

Locally-Led and Creative Communities Quick Response Grant Application

* indicates a required field

Overview

Quick Response Grants are quick turnaround grants for projects and initiatives that require funding up to \$2,000. Applicants will be notified of an outcome within 14 business days. Noting activities can NOT commence until 28 business days from submitting application.

Before completing this application, please ensure that you have read:

- [Community Grants Program Information](#)
- [Locally led and Creative Communities](#)

All applications will require supporting documents. Please ensure the correct documents are attached when requested in your application.

Supporting documents may include:

- Certificate of Incorporation
- Certificate of Public Liability Insurance
- ACNC Registration
- Business Registration
- Individual ID
- Proof of residential address
- Quotes for any service delivery
- Quotes/ evidence of costings for items you intend to purchase

Incomplete applications will not be considered

Please contact the **Grants Team** should you require any assistance or would like to discuss your application further:

- **Email:** Grants@stirling.wa.gov.au
- **Phone:** 9205 7115

You will need to regularly save your application by clicking 'Save Progress' button which appears at the top of your screen

Eligibility Check

Applicants must:

- Have read the *Community Grants Program Guidelines* and relevant Grant Stream to confirm eligibility
- Be based within the City of Stirling and/or deliver the activity within City boundaries
- Have no outstanding acquittals or debts with the City of Stirling
- Hold current Public Liability Insurance
- Not be a current employee or Elected Member of the City of Stirling

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- Request funding of no more than \$2,000
- Allow a minimum of 28 business days between submitting the application and the proposed project or activity start date

I confirm that I meet the eligibility requirements *

- ☐ Yes
☐ No

Only eligible applicants can apply.

Name of Grant Support Officer you have liased with, regarding your initiative:

If you have not spoken to anyone about your application, please leave blank

Important Information for Applicants Delivering Events

Receiving a grant does not automatically approve your event or secure a venue booking. If you are planning an event, you must still complete the City of Stirling's Event Application and Approvals process, comply with all relevant local laws, and submit a separate venue booking request.

The event approval process is separate from the grant application process. Event applications must be submitted at least **8 weeks prior to your event**, even if you have not yet received your grant outcome.

Before applying for funding, please consider whether you can meet all event requirements and timeframes. If your event is not approved, any funding allocated to that component of your project may be required to be returned.

To support your application, we strongly encourage you to speak with a City Events Officer. They can help clarify requirements, indicative costs, and key considerations before you apply.

- **Email:** eventapplications@stirling.wa.gov.au
- **Phone:** (08) 9205 8555
- **More information:** [City of Stirling - Information for event organisers](#)
- You can also view the recent Event Application and Approvals [presentation](#) and [webinar](#) on the City's website.

Grant Funding Amounts for Events

Applicants are encouraged to seek funding from multiple sources. As a general guide, the City will not fund more than **50% of the total event cost**.

Funding requests are assessed on a case-by-case basis, with typical package ranges outlined below:

- **Small-scale events:** up to \$5,000 total package
- **Medium-scale events:** up to \$20,000 total package
- **Large-scale events:** over \$20,001 total package (*Note: Large-scale events require Council approval and have an extended outcome timeframe of approximately 50 business days.*)

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Further detail on event classifications can be found under [Vibrant Communities - Funding Available](#) on the City's website.

How did you hear about us?

How did you hear out about the City of Stirling's Community Grants Program? *

- ☐ City of Stirling website
- ☐ City of Stirling newsletter
- ☐ City of Stirling social media
- ☐ Word of mouth
- ☐ Was a previous applicant
- ☐ Other:

Applicant Details

* indicates a required field

Please Select applicant type *

- ☐ Individual ☐ Organisation

Organisation Details

Organisation Name *

Organisation Name

Please select applicant type *

Organisation Primary Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Website

Must be a URL.

Primary Contact for Project *

Title First Name Last Name

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Primary Contact Email *

Must be an email address.

Primary Contact Phone Number *

Must be an Australian phone number.

Does your organisation have an ABN? *

- ☐ Yes
☐ No

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Confirm GST status

- ☐ GST registered
☐ Not GST registered

Please note you will need to complete budget information in accordance with your GST status. GST-registered organisations should remove GST, while those not registered should include it as part of the total.

