COMMUNITY DEVELOPMENT FUNDING

GUIDELINES 2025 – 2026

The City of Albany's Community Development Grants aim to increase community wellbeing, resilience and connection by enabling local initiatives that bring people together.

COMMUNITY DEVELOPMENT FUNDING
GUIDELINES 2025 – 2026

This funding program offers grants between $1000 to $5,000 to support community-based projects and activities. The focus of the program is for community driven initiatives that address eligibility criteria.

Round 1 Funding is for projects which will be delivered between 1 July 2025 and 30 June 2026.

Round 2 Funding is for projects which will be delivered between 1 January 2026 and 31 December 2026.

Round 3 Funding is for projects which will be delivered between 1 May 2026 and 31 December 2026.

Projects must fit one of the three streams of funding:

- Vibrant inclusive & connected neighbourhoods
- Strong thriving community groups
- Supporting the vulnerable

For projects which will be delivered during 2026, applicants should consider how their project may align with the Albany 2026 Vision and Mission which is available at www.albany2026.com.au

Before submitting an application for funding, please ensure you have carefully read all details contained in these guidelines. You must also discuss your proposed activity with the Community Development Team before submitting an application.

If you require assistance, the City of Albany will be holding grant writing workshops. Please contact the Community Development Team to express your interest.

KEY CONTACT
To discuss your project, or for other enquiries about Community Funding, please contact the City's Community Development Team on 6820 3023 or by email at commdevel@albany.wa.gov.au.

FUNDING PRIORITY AREAS
Applications must address at least one of the funding priorities after selecting only one stream to be eligible for assessment:

Vibrant, inclusive & connected neighbourhoods
- Increasing community engagement and participation in local events and in community life, in particular with marginalised or disadvantaged population groups.
- Connecting people to their local neighbourhood by reducing isolation and building local connections where people live.
- Activating under utilised neighbourhood amenities (eg parks and reserves).
- Hosting events, place-making, story-telling and creative expression in local neighbourhoods.

       OR

Strong thriving community groups
- Upskilling and increasing the capacity of committee/board members and activity leaders with appropriate training and professional development
- Increasing or retaining membership through marketing campaigns, or redevelopment/development of websites
- Increasing the sustainability of the organisation through innovative projects and initiatives

OR

Supporting the vulnerable
- Improving community health and wellbeing in particular with marginalised or disadvantaged population groups;
- Increasing the resilience of those impacted most significantly by COVID-19 restrictions and/or other emergency situations.

WHAT CAN I APPLY FOR?
Grants can be used for most aspects of an activity, including:
- Programming costs, including fees and costs for, and associated with performers or subscription fees for hosting events on virtual platforms;
- Production and venue costs, including venue/grounds booking and equipment hire;
- Publicity, communications and marketing costs including web design and redevelopment;
- Food and non-alcoholic beverages provided for activities that have physical attendance (where compliance with relevant guidelines is adhered to);
- Supplies and resources associated with delivering the activity;
- Minor equipment purchases such as art supplies, cameras, display boards/banners.

WHO CAN APPLY?
Eligibility
Community Development Funding is available to not-for-profit incorporated community organisations based in the City of Albany or which have a demonstrated, principal interest in the City.
- Unincorporated organisations may seek the services of an incorporated body (sponsor) based in the City of Albany to auspice the activity on their behalf. The sponsor will be required to accept legal and financial responsibility for delivering the activity.
- Individuals will only be considered for funding if they are residents of the City of Albany and have a sponsoring, incorporated community group located within the City of Albany prepared to auspice the funds on their behalf.
- Organisations must be compliant or have satisfactorily acquitted all outstanding grants previously awarded by the City of Albany.
- Only one application will be supported per organisation per financial year.

