



Community Support Handbook



City of
Kalgoorlie
Boulder



Acknowledgment of Country

The City of Kalgoorlie-Boulder acknowledges the Traditional Custodians of this land and pays its respects to elders past and present.

Artwork: Karlkurla Tjukurrpa (Silky Pear Dreaming) Artist: Regina Donaldson

PURPOSE

The City of Kalgoorlie-Boulder (City) Community Funding Handbook (Handbook) details all funding and financial support provided by the City and ways that our community can access this support.

The Handbook guides the effective distribution of City funding and financial support in line with the City's Strategic Community Plan 2025-35, the Community Standards Policy, and the *Local Government Act 1995* (WA).

City of Kalgoorlie-Boulder Strategic Community Plan 2025-2035

Key objectives:

- Communities connected through people, place, and purpose
- Vibrant local economy and businesses
- Robust built environment and sustainable natural environment
- Strong organisation empowered to lead.

City of Kalgoorlie-Boulder Community Standards Policy

Key objectives:

- Build community pride in Kalgoorlie-Boulder and a sense of ownership of public and private spaces.
- Create a positive first impression of Kalgoorlie-Boulder for tourists, visitors, and new residents.
- Enhance economic development through making Kalgoorlie-Boulder more attractive for tourism and attracting other business opportunities; and
- Revitalise business districts and community spaces across Kalgoorlie-Boulder.



FUNDING AVAILABLE

Community organisations, businesses, and individuals (under auspice arrangements) may be eligible to apply for City funding and financial support programs to provide benefit to the Kalgoorlie-Boulder community.

Funding Category	Eligibility	Overview
City of Kalgoorlie-Boulder Grant Program	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities.	<p>Minor grants open year-round, and Major grants issued bi-annually provide funding and in-kind support (City resources).</p> <p>The applicant's initiative must align with the following City objectives:</p> <ul style="list-style-type: none">• Build a sense of community and belonging through events and programs in education, sport, culture, or other community focused activities; and/or• Build community pride in Kalgoorlie-Boulder and a sense of ownership of public spaces.
Building Improvement Program	<ul style="list-style-type: none">• Property owners.• Businesses.• Not-for-profit organisations, clubs, associations, social enterprises, and registered charities.	<p>This is a bi-annual grant application process which provides funding support for the enhancement and restoration of buildings in Kalgoorlie-Boulder.</p> <p>The applicant's initiative must align with one of these City objectives:</p> <ul style="list-style-type: none">• Revitalise key business districts and community spaces across Kalgoorlie-Boulder; and/or• Encourage beautification projects on commercial or heritage properties.
Peppercorn leases	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities.	<p>The City provides support to community groups and sporting clubs in the form of reduced rent through peppercorn lease arrangements.</p> <p>Applicable City policies detail the support provided to the community.</p>

Funding Category	Eligibility	Overview
Rates Exemptions and Concessions	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities.	<p>The City provides support to registered charities in the form of rate exemptions on 'non-rateable land.'</p> <p>The City's Rates Exemption Policy details the support provided by the City to charitable organisations.</p> <p>The City also provides support to some community and sporting clubs in the form of rate concessions or waivers of rates of either 50% or 100%, in accordance with its discretionary powers provided by Section 6.47 of the <i>Local Government Act 1995</i>.</p> <p>The City's Rates Concession Policy (Rateable Land) details the support the City provides to not-for-profit organisations.</p>
Discounts, Waivers and Write-Offs	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities.	<p>Where the City is required to charge for a good or service pursuant to its Schedule of Fees and Charges (or otherwise), the City may discount, waive, or write-off a charge upon application by the applicant.</p> <p>Such waivers or write-offs include (but are not limited to):</p> <ul style="list-style-type: none">• Tip fees;• Public Events Approval Health Fees;• Approval of Non-Complying Noise Events;• Building Application Fees;• Costs of supply by the City of its plant, equipment, or other supplies (such as barriers, toilets, printing); and• Discounts or waivers that are applicable pursuant to Council's policies.
Partnership Service Agreements	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities.	<p>Partnership Service Agreements are strategic partnerships between the City and community organisations. They are established to improve efficiencies and the quality of services and outcomes for the community.</p> <p>The City's Partnership Service Agreement Policy details the support provided by the City to the community.</p>



ELIGIBILITY FOR FUNDING SUPPORT

To be eligible to receive City funding and financial support, the applicant must meet all of the following criteria:

- Is a legal entity or under the auspice (i.e. support or “umbrella”) of a legal entity;
- Has provided evidence of its financial sustainability;
- Will deliver the initiative within the Kalgoorlie-Boulder local government boundary;
- Will undertake an acquittal and review/evaluation process using the form provided, containing the information reasonably required by the City, within two months of completion of the project;
- Must not have outstanding debts with the City or be in any legal conflict with the City;
- Must have satisfactorily acquitted expenditure of any previous City funding prior to applying for further funding;
- Must demonstrate the expected outcomes of the initiative for the community in line with the key themes of the City of Kalgoorlie-Boulder’s Strategic Community Plan and/or the Community Standards Policy; and
- Must disclose if other funding or support has been requested from or provided by the City and acknowledge that the provision of funding or support through other City funding programs may prohibit eligibility to apply for additional funding or support within the same financial year.

