

Sustainability Grant 2026/27 - Application

Form Preview

Information for Applicants

Before you begin

Thank you for your interest in applying for a Sustainability Grant.

This area of the application form is designed to help you – and us – confirm if you are eligible for this grant.

It is crucial you take the time to read it thoroughly and complete all sections. This is to ensure you do not spend unnecessary time applying for a grant which may be unsuitable for you.

If you have any questions about the Sustainability Grant including eligibility or the application process, please contact the Sustainability Team on (08) 9158 9300 or sustainability@porthedland.wa.gov.au.

Overview of the Sustainability Grant

The Sustainability Grant supports initiatives outlined in the Town of Port Hedland Environmental Sustainability Strategy 2022 - 2027.

This grant focuses on outcomes which promote, enhance and protect natural resources and areas of environmental significance, conserving and preserving biodiversity and natural ecosystems, reducing pollution and waste, preparing the community and mitigating the effects of climate change, protecting a threatened species, delivering positive community based sustainability initiatives and education programs supporting environmental, sustainability and conservation outcomes.

Note: For the purpose of this application and as required:

- **Project** will have the same meaning as activity, event, program or similar.

Prior to moving to the next section, please ensure you review the following and understand their relevance to this grant:

- [Town of Port Hedland Grants Program Overview](#)
- [Sustainability Grant guidelines](#)
- [Town of Port Hedland Environmental Sustainability Strategy 2022 - 2027](#)
- [Project examples and sustainability initiatives](#)
- [Preferred Planting Guide](#)

Important Points

- Interested applicants are required to discuss their project with the Town of Port Hedland's Sustainability Team prior to lodging their application.
- Applicants will **not** be able to submit their application if the project has not been discussed with the Town.

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Grant Limits

The Sustainability Grant provides funding from \$500 up to \$25,000 per application.

The Sustainability Grant **will** fund:

- Activities that are cofounded or consolidated with other funding packages will be considered but additional funding pathways must be confirmed prior to application for this funding package.
- Activities must be directly related and support to successful delivery of initiatives established in the Town of Port Hedland Environmental Sustainability Strategy 2022 - 2027.

The Sustainability Grant **will not** fund:

- Facilities that are used for commercial activities unless it can be demonstrated that grant funding is integral to achieving outcomes such as energy efficiency targets from an applicant's energy management plan.
- Projects and/or facilities that are the responsibility of the Australian or Western Australian Governments with the exception of schools that can demonstrate broader community use of their facilities.
- Projects that have already commenced prior to the payment of the grant funds to the applicant.
- General operating expenses, e.g. electricity, lease/rent payments, telephone bills, that are part of the ongoing expenses of the applicant organisation.
- Staff costs or salaries where staff are involved in project delivery. This is considered in-kind support.
- Projects that require ongoing funding unless the source of the ongoing funding is assured.

Documents and information you may require for this application

Questions in this application may request the following:

- Contact details for the Applicant including authorised person.
- ABN.
- Association information.
- Proposed activity/outcome initiative including detailed description of the outcome to be funded.
- Relevance to the Town of Port Hedland Environmental Sustainability Strategy 2022 - 2027.
- Project plan and timeline for deliverables detailing how will the success of the project be measured (KPIs).
- Detailed costs / expenditure summary.
- Statutory requirements applicable to the application:
 - Summary of any legislated or regulatory requirements, such as licences / permits / approvals, relevant to the proposal.
- Communications:
 - How the success of the proposal could be communicated to the community.
- Risk management.
- Previous support from the Town of Port Hedland.
- Bank details (including proof).
- How you plan to recognise and acknowledge the Town for any grant funds received.

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Note: Attachments must be 25MB or less per file however files up to a maximum of 5MB are recommended - the larger the file, the longer it takes to attach.

Privacy Notice

The Town of Port Hedland 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 policy, go to the [Town of Port Hedland Privacy Policy](#).

Eligibility

* indicates a required field

Applicant Eligibility

For the applicant to be considered **eligible** for funding:

- They don't necessarily need to be locally based however the funded project must be solely based in the Town of Port Hedland Local Government area.
- Businesses, not for profits and community members are welcome to apply.
- The Applicant must not have any outstanding acquittals to the Town of Port Hedland.
- The Applicant must not have any outstanding debts to the Town of Port Hedland.
- The Applicant must not be a political party or undertaking activities or programs perceived as benefiting a political party or political campaign.

Project Eligibility

For a project to be considered **eligible**:

- The funded deliverable must support the Town's outcomes as established in the Town of Port Hedland Environmental Sustainability Strategy 2022 - 2027.
- The funded activity/outcome must be solely based in the Town of Port Hedland Local Government area.
- The proposal to be funded must be able to be completed and acquitted within 12 months of funding.
- For projects extending past a 12-month period, an alternative funding model should be explored with external agencies.

