



City of Canning Community Grants Program

Grant Guidelines 2025-2026

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2. Introduction

The **Community Grants Program** supports sporting clubs, not for profit organisations and individuals to create a welcoming and thriving City by contributing to an inclusive, safe and vibrant community.

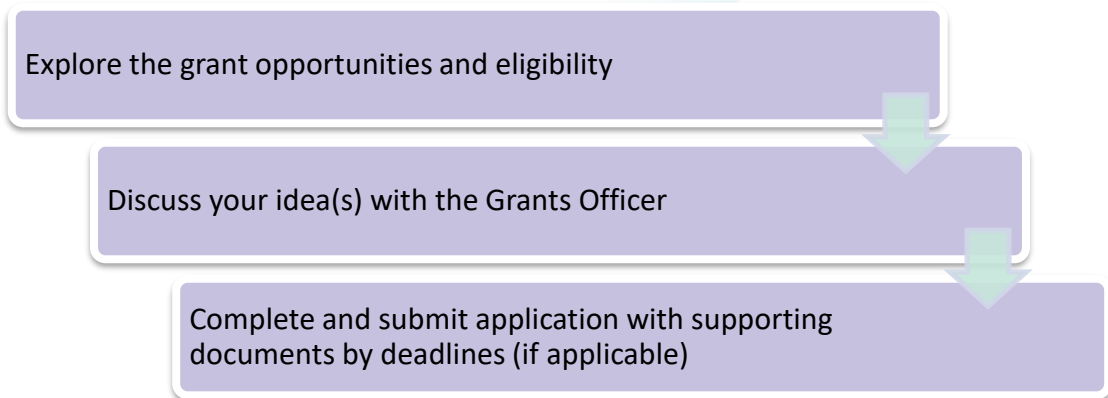
The Community Grants Program supports activities and initiatives which contribute to the themes outlined in the Strategic Community Plan 2021-2031 and summarised below. <https://www.canning.wa.gov.au/about-us/our-future/strategic-plans>

Connect	
A connected and inclusive community where diversity is celebrated	<ul style="list-style-type: none"> • Deliver inclusive events, services and facilities • Create opportunities for shared cultural and artistic expression • Promote awareness and appreciation of Aboriginal culture and heritage • Facilitate connections, learning and activities for all
Thriving community groups, clubs, organisations and businesses	<ul style="list-style-type: none"> • Promote opportunities for contribution and participation • Build the capacity of organisations to respond to identified community need • Foster collaboration between groups, business and stakeholders
An active and healthy community	<ul style="list-style-type: none"> • Advocate and deliver opportunities for healthy activity and lifestyles • Facilitate and partner to deliver a range of recreation and leisure services/facilities
Safe and connected neighbourhoods	<ul style="list-style-type: none"> • Collaborate to ensure safe places and spaces for all • Nurture connections between people and the places they share
Enhance	
Natural areas are conserved and enjoyed	<ul style="list-style-type: none"> • Advocate for and deliver well-managed natural areas supporting biodiversity and appropriate recreation
Resources are managed sustainably	<ul style="list-style-type: none"> • Undertake activities to minimise and reuse waste • Enhance the health of the Canning River, waterways and surrounding natural areas • Reduce reliance on fossil fuels and optimise the use of natural resources
Community is aware of their environmental impacts	<ul style="list-style-type: none"> • Raise awareness and engage with the community to protect, respect and enjoy the natural environment • Promote and educate the community on sustainability and waste management practices
A climate responsive community	<ul style="list-style-type: none"> • Proactively respond to the impacts of climate change
Build	
Communities that have good amenity and facilities	<ul style="list-style-type: none"> • Provide access to a range of facilities that meet community needs
Lead	
Engaged residents and effective advocacy	<ul style="list-style-type: none"> • Promote social inclusion and equitable access to all

