

Community Grants Program

General Grants | Major Grants | Major Event Sponsorship Grants

Guidelines







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About the Community Grants Program

The City of Rockingham's Community Grants Program offers funding to incorporated not-for-profit organisations and associations (or those limited by guarantee) that are working to improve the local community. The program helps support initiatives (projects, programs, events and activities) that create long-lasting benefits and empower local groups to make a difference.

These guidelines provide comprehensive guidance on the application process, eligibility criteria, funding priorities, and requirements.





Grant Categories

Grant Type	Funding Amount	Timing and Deadlines
General Grants	Up to \$3,000	Open year round. Project commencement date must be at least 30 days after the date of submission.
Major Grants	\$3,001 - \$15,000	Two application rounds are available each year. Please refer to the City's website for round closing dates. Project commencement date must be at least 60 days after the date of the closing round.
Major Event Sponsorship	Up to \$20,000 per annum for up to three years	Two application rounds are available each year. Please refer to the City's website for round closing dates. Project commencement date must be at least 60 days after the date of the closing round.

Priority Areas

Funding is prioritised for projects that meet one or more of the following priority areas:

- supports community wellbeing
- promotes reconciliation and demonstrates respect for First Nations people
- improves disability access and inclusion
- celebrates place, funding an event or champions an issue
- supports economic development and tourism
- addresses disadvantage
- supports organisational growth, good governance and sustainability
- supports fundraising initiatives
- supports community use of facilities
- supports future planning of club infrastructure
- supports environmental sustainability initiatives
- supports maintenance and conservation of heritage listed places.



Eligible Applications

Applications satisfying the below criteria will be considered eligible:

Organisation Type

- Must be an incorporated not-for-profit organisation or association, or an entity limited by guarantee (e.g. club, community group including Parent and Citizens (P&C) or Parent and Friends (P&F) Associations).
- If not incorporated, must have an auspice arrangement with an eligible organisation.



Example: A local neighbourhood gardening group is not incorporated, but has partnered with an incorporated not-for-profit organisation to manage the funds and support their application for a community garden project. The incorporated not-for-profit organisation will act as the auspice organisation, ensuring compliance and overseeing the financial aspects of the project.

Consultation with City Staff

Applicant must consult with a City staff member about their project before submitting a grant application. This applies even if the applicant has previously received City funding.

Completion and Submission

- Major Grants and Major Event Sponsorship - Applications must be submitted in full, including all required documentation by the specified deadlines. Incomplete or late applications will not be assessed.
- General Grants - Applications must be submitted in full, including all required documentation at least 30 business days prior to the project or event start date. Applications that are incomplete or submitted too close to the start dates will not be assessed.

Previous City of Rockingham Grant Recipients

Must have successfully acquitted all previous City grant funding received before submitting a new application.

Project Location and Benefit

- The project must take place within the City's boundaries.
- The project must deliver meaningful benefits for the City's community.

Please note: Bus hire for trips outside the City's boundaries may be considered up to \$1,000 for return trips, if the trip begins and ends within the City and it's not part of regular operations.

Financial Contribution

Must demonstrate an organisational financial or in-kind contribution of at least 10% of the overall project costs.



Example: A not-for-profit arts group is organising a community art workshop with an overall project cost of \$3,000. Running the art workshop involves four volunteers, each contributing 2.5 hours to the event. Volunteer hours are valued at \$40/hour, resulting in a total in-kind contribution of \$400 (4 volunteers x 2.5 hours x \$40/hour). This represents 13% of the project costs ($\$400/\$3,000 \times 100 = 13\%$).

Start-Up Concepts

Recurrent and non-recurrent costs for start-ups may be considered, only if no sustainable revenue exists.

Quotes for Expenditure Items

Must provide quotes for all expenditure items for which funding is being requested. See the quotes section for further information.

Insurance

Must provide a copy of the organisation's current public liability insurance certificate covering the event or project.

