

Donation Application Form 2026-2027

Form Preview

ELIGIBILITY

* indicates a required field

Important Information

Before applying, please:

- Read the [Grants and Donations Guidelines](#);
- Preview the Application Form, so you can gather all information needed;
- Contact the Grants and Research area on **(08) 9411 3583** during business hours or email **communitygrants@cockburn.wa.gov.au** to determine your eligibility, ensure you are applying under the correct category, and to answer any questions.

Incomplete applications and/or applications received after the closing date will not be considered.

The following sections MUST be completed by the Applicant Organisation. This page of the form is designed to help you, and us, understand if you are eligible for a Donation. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable category of funding.

Grants Officer Contact

Did you contact a City of Cockburn Grants Officer to discuss your potential application? *

☐ YES ☐ NO

Name of Grants Officer *

Date of contact *

Method of contact *

☐ Phone ☐ Email ☐ In person ☐ Other:

Eligibility Questions

A donation is a contribution of money towards your organisation's day-to-day running costs, not for a specific project or activity. Eligible applicants include benevolent organisations and services, not sports clubs, residents associations or other special interest groups. Does your organisation and application fit within this category? *

☐ YES ☐ NO

If NO, you are not eligible for a Donation.

Donation Application Form 2026-2027

Form Preview

Is your organisation a not-for-profit entity? *

☐ YES ☐ NO

If NO, you are not eligible for a Donation. Check here: [is your organisation not-for-profit?](#)

Is your organisation an incorporated legal entity OR are you being auspiced by an incorporated organisation? *

☐ YES ☐ NO

If YES, you must supply a copy of the organisation's Certificate of Incorporation (if you haven't previously done so). If NO, you are not eligible for a Donation. You may only apply for a Donation through an organisation or auspicing body that is an incorporated, not-for-profit organisation. The auspicing body receives funding on behalf of the applicant organisation.

Is your organisation based in the City of Cockburn OR primarily providing services in the City of Cockburn OR looking to provide a service in Cockburn that will benefit the Cockburn community? *

If NO, you are not eligible for a Donation.

Is your organisation financially viable? *

☐ YES ☐ NO

Applications for funding of up to \$5,000 must provide a recent bank statement. Applications for \$5,000 or more require a bank statement no more than one month old and the minutes of your organisation's most recent Annual General Meeting, including an audited Financial Report, with this application.

Does your organisation have appropriate insurance? *

☐ YES ☐ NO ☐ Not applicable

For example: volunteers, professional indemnity, public liability.

If you answered NO to any of the above Eligibility Questions, you may not be eligible for funding and should contact the Grants and Research area on (08) 9411 3583 before proceeding with this application.

Previous Funding

Has your organisation previously received funding from the City of Cockburn? *

☐ YES, this financial year ☐ YES, in previous years ☐ NO

If you have received funding in this financial year, contact the Grants and Research area on (08) 9411 3583 to confirm your eligibility before proceeding with this application.

If you have received previous funding from the City of Cockburn, please provide details of your most recent successful application

Please include approx. date, category of funding, project title and amount.

Does your organisation have any outstanding City of Cockburn acquittal reports? *

☐ YES ☐ NO ☐ Not applicable

Applicants that have been successful in previous years are eligible to apply provided all previous funding (Grants and Sponsorship) has been satisfactorily acquitted. Acquitted means you have provided a detailed report of how the funding was used, including providing receipts and evidence such as photos or media, using the relevant Acquittal Form.

Donation Application Form 2026-2027

Form Preview

APPLICANT DETAILS

* indicates a required field

Applicant Organisation Details

Applicant organisation name *

Organisation Name

Describe your organisation and its purpose *

Word count:

Must be no more than 200 words.

Street address *

Address

Suburb State Postcode

Must be an Australian postcode.

Postal address (if different from street address)

Address

Suburb State Postcode

Must be an Australian postcode.

Organisation phone number *

Must be an Australian phone number.

Organisation primary email *

Must be an email address.

Organisation website

Must be a valid URL

Donation Application Form 2026-2027

Form Preview

Applicant Organisation Contact Person

Contact name *

Title

First Name

Last Name

Position held in organisation ***Contact phone number ***

Must be an Australian phone number.

Contact email *

Must be an email address.

