

Community Insurance Grant 2025/26 - Application Form

Form Preview

Introduction

Program Information

Project Title

Community Insurance Grant

The City of Perth is home to several not-for profit neighbourhood groups who are active in their respective precincts. The groups play a vital role in contributing to the City's community and economy through various activities and initiatives.

Through the Community Insurance Grant program, the City supports not-for-profit neighbourhood groups by reimbursing insurance policy premiums, allowing the affordability of insurance and providing peace of mind for neighbourhood group members, volunteers and participants.

The Community Insurance Grant program accepts applications for the following types of insurance policies:

- Public and Product Liability;
- Volunteer Personal Accident; and
- Association Liability.

Funding Available

Total funding per eligible neighbourhood group is limited to a maximum of \$5,000 per annum.

Key Dates

ApplicationsOpen 1 July 2025

ApplicationsClose 15 May 2026

Applications for the Community Insurance Grant program can be submitted at any time, however decisions will be made on a case-by-case basis in line with budget and strategic priorities.

This grant operates as exhaustive funding, and the City reserves the right to close the program once the available budget has been expended.

Before You Begin

To make your application process simple, we recommend having the following documents available:

Program guidelines

- Read over the guidelines and make sure you understand all requirements of the program.

Required Documentation

Applicants will need to supply the following documentation:

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- A copy of your Certificate of Incorporation as a not-for-profit association.
- A copy of your constitution that clearly outlines the core function/purpose of the association.
- Evidence of previous insurance cover for a minimum of 12 months. E.g. previous insurance policy.
- Two quotes for each insurance policy to be provided from a reputable (APRA regulated issuer/ intermediary that is listed within the National Insurance Brokers Association) insurance provider;
- Evidence of an annual or on-going program of activity which seeks to engage residents and ratepayers. E.g. Calendar of events.

Feedback

- A Sponsorship Officer is available to provide feedback and answer any questions you may have about the application process prior to submitting.

Eligibility Declaration

* indicates a required field

Please note the Eligibility Criteria for the Community Insurance Grant program before starting your application.

To be eligible to receive sponsorship from the City, the applicant **must**:

- be an incorporated not-for-profit within the City of Perth local government:
 - resident or ratepayer association; or
 - neighbourhood group.
- have its members living or working in or adjacent to the neighbourhood or suburb it represents;
- be able to demonstrate a minimum of 12 months previous expenditure on appropriate insurance cover;
- be able to demonstrate an annual or on-going program of activity which seeks to engage residents and ratepayers;
- be able to demonstrate that the groups objectives allow for longevity beyond resolution of a single issue or cause;
- provide a copy of the Certificate of Incorporation for not-for-profit association; and
- have submitted a grant application prior to purchasing the insurance policy that funding is being requested for.

The City will not consider applications from:

- the Commonwealth or State Government Departments;
- a political party;
- an applicant that (the City considers) supports, promotes or facilitates violence, intolerance or discrimination;
- an employee or elected member of the City, or their immediate family members;
- an applicant that has outstanding debts to the City;
- an applicant who is in legal conflict with the City;
- an applicant that has failed to provide satisfactory acquittal reporting for any previous City funding;

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- an applicant that has already received City funding (including in-kind) for the same project within the same financial year; and
- an applicant that conducts themselves in a way the City considers to be injurious or prejudicial to the character or interests of the City.

The City will **not** consider applications for the following projects or project expenses:

- projects where the City consider the primary purpose to be political;
- projects that the City of Perth consider denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- projects that request reimbursement of funds already spent;
- projects that are for debt reduction or operational deficits; and
- project legal expenses.

The City will not support recurrent operational funding, including, but not limited to wages, salaries, or administrative overheads. Further details on eligibility and requirements can be found in the [City's Sponsorship and Grants Policy](#).

If you have any questions please contact a City of Perth Sponsorship Officer on 08 9461 3333.

I confirm that I have read and understood the Eligibility Criteria before proceeding with the application *

I confirm

I have allowed for eight weeks for the decision and outcome process *

Yes

No

Applicants are required to allow for eight weeks processing time from application submission date.

Please note, before you commence your application you are required to speak with a City Sponsorship Officer to ensure your event is eligible and aligned with the program.

I confirm that I have spoken to a City of Perth Sponsorship Officer about my event and application *

I confirm

Which Sponsorship Officer at the City of Perth have you discussed your application with? *

Please list any other City of Perth officers you have spoken to regarding your application

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Applicant Details

* indicates a required field

Applicant

Definition: the organisation or individual who will enter into an agreement with the City of Perth and funds will be paid to.

Applicant Entity *

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Applicant Entity 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.

Address *

Address

<input type="text"/>
<input type="text"/>

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

Website

Must be a URL

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Applicant Contact Details

Applicant Contact *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This contact will be the person the City will correspond with regarding the application process

Position held in organisation *

Applicant contact number *

Applicant contact email *

Must be an email address.

