



# Community Assistance Program

## *Guidelines*

**The Community Assistance Program supports and facilitates programs, services and projects that contribute to the social, environmental and cultural development of the City of Busselton.**

The Community Assistance Program consists of three different funding streams:

1. **Assistance Grant** – For programs, services or activities that benefit the local community with a focus on one of the following sectors: Seniors; Children and Youth; Sport, Recreation and Leisure; Community Wellbeing (e.g. mental health, family and domestic violence, homelessness, access and inclusion); Arts and Culture; Community Safety. A maximum allocation of 60% of the total project cost with applications up to \$10,000.
2. **Revitalisation Grant** – Assistance for infrastructure development, facility maintenance, facility upgrades and the revitalisation of places and spaces. A maximum allocation of 60% of the total project cost with applications up to \$10,000.
3. **Revitalisation Grant Plus** – For contributions towards significant infrastructure development and when external funding is being sourced e.g. Lotterywest, Community Sporting and Recreation Facilities Fund (CSRFF) grants. These external funding grants generally require co-contribution between the community organisation, local government and the external funding body. Applications for \$10,000 plus, per application.
4. **Multi-Year Grant** – The Multi-Year Community Grant aims to support eligible community organisations in delivering programs, services, or initiatives that contribute to the social, environmental, and cultural development of the City of Busselton over multiple financial years. Application is by invitation only and available to applicants that have a well-developed Strategic Plan and have had extensive consultation with the City's Community Development Officer prior to preparing an application. Please see attached terms and conditions for the multi-year grant. A maximum allocation of \$20,000 per year for a maximum of 3 years.

## Eligibility

The Community Assistance Program is available to incorporated community groups and not-for-profit organisations that provide services or activities within the City of Busselton.

\*Applicants who have already received any funding from the City of Busselton in the same financial year are not eligible to apply for further funding.

Applicants are to demonstrate:

1. How their project meets an identified community need;
2. How the impact on the community will be measured;
3. How it is proposed to ensure the ongoing sustainability of the project;
4. Capacity to fund any ongoing maintenance and life cycle costs; and
5. If financial assistance has been sought from other sources.

### 1. Assistance Grant

Who can apply?	Incorporated community groups and not-for-profit organisations that provide services or activities within the City of Busselton.
Eligible projects include:	<ul style="list-style-type: none"><li>▪ New services, programs and activities aimed at specific target groups to meet an identified need or address an identified gap.<ul style="list-style-type: none"><li>o Eligible community sectors include: Seniors; Children and Youth; Sport, Recreation and Leisure; Community Wellbeing (e.g. mental health, family and domestic violence, homelessness, access and inclusion); Arts and Culture; Community Safety.</li></ul></li><li>▪ Programs aimed at training, development, retention and recruitment of volunteers (including purchase of equipment relevant to the program).</li></ul>
Projects must, wherever practical, utilise local contractors and/or suppliers within the City of Busselton. Projects must aim to benefit a majority of residents within the City of Busselton.	
Ineligible projects include:	<ul style="list-style-type: none"><li>▪ Projects that do not take place within the City of Busselton.</li><li>▪ Projects with sufficient funding opportunities from other levels of government.</li><li>▪ Projects that have a commercial purpose.</li><li>▪ Projects that do not meet the requirements of the City of Busselton Policy 'Sponsorship Arrangements'.</li><li>▪ Retrospective funding for projects already completed.</li></ul>
Ineligible expenses include:	<ul style="list-style-type: none"><li>▪ Capital expenditure.</li><li>▪ Staff wages.</li><li>▪ Personal expenses.</li><li>▪ Purchase of equipment that is not directly related to the project.</li><li>▪ Affiliation and/or membership fees.</li></ul>
Funding limits	Up to 60% of project budget (maximum of \$10,000).

Terms and conditions	<ul style="list-style-type: none"> <li>▪ Successful applicants will be required to sign a grant agreement.</li> </ul>
Examples of Assistance Grant projects	<ul style="list-style-type: none"> <li>▪ Programs aimed at training, development, retention and recruitment of volunteers (including purchase of equipment, hire fees and other costs relevant to the program).</li> <li>▪ New services, programs and/or activities aimed at specific target groups to meet an identified need and/or address an identified gap.</li> <li>▪ Come-and-try activation programs aimed at reaching new members/participants in your club or organisation.</li> </ul>

