



## North West Shelf Project



# QUARTERLY GRANTS SCHEME GUIDELINES

The City of Karratha Quarterly Grants Scheme (in partnership with Woodside-operated North West Shelf Project) provides opportunities for community and sporting groups to apply for funding to support the development of the organisation, local events, activities and projects.

It is divided into two categories and the total funds available is split between the two:

- Community & Cultural Grants
- Sports Grants

## WHO CAN APPLY?

Sports and recreation groups, community groups, associations and committees based within the City of Karratha may apply.

1. The applicant/s must reside and 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, schools (Parents and Citizens Associations ONLY) and community groups or individuals 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).
4. Individuals or Non-Incorporated Organisations are required to apply via an *auspice organisation* directly associated with their project/initiative (ie: an Individual Sport Scholarship application pertaining to Cricket should be auspiced via local Cricket Club/Association).
5. All applications are to be discussed with a Community Engagement Officer or Club Development Officer prior to their submission.
6. Organisations that are applying for equipment or facility development must be incorporated and provide a copy of their constitution's wind up clause.
7. Religious groups/organisations may be funded for community based activities/programs ONLY. Funding towards religious specific activities will not be considered.
8. Applications for funding may be received at any time throughout the year, however will only be assessed in the next scheduled grant round. Applications will not be funded retrospectively.

## WHAT WILL THE PROGRAM FUND?

Subject to all criteria being met, City of Karratha may fund up to 100% of the category allocations outlined below.

Whilst Quarterly Grants may be used for events, programs or activities where alcohol is served, City funds cannot be used to cover any of the costs associated with the provision of alcohol (ie: beer, wine, spirits, licenses).

## CONDITIONS OF THE GRANT

1. Quarterly Grants are competitive.
2. There are four (4) funding rounds per year. Applications for funding must be received prior to the event or project taking place. All applications *must be received on the due date* by 4.30pm (if hand delivered), 5.00pm (if emailed) and date stamped by 5.00pm (if posted). Applications will not be funded retrospectively.
3. 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 or nominated delegate for approval.
4. 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.
5. Funds are processed on receipt of a valid tax invoice to the City of Karratha from the date of notification. That is, you don't have to wait until after your project has finished to receive payment.
6. Financial acquittals and evaluation reports (including receipts NOT invoices) must be received by the Community Engagement Department within 6 months of the date the Grant was awarded. Funds not receipted will be forfeited without further notice. Funds not acquitted will be subject to immediate debt recovery without further notice.
7. Successful applicants and their approved projects are announced both individually to the applicant and to the broader community by press release.

## UNSPENT FUNDS

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

If grant monies are not utilised or acquitted within six months of notification of City of Karratha's endorsement, all monies allocated will be forfeited and the recipient is required to return all funds unless a written request for extended time is received and approved.

## RETURN BENEFIT TO THE CITY OF KARRATHA

Groups/individuals (including auspice bodies) receiving a Sports or Community & Cultural Grant agree to acknowledge the assistance provided by the City of Karratha and North West Shelf Project Partnership. This must be outlined in the application and evidence provided as part of the evaluation. Suggestions include (but are not limited to):

- Public address announcements;
- City of Karratha and North West Shelf Project Partnership banner displayed at the event;
- City of Karratha and North West Shelf Project Partnership logo displayed on posters, pamphlets, etc;
- City of Karratha and North West Shelf Project Partnership logo displayed as appropriate on other promotional materials newsletters;
- Undertake joint media promotion with the City of Karratha;
- Facebook posts and/or media stories;
- Organisation / Club website;
- Submission of photographs of activities and outcomes with an acquittal report. The photographs will be used for reporting purposes and may be used on the City of Karratha and associated bodies websites and promotional materials. Ensure permissions accompany your photographs.

## GST

Where groups and individuals have an ABN (Australian Business Number) and are registered, GST will be applicable and will be paid.