The following will be considered as desirable for eligibility:

- All necessary planning, building, and health approvals are obtained before starting funded activities.
- All other funding sources for a project are secured upon application to the City.

Please note that meeting all criteria does not guarantee funding approval or that the full amount requested will be granted. All funding decisions are made at the City’s discretion.



EXCLUSIONS AND INELIGIBILITY

The following provides the general exclusions and ineligibility for funding support from the City:

- Requests that are considered by the City to be the funding responsibility of other levels of government;
- Applications where the funds are to be used entirely for the costs associated with running an organisation (for example, salaries and rent);
- Any application that remains incomplete with no communication with City Officers after a 3-month period will be deemed as withdrawn, and a new application will need to be started;
- Projects or activities where the primary purpose is to promote political or religious ideologies, rather than deliver a clear and demonstrated community benefit (as reasonably determined by the City), with exception of support towards historic buildings;
- An initiative that the City deems as supporting, promoting, or facilitating violence, intolerance, unlawful discrimination or illegal activities;
- An applicant representing an organisation that conducts, or has conducted, themselves publicly in a way that the City considers to be injurious or prejudicial to the character or interests of the City, an employee of the City or Elected Member;
- Applications from organisations or individuals who are bankrupt, insolvent, or under administration, receivership, or liquidation;
- Retrospective funding will not be provided;
- Any canvassing of Councillors or decision makers by, or on behalf of, an applicant from the time an application is lodged until the nominated Council meeting is complete (which will result in the immediate rejection of the application);
- Applications received outside of the application timeframe.



CITY OF KALGOORLIE GRANT PROGRAM

The applicant's initiative (event or program) must align with the following City objectives:

- Build a sense of community and belonging through events and programs in education, sporting, culture, or other community-focused activities; and/or
- Build community pride in Kalgoorlie-Boulder and a sense of ownership of public spaces.

This funding incorporates both cash and in-kind support, which will contribute to the total value of assistance.

There are two categories of funding and in-kind support requiring the following approvals:

- **Minor Grants** - under \$50,000 total support, approved by delegated City Officers; and
- **Major Grants** – over \$50,000 total support, approved by the Council.

Favoured initiatives will possess one or more of the following:

- Alignment with the City's Strategic Community Plan 2025-2035;
- Alignment with the City's Community Standards Policy;
- Strengthen the capability of community groups and organisations;
- Promote learning and the advancement of knowledge;
- Celebrate cultural diversity and inclusion;
- Support young people and promote active, healthy lifestyles;
- Contribute to the capacity and support the well-being of young people;
- Encourage environmental appreciation and community resilience;
- Initiatives that involve and/or have a direct partnership with the City;
- Activities that activate public spaces, especially around the Central Business Districts of Kalgoorlie and Boulder.
- Support Outstanding Individuals meritoriously selected to represent Western Australia or Australia on a national/international scale.

Application Requirements:

- Projects that address a specific significant social, cultural, recreational, and/or well-being community issue;
- Engagement with the Community Development Team before submitting the grant application to ensure it aligns with the most appropriate funding category;
- Possession of appropriate licences and insurance to conduct the initiative, or a clear plan to obtain these requirements;
- Quotations for any proposed activities being funded by the City of Kalgoorlie-Boulder;
- Applicants must provide financial statements, with reconciled statements required for organisations earning under \$250,000. Annual and audited statements are required for those organisations earning over \$250,000;
- Submission of the funding application through the SmartyGrants portal during an open grant funding round. Any grants submitted after the deadline will not be accepted;
- All applications are subject to an assessment process that includes a formal recommendation prepared by a City Officer. This recommendation is then submitted to the designated decision maker;

- The assessment process is not considered complete until the Officer's recommendation is either supported or rejected in a nominated Council Meeting or otherwise notified by a delegated Officer. As such, applicants must not contact or attempt to influence Elected Members or decision makers at any stage during the process. Any canvassing of Elected Members or decision makers will result in immediate rejection;
- Agree to adhere to the City's acquittal process.

