

# COMMUNITY GRANTS AND CONTRIBUTIONS SCHEME

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## 1. OBJECTIVE

To offer community, sporting, cultural, service groups, associations and individuals (via auspice) either based or operating within the City of Karratha, financial assistance to foster high quality programs, community events, facilities and services that provide a return benefit to the City of Karratha community.

This policy represents the following available community grants and contributions, available from the City of Karratha: ~~(excluding the Annual Community Association Development Scheme and the Ex-Gratia payments which are covered separately under City of Karratha Policy CS-19 and Major Events Sponsorship Scheme Policy CS-22):~~

1. City of Karratha Annual Community Grant Scheme.
2. Quarterly Grants Scheme.
3. End of Year School Awards Contribution.
4. Walkington Award.
5. Computers for Communities.

## 2. PRINCIPLES

### 2.1 Introduction

In recognition of the important role that community organisations and sporting groups ~~and organisations~~ play in developing vibrant communities, Council is committed to ~~the provision of~~ support and assistance through the various Community Grants and Contribution Schemes each financial year.

### ~~2.2~~ Funding

~~Council will allocate funds to be available for the Community Grant and Contributions Scheme and for these to be included as part of the City of Karratha annual budget process.~~

### ~~2.23~~ Eligibility

1. The applicant/s must reside or operate within the City of Karratha. Applications that are not connected or concerned with the City of Karratha community will not be considered.
2. Organisations shall include, but are not limited to, sporting clubs, ~~religious groups (only available through the City of Karratha Annual Community Grant Scheme)~~, schools (parents and citizens associations ONLY\*\*) and community groups or individuals (via auspice) that have a focus on community needs with a social benefit.
3. Corporate and Government organisations are ineligible to apply through this grant unless applying in collaboration with a not-for-profit (auspice). ~~\*\*\*, however These organisations may be eligible to apply for sponsorship via through the Policy CS22: Major Events Sponsorship Scheme.~~
- ~~3.4.~~ Individuals or Non-Incorporated Organisations are required to apply via an auspice organisation directly associated with their project/initiative (i.e.: an Individual Sport Scholarship application pertaining to Cricket should be auspiced via a local Cricket Club/Association)
4. ~~Organisations that are applying for equipment must be incorporated and provide evidence of current incorporation status and a copy of their constitution's wind up clause.~~
  - ~~• , or apply via an auspice, Where an organisation applies via auspice, the auspice body will need to provide this documentation. the auspice body would take ownership of the equipment should the applicants organisation cease to operate.~~

5. Religious groups/organisations may be funded for community based activities/programs ONLY. Funding towards religious specific activities ~~are~~will not be considered.

\*\*\* Schools are eligible for the End of Year School Awards Contribution (defined under Section 3.3)

**NB:** Applications ~~from community associations~~ for projects that have already been funded through alternate City of Karratha's grant schemes may be ineligible.

## **2.34 General Conditions**

The City of Karratha will endeavour to provide support to projects, activities and events that:  
~~are consistent with the values and strategies contained within the City's Strategic Plan.~~

~~Specifically:~~

~~1. The proposal must support~~ Are consistent with the values and strategies ~~ese direction contained within of~~ the City of Karratha's Community Strategic Plan.

~~1.~~

~~2. The proposal must m~~Meet the specific funding program guidelines, eligibility and associated criteria (further described in Section 3).

~~2.~~

~~3. The applicant organisation must d~~Demonstrate their applicants capacity to manage the financial and funding accountabilities of the project.

~~4. Demonstrate the applicants capacity to manage and deliver as well as the ir overall project management capabilities~~

~~3. Requests from, or in connection with, other local government areas and associations will be considered, including disaster or emergency appeals.~~

~~4. Assistance will not be given retrospectively.~~

~~5.~~

~~6. Assistance will not be issued to applicants where monies are not expended on the purpose detailed in the original application.~~

~~7. Funds will not be approved to any eligible applicant that currently holds outstanding debts with the City of Karratha.~~

~~8. All applications must be submitted on the relevant application forms, and received prior to the event or project taking place and must be received by 4.00pm on the due date of the funding round.~~

Council will not:

- Fund deficit funding of an organisation.
- Fund retrospectively.
- Fund the cost of purchasing alcohol or associated licenses.