Required Documentation

The following documentation is required from all applicants in this program

A financial statement, business activity statement or similar to demonstrate financial viability *

Attach a file:

This could include an annual financial statement or Business Activity Statement

Assessment Criteria

* indicates a required field

Essential Criteria

Applicants are required to demonstrate how the association will deliver benefits to the residents and ratepayers within the City of Perth local government area. *

Documentation

Applicants are required to provide the following documentation:

A copy of your Certificate of Incorporation as not-for-profit association *

Attach a file:

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A copy of your constitution that clearly outlines the core function/ purpose of the association;

Attach a file:

Evidence of previous insurance cover for a minimum of 12 months. *

Attach a file:

E.g. previous insurance policy

Which insurance are you applying for (please select as many as required)

- Public and Product Liability
- Volunteer Personal Accident
- Association Liability

Two quotes for each insurance policy to be provided from a reputable (APRA regulated issuer/ intermediary that is listed within the National Insurance Brokers Association) insurance provider

Preferred Quote *

Attach a file:

Secondary Quote *

Attach a file:

What is total grant amount requested

Must be a dollar amount.

Applicants must provide evidence of an annual or on-going program of activity which seeks to engage residents and ratepayers. This may be a calendar of events, programming list or similar.

Select how you wish to provide the above information: *

- Upload form
- Complete within form

Provide detail on annual or on-going program of activity which seeks to engage residents and ratepayers. *

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Upload detail on annual or on-going program of activity which seeks to engage residents and ratepayers. *

Attach a file:

Certification and Feedback

* indicates a required field

Privacy Notice

City of Perth pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, [click here](#)

Confidential Information

Please note that the City of Perth must comply with the *State Records Act 2000 (WA)*, *Local Government Act 1995 (WA)* and other relevant legislation and regulations.

An assessment of your application will form part of the decision recommendation report which may be subject to Freedom of Information (FOI) requests.

Successful applicants may be listed on the City's website.

Commercial-in-Confidence

If you have included any confidential information as part of your application, please make this known to the Sponsorship Officer so that this information can be treated as Commercial-in-Confidence.

I agree to these requirements

Yes

Conditions of Funding

City of Perth Sponsorship and Grants agreement

Successful applicants will be required to accept the terms and conditions of the funding as outlined in the City of Perth's Sponsorship and Grants agreement. The Sponsorship and Grants agreement is a standard legal document and amendments can not be made to the terms and conditions.

Please follow the links to view the standard City of Perth [Sponsorship Agreement](#) or [Grant Agreement](#) templates.

I agree and understand that amendments can not be made to the standard agreement *

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- I agree to the terms of the City template. I do not agree to the terms of the City template and list below the changes requested

Provide detail on the requested amendments to the City of Perth Sponsorship or Grants Agreement template *

Sponsorship and Grants Acquittal

Successful applicants will be required to acquit the project for which they have been funded. The information within the application will be used to inform the acquittal process and the success of the project.

If successful, the applicant agrees to submit the acquittal by the determined due date. An applicant will not be eligible for future funding if they have failed to provide satisfactory acquittal reporting for any previous City funding.

I agree to these requirements *

- Yes

Lobbying of Elected Members and Administrative Staff

Applicants or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff. If, during the period between submitting a funding application and a determination by Council or the CEO, an applicant or any member of the public seeks to lobby any Elected Member or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application, the person/organisation will be disqualified and the sponsorship application excluded from being considered for approval.

In the event supplementary information is requested this will be communicated by your Sponsorship Officer directly.

I agree to these requirements *

- Yes

Applicant 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). The City of Perth may contact this person to certify the contents of the application.

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 funding, we will be required to accept the terms and conditions of the funding as outlined in the letter of approval and or agreement.

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I agree and certify this application *

Yes

Certification Contact *

Title

First Name

Last Name

Contact Position *

Primary Phone Number *

Primary Email *

Application Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few minutes to provide some feedback to the City of Perth Sponsorship team so we can continually improve our application form and process.

How did you hear about this funding program? *

- | | |
|---|--|
| <input type="checkbox"/> Previous recipient | <input type="checkbox"/> City of Perth event |
| <input type="checkbox"/> City of Perth website | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> City of Perth social media (Facebook, Twitter, LinkedIn) | <input type="checkbox"/> Industry forum or publication |
| <input type="checkbox"/> City of Perth newsletter | <input type="checkbox"/> Internet search |
| <input type="checkbox"/> Referral/word of mouth | |

Please indicate how you found the online application process *

- Very easy
- Easy
- Neutral
- Difficult
- Very Difficult

How many minutes in total did it take you to complete this application? *

Must be a number.

Estimate in minutes i.e. 1 hour = 60 minutes

Please provide the City of Perth with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider *