

# COMMUNITY GRANTS AND CONTRIBUTIONS SCHEME

*Document Control Statement – This policy is maintained by Community Services. Any printed copy may not be up to date and you are advised to check the electronic copy on the City website to ensure that you have the current version. Alternatively, you may contact Customer Service on (08) 9186 8555*

## 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.

The provision of financial assistance through this Policy should align with the four pillars within the City of Karratha's Community Strategic Plan:

- Our Community: Diverse and Balanced
- Our Economy: Well managed and diversified
- Our Natural and Built Environment: Thriving and Sustainable
- Our Leadership: Responsive and Accountable

~~This policy represents the following community grants and contributions, available from the City of Karratha:~~

- ~~1. City of Karratha Bi-Annual Community Grant Scheme;~~
- ~~2. Quarterly Grants Scheme;~~
- ~~3. End of Year School Awards Contribution;~~
- ~~4. Computers for Communities; and~~
- ~~5. Artworks for Communities~~

## 2. PRINCIPLES

### 2.1 Introduction

In recognition of the important role that not-for-profit agencies, community organisations and sporting groups play in developing vibrant communities, Council is committed to providing support and assistance through the various Community Grants and Contribution Schemes each financial year.

This policy represents the following Community Grants and Contributions Scheme categories, available from the City of Karratha:

1. Small Community Grants;
2. Large Community Grants;
3. Annual Events & Activities;
4. Computers for Communities; and
- 4-5. Artworks for Communities.

### 2.2 ~~Eligibility~~Eligible Applicants

- ~~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. Organisations shall include, but are not limited to, sporting clubs, schools (parents and citizens' associations ONLY\*\*\*) and community groups or individuals (via auspice) that have a focus on community needs with a social benefit.~~
- ~~2. Corporate and Government organisations are ineligible to apply through this grant unless applying in collaboration with a not-for-profit (auspice).\*\*\* These organisations may be eligible to apply for sponsorship via Policy CS22: Major Events Sponsorship and Attraction Scheme (MESAP).~~

~~3. 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 must be auspiced via a local Cricket Club/Association)~~

- ~~• 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. Where an organisation applies via auspice, the auspice body will need to provide this documentation.~~

~~4. Religious groups/organisations may be funded for community based activities/programs/events ONLY. Funding towards denomination specific activities will not be considered.~~

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

**~~Applications for projects that have already been funded through alternate City of Karratha grant schemes are ineligible.~~**

- ~~• 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.~~
- ~~• Applicant/s must be a recognised not-for-profit /incorporated body or a registered charity within the Australian Charities and not-for-profits Commission which can include, but are not limited to, sporting clubs, school parents and citizens' associations and community groups or individuals (via auspice) that have a focus on community needs with a social benefit.~~
- ~~• 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 must be auspiced via a local Cricket Club/Association).~~
- ~~• Applicant/s must have and be able to provide a current Australian Business Number (ABN).~~
- ~~• Applicant/s must hold and maintain current public liability insurance cover at the time of application and, if successful in gaining funding assistance, for the duration of the funding period.~~
- ~~• Religious groups/organisations may be funded for community based initiatives provided all other eligibility criteria are met where any successful funding towards denomination specific activities will not be considered.~~
- ~~• Corporate and Government organisations are ineligible to apply through this Policy unless applying in collaboration via an eligible entity.~~

## 2.3 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 of Karratha's Community Strategic Plan;
- Meet the specific funding program guidelines, eligibility and associated criteria (further described in Section 3);
- Demonstrate the applicant's capacity to manage the financial accountabilities of the project; and
- Demonstrate the applicant's capacity to manage and deliver the overall project.

Council will not:

- Fund deficit funding of an organisation;
- Fund retrospectively;
- Fund the cost of purchasing alcohol or associated licenses;
- Ongoing operational wages/salaries of a group/organisation/association; and
- Wages/ salaries; and

- Applicants with outstanding acquittals or debts with the City of Karratha.
- Fund recurrent items or consumables that pertain to the applicant/s core business or activity.

Applications are to be received by the advertised closing date. Applications received after the advertised closing date will not be considered. Late applications will not be considered.

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. The City of Karratha will ensure there is an opportunity for feedback to applicants on the process and outcome of their application.

Any approved funds are to be spent on the purpose detailed in the original application and outlined in the successful applicants funding agreement. In instances where approved funds are not spent on the purpose previously outlined and agreed upon, this will be considered a breach in contract and assistance will not occur.

Funding rounds Community Grants and Contributions Schemes are highly competitive. It is recommended that all information requested and/or required, be 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 organisations 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.

