

\$2K and Under application

Form Preview

\$2K and Under Grants

* indicates a required field

Contact us and quote this code before submitting this form.

Application Code

This field is read only.

Quote this whenever chatting with us about this grant.

A streamlined application with a quicker outcome.

The \$2K and Under stream supports **small, community-focused projects**. You'll complete a **simpler application**, with outcomes provided **within 6 weeks**.

If you're successful, it takes up to 30 days to receive funds from the date you send us a Signed Agreement and Invoice. Please keep this in mind when planning this project - we won't be able to speed these processes up if your start date occurs before you receive payment.

Before you begin, please check that: *

- Your project delivers clear benefit to the community
- It responds to a genuine need or opportunity
- It will have a meaningful impact for Swan residents
- It is not for individual or solely commercial benefit
- If you're applying as an individual or unincorporated group, you have an Auspice organisation supporting the project and providing Public Liability Insurance
- Your proposed start date is at least 10 weeks from now

If any of these do not apply, you may not be eligible for a grant. [Contact us](#) before applying so we can give your application the best chance of success.

Your contact details

We'll use the details below in the first instance if we need to discuss this project *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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What's your role in this project? *

E.g. Fundraising officer, Business owner, Project Lead, Treasurer, Head coach etc.

Best phone number to contact you: *

Must be an Australian phone number.

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Best email address: *

Must be an email address.

Who else can we speak to about this project?

Secondary project contact *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Best phone number for contacting them: *

Must be an Australian phone number.

Best email: *

Must be an email address.

Best Postal Address: *

Address

<input type="text"/>
<input type="text"/>

Privacy

We pledge to uphold your rights to privacy under the [Australian Privacy Principles](#) and the *Privacy and Responsible Information Sharing Act 2024*. We only store your information as it relates to this grant application. Please be aware this form and its attachments will be shared with internal City of Swan assessors who are also beholden to the above Principles and Act. Do not share personal information if you do not consent to it being shared among internal City of Swan staff.

Project Leadership

* indicates a required field

What organisation is running this project?

Organisation Name *

Organisation Name

If you're an individual or unincorporated group, your [Auspice](#) organisation's name goes here.

What is this organisation's core purpose or mission?

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*

Word count:

Must be no more than 80 words.

What is business as usual? This is different to the purpose of this project.

Which one best describes this entity's structure?

*

- Incorporated group Business
 Other Not-for-Profit entity Sole trader

Even though you may have answered this question in your EOI, we must ask again to ensure this form asks you the right questions and to confirm your eligibility.

Is this organisation Auspicing this project? *

- Yes No

An Auspice guides an individual or group through a project and covers them with their Public Liability Insurance policy via a formal agreement. You can find out more through [this helpful resource](#).

Upload evidence demonstrating your Auspice's entity structure here:

Official documentation like a certificate of incorporation, constitution, or ACNC registration is ideal.

Attach a file:

Auspice agreement

Please attach a letter from the auspice organisation confirming that they are prepared to:

- 1.Ensure their Public Liability insurance policy will cover you for this project or activity
- 2.Invoice City of Swan for the funding
- 3.Receive the funding on your behalf and pay out the funding to meet the costs of the project
- 4.Take reasonable action to ensure the project's goals are achieved and;
- 5.Account for how the money is spent should your application be successful

Attach a file:

You can find out more about Auspice agreements via [this helpful guide from NFPLaw.org](#)

Upload evidence demonstrating this organisation's entity structure here:

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Official documentation like a certificate of incorporation, constitution, or ACNC registration is ideal.

*

Attach a file:

ABN

Does this organisation have an ABN? *

Yes

No

Enter your ABN below and this tool will display the details. *

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	

We'll need a Statement by a Supplier from you.

[Click here to download a Statement by a Supplier Form from the ATO website.](#) It's a very short form - let us know if you have any trouble with it.

Upload your completed Form here: *

Attach a file:

Max 25mb per file uploaded

Certificate of Currency for Public Liability Insurance

Upload yours or your Auspice's Public Liability Insurance certificate here.

*

Attach a file:

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Make sure it's current, and that you send a new one if the above expires before or during your project.

Let's get down to business!

* indicates a required field

Summary

Project Title *

Provide a short but descriptive name for your project.

Describe your project in one sentence. What are you planning to do? *

E.g. This project will connect different cultural groups in Ballajura by offering affordable and welcoming multicultural cooking classes co-designed by the community.

Tell us the main outcomes you expect in one sentence. What will happen as a result of your project? *

E.g. We will combat isolation and achieve better understanding between cultures with our multilingual communications plan, inclusive and accessible program design and delicious food.

What are the planned activities? *

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words or less)

List any project partners below.

Who have you worked with to plan this project? Who will you work with to deliver and/or evaluate it? Is anyone contributing items, funds or sponsorship?

