



# DOCG20266395 International Volunteer Day Grants Program 2026

## Guidelines

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## Guidelines

All applications for the International Volunteer Day Grants Program 2026 must be submitted through SmartyGrants by the advertised closing date and time below to be eligible for assessment.

Applicants will be advised the outcome of their application by the end of October 2026.

### Submitting an application

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Closing Time: 3:00pm

Closing Date: Tuesday 2 June 2026

**Late applications will not be accepted**, as the SmartyGrants portal will automatically close at the advertised closing time. We strongly recommend submitting your application well before the deadline to avoid any last-minute issues.

Applications **must** be submitted on **SmartyGrants**.

Once your application has been submitted through SmartyGrants, you will receive an automated email confirmation acknowledging receipt. This email will include a copy of your submitted application and a reference number for future correspondence. If you do not receive this confirmation email within a short time after submission, please check your junk or spam folder. If no confirmation is received, please contact Department of Communities (Communities) as it is likely your application has not been fully submitted.

## About the program

In 1985, the United Nations designated 5 December each year as International Volunteer Day.

Communities provides funding to support events that celebrate volunteering in WA on International Volunteer Day.

This Grants Program seeks to provide funding contributions towards events and activities organised specifically for International Volunteer Day. All proposed project names must include 'International Volunteer Day' as part of the project title. If you do not incorporate this wording in your proposed project title when you complete the application form, Communities reserves the right to amend the project title accordingly for successful applicants. If your organisation is seeking funding opportunities to acknowledge or thank your volunteers at any other time of the year, alternative funding opportunities will need to be sourced.

The International Volunteer Day Grants Program 2026 has a total funding pool of \$70,000 (exc. GST). Eligible applicants can apply for grants of up to \$1,000 (exc. GST) to deliver a range of events and activities that may include:

- award ceremonies
- workshops, seminars and talks
- morning and afternoon tea
- excursions and day trips
- barbeques and dinners
- other community activities as proposed.

Please note collaborative applications (partnering with other organisations to host joint events) are also welcome.

If your organisation is selected to receive funding through this grants program, as a condition of the grant you will be required to provide detailed event/activity specific information to Communities for compilation in a calendar of events showcasing celebrations across Western Australia. The calendar will not be publicly shared.

### **Important note:**

Successful applicants must hold the International Volunteer Day event or activity during the week of International Volunteer Day from Monday 30 November to Sunday 6 December 2026. International Volunteer Day is on Saturday 5 December 2026.

Exemptions may apply for exceptional circumstances, as assessed by Communities on a case-by-case basis (e.g., for regional applicants who may be impacted by local conditions such as harvest or bush fire season). In such instances, events can be held after 6 December 2026, though must be completed by 28 February 2027.

## Program objectives

The aim of the International Volunteer Day Grants Program is to support communities to acknowledge and celebrate volunteers and promote volunteering.

The International Volunteer Day Grants Program aligns with Focus Area 4 of the WA Volunteering Strategy Action Plan 2023-2026, by supporting organisations that involve, recognise and value volunteers and volunteering. For further information please visit [WA Volunteering Strategy and WA Government Action Plan \(www.wa.gov.au\)](http://www.wa.gov.au).

To ensure a balance of metropolitan and regional events and activities, where possible the distribution of grants will be awarded broadly across Western Australia.

## Grant funding may be used for

A range of items associated with holding an event or activity in Western Australia, such as:

- equipment hire/venue hire
- transport hire
- publicity and promotion
- entertainment
- food and non-alcoholic beverages.

## What is not covered by the grant

- prizes and gifts, including cash or vouchers
- the purchase of capital equipment
- ongoing operating costs
- administration costs, including staff wages
- interstate and overseas travel
- projects involving fundraising
- projects that duplicate an existing or similar project within the community, or projects that are traditionally funded through other sources (e.g., school activities, sporting or cultural events).

## Assessment criteria

Each application will be assessed against the following criteria as applicable:

- For 2026, the event or activity is to be held between Monday 30 November, and Sunday 6 December 2026, except where a valid rationale for an alternative date has been approved by Communities.
- The event or activity is primarily focused on promoting International Volunteer Day and celebrating the vital role of volunteers within the community.
- Evidence of sound planning and a demonstrated ability to deliver the event or activity successfully.

