

Grant Program

Scoring Matrix

Applicants are encouraged to use the scoring matrix as a tool to help submit a high-quality application. Applications are scored against the general criteria and the criteria relevant to the category applied to.

Applications are scored in a competitive round against all eligible applications received for the category with the highest scoring applications being considered for funding.

Update the Grant Program Scoring Matrix at anytime. Refer to the City's website for the current version.

Version: 1.1 - Updated April 2024



General Criteria



The below criteria apply to all grant categories.
Maximum Score: 120 points

Applicant demonstrates aspects of financial sustainability.

15 Points	Applicant has detailed an extensive budget including all financial aspects and multiple quotes for the initiative/event.
2 points	Applicant has detailed a budget with minimal financial aspects and no or minimal quotes for the initiative/event.

That engages an experienced committee or event management service to deliver the initiative/event.

10 points	Details experience of delivering the initiative/events of a similar capacity, giving multiple and relevant examples. Applicant details how they recruit and retain volunteers.
5 points	Details experience of delivering the initiative/events of a similar capacity, giving multiple and relevant examples.
2 points	Details minimal examples and experience of delivering the initiative.
0 points	Details no examples and experience of delivering the initiative.

The initiative or event is financially accessible to the community.

50 points	Initiative or event is 100% free to attend.
30 points	Initiative or event has 75% - 99% free elements to attend and the rest are paid/ticketed.
20 points	Initiative or event has 55%-74% free elements to attend and the rest are paid/ticketed.
8 points	Initiative or event has up to 54% free elements to attend and the rest are paid/ticketed.
3 point	Initiative or event is paid to participate in.
1 point	Initiative or event is paid/ticketed to attend.

** **Attendee** is a person who attends the initiative or event as a audience member, spectator.
Participant is a person who competes, performs, provides a service (paid or unpaid) or registers to participate in the initiative or event.*

That is open, inclusive and accessible to all members of the Community.

10 points	Details how the initiative/event is open, inclusive and accessible to all members of the community. Listing relevant and extensive examples of inclusion and accessibility.
2 points	Details how the initiative/event is open, inclusive and accessible to all members of the community. Listing general examples of inclusion and accessibility.
0 points	Does not detail how the initiative/event is open, inclusive and accessible to all members of the community.

** Focusing on Disability, Access and Inclusion within the Community refer to the grants accessible and inclusion checklist on the City of Bunbury website.*

That uses local suppliers.

20 points	Details how 8 or more local suppliers will be used.
10 points	Details how 5-7 local suppliers will be used.
5 points	Details how 1-5 local suppliers will be used.
0 points	Does not detail how local suppliers will be used.

Previous acquittal being completed and submitted on time.

10 points	Applicant has acquitted previous applications with the City on time.
0 points	Applicant has not acquitted previous applications with the City on time.

Applicant discusses proposed initiative/event with the grants team.

5 points	Applicant has discussed the proposed application with the grants team and applied to the correct category.
0 points	Applicant has not discussed the proposal with the grants team.

Active Places

The purpose of this category is to bring the community together focusing on safety, belonging and strengthening the connection between people and the places they share.

The City is looking to support community driven events and initiatives that creates a sense of place, increase participation in community life, develop social connections, improves safety and bring happiness to our streets and neighbourhoods.

These could be pop up events or markets, neighbourhood BBQ's, place activation initiatives or interactive art installations.



Maximum Score: 70 points

Including the general criteria, the below apply to Active places initiative or event:

That actively engages local residents or community groups to be involved in the initiative/event.

10 points	Details how the community will be engaged to come together, participate and be involved - giving multiple, relevant and detailed examples.
2 points	Details how the community will be engaged to come together, participate and be involved - giving one relevant and detailed example.
0 points	Does not detail how the community will be engaged to come together, participate and be involved.

That contributes to a healthy, active, safe and connected community.

