

## OBJECTIVE

The Annual Community Grant Scheme offers community, sporting, cultural and not-for-profit service groups financial assistance to encourage high standards of community service and program delivery in areas such as arts, health, welfare, training, sport and general interest, providing a return benefit to the City of Karratha community.

## AMOUNT

Up to \$50,000 per application.

## WHO CAN APPLY?

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, schools (parents and citizen's associations *only*) and community groups 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). They may be eligible to apply for sponsorship via the Major Events Sponsorship Scheme.
4. Non-Incorporated Organisations are required to apply via an auspice organisation directly associated with their project/initiative (eg: an application pertaining to Cricket should be auspiced via a local Cricket Club/Association)
5. 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.
6. Religious groups/organisations may be funded for community based activities/programs ONLY. Funding towards religious specific activities will not be considered.

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

## EXAMPLES OF FUNDING USE

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

- Operating expenses including, but not limited to;
  - salaries / wages
  - advertising
  - rent
  - insurance (capped at 50% of the total insurance costs)
- Annual events
- Building maintenance
- Service and program delivery

Council will not fund;

- Deficit funding of an organisation.
- Retrospectively.
- The cost of purchasing alcohol or associated licences.
- Applicants that have failed to acquit previously successful grant applications, or hold outstanding debts with the City of Karratha.

## **CONDITIONS OF THE GRANT**

### **Closing date for 2018/2019: 5pm, Thursday, 29 March 2018**

- There is one (1) funding round per year. Applications for funding must be received for projects commencing from 1 July 2018. 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.
- The City of Karratha will endeavour to provide support to projects, activities events and services that:
  1. Are consistent with the values and strategies contained within the City of Karratha's Community Strategic Plan (found on the City of Karratha website).
  2. Meet the Annual Community Grant Scheme guidelines, eligibility and associated criteria.
  3. Demonstrate the applicant's capacity to manage the financial accountabilities of the project.
  4. Demonstrate the applicant's capacity to manage and deliver the overall project.
- Decisions regarding funding applications are final and are not reconsidered. Applicants may choose to resubmit their applications in future funding rounds or alternate schemes.
- Any approved funds are to be spent on the purpose detailed in the original application. Assistance will not be provided to applicants in instances where this does not occur.
- The Annual Community Grant Scheme is competitive, therefore it is recommended that all information requested and/or required is 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. Recipients 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.

## **UNSPENT FUNDS**

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.**

## **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. Only minor variations that do not change the overall intent of the approved application will be considered.

## RETURN BENEFIT TO THE CITY

Groups and individuals receiving an Annual Community Grant agree to acknowledge the assistance provided by the City of Karratha through the following mediums, inclusive of, but not limited to:

- Public address announcements;
- City of Karratha banner displayed at the event, program or service;
- City of Karratha logo displayed on posters, pamphlets, sign boards etc.;
- City of Karratha logo displayed as appropriate on other promotional materials (posters, pamphlets, signboards etc.);
- Where relevant, joint media promotion with the City of Karratha;
- Submission of photographs of activities and outcomes with an acquittal report.

## GST

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

## HOW DO I APPLY?

- Discuss your application with a Community Engagement staff member at the City of Karratha.
- Complete the application form, available on the City of Karratha website at [www.karratha.wa.gov.au](http://www.karratha.wa.gov.au) or by contacting the City of Karratha Community Engagement Team on 9186 8555.
- Address the criteria on the application form.
- Complete the Application Checklist as outlined below.
- Submit your completed application by post, email or hand-delivered to the addresses below:  
City of Karratha, PO Box 219  
Welcome Road KARRATHA WA 6714  
Tel: (08) 9186 8555  
Email: [grants.officer@karratha.wa.gov.au](mailto:grants.officer@karratha.wa.gov.au)
- Posted applications must be post-marked no later than the closing date of each round.

## APPLICATION CHECKLIST

Before submitting the application please ensure you have:

- Read the Annual Community Grant Scheme Guidelines.
- Discussed your application with the Community Engagement Officer. Provided your ABN and advised if you are registered for GST.
- If your organisation is Australian based, included a copy of the organisation's Deductible Gift Recipient (ATO) document, where applicable.
- Included proof of your incorporated status and (if applying for equipment) a copy of your constitution's wind up clause.
- Completed all sections of the application form, clearly defining the purpose of the grant. Shown other funding sources (including your club/organisation where appropriate).
- Shown in-kind contributions.
- Included quotes for ALL requested expenditure items.
- Provided letters of support and/or other documents that support the application. Ensured the President/Chairperson has signed and dated the application.
- Submitted the application by **4.30pm** (if hand delivered) or **5pm** (if emailed/posted) on the **29 March 2018**. This can be the date marked by Australia Post on the closing date if submitting by post. Late applications will not be accepted under any circumstance. **Please do not send by fax.**