Ineligible Applications
The City **will not** fund the following:
- Projects that don't have a community development outcome or align with the City's Community Development Strategy Guiding Principles: Partnerships, Inclusion & Sustainability.
- Retrospective funding for projects or parts of projects which commence prior to the notification of the application outcome or deficit funding;
- Projects, events or activities that are held outside of the City of Albany municipal boundary.
- Goods from suppliers outside the City of Albany municipality, unless it can be demonstrated that the product or service cannot be sourced within the City of Albany;
- Recurrent expenditure such as salaries, wages, electricity, insurance, water, rates and other core organisational operating costs;
- Fees associated with administering the grant funding;
- Major equipment purchases;
- Applications for fundraising events, individual or team requests aimed at raising funds for a third party, or indirect fundraising activities such as charity golf days, signage or advertising;
- Registration days, prizes and trophies;
- Structural or capital works to facilities, including restoration or conservation works;
- Schools, government or quasi-government agencies.
- Businesses or for profit organisations who do not have an auspicing incorporated not for profit.

HANDY TIPS FOR A STRONG APPLICATION

- Discuss project scope with the Community Development team prior to submission
- Answer all questions providing as much detail as possible and consider how your proposed project addresses the relevant funding stream and priorities.
- Include any letters of support and indicative quotes for budget items.
- Before submitting your application ensure you have proofread and if possible get a second person to as well, they may notice something you did not.
- Only apply for one funding stream.
- Don't be afraid to ask questions if you are not sure what is required within your application.
- If you are applying for funding to deliver a program, please include a detailed breakdown of the program including proposed dates and content.

APPLICATION ASSESSMENT

Applications will be scored against a scoring matrix and ranked accordingly out of five as per the rating scale below:

5	**Outstanding:** Greatly exceeds the criterion
4	**Very Good:** Exceeds the criterion
3	**Good:** Meets criterion
2	**Fair:** Partially meets the criterion
1	Does not meet the criterion

Applicants should answer all the questions provided with as much detail as possible. Your responses will enable the Assessment Panel to make their decision.

A minimum of three people will review the applications and recommend funding to be endorsed by the relevant Manager under delegated authority from Council. This is a competitive program, and not all applicants for funding will be successful. Your chances of success depend on how well you can demonstrate that your application meets the priority areas and assessment criteria.

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.

Applications for Community Development Funding will be assessed against the following criteria:
- The application addresses at least one funding priority.
- Demonstrated community involvement in the design and delivery of the activity.
- Demonstrated genuine community need for the activity.
- Demonstrated value for money.
- The activity utilises local resources, eg contractors, businesses, suppliers based within the City of Albany municipality.

CONDITIONS OF FUNDING

Successful applicants will be required to sign a funding agreement with the City. Auspicing organisations will enter into a funding agreement with the City on behalf of the individual or unincorporated organisation whose activity they are sponsoring.
Successful applicants will also need to inform the City of any proposed changes to the funded activity, and submit an acquittal within six weeks of the end of the project.

Canvassing of elected members will automatically disqualify the application from consideration.

If you are unsure of these conditions please contact Community Development Coordinator Tammy Flett at tammyf@albany.wa.gov.au or call 6820 3023.

ACKNOWLEDGEMENTS AND LOGOS

Successful applicants will be required to indicate how they intend to acknowledge the City of Albany's contribution towards the activity or event. This support must be acknowledged through any advertising, other promotional material and media publicity associated with the activity. Approval must be obtained prior to using the City's logo.

EVENT APPROVALS

Applicants who receive funding to host an event must seek the relevant approvals from the City's Events Team by contacting 08 6820 3035 or eventsapprovals@albany.wa.gov.au.

ABN AND TAX STATUS

Successful applicants without an ABN must complete a Statement by a Supplier form in order to be funded. Statement by a Supplier forms are available from the Australian Tax Office website as a PDF (https://www.ato.gov.au/) or can be obtained from Australia Post.

The City cannot release funds to individuals or organisations without an ABN or signed Statement by a Supplier form.

Applicants must advise of their organisation's GST status. If registered for the GST individuals or organisations must supply a tax invoice to receive funds.

KEY DATES

	Date
Round 1	
Opens (for projects from 1 July 2025 to 30 June 2026)	10 March 2025
Applications close	18 April 2025
Applicants advised	June 2025
Round 2	
Opens (for projects from 1 January 2025 to 31 December 2025)	8 September 2025
Applications close	17 November 2025
Applicants advised	December 2025
Round 3	
Opens (for projects from 1 May 2026 to 31 December 2026)	12 January 2026
Applications close	27 February 2026
Applicants advised	April 2026

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