

COMMUNITY EVENTS GRANTS

GUIDELINES 2025 - 2026





INTRODUCTION

This is a small sponsorship program for grants up to \$5,000 to support Community Events. The focus of the program is for community driven events that demonstrate innovation, community engagement, high quality planning and capacity for growth and sustainability over time.

KEY DATES

Project or Activity Delivered:	1 July – 30 December 2025
Applications Open:	17 March 2025
Applications Close:	28 April 2025
Grant Acquittals	Within six weeks of project completion

Subject to funding allocated the City may release a subsequent round of applications later in the year.

Before submitting an application for this grant, please ensure you have carefully read all details contained in the information pack. Community Events Grants will be competitive, so it is in your interest to ensure your application meets the eligibility criteria, addresses at least one of the funding priorities, and considers the application assessment process.

Applicants **MUST** also discuss their proposed project or activity with the nominated Contact Officer before submitting an application.

KEY CONTACT

To discuss your project, or for other enquiries about Community Events Grants, please contact the City of Albany's Event Coordinator on (08) 6820 3035 or by email on anna.kiddle@albany.wa.gov.au

FUNDING OBJECTIVES

Your event must demonstrate it achieves at least one of the funding objectives listed below to be eligible for assessment. Events that address more than one priority will be scored higher.

- Have a positive impact on the vibrancy, diversity of activity and liveability of Albany.
- Contribute positively to the image and social connectivity of Albany.
- Enhance community engagement and participation with events and promote social inclusion, diversity and community participation.



ELIGIBILITY

NOTE: Organisations and individuals are only eligible to submit one application per event/project across all funding and sponsorship categories. For example, a single organisation cannot submit an application to both the Community Events Grants program and the Regional Events Sponsorship program. Applicants must select only one category to apply to per financial year.

Additionally, a single organisation cannot submit an application to both the Community Events Grants program and the Community Development Grants program. Applications must select only one category to apply to per financial year.

Please read the following eligibility criteria carefully. Organisations or individuals not meeting the eligibility criteria below will not have their applications assessed.

ELIGIBILITY CRITERIA

Grants will only be provided to not-for-profit organisations which are:

- A recognised not-for-profit, non-government corporate body either created by government or with an Australian Companies Number (ACN) or Australian Business Number (ABN);
- Incorporated under the provisions of the Associations Incorporation Act (1987).
- Eligible applicants will generally be located within the City of Albany boundary. In some instances, organisations with a wider membership base may be considered, provided the aims and objectives are focussed primarily at the City's community or the proposed event will take place within the City and benefit the City;
- Community groups which are not incorporated may seek the services of an incorporated body (sponsor) to auspice the event on their behalf. The sponsor will be required to accept legal and financial responsibility for the event;
- Individuals will only be considered for funding if they are residents of the City and have a sponsoring, incorporated community group prepared to auspice the funds on their behalf and they can demonstrate specific benefits to the Albany community;
- Retrospective or deficit support is ineligible;
- Recurrent events will be eligible but all applications will be assessed on a competitive basis;
- Organisations with outstanding acquittals with the City are ineligible; and
- Schools, government or quasi-government agencies are ineligible to apply
- Only one application will be supported per organisation per financial year.

THE CITY WILL FUND THE FOLLOWING COMPONENTS WITHIN AN EVENT:

- Programming costs including fees for presenters and performers;
- Production and venue costs including materials and equipment hire; and
- Marketing costs and project management fees.

THE CITY WILL NOT FUND THE FOLLOWING:

- More than one request for funding within the financial year;
- Retrospective or deficit funding;
- Recurrent salaries and/or recurrent operational costs inclusive of lease fees, legal costs or professional fees (auditing, accountants or administrative contractors);
- Individuals, unless they are sponsored by an eligible organisation and are residents of the City of Albany;
- Structural or capital works to facilities, including restoration or conservation works;
- For-profit organisations;
- Schools, government or quasi-government agencies;
- Registration days, fundraising, prizes, prize money and trophies;
- Events which occur as part of the City of Albany's ordinary activities;
- Travel costs, registration or entry fees for individuals or organisations to attend workshops, programs, conferences or sporting events.
- Applications for fundraising events, individuals or team requests aimed at raising funds for a third party, or indirect fundraising activities such as charity golf days, signage, or advertising.

Note, the City of Albany is unable to provide any form of 'in kind' support to deliver the event during the financial year 2025-2026.

APPLICATION ASSESSMENT PROCESS

Applications for Community Events Grants will be assessed by a panel comprising City Officers. 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.

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

When completing the application form consider how the proposed activity or project addresses the following assessment criteria:

- The application addresses at least one funding objective. Applications that address more than one funding objective will be scored higher.
- The application demonstrates community involvement in the design and implementation or delivery of the event. This includes demonstrated consultation with the target and/or wider community.
- The application demonstrates a genuine community need for the event. This can be demonstrated by use of statistical data, letters of support from relevant stakeholders (including community groups), or other relevant information such as identified gaps in program delivery in the City’s municipal boundary.
- The application demonstrates the project or activity delivers value for money.
- The applicant demonstrates wherever possible that other funding support from corporate sponsors (cash or in-kind) has been secured or sought.

The Assessment Panel will assess each application’s response to the funding criteria based on a scale of 1 – 5 as detailed below

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

All funding decisions are final and cannot be contested or appealed.

CONDITIONS OF FUNDING

FUNDING AGREEMENT

Applicants seeking funds through this program must be prepared to sign a funding agreement in the event that their application is successful. Auspicing organisations will enter into a funding agreement with the City on behalf of the individual or non-incorporated organisation whose project they are auspicing.

EVENT APPROVALS

Successful applicants must submit an Event Application to the City. The City will determine what specific approvals will be required for the individual event.

Further information about Event Approvals will be provided to successful applicants.

WORKING WITH CHILDREN

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

ACCESS TO LAND OR PREMISES

If the event is held on land or premises that is not owned, leased or managed by the event holder, the event holder must obtain and have in place for the duration of the event an agreement or suitable authority to hold the event on that land or premise.

ACKNOWLEDGEMENTS AND LOGOS

The City of Albany's financial support must be acknowledged through means such as advertising, promotion and any media publicity associated with the event. Approval must be given to use the City's logo where appropriate. In some instances, there may be a requirement to participate in some promotional activities during, or at the completion of, the project, event or activity.

The Event Holder must use its best endeavours to develop and maintain a freely accessible website or social media page for the promotion and dissemination of up-to-date and accurate information before the Event's commencement. The Event Holder will also create and maintain a hyperlink to City of Albany's website in a prominent position and ensure that City of Albany's, logos appear on the Event Holder's home page.

Details will be provided to successful applicants and form part of the funding agreement with the City.

CANVASSING

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

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 to download from the City website as a PDF or 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.

Applicants are advised that canvassing of elected members will automatically disqualify their application from consideration.

