Government of **Western Australia**
Department of **Communities**

DOCG202632573 Community Gardens Annual Grants Program 2026-27

Guidelines



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1 About the Grants Program

Community gardening provides an opportunity for people to come together for a common purpose and develop a greater understanding between neighbours and community members.

Grants provided through this program support the establishment and development of sustainable, edible community gardens in Western Australian to enable community members to:

- participate more actively in community life;
- develop and implement skills; and
- give back to the community.

Getting involved in local community garden projects can help people to improve community connections, develop new skills and share physical, social and mutual benefits of growing edible produce.

2 Funding Available

The Community Gardens Annual Grants Program 2026-27 has a total funding pool of $100,000 (exc. GST). From this funding pool:

- $60,000 (exc. GST) is available for community gardens located in the Perth Metropolitan area.
- $40,000 (exc. GST) is available for community gardens located in the Regional Western Australia.

Department of Communities reserves the right to make minor changes to the funding allocation and to carry over any unspent funding between these categories.

Eligible organisations may submit **one application only** for a maximum of $10,000 (exc. GST)

3 Who can apply:

To be eligible for a grant under the Community Gardens Annual Grants Program 2026-27, eligible organisations **must** be operating within the State of Western Australia and be:

- an incorporated not-for-profit community organisation;
    - An organisation is considered not-for-profit where its governing documents prohibit the distribution of profits or assets to individual members, both while the organisation is operating and upon its wind-up.
- A local government authority; or
- an unincorporated organisation or community group applying through an eligible auspice organisation.

Unincorporated groups must apply through an **incorporated not-for-profit organisation or local government authority** acting as the auspice. The auspice organisation will:

- accept and adhere to all terms and conditions of the grant;
- assume responsibility for financial management of the grant;
- ensure the unincorporated group maintains financial records and meets reporting requirements; and
- receive and administer the grant funds on behalf of the unincorporated.

For further information on auspice arrangements, please refer to Section 5: Auspice Arrangements (Unincorporated Groups).

4 Who cannot apply:

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

- Commonwealth or State Government agencies;
- individuals and/or 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); and
- organisations located in the Indian Ocean Territories.

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.

5 Auspice Arrangements (Unincorporated Groups)

If your group is unincorporated, you must apply to the Grants Program through an eligible incorporated not-for-profit organisation or local government authority acting as your auspice.

As part of your application, you will be required to upload **a signed and dated auspice arrangement letter** in your SmartyGrants application form. To ensure all required information is included, please complete the 'Auspice Letter Template' available via the download link below:

- Download: Auspice Letter Template

Please allow sufficient time to complete this document so your application can be submitted before the program closing date and time.

6 Grant funding may be used for:

Organisations can request funding of up to $10,000 (exc. GST) for:

- garden feasibility, planning and design;
- development of garden policies and manuals;

- evaluation of an existing garden and its programs.
- training, workshops and other garden-related events held at the community garden.
- capacity building for garden volunteers;
- engagement strategies and initiatives to generate community interest and participation;
- advertising, promotion and signage of the garden and related activities;
- consumable garden items, such as plants, seedlings, fertiliser, etc.; and
- infrastructure and minor capital equipment*.

*Organisations are encouraged to seek assistance for garden infrastructure and minor capital equipment from other funding sources prior to applying to this program. Evidence should be provided in the application, where applicable.

7 What cannot be covered by grant funding:

- Ongoing operational costs, such as insurance, power and water.
- Interstate and overseas travel.
- Staff wages and salaries.
- Projects that duplicate an existing or similar project or service within the community.
- Projects that are typically funded through other sources, such as school activities, sports and cultural events.
- Projects that could be delivered as part of the agreed services under a current agreement the organisation has with Department of Communities.
- Purchase of prizes or gifts.
- Projects delivered outside Western Australia.

8 Assessment criteria

Each application will be assessed on value for money and against the following criteria:

1. The garden is/will be located in the State of Western Australia.
2. The garden is inclusive and accessible and encourages participation of the wider community.
3. Evidence of community involvement by individuals, organisations and project partners in the development, implementation and evaluation phases of the project.
4. The local government is aware of and supports the project.
5. Secure land tenure and identification of how any relevant land issues, such as water, power, access, parking and security will be addressed.

6. Evidence of a feasible and sustainable project with measurable community outcomes and demonstrated community benefits beyond the term of the project.

The assessment criteria have equal weighting, and the application will be assessed on its merit in its entirety.

All information provided in the Application Form, and any supporting attachments, will be reviewed by an independent evaluation panel against the assessment criteria outlined above.

After meeting the above core assessment criteria, Department of Communities may also prioritise applications for funding based on the below considerations:

- Supporting a range of garden projects across Western Australia, taking into account the population of each region.
- Supporting projects and organisations who have not previously received funding through this Grants Program in the past two years.
- Supporting Aboriginal and Community Controlled Organisations delivering projects for Aboriginal communities.

9 How to apply

1. Thoroughly read the Guidelines
2. Complete the online Application Form on SmartyGrants
3. Upload any supporting documents, where required
4. Ensure the application is reviewed and approved by the authorised delegate of the organisation.
5. Submit the signed application to SmartyGrants.

10 Closing Date and Time

Closing Time: 3.00pm

Closing Date: Friday 18 December 2026

Applications **must** be submitted on **SmartyGrants** by the advertised closing date and time above to be eligible for assessment.

Late applications will not be accepted, and 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 a confirmation email shortly after submitting your application, please check your junk or spam folder. If you still cannot locate the confirmation of receipt, please contact Communities via email at grants@communities.wa.gov.au to confirm that your application has been successfully received.

11 Outcome notification

All applicants will be advised in writing of the outcome of their application by early April 2027.

12 Successful applicants

All successful applicants will be notified in writing and provided with information on next steps, including payment arrangements. Successful applicants will be required to:

- Provide a final report on the activities undertaken, participants and partners, lessons learned, evaluation of effectiveness, and outcomes achieved.
- 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 the Department of Communities**.

13 Program Assistance

If you have any questions about the Grants Program or require assistance when completing your application, please contact:

Wendy Di Renzo
Grants Assistant
Mobile: 0432 838 116
Email: grants@communities.wa.gov.au

If contacting us by email, please include “Community Gardens 2026-27” in the subject line.

Grant conditions

Grants provided through the Community Gardens Annual Grants Program are subject to the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by the Department of Communities (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 the 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.
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.