

ELIGIBILITY

* indicates a required field

Confirmation of Eligibility

Further information on eligibility is noted in the Arts Grants Program Guidelines. **CHECK** Make sure your project is eligible for Arts Grant funding.

CONFIRM Confirm you meet the eligibility requirements below. **NEED HELP?** If you have any questions, please contact grantfunding@fremantle.wa.gov.au - allow at least 48 hours for a response.

Applicant Eligibility

As the applicant, I confirm that I fit into one of the following categories:

- ☐ Individual with an ABN
- ☐ Not-for-profit organisation including incorporated associations and public companies limited by guarantee
- ☐ Individual with an Auspicor
- ☐ Private Company applying for a non-profit project

I confirm I am 18 years or older *

☐ Yes

Required for contracting purposes

Project Eligibility

Your project needs to meet certain requirements to be eligible for funding. Further information and assessment criteria for the objectives below is available in the Arts Grants Program Guidelines.

My project meets one, or more, of the following objectives. *

- ☐ OBJECTIVE ONE - Community Driven
- ☐ OBJECTIVE TWO - Active Participation
- ☐ OBJECTIVE THREE - Place Activation

At least 1 choice must be selected.

I confirm that the project I am requesting funding for will deliver a public outcome in the City of Fremantle. *

☐ Yes

I confirm that I have read and understood the Arts Grant Program Guidelines *

☐ Yes

The project includes a public mural artwork outcome *

☐ Yes

☐ No

Mural Artwork Confirmations

Permission has been confirmed with the building / landowner of the site.

Attach a file:

Attach written confirmation of owner permission

City of Fremantle have confirmed whether approval is required, and if it's required have approved

Attach a file:

Attach approval or written confirmation that it is not required

APPLICANT DETAILS

* indicates a required field

Collection Notice

The City of Fremantle collects your personal information to manage your registration and participation in this event or program, and to communicate with you about event details, feedback, or future opportunities. Your information may be shared with authorised City officers or contractors where necessary, but will not otherwise be disclosed unless required or authorised by law. By registering or enquiring with the City you agree to the collection of this information in accordance with the Council Privacy Policy. For more information, including the option to de-identify, please see our [Privacy Statement and Policy](#) or contact us at governance@fremantle.wa.gov.au.

Contact Information

Grant Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO. If you are an individual, please use your full name.

Project Contact *

Title First Name Last Name

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Position (if applicable)

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Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Primary Phone Number *

Must be an Australian phone number.

Primary Email *

Must be an email address.

Backup Phone Number

Must be an Australian phone number.

Backup Email

Must be an email address.

PROJECT DETAILS

* indicates a required field

Project Title *

Must be no more than 250 characters.

Provide a name for your project/program/initiative. Your title should be short but descriptive - the name is for reference purposes. It is not intended to capture the entire scope of your activity.

Project Start Date *

Must be a date.

Start date must be at least sixty (60) days after the closing date of the application round.

Project End Date *

Must be a date.

Must be within twelve (12) months of the project start date.

Short project description *

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Provide a short description (100 words recommended) of your project - what are you setting out to do?

What are the Arts Grants Program Objective(s) your project meets? *

- ☐ 1. Community Driven
- ☐ 2. Active Participation
- ☐ 3. Place Activation

Only one (1) needs to be selected, you will need to address the selection criteria for each objective selected

FINANCIAL DETAILS

* indicates a required field

Financial Management

There are two options for management of the grant financials. **APPLICANT MANAGEMENT** If you are managing the grant, you will need to provide your own applicant details.

AUSPICE MANAGEMENT If your project is being auspiced by another organisation, you will need to provide further details within this application.

How will your grant financials be managed?

- ☐ Myself, the applicant is managing it
- ☐ It is being auspiced by another organisation, for the purposes of this grant

Applicant's Australian Business Number (ABN)

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	

Must be an ABN.

Bank Account Details

The information you provide here will help enter you into the City's finance system and help your application to be processed in a timely manner, so please give as many details as

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possible and upload all documentation requested. If you have any questions, please contact grantfunding@fremantle.wa.gov.au.

Name of Bank

Address of Bank

Applicant Project Contact Primary Bank Account

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

For auditing purposes, please upload a copy of a deposit slip or a snapshot of a bank statement that clearly shows bank details.

Attach a file:

It doesn't need transaction information included.

Auspice Confirmation

I confirm I have permission to use this organisation as an auspice

☐ Yes, please see letter of confirmation attached below

Please attach a letter from the auspicings organisation confirming this arrangement is valid and current

Attach a file:

Letter or email must be from an appropriately authorised person (e.g. manager, CEO, Board Chair).

Auspice Organisation Details

Name of auspicings organisation *

Auspice Project Contact

Organisation Name

Auspice Project Contact Position

Auspice Project Contact Office Phone Number

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Must be an Australian phone number.

Auspice Project Contact Primary Email

Must be an email address.

Auspice Project Contact Office Address
Address

Auspice Project Contact Postal Address
Address

Auspice Project Contact Primary Website

Must be a URL.

Auspice Project Contact ABN

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	

Must be an ABN.

Auspice Project Contact Primary Bank Account
Account Name

BSB Number Account Number

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Must be a valid Australian bank account format.

For auditing purposes, please upload a copy of a deposit slip or a snapshot of a bank statement that clearly shows bank details.

Attach a file:

PROJECT APPLICATION - OBJECTIVES - Weighting 40% total

* indicates a required field

Arts Grant Objectives

- Applicants are required to meet at least one (1) objective in their proposed project to be considered for funding; but may address more than one (1) objective if applicable.
- The questions below are based on your selections on the 'PROJECT DETAILS' page.
- Please address the assessment criteria for each objective selected.

OBJECTIVE - Community Driven

Please select if you would like guidance notes and assessment criteria visible *

- ☐ Show guidance
☐ Hide guidance

Please explain how your project is community-driven and responds to local interests, needs or opportunities. *

Word count:

Must be no more than 1500 characters.

Support Material *

Attach a file:

Please attach any documentation that supports this

GUIDANCE NOTES - Community Driven

To help you answer this section - the outline and criteria from the Arts Grant Program Guidelines is below. **OBJECTIVE** Creative activities are community-driven and respond to local interests, needs or opportunities.

DESCRIPTION The project is shaped by, led by, or directly responds to people, communities or local groups in Walyalup Fremantle. *Is this something the community wants or has helped shape?*

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ASSESSMENT CRITERIA

- The application
- Identifies the community involved; name collaborators, partners, groups or individuals if applicable.
 - Demonstrates how the community has, or will, shape the project.
 - Meets a community interest, need or opportunity

OBJECTIVE - Active Participation

Please select if you would like guidance notes and assessment criteria visible

- ☐ Show guidance
☐ Hide guidance

Please explain how community members will actively participate, contribute or co-create in your project. *

Word count:

Must be no more than 1500 characters.

Support Material *

Attach a file:

Please attach any documentation that supports this

GUIDANCE NOTES - ACTIVE PARTICIPATION

To help you answer this section - the outline and criteria from the Arts Grant Program Guidelines is below. **OBJECTIVE** Community members actively participate, contribute or co-create.

DESCRIPTION Community members are active participants, contributors or co-creators, rather than only audience members

Are people actually involved in making or doing something, rather than simply attending?

ASSESSMENT CRITERIA

The application shows

- Clearly outlines what community participants will do.
- Participation is a key part of the project.
- The application shows that the participation activities suit the target group (if identified).

OBJECTIVE - Place Activation

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Please select if you would like guidance notes and assessment criteria visible

- ☐ Show guidance
☐ Hide guidance

Please explain how your project activates key city centres and publicly accessible places. *

Word count:

Must be no more than 1500 characters.

Support Material *

Attach a file:

Please attach any documentation that supports this

GUIDANCE NOTES - Place Activation

To help you answer this section - the outline and criteria from the Arts Grant Program Guidelines is below.**OBJECTIVE**Creative activity activates key city centres and publicly accessible places.**DESCRIPTION**The project brings creative activity into publicly accessible places within Walyalup Fremantle.*Does it bring creative activity and vibrancy into publicly accessible places?***ASSESSMENT CRITERIA**

The application

- The project location, an permissions required, are confirmed.
- The location is publicly accessible and suitable for the activity.
- The project adds to the vibrancy, visibility or cultural life of the place.

