that align with the key themes that make up the [City's Strategic Community Plan](#).



Community Connection

The purpose of this category is to build a strong and resilient community, where people feel safe and connected to their neighbourhood and City. Subcategories of Community Connect and Neighbourhood Connect.



Signature Events

The purpose of this category is to promote Bunbury as a thriving and premier destination for significant events, driving people to come visit Bunbury and spend time in the region.



Achievement

The purpose of this category is to support members of the community who exemplify excellence, to proudly represent and promote Bunbury in a positive manner.

A photograph of a community event at sunset. People are sitting on colorful beanbag chairs on a grassy area. String lights are strung across the scene, and a church steeple is visible in the background under a warm, orange sky.

Community Connect

The purpose of this subcategory is to create a highly engaged community to participate in a wide range of opportunities that make them feel welcomed and connected.

The initiatives could be through community events, theatre, film, arts, murals, artist-in-residence, music, circus, culture, sporting, health and wellness.

Eligible Applicants

- Incorporated not-for-profit organisations.
- Registered Australian Business with an Australian Business Number (ABN).
- Applicants auspiced by an Incorporated not-for-profit organisation.

In-Eligible Applicants

- Refer to 'applicant eligibility' section of the document.

Items eligible and ineligible for funding

- Refer to the 'Items considered for funding' section of the document.

Tier 1 - up to \$5,000 Matched funding required

For initiatives:

- That partner with a minimum of two community/sporting organisations that will complement or add on to existing services and resources.
- That connects the community and its people.
- That contributes to a quality lifestyle.
- That demonstrates the communities need for the initiative.
- That attracts up to 100 participants from the community.
- That uses a minimum of two local suppliers.
- That activates places and spaces within the City of Bunbury boundary.
- That has a progressive or creative element.
- That secures a minimum of one additional funding source.
- That engages an experienced committee to deliver the initiative.
- That encourages skill development and builds capacity of the organisation or community.

Tier 2 - \$5,001 to \$20,000 Matched funding required

For initiatives:

- That partner with more than two community organisations/sporting organisations that will complement or add on to existing services and resources.
- That connects the community and its people.
- That contributes to a quality lifestyle.
- That demonstrates the communities need for the initiative.
- That attracts more than 100 participants from the community.
- That uses a minimum of three local suppliers.
- That receives local media exposure.
- That activates places and spaces within the City of Bunbury boundary.
- That has a progressive and creative element.
- That showcases Bunbury's natural attributes and assets.
- That secures a minimum of two additional funding source.
- That engages an experienced committee or consultant to deliver the initiative.
- That encourages skill development and builds capacity of the organisation or community.
- That demonstrates aspects of financial sustainability.



Neighbourhood Connect

The purpose of this subcategory is to strengthen and support our residents to develop a sense of safety and connection through community initiatives in their neighbourhood.

Eligible Applicants

- Incorporated not-for-profit organisation.
- Applicants auspiced by an Incorporated not-for-profit organisation.
- Individual with no auspice (Tier 1 only).

In-Eligible Applicants

- Registered Australian Business with an Australian Business Number (ABN).
- Refer to 'applicant eligibility' section of the document.

Items eligible and ineligible for funding

- Refer to the 'Items considered for funding' section of the document.

Tier 1 - up to \$1,000 No matched funding required

For initiatives:

- That allows residents to come together to connect and meet.
- That demonstrates the neighbourhood's need for the initiative.
- That attracts or is accessed by more than 20 residents from the community.
- That is held within the City of Bunbury neighbourhoods.
- That actively engages local residents to be involved in their neighbourhood.
- That encourages an aspect of neighbourhood safety.
- That is delivered by the community for the community.

Tier 2 - \$1,001 to \$5,000 No matched funding required

For initiatives:

- That allows residents to come together to connect and meet.
- That demonstrates the neighbourhood's need for the initiative.
- That partners with a minimum of one community organisation.
- That attracts or is accessed by more than 30 residents from the community.
- That uses a minimum of one local supplier.
- That is held within the City of Bunbury neighbourhoods.
- That actively engages local residents to be involved in their neighbourhood.
- That encourages an aspect of neighbourhood safety.
- That is delivered by the community for the community.
- That encourages skill development and builds capacity of the community.



Signature Events

The purpose of this category is to promote Bunbury as a thriving and premier destination for significant events, driving people to come visit Bunbury and spend time in the region.

Eligible Applicants

- Incorporated not-for-profit organisation.
- Registered Australian Business with an Australian Business Number (ABN).

In-Eligible Applicants

- Applicants auspiced by an Incorporated not-for-profit organisation.
- Refer to 'applicant eligibility' section of the document.

