

COMMUNITY ASSISTANCE SCHEME

Community Group Grant Guidelines



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 Community Group Grant (CGG), part of the Community Assistance Scheme, provides financial assistance to not for profit community groups and organisations for projects that strengthen and enhance the social wellbeing, development and sustainability of the City of Kalgoorlie-Boulder community.

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

2. CATEGORIES

The CGG consists of the following grant categories:

- Minor grants up to \$10,000 (approved by Chief Executive Officer);
- Major grants \$10,000 and over (approved by Council).

3. APPLICATIONS

The CGG 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 the required supporting documentation. Failure to supply all relevant information may deem the application unsuccessful.

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.

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?

Non-incorporated 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 the application.

4. 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/or 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 occur outside of or 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;
- Applications that are seeking support for ongoing operational costs, salaries, maintenance and venue hire;
- 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;
- Applications that are primarily for the costs of marketing, publishing or promotional materials;
- Applications for funding to purchase equipment or household goods that are not intended for shared use by other community groups;
- Projects that have already commenced. Payments will not be made retrospectively for any application when the event or project has started or is completed;
- Applicants that have not successfully acquitted a previous grant with the City.

5. 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.

6. DISBURSEMENT OF GRANTS

Payment Schedule

CGG payments are paid following confirmation of:

- A successful application;
- A completed Supplier Details Form; and
- A receipt of a tax invoice.

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 project or event, 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 project or event, or the end of the financial year, whichever occurs first.

Tangible evidence 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.