Taxation

If you do not have an ABN, please submit a completed ATO Statement by Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. These are available to download [here](#)

Please upload ATO Statement

Attach a file:

Individual details

Applicant *

Title

First Name

Last Name

Applicant Address *

Address

Applicant Phone Number *

Must be an Australian phone number.

Applicant Email *

Must be an email address.

Public Liability

The City is not responsible for determining the level or appropriateness of insurance cover. Applicants are responsible for seeking advice from their insurance provider and ensuring they have the necessary cover to meet all venue and activity requirements.

Does your organisation have Public Liability Insurance *

- ☐ Yes
- ☐ No
- ☐ Not required for project
- ☐ I am applying for Public Liability Insurance costs as part of grant

Upload Current Public Liability Insurance Certificate

Attach a file:

Proof of Entity

Please provide evidence of your organisation's or individual legal status.

Examples include:

- **Not-for-profit / Charity:** ACNC Registration Certificate
- **Incorporated organisation:** Certificate of Incorporation (ASIC or relevant authority)
- **Small business or sole trader:** Business registration
- **Individual:** Proof of identity and address (e.g. driver's licence)
- **Unincorporated group:**
 - ACNC registration (if applicable), or
 - Governing document, meeting minutes, or

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- Proof of identity and address (as per individual applicants)

Proof of entity documentation *

Attach a file:

Activity Information

* indicates a required field

Assessment Criterion 1 - Aims and Outcomes - 20%

Activity Title *

For example 'Singing classes for Vietnamese women' or 'Mirrabooka Multicultural art exhibition'

Locally Led & Creative - Please select the option that best represents the type of funding you are applying for

Costs to support becoming incorporated

Community based art projects

Public art projects - for emerging artists

Projects that capture or share local stories, history or cultural knowledge

Creative events/activations across the City of Stirling with less than 500 attendees

Develop knowledge and skills of community leaders, organisation officials or volunteers to facilitate quality programs for community participation

Other:

Summarise your activity in one sentence

For example - to deliver 10 x basketball development programs to 25 young people aged 10-15yrs at Mirrabooka Community Centre.

What is your activity and how will you deliver it? *

When answering this section, we want to know what you plan to do and the steps involved. Do not assume the person assessing the application knows anything about your activity. This information will be used publically to describe your project, if your application is successful

Activity Start Date *

Must be a date.

Must be a minimum of 28 business days from date of application submission

Activity End Date *

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Must be a date.

If timeline is still to be confirmed please provide best estimate to date

Where will your activity take place? *

Address

Which City of Stirling Ward will this take place in? *

- ☐ Balga Ward (Balga, Mirrabooka, Westminister)
- ☐ Coastal Ward (Karrinyup, North Beach, Scarborough, Trigg, Watermans)
- ☐ Doubleview Ward (Churchlands, Doubleview, Innaloo, Herdsman, Wembley Downs, Wembley, Woodlands)
- ☐ Hamersley Ward (Balcatta, Carine, Gwelup, Hamersley)
- ☐ Inglewood Ward (Dianella, Inglewood)
- ☐ Lawley Ward (Coolbinia, Nollamara, Menora, Mount Lawley, Yokine)
- ☐ Osborne Ward (Joondana, Glendalough, Osborne Park, Tuart Hill, Stirling)

Will your activity be held at a City of Stirling managed venue including a reserve or other facility? *

- ☐ Yes
- ☐ No

if unsure, you can check if your venue is a City venue here: <https://www.stirling.wa.gov.au/stirling-leisure/venue-and-facility-hire>

Will you be requesting a waiver of City, venue hire fees as part of this application? *

- ☐ Yes
- ☐ No

City of Stirling Value In Kind Venue Hire

The City of Stirling may consider offering venue hire of City managed facilities, as a value in-kind contribution to assist with the delivery of the proposed community activity.

Please note: venue bond charges will still apply and will not be covered by a grant

If you have not booked your venue hire, please check the [City's venue & facility hire](#) to identify venue/ room type/ dates & costings.

Venue costings **MUST** be reflected in your expenditure budget items as Value in Kind may not be awarded.

Please note, if you have not secured your booking, your chosen venue/date/times may be subject to availability

Venue Location- Name / Address of venue required

Type of room required (meeting room/ hall etc)

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Expected number of attendees

Must be a number.

Date of Venue Hire

Must be a date.

Number of hours required

Must be a number.

Any additional information?

