



2025-2026

Busselton-Sugito Sister City Grant Funding Program

Information Pack



Purpose and Objectives

The 2025-2026 Busselton-Sugito Sister City Grant Funding Program (BSSCGFP) offers a total of **\$6,000** to enable and support community-led sister city activities which nurture and grow sustainable connections between the City of Busselton and our sister city in Japan, the Town of Sugito, during the 2025-2026 financial year.

The BSSCGFP has been established to provide financial assistance to locally based not for profit or community organisations to support initiatives within the City of Busselton community that create, foster and improve upon the City's Sister City relationship with the Town of Sugito in Japan to the benefit of the City of Busselton community.

Incorporated groups and organisations may apply for grants that deliver activities in the fields of community development, culture and arts, sport and recreation and education.

Eligibility

Applicants must demonstrate that they meet the following eligibility criteria:

- The applicant must be a not for profit organisation or community group based within the City of Busselton.
- The applicant must have an appropriate level of public liability insurance and meet all relevant legislative requirements (eg current Working With Children Cards and/or National Police Clearances).
- The application must have a clear program with a timeframe and a realistic budget.
- The applicant must demonstrate other funding sources are also available for the project or activity including cash, other grants and/or proceeds from fundraising activities.
- The proposal should indicate how any language or cultural barriers are to be addressed.
- The proposal must contribute positively to the image of the City of Busselton in the Town of Sugito.
- Proposals that evidence tangible support from the community within the Town of Sugito will be viewed favourably.

The following will be ineligible to apply:

- Private individuals
- For profit organisations and associations
- Politicians or political organisations

Funding Criteria

Applicants must demonstrate their ability to meet the following criteria:

1. Delivery of activities which create, foster, celebrate and/or improve upon the social, cultural, artistic and/or sport and recreational links connecting communities in the City of Busselton and the Town of Sugito.
2. Delivery of activities which increase reciprocal knowledge and cultural understanding between the communities of the City of Busselton and the Town of Sugito.

The following activities are ineligible:

- Proposals that directly benefit an individual (noting it is accepted that the intent is for people to be involved in the activities)
- Conferences and conventions
- Capital purchases
- Activities that would involve the City in controversial issues or expose the City to adverse criticism
- Activities that are contrary to the values and Code of Conduct of the City of Busselton

Application Process and Requirements

The following process and requirements apply:

- The City will publicly advertise the funding program and make the application information available on its website.
- The closing date for applications will be **Monday 31 March 2025**.
- The Chief Executive Officer will convene a panel of City Officers with relevant expertise to assess applications.
- Assessment of applications will take approximately 4 weeks from the closing date of the application.
- The City may require further information prior to making a decision and applicants may be invited to meet with City staff to discuss their proposal.
- The City will make decisions based on assessment against the criteria and the decisions will be final.
- The City receives many applications for financial assistance and is unable to fund all proposals.
- Applications will be selected on the basis of proposals that are best able to meet the selection criteria.
- Every applicant will be advised of the outcome of their proposal.
- Lobbying Elected Members to have an application approved will result in the application not being considered.
- Payment of funds to successful applicants will be made on receipt of a tax invoice and not more than 3 months before the project commencement date, unless the organisation can provide a legitimate reason for early payment.
- Organisations must provide a financial acquittal of funds that meets the satisfaction of the City of Busselton.

Enquiries

Applicants should direct enquiries to:

Tonia Kilian
Public Relations Officer

City of Busselton
2 Southern Drive
BUSSELTON WA 6280

E: tonia.kilian@busselton.wa.gov.au
T: 08 9781 1789