This is the address we will use to correspond with you about this application.

Is your organisation a not-for-profit entity? *☐ YES☐ NO

If NO, you are not eligible for a Donation.

Is your organisation incorporated? *☐ YES☐ NO

If NO, you must fill out the Auspice Organisation Details.

Does your organisation have an ABN? (Australian Business Number) *☐ YES☐ NO

If you do not have an ABN, please complete and submit a Statement by a Supplier Form with your application; if this form is not submitted, the Australian Taxation Office will require 48.5% of an approved grant or donation to be withheld. Download the form [here](#).

Please upload your organisation's Certificate of Incorporation (if you haven't previously supplied to the City)

Attach a file:

Max 25mb

Applicant Organisation 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

Donation Application Form 2026-2027

Form Preview

Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

Please upload your completed Statement by a Supplier Form

Attach a file:

Max 25mb

AUSPICE DETAILS

* indicates a required field

Auspice Organisation Details

Auspice organisation name *

Organisation Name

Street address *

Address

Suburb State Postcode

Must be an Australian postcode.

Postal address (if different from street address)

Address

Suburb State Postcode

Must be an Australian postcode.

Donation Application Form 2026-2027

Form Preview

Organisation phone number *

Must be an Australian phone number.

Organisation primary email *

Must be an email address.

Organisation website

Must be a valid URL.

Auspice Organisation Contact Person

Contact name *

Title First Name Last Name

----------------------	----------------------	----------------------

Position held in organisation ***Contact phone number ***

Must be an Australian phone number.

Contact email *

Must be an email address.

Is your organisation a not-for-profit entity? *

☐ YES ☐ NO

If NO, you are not eligible for a Donation.

Is your organisation incorporated? *

☐ YES ☐ NO

If NO, you are not eligible to auspice this application.

Does your organisation have an ABN? (Australian Business Number) *

☐ YES ☐ NO

If you do not have an ABN, please complete and submit a Statement by a Supplier Form with your application; if this form is not submitted, the Australian Taxation Office will require 48.5% of an approved grant or donation to be withheld. Download the form [here](#).

Please upload your organisation's Certificate of Incorporation (if you haven't previously supplied to the City)

Attach a file:

Donation Application Form 2026-2027

Form Preview

Max 25mb

Please attach a letter signed by the Auspice Organisation office bearer verifying the auspice arrangement *

Attach a file:

Must be the President, Chair, CEO, Secretary or Treasurer. Letter must include name, position, signature and date, and confirm the arrangement is valid and current. Max 25mb

Auspice Organisation 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

Please upload your completed Statement by a Supplier Form

Attach a file:

Max 25mb

SERVICES AND BENEFITS

* indicates a required field

Donation Application Title *

This can be the organisation name, or name of a particular service, or funding period.

Funding Period

Donation Application Form 2026-2027

Form Preview

Start date *

Funding will not commence until at least two months after the application closing date.

End date *

Organisation Services and Benefits

Please describe the nature of your organisation's activities *

Word count:

Must be between 50 and 200 words.

Please describe the issues or needs your organisation will address *

Word count:

Must be between 50 and 200 words.

How will the Cockburn community benefit from your organisation's services? And how many individuals will benefit? *

Word count:

Must be between 50 and 200 words.

How will you determine and measure the outcomes and benefits? *

Word count:

Must be between 50 and 200 words.

Community Support

List the organisations and Cockburn community members that support your organisation *

Word count:

Must be no more than 100 words.

Letters of support or referees

Attach a file:

Donation Application Form 2026-2027

Form Preview

Letters of support will strongly assist your application. They are written by another organisation or individuals telling of the positive impact of your organisation or services, and how or why they support you. They must be printed on the supporter's letterhead and be signed by the Chair, President or CEO.
Max 25mb

Promotion and Acknowledgement

How will your services be promoted and advertised? How will you engage participants? *

Word count:
Must be no more than 150 words.

How will the City of Cockburn's support be recognised? *

Word count:
Must be no more than 150 words.
Describe the ways support received will be acknowledged.

BUDGET AND FINANCIAL DETAILS

*** indicates a required field**

Donation Request

Donation amount requested *

What is the total financial support you are requesting from the City of Cockburn in this application?
Max. \$25,000 with lesser amounts encouraged.