Additional Major Event Sponsorship Eligibility Criteria

In addition to the general eligibility criteria stipulated above, the following apply for Major Event Sponsorship applications:

- The event must take place at a strategic location within the boundaries of the City.
- The applicant must provide evidence of delivering a successful event in previous year(s), e.g. attracting over 5,000 people for Community Development events.
- For inaugural events, the applicant must demonstrate experience managing similar scaled events or state partnerships utilising these skill sets to deliver a successful event.
- The applicant must agree to identify the City as a major sponsor.
- The event must include significant volunteer involvement.



Ineligible Applications

The following will not be considered eligible:

Ineligible Organisations

Applications from individuals, schools, private companies, public companies (except those limited by guarantee) or government authorities (Local, State or Federal).



Example: A private company seeking funding to upgrade its facilities, or a school requesting funds for classroom activities.

Incomplete and Late Applications

Applications which are not submitted in full (e.g. the applicant has not supplied supporting documentation) within the required timeframe.



Example: A community arts group fails to include required quotes before the closing date.

- For General Grants: The project begins within 30 business days after submitting the grant application.
- For Major or Major Event Sponsorship Grants: The project begins within 60 business days after the closing date of the grant round.



Examples: General Grant application: A local women's community group applies for funding for an open day that commences two weeks after submitting the application.

Major Grant application: A local organisation providing support for vulnerable community members applies for funding for a project that commences 35 business days after the round closing date.

Duplicate Funding

Projects which have already received grant funding from the City in the same financial year.



Example: A local sporting club that has already received a Major Grant cannot also apply for a General Grant for the same event in the same financial year.

For Major Event Sponsorship, an event which has already received funding through the City's Iconic Event funding scheme.



Example: An applicant seeking Major Event Sponsorship for a music festival that has already received Iconic Event funding.

Retrospective Funding

Funding for costs incurred prior to submitting the application.



Example: A not-for-profit group requests reimbursement for equipment purchased one month before submitting their application.

Excluded Expenditure Items

Essential infrastructure, goods and services that are essential for the operation of the organisation, and which should be funded by the applicant or responsible body.



Example 1: Essential Infrastructure

- Equipment essential to a sporting club's function, such as footballs or cricket bats, furniture or signage for club rooms.
- Office furniture and equipment for a local community organisation, such as desks and phones.



Example 2: Essential Goods and Services

- Ongoing expenses, including utility bills (electricity, gas), annual insurance fees, rent, and general consumable items not directly tied to a specific program, such as stationery.
- Electronic devices needed for administration/operational purposes, such as laptops, iPads, or printers.
- Basic operational goods, such as uniforms required for everyday activities.
- Activities which are the direct responsibility of government departments, such as classroom activities, educational curriculum, or healthcare services.

Vehicle-related expenses, including:

- Fuel, insurance, and registration.
- Please refer to the eligibility guidance on page 7 regarding the use of grant funding for bus hire. In general trips outside the City boundaries may be considered under specific conditions.

Catering costs over \$500:

- Catering cost requests will be assessed on merit, however, catering costs exceeding \$500 will generally not be funded.



Example: A community group seeks funding to provide lunch for 200 participants, where the total cost exceeds the funding limit of \$500.

Note: There may be some exceptions for start-up concepts – see *Start Up concepts* section on page 7.

Fixed infrastructure (including to develop, modify or upgrade buildings). Fixed infrastructure is permanent or semi-permanent structures and installations, including but not limited to:

- Permanent buildings or structures (e.g. sheds, stages).
- Fencing, seating, or large-scale installations.
- Equipment requiring installation (e.g. air-conditioning units, lighting rigs).



Example: A community garden requests funds to upgrade its storage shed.

Bonds, employee salaries/wages, seasonal ground allocation, and event management fees.



Examples:

- A group requests funds to cover the event management fee for a festival.
- A community group requests funding towards wages to hire staff for a weekend event.

Rates Subsidy Requests

The applicant is requesting a rates subsidy, excluding rubbish removal or emergency service levy.

Outstanding Acquittals

The applicant has failed to acquit any previous City grants. Organisations with overdue or outstanding payments to the City are not eligible to apply for funding.