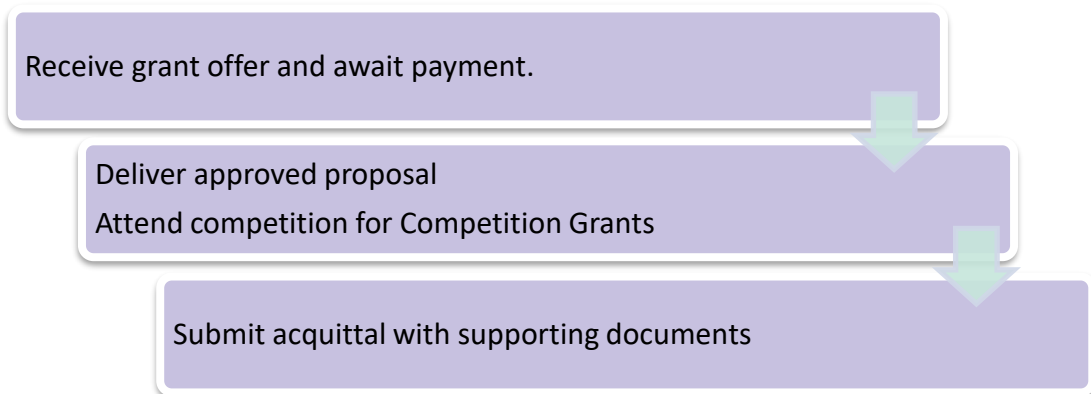
The Community Grants Program Guidelines align with Community Grants Program policy CS.01. Guidelines and application forms are available at:

www.canning.wa.gov.au/our-community/community-initiatives/community-grants

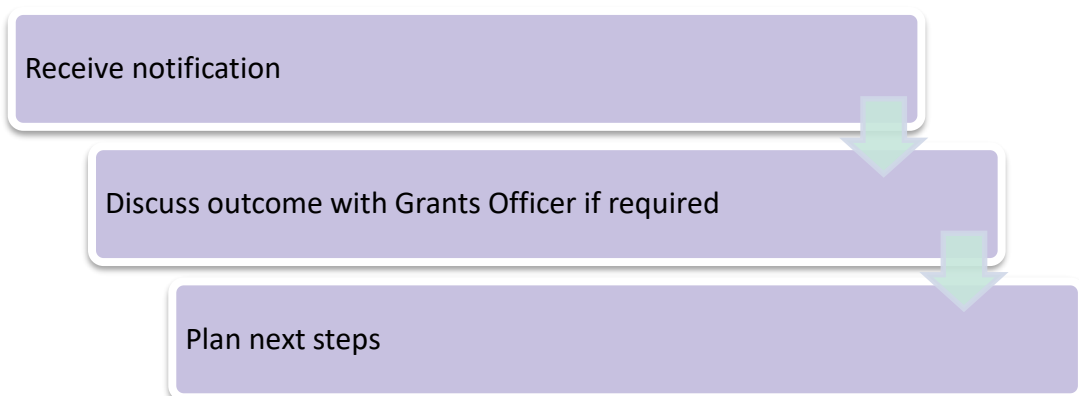
How to Apply



Successful Applications



Unsuccessful Applications



3. Grants Overview

Categories	Max Grant Amount	Applicant Contribution	Closing Dates	Notification	Eligibility	
Small Grants	\$500	N/A	Ongoing until 30 May 26	Up to 4 weeks after receipt	Individuals, community groups/ sports clubs and schools, sporting clubs	
Volunteer Grants	\$500	N/A	Ongoing until 30 May 26	Up to 4 weeks after receipt	Community groups/ not-for-profit organisations	
Welcoming and Thriving Canning Grants	\$10,000	50% in-kind or cash contribution	Round 1 4 Aug 25 Round 2 3 Mar 26	Approx. 6 weeks after closing date	Incorporated community groups/ not-for-profit organisations, Sports Clubs	
Community and Cultural Event Grants	\$10,000	50% in-kind or cash contribution	Round 1 4 Aug 25 Round 2 3 Mar 26	Approx. 6 weeks after closing date		
Disability Access and Inclusion Grants	\$10,000	50% in-kind or cash contribution	Round 1 4 Aug 25 Round 2 3 Mar 26	Approx. 6 weeks after closing date		
Aboriginal Engagement and Reconciliation Grants	\$10,000	50% in-kind or cash contribution	Round 1 4 Aug 25 Round 2 3 Mar 26	Approx. 6 weeks after closing date		
Youth Grants	\$10,000	50% in-kind or cash contribution	Round 1 4 Aug 25 Round 2 3 Mar 26	Approx. 6 weeks after closing date		
Equipment Grants	\$1,000	N/A	Round 1 4 Aug 25 Round 2 3 Mar 26	Approx. 6 weeks after closing date		
50/50 Equipment Grants	\$5,000	Matching cash contribution	Round 1 4 Aug 25 Round 2 3 Mar 26	Approx. 6 weeks after closing date		
Achievement Grants	\$500	N/A	Ongoing until 30 May 26	Up to 4 weeks after receipt		Individuals

4. Eligibility

Applicants must reside, be located and/or operate in the City of Canning. Not for profit organisations, excluding sporting clubs, which have offices outside Canning but deliver services to Canning residents may apply. Activities must take place within the City of Canning boundaries. The following are eligible for the outlined grant levels:

Grants up to \$500

- Individuals, unincorporated and incorporated not-for-profit groups.

Grants greater than \$500

- Incorporated Not-for-Profit organisations.
- Government and Not-for-Profit kindergartens, primary and secondary schools.

All applicants may:

- Only receive a maximum of one grant in each category per financial year.

Individuals must:

- Ensure the activity does not lead to any personal benefits.

Primary and Secondary Schools must:

- Be able to demonstrate the wider community benefit of their project. Activities are to be held outside of school hours or where activities are held during school hours, the wider community must be able to attend and benefit. Equipment solely for the use of students and teachers is not eligible as this is best funded by other Government Departments.

Religious Institutions must:

- Be able to demonstrate the wider community benefit of their project. Activities must be open to the broader community to participate in, and the primary focus cannot be on promoting religious beliefs and/or recruiting members for religious purposes.

5. Ineligibility

The following are ineligible for grant funding:

- Political parties and activities of a political nature.
- Government departments and agencies;
- Applicants that have an outstanding grant acquittal with the City of Canning, unless there is evidence of exceptional circumstances which are approved by the Chief Executive Officer; and
- Canvassing of the Mayor, Elected Members and/or staff to seek a favourable grant outcome.

What is not funded?

- Applications received after the closing date.
- Activities/expenditure taking place prior to grant approval.
- Activities better suited to other Government departments and agencies e.g. NDIS funded activities.
- Activities failing to demonstrate a benefit to the Canning community.
- Commercial (for profit) activities.
- Activities where entry fees/ticket prices may be a barrier to participation.
- Academic assessments, work placements.
- Tours without a competition and selection element.
- Any proposals or costings associated with political activities. Assets and resources of the City of Canning must not be used to undertake any party/political activities which compromise the City's political impartiality.
- Wages (ongoing staff).
- Administration costs.
- Gifts to volunteers.
- Fundraising activities (e.g. quiz nights).
- Ongoing running costs (e.g. subscriptions, rent, power).
- Retrospective costs (e.g. a competition or event that has already occurred).
- Activities of a strictly social nature (e.g. group meals).
- Items \$501 and over without a written supplier issued quote.
- Prizes, trophies or awards.

Community Grants Program – Grant Categories

6. Small Grants – up to \$500

The Small Grant supports the delivery of projects, programs, events and the purchase of equipment that clearly benefits the Canning community and is considered to align with the City of Canning's [Strategic Community Plan 2021-2031](#). Any equipment purchased must be available for all members and must not be for personal use.

- **Open to individuals, unincorporated and incorporated community organisations, sporting clubs and schools. ([see Eligibility of Individuals and Schools](#))**
- **Ongoing, until 30 May 2026 or until the budget is fully expended.**
- **Applications must be submitted at least four (4) weeks prior to the event date.**
- **Only one small grant will be awarded per project, program, event and the purchase of equipment.**

Residents and Ratepayers Associations within the City of Canning are eligible to apply for expenses related to the delivery of their core business.

7. Volunteer Grants – up to \$500

The Volunteer Grant supports not-for-profit community organisations and sporting clubs to train and develop their volunteers. Examples of training opportunities include courses such as first aid, treasurer skills, coaching courses or training which will help your organisation become more effective at attracting, training and retaining volunteers.

Screening checks such as Working with Children and National Police Clearance checks are not eligible under this grant category. Organisations must operate regularly within the City of Canning.

