

Your Neighbour – ‘People and Places’ Grant Guidelines



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Purpose

To support community-led placemaking initiatives across the City of Belmont that bring people together and create vibrant, inviting places.

Grant Goals

The 'People and Places' Grant is strategically aligned to the three pillars of the Arts and Culture Strategy 2025-2030 by supporting placemaking activities that:

- Activate underutilised or uninviting public spaces, creating safer environments
- Empower local champions to build community networks and enhance their neighbourhoods
- Provide financial support for small-scale, community placemaking initiatives and projects
- Create engaging and inclusive neighbourhood shopping centres that increase street activity
- Deliver activations that celebrate Belmont's diversity and rich history
- Strengthen connections between the local community and local businesses
- Support community-led arts and cultural activities.

What is Community-led Placemaking?

Community-led placemaking occurs when individuals and groups collaborate to transform a space, making it more welcoming and enjoyable for everyone.

How much can I get?

Applicants can apply for up to \$2000 for group or collective start-up costs, small-scale activations, beautification projects or other creative activities and initiatives.
(One application per financial year).

The City offers an annual funding pool of \$15,000, which is available throughout the year or until the annual allocation is exhausted.

Who can apply?

Eligible Applicants

- Belmont-based community groups and organisations
- Projects can involve partnerships between two or more local groups
- Belmont-based School P&F Associations, Resident Groups/ Associations, Town Teams
- Unincorporated community networks based in the City of Belmont
- Individuals residing in Belmont who can demonstrate the benefit of and broader community support for their activity
- Belmont-based businesses with an ABN, delivering projects that benefit the local and/or broader City of Belmont community.

Ineligible Applicants

- Current employees or elected members and their immediate family members of the City of Belmont
- Federal, State, and local government agencies
- Political parties or organisations aligned with a political or religious cause

- Applicants with outstanding acquittals or debt to the City of Belmont
- Applicants located outside the City of Belmont
- Such applicants that the City determines is ineligible

What we will fund

The City will fund up to \$2000 for placemaking activities and place related projects located within or delivering outcomes in the City of Belmont local government area such as:

- Group or collective start-up costs
- Public art projects
- Small-scale activations/gatherings/events.
- Street beautification initiatives.
- Street furniture/little street libraries in public spaces.
- Plants and planter boxes.
- Other projects or gatherings designed to engage the local community and build momentum.

**Funding for larger-scale activities may be considered on individual merit. For larger projects, please contact the City's Arts and Place Team at peopleandplacesgrants@belmont.wa.gov.au before applying.*

What we will fund (with conditions)

You can include public liability insurance costs in your grant budget if it meets these conditions:

1. **Directly related to the activity:**
The insurance must cover the specific activity or event funded by the grant, not general business operations.
2. **Project coverage:**
The policy must apply to the grant-funded activity or event, including its timeframe and location.
3. **Spending limit:**
No more than (5% for individuals and 10% for groups) of the total grant can be allocated to public liability insurance.
4. **Evidence required:**
Applicants must provide:
 - a. - A quote or policy outlining coverage details.
 - b. - A valid copy of Public Liability Insurance or proof of purchase as part of the acquittal.

What we won't fund

- Ongoing operational expenses like wages, salaries, and administrative costs
- General business overheads, including insurance not directly related to the funded activity; multi-year or organisational-wide insurance policies
- Venue hire on its own (unless part of a larger project)
- Regular program activities, ongoing programs, or annual projects
- Donations or contributions for ongoing operations
- Activities or programs already provided by the City of Belmont
- Donations or fundraising events
- Activities or initiatives that have received funding from other City grants within the same financial year

- Activities, activations, or initiatives that risk public health or safety, don't comply with legislation or follow City policies, benefit only the applicant, or promote alcohol/smoking/vaping
- Such activities that the City deems inappropriate or incompatible with the City's Values.

How will my application be assessed?

Applications will be assessed on their individual merit and how they meet the following criteria:

Assessment criteria	
1	Alignment with one or more of the grant goals (listed above).
2	Evidence of community support and community involvement in the activity.
3	Evidence of the individual or group's contribution towards the activity.
4	Such criteria that the City determines as relevant

How it works

1. **Firstly, thoroughly read the People and Places Grant Guidelines to check that your idea is aligned to the grant funding goals.**
2. **Schedule a Meeting:** Arrange a meeting with the City's Placemaking Officer to discuss your idea.
3. **Apply online:** Complete and submit your application online. Include the following details:
 - **Project Details:** Description of your project, event, or initiative, such as date, time, location, theme, audience, and planned activities.
 - **Alignment with Goals:** How your project aligns with the People and Place grant goals and benefits the local community.
 - **Risk Assessment:** What risks have you identified with the project, event or initiative and how will these risks be mitigated?
 - **Timeline and Budget:** A proposed timeline including commencement and completion of the project and budget breakdown. The City may request further information, such as quotations.
 - **Project Management:** How you will effectively manage the project (e.g. Task delegation).
 - **Promotion and Acknowledgment:** Outline how you will acknowledge the City's support. This could include tagging the City of Belmont on social media or featuring the City's 'Supported by' logo on promotional materials.
 - **Sponsors and Partners:** Information about any sponsors or partners involved in the project.
 - **Accept the City's Terms and Conditions:** You confirm that, along with any conditions related to your application, you agree to follow the terms and conditions attached to this Guideline.
4. **Application Review:** The City will assess your application.
 - Relevant internal departments may also review your application for feedback and approval.
 - You will be notified of the outcome within four weeks of submission.

- Insurance (including but not limited to Public liability insurance) requirements will be determined based on the risk associated with the activity.
- 5. Receive Agreement Letter:** If approved, you'll receive an agreement letter outlining the grant conditions and your responsibilities.
 - 6. Sign and Return Agreement:** Sign the agreement letter and return it to the City.
 - 7. Receive funds:** Funds will be paid into your nominated bank account according to the City's finance policies and processes.
 - 8. Document the Activity:** Keep all receipts and take photos throughout the activity.
 - 9. Complete Acquittal:** Submit an acquittal form outlining how the funds were used.
 - 10. Acquittal Review:** Your acquittal will be reviewed against the conditions in the grant agreement letter.

What you need to know -

This section explains some general guidelines for community placemaking activities for residents, groups, and retailers.

General

- 1.** The City aims to support placemaking across all parts of the community. As part of the assessment process, the location of applicants and proposed activities may be considered to help achieve a fair and balanced spread of funded activities across the city.
- 2.** Create a lively atmosphere with "linger nodes" like seating, play areas, planters, and book libraries.
- 3.** Installations must be temporary, safe, easy to remove or relocate, fit for purpose and self-managed.
- 4.** Keep a clear 1.5m pathway around your activity to ensure access ways are not obstructed.
- 5.** Ensure installations or furniture are stable and won't easily tip over.
- 6.** Make sure the space is safe for people with vision or mobility challenges.
- 7.** Consult with property owners before placing installations, as the City may remove those that don't meet safety or aesthetic standards.
- 8.** Talk to your neighbours to make sure everyone's needs are considered.
- 9.** Large-scale activations or events need City approval to comply with the relevant health, environmental and food safety legislation, and Local Laws. For more information visit the City's Public events application page.
- 10.** Placemaking activities on roads or streets may require traffic management so activations can happen in the safe way. "[Traffic management for Events Code of Practice](#) cover's the social, environmental, operational, and legal requirements for managing traffic at or near events". Refer to page 4 and page 9 of the document to see what kind of traffic management and approvals your activity may need.