Conditions of Funding:

- Recipients must complete and sign a grant agreement outlining the terms and conditions of the funding. Once the grant agreement is endorsed and the applicant has complied with any additional requirements stipulated by the City, funding will be released, and the proposed project can commence.
- All necessary planning, building, and health approvals must be completed before funding activities or related work commence.
- All projects must be completed and acquitted within 12-months from the date of the grant agreement.



BUILDING IMPROVEMENT PROGRAM

The Building Improvement Program supports the conservation and enhancement of both commercial and community buildings in Kalgoorlie-Boulder. The program supports the City's *Community Standards Policy* to maintain a strong visual identity and support revitalisation efforts.

The program provides assistance to improve accessibility, enhance external aesthetics, activate central business districts, and support investment in local heritage.

Where an application is made by a building owner to enable heritage upgrades to commercial or community buildings, the City will also consider whether a Building Upgrade Finance Agreement can be facilitated under the provisions of the *Local Government Act 1995*.

There is one category of funding requiring the following approvals:

- Up to \$50,000 per site but not exceeding 50% of the total cost of approved works, approved by delegated City Officers.
- Note: Funding cannot be used towards the payment of GST.

Program Supports:

The following provides examples of initiatives that the program may support for community and commercial buildings.

- Capital improvements that preserve or enhance heritage-listed community or commercial buildings;
- Projects that facilitate conservation works on buildings on the City's Local Heritage List and/or State Register of Heritage Places or within a heritage area;
- Appropriate external works in accordance with relevant applicable policies.
- Works that facilitate disability access, compliance upgrades, and structural restorations where applicable;
- The painting or repainting of appropriate surfaces on the outside of the building or place. This does not include painting over previously unpainted exposed brickwork or other materials;
- Shopfront conservation works, including reconstruction of commercial buildings;
- Conservation Management Plans or Conservation Management Strategies;

Projects which include/align with one or more of the following are considered favourable:

- Enhance economic development through making Kalgoorlie-Boulder more attractive for tourism and attracting other business opportunities;
- Revitalise business districts and community spaces across Kalgoorlie-Boulder;
- Encourage other community members to undertake beautification projects on commercial or heritage properties.

Application Requirements:

- Applicants must consult City officers from the Economic Development Team prior to submitting their application;
- Applications must be submitted before the advertised closing date;
- Possession of appropriate licences and insurances to conduct the initiative, or a clear plan to obtain these requirements;
- Quotations for the proposed works;
- Submission of the funding application through the SmartyGrants portal during an open grant funding round. Any grants submitted after the deadline will not be accepted;
- All applications are subject to an assessment process that includes a formal recommendation prepared by a City Officer. This recommendation is then submitted to the designated decision maker.
- The assessment process is not considered complete until the Officer's recommendation is either supported or rejected in a nominated Council Meeting or otherwise notified by delegated Officer. As such, applicants must not contact or attempt to influence Elected Members or decision makers at any stage during the process. Any canvassing will result in immediate disqualification.
- Agree to adhere to the City's acquittal process.

Conditions of Funding:

- Recipients must complete and sign a grant agreement outlining the terms and conditions of the funding. Once the grant agreement is endorsed and the applicant has complied with any additional requirements stipulated by the City, funding will be released, and the proposed project can commence.
- Work on funded activities must not commence until all necessary planning, building and health approvals have been obtained.



FUNDING ROUNDS

The City’s Community Support funding follows this timeline:

Round One	Round Two	Year Round:
Funding Types: <ul style="list-style-type: none">Major Grants.Building Improvement Program.	Funding Types: <ul style="list-style-type: none">Major Grants.Building Improvement Program.	Funding Type: <ul style="list-style-type: none">Minor Grants
Applications Open: November	Applications Open: April	Applications Open: July
Applications Close: January	Applications Close: June	Applications Close: May

Each round of funding will have an allocated budget which will operate as an exhaustive fund.



PEPPERCORN LEASES

Peppercorn leases allow community groups to lease City-owned facilities at below market rates.

Eligibility:

- Locally based groups/clubs and larger not-for-profit organisations which provide benefit to the community.
- For further information, please contact the City Leasing and Insurance team.