- **Open to unincorporated and incorporated community organisations, and sporting clubs.**
- **Ongoing, until 30 May 2026 or until the budget is fully expended (whichever occurs first).**

8. Welcoming and Thriving Canning Grants – up to \$10,000

The Welcoming and Thriving Canning grant aims to support projects and programs that contribute towards creating a welcoming and thriving community in the City of Canning. All applicants are encouraged to liaise with the Grants Officer prior to submitting an application for this category. Events are to be submitted under the Community and Cultural Events Grant.

Projects and programs must be aligned to one or more of the below areas:

Connect

- Create opportunities for shared cultural and artistic expression
- Promote awareness and appreciation of Aboriginal culture and heritage
- Facilitate connections, learning and activities for all
- Build the capacity of your organisation to respond to identified community need
- Foster collaboration between groups, business and stakeholders
- Advocate and deliver opportunities for healthy activity and lifestyles
- Facilitate and partner to deliver a range of recreation and leisure services/ facilities
- Collaborate to ensure safe places and spaces for all
- Nurture connections between people and the places they share

Enhance

- Advocate for and deliver well-managed natural areas supporting biodiversity and appropriate recreation
- Undertake activities to minimise and reuse waste
- Enhance the health of the Canning River, waterways and surrounding natural areas
- Reduce reliance on fossil fuels and optimise the use of natural resources
- Raise awareness and engage with others to protect, respect and enjoy the natural environment
- Promote and educate the community on sustainability and waste management practices
- Proactively respond to the impacts of climate change

Lead

- Promote social inclusion and equitable access to all

Category specific criteria:

- Open to incorporated community organisations, sporting clubs and schools.
- Closing dates for each round: 4 August 2025 and 3 March 2026.
- New initiatives and activities are encouraged and will be assessed as a higher priority.
- 50% In-kind or cash contribution required e.g. to receive a grant of \$10,000 the applicant must demonstrate a contribution of \$5,000 or more towards the activity.
- Activities open to the broader community will be assessed as a higher priority in comparison to activities for a select exclusive group.
- Any equipment purchased must form part of the project/ program outlined in the application and be used frequently in future activities in Canning.
- Promotional and marketing materials are considered a lower priority.

9. Community and Cultural Events Grants – up to \$10,000

The Community and Cultural Events grant aims to support not-for-profit incorporated community organisations to host events within the City of Canning. All applicants are encouraged to liaise with the Grants Officer prior to submitting an application for this category.

Community events over 200 people and held in a public place **must** liaise with the City of Canning Events team at communityevents@canning.wa.gov.au or 1300 422 664. Discussions should include the need for a parking/traffic management plan and to cost these expenses into your application. Further information is available on the [City's website](#).

Applicants seeking grants close to the maximum amount available of \$10,000:

- Should be able to demonstrate that this event is a large community event (more than 300 people).
- Should engage a Whadjuk Noongar Elder to provide a Welcome to Country – budget \$500 (City's Grants Officer and/or Aboriginal Engagement Officer can assist with identifying a suitable Elder if required).
- Must outline the additional steps taken to ensure people with disabilities are included (e.g. Auslan interpreter, wheelchair access, a sensory or quiet tent/zone).

Category specific guidance:

- Open to incorporated community organisations, sporting clubs, schools.
- Closing dates for each round: 4 August 2025 and 3 March 2026.
- 50% In-kind or cash contribution required i.e. to receive a grant of \$10,000 the applicant must demonstrate a contribution of \$5,000 or more towards the activity.
- Activities open to the broader community will be assessed as a higher priority in comparison to activities for a select exclusive group.
- Any equipment purchased must form part of the event outlined in the application and be used frequently in future events in Canning.
- Promotional and marketing materials are considered a lower priority.

10. Disability Access and Inclusion Grants – up to \$10,000

The Disability Access and Inclusion grant supports projects, programs, activities and the purchase of specialised disability equipment which enables equitable access, inclusion and participation of people with a disability in local community and sporting activities. This grant category aligns to the City's [Disability Access and Inclusion Plan](#).

Category specific guidance:

- Open to incorporated community organisations, sporting clubs and schools.
- Two rounds. Closing date for each round: 4 August 2025 and 3 March 2026.
- 50% In-kind or cash contribution required e.g. to receive a grant of \$10,000 the applicant must demonstrate a contribution of \$5,000 or more towards the activity.
- Promotional and marketing materials are considered a lower priority.

