

2026-2027 Community Funding Application Round 1 Form

Form Preview

Application Form

* indicates a required field

About the Community Funding Program

The Community Funding Program provides financial support to incorporated community groups to conduct projects, programs, events or activities that benefit the City of Joondalup community.

A copy of the guidelines can be found [here](#).

Eligibility Criteria

All applications for the Community Funding Program must meet the eligibility criteria set out in the guidelines. Please answer the following questions.

Have you discussed your application with the Fund Administrator? *

- ☐ Yes
- ☐ No

Applications must be discussed with the Fund Administrator or a Fund Specialist prior to submission.

You have indicated that you have not spoken to the Fund Administrator, please provide further information.

Has your project, program, event or activity received financial support through another funding program from the City this financial year? *

- ☐ Yes
- ☐ No

You are eligible for CFP if your organisation has received financial support from the City through another funding program however it can not be for the same project as this CFP application. i.e. you can not request funds from the City for the same project from two different City funding programs.

Does your organisation have any outstanding invoices or debts with the City of Joondalup? *

- ☐ Yes - We still have outstanding invoices
- ☐ No - We are up to date on all payments

Please select N/A if you have never received an invoice from the City of Joondalup.

Does your project, program, event or activity benefit or service the City of Joondalup community? *

- ☐ Yes
- ☐ No

Is the proposed program, project, event or activity a new initiative? *

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- ☐ Yes - your organisation has not previously delivered this project, program, event or activity

☐ No

This means your organisation has not previously engaged in this project, program, event or activity.

If your project involves alterations to City property, have you submitted and received approval for the works via a Club Funded Upgrade application? *

☐ Yes

☐ No

☐ Our project does not involve alterations to City property

For more information, please visit the City's website: <https://www.joondalup.wa.gov.au/community-and-spaces/grants-and-sponsorship/club-funded-upgrade-of-city-venues>

If your project is to be held on City property (including parks, beaches and facilities), have you submitted and received approval for a venue booking? *

☐ Yes

☐ No

☐ Our project is not being held on City property

For more information and to submit a booking, please visit the City's website: <https://www.joondalup.wa.gov.au/community-and-spaces/facilities,-venues-and-parks/venue-bookings>

Organisation Details

* indicates a required field

Is your organisation incorporated under the Associations Incorporations Act 2015 (or other Australian State Government Incorporations Act)? *

☐ Yes

☐ No

Incorporation number *

What date was your organisation incorporated? *

Must be a date.

Please upload a copy of your organisation's Certificate of Incorporation. *

Attach a file:

Are you applying for funding on behalf of an unincorporated organisation? *

☐ Yes, I am the auspicing organisation

☐ No

Organisation Details

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Organisation Name *

This is the organisation seeking the funding. If you are the incorporated association, please ensure this name matches the name on your Certificate of Incorporation

Applicant 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.

Primary Address *

Address

Suburb State Postcode

Must be an Australian post code

Postal Address

Address

Suburb State Postcode

Only complete if different then above

Auspice Organisation

The auspicing organisation will receive and manage the grant on behalf of the applicant. The auspice organisation will be legally and financially responsible for the management of all aspects of the funded project including:

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- Receiving, banking and administration of funds;
- Monitoring of the project, program, event or activity funded;
- Public Liability Insurance where required;
- Collection of evaluation information; and
- Project Completion Report and acquittal.

It is the responsibility of the applicant and auspice organisation to independently negotiate and agree upon the terms and conditions of the agreement.

Auspice Organisation Name *

Organisation Name

Incorporation number *

What date was your organisation incorporated? *

Must be a date.

Please upload a copy of your organisation's Certificate of Incorporation. *

Attach a file:

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.

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

Auspice Primary Address *

Address

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Auspice Primary Phone Number *

Must be an Australian phone number.

Auspice Primary Email *

Must be an email address.

Auspice Postal Address *

Address

Applicant Details

Person responsible for the daily co-ordination of the project.

Name of Applicant *

First Name

Last Name

Role in Organisation *

Please attach evidence of your position *

Attach a file:

eg. AGM minutes showing your election

Primary Phone Number *

Must be an Australian phone number, please include area code for land lines or country code for mobile numbers eg. 08 or +61

Secondary Phone Number

Must be an Australian phone number.

Primary Email *

Must be an email address

Project Details

* indicates a required field

Project Overview

Project Title *

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Please provide a short description of your project, program, event or activity. *

Word count:

Your description should be no more than 150 words.

What is the amount of funding you are applying for? *

Must be a dollar amount.

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

Total Project Cost *

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

Project Start Date *

Project start date must be after 27 October 2025

Project End Date *

End date reflects the projected date that funds will be expended. This is a maximum of 12 months for a small grant and 24 months for a large grant.

Please attach documentation showing that this application is supported by the organisation's committee. *

Attach a file:

This can be in the form of an email chain from committee members, a letter or committee meeting minutes.