Example: A community group has not provided receipts for all funded expenditure items, or has not fully completed the Acquittal Report, for a previously funded project.

Unlawful Activities

Activities that breach any law including local laws.



Example: A project that involves a community activity that violates public safety regulations will not be eligible.

Restricted Activities

The project involves political, advocacy, or lobbying activities.



Example: A political group seeking funds to host a campaign event.

Overdue or Outstanding Payments

The applicant has overdue or outstanding payments due to the City.



Example: A community group that has not paid outstanding invoices for services or has unresolved debts with the City will be ineligible for funding.

Funding in Consecutive Years

To ensure fair distribution of funding and encourage long-term sustainability, support for the same project or initiative in consecutive years may be reduced. The City may generally apply a staged reduction as follows:



- Year 1: Up to 100% of the eligible amount may be funded
- Year 2: Up to 75% of the eligible amount may be funded
- Year 3: Up to 50% of the eligible amount may be funded
- Year 4 and beyond: No further funding may be provided

Assessment Criteria

The following assessment criteria are used to assess each application consistently and fairly against the objectives of the Community Grants Program.

Community Impact

- Demonstrates clear, evidence-based community need and meaningful, measurable community outcomes.
- Aligns with the City's aspirations (and supporting strategic priorities).
- Demonstrates strong community benefit and volunteer involvement, with consideration for diversity, inclusion, and equitable participation.
- **Major Event Sponsorship only:**
Demonstrates realistic and supported short- and/or long-term economic benefits, including visitor attraction and overnight stays.

Capacity and Delivery

- Demonstrates adequate financial, organisational, and governance capability to deliver the project (including planning, budgeting, risk management, and confirmed funding).
- Demonstrates genuine partnerships, collaboration, or co-design with community or relevant stakeholders.
- Demonstrates sustainability of outcomes and/or a lasting community legacy beyond the funding period.
- Provides appropriate opportunities to acknowledge and promote the City's support.

Additional Factors

- Applicant consulted with a relevant City officer prior to submission.
- Preference may be given to organisations with limited recent grant funding to support fairness and broader access.





Budget and Quotes

To ensure applications are complete, applicants must follow all budget and quotes guidelines.

Budget

Applicants that demonstrate a financial contribution will be considered favourably.

Applicants must also:

- Include all expenses and financial contributions associated with their project. This should include all financial contributions made by the applicant and/or other contributors (e.g. other grant providers, membership fees, sale of tickets etc.).
- Include all in-kind contributions.
Note: volunteer hours are based on \$40/volunteer/hour.
- Ensure the budget is accurate and realistic, and that the totals balance*.
- Ensure that all items you are requesting funding for meet the eligibility criteria outlined in these guidelines.
- List items that you are requesting funding for in order of priority (noting that this may not necessarily relate to the value of the item).
- Review GST requirements (outlined on page 16).
- Quotes must match the items and amounts listed in your application budget. Invoices will not be accepted.

*If applying for funding towards a fundraising initiative, note that projected profits may vary from estimates. This needs to be clearly articulated in the application.

Quotes

Applicants must provide quotes for all requested expenditure items. The type of quote required depends on the expenditure amount for each item (exclusive of GST) as follows:

Grant Category	Expenditure Item up to \$500	Expenditure Item between \$501 - \$3,000	Expenditure Item between \$3,001 - \$20,000
General Grant	Verbal quote	One written quote	N/A
Major Grant	Verbal quote	One written quote	Two written quotes
Major Event Sponsorship	Verbal quote	One written quote	Two written quotes

Please note:

- Invoices are not accepted, as retrospective payments are not permitted.
- If submitting a screenshot of a quote, it must include the business' name, requested amount, and show the GST-exclusive total.
- Screenshots of online shopping carts will not be accepted unless they meet the above points and match the requested expenditure item amount.
- The City encourages the use of local businesses for the supply of goods and services.