If you are delivering a series of Activities - please clearly explain the dates/ times/ total hours required for venue hire

Alternatively, if you have secured your venue hire please upload your booking form here

Attach a file:

Assessment Criterion 2 - Alignment to Objectives- 20%

Please select the primary objective/s that your activity best aligns with *

- ☐ Facilitate social connections and access to services locally
- ☐ Build strong relationships with our multicultural and diverse community
- ☐ Support the City's cultural sector to create vibrancy in local areas
- ☐ Improve the liveability and identity of local areas.

Describe how your activity helps to achieve the City's objective/s *

for example - Briefly explain how your activity will bring people together, support local creativity, and enhance the vibrancy and identity of your community

Assessment Criterion 3 - Capacity to Deliver- 20%

Describe any past achievements/experience / skills or partnerships that demonstrate ability to deliver the project? *

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Any skills / organisational/ financial capacity / history of delivering similar initiatives. Or collaborating with others for this project

Supporting documents (if you have any)

Attach a file:

Any evidence relevant to showing ability to deliver

If your activity is working with children - please provide your WWC card here

Attach a file:

Assessment Criterion 4 - Benefit- 20%

Explain how your activity will make a positive difference for the City of Stirling community or individuals and any other benefits that may occur *

Who will benefit? what will change?

How many people will participate or benefit? *

estimate the total number of people who will participate in or benefit from your activity

How much will your activity cost for the community to attend or participate in? *

- ☐ N/A - Not applicable
- ☐ Free
- ☐ Low cost - under \$10 pp
- ☐ Other:

If selected Other - please put cost of activity per person

Any Additional Information?

Please supply other supporting documents that will help assessors make their decision. Could include samples of work/letters of support, proof of activity

Attach a file:

If you are applying for travel assistance a selection letter must be supplied

Are you involved / connected with another entity who has received a Community Grant this financial year? *

- ☐ Yes
- ☐ No
- ☐ Other:

Budget - Assessment Criterion 5 - 20%

* indicates a required field

Budget Overview

You must provide clear evidence to show how much your activity will cost.

Please complete the budget template by including:

- **Income** – all funding and contributions you expect to receive
- **Expenditure** – all costs associated with delivering your activity

Your budget must be itemised (broken down into individual items), and the totals will calculate automatically.

Important:

- Your **total income and total expenditure should match**.
- Please refer to the Community Grant Guidelines to ensure your budget items are eligible for funding.
- When completing your budget, include or exclude GST depending on your status—GST-registered organisations should remove GST, while those not registered should include it as part of the total.

Value in Kind (VIK)

- Do **not** include Value in Kind (VIK) in your income or expenditure budget.
- All VIK contributions should be listed in the **VIK section only**.

Exception: If you are requesting VIK support from the City of Stirling (e.g. venue hire), this **must be included in your expenditure budget**. This is because City VIK is assessed on a case-by-case basis and may not be approved

Grant Request

Total Activity Costs *

\$

Must be a dollar amount.

What is the total cost of your activity?

Total of Applicants Cash Contribution

\$

Must be a dollar amount.

What is the total cost you or your organisation (if any) will be putting towards this activity?

Total City of Stirling Grant Amount Requested *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this grant application?

Income (Project Budget)

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Please outline **all sources of income** for your activity in the template below.

Use the **'Notes'** column to provide any additional details that may help us understand your budget.

Examples of income may include:

- This grant funding
- Other grant funding (including applications that are still pending)
- Internal funds
- Sponsorship
- Fundraising or donations
- Ticket sales – include the ticket price and the number of tickets you expect to sell
- Stallholder/vendor fees – include the fee per stall and the number of stalls expected

Important: Please do **not** use commas in your figures (e.g. enter **\$1000** instead of **\$1,000**) to ensure totals calculate correctly.

Income Description	Income Amount (budgeted)	Income Category	Is this funding confirmed?	Notes
Provide a clear description/ source for each income item	Enter the total amount expected to be received. Must be a dollar amount.	Please select the type of income		Add notes if you need to provide more context

Expenditure (Project Budget)

Please outline **all activity expenditure** in the table below.

Provide clear descriptions for each budget item in the **'Expenditure'** column. Use the **'Notes'** column to include any additional information that may help us understand your costs.