10 points	Details how the initiative/event contributes to a healthy, active and connected community giving multiple, relevant and detailed examples.
2 points	Details how the initiative/event contributes to a healthy, active and connected community giving one relevant example.
0 Points	Does not detail how the initiative contributes to a healthy, active and connected community.

That encourages participation in community life through activating community open spaces within local neighbourhoods or the CBD.

10 points	Details how multiple places and spaces within the City of Bunbury or CBD will be utilised.
5 points	Details how one place or space within the Bunbury CBD will be utilised.
2 points	Details how one place or space within the City of Bunbury will be utilised.

That attracts more than 50 participants to take part in the initiative/event

20 points	Initiative attracts more than 100 participants.
10 points	Initiative attracts between 75-100 participants.
5 points	Initiative attracts between 50-75 participants.
1 point	Initiative attracts up to 50 participants.

That is delivered by the community for the community

10 points	Details how the initiative is delivered by the community giving multiple, relevant and detailed examples.
2 points	Details how the initiative is delivered by the community giving one relevant and detailed example.
0 points	Does not detail how the initiative is delivered by the community.

That demonstrates the communities need for the initiative.

10 points	Details how the initiative benefits and is needed by the community giving multiple, relevant and detailed examples.
2 points	Details how the initiative benefits and is needed by the community giving one relevant example.
0 points	Does not detail how the initiative benefits and is needed by the community.

Community Connect – Tier 1

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.

This category welcomes initiative or events that activate, engage, connect and encourage the Bunbury community to participate in a wide range of opportunities incorporating the arts, film, murals, music, circus, culture, sporting, health, wellness, performing arts and community events.



Maximum Score: 110 points

Including the general criteria, the below apply to Community Connect Tier 1 initiatives:

That includes and celebrates local Noongar culture.

20 points	Details how multiple elements of local Noongar culture will be included in the event extending further than welcome to country or acknowledgement of country.
2 points	Details how local Noongar culture will be included in the event including welcome to country or acknowledgement of country.
0 points	Does not detail how Noongar culture will be included in the event.

That actively engage the community to participate and be involved in initiatives/events that contribute to a healthy, active and connected community.

10 points	Details how the community will come together to participate and contributes to a healthy, active and connected community giving multiple, relevant and detailed examples.
2 points	Details how the community will come together to participate and contributes to a healthy, active and connected community giving one relevant and detailed example.
0 points	Does not detail how the community will come together to participate or contributes to a healthy, active and connected community.

That demonstrates the need for the initiative and how it connects the community and its people.

10 points	Details the need for the initiative and how it connects the community and its people giving multiple, relevant and detailed examples.
2 points	Details the need for the initiative and how it connects the community and its people giving one relevant and detailed example.
0 points	Does not detail the need for the initiative and how it connects the community and its people.

That partners with a minimum of 2 community/sporting organisations that will complement or add on to existing services and resources.

10 points	Details partnerships with more than 2 community/sporting organisations.
2 points	Details partnerships with 2 community/sporting organisations.
0 points	Details partnerships with less than 2 community/sporting organisations.

That activates places and spaces within the City of Bunbury boundaries.

10 points	Details how multiple places and spaces within the City of Bunbury will be utilised.
2 points	Details how one place or space within the City of Bunbury will be utilised.

That attracts 150 participants to a community event or 50 participants to a community program/initiative.

- 20 points** Initiative attracts more than 150 participants to a community event or more than 50 participants to a community program.
- 5 points** Initiative attracts 100-150 participants to a community event or 30-50 participants to a community program.
- 1 point** Initiative attracts up to 100 participants to a community event or up to 30 participants to a community program.

That encourages skill development and builds capacity of the organisation or community.

- 10 points** Details how skill development and capacity building of the organisation or community will be included in the initiative giving multiple, relevant and detailed examples.
- 2 points** Details minimal skill development and capacity building of the organisation or community will be included in the initiative giving one relevant and detailed example.
- 0 points** Does not detail how skill development and capacity building of the organisation or community will be included in the initiative.

