



# ANNUAL COMMUNITY ASSOCIATIONS DEVELOPMENT SCHEME GUIDELINES 2017/18

## INTRODUCTION

In recognition of the important role Community Associations play and their ability to forge and strengthen communities through a variety of events, projects and infrastructure development, Council is committed to the provision of support and assistance by allocating funds on an annual basis to the Annual Community Association Development Scheme.

## OBJECTIVE

To offer Community Associations based within the City of Karratha with financial assistance to coordinate high quality community programmes, events and services that provide a direct benefit to their associated community.

## AMOUNT

Up to \$100,000 ex. GST per Community Association.

Where Community Associations do not apply for the full Annual Community Association Development Scheme allocation, Council will consider incorporating the remaining allocation into Schemes identified under Policy CS-06 - Community Grants and Contributions Scheme. This Policy includes the Annual Community Grant Scheme and the Quarterly Grant Scheme.

## ELIGIBILITY

Community Associations which are eligible for the funds are as follows:

• Dampier Community Association
• Yirramagardu Community Association
• Wickham Community Association
• Point Samson Community Association
• Karratha Community Association

**NB: Applications from Community Associations for projects that have already been funded through alternate City of Karratha grant schemes may be ineligible.**

## FUNDING USES

The funds can be used for a variety of purposes; however the Community Association must demonstrate to the City of Karratha the direct community benefit of their nominated project.

Council may fund:

- Recurring projects where a clear community benefit is demonstrated;
- Operational and/or administration costs of Community Associations, no more than 10% of the total ACADS payment available.
- Operational and/or administration costs to implement individual infrastructure projects, no more than 10% of total ACADS project budget.
- Costs associated with maintenance of existing and/or future infrastructure developments, no more than 10% of the total ACADS payment available.
- Up to 100% of the ACADS funds can be utilised for the purposes of conducting community events.
- A contingency allocation against individual projects ONLY, no more than 10%.

Council will not:

- Fund deficit funding of an organisation.
- Fund retrospectively.
- Accept applications for unplanned community events.

## **CONDITIONS OF THE GRANT**

**Closing date for 2017/2018 Applications: Friday 31 March 2017.**

The City will endeavour to provide support to:

- Programs, services, projects, activities, events and infrastructure development that are consistent with the values and strategies contained within the Council's Strategic Plan and level of service documentation.
- Where the applicant endeavours to access supporting funding sources.

Applications for the Annual Community Associations Development Scheme will be assessed on how Community Associations meet the following criteria:

- Creating aesthetically attractive and vibrant towns;
- Facilitating inclusive and engaged communities;
- Building capacity, capability and partnerships across the relevant community;
- Encouraging the building of stable and diverse communities;
- Providing a range of appropriate facilities that reflect the demography of the relevant community;
- All projects must be completed within the stipulated timeline (i.e. 12 months);
- Demonstrate that the Association has capacity to deliver the project.

Where possible all projects should endeavour to be self-sustaining with no-ongoing cost to the Council (eg. maintenance and public liability). Should there be ongoing or future costs associated with the project, the Community Association must provide Council with a life cycle cost plan when submitting the application whilst endeavouring to meet strategies contained within City of Karratha level of service documentation.

The complete responsibility of the following is removed from Community Associations:

- Maintenance of infrastructure that is normally delivered by Council, for example public toilets, playgrounds, shade structures (this excludes Community Association owned infrastructure);
- Public liability for infrastructure projects delivered through the scheme.

The approval of the project is subject to Council's financial ability to meet annual operational/maintenance costs, life cycle costs and any other ongoing financial imposts.

All capital items purchased through the funding scheme will, for all purpose, be the responsibility of the Community Association. In developing these projects, Community Associations accept total ownership of any item that successfully receives funding.

Projects may be approved across multiple years in consultation with City Officer's, however this must be indicated and approved at the outset of the project. Expenditure must otherwise occur within the year allocated, with all evaluation and acquittal documentation submitted by 30 June 2018.

## **UNSPENT FUNDS**

Funds that remain unspent and/or acquitted at the conclusion of the relevant financial year are to be returned to Council and/or forfeited (where funds have not yet been released to the Association). Council may allocate these funds into schemes identified under Policy CS-06 – Community Grants and Contributions Scheme.

Only projects that have been approved for expenditure over multiple years (as identified in the original application) can be utilised post the 20 June 2018.

## VARIATIONS

Generally, variations to the approved application will not be accepted unless projects are impacted by circumstances beyond the applicants control. Community Associations must request any variation via the Variation Request Form.

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.

## RETURN BENEFITS TO THE CITY OF KARRATHA

The receiving Community Association agrees to acknowledge the City of Karratha's assistance through the following mediums, including but not limited to;

- Public announcements at events/openings
- City of Karratha banner displayed at the event, program or service
- City of Karratha logo displayed as appropriate on posters and other promotional materials (pamphlets, signboards etc.)
- Undertake joint media promotion with the City of Karratha.
- Submission of photographs for funded activities, events and outcomes with the acquittal report.

## GOODS & SERVICES TAX (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 grant monies.

## THIRD PARTY CONTRIBUTIONS

The City encourages Community Associations to use Council funds in order to leverage additional funding contribution from other parties. This could include companies, other state and federal government agencies, service clubs or other community organisations.

## WHAT IS THE APPLICATION PROCESS?

STEP 1	Read the Policy CS.19 and Guidelines for Annual Community Association Development Scheme.
STEP 2	Contact the City's Community Engagement Team to discuss your project. This will help with initial screening of your ideas, to determine eligibility and ensure you are meeting all criteria of the scheme.
STEP 3	Complete the relevant application forms. Please note: Any costs associated with the purchase of alcohol and/or associated licenses are to be itemised separately in the financials.
STEP 4	Submit the application/s by <b>Friday 31 March 2017</b> with all required information, including: <ul style="list-style-type: none"><li>• ACADS Application Summary Form</li><li>• ACADS Project Form</li><li>• Association minutes</li><li>• Supporting documentation</li></ul>
STEP 5	The Community Engagement Team will submit your application/s for Council approval and advise Community Associations of Council's resolution after 30 June each financial year.
STEP 6	Projects requiring funding over multiple years will require prior approval from Council and as such, will need to be reflected in the application.
STEP 7	After you have completed the project, Community Associations are required to submit an Evaluation Form including all relevant acquittal information to the City by 30 June the following year.

## APPLICATION CHECKLIST AND REMINDERS

Discuss your project, activity or events with the City of Karratha Community Engagement Team.

Allow yourself adequate time to complete your application before the deadline.

Completed all sections of this ACADS Application Form and attached a detailed ACADS Project Form for every proposed project that has;

- Identified benefits to the broader community;
- Explained Association's risk management strategy;
- Explained any additional funding support;
- Listed all expenditure details with attached quotes for ALL items;
- Attached letters of support (where appropriate).
- Demonstrated that the Association has the capacity to deliver the project.

Attached a copy of Association's minutes, demonstrating the projects have been endorsed by the Association.

Ensure that the Association's President/Chair has signed the application. Ensure that the projects can be completed and acquitted by 30 June 2018.

Submitted the application by **4pm** on the **31 March 2017**. Late applications may not be accepted.