

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

Vibrant Communities Grant Application

* indicates a required field

Overview

Before completing this application please ensure you have read:

- [Community Grants Program Information](#)
- [Vibrant Communities](#)

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

Supporting documents may include:

- Certificate of Incorporation
- ACNC Registration
- Business Registration
- Certificate of Public Liability Insurance
- Quotes/ Evidence of costings for any items you intend to purchase
- Quotes for any service delivery
- Annual report/ Financial statement (required for medium & large grants)

We encourage you to submit your application within the first 2 weeks of a Grant Round opening. This means that if your application is missing any information, then you will be notified and given the opportunity to resubmit before the Round closes.

Any applications submitted in the last two weeks of the Grant Round must ensure that all information is provided as 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

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.

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

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.*)

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

Eligibility Check

Applicants must be one of the following eligible entities:

- Not-for-profit organisation
- Incorporated association
- unincorporated group (must be auspiced by a not-for-profit organisation)

-

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
- Source other funding to contribute to event. Funding requested from the City must not exceed 50% of the total event budget.
- Small & Medium grants -

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

Applicants must allow a minimum of **60 business days** between the round closing date and the proposed project or activity start date.

- Large grants -

Applicants must allow a minimum of **80 business days** between the round closing date and the proposed project or activity start date.

I confirm that I have read the information above and 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 a Grant Support Officer about your application, please leave blank

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

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

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

Primary Contact Email *

Must be an email address.

Primary Contact Phone Number *

Must be an Australian phone number.

List of current Directors/Board or Management Committee members/if applicable

Mandatory if applying for a medium or large grant

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.

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

Confirm GST Status

- ☐ GST Registered
☐ Not 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:

Annual Report/ Financial Statement

If you are applying for a medium or large grant, you will need to provide your most recent signed Annual Report/ Financial Statement to be eligible for funding. (audited if available)

Annual Report / Financial Statement

Attach a file:

Individual Details

Applicant *

Title First Name Last Name

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Applicant Address *

Address

Applicant Phone Number *

Must be an Australian phone number.

Applicant Email *

Must be an email address.

Public Liability

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

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

Please check the insurance information in our FAQ - <https://www.stirling.wa.gov.au/community-support/community-grants-program#FAQs>

Upload Current Public Liability Insurance Certificate

Attach a file:

Auspice

If you are an unincorporated group, then an incorporated group is needed to auspice (support) your grant application.

Please note - Businesses or for-profit entities are not eligible to be auspiced for the purpose of accessing community grant funding.

Is this grant being auspiced by another organisation? *

- ☐ Yes
- ☐ No

If your grant application is successful the auspicing organisation will be responsible for: signing the grant agreement, all legal and financial responsibility of the grant on your organisations behalf, receiving and distribution grant funds and ensuring all grant activities are completed and submitting an acquittal report.

Auspice Details

The auspice organisation you choose must be a not for profit, have an ABN and be based in Western Australia

Auspice Contact *

- ☐ Individual
- ☐ Organisation

Organisation Name

Title	First Name	Last Name
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Auspice Primary Address *

Address

Auspice Contact Postal Address *

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

Address

Auspice Contact Primary Email *

Must be an email address.

Auspice Contact Primary Website *

Must be a URL.

Auspice 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.

Attach your Auspicing Agreement *

Attach a file:

A sample Auspice agreement template is available [here](#)

Is Auspice registered for GST? *

- ☐ Yes
☐ No

Proof of Entity

Please provide evidence of your organisation's/individual legal status and/or governing documents such as:

- Not-for-profit/Charity - ACNC registration

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

- Incorporated Organisation - Certificate of Incorporation
- Unincorporated Association/Group - Governing document/ meeting minutes

Proof of entity documentation *

Attach a file:

If you are being auspiced we will need Proof of Entity from both parties.

Proof of auspice entity

Attach a file:

Activity Information

* indicates a required field

Grant Type

Funding level required *

- ☐ Small - \$2,001 - \$5,000
- ☐ Medium - \$5,001 - \$20,000
- ☐ Large - \$20,000+

Please note the City will not fund more than 50% of total event costings - other sources of funding must be sought to contribute towards the event

Activity Overview

Activity Title *

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

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 *

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

Must be a date and no earlier than 26/10/2026.

Small & Medium Grants: Activities must commence on or after 26 October 2026. Large Grants:

Activities must commence on or after 23 November 2026

Activity End Date *

Must be a date.

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

If you plan to deliver a series of events, please list the additional dates here

Where will your activity take place? *

Address

Name of venue and 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>

Assessment Criterion 1: Aims, Outcomes & Objective Alignment - 20%

The City of Stirling aims to create places where people choose to live, work and invest.