Examples of project ideas can be found [here](#).

Lodgement Eligibility

I confirm: *

- ☐ This application has been discussed with the Town's Sustainability Team.

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☐ The application has not yet been discussed with the Town's Sustainability Team. (You are unable to proceed with this Application until you have discussed your project with the Sustainability Team.)

Name of Town's Sustainability Team person/s with whom you discussed your project. *

Confirmation of Eligibility

I confirm I have read the Sustainability Grant guidelines and meet the eligibility requirements. *

☐ Yes

☐ No

Guidelines and eligibility requirements can be found [here](#). (You are unab

Applicant Details

* indicates a required field

To help you navigate and complete these questions, please read the below:

Individual:

- This is for a single applicant only.
- The applicant is the name of the person who requires the grant.
- *Do not enter any information into the organisation field.*

Organisation:

- This is for a community group, not for profit or business.
- The organisation field is the name of the community group or business.
- *Do not enter any information into the First name / Last name fields.*

Applicant *

☐ Individual

☐ Organisation

Organisation Name

First Name

Last Name

Contact Details - Individual

Please provide your contact details.

Residential address

Address

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Postal address (if different to Residential address)

Address

Phone number *

Must be an Australian phone number.

Email address *

This will be used for all correspondence.

Organisation Details

* indicates a required field

Contact Details - Organisation

Please provide the contact details for the community group or business.

Contact Person *

First Name

Last Name

Contact Person's Relationship to Organisation *

ABN Confirmation

Does your organisation have an ABN? *

☐ Yes

☐ No

ABN Details

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	

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ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type [More information](#)
ACNC Registration
Tax Concessions
Main Business Location

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from the [ATO website](#). You will not be able to proceed with this application without this Statement of Supplier Form.

Please upload completed Statement of Supplier Form. *

Attach a file:

Max 25mb limit per file upload.

Organisation Description

Please provide a brief description of your organisation *

Word count:

Must be at least 50 words.

This could include: services offered, when did it start, what does it do, how many members, employees, etc.

Main address

Address

Postal address (if different to Main address)

Address

Phone number *

Must be an Australian phone number.

Email address *

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This will be used for all correspondence.

Website

Must be a URL.

Can be your website or Social Media page.

Legal Structure

What is your Organisation's legal structure? *

- ☐ Unincorporated association
- ☐ Incorporated association
- ☐ Cooperative
- ☐ Company limited by guarantee
- ☐ Indigenous corporation, association or cooperative
- ☐ Organisation established through specific legislation
- ☐ Trust
- ☐ Unknown
- ☐ Other:

If your organisation is unincorporated, it must have an auspice organisation.

Is your organisation registered with the Australian Charities and Not-for-Profits Commission (ACNC)? *

- ☐ Yes ☐ No

Is your organisation endorsed as a Deductible Gift Recipient (DGR)? *

- ☐ Yes ☐ No

What is your incorporation number?

Incorporated Association or Australian Company Number.

Legal Status

Please provide evidence of your legal status

Attach a file:

Project Details

* indicates a required field

Project Overview

Project Title *

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Provide a name for your project - keep it short but descriptive.

Total Grant Request *

Must be a dollar amount.

Please provide the address or location where your project will take place. *

Must be within the Town of Port Hedland local government area.

Is this project based within:

☐ Private Residence

☐ Community Location

☐ Other:

Please provide a detailed description of the project including:

- Project outcome - what is the project intended to deliver and what is the net benefit of the project.

Project Description *

Word count:

Must be at least 50 words.

Please attach your document/s which support the information outlined in the above point. *

Attach a file:

Start Date

Provide approximate date or leave blank if unknown or dependent on unknown factors

End Date

Provide approximate date or leave blank if unknown or dependent on unknown factors

Is this project ongoing or single delivery ?

☐ Single Delivery

☐ On going

Project Timeline

[Project Timeline](#)

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Please upload your project timeline, template attached if needed.

Attach a file:

Strategic Priorities

The proposed project should align with at least one of the below [Environmental Sustainability Strategy 2022 - 2027](#) priorities:

Please review eligible projects listed [Sustainability Initiatives](#), to ensure alignment.

With which of the above priorities does your project align: *

- ☐ Energy and Climate Change
- ☐ Waste
- ☐ Water
- ☐ Natural Environment
- ☐ Sustainable Development, Planning and Infrastructure

Optional: Please attach your priorities document if you have one already prepared or have insufficient space.

Attach a file:

Energy & Climate Change

Focus Area 1 | Climate change and energy Projects that support the sustainability grant fund • Conduct an energy audit of high-use facilities and create an action plan to integrate smart technologies, reduce energy consumption, and implement solutions like motion sensor lights in the parking lot, and their garden. • Support renewable energy projects (Solar PV system, Hydrogen). • Promote climate resilience practices (Insulation and drought-proofing). • Upgrade to energy-efficient appliances and systems (WELS rating). • LED lighting and sensor control. • Increases awareness of energy conservation practices. • Community Workshop on the electrification transition.

Please detail how your project will align with the above indicated priority.

Waste

Focus Area 2 | Waste Projects that support the sustainability grant fund • Promote recycling such as eligible Change for the Containers and battery recycling, textile recycling, and concrete recycling. • Waste education workshop and program to reduce recycling contamination and waste sorting on the hierarchy of avoid, reduce, reuse, repair, recycle, recover, and dispose of. • Investigate options for food waste management > fertilizers (composting initiatives). • Community education programs and workshops on the ban on single-use plastics and home composting

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Please detail how your project will align with the above indicated priority.

Water

Focus Area 3 | Water Projects that support the sustainability grant fund • Investigate monitoring technologies for water use at facilities or within irrigation systems. • Advocacy programs and workshops on how to minimize the wastage of water resources. • Encourage the non-portable water for irrigation, for example harvesting of storm water and grey water. • Conduct a water management audit and create an action plan to improve water efficiency within the organization and its operations.

Please detail how your project will align with the above indicated priority.

Natural Environment

Focus Area 4 | Natural environment Projects that support the sustainability grant fund • Monitoring, management, and conservation program for the Flatback Turtles: Protection of turtles during the breeding season. • Protect the local ecosystems and biodiversity. • Support wildlife conservation efforts. • Promote green spaces and urban forestry with the native species as they are low maintenance and water efficient and with sustainable practices such as sustainable irrigation. Furthermore, about the planting guide please refer to the [Preferred Planting Guide](#)

Please detail how your project will align with the above indicated priority.

Sustainable Development, Planning and Infrastructure

Focus Area 5 | Sustainable development, planning, and infrastructure Projects that support the sustainability grant fund • Incorporate sustainable materials in construction • Design buildings for energy efficiency and sustainability

Please detail how your project will align with the above indicated priority.

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Local Impact

How will your project benefit the wider community? *

Word count:

Must be at least 50 words.

Please outline why this project is important to community or your organisation.

Optional: Please attach your demonstrated need document if you have one already prepared or have insufficient space.

Attach a file:

Who will be involved ?

List stakeholders involved in the project, students, volunteers , contractor's

Statutory Requirements

Does your require for any permits for your project? *

- ☐ Yes
☐ No

Please detail any regulatory permits, approvals and/or planning requirements necessary for project commencement.

Please attach copies of any relevant permits, approvals or planning requirements required (if applicable).

Attach a file:

Risk Assessment

[Risk Assessment](#)

Complete the attached template and upload

Attach your risk assessment document

Attach a file:

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General Criteria

* indicates a required field

Previous Town of Port Hedland Support

Have you previously applied for, but not received, a grant from the Town of Port Hedland? *

☐ Yes ☐ No

Have you previously received a grant from the Town of Port Hedland? *

☐ Yes ☐ No

Details of previous grant applications

Please outline details of previous grant application/s and reason/s as to why they did not proceed or were not approved.

Word count:
Must be at least 20 words.

Details of previous support

Please describe the previous grant support you have received from the Town of Port Hedland. Include the event, the year and the amount received. Please advise if you have any outstanding acquittals and the reason/s why. *

Word count:
Must be at least 20 words.

Additional Supporting Documentation

If you have any further documentation to upload in relation to this grant application, please include it at this section.

Describe the relevance for each document and how it supports your application.

Please attach any additional documents here.

Attach a file:

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Project Budget

* indicates a required field

Budget Overview

Please enter how much you are requesting from the Town of Port Hedland plus the total cost of your project. *[These numbers do not need to match.]*

Total Amount Requested

\$

This number/amount is calculated.

What is the total financial support you are requesting in this application?

Total Project Cost *

\$

What is the total budgeted cost (dollars) of your project?

Budget (GST exclusive)

Please outline your event budget in the income and expenditure tables below, including details of other funding you may applied for, whether it has been confirmed or not. All amounts should exclude GST.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns and include as much detail as possible.

For expenditure items **over \$500.00**, written evidence is required to support these costs as below:

- \$500.00 - \$4,999.99: one piece of written evidence.
- \$5,000.00 and above - two pieces of written evidence or an explanation as to why two quotes can not be sourced (eg. one supplier of specialised goods, etc).

