

Quarterly Grants Scheme Guidelines

The City of Karratha Quarterly Grants Scheme 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 2 categories:

- Community & Cultural Grants
- Sports & Recreational Grants

Total funds available for each round will be split between Sports & Recreation and Community & Culture.

WHO CAN APPLY?

Sports and Recreation groups, Community groups, associations and committees based within the City of Karratha may apply. **Individuals are eligible for funding via an auspice body.**

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 citizens associations) and community groups or individuals 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 Sponsorship 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.

WHAT WILL THE PROGRAM FUND?

Subject to all criteria being met, Council may fund *up to 100% of the total cost* of required assistance in each category.

CONDITIONS OF THE GRANT

Quarterly Grants are competitive.

There are four (4) funding rounds per year. Applications for funding must be received prior to the event or project taking place and must be received by 4.00pm on due date of the funding round.

Applications will not be funded retrospectively.

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.

Successful applicants of the May and October rounds will be notified in writing following the assessment of applications.

Successful applicants of the February and July rounds will be invited to attend a presentation evening to receive their notice. Successful applicants from the February and August rounds will be invited to attend the presentation evening to share outcomes of their funding application.

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.

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 be reimbursed.

Successful applicants and their approved projects are announced both individually to the applicant and to the broader community by press release.

Receipts and acquittal reports must be received by the Community Development Department within 6 months of the date the Grant was awarded. Funds not receipted will be forfeited without further notice. Fund not acquitted will be subject to immediate debt recovery without further notice.

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.

If grant monies are not utilised or acquitted within six months of notification of Council'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 (including auspice bodies) receiving a Sporting or Community Grant agree to acknowledge the assistance provided by the City of Karratha and North West Shelf Project Partnership through:

- 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 such as t-shirts;
- Undertake joint media promotion with the City of Karratha;
- 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.

Unregistered groups will need to complete an Australian Taxation Office declaration form prior to receiving reimbursement of grant monies.

CATEGORY 1: Sport and Recreation Grants

Sports and Recreation 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, advertising, and event administration.

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

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 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 must be incorporated
- Evidence of current incorporation status with a copy of their constitution's wind-up clause.
- If the applicant is not incorporated they may apply via an auspice. Under the auspice agreement, should the group dissolve, the auspice will take ownership of said equipment. This must be provided in writing with the application.

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 equipment must be incorporated and provide evidence of current incorporation status and a copy of their constitution's wind-up clause.

Individual Sports Scholarships (via auspice) (up to \$1,000 per individual per 6-month period)

Funds are available to athletes participating in sporting events outside of the City of Karratha to provide assistance to achieve their potential and excel in their chosen sport in the following categories. Applicants must apply via an eligible auspice.

State Championship or Invitational Event (max \$500 per 6 month period): for those individuals aged 10-21 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 6 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 6 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 (via auspice) 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 in the organisation, promotion and operation of community events taking place within the City of Karratha.

Items funded include hire of equipment, advertising / promotional costs, performer fees, venue hire, event public liability insurance, travel, and accommodation.

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

Funds are available to groups (4 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 must be incorporated*
- *Evidence of current incorporation status with a copy of their constitution's wind-up clause.*
- *If the applicant is not incorporated they may apply via an auspice. Under the auspice agreement, should the group dissolve, the auspice will take ownership of said equipment. This must be provided in writing with the application.*

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;
- 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 (funding amounts determined based on potential community outcome).

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 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.

The applications must demonstrate the social and economic benefits of working in cooperation. Unexpected collaborations from vastly different focus groups will be looked upon favorably. Examples might include pets in hospitals, bikers with teddy bears or 4WD-ing with seniors etc.

Collaborative partners will each need to submit a funding application stating their commitment to the project and letters of support from those assisting but not requesting funds.

Artists Development Grants (via auspice) (up to \$1,000 per individual per 6-month period)

Funds are available to individuals who are selected or wish 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. Where there are 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 equipment must be incorporated and provide evidence of current incorporation status and a copy of their constitution's wind-up clause.