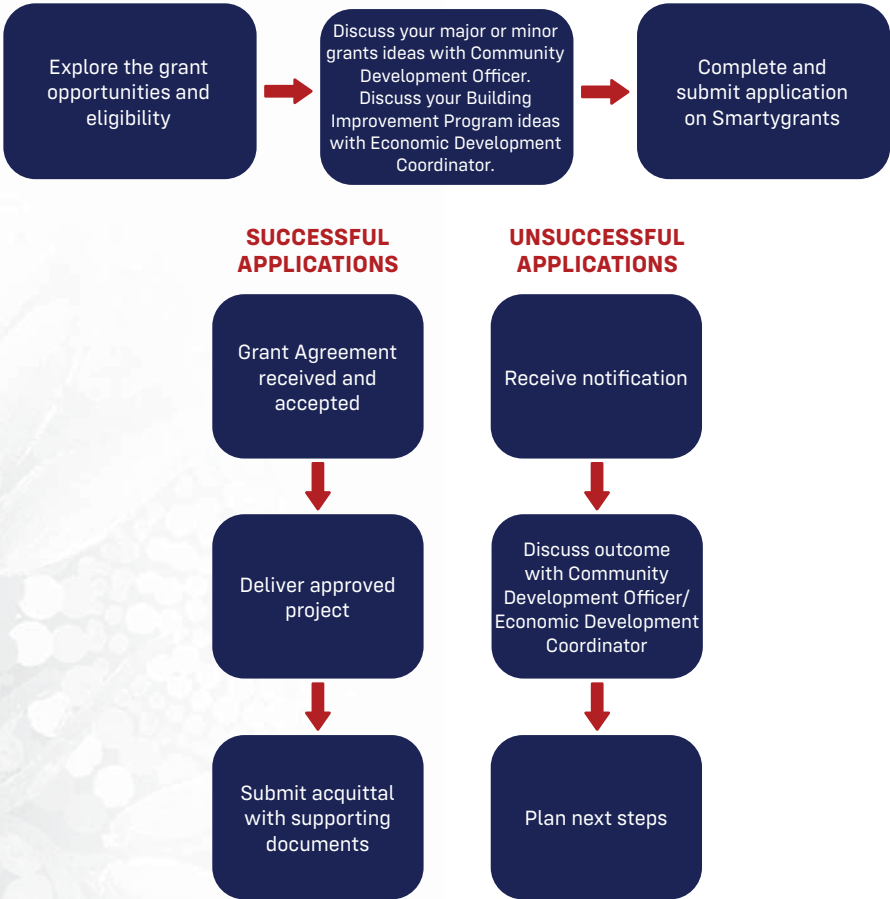
Includes:

- Provisions from relevant policies ensuring alignment with community access and financial viability expectations.

Application Process:

Peppercorn leases are granted at the discretion of Council at Ordinary Council Meetings. Please contact Leasing@ckb.wa.gov.au for further information on this process.

HOW TO APPLY





RATE EXEMPTIONS AND CONCESSIONS

The City provides rates relief to not-for-profit recreation, sporting, and community groups within the City of Kalgoorlie-Boulder.

Types of relief include:

- Rate exemptions for non-rateable land used for charitable purposes under section 6.26(2)(g) of the *Local Government Act 1995*;
- 50% or 100% concessions via discretionary powers for rateable land under section 6.47 of the *Local Government Act 1995*;
- Concessions apply to general rates only; all other service charges, including sewer rates and the Emergency Services Levy (ESL), must be paid in full.

Non-Rateable Land – City’s Rates Exemption Policy

- Applicants must complete a Charitable Rate Exemption Form for each property, provide supporting documentation, and demonstrate that the land is used exclusively for charitable purposes.
- Incomplete applications may require additional information before assessment; lease agreements must be included if the property is leased.
- Successful applicants will be notified in writing, with exemptions applying to general rates and sewer rates. The Emergency Services Levy (ESL) and other service charges still apply. In lieu of sewer rates, the City will charge a utility fee (per pedestal/urinal). Unsuccessful applicants may apply for general rates relief under the City’s Rates Concession Policy.

Rateable Land – City’s Rates Concession Policy 100% Concession Criteria:

To be eligible for a full rates concession, the organisation must:

- Be an incorporated body or body corporate.
- Be nationally recognised as a charitable organisation and/or deliver clearly identifiable charitable services.
- Operate entirely on a volunteer basis.
- Provide no commercial benefit or financial gain to its members.
- Conduct all fundraising activities locally and not for commercial profit.
- Offer unrestricted membership and access to services.
- Submit audited financial statements with the application.

50% Concession Criteria

- To be eligible for a partial (50%) rates concession, the organisation must:
- Be an incorporated body or body corporate.
- Deliver recreational, cultural, or social services that benefit the broader Kalgoorlie-Boulder community or a clearly defined segment of it.
- Offer open membership to all residents of Kalgoorlie-Boulder.
- Derive part of its income from commercial activities.
- Operate with partial volunteer involvement.
- Submit audited financial statements with the application.