## **2.4 Focus Areas Criteria**

Applications shall be considered via a combination of any or all of the following (dependant on the applicable Scheme): The following criteria will be used to assess all applications:

- Level of funding available Opportunity for project to generate income from other sources Finance (leverage of funds & available funding);
- Sustainability (is the application sustainable into the future? Will future funding from the City be required?); Viability and/or feasibility of the project;
- Impact, reach and wider community benefit Broad community benefit; Impact (reach of activity, wider community benefit);
- Previous funding and level of engagement throughout the application process Previous funding received from the City; and Prior History (previous funding, level of engagement with the City of Karratha);
- Wider organisation benefit Capacity to deliver project/activity.; and  
Capacity for Self-Delivery (volunteer hours, organisation benefit); and
- Return benefit to the City of Karratha and any associated partners.

## **2.5 Allocation of Funds**

Council will allocate up to \$500,000 exclusive of GST per year as part of the annual budget process to support this scheme.

Council will allocate funds for the Community Grant and Contributions Scheme as part of the City of Karratha's annual budget process.

## **2.5.6 Funding Agreements Unspent Funds**

All fund recipients are required to enter into an agreement before any funds are released by the City of Karratha.

Funding agreements will include:

- The agreed and exclusive use of Council funds;
- The amount being funded;
- Acknowledgement and return benefit- required criteria;
- Payment schedule;
- The deadline for funds to be expended and all acquittal and evaluation reports required to be submitted; and

- Contact details of applicable City Officer to liaise with in relation to the agreement and funding progress.

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.

The recipient is required to return all unspent funds unless written approval to vary the funding conditions is provided to the recipient by the City of Karratha. Should any Council funds remain unspent and/or not satisfactorily acquitted by the agreed dates, these are considered forfeited by the recipient and treated as Council Debt.

Generally, variations to funding agreements will not be accepted unless activities are impacted by circumstances demonstrated to be beyond the recipient's control.

Approved applicants must request any variation via the Variation Request Form as long as the variation does not change the overall intent and use of the Council funds. All variation requests must be received at least eight weeks prior to the deadline in which funds were to be expended.

~~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.~~
- ~~Variations that do not change the overall intent of the approved application may be considered.~~
- ~~Variation requests must be received at least 8 weeks prior to acquittal date~~

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

~~Applicants that successfully receive funds via these schemes must acknowledge the assistance provided by the City of Karratha (and any other associated partners) via the following mediums, 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.;~~
- ~~4. City of Karratha logo displayed as appropriate on other promotional materials (posters, pamphlets, signboards etc.);~~

~~Where relevant, joint media promotion with the City of KarraProof of the above acknowledgements and photographs for funded activities, events and outcomes must be included with the final evaluation report.~~

## **3. COMMUNITY GRANTS AND CONTRIBUTIONS SCHEMES**

Aim: The Community Grants and Contributions Scheme provides community, sporting, cultural and not-for-profit organisations financial assistance to support high quality community services, events, functions and program delivery in areas such as the arts, health, welfare, training, sport and general interest that generate a positive return to the Community.

Projects/aActivities that ~~may~~**will** be considered under the Community Grants and Contributions Scheme include, but are not limited to:

- Operating costs including:
  - Advertising and marketing campaign promoting the applicant/s activities and the local community,
  - Facility and/or venue hire,
  - Salaries/wages specific to the delivery of the project/activity; and

- Insurance (capped at 50% of total insurance costs).
- Community events, functions, tradeshow and/or conferences;
- Building maintenance, refurbishments or facility upgrades (subject to relevant approvals being presented at the time of application);
- Service and/or program delivery;
- Skills development; and
- Individual sponsorship (up to \$1,000 per year).

~~Budget: Council will consider an annual budgetary provision of up to \$500,000 exclusive of GST for the purpose of this scheme~~

~~Approval Process: All requests for funding under the Small Grants Category shall be administered and evaluated by City of Karratha Officers with appropriate recommendations being provided to the Chief Executive Officer (CEO) for consideration and approval in accordance with 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)).~~

~~All requests for funding under the Large Grants and Annual Events/Activities category will be presented to Council for consideration at the next available Ordinary Council Meeting.~~

~~Specific grant considerations: An acquittal is required at the completion of the funded activity. A specific date will be included in a successful applicants funding notification and agreement.~~

~~Outlying Townships: There will be a quarantined amount of \$25,000 per Large Grant round, for each of the townships of Dampier, Roebourne, Wickham and Point Samson under this scheme. Should the amount for each township not be exhausted, funds will be redirected to other applicants.~~

~~Scheme Categories: The Community Grants and Contributions Scheme has five distinct categories:~~

1. Small Community Grants;
2. Large Community Grants;
3. Annual Events & Activities;
4. Computers for Communities; and
5. Artworks for Communities.