Applications are to be received by the advertised closing date.

Decisions regarding funding applications are final and are not reconsidered. Applicants may choose to resubmit their applications in future funding rounds (including those in the same financial year) or alternate schemes.

Any approved funds are to be spent on the purpose detailed in the original application. Assistance will not be issued~~provided to applicants in instances where this does not occur. where monies are not expended on the purpose detailed in the original application.~~

All applicants should note that Community Grants and Contributions Schemes are competitive. It is therefore recommended that all information requested and/or required, is provided at time of application so as not to jeopardise eligibility.

The City of Karratha reserves the right to request Audited Financial Statements from any organisation for any project or activity that receives funding under this Policy. Community Associations will be advised prior to funding approval if an audit is required. If an audit is required, the project budget/s may be amended to include reasonable audit costs.

## **2.45 Criteria**

Applications shall be considered via a combination of any or all of the following (dependant on the applicable Scheme) basis:

1. Strategic synergy with City of Karratha.
2. Type of organisation / service.
3. Nature of service provided.
4. Purpose of donation funding requested.
5. Demonstrated community need / benefit.
6. Sustainability.
7. Ability of the Organisation to deliver the initiative.
8. Priority against other applications.
9. Prior funding from City of Karratha (specific project and/or organisation).
6. Ability to generate income.
7. 10. Available funding (budget).
11. Return benefit to the City of Karratha and any associated partners.

## **2.5 Allocation of Funds**

Council will allocate funds to be available for the Community Grant and Contributions Scheme and for these to be included as part of the City of Karratha annual budget process.

Allocation of funds, specific to a grant scheme, is detailed below under the individual headings.

As defined under Policy CS19: Annual Community Association Development Scheme (ACADS), where Community Associations:

- do not apply for the full ACADS allocation;
- have unspent and/or funds not acquitted at the conclusion of the relevant financial year; these funds will be considered by Council for inclusion reallocation to other to schemes identified under Policy CS06.

8. Funds will not be approved to any applicant that has not successfully acquitted previous grants or holds outstanding debts with the City of Karratha.

## **2.6 Unspent Funds**

Funds which are unspent at the conclusion of the project or activity are to be returned to Council within 60 days of the completion of the project, activity or event.

Funds that remain unaccounted for, remain unspent or are not acquitted within the relevant timeframes will be considered forfeited and shall be treated as for any Council debt. The recipient is required to return all funds unless a written request for extended time is received and approved prior to the acquittal date.

## **2.7 Variations**

- Generally, variations to the approved application will not be accepted unless projects are impacted by circumstances beyond the applicants' control.
- Approved applicants must request any variation via the Variation Request Form.
- Only minor variations that do not change the overall intent of the approved application will be considered.

- Variations up to \$100,000 will be subject to CEO approval. Variations exceeding \$100,000 will be required to be reviewed and accepted by Council prior to the expenditure occurring.

## **2.86 Return Benefits to the City of Karratha**

~~The a~~Applicants that successfully receive funds via these schemes agrees to acknowledge the assistance provided by the City of Karratha (and any other associated partners); ~~assistance through~~via the following mediums, ~~inclusive of~~including, but not limited to:

1. Public address announcements;
2. City of Karratha banner displayed at the event, program or service;
3. City of Karratha logo displayed on posters, pamphlets, sign boards ~~etc~~etc.;
4. City of Karratha logo displayed as appropriate on other promotional materials—~~(posters, pamphlets, signboards etc~~etc.) such as t-shirts & stubby holders;
- 4.5. Where relevant, joint media promotion with the City of Karratha.
5. ~~Undertake joint media promotion with the City of Karratha;~~
6. ~~Submission of photographs of activities and outcomes with an acquittal report.~~

Proof of the above acknowledgements and photographs for funded activities, events and outcomes must be included with the final evaluation report.