GST (Goods and Services Tax) Requirements

Organisations must account for GST as part of their application. The City will determine grant amounts based on whether the applicant is registered for GST, or not. When determining whether to include or exclude GST from your budget, please follow the below guidance.

GST-Registered Organisations

If the applicant's organisation is registered for GST, they are able to claim the GST on their proposed purchases from the Australian Tax Office (ATO).

GST-registered organisations should therefore **exclude** the GST component of quotes on the budget in their application.

Non-GST Registered Organisations

If the applicant's organisation is not registered for GST, they are unable to claim the GST on their proposed purchases from the ATO.

Non-GST registered organisations should therefore **include** the GST component of quotes on the budget in their application.

Is your organisation registered for GST?	How to complete your budget	Example: Requested item costs \$1,000 incl. GST
 Yes	Use prices excluding GST	Enter \$909 (calculated as $\$1,000 \div 1.1$)
 No	Use prices including GST	Enter \$1,000



Tip: If you're unsure about your GST status, check your organisation's ABN on the Australian Business Register (abr.business.gov.au).

Acquittal

To demonstrate the impact of funded programs, successful applicants must submit an Acquittal and Evaluation Report within 60 business days of their project's completion, or by the deadline specified in their Grant Agreement or approval letter.

The report template can be downloaded from the City's website or requested from the Community Grants Officer.

It must include:

- Participation data: Number of attendees, volunteers, and participants.
- Marketing and promotion: Attach all promotional materials (including social media posts, flyers, media releases) showing how the City's support was acknowledged.
- Community impact: Short-term benefits and any unexpected outcomes or achievements.
- Partnerships: Details of any collaborations.
- Incidents: Any reportable incidents or accidents.

Financial acquittal:

- List of all funded expenditure items, in line with quotes submitted with initial application.
- Copies of receipts up to the total grant amount awarded (only for funded items).
- GST requirements:
 - GST-registered applicants:
Submit amounts excluding GST.
 - Non-GST registered applicants:
Submit amounts including GST.

Failure to submit a compliant and completed Acquittal and Evaluation Report within 60 business days (or by the agreed deadline) will result in ineligibility for future funding until compliance is met.

Project Changes and Grant Conditions

Applicants must notify the City of Rockingham in writing of any material changes to the approved grant-funded project. This includes, but is not limited to, changes to the project or event name, scope, location, dates, delivery format, budget, timelines, or funded and non-funded items.

All proposed changes must be approved by the City before the applicant proceeds. The Community Grants Officer should be contacted in the first instance to discuss the proposed change and the approval process.

Failure to obtain prior written approval for material changes may constitute a breach of the Grant Agreement and may result in one or more of the following:

- Repayment of all or part of the grant funding.
- Variation or withdrawal of the grant approval.
- Ineligibility for future City funding.

Program Did Not Proceed or Grant Conditions Not Met

If the approved project, activity, or event does not proceed, or if the Grant Agreement conditions are not met, the full grant amount may be required to be returned. Applicants must notify the City in writing as soon as possible to discuss the required next steps.

Unspent Funding

If any grant funds remain unspent after the completion of the approved project, applicants must submit a completed Acquittal and Evaluation Report, together with supporting financial documentation, including invoices and payment receipts.

Following review of the acquittal, the City will issue an invoice for the return of any unspent funds. Failure to return unspent funds may result in the organisation being ineligible for future City funding.

Assessment Process

The City follows a strict process when assessing applications



1. Eligibility

Officers check eligibility of all applications received



2. Assessment

Officers assess all applications received in line with assessment criteria and relevant City policies, guidelines and procedures.



4. Outcome Known

Outcomes of all applications received are provided to the applicant by email/letter.