PROJECT APPLICATION - DELIVERABLES - Weighting 30% total

* indicates a required field

Artistic Merit - Weighting 20%

Please select if you would like guidance notes and assessment criteria visible

- ☐ Show guidance
☐ Hide guidance

Tell us about the artists and cultural collaborators involved in the project, and any artistic processes or outcomes of the project. *

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Word count:

Must be no more than 1500 characters.

Support Material

Attach a file:

Please attach any documentation that supports this

GUIDANCE NOTES - Artistic Merit

To help you answer this section - the outline and criteria from the Arts Grant Program Guidelines is below. **DELIVERABLES AND ASSESSMENT CRITERIA**

- Artists and cultural collaborators engaged are of calibre and suitable experience.
 - Participating lead artists are cited in the application, and participation is confirmed.
 - Artists and or creatives' expertise is demonstrated and of suitable level for the project.
 - Collaborators are chosen for clear artistic, cultural or community reasons.
- Artistic concepts are developed with rigour.
 - Clear artistic process and / or outcomes.
 - The project includes appropriate research, development or testing for a quality outcome.

Community Priorities - Weighting 10%

You do not have to include a community priority to be eligible, but it will impact your application assessment score.

Please indicate the community priorities that are included in your project

- ☐ Multiple entry points to engage audience members who have varying levels of interest and access.
- ☐ Projects are welcoming, safe, accessible, and affordable.
- ☐ First Nations driven content and program delivery.
- ☐ First Nations truth telling opportunities are supported.
- ☐ Celebrates the diverse cultural mix of Walyalup Fremantle, and First Nations stories and our migrant connections.
- ☐ The LGBTQIA+ community is supported and celebrated in our community.
- ☐ Encouraging social connection and participation in community life by young people.

These are not required, but may strengthen your application and competitiveness.

Please select if you would like guidance notes and assessment criteria visible

- ☐ Show guidance
- ☐ Hide guidance

Please explain how these community priorities are included in your project

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Word count:
Must be no more than 1500 characters.

Support Material

Attach a file:

Please attach any documentation that supports this

GUIDANCE NOTES - Community Priorities

To help you answer this section - the outline and criteria from the Arts Grant Program Guidelines is below.

DELIVERABLES One (1) or more of the community priorities are given focus

- Multiple entry points to engage audience members who have varying levels of interest and access.
- Projects are welcoming, safe, accessible, and affordable.
- First Nations driven content and program delivery.
- First Nations truth telling opportunities are supported.
- Celebrates the diverse cultural mix of Walyalup Fremantle, and First Nations stories and our migrant connections.
- The LGBTQIA+ community is supported and celebrated in our community.
- Encouraging social connection and participation in community life by young people.

ASSESSMENT CRITERIA

- Does the project identify any priorities in its delivery?
- Are these priorities given meaningful consideration within the project?
- Are there clear actions and outcomes defined for the priorities identified?

PROJECT APPLICATION - PLANNING - Weighting 20% total

* indicates a required field

Aspects of project management considered include

- Feasibility
- Accessibility
- Budget
- Financial Management

Project Planning

Please select if you would like guidance notes and assessment criteria visible

☐ Show guidance

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☐ Hide Guidance

Give a brief timeline for the delivery of your project; include key milestones and outcomes where applicable *

Word count:

Must be no more than 1500 characters.

These can be dot points and kept simple.

GUIDANCE NOTES - Project Planning

Projects are realistically planned.**ASSESSMENT CRITERIA**

- Project milestones are clearly identified
- Outcomes are realistic and achievable
- Marketing and promotions are planned and appropriate
- Permits, insurances and approvals are identified, if required

Accessibility

The City of Fremantle is committed to fostering a community that is inclusive, accessible and welcoming for people of all ages, abilities and backgrounds.

Please select if you would like guidance notes and assessment criteria visible

- ☐ Show guidance
☐ Hide guidance

Please list aspects of your project that have been considered for accessibility and inclusion *

Word count:

Must be no more than 1500 words.

GUIDANCE - Accessibility

It's important that Arts Grant money is used for projects that have considered access and inclusion in planning. You can see examples of strategies the City of Fremantle use for programs and operations here: [Access and Inclusion plan](#)

ASSESSMENT CRITERIA

- Access and inclusion has been considered and incorporated into the project
- Reasonable accommodations and preparations have been made

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PROJECT BUDGET

Please see Guidance notes for formatting and in kind labelling.