## **2.7 Allocation of Funds**

Allocation of funds, specific to a grant scheme, is explained in detail later in the policy.

~~All successful applications will be eligible to claim allocated funds upon receipt of approval/acceptance letter and submission of a valid tax invoice to the City of Karratha.~~

Council will not:

- fund deficit funding
- fund retrospectively

~~Decisions regarding funding applications are final and will not be reconsidered. Applicants may choose to resubmit their applications during future funding rounds, including those in the same financial year. Funds will not be approved to any eligible applicant that currently holds outstanding debts with the City of Karratha.~~

## **2.8 Unspent Funds**

~~Funds which are unspent at the conclusion of the project or activity will be returned to Council within 60 days of the completion of the project, activity or event.~~

~~Funds that remain unaccounted for, or remain unspent in the custody of the organisation, shall be treated as for any Council debt.~~

## **2.9 GST**

~~Where groups and individuals have an ABN (Australian Business Number) and are registered, GST will be applicable and will be paid. Unregistered groups and individuals will need to complete an Australian Taxation Office declaration form prior to receiving reimbursement of grant monies. Only minor variations that do not change the overall intent of the approved application will be considered.~~

## **2.10 Other**

~~All applicants should note that Community Grants and Contributions Schemes are competitive. It is therefore recommended that all information requested and/or required, is provided at time of application so as not to jeopardise eligibility.~~

~~Variations to the approved application are generally not accepted. Any request to vary expenditure from the approved application would need to be submitted to, and approved by the CEO prior to the expenditure occurring. Only minor variations that do not change the overall intent of the approved application will be considered.~~

### 3. COMMUNITY GRANTS AND CONTRIBUTIONS SCHEMES

#### 3.1 City of Karratha Annual Community Grant Scheme

Aim: To offer ~~group's~~ financial assistance to community groups to encourage high standards of community service and program ~~me~~ delivery in areas such as health, welfare, training, sport and general interest.

~~It~~ To promote a positive public image of the City of Karratha, ~~A~~ assistance may be used to cover costs such as:

- Operating costs ~~such as~~ including, but not limited to:
  - ~~salaries / wages,~~
  - ~~advertising and office space~~
  - ~~rental may be considered based (considered in context of an~~ whole community benefit).
  - Insurance ~~will be~~ (capped ~~up to~~ 50% of the total insurance costs).
- Annual events.
- Building maintenance ~~and~~
- ~~s~~Service / program delivery.

Amount: Up to \$50,000 per application.

Funding Rounds: Call for applications to be advertised for a minimum 2 month period (prior to May each year) for Council consideration at the May Ordinary Council Meeting.

Budget: Applications shall be assessed, listed in order of priority and placed in Council's annual draft budget process for consideration.

Specific grant considerations: ~~All successful applications will receive 25% of the total cost at the commencement of the project. Remaining funds can be released periodically upon submission of an approved project plan with achievable milestones. 5% will be retained and will be released upon receipt of a completed evaluation report and submission of all relevant receipts / invoices.~~

Acquittals are due by 30 June, the year allocated.

Successful applicants receive lump sum payments for each approved project as follows:

- 50% upfront payment.
- 30% progress payment with written evidence/update on status of project.
- 20% upon completion of the project, receipt of all financial acquittal documentation and completed evaluation report

Recipients can access up to half of the final payment without an evaluation report if they can acquit previous project payments (80%). Final 10% will only be released upon receipt of all other documentation.

#### 3.2 Quarterly Grants Scheme

Amount: Up to \$1,000 for individuals (via auspice), up to \$4,500 for organisations.

Funding Rounds: Applications for funding should be submitted to the City of Karratha by the advertised closing date, to ensure the application is evaluated in the appropriate funding rounds each year.

Budget: Council shall make an annual budgetary provision for the purpose of the Quarterly Grant Scheme.

Approval Process: All requests for the Quarterly Grants Scheme shall be administered by Community Services in consultation with:

- Director Community Services
- Community Engagement Representatives
- Other departmental representatives as required (subject to the nature of the application).