For Major Grants and Major Sponsorship Grants, this will also include a Grant Agreement



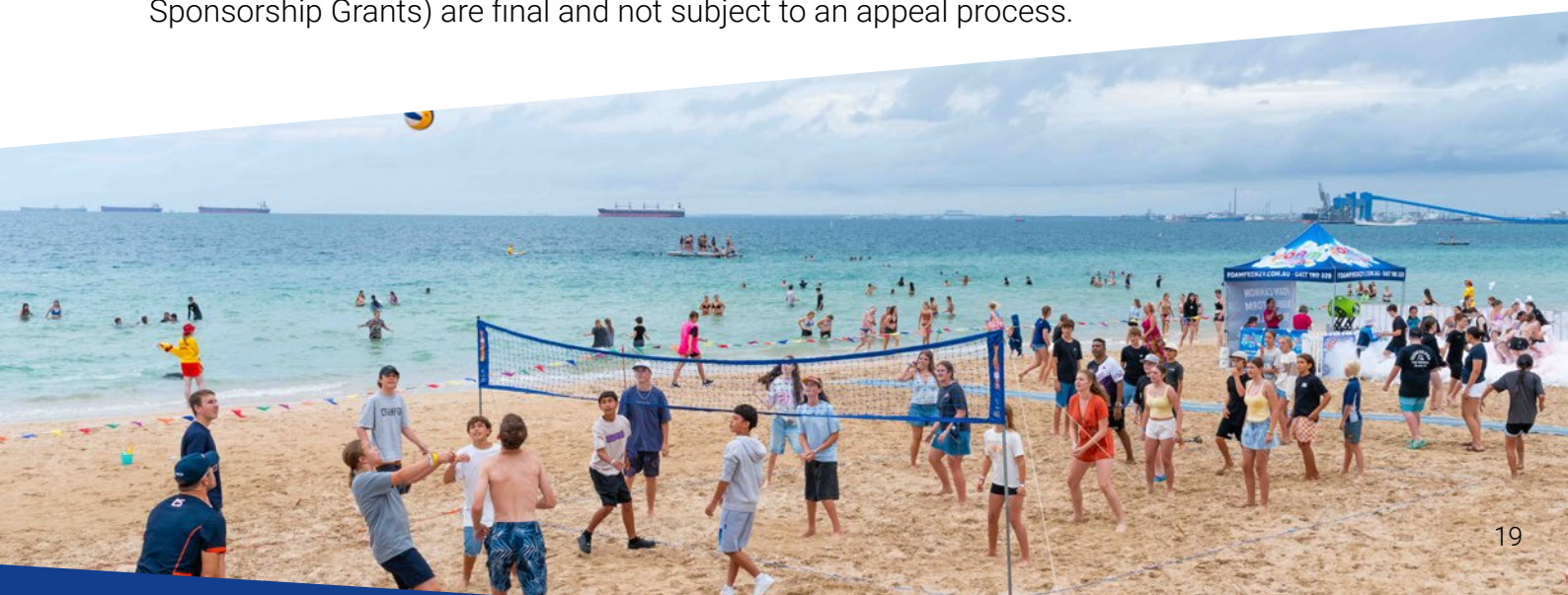
3. Recommendations

General Grants: Officers make recommendations to Director Community Development.

Major Grants/Major Event Sponsorship Grants: Community Grants Program Panel makes recommendations to Council.

Note:

- All applications are assessed on their merits.
- Officers may contact applicants for further information to assist with the assessment process.
- The City reserves the right to decline applications, or approve applications for partial funding only.
- Grant funding is subject to funds being available within the annual community grants budget.
- Decisions made by the City (General Grants) and Council (Major Grants and Major Event Sponsorship Grants) are final and not subject to an appeal process.



Approval Conditions and Grant Payments

All applicants will receive the outcome of their application by email or post. Further information for the relevant grant category are listed below.

General Grants Outcomes

1. Outcomes

Successful General Grant applicants receive a letter and Grant Agreement outlining:

- the amount requested and awarded
- all grant conditions which must be adhered to
- the date the grant must be acquitted by
- information on what to include on the invoice/tax invoice.

The Grant Agreement must be signed by the applicant and witnessed and returned to the City within 30 business days for processing before any funds will be provided to the applicant.

The applicant must not commence the project until the Grant Agreement is signed by both parties.

