

Community Grants Program

Grant Guidelines

When: Two rounds per year, opening in February and September, maximum one grant per organisation

Decision: Within 6 weeks of close of round

Total Funding Pool: \$110,000 per year (covering both rounds)

Funding: Up to \$5,000 per financial year (at the discretion of the assessment panel)

Funding Administrator: Community Services

Funding Assessment and Approval: Grants Assessment Panel for final approval by CEO or Director.

Purpose

To support the delivery of community-initiated projects, programs, events and initiatives that align with the City's strategic objectives and benefit Mandurah residents with economic, community, environmental or good governance outcomes with a single financial commitment.

Objectives

- Support initiatives that improve wellbeing, access to services, and social participation for Mandurah's most vulnerable residents
- Strengthen the capacity and sustainability of local community organisations and resident associations to deliver local outcomes.
- Encourage and support volunteering by increasing opportunities, building skills, and providing training and development pathways for volunteers.
- Improve access to technology, digital infrastructure, and digital skills development for education and training.
- Celebrate cultural diversity and promote inclusive communities where all residents feel valued, respected, and connected.
- Create opportunities for smaller-scale, locally driven events that strengthen neighbourhood identity and community participation.
- Support youth initiatives that build skills, confidence, leadership capability, and meaningful community participation.
- Celebrate Mandurah's identity through arts, culture, creativity, and storytelling that reflect local place and community pride.
- Build stronger neighbourhood connections, partnerships, and networks to enhance social cohesion and community resilience.
- Recognise, celebrate, and promote local Aboriginal culture, heritage, and community-led initiatives, fostering respect and understanding.

Eligibility checklist

- Are you an incorporated, not-for-profit organisation or an unincorporated community group applying under the auspices of an incorporated association?
- Will your project provide a benefit or service to the City of Mandurah community?

- Does your project align with at least one of our Community Grants Objectives (listed above)?
- Do you hold current Public Liability insurance?
- Will your project or initiative comply with Local, State and Commonwealth laws?
- If your group works with children or young people, do you comply with all applicable State and Commonwealth laws relating to the employment and engagement of people who work or volunteer with children (Working with Children Check)?
- Have you discussed your application with a Senior Community Development Officer or the Grants and Funding Officer?

If you answered **yes** to **all the above**, we encourage you to apply for the City of Mandurah's Community Grants Program.

We are looking for projects that:

- Provide a benefit to the City of Mandurah community, that can be completed within a 12-month period.
- Address a clear community need.
- Provide value for money.
- Align with the City's strategic direction (see our [Strategic Community Plan 2024-2044](#)).
- Are welcoming, accessible and culturally inclusive of people of all ages, abilities, cultures, genders, and financial backgrounds.
- Demonstrate measurable outcomes and impact on the community.
- Include a sustainability plan that demonstrates how your project will continue benefiting the community after funding ends.

What we will fund:

- Direct project delivery costs (such as instructors, consultants, specialist facilitators, or other delivery expenses).
- Equipment purchases or hire, if it increases the capacity of the group to deliver its services.
- Marketing and advertising costs.
- Facility or room hire.

What we won't fund:

- Projects that have already started (retrospective), or that duplicate existing services in the City of Mandurah.
- Ongoing operational expenses (costs that would be incurred regardless of the specific project).
- Commercial activities.
- Projects that should be funded through contractual or individualised Government funding arrangements.
- Activities which are the direct responsibility of Commonwealth or State Government departments or associated agencies.
- Activities that are already covered by an existing service agreement, grant or sponsorship.

- Applicants or auspice with an open funding agreement under the Community Grant Program or outstanding debts or acquittals due to the City of Mandurah.
- Large capital expenditure (such as building repairs/maintenance, or major infrastructure).
- Faith based or religious activities (although welfare and community service activities of faith-based groups can be funded).
- The purchase of alcohol, prizes or gifts.
- A project where a significant part of the budget is for meals or catering.
- Projects that are considered to have a political or lobbying purpose.
- Conferences, sponsorship, or fundraising appeals.

Application process

Applications must be submitted via the City of Mandurah [SmartyGrants](#) portal prior to the closing date. Late applications will not be accepted.

Before submitting your application, you must discuss your project with a Community Development Officer or the Grants and Funding Officer. After this discussion, you'll receive a receipt number to include in your application. This conversation will help:

- Confirm your project's eligibility.
- Provide valuable feedback on your idea.
- Offer guidance to strengthen your application.

Please contact 9550 3649 or email hcc@mandurah.wa.gov.au to discuss your application.

Please note

- Engaging in a discussion does not indicate that your grant has been or will be approved.
- Current City of Mandurah grantees must have successfully acquitted all outstanding grants to be eligible to apply.
- Canvassing of Elected Members or City Officers could exclude applications from grant funding.

Required documentation

- Incorporation registration
- Current public liability certificate
- Comprehensive budget, with supporting quotes

Child Safe

Applicants should note that any requests to fund initiatives involving engagement with children or young people will require their commitment to ensure adequate child safeguarding measures are in place, such as compliance with Working With Children Check Legislation, alignment with the National Principles for Child Safe Organisations, acknowledgement of the rights of children and assurance to immediately report any concerns, disclosures or allegations of child abuse.

What happens next

Applicants will receive notification confirming receipt of application. The City reserves the right to reject any application that does not meet the eligibility criteria or to request further information from the applicant.

All applicants are notified of the panel decision in writing, within six weeks of the rounds closing date. If successful, you will need to:

- Sign a Grant Agreement. The Grant Agreement cannot be changed without prior approval. Any requests for changes (variation) must be submitted via the approved form.
- Provide a report (acquittal) via SmartyGrants.
- Acknowledge City support in promotional materials (You will be provided with a logo pack. Use of the City's logo must be approved prior to use).

Competitive Process

Application to the Community Grants program is a competitive process. We usually receive more applications than the total amount of money available to distribute. This means that even if your application is compliant and for an awesome idea, it may not be successful in receiving a grant from the City. In some instances, we may be able to help you find another funding organisation where you may be eligible to apply.