To assist the community with timely support, all applications submitted under the Quarterly Grants Scheme shall be assessed against pre-determined criteria by City of Karratha staff and referred to the Chief Executive Officer (CEO) for approval, in accordance with the budget allocations.

Where the CEO declares a conflict of interest, approval can be redirected to (a) Director Community Services; (b) another member of the Executive Management Team (should a conflict likewise exist with (a)).

Specific Grant Considerations:

- Acquittals are due 6 months from the 'approved' notification date.
- Successful applicants eligible to receive upfront payment for their approved project/initiative.

### **3.2.1 Sports and Recreational Grant Scheme**

**Aim:** Applications for Sports Funding Grants may be made by any individual (via auspice), sporting club or association and other recreation / leisure bodies, for the purpose of advancing skills or assisting in the participation of their sporting activity at Regional/State/National Championships. Sports and Recreation Grants provide financial assistance to individuals (via auspice), groups, clubs or associations that seek to foster skills development, provide high quality programs, improve facilities and services, and/or increase participation of individuals, groups and the wider community in social and sporting activities.

**Funding Rounds:** Applications for funding should be submitted to the City of Karratha by the advertised closing date, to ensure the application is evaluated in the appropriate funding rounds each year.

**Budget:** Council shall make an annual budgetary provision for the purpose of the Sports & Recreation Grant Scheme.

**Amount:** Up to \$1,000 for individuals (via auspice), up to \$4,500 for organisations.

**Delegated Authority:** All requests for the Sports & Recreation Grant Scheme shall be administered by Community Services in consultation with:

- Director Community Services
- Community Development Representatives
- Leisure/Recreational Service Representative

To assist the community with timely support, all applications submitted under the Quarterly Grants Scheme shall be assessed against pre-determined criteria by City staff and referred to the Chief Executive Officer for approval, in accordance with the budget allocations.

**Acquittal:** Grant allocations that are not accessed and acquitted within six months from notification of the success will be forfeited unless prior written authorisation for extension has been provided by CEO.

### **3.2.2 Community & Cultural Grant Scheme**

**Aim:** Applications for Community & Cultural Grants can be made by any individual (via auspice), club, committee, association or any other leisure body that performs community based activities within the City of Karratha. Community and Cultural Grants provide financial assistance to individuals, groups and organisations that seek to foster skills development, provide high quality programs, improve facilities and services, and/or increase the participation of individuals, groups and the wider community in social and cultural activities and events.

**Funding Rounds:** Applications for funding should be submitted to the City of Karratha by advertised closing date, to ensure the application is evaluated in the appropriate funding rounds each year.

**Budget:** Council shall make an annual budgetary provision for the purpose of the Community & Cultural Grant Scheme.

**Amount:** Up to \$1,000 for individuals (via auspice), up to \$4,500 for organisations.

**Delegated Authority:** All requests for the Community & Cultural Grant Scheme shall be administered by Community Services in consultation with:

- Director Community Services
- Community Development Representatives
- Leisure/Recreational Services Representative

To assist the community with timely support, all applications submitted under the Quarterly Grants Scheme shall be assessed against pre-determined criteria by City staff and referred to the Chief Executive Officer for approval in accordance with the budget allocations.

~~**Acquittal:** Grant allocations that are not accessed and acquitted within six months from notification of the success will be forfeited unless prior written authorisation for extension has been provided by the Chief Executive Officer.~~

### 3.3 End of Year School Awards Contribution

**Aim:** To assist local educational institutions with end of year presentations to be held within the City of Karratha.

**Funding Rounds:** ~~That Council make a~~ An annual contribution to the Public Training Provider (~~Pilbara Institute~~ North Regional TAFE), as well as all local primary and secondary schools within the City of Karratha at the end of each calendar year, ~~to assist with end of year presentations. Applicable recipients to be advised September/October each year.~~

**Budget:** Council shall make an annual budgetary provision to assist with end of year presentations:

- \$100/primary school and
- \$175/high school and Public Training Provider. to assist with end of year presentations.

