

## 2023-2024 Community Grants and Sponsorship Process

When	What you need to do
<b>ASAP!</b>	<p>Consider what you would like support for between July 2023 and May 2024. Prepare a basic plan, with a budget, that has formal support from your committee (a letter or copy of meeting minutes). You are welcome to request a one-on-one assistance meeting during April 2023.</p> <p>Guidelines and Application Forms will be emailed to community and sporting groups in mid-March, as well as being available from the <a href="#">Town's website</a>.</p>
<b>Monday 27 March 2023</b>	<p>Community Assistance Grant/Sponsorship Applications open.</p> <p>For more information email the Town via <a href="mailto:admin@eastfremantle.wa.gov.au">admin@eastfremantle.wa.gov.au</a>.</p>
<b>Friday 12 May 2023</b>	<p>Applications close at 4pm, late applications cannot be considered.</p>

A summary of applications will be presented to the Community Assistance Grants Committee, who will in turn make a recommendation to Council (for consideration at their June Ordinary Council Meeting).

All applicants will be advised, in writing, of the outcome of their application following this meeting (and the adoption of the Town's Annual Budget).

Along with this notification, successful applicants will receive details on how to claim their payment – noting that any previous monies received from Council must be acquitted prior to the release of this payment.

<b>July 2023 to May 2024</b>	<p>Successful applicants – host your event or undertake your project. Remember to take photos, keep receipts and save media clippings.</p>
<b><u>By</u> Friday 31 May 2024</b>	<p>Submit your claim for payment (invoice) along with an acquittal that includes the requested supporting documents – receipts, photos and examples of media coverage.</p>

### ***Prior to commencing your application...***

please contact the Town's Community Engagement Officer  
Phone: 9339 9339 Email: [admin@eastfremantle.wa.gov.au](mailto:admin@eastfremantle.wa.gov.au)