Your budget MUST balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT)

NOTE:ORGANISATIONS / PROGRAM / SERIES EVENTS

- Your application budget should reflect the project that City of Fremantle will support with the Arts Grant, not your entire program or organisational budget.
- You may include broader budget information - eg. your total organisation, or series budget as an attachment.

Please select if you would like guidance notes and assessment criteria visible

- ☐ Show guidance
☐ Hide guidance

Project Budget (Income)

Income description	Income type	Is this funding confirmed?	Amount	Notes
	Please select the type of income		Must be a dollar amount.	Add notes if you need to provide more context
	Earned Income Government Grants Philanthropic Grants Donations Sponsorship Pro Bono/In-kind Other: 			
	Other: 			
	Other: 			
	Other: 			

Project Budget (Expenditure)

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Please outline your project expenses in the expenditure table below. **IN KIND NOTE** If you have listed IN KIND support in your INCOME, it should be matched as IN KIND expenditure to balance your budget. **GST NOTE**

- If you don't charge GST - please note your expenses inclusive of GST.
- If you do charge GST - please note your expenses as ex GST.

Expenditure description	Expenditure type	Expenditure amount (budgeted)	Notes
	Other: 		
	Other: 		
	Other: 		
	Other: 		
	Other: 		
	Other: 		
	Other: 		
	Other: 		
	Other: 		
	Other: 		

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		Enter the total amount to be expended on this budget item. Must be a dollar amount.	
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Project Budget TOTALS

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Total Amount of your Arts Grant Request

This number/amount is calculated.
This should equal the total amount you are requesting from City of Fremantle for this Arts Grant

GUIDANCE NOTES - Project Budget

Your application budget should only reflect the project you're applying for.

- The ARTS GRANT request will automatically calculate based on the difference between your planning income and expenditure.
- Any IN KIND support being provided by the City of Fremantle must be noted; along with whether it has been confirmed or not.

Please outline all cash income and expenditure.

- You can use the notes option to show expense calculations eg. \$80 per hour x 50 hours
- Quotes required for items over \$1,000 ex GST - please attach in support material

ASSESSMENT CRITERIA

- Income and expenses are itemised, realistic and add up
- Other income or support is disclosed
- In Kind items are noted
- All City of Fremantle in kind support is noted (whether confirmed or not)
- Items are appropriately costed
- Artists and project staff payments are appropriately calculated (award rate or above) for their involvement

PLEASE NOTE: If your project is part of a larger program eg. festival, series please note:

- Any additional in kind support from the City of Fremantle must be declared in the application, even if for other parts of the program
- The application budget should reflect the project; you are welcome to include a whole of program budget or top line figures as a Support Material attachment.

Project Context

Is your project part of a larger program, festival or series? *

- ☐ Yes
☐ No

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City of Fremantle - In Kind Support - As part of a larger Program, Festival or Series

If your project is part of a larger program or series - please note any ADDITIONAL in kind support also being provided by the City of Fremantle.

- Label in kind support so it's clear to see
 - Confirmed / Not Confirmed
 - Description and detail
 - In KindEg. *Confirmed - Venue Fee Waiver - Vic Hall - 5 nights*

City of Fremantle In Kind Contributions \$

ADDITIONAL - City of Fremantle Support

ADDITIONAL In Kind Total

This number/amount is calculated.

Certification

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

Name of Authorised Person *

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First Name

Last Name

Date *

Must be a date.

Feedback

Thank you and Feedback

Thank you for putting together this application. We would appreciate your feedback - if you have the capacity - but this isn't part of the application assessment.

How did you find the online application process?

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Approximately how many minutes (in total) did it take you to complete the application?

Estimate in minutes i.e. 1 hour = 60

Suggestions

Do you have any feedback or suggestions for the process / form that you think should be considered?

How did you hear about the Arts Grant?

- ☐ City of Fremantle staff member
- ☐ City of Fremantle website
- ☐ Internet search
- ☐ City of Fremantle Funding Finder website
- ☐ Herald
- ☐ City of Fremantle social media
- ☐ Walyalup Fremantle Arts Centre social media
- ☐ Past applicant
- ☐ Word of mouth
- ☐ Other: