

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 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. Sports and Recreational Grant Scheme Quarterly Grants Scheme
- ~~3. Community Arts and Cultural Grant Scheme~~
- ~~4.3~~ End of Year School Awards Contribution
- ~~5.4~~ Walkington Award
- ~~6.5~~ Computers for Communities

2. PRINCIPLES

2.1 Introduction

In recognition of the important role that community and sporting groups and organisations play in developing vibrant communities, Council is committed to the provision of support and assistance through the various Community Grant 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.

2.3 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) and community groups or individuals (via auspice) that have a focus on community needs with a social benefit.
3. Corporate organisations are ineligible to apply through this grant, however may be eligible through the Major Events Sponsorships Scheme.
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 the auspice body would take ownership of the equipment should the applicants organisation cease to operate.](#)

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

2.4 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 the values and strategic direction of the City of Karratha.
2. The proposal must meet the specific funding program guidelines and criteria.
3. The applicant organisation must demonstrate their capacity to manage financial and funding accountabilities of the project, as well as their overall project management capabilities.
4. Requests from, or in connection with, other local government areas and associations will be considered, including disaster or emergency appeals.
5. Assistance will not be given retrospectively.
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.

2.5 Criteria

Applications shall be considered on the following basis:

1. Type of organisation / service.
2. Nature of service provided.
3. Purpose of donation.
4. Demonstrated community need / benefit.
5. Priority against other applications.
6. Ability to generate income.
- [7. Available funding \(budget\).](#)
- [7-8. Return benefit to the City of Karratha and any associated partners.](#)

2.6 Return Benefits to the City of Karratha

The applicant agrees to acknowledge the City of Karratha's [and any other associated partners](#), assistance through the following mediums, inclusive of, but not limited to:

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

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.

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 encourage high standards of community service and programme delivery in areas such as health, welfare, training 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 such as salaries / wages, advertising and office space rental may be considered based on whole community benefit. Insurance will be capped up to 50% of the total insurance costs.

- Annual events.
- Building maintenance and 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.

3.2 Quarterly Grants Scheme

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 ~~public~~ participation of their sporting activity at Regional/State/National Championships.

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/Community Facilities Service Representative

To assist the community with timely support, all applications submitted under the Community Grants and Contributions 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 Arts & Cultural Grant Scheme

Aim: Applications for Community & Cultural Grants can be made by any individual ([via auspice](#)), club, committee, [a](#)Association or any other leisure body that performs community based activities within the City of Karratha.

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/Community Facilities Services](#) Representative

To assist the community with timely support, all applications submitted under the [Community Grants and Contributions 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.

3.4 End of Year School Awards Contribution

Aim: To assist local educational institutions with end of year presentations.

Funding Rounds: That Council make an annual contribution to the public training provider (Pilbara Institute) 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.

Budget: Council shall make an annual budgetary provision (\$100/primary school and \$175/high school) to assist with end of year presentations.

Delegated Authority: 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

3.5 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 or part time studies at a recognised educational institution.

The 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: That Community Services will administer the Walkington Award, in consultation with the Walkington Award judging committee comprising:

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

3.6 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: All requests for the Computers for Community Grant Scheme shall be assessed and administered by Community Services and referred to the Chief Executive Officer for approval.

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. It is imperative that Councillors and Officers retain appropriate documentation to substantiate their expenditure. 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.

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.

6. REFERENCES TO RELATED DOCUMENTS

- [City of Karratha](#) Annual Community [Sponsorship Grant Scheme](#) Guidelines and Application Form.
- Sports and Recreational Grant Scheme and Community [Arts and Cultural Scheme](#) Guidelines and Application Form.
- Computers for Communities Guidelines and Application Form.
- Walkington Awards Nomination Form.
- Policy CS.19 Annual Community Associations Grant Schemes.
- Policy CE1 Financial Requests for Unbudgeted Items (Previous Policy No CS.10).
- Policy CS.22 [Major Events](#) Sponsorship Scheme.

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