2. Payment and Approvals

Payment will be made to the applicant upon receipt of the signed agreement and invoice/tax invoice.

3. Commencement of Project

The applicant must not commence the project until they have received the outcome of their application, or this will be deemed as a retrospective payment.

4. Approvals and Documentation

It is the responsibility of the applicant to determine which approvals are required and submit the appropriate documentation. The applicant must not proceed with the project without formal approval from the appropriate authority, including but not limited to the City's Planning and Development Department, Building Services and Health Services.

Major Grants and Major Event Sponsorship

1. Outcome

Successful Major Grants and Major Event Sponsorship applicants will receive a letter and Grant Agreement outlining:

- the amount requested and awarded
- all grant conditions which must be adhered to
- the date the grant must be acquitted by
- information on what to include on the invoice/tax invoice.

The Grant Agreement must be signed by the applicant and witnessed, and returned to the City within 30 business days for processing before any funds will be provided to the applicant.

The applicant must not commence the project until the Grant Agreement is signed by both parties.

2. Payment and Approvals

Payment will be made to the applicant upon receipt of the signed agreement and invoice/tax invoice.

3. Commencement of Project

The applicant must not commence the project until they have received the outcome of their application, or this will be deemed as a retrospective payment.

4. Approvals and Documentation

It is the responsibility of the applicant to determine which approvals are required and submit the appropriate documentation. The applicant must not proceed with the project without formal approval from the appropriate authority, including but not limited to the City's Planning and Development Department, Building Services and Health Services.

How to Apply

Before submitting your application, make sure you have:

- ☐ Spoken to the Community Grants Officer
- ☐ Completed all sections of the application form
- ☐ Attached all required supporting documents:
 - Incorporation certificate
 - Public liability insurance
 - Latest financial statement
 - Quotes (see guidelines for thresholds)
 - Constitution (electronic copy or url link)
 - Outdoor event approval (if applicable)
- ☐ Submitted the application at least:
 - 30 business days before the project start date (General Grants), or
 - By the advertised closing date (Major Grants and Major Event Sponsorship)

All applications must be submitted online via SmartyGrants.

Please visit the relevant grant program webpage on the City's website and click the application link provided. This will take you directly to the SmartyGrants portal to complete and submit your application.

Tips for Writing a Strong Application

The Community Grants Program is competitive and not all eligible organisations may receive the full amount requested.

To submit a strong application, applicants should provide:

- Clear information about how their project will benefit the City's community – demonstrate community need and the impact their project will make.
- A clear description of their project that will easily be understood by the assessors.
- Accurate and balanced budgets, with detailed cost breakdowns.
- Information about their organisation's capacity to deliver the project successfully.
- Projects that align with the Community Grants Program's Priority Areas (see page 5) will be considered more favourably.





Acknowledging The City

Grant recipients are required to acknowledge the City's support in at least one of the following ways:

- verbal acknowledgment in speeches or presentations
- written acknowledgement (e.g. in newsletters)
- on applicant's website
- on applicant's social media
- display of the City's logo on flyers (see information below)
- media (e.g. local community newspapers, West Australian or television)
- placement of banners featuring the City's logo (see banner bookings below for information on how to book the City's banner(s)).

Banner Bookings

Successful recipients are able to book a City banner to display for the duration of the funded project. Recipients should ensure that the banner booking is completed at least four weeks prior by following the below link.

rockingham.wa.gov.au/forms-and-publications/events-culture-and-tourism/scholarships-and-grants/banner-booking-form

Displaying the City's Logo

The City's 'Supported by' logo can be used to acknowledge the City on promotional and advertising materials. Recipients should refer to the City of Rockingham Logo Guide and ensure that they have received approval from the City before using the logo.

rockingham.wa.gov.au/approvedgrants

Mayoral or Councillor Representation

- For significant public events funded through the Community Grants Program, the City may request that the Mayor of the City of Rockingham be provided with an opportunity to speak.
- This requirement will be confirmed in writing at the time of funding approval, where applicable.

