



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

DOCG202540274 Community Gardens Grants Program 2025-26

Guidelines



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Guidelines

All applications for the Community Gardens Grants Program 2025-26 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 week commencing 18 May 2026.

All proposed project start dates must be after 18 May 2026.

Submitting an application

Closing Time: 3.00pm

Closing Date: Friday 28 November 2025

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 as it is likely your application has not been fully submitted

About the program

Community gardening provides an opportunity for people to come together 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.

Grant funding may be used for:

Organisations can request funding of up to \$10,000 per project 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.

What is not covered by the grant:

- 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 Communities.
- Purchase of prizes or gifts.
- Projects delivered outside Western Australia.

Assessment criteria

Each application will be assessed 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. A feasible and sustainable project with measurable community outcomes and demonstrated community benefits beyond the term of the project.

Value for money will be a key consideration across all criteria.

Priority will be given to projects and organisations that have not previously received funding through the Community Gardens Grants Program in the past two years.

The Department of Communities may prioritise applications to ensure a range of garden projects across Western Australia are supported.

Who can apply:

Eligible groups and organisations must be operating within the State of Western Australia and be:

- incorporated not-for-profit community organisations;
- local government authorities; 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 7 for further information on how to proceed using an auspice organisation.

Who cannot apply:

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

- Federal or State Government agencies;
- Individuals;
- 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.

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 signed application to 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 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 organisations 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 week commencing 18 May 2026.

All applications will be assessed against the assessment criteria outlined above. All organisations that apply for funding will be notified in writing of the outcome of the submission.

Successful applicants

Successful applicants will be required to:

- Report on the activities undertaken, participants and partners, lessons learned, evaluation of effectiveness, 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.

Program Assistance

For program assistance completing the application form, please contact:

Letty Durkin JP

Grants Assistant

Mobile: 0432 841 405

Email: grants@communities.wa.gov.au

Grant conditions

Grants provided through the Youth Week WA 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.