That secures additional funding sources.

- 20 points** Secures 2 or more additional funding source – confirmed.
- 5 points** Secures 1 additional funding source – confirmed.
- 1 point** Applied to funding sources – unconfirmed outcome.
- 0 points** Funding sources not applied for.



Community Connect – Tier 2



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.

This category welcomes initiative or events that activate, engage, connect and encourage the Bunbury community to participate in a wide range of opportunities incorporating the arts, film, murals, music, circus, culture, sporting, health, wellness, performing arts and community events.

Maximum Score: 120 points

Including the general criteria, the below apply to Community Connect Tier 2 initiatives:

That includes and celebrates local Noongar culture.

20 points	Details how multiple elements of local Noongar culture will be included in the event, extending further than welcome to country or acknowledgement of country.
2 points	Details how local Noongar culture will be included in the event including welcome to country or acknowledgement of country.
0 points	Does not detail how Noongar culture will be included in the event.

That actively engage the community to participate and be involved in initiatives/events that contribute to a healthy, active and connected community.

10 points	Details how the community will come together to participate and contribute to a healthy, active and connected community giving multiple, relevant and detailed examples.
2 points	Details how the community will come together to participate and contribute to a healthy, active and connected community giving one relevant and detailed example.
0 points	Does not detail how the community will come together to participate or contribute to a healthy, active and connected community.

That demonstrates the need for the initiative and how it connects the community and its people.

10 points	Details the need for the initiative and how it connects the community and its people giving multiple, relevant and detailed examples.
2 points	Details the need for the initiative and how it connects the community and its people giving one relevant and detailed example.
0 points	Does not detail the need for the initiative and how it connects the community and its people.

That partners with a minimum of 3 community/sporting organisations that will complement or add on to existing services and resources.

10 points	Details partnerships with more than 3 community/sporting organisations.
2 points	Details partnerships with 3 community/sporting organisations.
0 points	Details partnerships with less than 3 community/sporting organisations.

That demonstrates low waste and sustainable environmental practises within the community.

10 points	Details how the initiative is low waste and demonstrates sustainable environmental practises within the community giving multiple, relevant and detailed examples. (outside of state laws around food packaging)
2 points	Details how the initiative is low waste and demonstrates sustainable environmental practises within the community giving one relevant and detailed example.
0 points	Does not detail how the initiative is low waste and demonstrates sustainable environmental practises within the community.

That activates places and spaces within the City of Bunbury boundaries.

- 10 points** Details how multiple places and spaces within the City of Bunbury will be utilised.
- 2 points** Details how one place or space within the City of Bunbury will be utilised.

That attracts over 150 participants to a community event or over 50 participants to a community program/initiative.

- 20 points** Initiative attracts more than 200 participants to a community event or more than 70 participants to a community program.
- 10 points** Initiative attracts 150-200 participants to a community event or 50-70 participants to a community program.
- 2 point** Initiative attracts up to 150 participants to a community event or up to 50 participants to a community program.

That encourages skill development and builds capacity of the organisation or community.

- 10 points** Details how skill development and capacity building of the organisation or community will be included in the initiative giving multiple, relevant and detailed examples.
- 2 points** Details minimal skill development and capacity building of the organisation or community will be included in the initiative giving one relevant and detailed example.
- 0 points** Does not detail how skill development and capacity building of the organisation or community will be included in the initiative.

That secures additional funding source.

- 20 points** Secures 3 or more additional funding sources – confirmed.
- 10 points** Secures up to 2 additional funding sources – confirmed.
- 1 point** Applied to funding sources – unconfirmed outcome.
- 0 points** Funding sources not applied for.



Signature Events – Tier 1



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.

This category welcomes events that promote Bunbury as a thriving and premier destination to live, visit and invest.

Events that span multiple days and encourage tourism, economic growth, and visitors to spend time in the region are preferred.

Maximum Score: 200 points

Including the general criteria, the below apply to Signature Events Tier 1 Events:

That includes and celebrates local Noongar culture.