Lobbying of Elected Members

To ensure a fair and impartial decision-making process, applicants must not contact, lobby, or attempt to influence Elected Members—directly or indirectly—regarding their application. Any such contact may result in the application being disqualified and excluded from consideration.

Get in Touch

The Community Grants Officer is available to assist all applicants with any queries, either by phone, email or meeting in-person. All applicants are strongly encouraged to discuss their application prior to submission.

Please contact the Community Grants Officer by:

- Phone: 08 9528 0333
- Email: grants@rockingham.wa.gov.au
- City's website rockingham.wa.gov.au/grants



FAQs

1. Can businesses apply for a Community Grant?

No, profitable businesses are not eligible to apply.

2. What is an ABN?

An Australian Business Number (ABN) is a unique 11-digit number that identifies your business or organisation to the government and community.

Your ABN must be quoted on all applications. Should your organisation not have an ABN, then you will be required to complete a Statement by Supplier form. If you do not have an ABN and you do not provide a Statement by Supplier form, then up to 48.5% of the grant may be withheld.

3. What does 'auspicing' mean?

Auspicing is when an eligible organisation applies for funding on behalf of a community group or organisation that isn't eligible to apply. For example this would apply when an incorporated organisation applies on behalf of a non-incorporated community group.

The auspicing organisation:

- is legally and financially responsible to receive the approved grant funding on behalf of the non-auspiced organisation
- must ensure that the program is completed on time
- is responsible for submitting acquittal and evaluation report.

4. Can we apply if we have received funding from the City before?

The City encourages organisations to explore ways to build long-term sustainability and reduce reliance on the City. The City's Community Development Officers are available to assist with advice and guidance relating to capacity building, fund raising and operating in a sustainable manner.

Organisations can apply for more than one grant, as long as it's not for the same program/project/event/activity within the same financial year. Funding for the same project in consecutive years may be subject to reduced funding.

5. Can I apply for funding for multiple projects at once?

Yes. However, as the Community Grants Program can be competitive, and with limited funding available each year, the City will generally only consider:

- two General Grant applications per financial year, or
- one General Grant and one Major Grant application per financial year.

Each individual project or event will require a separate Grant Application, and must be submitted as separate applications.

6. What should I do if I'm unsure about which category my project fits into (General Grant, Major Grant or Major Events Sponsorship Grant)?

If you're unsure about any aspect of your application, including the applicable category, please contact the Community Grants Officer, who will assist you with your enquiry.

7. Is there a specific timeframe for completing a project once the grant is awarded?

Yes, each project must be completed within the timeframe outlined in your application and the subsequent Grant Agreement/successful letter. Extensions may be granted in certain circumstances but must be approved by the City first.

8. What is in-kind support?

In-kind support refers to non-monetary contributions that help your project or event. This can include donated goods like materials or equipment, or services such as volunteer time or free use of a venue.

For example, if a local business provides free printing for your community group's flyers, or volunteers help plan/run your event, that's considered in-kind support and needs to be included in your budget. It is a way of receiving support without financial transactions.

To calculate the value of any volunteer contribution, please use a standard rate of \$40 per hour for each volunteer's time.

9. What is reduced funding for repeat applications in consecutive years?

The City may reduce funding for organisations requesting grants for the same project in consecutive years. This encourages long-term sustainability and ensures funding can support a range of initiatives across the community.

Funding may be reduced in the following increments:

- Year 1: 100% of the eligible amount may be funded.
- Year 2: Up to 75% of the eligible amount may be funded.
- Year 3: Up to 50% of the eligible amount may be funded.
- Year 4 and beyond: No further funding may be provided.

10. Can events include fundraising?

Yes, fundraising events are eligible for funding under the program. However, it's essential that the budget clearly outlines the projected amount to be generated and how the funds will be utilised in future. This helps ensure transparency in how grant funding is used and supports future funding decisions.

The City strongly encourages organisations to consider sustainability when planning events and initiatives. While funding is available for events with a fundraising component, the long-term goal is for organisations to become less reliant on City grants and build sustainable revenue streams to support their activities.

