

Grant Program Guidelines

2024/25

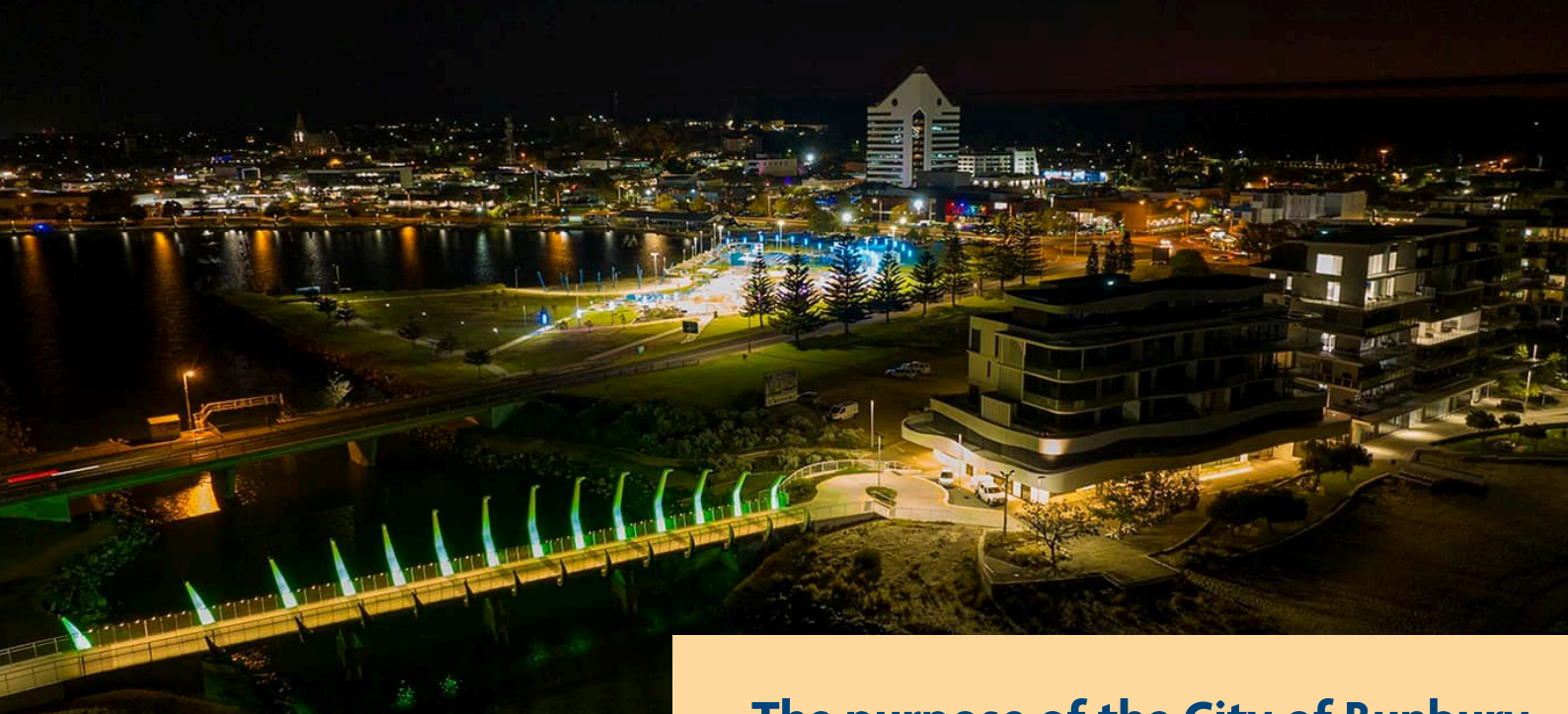


The Vision for Bunbury

Bunbury: welcoming and full of opportunities.



The City of Bunbury acknowledges the traditional owners of the land, the Noongar Wardandi people and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past, present and emerging.