20 points	Details how multiple elements of local Noongar culture will be included in the event extending further than welcome to country or acknowledgement of country.
2 points	Details how local Noongar culture will be included in the event including welcome to country or acknowledgement of country.
0 points	Does not detail how Noongar culture will be included in the event.

That has new progressive or unique or innovative elements.

10 points	Details multiple progressive, unique or innovative elements that are new to the event from previous years.
5 points	Details one progressive, unique or innovative element that is new to the event from previous years.
0 points	Does not detail any new progressive, unique or innovative elements.

That encourages and grows participation in a wide range of opportunities.[^]

10 points	Details how the event encourages and grows participation giving multiple, relevant and detailed examples.
2 points	Details how the event encourages and grows participation giving one relevant and detailed example.
0 points	Does not detail how the event encourages and grows participation.

[^] Wide range of opportunities incorporates but is not limited to arts, culture, sporting, recreation, leisure activities, health and wellness.

That activates places and spaces within the City of Bunbury boundaries.

20 points	Details how multiple places and spaces within the City of Bunbury will be utilised including City owned buildings or public open spaces.
10 points	Details how multiple places and spaces within the City of Bunbury will be utilised.
1 point	Details how one place or space within the City of Bunbury will be utilised.

That attracts 2,000 or more attendees with 10% from outside the Greater Bunbury region.

50 points	Attracts more than 2,000 attendees and more than 10% from outside the greater Bunbury region.
20 points	Attracts more than 2,000 attendees and less than 10% from outside the greater Bunbury region.
10 points	Attracts less than 2,000 attendees and more than 10% from outside the greater Bunbury region.
2 points	Event attracts less than 2,000 attendees and less than 10% from outside the greater Bunbury region.
0 points	Initiative attracts less than 1,000 attendees.

* **Attendee** is a person who attends the initiative or event as a audience member, spectator.

Participant is a person who competes, performs, provides a service (paid or unpaid) or registers to participate in the initiative or event.

That promotes the event locally or regionally.

10 points	Details how marketing and media will engage across more than 3 platforms locally and regionally.
2 points	Details how marketing and media will engage across 2 platforms locally.
0 points	Details how marketing and media will engage across a single platform locally.
Extra	
10 points	Includes a detailed media and marketing plan.

That spans multiple days.

20 points	Event is three consecutive days or more in duration.
2 points	Event is two consecutive days in duration.
1 point	Event is held on a single day.

That activates the City day and night.

10 points	Event activates the City day and night.
5 points	Event activates the City at night.
1 point	Event activates the City during the day.

That encourages visitors to spend their time and money in Bunbury.

10 points	Details how visitors are encouraged to spend their time and money in Bunbury giving multiple, relevant and detailed examples.
2 points	Details how visitors are encouraged to spend their time and money in Bunbury giving one relevant and detailed example.
0 points	Does not detail how visitors are encouraged to spend their time and money in Bunbury.

That the event contributes to the Bunbury events scene.

10 points	Event is held in the non-peak event season. (May – August)
2 points	Event is held in the peak event season. (September – April)

That partners with a minimum of 2 community/sporting organisations.

10 points	Details partnerships with 3 or more community /local sporting organisations.
2 points	Details partnerships with 2 community /local sporting organisations.
0 points	Details partnerships with less than 2 community /local sporting organisations.

That secures additional funding source.

20 points	Secures 2 or more additional funding sources – confirmed.
5 points	Secures 1 additional funding sources – confirmed.
1 point	Applied to funding sources – unconfirmed outcome.
0 points	Funding sources not applied for.



Signature Events – Tier 2

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.

This category welcomes events that promote Bunbury as a thriving and premier destination to live, visit and invest. Events that activate places and spaces throughout the City, day and night and span more than 4 consecutive days along with events that encourage tourism, economic growth, and visitors to spend time and money in the region are preferred.



