



# INDIGENOUS PROJECT GRANTS

Funding Guidelines 2025–2026

The City of Albany Indigenous Project Grants aim to support Aboriginal led initiatives, events and projects.

## PRIVACY COLLECTION NOTICE

The City of Albany collects your personal information to deliver services and meet our legal obligations under relevant laws.

We handle your information in line with the Privacy and Responsible Information Sharing Act 2024. Your information is stored securely, kept only as long as needed, and may be shared with other government agencies if required or permitted by law.

You can request access to or correction of your personal information at any time.

### Contact:

City of Albany Privacy Officer

Phone: 08 6820 3000

Email: [prisproject@albany.wa.gov.au](mailto:prisproject@albany.wa.gov.au)

## INDIGENOUS PROJECT GRANTS

This funding program offers grants of \$1,000 to \$5,000 to support Aboriginal led community-based projects and activities. The focus of the program is for Aboriginal driven initiatives that contribute to Reconciliation and promote healing within the City of Albany, and address the eligibility criteria. Funding is available for projects that will be delivered between 1 May 2026 and 31 December 2026.

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.

## 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 [commdevel@albany.wa.gov.au](mailto:commdevel@albany.wa.gov.au).

## FUNDING PRIORITY AREAS

Applications must address at least one of the funding priorities to be eligible for assessment:

- Celebrating the rich history, cultures and achievements of Aboriginal and Torres Strait Islander people as one of the oldest continuing cultures (may include NAIDOC celebrations).
- Increasing community engagement and participation by Aboriginal people in local events and in community life.
- Providing an opportunity for knowledge sharing between generations.
- Activities that encourage Reconciliation (including events which acknowledge National Sorry Day and Reconciliation Week).

## 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;
- 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;
- Travel costs for facilitators and or participants,
- Supplies and resources associated with delivering the activity;
- Minor equipment purchases.

## WHO CAN APPLY?

### Eligibility

- Indigenous Project Grant is available to ORIC-registered Aboriginal-operated, not-for-profit, incorporated community organisations based in the City of Albany or that have a demonstrated principal interest in the City.
- Non-ORIC registered organisations may seek the services of an ORIC registered 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. The projects must demonstrate significant Aboriginal-led involvement in the planning and delivery of the project and/or activity.
- Individuals will only be considered for funding if they are residents of the City of Albany and have a sponsoring, ORIC-registered organisation located within the City of Albany prepared to auspice the funds on their behalf. The projects must demonstrate significant Aboriginal-led involvement in the planning and delivery of the project and/or activity.
- 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:

- 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;
- Events that are fully ticketed with no free or heavily subsidised component.
- Equipment purchases;
- Registration days, fundraising activities, prizes and trophies;
- Structural or capital works to facilities, including restoration or conservation works;
- Schools, government or quasi-government agencies.

## APPLICATION ASSESSMENT

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

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

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 officers will review the applications and recommend funding to be endorsed by the relevant Manager under delegated authority from Council. The panel will include indigenous City of Albany staff. 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 to maintain the integrity of the initiative.

Applications for Indigenous Project Funding will be assessed against the following criteria:

- The application addresses at least one funding priority.
- Demonstrated Elder 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, e.g. contractors, businesses, and suppliers based within the City of Albany municipality.

Applicants should answer all questions provided with as much detail as necessary. When completing the application form, consider how your proposed activity addresses the criteria above.

Incomplete applications will not be accepted.

## 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.

Projects that involve direct contact with children will need to comply with the National Principles for Child Safe Organisations.

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](mailto: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(s).

## 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 [events@albany.wa.gov.au](mailto:events@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

ACTION	DATE
Applications open	January 2026
Applications close	31 march 2026
Applicants advised	April 2026
Funded activity commences	1 May 2026

## HANDY TIPS FOR A STRONG APPLICATION

- Discuss project scope with the Community Development team before 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.
- Don't be afraid to ask questions if you are unsure what is required within your application.
- If you are applying for funding to deliver a program, please include a detailed program breakdown, including proposed dates and content.