If you are submitting more than one application for this round of funding, please rank this project in order of preference for funding.

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4

Project Objectives

Please use this section to demonstrate how your project meets the criteria, objectives and priorities of the fund you are applying to.

Please describe how your project, program, event or activity will benefit or service the City of Joondalup Community. *

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Word count:
Must be no more than 300 words.

Which of the Community Funding Program Priorities does your project, program, event or activity align with? *

Please describe how your project, program, event or activity aligns with the Community Funding Program Priority selected above. *

Word count:
Must be no more than 300 words.

How was the need for the proposed project identified and who was consulted in identifying the need for this project? *

Word count:
Must be no more than 200 words.

Please attach any supporting documentation

Attach a file:

Eg. Letters of support, research or consultation documents, confirmed conversation with other members of your group in regards to this project

Who are the beneficiaries of your project? How do they benefit from this project? *

Word count:
Must be no more than 200 words.

How many people (total) do you expect to be impacted by this project? *

Must be a number.

How many of these people (total) are City of Joondalup residents that will directly benefit from this project? *

Must be a number

Project Outcomes and Planning Template

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Please complete the table below. Refer to the sample Project Outcomes and Planning Template on the City's website for guidance on how to complete this section.

Example:

Objective

Strategies

Performance Indicator

Timing

Reduce social isolation

The workshop will be open to existing members and will be advertised throughout nearby retirement and lifestyle villages.

Participants will be asked to identify if they have made any new social connections following the completion of the project.

The post project survey of participants will show a spectrum of increased social connection on a scale of 1 to 5. The aim is to record over 50% of responses scoring 3 or above.

May 2022

Objective	Strategies	Performance Indicator	Timing
What do you want to achieve from this project?	How will you achieve it?	How will you know you have achieved it?	When will you achieve it?

How does this project assist your organisation to meet its objectives? *

Word count:

Must be no more than 200 words.

You should reference your organisation's strategic plan if you have one (or your governing body's strategic plan), and outline how this project will help your organisation achieve one or more of the objectives listed in the plan. If you don't have a strategic plan, you should explain how your project meets the objectives of your organisation as specified in your constitution.

Additional supporting documentation

If you have any additional project documentation (eg. project plan, timeline, other grant funding / resource donation confirmation, licenses and insurance, etc) please upload them here.

Attach a file:

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Proposed Budget

* indicates a required field

Expenditure of City funds

Please complete the table below outlining how the City's funding will be spent including uploading quotes.

One written quote is required for any good or service under the value of \$2,000, and two written quotes for any good or service \$2,000 and over.

Refer to the sample budget template on the City's website for guidance on how to complete this section.

Please take note of Section 4 in the guidelines, outlining that the grant will not cover:

- Operational costs;
- Recurrent organisational costs;
- Purchase of equipment or payments to support core activities;
- Fundraising activities;
- Travel or accomodation expenses.

Item Description	Amount	Quotes
List the items you will be purchasing using City funding only.	Amount inclusive of GST	Please upload your quotation/s for this item.
	\$	
	\$	
	\$	

Expenditure of other funds

If your organisation is receiving resources / funds for your project, or is contributing its own resources / funds, list them here. Refer to the [sample budget template](#) for guidance on how to complete this section.

Item description	Funded by	Amount
List the items you will be purchasing using other funds..	Who is funding the item?	Amount inclusive of GST
		\$
		\$
		\$

Budget Totals

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Total City Expenditure (funds requested)

\$

This number/amount is calculated.

Total Other Expenditure

\$

This number/amount is calculated.

Total Project Cost

\$

This number/amount is calculated.

Organisation sustainability

Please upload a copy of your organisation's financial statement from the most recent financial year. *

Attach a file:

If you are being auspiced please upload the auspice organisation's statement.

Would your organisation accept partial funding for this project if the City was unable to fund the full amount requested? *

- ☐ Yes
☐ No

Terms and conditions of funding

* indicates a required field

Terms and conditions of funding

Successful applicants will be required to enter into a written funding agreement as supplied by the City before any funds are provided to the applicant. The applicant must not commence the funded project, activity or program until the funding agreement has been signed by both parties.

The funding agreement will outline:

- A description of the project for which funding is being provided
- Amount of funding being offered;
- Schedule of payment for funding;
- Timeline of the project;
- Project objectives and outcomes;
- Approved project budget;
- Recognition requirements;
- Acquittal Report requirements including date report is due; and
- Other funding conditions.

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Other important information for successful applicants is listed below:

- If the proposal does not proceed after approval by the City, the funding must be returned in full.
- If the proposal does not meet the Terms and Conditions of Funding, the funding must be returned in full.

A copy of a sample funding agreement and Acquittal Report are available on the City's website for your information and consideration prior to application.

I am authorised on behalf of my organisation to submit this application. *

☐ Yes

Name *

Position in organisation *