Written evidence includes:

- - A screenshot of a text or email.
 - An estimate.
 - Advertised price or formal quote.

To assist you with completing your budget, this section has a pre-filled line under Income - **'ToPH Sustainability Grant'** - please remember to include the grant amount for which you are applying.

Use the 'Notes' column for any additional information of which you think we should be aware.

Your below budget **must** balance (Total Income Amount = Total Expenditure Amount). Please **do not add commas** to figures - eg. type \$1000 not \$1,000 - as this will ensure your figures for each table total correctly.

Please contact the Sustainability Team on (08) 9158 9300 or sustainability@porthedland.wa.gov.au if you are unsure of how to complete your budget.

Income Description	Type of Funding?	Income Amount	Notes
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ToPH Sustainability Grant		\$	This grant application
		\$	

Expenditure

Expenditure Description	Expenditure Amount	Notes
	\$	
	\$	

Budget Totals

These figures are automatically calculated based on your Income and Expenditure listed above.

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Please attach supporting evidence for expenditure amounts over \$500.00.

Attach a file:

Optional: Please attach a copy of your budget.

Attach a file:

If you are unable to complete the table or already have all your information in a document, attach it here and enter 'Budget Attached' with an amount of \$0.00 in the Income and Expenditure fields above.

Optional: Please provide any additional comments on the budget you have proposed.

Future Planning

[Future Planning and Maintenance](#)

Please complete the attached template to outline future planning of the project including budget for ongoing maintenance.

If project is ongoing, please include future maintenance costs to your budget as a total.

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Please attach a copy of your future budget and maintenance plans. *

Attach a file:

Bank Details

*** indicates a required field**

Bank Information

Please provide your bank details into which the funds will be deposited should your application be successful.

Bank Account *

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

Bank Name *

Name of the bank (eg. CBA, NAB, ANZ).

Branch Address *

Suburb and state of the bank's branch.

Evidence of banking details *

Attach a file:

This can be a copy of a bank deposit slip, cheque or bank statement showing the bank logo, account name, BSB and account number – balances are not required. The Proof of Account (or similar) generated through online banking is not acceptable by the Town of Port Hedland for this purpose.

Acknowledgement of Funding

*** indicates a required field**

Applicants are required to publicly acknowledge funding received from the Town of Port Hedland through the Sustainability Grant – this can be advertising, promotion and/or any media publicity associated with the event.

Please note the Town of Port Hedland may request additional acknowledgement conditions together with those detailed below.

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Should your application be successful, please outline how you intend to acknowledge the Town of Port Hedland's financial support for your project? *

Word count:

Must be at least 30 words.

Please be as specific as possible.

Agreement to Funding Conditions

* indicates a required field

Funding Conditions

If approved for the Sustainability Grant, the Applicant agrees to **all** conditions as detailed in the **final executed funding agreement** *including, but not limited to*, the below:

- Use of funding amount and permitted purpose.
- Funding conditions.
- Delivery of the project.
- Evaluation and reporting requirements including reporting dates.
- Acknowledgement of the Town's funding.
- Term of agreement.
- Breach.
- Termination and repayment, specifically the Applicant must repay any Funding Amount should the Agreement be terminated.

I agree *

☐ Yes

☐ No

Certification and Feedback

* indicates a required field

Certification

This section must be completed by the Applicant, or an appropriately authorised person on behalf of the Applicant (may be different to the Contact Person listed earlier in this application form).

I certify, to the best of my knowledge, the statements made within this application are true and correct.

By submitting this application, I consent to the Town of Port Hedland publishing the Applicant's name, the project, event or activity description, and amount funded, in our publications as well as for use in promotion of the Town of Port Hedland's grant program.

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I understand if the Applicant is approved for this grant, I/we will be required to accept the terms and conditions as outlined in the final executed funding agreement.

I agree *

☐ Yes ☐ No

Name of authorised person *

First Name

Last Name

If not applying as an individual, must be a senior staff member, trustee or appropriately authorised volunteer.

Position held in Organisation *

Position held in organisation (e.g. CEO, Treasurer), enter 'Self' if Individual Applicant.

Phone number *

Must be an Australian phone number.

Email address *

Must be an email address.

Date *

Must be a date.

Applicant Feedback

Thank you for taking the time to submit your Sustainability Grant application.

You are nearing the end of the application process and, before you review your application and click the **SUBMIT** button, we would really appreciate you taking a few moments to provide us with feedback.

Please indicate how you found the Sustainability Grant application process:

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Approximately how long did it take you to complete this application? Include prep time as well as the online form.

Estimate only in minutes.

Please provide your suggestions for any improvements to this application process and/or the form you think we need to consider. If you have any additional feedback regarding the Sustainability Grant program, please include that in your response too.