Maximum Score: 220 points

Including the general criteria, the below apply to Signature Events Tier 2 Events:

That includes and celebrates local Noongar culture.

20 points	Details how multiple elements of local Noongar culture will be included in the event extending further than welcome to country or acknowledgement of country.
2 points	Details how local Noongar culture will be included in the event including welcome to country or acknowledgement of country.
0 points	Does not detail how Noongar culture will be included in the event.

That has new progressive or unique or innovative elements.

10 points	Details multiple progressive, unique or innovative elements that are new to the event from previous years.
5 points	Details one progressive, unique or innovative element that is new to the event from previous years.
0 points	Does not detail any new progressive, unique or innovative elements.

That encourages and grows participation in a wide range of opportunities. ^

10 points	Details how the event encourages and grows participation giving multiple, relevant and detailed examples.
2 points	Details how the event encourages and grows participation giving one relevant and detailed example.
0 points	Does not detail how the event encourages and grows participation.

^ Wide range of opportunities incorporates but is not limited to arts, culture, sporting, recreation, leisure activities, health and wellness.

That demonstrates low waste and sustainable environmental practises.

10 points	Details how the initiative is low waste and demonstrates sustainable environmental practises giving multiple, relevant and detailed examples. (outside of state laws around food packaging)
2 points	Details how the initiative is low waste and demonstrates sustainable environmental practises giving one relevant and detailed example.
0 points	Does not detail how the initiative is low waste and demonstrates sustainable environmental practises.



That activates places and spaces within the City of Bunbury boundaries.	
20 points	Details how multiple places and spaces within the City of Bunbury will be utilised including City owned buildings or public open spaces.
10 points	Details how multiple places and spaces within the City of Bunbury will be utilised.
1 points	Details how one place or space within the City of Bunbury will be utilised
That promotes the event regionally or nationally.	
10 points	Details how marketing and media will engage across more than 3 platforms regionally and nationally.
2 points	Details how marketing and media will engage across 2 platforms regionally.
0 points	Details how marketing and media will engage across a single platform regionally.
Extra 10 points	Includes a detailed media and marketing plan.
That attracts 2,500 or more participants with 15% from outside the Greater Bunbury region.	
50 points	Attracts more than 2,500 participants and more than 15% from outside the greater Bunbury region.
20 points	Attracts more than 2,500 participants and less than 15% from outside the greater Bunbury region.
10 points	Attracts up to 2,500 participants and more than 15% from outside the greater Bunbury region.
2 points	Attracts up to 2,500 participants and less than 15% from outside the greater Bunbury region.
0 point	Initiative attracts less to 2,000 participants.
That spans multiple days.	
30 points	Event is four consecutive days or more in duration.
10 points	Event is three consecutive days in duration.
2 points	Event is two consecutive days in duration.
1 point	Event is held on a single day.
That activates the City day and night.	
10 points	Event activates the City day and night.
5 points	Event activates the City at night.
1 point	Event activates the City during the day.
That the event contributes to the local Bunbury events scene.	
10 points	Event is held in the non-peak event season. (May – August)
2 points	Event is held in the peak event season. (September – April)
That encourages visitors to spend their time and money in Bunbury.	
10 points	Details how visitors are encouraged to spend their time and money in Bunbury giving multiple, relevant and detailed examples.
2 points	Details how visitors are encouraged to spend their time and money in Bunbury giving one relevant and detailed example.
0 points	Does not detail how visitors are encouraged to spend their time and money in Bunbury.
That partners with more than 3 community/local sporting organisations.	
10 points	Details partnerships with 4 or more community/local sporting organisations.
2 points	Details partnerships with 3 community/local sporting organisations.
0 points	Details partnerships with 3 or less community/local sporting organisations.
That secures additional funding source.	
20 points	Secures 2 or more additional funding sources – confirmed.
5 points	Secures 1 additional funding sources – confirmed.
1 point	Applied to funding sources – unconfirmed outcome.
0 points	Funding sources not applied for.