



GUIDELINES

BUILD YOUR NEIGHBOURHOOD

HOW TO APPLY

Complete the proposal form available on our website. Alternatively, email amanda.zhong@citywesthousing.com.au to receive the form via email.

- Applications are open from 1 August to 29 August 2025
- After submitting your proposal, we will request additional details such as an in-depth project description, budget, organisational partners, ongoing maintenance needs, the level of support from other residents, and risk.
- You will be notified of the outcome in September, and we will work together to establish a start date in the new year.
- Successful projects will be announced via email, our website, newsletter, social media, and at the resident forum.

REVIEW PROCESS

- Once submissions close, proposals will be reviewed by a judging committee made up of CWH staff from various departments.
- Proposals will be evaluated based on how well they meet the criteria and the available budget.
- Funding for each project will depend on the number of viable submissions received.

ASSESSMENT CRITERIA

When reviewing your proposal, we will consider if the project:

- Has the support of other residents in the building.
- Aligns with our goals of promoting health, happiness, and well-being among residents.
- Has a clear purpose and outcome.
- Brings people together and fosters community connections.
- Is inclusive of residents from diverse backgrounds.
- Includes a budget for ongoing maintenance and support if necessary.
- Benefits the whole community, rather than just individuals or small groups.
- Is different from existing community programs or services funded by other organisations.
- Is not related to standard maintenance or repairs, which are handled by our Assets team.
- Is sustainable for the tenant lead to run.

PROJECTS THAT WILL NOT BE APPROVED

We will not approve projects that:

- Primarily benefit an individual or a small subset of people.
- Are exclusionary or not inclusive of all residents.



- Require unreasonably high ongoing management from CWH staff.
- Involve major structural changes to buildings.
- Anything that poses a high risk e.g. alcohol
- Funding programs and events that exist in the broader community
- Funding amenities e.g. internet, electricity, gas, etc
- The cost of the project is unreasonable

WHO CAN SUBMIT A PROPOSAL?

- Any CWH resident (head tenant or household member) over the age of 18.

ROLE OF THE TENANT LEAD

The tenant lead is the cornerstone of the project. Your role is to make the vision come to life!

- **Project Ownership:** As the tenant lead, you will be the primary driver of the project. This means you are responsible for ensuring that the project moves forward according to the proposed plan and timeline, as well as running the project itself. Your leadership and commitment are key to its success.
- **Collaboration with City West Housing:** You will work closely with City West Housing (CWH) to bring the project to life. This includes maintaining regular communication, updating CWH on project progress, and letting us know if any adjustments or support is needed.
- **Respectful Leadership:** It is essential to foster a collaborative and respectful working relationship with CWH staff, fellow residents and external collaborators through open communication, welcoming feedback, and hearing from others.
- **Engaging with the Community:** One of your main tasks will be to engage with other residents and build support for the project.
- **Conflict Resolution:** If disputes or issues arise between residents regarding the project, project lead should make earnest attempts to resolve the conflict. CWH **may** step in as a neutral party to facilitate conflict resolution and ensure the project remains inclusive and beneficial for the entire community.

ROLE OF CITY WEST HOUSING

CWH will be guiding and supporting tenant-led projects to ensure they align with community goals and are successfully implemented.

- **Funding and Budget Oversight:** CWH will provide oversight to ensure that the project stays within its approved budget. If additional financial support is needed or adjustments are required, we will work with the tenant lead to address these needs.
- **Ongoing Consultation:** Throughout the project's implementation, CWH will maintain regular communication with the tenant lead to provide guidance and address any challenges that may arise.
- **Communication and Marketing:** CWH will help create marketing materials and communicate the project to the wider City West community.
- **Risk Management:** CWH will help identify and mitigate potential risks, ensuring that the project adheres to all safety and structural guidelines.
- **Evaluation and Feedback:** Once the project is completed, CWH will help evaluate its impact, gather feedback from residents. Successful projects may be shared as case studies or best practices to inspire future projects

- **Long-term Support:** If the project requires ongoing maintenance or further development after its initial implementation, CWH will work with the tenant lead to plan for sustainable management, offering continued assistance where necessary.

FINANCES

There are several ways residents can access funding for approved projects. Please note that funds will not be provided as a lump sum or deposited directly into a resident's bank account.

- **Resident Reimbursement:** Residents pay upfront for approved expenses and must retain all receipts and invoices. These documents must be submitted to City West Housing (CWH) for reimbursement processing.
- **Invoice Payment:** If the project involves an external facilitator, venue, or service provider, invoices can be submitted directly to CWH for payment.
- **Direct Purchase of Materials by City West Housing:** In exceptional cases where a resident is unable to cover upfront costs, CWH may purchase certain approved materials directly on the resident's behalf. This option is available only under special circumstances and must be pre-approved.
- **Instructor Fees:** If a resident charges instructor fees for delivering larger-scale projects (e.g. facilitating multi-week courses), please note that these payments will be considered income and will be taken into account during rent reviews. Residents requesting instructor payments will need to have their own insurance and ABN.