



City of
**Kalgoorlie
Boulder**



Kalgoorlie-Boulder
Youth Council

City of Kalgoorlie-Boulder

COMMUNITY ASSISTANCE SCHEME

YOUTH GRANT PROGRAM GUIDELINES



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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.

CITY OF KALGOORLIE-BOULDER YOUTH STRATEGIC ACTION PLAN 2018-21

Overview of Youth Aims, Goals, and Objectives

Supportive: *Build Confidence*

Gain informal and formal supports.

Find and use safe places.

Stimulating: *Grow Capability*

Gain informal and formal supports.

Find and use safe places.

Sustainable: *Foster Connection*

Value diversity and inclusion.

Give back to the community.

1. PARTNERS

- 1.1. The City of Kalgoorlie Boulder (CKB)
- 1.2. Kalgoorlie-Boulder Youth Council (KBYC)
- 1.3. Youth Organisations or Groups that are applying for the grant.

2. PARTNER RESPONSIBILITIES

- 2.1. KBYC: Analyse and consider the benefits and liabilities of project proposals. Make informed decisions and choices in regard to the Youth Grant Program. Abide by the terms and conditions set out in the financial agreement.
- 2.2. Successful Applicants: Work cooperatively with KBYC and CKB in presenting project proposals that will be of most benefit and sustainable gain to the young people of Kalgoorlie-Boulder. Meet the terms and conditions set out in the financial agreement.
- 2.3. CKB: Oversee, guide and mentor the KBYC in the decision-making process to ensure maximum gain for the young people of Kalgoorlie-Boulder. Meet the terms and conditions set out in the financial agreement. Facilitate the administration of this program.

3. PROJECTED OUTCOMES

- 3.1. Projects will be designed to give young people the opportunity to learn and develop new skills.
- 3.2. Creating a fun and interactive environment during activities, events, and programs to keep young people safe.
- 3.3. By providing young people with healthy and positive socialisation opportunities to reduce young people from engaging in antisocial behaviour, smoking, vaping and AOD.
- 3.4. Creating engaging programs, events, and activities suitable for young people to discourage the negative image of isolation, boredom, and mental health issues.

4. PURPOSE AND OBJECTIVES

The Youth Grant Program (YGP) is to provide financial assistance to youth groups and organisations. The grant is to be utilised for the young people, in the age bracket of 12 to 25 years old, of Kalgoorlie-Boulder to develop and learn new skills, and to be involved in youth activities, events, and programs. The Youth Grant Program provides youth groups and organisations the opportunity to purchase goods and services for events, equipment, and ongoing sustainable activities.

The program allows youth groups and organisations to apply for a one-off grant for initiatives that align with the City's Youth Strategic Action Plan 2018-21 and Strategic Community Plan 2020-30.

The Youth Grant Program consists of the following grant categories:

- Minor grants up to \$2,000
- Major grants up to \$5,000

All applications are reviewed and recommended by the Kalgoorlie-Boulder Youth Council to Council for approval.

5. APPLICATIONS

The Youth Grant Program is open for two (2) rounds each financial year. First round opening on the first business day in July and second round opening on the first business day in February, both rounds closing four (4) weeks from the opening date. Assessments will be performed by KBYC and City Officers and final approval to be made by Council within the allocated financial budget. 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 applicants 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 and young people. Receiving financial assistance under this program does not guarantee future stages of the applicant's project or event will be funded.

Applicants will only be eligible for funding assistance one time during a financial year.

An exemption applies to auspice applications. For example: an organisation can apply for funding for their own benefit, as well as auspice a third party.

Canvassing of Councillors and Youth Councillors will 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 business', commercial entities, and profit-making organisations.
- Local, State or Federal government departments or agencies
- Organisations already on financial agreements with the City. For example: Annual Grant Program or other Community Assistance Schemes.

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

Organisations on financial agreements with the City can auspice another individual or entity.

