



Tree Street Art Safari



Grant Program Guidelines 2025/26

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.



Bunbury Fringe

Contents

Vision.....Page 2

ProfilePage 3

Active PlacesPage 4

Community ConnectPage 5

Signature EventsPage 6

Funding Rounds.....Page 7

Eligibility.....Page 8

Items Considered for Funding.....Page 10

Assessment Process.....Page 11

Notification to applicantsPage 11
and payment of funds

Canvassing Elected MembersPage 11
and staff

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 1 April 2025

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 is located in the South West of Western Australia about 180km south of the state capital, Perth.

The Bunbury Geographe 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, school, 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



Sunset Markets

Funding up to \$3,000

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.

Active Places

The purpose of this grant 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.

Community Connect



Tree Street Art Safari

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, health+wellness. The aim is to create an engaged community where everyone is welcome and connected

Tier 1 - up to \$10,000

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 - up 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 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 more than 150 participants to a community event or 50 participants to a community program/initiative.
- That partners with more than two community/sporting organisations that will complement or add on to existing services and resources.
- That uses local suppliers.

Signature Events



Signature Events

The purpose of this category is to promote Bunbury as a thriving 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

Tier 1 - up to \$20,000

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 open, inclusive and accessible for the community to attend.
- That has free elements for the community to participate in and free to attend.
- That attracts up to 2,000 attendees with 10% from outside the greater Bunbury region.
- That contributes to the Bunbury event 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 a minimum of two community/sporting organisations that will complement or add on to existing services and resources.

Tier 2 - up 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 open, inclusive and accessible for the community to attend.
- That has free elements for the community to participate in and free to attend.
- That attracts more than 2,500 attendees with 15% from outside the greater Bunbury region.
- That contributes to the Bunbury event scene.
- That uses local suppliers.
- That demonstrates low waste and sustainable environmental practices.
- 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 a minimum of two community/sporting organisations that will complement or add on to existing services and resources.



South West Japan Festival

Funding Rounds

Round 1

Grant Categories

Community Connect
Signature Events Tier 1
Signature Events Tier 2[^]

Round Opens - 21 April 2025

Round Closes - 30 May 2025

Notification to Applicants
August 2025

Project Timeframe

1 September 2025 - 31 August 2026

[^] 1 September 2025 - 20 October 2026

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

Note:

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

[^] Project timeframe relating to Signature events Tier 2 category only.

Round 2

Grant Categories

Community Connect
Signature Events Tier 1

Round Opens - October 2025

Round Closes - December 2025

Notification to Applicants
February 2026

Project Timeframe

1 March 2026 - 31 August 2026

All Year Round

Grant Categories

Active Places

Round Opens - 21 April 2025

Round Closes - February 2026
or until funds are fully expended

Notification to Applicants
Up to 12 weeks from submission

Project Timeframe

1 September 2025 - 31 May 2026

Eligibility



Lost & Found Festival

Eligible Applicants

The City's grant program receives applications from many types of applicants. Please refer to this list to check eligibility or contact the grants team to discuss.

Incorporated not-for-profit organisation

Eligible to apply to:

- Active Places
- Community Connect
- Signature Events

Registered Australian Business with an ABN

Eligible to apply to:

- Community Connect
- Signature Events

Individual Applicant auspiced by an incorporated not-for-profit organisation

Eligible to apply to:

- Active Places
- Community Connect

Individual Applicant with no Auspice

Eligible to apply to:

- Active Places

Ineligible Applicants

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

- The Commonwealth, State, local or any government agency
- An individual without and Australian Business Number (ABN).
- An applicant with any outstanding debts to the City of Bunbury.
- An applicant of political or religious nature.
- 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 or event within the same financial year or annual grant program.

Eligibility

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.
- Applicants must submit their application via the SmartGrants portal within a funding round and late submissions will not be accepted.
- Applicants must have the appropriate insurances and licenses to conduct the relevant work.
- The initiative or a significant portion of it must take place within the City of Bunbury boundaries.
- The initiative must take place within the project timeframes as listed in the funding round.
- Ensure the initiative is open to the general public to attend/participate and not exclusive to a club or group.
- Ensure the initiative is accessible and inclusive.
- The initiative must promote 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 within 6 weeks of the completion of the initiative or by the 30 June for the financial year the funding was approved. Late or insufficient acquittals may deem the applicant ineligible for future funding opportunities.

Tree Street Art Safari

Items considered for funding

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

- Venue Hire
 - First Aid Services
 - Event specific insurance
 - Advertising and promotional expenses.
 - External facilitators or presenters
 - Equipment operations and hire costs.
 - Entertainment and talent fees.
 - Travel expenses and accommodation.
 - Coordinator fees relating to the specific event or activity capped at 25% of funding requested.
 - Capital purchases or equipment up to \$2,000 (ex GST) relating to the application that contributes to activation.
- City of Bunbury Services:
- Waste services
 - Open space services
 - Venue and ground hire
 - Street Sweeping
 - Banner and billboard hire
 - Removal of bollards
 - Removal of goal posts
 - Beach raking
 - Cleaning city facilities