## 2. Revitalisation Grant

Who can apply?	Incorporated community groups and not-for-profit organisations that provide services or activities within the City of Busselton.
Eligible projects include:	<ul style="list-style-type: none"> <li>▪ Minor infrastructure projects, maintenance and renewal projects.</li> <li>▪ Upgrades to existing community facilities.</li> <li>▪ Projects must be undertaken by organisations that have an official tenure agreement on land owned by Local, State, Commonwealth Government or eligible entity.</li> </ul>
Projects must, wherever practical, utilise local contractors and/or suppliers within the City of Busselton. Projects must aim to benefit a majority of residents within the City of Busselton.	
Ineligible projects include:	<ul style="list-style-type: none"> <li>▪ Construction of standalone new community facilities.</li> <li>▪ Projects that do not have the consent of the land owner.</li> <li>▪ Projects considered the responsibility of other government departments, individuals and private for-profit groups.</li> <li>▪ Projects that are not complementary to relevant Regional/District strategies/plans e.g. the City's Sport and Recreation Facilities Strategy 2020-2030, State Sporting Association Strategy or Governing Body Strategy.</li> <li>▪ Retrospective funding for projects already completed.</li> <li>▪ Projects that do not meet the requirements of the City of Busselton Policy 'Sponsorship Arrangements'.</li> </ul>
Ineligible expenses include:	<ul style="list-style-type: none"> <li>▪ Purchase of equipment, unless directly related to the eligible project. ☒</li> </ul>
Funding limits	<ul style="list-style-type: none"> <li>▪ Up to 60% of project budget (maximum of \$10,000).</li> <li>▪ Your organisation's cash contribution must be more than the value of your in-kind contribution.</li> </ul>
Terms and conditions	<ul style="list-style-type: none"> <li>▪ Successful applicants will be required to sign a grant agreement.</li> </ul>
Examples of Revitalisation Grant projects	<ul style="list-style-type: none"> <li>▪ Solar panels</li> <li>▪ Scoreboard</li> <li>▪ Seating</li> <li>▪ Doors/ramps to improve access</li> <li>▪ Small storage shed</li> <li>▪ Goal Posts</li> <li>▪ Refurbishment of change rooms to meet up-to-date unisex use guidelines</li> </ul>

### 3. Revitalisation Plus Grant

Assistance for contributions towards significant infrastructure development and when external funding is being sourced i.e. Lottery West, Community Sporting and Recreation Facilities Fund and/or Commonwealth Government Funding. These external funding grants generally require a significant level of project planning undertaken prior to the application stage and require a significant financial co-contribution from the community organisation, local government and external funding body.

As a result, an application for this grant is by invitation only and available to applicants that have a well-developed strategic plan and have had extensive consultation with the City's Community Development Officer prior to preparing an application.

Who can apply?	<ul style="list-style-type: none"> <li>Applications by invitation only.</li> <li>Incorporated community groups and not-for-profit organisations that provide services or activities within the City of Busselton.</li> </ul>
Eligible projects include:	<ul style="list-style-type: none"> <li>Significant infrastructure projects where external funding is being sought or secured e.g. Lotterywest, Community Sporting and Recreation Facilities Fund (CSRFF), Commonwealth Government or other external funding source.</li> <li>Projects must be undertaken by groups/organisations that have an official tenure agreement on land owned by Local, State, Commonwealth Government or eligible entity.</li> </ul>
Projects must, wherever practical, utilise local contractors and/or suppliers within the City of Busselton. Projects must aim to benefit a majority of residents within the City of Busselton.	
Projects ineligible include:	<ul style="list-style-type: none"> <li>Projects that do not meet the requirements of the City of Busselton - Sponsorship Arrangements Policy.</li> <li>Projects that do not have the consent of the land owner.</li> <li>Projects considered the responsibility of other government departments, individuals and private for-profit groups.</li> <li>Projects that are not complimentary to relevant Regional/District strategies/plans e.g. the City's Sport and Recreation Facilities Strategy 2020-2030, State Sporting Association Strategy or Governing Body Strategy.</li> </ul>
Ineligible expenses include:	<ul style="list-style-type: none"> <li>Purchase of equipment, unless directly related to the eligible project.</li> <li>Retrospective funding for projects already completed.</li> </ul>
Funding limits	<p>\$10,000 plus.</p> <p>Your organisation's cash contribution must be more than the value of your in-kind contribution.</p>
Terms and Conditions	Successful applicants will be required to sign a grant agreement.

#### 4. Multi-Year Grant

The Multi-Year Community Grant aims to support eligible community organisations in delivering programs, services, or initiatives that contribute to the social, environmental, and cultural development of the City of Busselton over multiple financial years.

