

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.

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

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

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
5. Artworks for Communities.

2.2 Eligible Applicants

- 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:

- a) Are consistent with the values and strategies contained within the City of Karratha's Community Strategic Plan;
- b) Meet the specific funding program guidelines, eligibility and associated criteria (further described in Section 3);
- c) Demonstrate the applicant's capacity to manage the financial accountabilities of the project; and
- d) Demonstrate the applicant's capacity to manage and deliver the overall project.

Council will not:

- a) Fund deficit funding of an organisation;
- b) Fund retrospectively;
- c) Fund the cost of purchasing alcohol or associated licenses;
- d) Ongoing operational wages/salaries of a group/organisation/association; and
- e) Applicants with outstanding acquittals or debts with the City of Karratha.

Applications are to be received by the advertised closing date. 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 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.

2.4 Criteria

The following criteria will be used to assess all applications:

- a) Opportunity for project to generate income from other sources ;
- b) Viability and/or feasibility of the project;
- c) Broad community benefit;
- d) Previous funding received from the City; and
- e) Capacity to deliver project/activity.

2.5 Funding Agreements

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

Funding agreements will include:

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

- f) 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.

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/activities that will be considered under the Community Grants and Contributions Scheme include, but are not limited to:

- a) 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).
- b) Community events, functions, tradeshows and/or conferences;
- c) Building maintenance, refurbishments or facility upgrades (subject to relevant approvals being presented at the time of application);
- d) Service and/or program delivery;
- e) Skills development; and
- f) Individual sponsorship (up to \$1,000 per year).

Approval Process: All requests for funding under the Small Grants Category shall be administered and evaluated by City of Karratha Officers with recommendations 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

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.

3.2 Large Community Grants

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.

3.3 Annual Events & Activities

Amount: From \$0 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: 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.

3.4 Computers for Communities

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: Applications can be submitted at any time during the year.

3.5 Artworks for Communities

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 are distributed as-is and without warranty.

Funding Rounds: Applications can be submitted at any time during the year

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.

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 Community Grants and Contributions Guidelines; Application; Acquittal Forms.
- Variation Request Form.

Policy Number:	CS-06
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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:	July 2019
Next Review:	May 2022 [Every 2 Years]
Responsible Officer:	Manager Community Programs

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