### **3.1 Small Community Grants ~~City of Karratha Biannual Community Grant Scheme~~**

~~Amount: \$0 - \$5,000 for eligible organisations and up to \$1,000 per year for individuals~~

~~Funding Rounds: Applications for funding can be submitted to the City of Karratha at any time during the year until budgeted funds are exhausted.~~

~~Specific Considerations: Successful applicants eligible to receive upfront payment for their approved project/initiative.~~

~~Aim: To offer financial assistance to not-for-profit, community and sporting groups to encourage high standards of community service, program delivery and activities in areas such as arts and culture, health and wellbeing, welfare, training, sport and recreation and general interest.~~

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

- Operating costs including:
  - salaries / wages (capped at 75% of the total salaries/wages)
  - advertising and administration costs

- ~~rent or venue hire (considered in context of whole community benefit).~~
- ~~Insurance (capped at 75% of the total insurance costs).~~
- ~~Events.~~
- ~~Building maintenance or facility upgrades (subject to relevant approvals)~~
- ~~Service / program delivery.~~

*Note: Capital works projects or capital improvement projects that exceed \$15,000 will be considered by Council to be undertaken by City Officers. These projects will be subject to consideration through Council's "New Initiatives" process and not directed through the grants scheme.*

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

Funding Rounds: Call for applications to be advertised for a 2-month period (prior to the advertised closing dates of each round) for Council consideration at the May and November Ordinary Council Meetings.

Outlying townships: there will be a quarantined amount of \$25,000 for the townships of Dampier, Reebourne, Wickham and Point Samson, per round. That is, up to \$200,000 per year. The quarantined amount will be reviewed at the time of policy review to ensure funding is still being utilised based on demonstrated community need.

Specific grant considerations:

Acquittals are due at the completion of the project, no later than 12 months after approval. A specific date will be included in a successful applicant's funding agreement.

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

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

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

Annual Events and Activities: Council will consider requests from community and sporting organisations to apply for a Memorandum of Understanding, for funding for a maximum of three years, for established annual events and activities.

### **3.2      Large Community Grants Quarterly Grants Scheme**

Amount: From \$5,000 to \$50,000 per application.

Funding Rounds: Two (2) rounds of funding opportunities are offered each year where the City of Karratha will advertise and call for applications for a minimum of two (2) months prior to the closing date.

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

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

Aim: Refer Sections 3.2.1 and 3.2.2 below.

Amount: Up to \$1,000 for individuals (via auspice), up to \$5,000 for organisations.

Funding Rounds: Applications for funding must 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. Funding rounds occur in February, May, August and October of 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 other relevant departments.



~~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:~~ 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.

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

~~Aim:~~ Community and Cultural Grants provides 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.

## **~~3.3 Annual Events & Activities End of Year School Awards Contribution~~**

~~Amount:~~ From ~~\$5,000~~ to \$50,000 per application

~~Funding Rounds:~~ Two (2) rounds of funding opportunities are offered each year where the City of Karratha will advertise and call for applications for a minimum of two (2) months prior to the closing date.

~~Applications for funding can be submitted to the City of Karratha at any time during the year until budgeted funds are exhausted.~~

~~Specific considerations:~~ Ongoing support for an established event or activity may be requested for up to three years providing that an acquittal be completed annually at the completion of the funded activity as per Section 3.

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

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

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

~~Funding Rounds:~~ An annual contribution to the Public Training Provider (North Regional TAFE), as well as all local primary and secondary schools within the City of Karratha at the end of each calendar year. 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~~
- ~~• \$175/high school and Public Training Provider~~

~~Approval Process:~~ Community Services will administer the annual donation to each local educational institution that consents to the contribution.

## **3.4 Computers for Communities**

~~Aim: Computers for Communities aims to provide assistance to any incorporated art, sporting, 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 to assist with general administration.

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

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

Funding Rounds: ~~Call for applications will be advertised as computers and/or printers become available for dissemination.~~ Applications can be submitted at any time during the year.

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

### 3.5 Artworks for Communities

~~Aim: Artworks for Communities aims to provide surplus artworks to the City's needs available to eligible incorporated not-for-profit, community or sporting groups to assist with groups fundraising efforts.~~

Periodically, the City of Karratha will make artworks available that are surplus to its needs (at no cost) to eligible applicants to assist organisations' fundraising efforts.

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

~~Funding Rounds: Call for applications will be advertised as artworks become available for dissemination.~~ Applications can be submitted at any time during the year

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

## 3.4. 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.

## 4.5. 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.

## 5.6. REFERENCES TO RELATED DOCUMENTS

- City of Karratha Community Grants and Contributions Guidelines; Application; Acquittal Forms.
- 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; 153652-Dec 2016; 154237-Dec 2018; 154389-Jul 2019



Last Review:	<del>July 2019</del> May 2020
Next Review:	<del>July 2021</del> May 2021
Responsible Officer:	Manager <del>Community Programs</del> Partnerships and Engagement

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