**Delegated Authority/Approval Process:** ~~That~~ Community Services will administer the annual donation to each local educational institution that consents to the contribution, ~~for the purpose of assisting with the end of year presentations.~~

### 3.4 Walkington Award

**Aim:** ~~The Walkington Award is to encourage students, between the ages of 16 and 25, who reside (or whose parents reside) in the City of Karratha, to continue either full time or part time studies at a recognised educational institution.~~

~~The Walkington Award will be made to the student whom the Award Committee consider has achieved academic excellence over the previous twelve months and has demonstrated achievement in other areas such as community involvement.~~

**Funding Rounds:** ~~Applications will be advertised during term two of the school calendar and close on the last Friday of term three.~~

**Budget:** ~~Council shall make an annual budgetary provision for the purpose of the Walkington Award. Council will invite financial contributions for the Walkington Award from the educational institutions who comprise the judging committee.~~

**Delegated Authority/Approval Process:** ~~That~~ Community Services will administer the Walkington Award, in consultation with the Walkington Award judging ~~c~~Committee comprising:

- ~~Director Community Services~~
- ~~City of Karratha Mayor~~
- ~~Managing Director, The Pilbara Institute~~ North Regional TAFE
- ~~Principal, Karratha Senior High School~~
- ~~Principal, St Luke's College~~
- ~~Principal, Roebourne District High School~~

### 3.5 Computers for Communities

**Aim:** ~~The~~ Computers for Communities aims to provide assistance to any incorporated art, sporting, ~~or~~ community club or association, operating within the City of Karratha, to assist with day-to-day administration and functions of that group.

Periodically, the City of Karratha will make computers available that are surplus to its needs (at no cost) to eligible applicants.

Occasionally, printers may become available under the same program and will be advertised accordingly.

All items provided under this scheme are distributed as-is and without warranty.

Funding Rounds: Call for applications will be advertised as computers and/or printers become available for dissemination.

~~Delegated Authority~~Approval Process: All requests ~~for received via~~ the Computers for Community Grant Scheme shall be assessed and administered by Community Services and referred to the Chief Executive Officer for approval.

### 3. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

### 4. ROLES AND RESPONSIBILITIES

It is the responsibility of **All Staff** to ensure that they adhere to the policy, direction and legislation.

It is the responsibility of the **Community Services Directorate** to administer funds within relevant guidelines and ensure community organisations successful in obtaining funds, are compliant with this policy.

**Council** is responsible for the application of the policy. **Council** is responsible for the review of the policy.

### 5. REFERENCES TO RELATED DOCUMENTS

- City of Karratha Annual Community Grant Scheme Guidelines; ~~and~~ Application; Evaluation Forms.
- ~~Sports and Recreational Grant Scheme and Community & Cultural Quarterly Grant~~ Scheme Guidelines; ~~and~~ Application; Evaluation Forms.
- Computers for Communities Guidelines and Application Form.
- Walkington Awards Nomination Form.
- Policy CS-19 Annual Community Associations Grant Schemes.
- ~~Policy CE-01 Financial Requests for Unbudgeted Items (Previous Policy No CS-10)~~
- Policy CS-22 Major Events Sponsorship Scheme.
- Variation Request Form

Policy Number:	CS-06
Previous Policy Number:	CS-20
Resolution Numbers:	1025-Apr 1986; 3523-Apr 1986; 1944-Jul 1992; 5595-Nov 1993; 8718-Jul 1995; 10510-Jul 1997; 10553-Aug 1997; 10755-Nov 1997; 12603-Mar 2002; 12738-Sep 2002; 13497-Oct 2004; 14223-Oct 2007; 151457-Dec 2010; 151979-Apr 2012; 152376-Jan 2013; 152533-Jun 2013; 152838-May 2014; 152945-Sep 2014
Last Review:	September 2014
Next Review:	September 2015
Responsible Officer:	Manager Partnerships and Engagement

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*