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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:1.2 - Updated 28 August 2024

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.

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 34,396 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, Harvey and Donnybrook-Balingup with a total population of 114,478 residents. The South West region, to which Bunbury acts as a hub, has a total population of 193,722. (Source: Remplan 2023)

Bunbury is a beautiful place to live, work and visit, with an extensive and diverse events calendar with 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.

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.





Active Places

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.

Eligible and 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 residents and community groups to participate and be involved in the initiative/event.
- That contributes to a healthy, active, safe and connected community.
- That encourages participation in community life through activating community open spaces within local neighbourhoods or the CBD.
- That attracts more than 50 participants to take part in the initiative/event.
- That is delivered by the community for the community.
- That demonstrates the communities need for the initiative.
- That is open, inclusive and accessible to all members of the community.
- That is free to attend and participate in.



Community Connect

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.

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 and 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 boundaries.
- That secures additional funding sources.
- That encourages skill development and builds capacity of the organisation or community.
- That attracts 150 participants to a community event or 50 participants to a community program/initiative.
- That partners 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 demonstrates low waste and sustainable environmental practices within the community.
- That activates places and spaces within the City of Bunbury boundaries.
- That uses local suppliers.
- That secures additional funding sources.
- That encourages skill development and builds capacity of the organisation or community.
- That attracts more than 150 participants.
- That has free elements for the community to participate in and free to attend.
- That partners with a minimum of three community/sporting organisations that will complement or add on to existing services and resources.



Signature Events

Southwest
Multicultural Festival

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.

The City is looking to support events that drive tourism, economic development and visitation to Bunbury on a large scale.

Eligible and 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 \$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 2,000 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 2,500 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.



Bunbury Chinese Lantern Festival

Funding Rounds

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"> • Active Places
<p>Project timeframe: 1 September 2024 - 31 August 2025</p> <p>[^]1 September 2024 - 20 October 2025</p>	<p>Project timeframe: 1 March 2025 - 31 August 2025</p>	<p>Project timeframe: 1 September 2024 - 31 May 2025</p>
<p>Applications open: 22 April 2024</p>	<p>Applications open: November 2024</p>	<p>Applications open: 22 April 2024</p>
<p>Applications close: 31 May 2024</p>	<p>Applications close: December 2024</p>	<p>Applications close: Round is closed as all funds have been expended</p>
<p>Notification to applicants: August 2024</p>	<p>Notification to applicants: February 2025</p>	<p>Notification to applicants: up to 12 weeks from submission</p>

Note: Dates are subject to change and will be available on the City's website.
[^] Project time frame relating to the Signature Events Tier 2 category only.



Eligibility

St Patrick's Day Festival

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
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Active Places	◆	◆	◆	◆
Community Connect	◆	◆	◆	◆
Signature Events	◆	◆		

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 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 Active Places category.)*
- 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 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.





South West Japan Festival

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 accomodation.
- 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 or equipment up to \$2,000 (ex GST) relating to the application that contributes to activation.
- First Aid services.
- Event specific Insurance.
- 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 City facilities

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).
- Website design/hosting.
- Training/Personal development or conferences.
- Capital works projects or programs.
- Catering
- Health programs
- events including but not limited to private functions, conferences, professional development, weddings, awards ceremony, annual celebrations or 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.
- School engagement or educational based programs.
- Uniforms
- 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.
- Promotional merchandise
EG. T-shirts, pens, tote bags, volunteer or thankyou gifts

Assessment Process

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

A minimum of three officers will review the application 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 or funding under the minimum of amount of the tier 2 categories. This decision is carefully considered with the view of maintaining the integrity of the initiative/event.

The City of Bunbury reserves the right to request further information 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 the applicant may not request an appeal.

A multi year agreement may be offered to successful applicants of the Signature Events Tier 2 category at the discretion of the City of Bunbury.

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 funding 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