Items eligible and ineligible for funding

- Refer to the 'Items considered for funding' section of the document.

Tier 1 - up to \$15,000 Matched funding required

For initiatives:

- That partners with a minimum of two community organisations and/or local businesses that will complement or add on to existing services and resources.
- That connects the community and its people.
- That is financially and physically accessible to all patrons.
- That attracts up to 500 visitors to Bunbury.
- That uses a minimum of two local suppliers.
- That encourages visitors to spend

their time and money in Bunbury.

- That promotes the event locally or regionally.
- That is a local, state or regional based event/series.
- That is progressive or unique or innovative.
- That activates places and spaces within the City of Bunbury boundary.
- That secures a minimum of one additional funding source.
- That engages an experienced committee to deliver the event.
- That demonstrates aspects of financial sustainability.

Tier 2 - \$15,001 to \$40,000 Matched funding required

For initiatives:

- That partners with more than two community organisations and/or local businesses that will compliment or add on to existing services and resources.
- That connects the community and its people.
- That is financially and physically accessible to all patrons.
- That attracts more than 500 visitors to Bunbury.
- That uses more than five local suppliers.
- That encourages visitors to spend their time and money in Bunbury.
- That promotes the event regionally, nationally or internationally.

- That is a regional, national, or international based event/series.
- That receives significant media exposure.
- That is progressive, unique or innovative.
- That activates multiple places and spaces within the City of Bunbury boundary.
- That secures a minimum of two additional funding source.
- That engages an experienced committee or consultant to deliver the event.
- That demonstrates aspects of financial sustainability.



Achievement

The purpose of this category is to support members of the community who exemplify excellence, to proudly represent and promote Bunbury in a positive manner.

Eligible Applicants

- Individual applicants.
- Incorporated not-for-profit organisation.

In-Eligible Applicants

- Registered Australian Business with an Australian Business Number (ABN).
- Refer to 'applicant eligibility' section of the document.

Items eligible for funding

- Eligible items:
 - Travel and accommodation.
 - Uniform and equipment.

Up to \$500 No matched funding required

For representatives

- That are part of a local not-for-profit incorporated organisation.
- That represent the City of Bunbury.
- That attend a regional, state, national and international event.

Update: The Achievement category has closed for 2022/2023 due to funds being fully expended



Funding Round

The City's Grants Program opens in the following rounds, dates will be advertised on the City's website:

Round 1	Round 2	All Year Round
<p>Categories:</p> <ul style="list-style-type: none"> • Community Connect • Signature Events Tier 1 • Signature Events Tier 2[^] 	<p>Categories:</p> <ul style="list-style-type: none"> • Community Connect • Signature Events Tier 1 	<p>Categories:</p> <ul style="list-style-type: none"> • Neighbourhood Connect • Achievement **
<p>Project timeframe:</p> <p>1 September 2022 - 31 May 2023 [^]1 September 2022 - 31 August 2023</p>	<p>Project timeframe:</p> <p>1 May 2023 - 31 August 2023</p>	<p>Project timeframe:</p> <p>1 July 2022 - 30 June 2023</p>
<p>Applications open:</p> <p>April 2022</p>	<p>Applications open:</p> <p>November 2022</p>	<p>Applications open:</p> <p>July – all year round</p>
<p>Applications close:</p> <p>June 2022</p>	<p>Applications close:</p> <p>December 2022</p>	<p>Applications close:</p> <p>1 May 2023</p>
<p>Notification to applicants:</p> <p>August 2022</p>	<p>Notification to applicants:</p> <p>March 2023</p>	<p>Notification to applicants:</p> <p>10 weeks - ongoing</p>

Note: Dates are subject to change and will be available on the City's website.

** The Achievement category has closed for 2022/2023 due to funds being fully expended



Eligibility

Eligibility of Applicants

The City's grant program receives applications from many types of applicants.

Please refer to the below to check eligibility or contact the grants team to discuss.

	Incorporated not-for-profit organisation	Registered Australian Business with an ABN	Individual applicants auspiced by an incorporated not-for-profit organisation	Individual applicants with no auspiced
Community Connect Tier 1 & 2	●	●	●	
Neighbourhood Connect Tier 1	●		●	●
Neighbourhood Connect Tier 2	●		●	
Signature Events Tier 1 & 2	●	●		
Achievement	●			●

Ineligible Applicants

- The Commonwealth, State, local or any government agencies.
- An individual without an Australian Business Number (ABN).
- An applicant with any outstanding debts to the City of Bunbury.
- An applicant that has failed to provide satisfactory acquittal reporting for any previous City of Bunbury funding.
- An applicant that has received funding from the City of Bunbury for the same initiative within the same financial year or annual grant program.