Ensuring value for money is a key consideration applied against all applications.

Collaboration with other community organisations is encouraged, however it is not a key assessment criterion.

After meeting the above core requirements, Communities may prioritise applications to ensure a range of events across Western Australia are supported. Priority may also be given to organisations that have not previously received funding through this Grants Program or are not recipients of the Lotterywest-funded *2026 Volunteering WA National Volunteer Week Grants*.

## Who can apply

Eligible groups and organisations must be:

- an incorporated not-for-profit community organisation operating within Western Australia; or
- a local government authority; or
- an unincorporated organisation or community group, applying through the auspice of an incorporated body or a local government authority. The auspice organisation will assume administrative responsibility and accept and adhere to all terms and conditions of the grant, maintain financial records and provide reporting information for successful applications. Grant funds will be paid to the auspice organisation, please refer to page 6 for further information on how to proceed using an auspice organisation.

A group or organisation is not-for-profit if its governing documents prohibit distribution of profits to individual members while the organisation is operating and upon its wind-up.

## Who cannot apply

Entities not eligible to apply for funding through this program include:

- Federal or state government agencies;
- individuals;
- sole traders;
- commercial, for-profit organisations;
- organisations that do not have an established service delivery presence within Western Australia;
- unincorporated, community sector organisations (unless applying through an auspice - who is an incorporated body or a local government authority)
- organisations located in the Indian Ocean Territories.

Each organisation may submit only one application to this Grants Program. However, organisations acting as an auspice may submit multiple applications to support different unincorporated organisations as well as an application for their own organisation.

Organisations that have outstanding acquittal or evaluation requirements from a previous Communities' grant or program funding are ineligible to apply until the required documentation has been submitted. Please contact Communities if there are any queries about an organisation's acquittal status.

## How to apply

1. Carefully read the Guidelines.
2. Complete online Application Form on [SmartyGrants](#).
3. Upload any supporting documents, if required.
4. Ensure the application is reviewed and approved by the authorised delegate of the organisation.
5. Submit the application on [SmartyGrants](#).

**Late applications will not be accepted**, as the SmartyGrants portal will automatically close at the advertised closing time. We strongly recommend submitting your application well before the deadline to avoid any last-minute issues.

Once your application has been submitted through SmartyGrants, you will receive an automated email confirmation acknowledging receipt. This email will include a copy of your submitted application and a reference number for future correspondence.

If you do not receive this confirmation email within a short time after submission please check your junk or spam folder.

If you still have not received confirmation, please contact Communities via email at [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au) to confirm that your application has been successfully received.

## Instructions for Unincorporated Groups Applying with an Auspicing Organisation

If your group is unincorporated, you must apply to the Grants Program auspiced by an eligible incorporated not for profit organisation or local government authority. You will be required to upload a signed and dated document provided by the auspice confirming the arrangement into the Application Form on SmartyGrants. This may include a letter, agreement, or declaration signed by both parties, that clearly confirms approval for the auspice arrangement signed by their organisation's Delegated Authority.

Please ensure you organise completion of this document in sufficient time to ensure your application can be submitted before the Grant Program closing time and date.

## Assessment and notification

Applicants will be advised the outcome of their application by the end of October 2026.

All applications will be assessed against the Assessment Criteria outlined above. All organisations that apply for funding will receive a written notification regarding the outcome of their submission.

## Successful applicants

Successful applicants will be required to report on the activities undertaken, participants and partners, lessons learned, evaluation of effectiveness, outcomes achieved and provide a certified statement of income and expenditure for the funded project. Once the project is completed, the acquittal report must be submitted via SmartyGrants within two months of the project end date to meet the Grant Conditions.

Any unspent grant funds, or grant funds not expended in accordance with the grant program, must be returned to Communities.