List the ways you will measure the impact of this project *

e.g. surveys, clicks/engagement, behaviour change, focus group, evaluation frameworks

City Priorities

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The City of Swan has the following goals for its grants program, taken from our [Strategic Community Plan](#):

- **S1.1 - Work with community and partners to create a safer City**
- **S2.1 - Facilitate, partner and deliver a range of services and recreational opportunities that support health and wellbeing**
- **S3.1 - Foster opportunities for community connection**
- **S3.2 - Deliver and support inclusive events, services and facilities to meet current and future needs**
- **E1.2 - Assist and encourage thriving activity centres**
- **N1.1 - Enhance, preserve and protect local biodiversity and natural ecosystems**

How will your project contribute to one or more of these City goals? *

Word count:

Must be no more than 200 words.

Use the relevant City goals as headings, then explain how your activities will achieve them. Refer to research that backs up your responses if you have any.

Project Budget

* indicates a required field

Got a budget already? Or would you like to use our template?

- I'll upload my own budget document, which shows all project costs, and I'll include quotes for items costing \$1,000 or more.
- I'd like to use your template

Great! Upload these items here.

Make sure your budget document contains all project costs so we understand scope, and upload quotes for anything that costs \$1,000 or over.

Attach a file:

Budget Table

Tell us everything you'd like to purchase for this project. Include costs that will not be paid for with Swan funding so we can see the scope of the project, and **upload quotes for anything costing over \$1,000.00**

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What would you like to purchase?	How much will this cost?	Who will provide funding for this purchase?	Is this funding confirmed or unconfirmed?	Quotes for all purchases over \$1,000.
e.g. photographer, social media marketing fee, traffic management plan	Excluding GST	E.g. your organisation, Swan, other grants, other partners	If you're waiting to hear back about funding, for example from another grant or partnership, label it as Unconfirmed.	We need quotes for all purchases over \$1,000, not just the ones you're asking Swan to fund.

Budget Summary

Total Project Cost: *

Must be a dollar amount.

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

How much are you asking for in Swan funding? *

Must be a dollar amount.

This should be the sum of all costs slated to be paid for with a Swan grant in your budget table.

List the items you will pay for with Swan funding if this application is successful: *

For data clarity, this must be a list separated by commas. Make sure none of these items are core business costs.

Will any part of this project generate income? *

Yes

No

Maybe

Examples could be a fundraiser, ticket sales, participant fees or gold coin donations.

Income details

Which parts of this project will bring in income? *

e.g. participating artists will pay a fee of \$200 to be a part of the project, with those who have a Health Care or Concession card participating for free.

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Roughly how much income do you expect to generate? *

e.g. We earned \$3,000.00 in optional gold coin donations last year and anticipate the same result this year.

How will that income be spent, whether during this project or in the future? *

e.g. 30% of income from art sales will go into this year's project costs, 40% is retained by artists to foster their creative practice, and the other 30% is retained to facilitate next year's project.

Other contributions

In-Kind Support

In-Kind support describes any project contributions that have monetary value, but you're not purchasing them. Examples might be equipment you already own or can borrow at no cost, or volunteer hours.

To work out the value of volunteer hours, pretend you are paying them \$30 an hour. For example: 8 volunteers working 18hrs x \$30 an hour = in-kind value of \$4,320.00

Please give the estimated dollar value of any in-kind project support below.

Description of In-Kind support	\$ Value	Is this support confirmed?	Who is contributing this In-Kind support?
Must be no more than 20 words.	How much is this support worth? Must be a dollar amount.		Name yourself or your project partners to show who's contributing.

Total value of In-Kind Support from yourself or project partners:

This number/amount is calculated.
This adds up the values in your In-Kind support table above.

Planning and Safety

* indicates a required field

Almost done! Upload a basic Risk Management Plan here.

Need a template? Our Events team can help - just scroll down on [their webpage](#) and you will find both a Risk Register template, and a Guide to using it under "Related Documents".

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Basic Risk Management Plan *

Attach a file:

If your project includes any public events, apply for Public Event Approval now.

Please complete a [Public Event Approval form](#) and send it to public.events@swan.wa.gov.au a minimum of 6 weeks before your event. More lead-time should be given to ensure event approval is confirmed ahead of your event dates.

See our [Public Events Guide](#) for more details or if you need help with any part of the form. The form is quick and easy, especially if you've already got a Risk Management plan.

Submissions to the grants program are not the same as [venue bookings](#) and [event approval applications](#) - you need to complete these separately. Funding applications for events will not be approved for payment until event approval has been confirmed.

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the project leaders. This person may be different to the contacts listed at the beginning of this form.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions, including special conditions, of the grant as outlined in the Funding Agreement.

I agree *

Yes

Name of authorised person *

Title First Name Last Name

Must be a senior staff member, trustee or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Email *

Must be an email address.

Optional Feedback

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Please indicate how you found the application process.

- Very easy Easy Neutral Difficult Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

Please give us suggestions for any improvements to the application process.

Word count:

Must be no more than 100 words.

Now save your work, and contact us before you submit.

[Contact us](#), and we will ask for permission to view your draft application via SmartyGrants - make sure SmartyGrants generated emails are not landing in your junk folder.

We will then give you expert tips to give your application the best chance of success.