



Community Assistance Scheme

Guidelines



Live, Work, Play

1. PURPOSE

The Community Assistance Scheme's purpose is to strengthen and enhance the social wellbeing, development and sustainability of the City of Kalgoorlie-Boulder community. It aims to encourage the involvement of the community in achieving the City's Vision and Strategic Direction as identified in the City's Strategic Community Plan 2015-2025. The purpose of the scheme is achieved through the provision of funds to support community based organisations and outstanding individuals through the programs defined below.

Applications demonstrating sustainable community development principles, sharing of resources and the development of partnerships with other community groups are encouraged. In particular, a project that demonstrates networking, community capacity building, develops volunteers and leadership will be considered favourably.

2. DEFINITIONS AND CATEGORIES

The City's Community Assistance Scheme (CAS) includes the following programs:

2.1 Annual Grant Program

The Annual Grant Program (AGP) is open to application once yearly during February and May. This program covers:

- Applications for various dollar amounts and/or other forms of support for programs or events;
- One-off major projects; and
- Three (3) year service agreements with the City of Kalgoorlie-Boulder.

The selection criteria for determining successful capital works grant applications will be based on a one third funding principle, with the City contributing one third of funds through the Annual Grant Program, the applicant contributing one third and the remainder to be provided through other avenues such as sponsorships.

Capital projects may require building and/or planning approval from the City's Building and Planning Departments. Organisations are encouraged to contact the City before commencing their project.

Applications are considered by City Officers with recommendations referred to Council at an All Purpose Committee meeting. Final approvals will be made by Council through the City's budget adoption process.

Canvassing of Councillors may disqualify applications.

2.2 Community Grant Program

The Community Grant Program (CGP) is aimed at not-for-profit community groups/organisations or outstanding individuals' seeking small amounts of funding for specific events and projects with community development principles.

The CGP consists of the following grant categories:

- Major grants over \$10,000 approved by Council.
- Minor grants under \$10,000 approved by City Officers.
- Outstanding Individual Grants of \$500 for intrastate travel, \$750 for interstate travel and \$1,000 for overseas travel. Association applications for multiple participants may be eligible for \$2,500.
- Application to waive hire fees of City facilities.



The Application to waive hire fees of a City facility is aimed at not-for-profit community groups/organisations seeking funding for a specific event or project that is being held in a City facility. Applications for waiving of regular seasonal or long term hire fees such as sporting groups' hire of fields will not be considered.

Outstanding Individual Grant applications must be justified by a minimum of selection for state representation in the applicant's chosen discipline. Applicants must have either been nominated or selected by an independent organisation. Any more than three (3) persons applying for funding to attend 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 applicants self-nominating will not be considered for funding.

The Community Grant Program is administered through the Community Development Unit under Community Services. Grant assessments are undertaken monthly throughout the financial year by City Officers and approvals determined by the CEO for grants up to \$10,000. All applications must be submitted at least four (4) weeks prior to the event/project. Please note that the available funding will be distributed across the entire financial year. Some applications may be declined due to Grant funds having been depleted.

The City would like applicants to endeavour to obtain funding from other sources to contribute to the project, unless it can be demonstrated that this is not possible.

3. APPLICATIONS

Applications will only be considered if they are submitted on a fully completed application form with required supporting documentation. Applicants will only be eligible for funding assistance once during each financial year.

4. GENERAL CRITERIA

4.1 The City will favour the following criteria:

- Projects, events or programs that align with the City's vision and Strategic Community Plan 2015-2025;
- Strong partnerships with other government or community agencies;
- Significant financial and in-kind contributions from additional sources other than the City of Kalgoorlie-Boulder;
- 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 address a specific significant social, cultural, recreational and/or wellbeing community issue;
- Projects and applications submitted with detailed activities for delivery with time frames, risk management, promotion and communication plans acknowledging the City's support;
- Clear, tangible and measurable outcomes based on identified project goals and objectives;
- Applications that include funding to purchase equipment and goods to be listed as possible shared resources for other community groups to access.

4.2 Ineligible projects or projects less likely to be funded include those that:

- Contravene community development, social justice access and equity principles, or does not align to the City's Strategic Community Plan 2015-2015;
- Does not show sustainability strategies and rely on recurrent funding from the City;



- Charge an entry fee, participation fee or other associated fees relating to the project that do not constitute fundraising/charity;
- Intend to pay wages and or pay honorariums using Council funds;
- Is primarily an application for costs of marketing or publishing, as well as promotional materials;
- Organisations that are registered businesses, commercial entities and profit making;
- State or federal government departments or agencies;
- Include the purchase of equipment or household goods that the organisation is excluding from possible shared use by other community groups;
- Have already commenced. Payments will not be made retrospectively for any application when the event or project has started or is completed;
- The City will not fund Outstanding Individual Grants where athletes do not represent a City of Kalgoorlie-Boulder organisation;
- Are not open to all residents and visitors to Kalgoorlie-Boulder.