The **Vibrant Communities Grant Stream** supports projects that contribute to one or more of the following objectives:

- Encourage and support tourism growth
- Increase visitor numbers and economic activity in local areas
- Increase participation in community life

In this section, you are required to demonstrate how your project will support the City to achieve one or more of the Vibrant Grant Stream objectives.

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

If your application is successful, you will be required to provide evaluation evidence to show how your project achieved the selected objective(s).

How to complete this section

- **Select a Vibrant Grant Stream Objective** Choose the objective that your project best aligns with.
- **Explain how your activity supports the selected objective** Clearly describe the link between your activity and the objective, including who will benefit and the outcomes you expect to achieve.
- **Describe the evidence you will collect** Outline what information you will gather to demonstrate that your activity achieved the selected objective.
- **Identify your evaluation method** Specify how you will collect this evidence (e.g. surveys, participant numbers, testimonials, registration data, data collection software).

Aims, Outcomes & Objective Alignment Grid

Select Vibrant Grant Stream Objective/s How will your Activity help to achieve this Vibrant Grant Stream Objective? **Describe what evidence you would collect** **What evaluation method have you chosen**

per row No more than 1 choice may be selected.	Briefly explain - max 100 words	Briefly describe what outcome you will measure before and after to capture evidence of a change - max 100 words	for example - Survey, Testimonials, Trybooking / Humanitix to capture numbers/ stall holders

Assessment Criterion 2: Community Need and Benefit - 20%

Please explain the community need for this activity? Why is your activity the best way to address this ? *

Tell us why your initiative is needed, and why you believe your project will address that need. Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek.

Supporting Documents

Attach a file:

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

Please attach any evidence to demonstrate community need for your project. Examples- data, research, emails, letters of support if you have any

Please explain how your activity will directly benefit an individual and/or the Stirling Community? Include any long term benefits that may happen or continue beyond the funding period *

How much will people be charged to attend your activity?

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

If selected Other - please put cost of activity per person

Assessment Criterion 3: Community Reach and Support - 20%

Who will be your main target audience? Which people will benefit most from your activity?

- ☐ Children (12yrs and under)
- ☐ Youth (13yrs-18yrs)
- ☐ Adults (18yrs +)
- ☐ Seniors (65ys +)
- ☐ Families
- ☐ Culturally & Linguistically Diverse (CALD)
- ☐ People with a disability
- ☐ Aboriginal and Torres Strait Islander
- ☐ Men
- ☐ Natural Environment
- ☐ Women
- ☐ Other:

How do you plan to promote your activity to your target audience? *

Promoting your project is essential in ensuring you reach your target audience and get a good reach.

Approximately, How many people do you expect to attend your event/ activity?

- ☐ 500
- ☐ 1,000
- ☐ 2,000
- ☐ 4,000
- ☐ 6,000
- ☐ Other:

Approximately, how many will be Stirling residents ? *

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

Do you have any additional support or involvement from other Stirling community groups, organisations or business that will be involved in your activity

Bullet point any

Supporting Evidence of Stirling Community Involvement

Attach a file:

emails, meeting minutes , stall holder bookings, sponsors, etc

Assessment Criterion 4: Quality, Experience and Planning - 20%

Tell us about your organisation, experience and capacity to deliver the proposed activity *

Please provide some information about your organisation that will give us confidence that you can complete the work you have described in this application. Include any individual experience and projects which may be relevant to this application.

Has your organisation applied for funding from the City of Stirling for this or any projects in the past? If yes, please provide details. Please also provide details of any other support currently received from the City. *

Supporting documents (if you have any)

Attach a file:

If your activity will involve children & young people - please provide your WWC card here

Attach a file:

Will an event management company be used for the delivery of this event? *

- ☐ Yes
☐ No
☐ Other:

Event management companies may be used to support aspects of delivery only. The applicant organisation must retain full control and responsibility for the event, including all decision-making and

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

finances. Funding must not be used to engage a third party to take full responsibility for delivering the event.

Workplan

In this section please tell us the key activities you will undertake as part of your project and when you aim to complete them.

If your application is successful, this table will be inserted into your grant agreement.

- Remember to consider any Event Applications, Development Applications and Venue Hire Bookings.

Key Activities	Planned date of completion
Things you will do/milestones	

Any Additional Information?

If you have any additional supporting documents that may assist assessors in their decision-making, please feel free to include them. This could include samples of your work, letters of support, or evidence of the proposed activity.

Attach a file:

Are you or your organisation closely involved with / connected with another entity who has received a Community Grant this financial year?

- ☐ Yes
☐ No
☐ Other:

Financial Considerations - Assessment Criterion 5 - 20%

* indicates a required field

Budget Overview

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

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

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). The totals will calculate automatically.