Please note:

Requests for Donations are to a **maximum of \$20,000**, however donations are highly competitive and generally approved for a lesser amount.

Operational Budget Information

Please fill in the following table and tell us where your organisation's money comes from. Income sources also include other grants and donations. Please tell us if these have been confirmed or not.

Please note:

DO NOT add commas to figures, e.g. write \$1000 not as \$1,000 to ensure figures in the table total correctly.

Donation Application Form 2026-2027

Form Preview

Operational Budget Table

Income Source	Confirmed funding?	Income Amount (\$)
City of Cockburn Donation Request		

Attachments

Please upload a bank statement for your organisation (preferably less than one month old) *

Attach a file:

Max 25mb

If your request is for \$5,000 or more, please attach the minutes of your organisation's most recent Annual General Meeting (AGM) and audited financial statement

Attach a file:

Max 25mb per file attachment. Recommended no more than 5mb per attachment.

If applicable, please upload proof of other financial contributions (e.g. letters of offer or confirmation from other funding contributors)

Attach a file:

Max 25mb

Bank Account Details

If your application is successful, funds will be provided via electronic funds transfer (EFT), and we will require the following information.

Incorporated organisation name

Organisation Name

Name of bank or financial institution

Donation Application Form 2026-2027

Form Preview

Branch location

Account name

Branch code/BSB number

Account number

CERTIFICATION AND SUBMISSION

* indicates a required field

This MUST be completed by an appropriately authorised person (e.g. office bearer such as Chair, President, CEO or authorised officer) on behalf of the applicant organisation, and, if applicable, the auspice organisation. This person may be different to the contact person listed earlier in the application.

Certification

- I am authorised by my organisation to complete and submit this application form.
- I certify that to the best of my knowledge all of the information supplied in this application and attachments is true and correct.
- I will notify the City of Cockburn of any change to the information supplied and any other information or circumstances arising that may affect this application.
- I understand that this is an application only and may not necessarily result in funding approval.
- I give permission for the City of Cockburn to contact any person or organisation required during the assessment of the application and understand that information may be provided to other agencies, as appropriate.
- I understand that any decision made by the City of Cockburn is final and is not subject to an appeals process.

I understand that if the City of Cockburn approves a donation:

- I will be bound by the contents of this application to carry out the services as described in this application, which will form part of the contractual agreement with the Council.
- I will be required to accept the conditions of funding in accordance with Council requirements.

Donation Application Form 2026-2027

Form Preview

- I will be required to complete a Disability Access and Inclusion Plan and Sustainability Policy Checklist (provided by the City) in relation to the funded services.
- Council does not accept any liability or responsibility for the organisation's operations.

Please fill in your details below as your endorsement of this application and the statements above.

I have read and agree to the above certification statements *

☐ Yes

Authorised Person Name *

Title First Name Last Name

--	--	--

Position *

--

Phone Number *

--

Must be an Australian phone number.

Date *

--

Certification by Auspice Organisation

I have read and agree to the above certification statements *

☐ Yes

Authorised Person Name *

Title First Name Last Name

--	--	--

Position *

--

Phone Number *

--

Must be an Australian phone number.

Date *

--

Privacy Notice

Donation Application Form 2026-2027

Form Preview

The City of Cockburn will use any information provided for the purpose of processing your application and for remaining in contact with you.

Please note the information provided in your application and any related documentation/discussions may be provided to members of the assessment panel in order to assist the City of Cockburn in processing your application.

By submitting an application, you consent to the City of Cockburn publishing the applicant's name, project description and amount funded in promotional material used for promoting the Cockburn Community Fund.

Under the PRIS Act 2024 and the City's Privacy Management Policy the City of Cockburn has obligations in relation to how we collect, store, use and access your personal information. For details see the [Privacy Collection Notice](#).

Feedback

You are now coming to the end of the application process. Before you **REVIEW** and click the **SUBMIT** button please take a minute to provide some feedback. This will help us to continually improve the funding application process for our customers.

Please indicate how you found the online application process

☐ Very easy ☐ Easy ☐ Neither ☐ Difficult ☐ Very difficult

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

Please estimate in minutes e.g. 1 hour = 60 minutes

Please suggest any improvements we should consider

Word count:

Must be no more than 100 words.

Thank you for your application and your feedback.