5. ASSESSMENT AND APPROVAL PROCESS

In order to assess applications fairly, a list of criteria has been developed to reflect the philosophy and principles that provide a consistent approach to the City's community vision and community development strategic direction statements. These can be found on the application form for each of the three programs, as defined above.

5.1 Assessment Process

All Annual Grant Program applications will be processed with final approval given by Council.

All Community Grant Program applications will be processed and approved or otherwise, by City Officers throughout the financial year where funds are available.

5.2 Assessment Criteria

Applicants funded under the City's Community Assistance Scheme are required to demonstrate sound planning management and financial reporting practices, including as many as possible of the criteria set out in each grant application form.

Applications from organisations and individuals will be prioritised according to the essential eligibility criteria and alignment with the City's Strategic Community Plan 2015-2025.

5.3 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.

Applications to the Annual Grant Program may be notified that they have been selected to provide Council with a short presentation. All successful applicants will be notified of their project funding outcome once Council has adopted the budget.

Commencement of the project or expenditure of expected funds must not take place until this notification has been received in writing.

5.4 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

Should your organisation require any assistance or have any queries relating to disbursement of grants and financial acquittal, please contact the City of Kalgoorlie-Boulder on 9021 9600.

6.1 Payment Schedule

Unless otherwise agreed by Council, Annual Grant Program payments are eligible for payment twice yearly on the dates listed below. Payment of these instalments will be on the receipt of a tax invoice and a signed funding agreement from the applicant organisation and may also include satisfaction of reporting requirements:

- 30th September – For funding period July to December;
- 30th January – For funding period January to June.

Notwithstanding the above, the CEO may adjust the disbursement guideline if it can be demonstrated that the arrangements could cause undue financial hardship to the funded body, or the project/program request is considered an emergency.

Funds that are related to one-off projects will generally be disbursed on completion of the project and/or on receipt of quotes and invoices. The CEO may adjust this if it can be demonstrated that the money is required to enable the project to commence.

6.2 GST Information

The following information is to help organisations understand the GST component:

Under the federal legislation relating to the Goods & Services Tax (GST); financial assistance received by an organisation may be subject to GST. This is general information only and should not be relied upon as comprehensive. Community organisations and individuals should seek their own financial advice.

6.2.1 Organisations that have an Australian Business Number (ABN) and are registered for the GST;

Will be liable to pay GST to the Australian Taxation Office (ATO) on any financial assistance received from the City of Kalgoorlie-Boulder. In this case, the Council will provide a “cashed-up” amount, i.e. it will include an additional 10% for the GST.

For example if an organisation applies for financial assistance of \$1,000 and the Council approves it, they will receive \$1,100. Organisations will be asked to provide a Tax Invoice to the City of Kalgoorlie-Boulder, and the Council will then claim the GST component back from the ATO as an input tax credit.

6.2.2 Organisations that have an Australian Business Number (ABN) and are not registered for the GST;

Will not be liable to pay GST to the Australian Taxation Office (ATO), on any financial assistance received from the City of Kalgoorlie-Boulder. In this case, the Council will not provide a “cashed-up” amount.

6.2.3 Organisations that do not have an Australian Business Number (ABN) and are not registered for GST;

Will not be liable to pay GST on any financial assistance received from the City, if they can provide proof that their organisation is not required to have an ABN (please complete the “Statement by a Supplier” form which is available from the Australian Taxation



Office). If this is not provided, the organisation may have 48.5% of their financial assistance payment withheld by the City of Kalgoorlie-Boulder, which is then payable to the Australian Taxation Office.

6.3 Period of Funding and Extensions

Projects and funding under the Community Assistance Scheme 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.

6.4 Unspent Funds

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

6.5 Purpose of Community Assistance Scheme

Funds are allocated only for the purposes of the project as described in the application form and must not be used for any other purpose or transferred or assigned to any other party without the prior approval by the City.

6.6 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

Groups, organisations or individuals receiving funds from the City must submit an acquittal and evaluation of the outcomes of the grant on the prescribed forms provided by the City within sixty (60) days of the conclusion of the project or activity.

Grant recipients will be asked to assess their performance according to the indicators found in the acquittal forms or by negotiation with City Officers, particularly with reference to three (3) year service agreements.

Tangible evidence to support these performance 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 performance evaluation, acquittal and service agreement 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 CAS and make amendments and modifications at any time.

Documents that accompany the Community Assistance Scheme Guidelines are:

- Annual Grant Program Application Form;
- Community Grant Program Community Group Application Form;
- Community Grant Application Form to Waive Hire Fees;
- Community Grant Program Outstanding Individual Grant Application Form;
- Community Assistance Scheme Evaluation and Acquittal Form;
- Three (3) Year Service Agreement Evaluation and Acquittal Form.