An application for this grant is by invitation only and available to applicants that have a well-developed Strategic Plan and have had extensive consultation with the City's Community Development Officer prior to preparing an application. Please see attached terms and conditions for the multi-year grant [Multi Year Agreement Terms & Conditions](#)

Who can apply?	<ul style="list-style-type: none"><li>▪ Applications by invitation only.</li><li>▪ Incorporated community groups and not-for-profit organisations that provide services or activities within the City of Busselton.</li></ul>
Eligible projects include:	<ul style="list-style-type: none"><li>▪ Significant infrastructure projects that will occur over multiple financial years.</li><li>▪ Significant participation programmes that will span multiple financial years and achieve agreed outcomes.</li></ul>
Projects must, wherever practical, utilise local contractors and/or suppliers within the City of Busselton. Projects must aim to benefit a majority of residents within the City of Busselton.	
Projects ineligible include:	<ul style="list-style-type: none"><li>▪ Projects that do not meet the requirements of the City of Busselton - Sponsorship Arrangements Policy.</li><li>▪ Projects that do not have the consent of the land owner.</li><li>▪ Projects considered the responsibility of other government departments, individuals and private for-profit groups.</li><li>▪ Projects that are not complimentary to relevant Regional/District strategies/plans e.g. the City's Sport and Recreation Facilities Strategy 2020-2030, State Sporting Association Strategy or Governing Body Strategy.</li></ul>
Ineligible expenses include:	<ul style="list-style-type: none"><li>▪ Purchase of equipment, unless directly related to the eligible project.</li><li>▪ Retrospective funding for projects already completed or underway.</li></ul>
Funding limits	<p>\$20,000 per year for a maximum of 3 years.</p> <p>Your organisation's cash contribution must be more than the value of your in-kind contribution.</p>
Terms and Conditions	Successful applicants will be required to sign a grant agreement.

## 5. Assessment Criteria

Applications for all four funding streams are assessed on the following criteria:

Is the organisation ready to commence the project?	<ul style="list-style-type: none"> <li>Well scoped</li> <li>Clearly identified community need</li> <li>All supporting documentation provided (see below)</li> </ul>
Is the project ready?	
Does the project meet an identified community need?	
The community impact / benefit of the project	
The use of local suppliers	
Supporting Documents	<input type="checkbox"/> Most recent Annual General Meeting (AGM) minutes (including financials).
	<input type="checkbox"/> Copy of your organisation's constitution.
	<input type="checkbox"/> Evidence of public liability insurance.
	<input type="checkbox"/> Detailed budget and copies of quotes from suppliers/service providers.
	<input type="checkbox"/> Committee meeting minutes endorsing this project and application.
	<input type="checkbox"/> Letter confirming consent from land owner, including City owned land.
	<input type="checkbox"/> Site plans (if required).
	<input type="checkbox"/> Building plans (if required).
	<input type="checkbox"/> Development applications (if required).
	<input type="checkbox"/> Confirmation of any other income sources used to fund the project.
Additional Supporting Documents for Revitalisation Plus Grant	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of financial contribution (last audited Financials) &amp; Management plan.</li> <li><input type="checkbox"/> Needs assessment and/or impact assessment.</li> <li><input type="checkbox"/> Life cycle cost analysis.</li> <li><input type="checkbox"/> Feasibility study.</li> </ul>

Applications will be assessed by City officers, who will provide their recommendations to a Community Assistance Program panel which consists of at least two City Councillors and one City officer, before going to Council for endorsement.

## 6. Timeframes

Applications will be assessed in three rounds each financial year.

2025/2026 Important Dates

Round	Opening date	Closing date	Outcomes
1	19 May 2025	13 June 2025	6 August 2025
2	8 September 2025	3 October 2025	3 December 2025
3	2 February 2026	27 February 2026	30 April 2026

## 7. Funding Conditions

If an applicant is successful in obtaining funding from the Community Assistance Program:

- They are required to enter into a grant agreement for the approved purpose and any applicable conditions with the City of Busselton.
- They are required to submit an acquittal that highlights the outcomes of the project and acknowledges the funding received, within three months of the completion of the project.
- They must not use the funds for any purpose other than what was approved and as stated in the grant agreement, without prior written consent from the City of Busselton.
- They must return all funding which is unspent to the City within three months of the conclusion of the project.

For all enquiries and to discuss your application, please contact the Community Development Officer on 08 9781 0496 or email: [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au).