General Eligibility

Applicants must:

- Match the amount of funding being requested as listed in the relevant categories. *Example: request \$2,000 in funding from the City of Bunbury, matched by applicants at \$2,000. (excludes Neighbourhood Connect)*
- Auspiced applicants and not-for-profit organisations may match the funding to a maximum of 25% being in-kind services. In-kind must be calculated at \$30/hour.
- Businesses must match the amount of funding being requested with cash.
- Submit their application via the Smartygrants portal within a grant funding round and late submissions will not be accepted.
- Have the appropriate insurance and licenses to conduct the relevant work.
- Ensure the initiative complies with all COVID-19 regulations for the planning and delivery of the initiative/event.
- Ensure the initiative or a significant portion of it, takes place within the City of Bunbury boundaries.
- Ensure the initiative funding in round 1 takes place between 1 September 2022 to 30 May 2023 and round 2 takes place between 1 May 2023 to 31 August 2023.
- Ensure the initiative is open to the general public and is accessible.
- Ensure the initiative promotes the City of Bunbury in a positive manner.
- Only apply to one category for the initiative.
- Discuss the initiative with a member from the grants team prior to submission.
- Complete an online acquittal form within 12 weeks of the completion of the initiative or by 30 June for the financial year the funding was approved. Late or insufficient acquittals may deem the applicant ineligible for future funding opportunities.



Items Considered for Funding



The City will consider the following items to be eligible for funding:

- Equipment operations and hire costs.
- Entertainment and talent fees.
- Travel expenses and accommodation.
- Coordinator fees relating to the specific event or activity capped at 50% of the total funding request.
- Advertising and promotional expenses.
- External facilitators or presenters.
- Venue hire.
- Capital purchases/equipment of up to \$2,000 (ex GST) relating to the application.
- City of Bunbury services including the following:
 - Waste services
 - Street sweeping
- Open space services
- Venue and ground hire
- Banner and billboard hire
- Removal of bollards or goal posts
- Beach raking
- Cleaning of City facilities
- Other services listed in the City's fees and charges

The City will not consider the following items and deem them to be ineligible for funding:

- Capital purchases/equipment over \$2,000 (ex GST).
- Prize, award or sponsorship money.
- Applications that are political in nature or incorporate political activities or protest.
- Religious events (not including charities run by religious groups).
- Private functions including but not limited to weddings, awards ceremony, annual celebrations or private parties.
- Day-to-day operational funding for the applicant including but not limited to ongoing classes, open days, sales or special occasions with the aim to profit the applicant.
- Initiatives that fall outside of the date range listed in the application form.
- Initiatives that have already been started.
- Capital works projects of programs
- Applicants that have not acquitted previous funding applications or have outstanding debts with the City of Bunbury.
- Initiatives that have already received funding or support from the City of Bunbury in the relevant financial year.
- Applications that conflict with the City of Bunbury legislation and/or policies.
- Initiatives that exclude or offend minority community groups.
- Initiatives that could present a hazard to the community or promote anti-social behaviour.

Assessment Process

Applications will be scored against a scoring matrix and ranked accordingly.

A minimum of three people will review the applications and recommend funding to be endorsed by the Chief Executive Officer under delegated authority from Council.

The Bunbury Event Advisory Committee will review applications received through the Signature Events Tier 2 category and recommend funding to be endorsed by the Chief Executive Officer.

Through assessment the application may be recommended

for partial funding, this decision is carefully considered with the view of maintaining the integrity of the initiative.

The City of Bunbury reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the eligibility criteria.

The final decision on funding allocations lies with the Chief Executive Officer through delegated authority and applicants may not request an appeal.

Notification to applicants and payment of funds

Applicants will be notified within 10 weeks from close date of the round or 10 weeks from submission for rounds open throughout the year. Successful applicants will be provided with a grant agreement for signing.

Payment of funds will be in accordance with the details listed in the grant agreement.

If funds are returned or unallocated an additional round may be advertised.

Canvassing Elected members or Employee of the City of Bunbury

If prior to the determination of a grant, an applicant or any agent canvasses an elected member or employee of the City of Bunbury or attempts to provide additional information either directly or indirectly.

In the event supplementary information is requested to be provided, this must be submitted in writing to the Grants Officer directly to be distributed.

The application may be disqualified and excluded from being considered in the grant round.





**Bunbury:
a place to
live, visit
and invest.**

www.bunbury.wa.gov.au