



City of  
Kalgoorlie  
Boulder

# COMMUNITY ASSISTANCE SCHEME

Waive of Hire Fees Guidelines



[ckb.wa.gov.au/CAS](http://ckb.wa.gov.au/CAS)

## CITY OF KALGOORLIE-BOULDER STRATEGIC COMMUNITY PLAN 2020-30

### Overview of Community Themes, Goals and Objectives

#### **Safe**

*We will be safe and free from harm and crime.*

#### **Connected**

*We will be connected to our history, culture and community.*

#### **Futuristic**

*We plan for the future proofing of our City by being a thinking and innovative society.*

#### **Sustainable**

*A green ecologically sustainable City for current and future generations.*

#### **Empowered**

*We continue to believe in the principals of representational democracy and are enabled to make decisions about our lives.*

#### **Capable**

*We will have the resources to contribute to our community and economy.*

## 1. PURPOSE

The Waive of Hire Fees, part of the Community Assistance Scheme, provides financial assistance to not for profit community groups and organisations for a specific project or event that is being held in a City owned facility.

The program allows organisations to apply for funding for initiatives that align with the City's Strategic Community Plan 2020-30.

## 2. APPLICATIONS

The Community Assistance Scheme 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.

Applications for waiving of regular seasonal or long term hire fees (such as sporting groups' field hire) will not be considered.

The City does not guarantee you will receive the full amount of financial assistance requested. The level of financial assistance offered will be based on the overall significance of the proposed project or event, including the benefits provided to the community. Receiving financial assistance under this program does not guarantee future stages of your project or event will be funded.

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

Canvassing of Councillors may disqualify applications.

Submitting a grant application does not mean that you have booked the desired venue as this is a separate process. For booking enquiries, please contact [City.Bookings@ckb.wa.gov.au](mailto:City.Bookings@ckb.wa.gov.au) or phone 9021 9672.

### Who can apply?

- Incorporated, not for profit community groups and organisations;
- Non-incorporated, not for profit community groups and organisations that are supported by an auspice organisation.

### Who can't apply?

- Registered businesses, commercial entities and profit making organisations;
- Local, State or Federal government departments or agencies.

### 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.

### **3. ELIGIBILITY CRITERIA**

#### **What will be favoured:**

- Projects that align with the City's Strategic Community Plan 2020-30;
- Projects that address a specific significant social, cultural, recreational and/or wellbeing community issue;
- Strong partnerships with other community groups or government agencies;
- Significant financial and in-kind contributions from additional sources;
- Evidence of support, development and engagement of volunteers in the project;
- Demonstrated project sustainability strategies rather than ongoing reliance on City funds;
- Projects that involve and/or have a direct partnership with the City;
- Projects that activate public spaces, especially around the CBDs of Kalgoorlie and Boulder;
- Projects that identify clear, tangible and measurable outcomes based on identified project or event goals and objectives.

#### **What won't be funded:**

- Projects, events or programs that do not align with the City's Strategic Community Plan 2020-30;
- Projects or events that are not beneficial to the Kalgoorlie-Boulder Local Government area;
- Projects with a political or religious purpose only;
- Projects or events that have the potential to make a profit and/or where other funding sources are considered to be more appropriate;
- Applications that do not demonstrate sound planning, project and financial management strategies;
- Events that charge an entry fee, participation fee or other associated fees that do not constitute fundraising/charity;
- Projects or events that are not open to the general public;
- Projects that have already commenced. Payments will not be made retrospectively for any application when the event or project has started or is completed;
- Applications that have not previously acquitted a grant with the City.

### **4. ASSESSMENT AND APPROVAL PROCESS**

Once received, applications will be assessed according to:

- Eligibility criteria;
- Alignment with the City's Strategic Community Plan 2020-30;
- Available funds.

Applications up to \$10,000 will be assessed by City Officers and final approval deemed by the Chief Executive Officer. Applications over \$10,000 will be assessed by City Officers with recommendations being put to Council for final decision.

Applicants may be required to provide Council with a short presentation surrounding their application.

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.

## **5. DISBURSEMENT OF GRANTS**

Successful applicants for Waive of Hire Fees will not receive any payment and the City will transfer the funds internally.

### **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.

## **6. EVALUATION AND ACQUITTAL**

An Evaluation and Acquittal Report is not required for a Waive of Hire Fees application.

## **7. 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.