

Swan Lends a Hand grants: City support provided in kind

* indicates a required field

Quote this code whenever you talk to us about this application.

Application Code

This field is read only.

Quote this whenever chatting with us about this grant.

This form is where you can apply for fee-waivers or resources to support your community-focused project.

Outcomes for this grant stream are provided **within 6 weeks**.

Please do not pay for items you request in this form unless you receive a Declined outcome or Withdraw your application. We cannot refund payments already made for things like venue hire or bins.

If our Facility Bookings or Waste Services teams are asking you for payment, please let them know you are applying for in-kind support from the grants team quoting the Application Code above, and Cc communitygrants@swan.wa.gov.au

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

Before you begin, please check that: *

- ☐ Your project delivers clear benefit to the community
- ☐ 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 6 weeks from now
- ☐ You do not have any outstanding debts with the City of Swan
- ☐ You are aware that the City cannot provide in-kind support if the items or venue you request have already been booked by someone else for your dates
- ☐ You have not already paid for the items you're requesting us to fund

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

*

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Title	First Name	Last Name

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.

Best email address: *

Must be an email address.

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**

Who is running this project?

Organisation Name *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

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

Which one best describes this entity's structure?

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

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Form Preview

ABN

Do you or 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

If you do not have one, you will need to find an [Auspice](#) with appropriate PLI cover to oversee your project. An Auspice can be a local business or association.

*

Attach a file:

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

Project Details

* indicates a required field

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Project Title *

Provide a short but descriptive name for your project.

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

Word count:

Must be no more than 60 words.

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? *

Word count:

Must be no more than 60 words.

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.

Briefly list (bullet points) your planned activities *

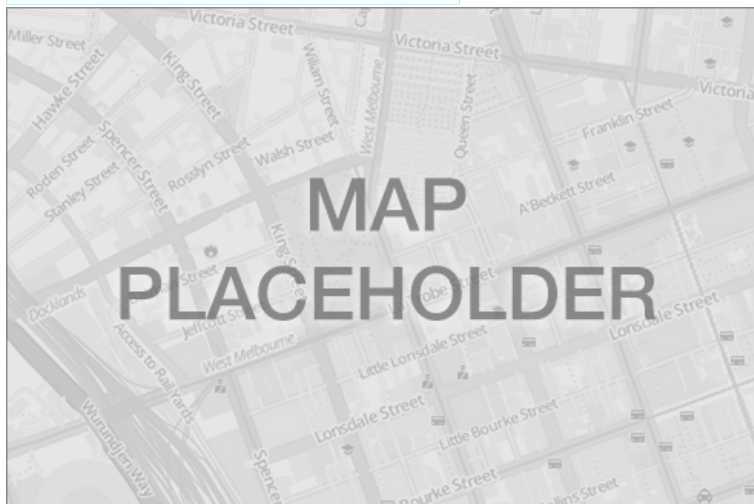
Word count:

Must be no more than 100 words.

Tell us the specific activities that will take place

Where do you want to run the project? *

Address



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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.
Must be an address in or near Swan. Remember, this form is not the same as booking a venue or getting event approval - you must complete these separately.

Project or Event Start Date *

Must be a date.

Project or Event End Date *

Must be a date.

Does this project occur on multiple dates? List them below:

City Priorities

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

Tick any City goals you aim to achieve through your project: *

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

What can we lend your project?

* indicates a required field

You can request up to \$5K worth of City resources if they're available when you need them.

Select which City resources you'd like to access for this project: *

- ☐ Venue hire
- ☐ 240 litre bin hire

All items are subject to availability.

240L Bins hire

The City's Waste Services team generously offer drop off and collection of City bins for community events and activities. We can only accept requests for **4 bins or more** in the Swan Lends a Hand grant stream.

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Swan usually charges \$35 per general waste bin for this service. The same number of recycling bins are a free add-on if kept clean – if they're contaminated, they're \$35 per bin, which is not payable through the grants program.

Number of general waste bins required: *

Must be a number.

4 minimum. An equal number of recycle bins will be provided.

Value of bin hire:

This number/amount is calculated.

You will also need to complete [this request form](#) and send it to our [Waste Services team](#) - please **add your Application Code after your Event Name in the form** so our teams know you have applied for a Swan Lends a Hand grant.

Venue hire

View our [parks, facilities and venues list](#) to browse what we have on offer and see how much each venue is worth. Once you find the venue you prefer, here are your next steps:

1. **Book the venue** - remember to request the community rate if you are a community group or NFP entity.
2. **Quote the Grant Application Code below** under "*Further details about the event*" when you book the venue. If you need help booking, you can contact [our facility bookings team by email](#), or by phone on 9267 9267
3. **Put the \$ value of your booking in the venue hire cost question below.**

Please note: If there is a non-refundable bond for the venue, this is to be paid by you, the applicant.

Grant Application Code

This field is read only.

The identification code for this grant submission.

How much is venue hire going to cost for this project? *

Enter the cost of your venue booking. If it is over \$5,000, enter the value of the booking and we will assess your request to a value of \$5,000.

Venue name and address: *

Booking reference: *

Total amount requested in Swan Lends a Hand support:

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*

This number/amount is calculated.

This is the total value of what you've requested above.

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge that:

- this application has been made by an authorised person on behalf of the applicant organisation
- the statements made within this application are true and correct
- I understand that if this application is successful, we will be required to accept the terms and conditions, including special conditions, of the grant as outlined in the Funding Agreement to receive the awarded value offered by the City

I agree *

☐ Yes

Optional Feedback

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.