## CATEGORY 1: Sports Grants

Sports Grants support and enhance sporting and recreational activities for the City of Karratha. Financial assistance is available to individuals (via auspice), groups and organisations seeking 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 sporting activities.

### Hosting Regional / State Heats or Championships (up to \$4,500)

Funds are available to assist clubs and associations hosting regional, country, state or national championships in the City of Karratha, for costs associated with venue hire (max \$500), advertising, and event administration.

*The grant does not cover costs of catering, or the purchase of trophies, medals etc.*

*Venue hire cannot be used for the purposes of general Club Operations (ie: regular training sessions or competition requirements).*

*Before applying for this category, check that your event, showcase, exhibition does not fit under the Shows, Exhibitions, Events and Festivals category of the Community and Cultural Grants Scheme.*

### Junior Club Participation in Regional / State Championships (up to \$ 3,000)

Funds are available to assist junior clubs and associations (under 21 years) who are competing outside the City of Karratha with costs of travel, accommodation costs and professional fees (inclusive of registration fees).

*The grant does not cover meals or incidentals.*

### Equipment (up to \$2,000)

Funds are available to sporting bodies to purchase equipment required for the effective conduct and administration of their sporting activity.

Uniforms – A maximum of \$500 will be considered.

Non-durable equipment - A maximum of 50% of the value of the applications for non-durable equipment such as balls, cones, medical equipment will be considered.

*The purchase of personal playing equipment, trophies, stationery and other consumables are not covered by this grant.*

#### *Special Conditions:*

- *Organisations that are applying for equipment, a copy of the Organisation's constitutional wind-up clause must also be included with the application. For any auspice applications, the auspice will take ownership of said equipment should the group dissolve, thus the auspice will need to provide a copy of their constitution's wind-up clause.*

### Sports Development (up to \$4,500)

Funds are available for aspects of sports development that:

- Attract professionals for the purpose of conducting clinics, courses and seminars locally;
- Improve skills of local club members in the areas of coaching, umpiring, officiating, sports medicine and club administration;
- Enhance the technical and administrative knowledge of local managers and participants;
- Support program development, including the establishment of junior activities;
- Support facilitation, preparation and evaluation of management plans.

Grant covers travel costs, professional fees and accommodation only.

*The grant does not cover meals or incidentals.*

### Facility Development (up to \$4,500)

Funds are available to assist with minor capital work projects to improve or upgrade facilities and amenities. Any applications for proposed works will need to demonstrate the support of the land or facility owner. Where the improvements will be conducted on a City of Karratha facility or reserve, council building approval will be required.

*Organisations that are applying for Facility Development must be incorporated. Evidence of current incorporation status and a copy of the Club's constitutional wind-up clause to be included with application.*

### Individual Sports Scholarships (via auspice) (up to \$1,000 per individual per 12-month period)

Funds are available for athletes participating in sporting events outside of the City of Karratha to provide assistance in achieving their potential and excelling in their chosen sport via the following categories. *Applicants must apply via an eligible auspice associated with their chosen sporting activity.*

Where there are four (4) or more individuals applying for the same professional opportunity, applications will be considered as a group, to a maximum value of \$2,000.

*State Championship or Invitational Event (max \$500 per 12 month period):* for those individuals who have been formally selected to represent their sports region in a state championship or formally invited to participate in an event or trials for State selection sanctioned by their sports governing body.

*State Team Selection or National Championships (max \$750 per 12 month period):* for those individuals who have been formally selected to represent the State of WA at a national championship sanctioned by their sports governing body or to participate in state team training sessions or invited to trial for national team selection.

*National Teams Selection or International Championships (max \$1,000 per 12 month period):* for those individuals who have been formally selected to represent the Country at an international championship sanctioned by their sports governing body or to participate in national team training sessions.

The fund covers costs of travel and accommodation only.