Non-incorporated organisations supported by an auspice organisation are eligible to apply for the:

- Minor grants up to \$2,000

The auspice organisation must be responsible for the legal and financial contractual arrangements. Detailed information about the auspice organisation must be provided which includes:

- An accurate account of income, expenditure, and activities.
- A declaration that the organisation is incorporated; and
- A signature from an official representative (such as the Treasurer, Chairperson, President, or Secretary).

Please note that non-incorporated organisations are not eligible to apply for funds over \$2,000.

6. ELIGIBILITY CRITERIA

What will be favoured:

- Applications must align with the City's Youth Strategic Action Plan 2018-21 and the Strategic Community Plan 2020-30.
- Provide evidence of strong partnerships with other community groups or government agencies.
- Applications provide evidence of financial or in-kind contributions from additional sources.
- Demonstrate project sustainability strategies rather than ongoing reliance on City funds.
- Applications that involve and/or have direct partnership with the City's Youth Services team.
- Applications that activate public spaces in Kalgoorlie-Boulder
- Applications that identify clear, tangible, and measurable outcomes based on identified project or event goals and objectives.
- Applications that provide a new event or activity for young people, currently not provided in the city.

What won't be funded:

- Projects, events, and activities that do not align with the City's Youth Strategic Action Plan 2018-21 and the Strategic Community Plan 2020-2030.
- Projects, events, and activities that occur outside of, or are not beneficial, to the Kalgoorlie-Boulder Local Government area.
- Projects with a political or religious purpose only.
- Projects that have potential to make a profit and/or where other funding sources are considered to be more appropriate.
- Applications that received this grant in the previous financial year for the same project.
- Applications that do not demonstrate sound planning, project, and financial management strategies.
- Applications that are seeking support for ongoing operational costs, salaries, maintenance, capital work and venue hire.
- Events that charge an entry fee or participation fee over the amount of \$10 or other associated fees that do not constitute fundraising/charity.
- Projects or events that are not specifically for young people between the ages of 12-25.
- 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 financial agreement with the City.

7. ASSESSMENT AND APPROVAL PROCESS

Once received, applications will be assessed according to:

- Eligibility criteria.
- Alignment with the City's Youth Strategic Action Plan 2018-21 and the Strategic Community Plan 2020-30.
- Available funds.

Applications will be administered by City Officers with recommendations referred to Kalgoorlie-Boulder Youth Council and final approvals to be made by Council. If no Kalgoorlie-Boulder Youth Council meeting available, the applications will be referred to the Director of Community Development.

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

Please note that the available funding for the Youth Grant Program 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 KBYC and 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.

8. DISBURSEMENT OF GRANTS

Payment Schedule

YGP payments are paid following confirmation of:

- A successful application.
- Signed and complete financial agreement.
- 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 and acquitted within the financial year in which they were approved.

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.

9. 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, activity and 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 KBYC meeting.

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

10. REVIEW OF FUNDING CRITERIA

The City and KBYC may review the terms and conditions or guidelines of the Youth Grant Program and make amendments and modifications at any time.

11. BACKGROUND INFORMATION

Kalgoorlie-Boulder Youth Council

The City of Kalgoorlie-Boulder Youth Council was established in May 1999 to create a connection between the City of Kalgoorlie-Boulder and the young people of the community. The role of the KBYC is to act as the advisory, consultative and action group for the Council in the delivery of youth projects and engagements. More Youth Council information can be found at: <https://www.ckb.wa.gov.au/our-community/youth/kalgoorlie-boulder-youth-council.aspx>

The City of Kalgoorlie-Boulder

The vision of CKB is to be a sustainable regional city for the future. The City of Kalgoorlie-Boulder's mission is to be a dynamic regional centre with a proud history and a high quality of life. The City is dedicated to working with the community to achieve the best possible services. To achieve the vision and mission statements The City has created a Code of Conduct document to outline the responsibilities of their employees, committee members and elected members. A copy of this document can be found at: <https://www.ckb.wa.gov.au/our-city/governance/code-of-conduct.aspx>