Bunbury City Classic Triathlon

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

- Capital works projects, facility/building maintenance or upgrades.
- Capital purchases/equipment over \$2,000 (ex GST)
- Uniforms
- Catering
- Prize money, awards, sponsorship including gift vouchers or trophies.
- Website design / hosting.
- Health/medical programs
- Training, personal development or conferences.
- School engagement or educational based programs.
- Events including but not limited to private functions, conferences, seminars, conventions, professional development, weddings, awards ceremony, annual celebrations or parties.
- Ongoing classes/programs, open days, sales or special occasions.
- Promotional merchandise
Eg. T-shirts, pens, tote bags, volunteer thankyou gifts.
- General operations of an organisation or business.
Eg. Administration, core business, consumables, remuneration.
- Religious events (not including charities run by religious groups)
- Initiatives that have already been started.
- Initiatives that fall outside the project timeline as listed in the application form.
- Applicants that have not acquitted previous funding or have outstanding debts with the City of Bunbury.
- Applicants that are political in nature or incorporate political activities or protests.
- Initiatives that partner with other applications that have already received support from 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 could present a hazard to the community or promote anti-social behavior or exclude/offend minority community groups.

Assessment of applications

Assessment Process

Applicants should not automatically expect funding based on previous funding outcomes. Applications will be assessed and scored against a scoring matrix and ranked accordingly in a competitive round.

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. Applicants should not automatically expect funding for their application, it's important for applicants to continue to meet all requirements and understand that past funding does not secure future funding.

The City of Bunbury reserves the right to request further information when 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.

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 Fringe

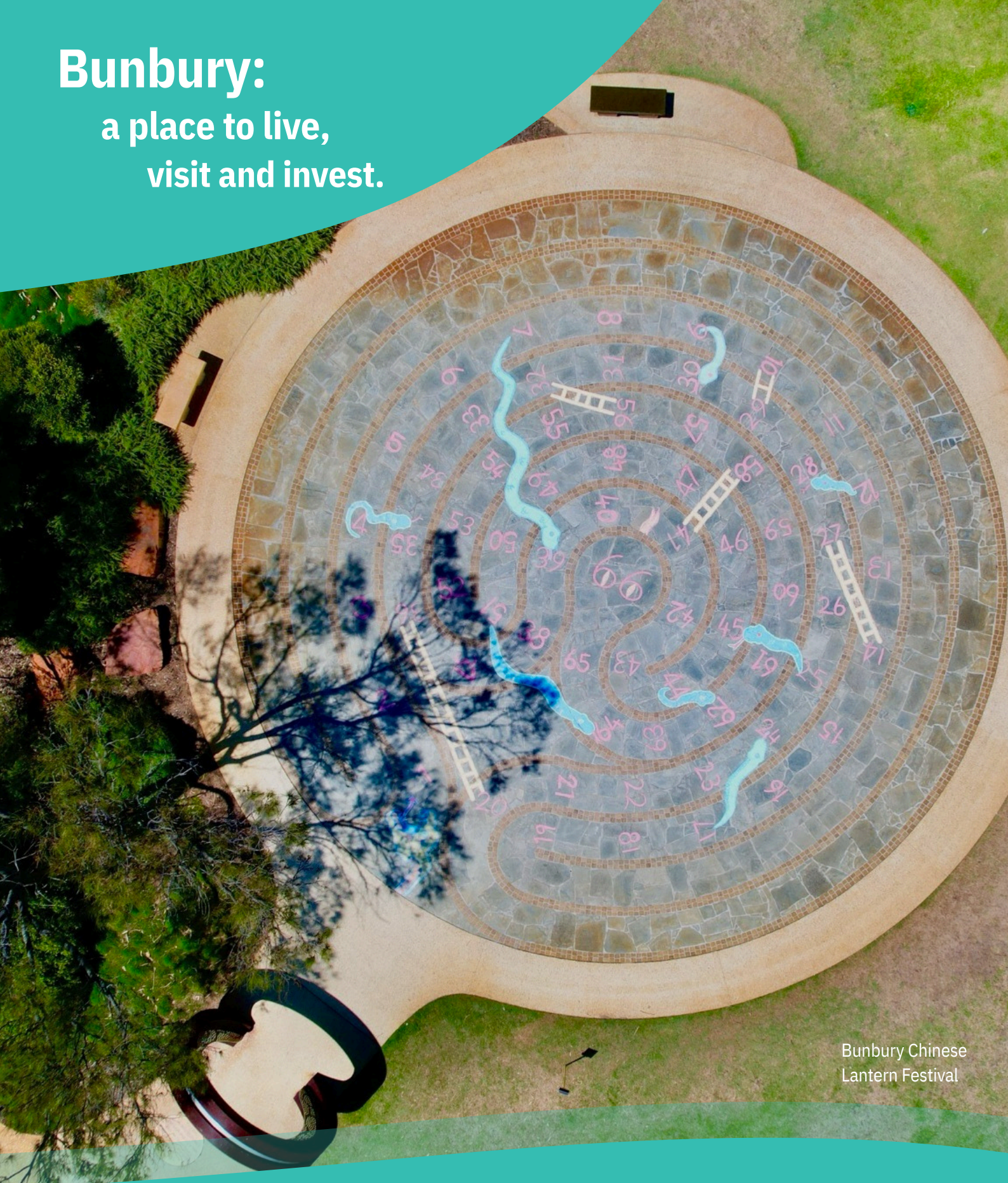
Notification to applicants and payment of funds

Applicants will be notified within the timeframe listed in the funding rounds page. Successful applicants will be provided with a funding 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.

Bunbury:
a place to live,
visit and invest.



Bunbury Chinese
Lantern Festival

Contact the Grants Team

 08 9792 7033  grants@bunbury.wa.gov.au

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