*The grant does not cover meals or incidentals.*

## CATEGORY 2: Community & Culture Grants

Community and Cultural Grants are designed to support and enhance the development of individuals and/or the broader community wellbeing. Financial assistance is available to individuals, groups and organisations seeking 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.

### Shows, Exhibitions, Events and Festivals (up to \$4,500)

Funds are available to assist organisations in the promotion and operation of community based events, shows, exhibitions and festivals taking place within the City of Karratha.

Items eligible for funding include hire of equipment, advertising / promotional costs, performer fees, venue hire (max \$500), event public liability insurance, travel, and accommodation.

*Venue hire cannot for the purposes of general operational requirements (ie: weekly facility hire for ongoing community program that has no end date).*

### Professional and Youth Developmental Training (up to \$3,500)

Funds are available to groups (four or more) who wish to participate in a recognised developmental opportunity outside the City of Karratha. This extends to professional opportunities and youth training. Where opportunities exist to alternatively bring the training to the City of Karratha region, applications will be considered under the Community Development category.

Funds are available for the cost of travel, accommodation and participation fees.

*The grant does not cover meals or incidentals.*

### Equipment (up to \$3,500)

Funds are available to assist in the purchase of equipment required for the effective conduct and administration of community groups.

*Funds are not available for the purchase of consumables such as paint, craft materials and stationery.*

*Special Conditions:*

- *Organisations that are applying for equipment, a copy of the Organisation's constitutional wind-up clause must also be included with the application. For any auspice applications, the auspice will take ownership of said equipment should the group dissolve, thus the auspice will need to provide a copy of their constitution's wind-up clause.*

### Community Development (up to \$4,500)

Funds are available for community development and capacity building activities that:

- Attract professionals to conduct workshops, seminars, programs and courses locally;
- Enhance the administrative and technical knowledge of local coordinators and participants;
- Extend cultural activities, program development, and projects that engage or benefit the wider local community and
- Assist in the preparation, development and management of local community activities.

Assistance is provided for travel costs, professional fees and accommodation only.

*The grant does not cover meals or incidentals.*

### Collaborative Projects (up to \$5,500)

Funding amounts determined based on potential community outcome to a maximum of \$5,500.

Funds are available for groups to work collaboratively on community-focused projects that:

- Identify and address gaps around service provision in the community;
- Celebrate arts and culture, and the City of Karratha/Pilbara lifestyle;
- Enhance existing events (ie Australia Day, REAF, Harmony Week, FeNaCING, NAIDOC, Remembrance Day, and White Ribbon Day);
- Demonstrate unity in the interest of public health and safety;
- Protect the local environment;
- Promote cultural understanding and community education.

Applications must demonstrate the social and economic benefits of working in cooperation with other organisations. Unexpected collaborations from vastly different focus groups will be looked upon favorably. (Examples may include pets in hospitals or bikers with teddy bears etc).

Collaborative partners will each need to provide letters of support with the application.

### Artists Development Grants (via auspice) (up to \$1,000 per individual per 12-month period)

Funds are available to individuals who are competitively selected to participate in mentorship programs, festivals, activities or events that will enhance their artistic development or profile. Evidence of the developmental potential or evidence of selection for the activity must be provided with the completed application form. *Applicants must apply via an eligible auspice associated with their chosen developmental activity.*

Where there are four (4) or more individuals applying for the same professional opportunity, the application will be redirected to the *Professional and Youth Development Training* category and will be considered as a group application.

Assistance is provided for travel and accommodation costs only.

*The grant does not cover meals or incidentals.*

### Facility Development (up to \$4,500)

Funds are available to assist with minor capital work projects to improve or upgrade facilities used by arts and community groups. Any applications for proposed works will need to demonstrate the support of the land or facility owner. Where the improvements will be conducted on a City of Karratha facility or reserve, council building approval will be required.

*Organisations that are applying for Facility Development must be incorporated. Evidence of current incorporation status and a copy of the Club's constitutional wind-up clause to be included with application.*