Examples of expenditure may include:

- **Venue hire** – include the location and number of hours
- **Equipment** – include the type of equipment and quantity required
- **Professional services** (e.g. facilitators, artists, contractors) – include the organisation or individual's name, a description of the service, and the total cost. An **ABN and supporting quote must be provided**

We understand that some costs may change. The amounts and supporting documents you provide will be used as a **guide for anticipated expenditure**.

Please ensure all items align with the **City of Stirling's Community Grant Guidelines** to confirm they are eligible for funding.

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Important: Please do **not** use commas in your figures (e.g. enter **\$1000** instead of **\$1,000**) to ensure totals calculate correctly.

When completing your budget, include or exclude GST depending on your status —GST-registered organisations should remove GST, while those not registered should include it as part of the total.

Expenditure Description Expenditure Category Expenditure amount Notes (budgeted)

Provide clear descriptions for each budget item. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.	Please select the type of expenditure.	Enter the total amount to be expended on this budget item. Must be a dollar amount.	Add notes if you need to provide more context.

Budget Totals

Budget totals will automatically update from the information you have provided in the budget template

Please note your Total Income Amount and Total Expenditure Amount should match

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Remaining Budget

This number/amount is calculated.

Budget Documentation

Evidence of your budget must be provided. Please attach the following:

- Quotes or screenshots for items you intend to purchase
- **Quotes are required for all service delivery costs** and must include:
 - ABN
 - Cost (e.g. hourly rate and number of hours and total cost)
 - A clear description of what will be delivered

Incomplete applications will not be considered for funding.

Upload budget evidence here

Attach a file:

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Is the applicant, or anyone involved in the applicant's organisation, providing a quote for payment as part of this application?

- ☐ Yes
☐ No

If yes, please be aware this may be considered a conflict of interest. Additional information may be requested to ensure transparency and fairness in the assessment process.

Value In-Kind

An **in-kind contribution** is a good or service donated to your activity that does not involve a cash cost. Identifying in-kind contributions helps show the **true value of your project**.

Examples of in-kind contributions include:

- **Volunteer labour** (e.g. setting up or supporting the activity)
- **Donated goods** (e.g. equipment or venue hire)
- **Donated services** (e.g. a professional delivering a workshop at no cost)

Please estimate the value of your in-kind contributions as accurately as possible.

To help guide your estimates:

- Volunteers can be calculated at **\$48.00 per hour**
- Donated goods or services should be valued at the **market rate** (i.e. what you would normally pay for them)

In-Kind Contributions

Please do not add commas to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

List each item	\$ Estimated cost

Value In-Kind Totals

Totals will automatically update from the information you have provided in the in-kind contributions template

Total VIK Amount

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This number/amount is calculated.

Declaration

* indicates a required field

By submitting this application, I declare that I have read and understood the following terms and conditions and confirm that:

- I am authorised to submit this grant application, and the information provided is true and correct.
- (*Auspiced applications only*) I am authorised by the Applicant/Auspice Organisation to act on their behalf in submitting this application.
- I understand that late or incomplete applications (including missing required information or supporting documents) will not be accepted.
- I will notify the City of Stirling if key details—such as activity dates, location, or program—change before I am advised of the application outcome.
- I understand that the City may request additional information during the assessment process.
- I acknowledge that funding (if awarded) is competitive and based on available budget and alignment with the City's objectives, and may differ from the amount requested.
- I understand that, if successful, I will be required to enter into a grant agreement outlining the terms and conditions of funding.
- If I accept the grant, I agree to meet all requirements, including acknowledging the City in promotional materials, providing photo evidence of the activity, retaining receipts and invoices, and submitting a completed acquittal.
- I confirm that the funding will not be used to engage a third party to take full responsibility for the delivery of the funded activity. The applicant will retain primary responsibility for planning and delivering the project, unless otherwise approved by the City.
- I agree to receive future communications regarding the Community Grants Program.

I have read and agree to the above Terms & Conditions *

☐ Yes

Name of person authorised to sign the City of Stirling Grant Agreement. *

If the grant is being Auspiced this must be the Auspicer

Email address of authorised person

Position of authorised person

Phone Number

Must be an Australian phone number.

Submitting your application

To submit your application be sure to click on the '**Submit**' button which appears on the last page of the application.

You will not be able to submit your application unless you have completed all the compulsory questions.

After submitting your application, you will receive a confirmation email. If you do not receive a confirmation email, please contact the City of Stirling Grants Team and ensure you quote your application number.

Email: grants@stirling.wa.gov.au

Phone: 9205 7115