If you have a large number of expenditure items, you may wish to group them into categories in the budget table and upload a separate itemised budget that lists each individual cost under those categories.

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 Applicants Cash Contribution *

\$

Must be a dollar amount.

How much money will you or your organisation be putting in towards the total cost of activity

Total City of Stirling Grant Amount Requested *

\$

Must be a dollar amount.

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

Income (Project Budget)

The City will not contribute more than 50% of the total cost of event. You must source additional income for your event.

Please outline ALL activity income in the template below.

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

Use the 'Notes' column for any additional information you think we should be aware of.

Example of income might include:

- This grant funding
- Other grant funding; (even if tentative)
- Internal funds (Your cash contribution)
- Sponsorship
- Fundraising/donations;
- Ticket sales - how much per ticket & how many you expect to sell
- Stallholder / Vendor fees - how much per stall & how many you expect to have

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

Income Description	Income Category	Is this funding confirmed?	Income Amount (budgeted)	Notes
Provide a clear description/ source for each income item	Please select the type of income		Enter the total amount expected to be received Must be a dollar amount.	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' columns. Use the 'Notes' column for any additional information you think we should be aware of.

Example expenditure items might include:

- Venue hire - location & how many hours (If you are requesting VIK venue hire from the City, you must still put costings in your expenditure as this may not be offered)
- Equipment - name of equipment you intend to purchase & how many
- Paying someone to deliver a service for your project -Name of organisation/ how much they will cost per hour, quotes must also be provided & include - ABN/ description of service, total number of hours

We understand that there may be price fluctuations with some budget items, and therefore the amounts and attachments provided as evidence will be used more as a guideline for expenditure.

Always refer to the City of Stirling's [Community Grant Guidelines](#) to ensure that your items are eligible for funding.

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

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

Provide clear descriptions for each expenditure item.	Please select the type of expenditure.	Enter the total amount Must be a dollar amount.	Add notes if you need to provide more context.

Budget Totals

Budget Totals will automatically populate. Ensure Total Income and Total Expenditure 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:

A minimum of 1 file must be attached.

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

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.

Partial Funding

If the City is only able to offer partial funding, the Assessment Panel will need to understand what changes would be made to your event.

Tell us what parts of your activity could still be delivered with reduced funding

If any part of your activity would need to be removed or changed, please outline these clearly under the following headings - *Timeframe? Project Scope? Budget Items?*

If the project cannot proceed without the full amount requested, please state this.

If partial funding was approved, could you still deliver this project? *

- ☐ Yes, the project scope could be modified if partial funding was awarded
☐ No, I am unable to deliver the project if the entire funding amount is not awarded

If answered yes to above, what changes would be made to the project if partial funding was approved? Simple bullet points under the relevant headings - Timeframe, Project Scope, Budget Items (Expenditure)

Consider all components of your activity. Can it be broken up into stages. List the parts of the activity that could be undertaken with partial funding. If the project can't be broken up into parts, please state this above.

Value In Kind

An in-kind contribution is a contribution of any goods or services to your activity that **will not cost any money**. In-kind contributions are important, to identify the true value of your project and demonstrates community connectiveness when volunteer opportunities are given

Some examples include:

- Voluntary labour (for example - setting up the event)
- Donated goods (for example- a marquee or a speaker)
- Donated services (for example - professional trainer to deliver a workshop)

The calculation of your in-kind contribution is based on your best estimates.

The following figures may help guide you:

- Calculate the number volunteers @ \$48.00ph
- Calculate donated goods or services at the price you would have to pay for them if they were not donated.

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

In Kind Contribution

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

In-Kind Contribution	\$ Estimated cost
List each item	Must be a dollar amount

Value In Kind Totals

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

Total In Kind Amount

This number/amount is calculated.

City of Stirling In-kind contribution

The City of Stirling may consider offering a value in-kind contribution to assist with the delivery of the proposed community activity.

In-Kind Contributions may include:

- **Venue hire of City-managed facilities** (venue / reserve bond charges range from \$100- \$5,000, will still apply and will not be covered by a grant)
- **Development Application fees**
- **Waste Management**

Please tick what In- Kind contribution you would like the City to consider

- ☐ Venue Hire
- ☐ Development Application Fees
- ☐ Waste Management

City of Stirling Value In Kind Venue Hire

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

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

- Venue costings **must** be reflected in your expenditure budget items as Value in Kind may not be offered
- if you have not secured your venue booking, your chosen venue/date/times will be subject to availability

Venue Location- Name / Address of venue required

Type of room required (meeting room/ hall etc)

Expected number of attendees

Must be a number.
for room capacity

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:

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:

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

- 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, providing evaluation evidence 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 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.

Vibrant Communities - July Round 26 - Small, Medium and Large Application

Form Preview

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: (08) 9205 7115