11. Can the grant be used to cover utility bills or other operational costs?

No, funding from the Community Grants Program cannot be used for regular operational expenses, including rent, utility bills or office supplies. The program is designed to support specific projects, events, or activities, rather than covering day-to-day operational needs. There may, however, be exceptions for Start-up Concepts.

12. Is it possible to receive grant funding for projects outside of the City of Rockingham?

Generally, projects should benefit the residents of Rockingham. If your project primarily serves people outside of the City but has significant local benefits, it may still be considered. Please reach out to the Community Grants Officer to discuss.

FAQs

13. When will we receive the funds and how will we be paid?

For Major Grants and Major Event Sponsorship Grants, funds will be made available once the Grant Agreement has been signed by both parties and the applicant has submitted an invoice/tax invoice. The funds will be deposited into the nominated bank account specified on your invoice/tax invoice.

For General Grants, funds will be made available once the applicant has submitted an invoice/tax invoice. The funds will be deposited into the nominated bank account specified on your invoice/tax invoice.

14. Are there any specific conditions or restrictions for how the grant money can be used?

Yes, grant funding must be used solely for the purpose outlined in the approved application and Grant Agreement or successful letter. Any changes to how the funds are spent must be approved by the City. Unapproved expenses or misuse of funds may require repayment of the grant.

15. What should we do if our project or event has changed?

If there are significant changes to your project you must notify the City immediately to discuss the next steps. This may include a variation request or, if the proposed changes are substantial, the City may rescind the grant offer, and you may be required to return the funds.

Contact the Community Grants Officer to discuss any changes.

16. Our project or event has been delayed. Can we request an extension?

If your project or event timeline has changed, you must request an extension in writing and seek approval from the City.

You will need to contact the Community Grants Officer, providing the reason for the change, any related budget changes, and the revised completion date. Please note that no additional funds will be provided for changes in the project budget due to delays. Extensions may be granted as long as the project can still be completed within the timeframes specified.

17. If we are unsuccessful, can we receive feedback and resubmit our application?

Yes, the City encourages applicants to contact the Community Grants Officer to request feedback on their application. Feedback can be used to improve the application for resubmission in a future funding round (Major Grants or Major Events Sponsorship Grants) or at a later date (General Grants), providing that it adheres to all eligibility criteria. Applicants are eligible to apply again for subsequent rounds.

18. If all the grant funds were not spent, can we still acquit the funding?

Yes, any remaining unspent funds must be recorded in the acquittal's actual expenditure table. After finalising the acquittal, the City may issue an invoice for the unspent amount. All unspent funds must be returned to the City if applicable.

19. What payment evidence do we need to submit with our acquittal?

The City requires receipts and invoices that clearly demonstrate that payments for all grant-funded purchases have been made. You are also encouraged to include supporting materials such as photographs, case studies, promotional and marketing material (e.g. social media posts, media releases, flyers) highlighting the City's support.

20. Can I apply for another grant if I have not acquitted the current grant / most recent grant received yet?

The acquittal must be submitted by the date stipulated in your successful letter/ Grant Agreement. Failure to submit on time will render the applicant ineligible for future funding until the acquittal is completed. In such cases, you should contact the Community Grants Officer immediately to discuss next steps. The City may request the return of any unacquitted funds.

21. Once we acquit our project, can we apply for funding again for the same project, program, or event?

Applicants are welcome to apply for further funding for the same project, program, or event; however, a new application must be submitted. Previous approval does not guarantee future funding and reduced funding as set out in the guidelines may apply.

All applications will be assessed on their own merits, based on the eligibility and criteria outlined in the guidelines, and will be evaluated alongside other applications in the current funding round.

22. Does the City offer assistance with completing the application form or to provide advice about my project?

Yes. All applicants are encouraged to reach out to the Community Grants Officer prior to submitting their application by email grants@rockingham.wa.gov.au or phone 9528 0333. Also keep an eye out for any grant-related workshops organised by the City.