Eligibility Criteria:

- All applications must be submitted in writing using the prescribed form and must include a declaration confirming the accuracy of the information provided;
- Supporting documentation must be submitted in accordance with the checklist included on the application form;
- Applicants must be not-for-profit organisations that are either incorporated associations or body corporates;
- Applications will not be considered if rates and charges have not been paid in full at the time of submission;
- Applications must be submitted by 31 December for the rating year to which the request applies;
- All applications will be considered by Council, which will determine the concession amount, if any, by absolute majority.

Applications

Applicants are required to complete an application form found on the City’s website at:

[Concessions, Exemptions & Rebates » City of Kalgoorlie-Boulder](#)

Closing Date for Applications

Applications must be lodged on or before 31 December of the applicable year.

No late applications will be accepted.

Assistance with Application

For more information about whether you may be entitled to a rates concession or if you have any questions, please contact the Rates team on (08) 9021 9654 or email rates@ckb.wa.gov.au.



DISCOUNTS, WAIVERS AND WRITE-OFFS

The Chief Executive Officer (CEO) has delegated authority from Council to approve the discounting or waiving of fees, or the write-off of debt, in accordance with specified conditions.

This authority is limited to a maximum of 80% of the applicable amount, capped at \$100,000. Additional eligibility criteria apply, including whether the application is made pursuant to the City’s Financial Hardship Policy and whether the applicant is a recognised community group or not-for-profit organisation.

Applications that fall outside the CEO’s delegated authority must be referred to an Ordinary Council Meeting for consideration and determination, subject to the associated reporting and decision-making timeframe.

Fee waivers include the following:

- Tip Fees;
- Events Approval Health Fees;
- Inspection Fees;
- Building Application Fees;
- Equipment Hire Fees;
- Building Application Fees;
- Airport Fees;
- Fees for City-owned and managed properties;
- Activity and Trading in Public Places Permits;
- Approval of Non-Complying Noise Event Fees;
- Waiving of Planning Fees;
- Ranger Services Fees;
- Waste Water Fees;
- Event Fees;
- Golf Course Fees;
- Sporting Ground Hire;
- Special Payment Arrangement Annual Maintenance Fee

Waiving of in-kind support fees and charges as follows;

- Labour;
- CitAdministration Charges;

Eligibility

The following may apply:

- Applicants must be community-based and not-for-profit; and
- Applicants must follow the application process as outlined on the City’s website.

Applications:

An applicant can apply at any time for a Waiver or Write- Off using the relevant City form(s) found on the City’s website. These will be awarded by City Officers based on merit against the eligibility, and according to relevant delegation.



PARTNERSHIP SERVICE AGREEMENTS

In some circumstances, the City will enter into an agreement with a not-for-profit organisation or community group to undertake specific activities and services. The City enters these agreements to assist in the delivery of services and outcomes to the community that may not otherwise be offered.

Applications:

An applicant can apply at any time for a Partnership Service Agreement.

For information on how to apply and eligibility, please visit the Partnership Service Agreement Policy found on the City’s website at: [Policies » City of Kalgoorlie-Boulder](#).

Please direct all enquiries to mailbag@ckb.wa.gov.au

ACQUITTALS

All recipients of financial support under this policy must make a report to the City covering one or more of the following:

- The way in which the grant or sponsorship has been applied;
- The outcomes achieved by the application of the grant or sponsorship;
- The recipient’s compliance with the terms of the grant or sponsorship; and
- Any other matter about which the recipient is required to report to the City under the terms of the grant or sponsorship.
- All funding recipients are expected to submit acquittals within two months of project completion, unless otherwise agreed with the relevant City team.



DOCUMENTING COMMUNITY SUPPORT AGREEMENTS

In some circumstances, the City will enter into an agreement with a not-for-profit organisation or community group to undertake specific activities and services. The City enters these agreements to assist in the delivery of services and outcomes to the community that may not otherwise be offered.

Applications:

An applicant can apply at any time for a Partnership Service Agreement.

For information on how to apply and eligibility, please visit the Partnership Service Agreement Policy found on the City’s website at: [Policies » City of Kalgoorlie-Boulder](#).

Please direct all enquiries to mailbag@ckb.wa.gov.au



RECOGNITION OF THE CITY AS A SPONSOR

The applicant must detail how they will recognise and promote the City’s support. Please contact the Marketing and Communications Team for more information and assistance – via email to comms@ckb.wa.gov.au.

Review

The Community Funding Handbook will be reviewed in December 2026 to ensure it continues to meet evolving community needs and requirements.