## Program Assistance

For program assistance completing the application form, please contact:

Wendy Di Renzo

Grants Assistant

Mobile: 0432 838 116

Email: [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)

## Grant conditions

Grants provided through the International Volunteer Day Grants Program are subject to the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by Communities during the funding period.
2. Written approval must be sought from Communities for any request to vary the approved purpose of the grant or seek an extension to the funding period.
3. Any part of the grant that is not used in accordance with Condition 1 must be repaid to Communities unless prior written approval is obtained.
4. Should the activities for which the grant was approved cease or should the grant agreement be terminated due to a breach of any of these Conditions, then:
  - (a) the balance of the grant, unspent in accordance with the approved purpose of the grant, must be repaid to Communities within ten business days; and
  - (b) any property acquired with the grant must be transferred to another not-for-profit organisation with similar objectives and purposes to the recipient organisation, upon approval by Communities.
5. Providing a grant does not entitle a recipient organisation to be provided any further funding than that specified in the grant agreement.
6. Communities will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. Any documents or information relating to the grant, or the approved purpose must be provided to Communities within ten business days of the request.
8. All payment conditions and reporting requirements must be met, as specified by Communities.
9. The Auditor General for the State of Western Australia, or an authorised representative, must be granted access to, and be permitted to examine, records and information concerning this grant.
10. All Local, State and Commonwealth laws applicable to the approved purpose must be abided by and complied with at all times.
11. Any project that involves working with children must ensure that the recipient organisation and all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2004*. Please refer to the Working with Children Check website for further information [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au).
12. Communities is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.
13. Recipient organisations are required to be appropriately incorporated and be responsible for ownership of the appropriate insurance policies. This includes, but is not limited to, Public Liability, Volunteer Insurance, Workers' Compensation, and Professional Indemnity.

14. An acknowledgement of funding assistance provided by Communities must be included in any advertising and on any material relating to the project by using the words ‘Supported by the Department of Communities’.
15. Any individuals involved with the project must not be exposed to significant promotions for alcohol or unhealthy food and drinks during the term of the project.
16. Goods and Services Tax (GST)
  - (a) For the purposes of Condition 16:
    - i. “GST” means the goods and services tax applicable to any taxable supplies, as determined by the GST Act;
    - ii. “GST Act” means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations; and
    - iii. The terms “supply”, “tax invoice”, “taxable supply”, and “value” have the same meanings as in the GST Act.
  - (b) If the supply of anything through this agreement is a taxable supply under the GST Act, the grant shall be inclusive of GST.
  - (c) If the parties agree that Communities will issue the recipient organisation with a recipient-created tax invoice (RCTI), then the parties hereby agree that:
    - i. Communities will issue a RCTI in respect of GST payable on the supply of the project and the recipient organisation will not issue a tax invoice in respect of that supply;
    - ii. The recipient organisation warrants that it is registered for the purposes of GST and Communities will notify the organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the term of the agreement; and
    - iii. Communities will indemnify and keep indemnified the recipient organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which Communities issues an RCTI under the grant agreement.
17. If any of the terms or conditions are breached by the recipient organisation, Communities may terminate the grant agreement at any time and without giving prior notice.

## Special Conditions of Grant

1. If the Project involves working with children, the Organisation must ensure that all employees and volunteers comply with the *Working with Children (Screening) Act 2004*. Please refer to this website for further information, at: <https://workingwithchildren.wa.gov.au> or contact the Grantor by email, at [screeningunit@communities.wa.gov.au](mailto:screeningunit@communities.wa.gov.au).
2. If the Project involves Services that comprise or involve “child-related work” as defined in section 6 of the *Working with Children (Criminal Record Checking) Act 2004 (WA)*, the Service Provider agrees to:
  - i. implement the National Principles for Child Safe Organisations (<https://childsafe.humanrights.gov.au/national-principles/downloadnational-principles>);
  - ii. provide training to ensure that all Associates are aware of and comply with the National Principles for Child Safe Organisations; and
  - iii. provide evidence of compliance with the National Principles for Child Safe Organisations to the State Party as and when required.
3. Organisations will commit, under the *Disability Services Act 1993 (WA)* and in alignment with the *Western Australian Disability Access and Inclusion Plan (DAIP) Framework*, to ensuring equitable access and full inclusion of people with disability in the funded Project.