

COMMUNITY ASSISTANCE SCHEME

Outstanding Individual Grant Guidelines



1. PURPOSE

The Outstanding Individual Grant (OIG), part of the Community Assistance Scheme, provides financial assistance by supporting the self-development of individuals who have excelled in their chosen discipline. All applications must be either nominated or selected by an independent organisation, association or club, and all sport based applications must be justified by a minimum selection for state representation in the chosen discipline.

2. CATEGORIES

The OIG consists of the following grant categories:

- \$500 for intrastate travel (individuals only);
- \$750 for interstate travel (individuals only);
- \$1,000 for international travel (individuals only);
- \$2,500 (association applications).

3. APPLICATIONS

The OIG is open all year round with assessments performed regularly by City Officers. Applications will only be considered if they are submitted on a fully completed application form with all required supporting documentation. Failure to supply all relevant information may deem the application unsuccessful.

If the application is for three (3) or more persons for the same event, the application is to be submitted by the local organisation, association or club. A City Officer will liaise with the local organisation, association or club to discuss the event and application. Those applications self-nominating will not be considered for funding.

Applications must be received a minimum of four (4) weeks prior to the event or competition. Applicants will only be eligible for funding assistance once during each financial year.

Canvassing of Councillors may disqualify applications.

Who can apply?

- Individuals nominated or selected by an independent organisation, association or club;
- Local organisations, associations or clubs.

Who can't apply?

- Registered businesses, commercial entities and profit making organisations;
- Local, State or Federal government departments or agencies;
- Outstanding individuals that do not represent a Kalgoorlie-Boulder organisation.

What do I do if my organisation or group is not incorporated?

Unincorporated groups or organisations are eligible to apply as long as they are supported by an auspice organisation. An auspice organisation must be nominated to be responsible for the legal contractual arrangements and holding bank account. Please supply detailed information about your auspice organisation and obtain a signature from an official representative such as

the Treasurer, Chairperson, President or Secretary, declaring that the organisation is incorporated and that information provided is an accurate account of income, expenditures and activities listed in this application.

4. ELIGIBILITY CRITERIA

What will be favoured:

- Projects undertaken on a not for profit basis;
- Applicants supported by a local association, peak body, state or national association.

What won't be funded:

- Payments will not be made retrospectively for any application where the applicant has already spent money;
- Applications for anything less than state representation.

5. ASSESSMENT AND APPROVAL PROCESS

Once received, applications will be assessed according to:

- Eligibility criteria;
- Available funds.

OIG applications must be received at least four (4) weeks prior to the planned travel. Applicants are required to demonstrate sound planning and financial reporting practices.

Please note that the available funding for the Community Assistance Scheme will be distributed across the entire financial year and some applications may be declined due to funds having been depleted.

Notification of Outcome

All applicants for funding and other forms of support will be notified in writing of the success or otherwise of their application.

Freedom of Information

Applications for funds, other forms of support and other written information provided to Council will be treated confidentially. However, the provisions of the *Freedom of Information Act 1982*, apply to all documents held by the City of Kalgoorlie-Boulder.

6. DISBURSEMENT OF GRANTS

Payment Schedule

OIG payments will be paid following confirmation of:

- A successful application;
- A receipt of correct bank details of the organisation.

GST Information

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

It is a requirement of the Australian Taxation Office that any payee (including incorporated organisations) who does not have an Australian Business Number (ABN), must complete a [Statement by Supplier Form](#) which must be submitted with your application. This form can be found at www.ATO.gov.au.

Period of Funding and Extensions

Projects and funding will be expected to be expended within the financial year in which they were approved OR a written request for an extension and carry-over of funds must be made to, and approved by, the CEO or Council at least two (2) months prior to the end of the financial year.

Unspent Funds

Funds which are unspent at the conclusion of the funding period must be returned to the City within sixty (60) days of the completion of the event or competition, or at the end of the financial year, whichever occurs first.

Council Endorsement of Project

Approval of funding for projects does not necessarily imply Council's endorsement of the philosophy, intent or outcomes of the project.

7. EVALUATION AND ACQUITTAL

An Evaluation and Acquittal Report of the outcomes of the grant on the prescribed forms provided by the City, must be received within sixty (60) days of the conclusion of the event or competition, or the end of the financial year, whichever occurs first.

Grant recipients will be asked to assess their performance according to the indicators found in the acquittal forms or by negotiation with City Officers.

Tangible evidence to support these indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, or any other demonstration about how the City was acknowledged. Applicants may, from time to time, be required to present a brief project evaluation at a Council meeting.

Failure to satisfactorily complete the Evaluation and Acquittal requirements may disqualify recipients from further grants or financial assistance from the City.

8. REVIEW OF FUNDING CRITERIA

The City may review the terms and conditions of the Community Assistance Scheme and make amendments and modifications at any time.