

Grant Program Guidelines

2023/24



City of Bunbury Profile

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

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

Version: 1.1 - Updated March 2023

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.

Strategic
Community Plan



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The vision for Bunbury is:

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



Bunbury Fringe Festival

Purpose

The purpose of the City of Bunbury Grant Program is to activate Bunbury as a premier destination of culture and creativity for people to connect. The program categories align with the key themes that make up the City's Strategic Community Plan.



New Makers

The purpose of this category is to support new applicants and their initiatives that engage the community to participate in a wide range of opportunities that contribute to Bunbury's events calendar.



Neighbourhood Connect

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



Community Connect

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



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.

*A wide range of opportunities includes but is not limited to:
The arts, music, sporting, cultural, community, leisure, health and wellness.*



Tree Street Art Safari

New Makers

The City is looking to support new applicants who have never applied to the grant program with initiatives and events that connect the community and meet the following criteria.

Eligible Applicants

- Applicants who have never applied to the City's grant program.
- Individual applicants auspiced.
- Incorporated not-for-profit organisation.
- Registered Australian Business with an ABN

In-Eligible Applicants

- Applicants that have applied to the City of Bunbury grant program in the past.
- 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.

Up to \$2,000 No matched funding required

For initiatives or events

- That are new to the City and have never taken place before.
- That actively engages the community to participate in a wide range of opportunities.
- That contribute to a healthy, active and connected community.
- That activates places and spaces within the City of Bunbury boundaries.
- That attracts more than 100 participants from the community.
- That demonstrates the communities need for the initiative or event.
- That is open, inclusive and accessible to all members of the community.
- That has free elements for the community to participate in.



Neighbourhood Connect

The City is looking to support initiatives and events that activate local neighbourhood open spaces, focusing on safety and connection for those that live there.

Eligible Applicants

- Incorporated not-for-profit organisation.
- Applicants auspiced by an Incorporated not-for-profit organisation.
- Registered Australian Business with an ABN
- Individual Applicants

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.

Funding up to \$2,000 No matched funding required

For initiatives:

- That engages the local neighbourhood residents and community groups to participate and be involved in the initiative/event.
- That contributes to a healthy, active, safe and connected neighbourhood.
- That is held within the City of Bunbury neighbourhoods and activates community open spaces.
- That attracts or is accessed by more than 30 residents from the local neighbourhood.
- That demonstrates the neighbourhood's need for the initiative.
- That is delivered by the community for the community.
- That is open, inclusive and accessible to all members of the community.
- That are free to attend and participate in.



Community Connect

Tree Street Art Safari

The City is looking to support initiatives and events that connect the community through performing arts, film, murals, arts, music, circus, culture, sporting, health+wellness.

The aim is to create an engaged community where everyone is welcome and connected.

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 includes and celebrates local Noongar culture.
- That actively engages the community to participate and be involved in initiatives that contribute to a healthy, active and connected community.
- That demonstrates the need for the initiative and how it connects the community and its people.
- That is open, inclusive and accessible for the community to attend.
- That has free elements for the community to participate in and free to attend.
- That activates places and spaces within the City of Bunbury boundary.
- That secures additional funding sources.
- That encourages skill development and builds capacity of the organisation or community.
- That attracts up to 150 participants to a community event or up to 50 participants to a community program.
- That partner with a minimum of two community/sporting organisations that will complement or add on to existing services and resources.
- That uses local suppliers.

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

For initiatives:

- That includes and celebrates local Noongar culture.
- That actively engages the community to participate and be involved in initiatives that contribute to a healthy, active and connected community.
- That demonstrates the need for the initiative and how it connects the community and its people.
- That is open, inclusive and accessible for the community to attend.
- That uses local suppliers.
- That demonstrates low waste and sustainable environmental practices within the community.
- That activates places and spaces within the City of Bunbury boundary.
- That secures additional funding sources.
- That encourages skill development and builds capacity of the organisation or community.
- That attracts over 150 participants to a community event or over 50 participants to a community program.
- That has free elements for the community to participate in and free to attend.
- That partner with a minimum of three community/sporting organisations that will complement or add on to existing services and resources.



Signature Events

Targa Bunbury Sprint

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 includes and celebrates local Noongar culture.
- That demonstrates how the event encourages and grows participation in a wide range of opportunities.
- That is financially and physically accessible to all patrons and has free elements for the community to participate in.
- That attracts up to 5000 attendees with 10% from outside the greater Bunbury. That contributes to the Bunbury events scene.
- That uses local suppliers.
- That promotes the event locally or regionally.
- That is progressive or unique or innovative.
- That activates places and spaces within the City of Bunbury boundaries.
- That spans multiple days.
- That activates the City day and night
- That secures additional funding sources.
- That encourages visitors to spend their time and money in Bunbury.
- That partners with more than two community organisations and/or local businesses that will complement or add on to existing services and resources.

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

For initiatives:

- That includes and celebrates local Noongar culture.
- That demonstrates how the event encourages and grows participation in a wide range of opportunities.
- That is financially and physically accessible to all patrons and has free elements for the community to participate in.
- That attracts more than 5,000 attendees with 15% from outside the greater Bunbury.
- That contributes to the Bunbury events scene.
- That uses local suppliers.
- That demonstrates low waste and sustainable environmental practices.
- That promotes the event regionally or nationally.
- That is progressive or unique or innovative.
- That activates places and spaces within the City of Bunbury boundaries.
- That spans multiple days.
- That activates the City day and night.
- That secures additional funding sources.
- That encourages visitors to spend their time and money in Bunbury.
- That partners with more than three community organisations and/or local businesses that will complement or add on to existing services and resources.

Funding Rounds

Bunbury Fringe

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

Round 1

Categories:

- Community Connect
- Signature Events Tier 1
- Signature Events Tier 2^

Project timeframe:

1 September 2023 - 31 May 2024

^1 September 2023 - 15 October 2024

Applications open:

April 2023

Applications close:

June 2023

Notification to applicants:

August 2023

Round 2

Categories:

- Community Connect
- Signature Events Tier 1

Project timeframe:

1 May 2024 - 31 August 2024

Applications open:

November 2023

Applications close:

December 2023

Notification to

applicants: March 2023

All Year Round

Categories:

- Neighbourhood Connect
- New Makers

Project timeframe:

1 September 2023 -

30 September 2024

Applications open:

April 2023

Applications close:

30 June 2024 or until funds are fully expended

Notification to applicants:

up to 12 weeks from submission

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

Eligibility



South West Festival of Japan

Eligible 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
New Makers	◆	◆	◆	
Neighbourhood Connect	◆	◆	◆	◆
Community Connect Tier 1 & 2	◆	◆	◆	
Signature Events Tier 1 & 2	◆	◆		

Ineligible Applicants

The below types of applicants are ineligible to apply to the City's grant program

- The Commonwealth, State, local or any government agencies.
- An applicant that receives operational funding from the City.
- 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 New Makers and 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 initiatives funded take place within the project time frames as listed in the funding rounds.
- 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 6 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.



Bunbury Fringe



Items Considered for Funding

South West Multicultural Festival

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
- First Aid services.
- Event specific Insurance.

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 including gift vouchers or trophies.
- 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 or 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 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.


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

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



Bunbury:
a place to live,
visit and invest.

Contact the Grants Team

 08 9792 7033

 grants@bunbury.wa.gov.au

 www.bunbury.wa.gov.au/bunbury-grant-program