



City of  
Kalgoorlie  
Boulder

# Annual Grant Program

Guidelines 2022-23



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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.*

## PURPOSE

The Annual Grant Program (AGP), part of the Community Assistance Scheme, provides one-off grants and three-year service agreements for not for profit community groups and organisations with a focus on community development initiatives, capital works projects and events or activities.

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

## APPLICATIONS

The AGP is open to applications from the second Monday in February and close on the last Friday in April.

Applications will be administered by City Officers with recommendations referred to Council and final approvals to be made by Council as part of the budget adoption process.

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.

Applicants will only be eligible for funding assistance once during a financial year. An exemption applies to auspiced applications. For example: an organisation is able to apply for funding for their own benefit, as well as auspice a third party.

Canvassing of Councillors may disqualify applications.

### Grant Categories:

- Annual Grant – under \$10,000;
- Annual Grant – \$10,000 and above;
- Three (3) Year Service Agreements; and
- Capital Works Projects.

### Who can apply?

- Incorporated organisations (including not for profit and community groups);
- Non-incorporated organisations (including not for profit and community groups) that are supported by an auspice organisation (for under \$10,000 category and Capital Works Projects); and
- Individuals supported by an auspice organisation (for under \$10,000 and Capital Works Projects categories only – see 'Applications for Individuals' and 'Eligibility Criteria' for more information).

### Who can't apply?

- Registered businesses, commercial entities and profit making organisations; and
- Local, State or Federal Government Departments or Agencies.

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

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

- Under \$10,000 category; and
- Capital Works Projects category.

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 the \$10,000 and above category, and Three (3) Year Service Agreements.

## APPLICATIONS FOR INDIVIDUALS

Individuals must be supported by an auspice organisation to be eligible for funding.

### The following conditions apply:

- The individual must be a resident of Kalgoorlie-Boulder;
- The applicant can only apply for the under \$10,000 and Capital Works Projects categories only;
- For Capital Works Projects, the City will only consider applications for up to one third of the funding to a maximum of \$9,999;
- The application must also adhere to the 'Eligibility Criteria' noted in this document; and
- The auspice organisation must be responsible for the legal and financial contractual arrangements.

## ELIGIBILITY CRITERIA

### Applicants must be able to demonstrate:

- Applications that align with the City's Strategic Community Plan 2020-30;
- Applications that address a specific significant social, cultural, recreational and / or wellbeing community issue;
- Applications that provide evidence of strong partnerships with other community groups or government agencies;
- Applications that provide evidence of support, development and engagement of volunteers in the initiative;
- Applications that demonstrate sustainability strategies rather than ongoing reliance on City funds;
- Applications that involve and / or have a direct partnership with the City;

- Applications that activate public spaces, especially around the CBDs of Kalgoorlie and Boulder; and
- For capital works projects, applications that demonstrate two-thirds of the whole project funding secured from either the applicant or other sources (the City will only consider applications for one-third of the funding, see '*Capital Works Projects*' for more information).

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

- Applications that do not align with the City's Strategic Community Plan 2020-30;
- Applications for initiatives that occur outside of or are not beneficial to the Kalgoorlie-Boulder Local Government area;
- Applications with a political or religious purpose only;
- Applications 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 for initiatives that charge an entry fee, participation fee or other associated fees that do not constitute fundraising / charity;
- Applications for initiatives 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; and
- Applications for initiatives that have already commenced. Payments will not be made retrospectively for any application when the project or event has started or is completed.

## **CAPITAL WORKS PROJECTS**

Capital Works Projects are larger scale improvement works carried out on an organisation's assets, at a minimum value of \$5,000. These Projects aim to promote greater community access, increased participation and encourage interaction of all age groups. Projects that will provide multi-use facilities for the broader community benefit, and demonstrate collaboration are looked upon favourably.

The City's funding contributions will be based on a one-third contribution towards the estimated total project cost. The other two-thirds funding is to be sourced from applicant contributions or other external funding sources. Applicants are required to consult with the City's Building and Planning Department prior to application, to discuss the building and environmental requirements for the Project, and ensure all obligations are adhered to.

Applicants are also required to apply for the Capital Works Project Grant Category if the application is for the consultancy costs for the Project. The City's maximum contribution of one third of the total project costs still applies for consultancy costs.

## SUPPORTING DOCUMENTATION

Applicants must ensure they provide all the required supporting documentation as outlined in the Application Form. Failure to supply all relevant information may deem the application unsuccessful.

### Financial Statement Requirements

Applicants are required to provide financial statements (either reconciled or audited) as part of their supporting documentation. Organisations operating less than \$250,000 in revenue per financial year, are required to prepare a reconciled financial statement. Organisations operating more than \$250,000 in revenue per financial year, are required (by law) to prepare an annual audited financial statement.

## ASSESSMENT AND APPROVAL PROCESS

Once received, applications will be assessed according to:

- Eligibility Criteria; and
- Alignment with the City's Strategic Community Plan 2020-30.

Applications will be administered by City Officers with recommendations referred to Council and final approvals to be made by Council as part of the budget adoption process.

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

### 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.

All successful applicants will be notified in the new financial year of their funding outcome once Council has adopted the budget for the new financial year.

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

### 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.

## DISBURSEMENT OF GRANTS

### Payment Schedule

AGP payments are paid upon receipt of a tax invoice and a signed Funding Agreement from the applicant organisation.

Grant payments will not be made until such time as Project Specific Key Performance Indicators (KPIs) are agreed to. These KPIs are set by City Officers and are included in the Funding Agreement. Payment dates will also be noted in the Funding Agreement.

Should the applicant organisation wish to amend payment dates or KPIs, a written request must be made to the Chief Executive Officer for consideration.

### 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](http://www.ATO.gov.au).

### Period of Funding and Extensions

Funding received is to be expended within the agreed funding period or a written request for an extension and carry-over of funds must be made to, and considered 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 at the end of the financial year, whichever occurs first.

### Council Endorsement of Project

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



## EVALUATION AND ACQUITTAL REPORT

An evaluation and acquittal 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 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 and according to the Project Specific KPIs included in the Funding Agreement.

Tangible evidence to support these KPIs 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.

## REVIEW OF GUIDELINES

The City may review the guidelines of the AGP and make amendments and modifications at any time.