



2018-2019 Community Grants and Sponsorship Process (Round 3)

When	What you need to do
During the lead up to the release of applications	Consider the project or event that you would like support for, prepare a project plan and budget.
December 2018	Community Assistance Grant / Sponsorship Applications open. Guidelines and Application Forms will be emailed to community and sporting groups, as well as being available from the Town's website. For more information email the Town via admin@eastfremantle.wa.gov.au .
January 2019	Monday 21. Applications close at 4.00pm, late applications cannot be considered.

A summary of applications will be presented to Council for their consideration at their meeting to be held on 19 February 2019.

All applicants will be advised, in writing, of the outcome of their application following this meeting.

Along with this notification, successful applicants will receive details on how to claim their payment – noting that any previous monies received from Council must be acquitted prior to the release of this payment.

Late February to mid-May 2019	Successful applicants – host your event or undertake your project. Remember to take photos, keep receipts and save media clippings.
By Friday 25 May 2019	Submit your claim for payment (invoice) along with an acquittal that includes the requested supporting documents – receipts, photos and examples of media coverage.

Prior to commencing your application...

Please contact Karen Dore, the Town's Economic & Community Development Officer to ensure that your proposed project / event meets the Town's guidelines.

Phone: 9339 9342 / 0403 458 433 Email: kdore@eastfremantle.wa.gov.au