11. Aboriginal Engagement and Reconciliation Grants – up to \$10,000

The Aboriginal Engagement and Reconciliation Grant supports:

- Initiatives that engage Aboriginal and Torres Strait Islander peoples to deliver positive individual and community outcomes;
- Deliver initiatives to celebrate NAIDOC Week and/or engage in Reconciliation Week
- Delivery of reconciliation actions within the Canning community.

This grant category aligns with the City's [Reconciliation Strategy 2024-2028](#) and its purpose is to provide greater opportunities for Aboriginal and Torres Strait Islander peoples within the Canning community and to strengthen relationships between Aboriginal and Torres Strait Islander peoples and non-indigenous peoples.

Successful applicants will be required to meet or liaise with the City's Aboriginal Engagement Officer prior to commencing their project.

Category specific guidance:

- Open to incorporated community organisations, sporting clubs and schools.
- Two rounds. Closing date for each round: 4 August 2025 and 3 March 2026.

12. Youth Grants – up to \$10,000

The Youth grant supports activities, projects, programs or events that primarily engage with young people (aged 12-25) and encourage social and civic participation.

Successful applications will be required to meet or liaise with the City's Youth Services team prior to commencing their grant project.

Category specific guidance:

- Open to incorporated community organisations, sporting clubs and schools.
- Two rounds. Closing date for each round: 4 August 2025 and 3 March 2026.

13. Equipment Grants – up to \$1,000

The Equipment grant aims to support the purchase of new equipment lasting over 12 months. Priority will be given to equipment which will make a significant difference to activities/ programs provided within the City of Canning. Applicants should demonstrate how the equipment will meet one or more of the following areas:

- Encourage increased participation
- Maintain participation levels where sporting and community trends demonstrate decline
- Support new initiatives
- Improve safety for members
- Increase usage of the facilities
- Improve efficiency of the running of community and sporting organisations

Category specific grants:

- Open to incorporated community organisations, sporting clubs based within the City of Canning. Schools are ineligible.
- Two rounds. Closing date for each round: 4 August 2025 and 3 March 2026.
- Equipment is to be accessible to members and not for personal use.
- Tangible sports equipment such as balls will be a lower priority.
- iPads and eftpos machines are considered a lower priority

14. 50/50 Equipment Grants – up to \$5,000

The 50/50 Equipment grant aims to support the purchase of equipment and fixtures with a life expectancy of greater than 3 years. Priority will be given to equipment and fixtures which will make a significant difference to activities/ programs provided within the City of Canning. This grant must be matched by an equal cash contribution. Applicants should demonstrate how the equipment will meet one or more of the following areas:

- Encourage increased participation
- Maintain participation levels where sporting and community trends demonstrate decline
- Support new initiatives
- Improve safety for members
- Increase usage of the facilities
- Improve efficiency of the running of community and sporting organisations

Category specific criteria:

- Open to incorporated community organisations and sporting clubs based within the City of Canning. Schools are ineligible.
- Two rounds. Closing dates: 4 August 2025 and 3 March 2026.
- Fixtures are defined as pieces of equipment fixed to a building (such as dishwashers, ovens and air-conditioners).
- To be eligible for fixtures in the City's facilities, applicants must seek approval from the City of Canning for the purchase and professional installation of fixtures prior to submitting their grant application. Approval received via email must be submitted as part of the application.
- Equipment is to be accessible to members and not for personal use.
- Matching cash contribution required i.e. If your item costs \$5,000, the max grant available is \$2,500. Grants up to \$10,000 may be awarded if items are valued at \$20,000 or greater.
- Digital scoreboards are considered a lower priority.

15. Achievement Grants – Up to \$500

(Formerly known as Young People Fly High)

The Achievement grant assists residents who have been selected to represent Western Australia or Australia as an athlete/participant in their chosen field of endeavour. This may include sports, arts or academic pursuits. Grants support costs towards uniforms, travel and accommodation expenses.

Application submissions are to include:

- A selection letter from a peak association or body confirming the applicant has been selected to represent either Western Australia or Australia, or written evidence that the applicant has met the qualifying score, time or standards when competing in a state or national competition.
- Evidence of residential address in the City of Canning (i.e. driver's license, a bill in your name or parents name if applicant is under 18 years of age).

Grant awards:

- Attendance within Western Australia including Perth	\$100.00
- Attendance Interstate	\$300.00
- Attendance Overseas	\$500.00

Category specific criteria:

- Applicants must reside in the City of Canning.
- Applicants may apply for one application per financial year if selected to represent Western Australia and one application per financial year if selected to represent Australia.
- Applications received in July and August may be assessed following the approval of the budget by Council.

Eligible activities:

- **Sport:** Competitions where the applicant has clearly been selected through a competitive selection process by a peak body (for example a State or National Sporting Organisation).
- **Recreation, Arts and Academic achievement:** Competitions and short-stay activities where there is a competitive selection process to participate in the activity.

The following activities are not eligible for support:

- Applications submitted after the event has occurred.
- Cultural exchanges, school/community tours ("which are opt in"), 'friendly' matches and sports team tours (where there is no selection of placement by peak body).

- Work and education placements, excursions and exchanges, activities which are part of the school or university curriculum or form part of academic assessment.
- Competitions where teams and/or individuals 'opt in' or pay an entry fee to secure inclusion rather than compete for selection to participate.
- Applications from a team (eligible individuals on a team must each apply).
- Costs already covered by other grants.
- Costs not incurred by the applicant e.g. travel and accommodation costs for other family members to attend the event.

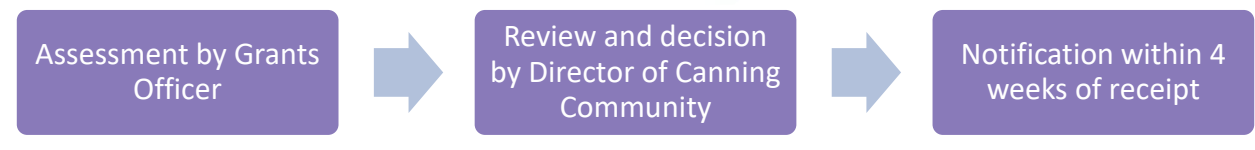
16. Assessment Criteria

Applications will be assessed against the four criteria within the Community Grants Program policy outlined below. These prompts are included to assist applicants.

Have you undertaken any research or consulted with your members?	Have you run a similar activity previously to evidence the need for your proposal?
Community Need	
Has the activity successfully occurred elsewhere?	Does the activity meet an unmet need e.g. is it a new activity to the area?
Do the costs offer good value for money?	Will the activity/ equipment help reduce costs/ generate an income?
Value for money	
Is there sufficient in-kind/ cash contribution?	Has any additional funding being sourced from other grants or sponsorship?
Will the marketing methods reach the target audience?	Do the volunteers/ facilitators have the required skills?
Planning and Management	
Does the budget include all costs? Have quotes been included?	Is there sufficient planning time following the grant outcome?
Will the proposal make a difference? Can the benefits be measured?	Does the proposal primarily benefit the Canning Community?
Alignment with the Strategic Community Plan	
Is the proposal aligned with any of the objectives?	Are the outlined benefits realistic?

17. Assessment and Approvals Process

Grants up to \$500



Grants \$501 up to \$10,000



18. Payment of Grant

Grants will be paid:

- within two to four weeks following successful notification
- By bank transfer to the account stated on the application form and outlined on the bank statement/bank header.
- Payments may be delayed if payment details and documentation are outstanding from the applicant i.e. completed payment request, bank header statement.

Organisations and individuals without an Australian Business Number (ABN) should complete an Australian Taxation Office Statement by a Supplier form

(<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>)

providing reasons for not having an ABN. If an ABN or Statement by a Supplier form is not completed, the City is required to withhold a proportion of grant as a tax and the organisation will need to apply to the Australian Taxation Office for reimbursement.

GST is not applicable to grant payments so a grant of \$5,000 will be paid at \$5,000 (not \$5,500 to an applicant registered for GST).

19. Acquittal Reports and Maintaining Eligibility

Grant recipients are required to complete an acquittal report within four weeks of completing their grant project. Acquittal forms will be shared with applicants through the SmartyGrants platform.

The information to be submitted with the acquittal is:

- A completed acquittal form.
- Confirmation the activity, project, program or event took place.
- Receipts, bank statements, etc to confirm expenditure. Receipts are to be supplier-issued and include name of supplier, contact details and ABN, itemised goods and services purchased, and payment received.
- Purchases and receipts made through a secondhand market such as Facebook Marketplace will not be accepted.
- Receipts in a language other than English would not be accepted.
- Any other requirements stated in Grant Offer.

Additionally, we welcome:

- High resolution photographs of the funded activity which your organisation has consent and permissions for the City of Canning may promote as part of the Community Grants Program.
- Evidence of acknowledgement of City of Canning grant (e.g. screen print of social media or copies of media coverage).

Late acquittal reports

If an acquittal has not been received by the due date and you have not communicated a reason for the delay, you/your organisation will be ineligible from applying for City of Canning grant until:

- an acceptable acquittal has been received and approved; or
- the funds have been returned to the City of Canning; or
- exceptional circumstances have been outlined and approved by the Chief Executive Officer.

Right to refuse to award a grant

The City of Canning retains the right to refuse to award a grant to either an individual, group or organisation. Circumstances may include:

- application does not meet the eligibility criteria;
- application is assessed as a lower priority as part of a competitive funding round;
- and

- when there is clear evidence that the applicant has a poor history in previously managing City of Canning grant funding.

Unacceptable acquittal reports

A period of 12 months ineligibility will apply if your acquittal report is not approved by City of Canning staff and you do not rectify by supplying the required information and/or returning any disputed funds.

This period of 12 months ineligibility does not replace the need to satisfactorily acquit the grant.

Return of grant funds to the City of Canning

Grant recipients are required to maintain records of the funded activity and provide to the City upon request. Reimbursement of the grant will be required if not spent in accordance with the activity outlined in the grant application and Grant Offer.

- **Requests to vary your activity and/or expenditure must be made in writing to grants@canning.wa.gov.au. Any changes need to be approved by the Grants Officer in writing prior to commencement. If an agreement cannot be reached, the City will ask for the grant recipient to return the grant funds.**
- Remaining funds should be returned to the City of Canning within six weeks of the completion of the activity or by the date outlined within the Grant Offer (whichever is sooner). Amounts of \$50.00 and under may be redirected towards another eligible cost in your budget and identified in your acquittal.

20. Acknowledgement of the City of Canning Grant

Grant recipients are required to acknowledge the grant received from the City on social media, your club's newsletter, in any speeches and by other available means. This helps promote the Community Grants Program to potential applicants and thanks the community for their financial contribution to the funded activity.

The City of Canning's logo is to be included on all promotional materials for activities funded through the Community Grants Program. See City of Canning website for further details. <https://www.canning.wa.gov.au/our-community/community-initiatives/community-grants-program/city-of-canning-logos>

Additionally, the Mayor and Elected Members of City of Canning welcome invitations to attend activities which have received grant support.

21. Application Support

The Grants Officer encourages applicants to discuss ideas prior to submission. This ensures applicants receive the most up to date information and tips when completing applications.

Phone: 0428126347 Email: grants@canning.wa.gov.au

Liaise with other City of Canning staff if relevant to the activity, prior to applying. Any permissions or approvals should be obtained prior to applying and included in your application.

22. Unsuccessful applications

Applying for grant funding through the City's Community Grants Program is a competitive process and the City of Canning may not be able to support all eligible applications and/or to the full amount requested from applicants. Some applications may be considered unsuccessful, and some may receive a reduced grant offer. This is due to either being ineligible under the Community Grant Program Policy and Guidelines and/or considered by the grants panel to be a lower priority in comparison to other grants received.

The City of Canning's grant offers are final.

If you are dissatisfied and/or would like to discuss further, we encourage you to contact the City of Canning's Grants Officer and/or Coordinator Community Capacity in this first instance to discuss your application:

Phone: 0428126347 Email: grants@canning.wa.gov.au

23. How to make a complaint

The City of Canning takes complaints seriously.

Complaints may include:

- Complaints about grant application outcome
- Complaints about process
- Complaints about employees
- All other complaints.

There are two options available to make a complaint.

1. Directly to the City's Grants Officer and/or Coordinator Community Capacity on phone 0428126347 or grants@canning.wa.gov.au
2. A formal and official complaint online via the [City of Canning's Complaints webpage](#).

24. Definition of Terms

Acquittal Report

The acquittal report evidences the activity took place as described in your application, and funding was spent on approved costs. Acquittal reports must be complete to be reviewed as satisfactory.

Auspice

An incorporated organisation (auspicer) may 'auspice' an individual or unincorporated not-for-profit group (auspicee) to deliver a grant project. The auspicer has the legal responsibility to the City of Canning to administer the grant. The auspicee, is considered a sub-contractor, who delivers the grant project. The City may reserve the right for the auspicer and auspicee to have a written and signed auspicings agreement in place that clearly outlines roles and responsibilities. An auspicer may be used to meet eligibility requirements, bring added skills and reputation, provide insurances and/or provide additional support as needed. An auspicer may receive a fee of up to 10% of the total grant value to cover their own costs incurred as part of the auspicings arrangement. Common costs associated with auspicings an application may include; project planning, monitoring, evaluation, marketing, mentoring and/or general support. An auspicer can auspice only one grant application per financial year. An auspicer can only receive one grant per grant category per financial year.

City of Canning

The boundaries of the City of Canning, along with other demographic data, can be found at <https://profile.id.com.au/canning/about>. The Community Grants Program exists to benefit people living in or visiting the City of Canning.

Grant

This is a non-recoupable, cash contribution only towards costs as described in your application form. Variations to dates, costs and/or activities must be approved in writing by the City.

Grant Offer

The Grant Offer confirms that the application for a grant was successful and outlines any special conditions, any due dates funding awarded, and required acquittal information.

Intellectual Property

Where the grant requires the use of, or results in, the creation of a new piece of original creative work, you may need to consider how any rights are managed. Artslaw offers an advisory service with free and low cost fact sheets and template contracts area see <http://www.artslaw.com.au/>.

Matching Funding

This is the contribution from the applicant and/or other funding sources towards the proposal. It

may comprise cash, in-kind, or a combination of both depending upon the requirements of the particular grant category.

- **Cash Contribution**

This is the contribution in cash from the applicant and/or other funding or sponsorship sources towards the costs.

- **In-kind Contribution**

These are items in your budget that have value but are given freely or at a reduced rate as goods or services instead of money. These can be estimated by working out the commercial rate for the same item. Examples include the following:

- *Volunteer* hours for management or implementation, to promote or market the outcome, administrative time to acquit the grant, and/or any other expertise or labour required to deliver the initiative.
- Free *or* discounted equipment or venue hire.

Please use rates drawn from the relevant award or agreement when calculating the value of in-kind labour, or refer to the following:

- General work– up to \$40 per hour.
- *Skilled* – please use rates drawn from relevant award.

In-kind contributions must be broken down into tasks and hours directly related to the activity to be funded. These are assessed by the Panel and show you have satisfactorily planned and resourced your activity (e.g. 3 hours setting up @ \$40.00 per hour = \$120.00).

Quotes and Receipts

Quotes and receipts are to be issued by the supplier and include the company name, contact details, ABN, the items and cost.

Screen prints from a supplier's website may also be accepted if the item and cost is clearly demonstrated. One written quote is required for each item costing \$501 and over. One written quote is required for multiples of the same item costing \$501 and over (i.e. balls, jumpers, etc).

Retrospective funding

This is funding toward activities that have already occurred at the time of application. The City does not support costs that have already occurred.

Supporting Documents

These differ depending on your activity and you may attach these to your application to demonstrate viability and to help the Assessors better understand your activity. These include:

- Confirmation letters from each partner/contributor listed in your application identifying their role and contribution (essential). These must include a contact name and phone number or email address.

- Supplier issued quotes and/or screenshots for amounts \$501 and over.
- Documents specific to the activity which describe content e.g. event running order, workshop summary and timetable.
- Summary bios of presenters/artists.
- Financial plan (if your activity requires significant funds from other agencies).
- Proof of public liability insurance (for example Certificate of Currency).
- Evaluation forms or feedback showing you have successfully run similar activities previously; and/or
- Member surveys showing support for your activity.

Other documents may be required as a condition of the grant and will be listed in your Grant Offer Letter.