

## COMMUNITY GRANTS AND CONTRIBUTIONS SCHEME GUIDELINES

The City of Karratha's Community Grants and Contribution Scheme aims to offer community, sporting, cultural, service groups, associations and individuals operating within the City of Karratha, financial assistance to foster high quality programs, community events, projects and services that will benefit the whole community.

Council's vision to be **"Australia's most liveable regional city"** is underpinned by four key themes:

Our Community	<i>Inclusive &amp; Engaged</i>
Our Economy	<i>Well Managed &amp; Diversified</i>
Our Environment	<i>To Protect Our Environment</i>
Our Leadership	<i>Proactive &amp; Accountable</i>

### What will be funded?

Proposals that will be considered under the Community Grants and Contributions Scheme can include but are not limited to:

- Operating costs to deliver a specific event/project. For example, advertising and marketing the project, facility/venue hire, fees/charges/wages specific to the project, stationary/printing, signage specific to the event/project.
- Costs to plan and implement community events, functions, tradeshows, expos and/or conferences.
- Community/public art projects.
- Building maintenance, refurbishments or facility upgrades. For example installation of solar panels to improve energy performance of buildings, re-painting, landscaping/garden improvements, replacement of old furniture, white goods, installation of security systems.
- Flights, accommodation, fees to bring facilitators/coaches to the City to provide skills development and training opportunities.
- Support for individuals to undertaken specific training/development (capped at \$1000 per individual).

### What will not be funded?

- Deficit funding of an organisation.
- Retrospective funding i.e. funding for an event/project that has already been delivered or for costs that have already been incurred.
- Any costs associated with the purchasing/supply of alcohol or associated licenses.
- Ongoing operational wages/salaries of a group/organisation/association.
- Applicants with outstanding acquittals or debts with the City of Karratha.
- Religious Ceremonies

## **Who can apply?**

- If you reside or operate within the City of Karratha and your proposal supports the local community.
- You will need to be recognised as a not-for-profit /incorporated body or a registered charity within the Australian Charities and not-for-profits Commission.
- If you are an individual or non-incorporated organisations you will need to partner up with an organisation who is and apply via an auspice arrangement.
- You will need to be able to provide a current Australian Business Number (ABN)
- You will need to be able to provide a current certificate of public liability insurance and for the duration of the funding term.
- Religious groups/organisations may be funded for community based initiatives provided all other eligibility criteria are met.
- For-profit and Government organisations are ineligible to apply under this Scheme.

## **What category do I apply for?**

There are five categories under the Scheme.

### **Small Community Grants (\$0-\$5,000)**

Applications for the Small Community Grants can be submitted at any time during the year. Successful applicants will receive upfront payment of the Grant, upon receipt of a valid tax invoice.

### **Large Community Grants (\$5,000-\$50,000)**

Applications for Large Community Grants can be accepted via two rounds per year. Round 1 will run from July – December and Round 2 from January – June. Applications will be received within a two month “open” period.

Applications will be assessed and presented to Council for Consideration at the September Ordinary Council Meeting for Round 1 and the April Ordinary Council Meeting for Round 2.

Projects can be delivered at any time within 12 months of receiving funding.

### **Annual Events & Activities (\$0-\$50,000)**

As a part of the Large Community Grants, groups can apply for up to \$50,000 (ex GST) per year for established community events or activities that are run each year. Groups may request for funding for up to three years with a post event/activity report required each year of the Agreement.

A payment schedule for successful applicants under the Large Community Grants and Annual Events & Activities will be outlined in a funding agreement.

## **Computers for Communities**

To assist with general administration duties, groups can apply to the City of Karratha for a surplus computer at no cost.

Applications for Computers for Communities can be submitted at any time throughout the year and successful applicants will be contacted to arrange collection.

## **Artworks for Communities**

To assist local groups' fundraising efforts, the City of Karratha will periodically make surplus artworks available (at no cost) for raffles, auctions and fundraisers.

Applications for Artworks for Communities can be submitted at any time throughout the year and successful applicants will be contacted to arrange collection.

## **How do I apply and what happens next?**

1. Get in touch with the Community Engagement team to talk about your idea – we'd love to hear from you! Phone 08 9186 8555 or email [grants.officer@karratha.wa.gov.au](mailto:grants.officer@karratha.wa.gov.au).
2. Prepare your application, which should include:
  - A project description (150 words)
  - How the project contributes to the City of Karratha becoming "Australia's most liveable regional city"?
  - How the project will benefit the community/who will be the beneficiary of the project?
  - How will you know the project has been successful? What will success look like?
  - A detailed budget including all income and expenditure
  - A detailed timeline of your project from planning, through implementation, and review.
3. When the City has received your proposal a follow up meeting will be held to discuss your proposal and work through any additional information required or clarification.
4. All applications are assessed via a panel of City representatives and presented to the CEO (Small Community Grants, Computers for Communities & Artworks for Communities) or Council (Large Community Grants) for approval.
5. You will be contacted regarding the outcome of your application. A feedback meeting will be scheduled to allow for questions and to work through the next steps.

## **How are proposals assessed?**

The panel reviews each applications based on the following criteria:

1. Strategic Alignment –  
How well does the proposal align with and provide outcomes related to the City of Karratha's Strategic Community Plan and stated vision of being "Australia's most liveable regional City"?
2. Opportunity for the project to generate income from other sources –  
Will this project be able to generate income from other sources so as not to be 100% reliant on City Grant funding? For example, ticket revenue, other sponsorship, other grants, fees/charges.
3. Viability and/or feasibility of the project/activity –  
Is the project underpinned by a well-planned approach that will ensure the project can be delivered as intended, with minimal risks and with sound management?

Has the proposal adequately demonstrated a community need/demand is being fulfilled?

4. Community benefit –

How many community members will be beneficiaries of the project? Is the project inclusive and open to a broad range of community groups/members?

If the project is targeting a specific part of the community, has this been demonstrated in the proposal with letters of support?

5. Capacity of the applicant to deliver the project/activity –

Can the project/activity be delivered by the group? How much of the project is proposed to be outsourced – is this with a local organisation/individual? Will this project help build the capacity within the organisation/group by way of developing new skills or providing volunteering opportunities?

To help you to address the assessment criteria, we have included the below table to work through when you are writing your proposal.

Assessment Criteria	Description	Weighting
Strategic Alignment	<p><i>How does your project/activity align with the City of Karratha's Strategic Community Plan?</i></p> <p><i>How does your project/activity align with one or more of the four pillars in the City of Karratha's Strategic Community Plan? The full plan can be found on the City's website.</i></p> <p><i>Our Community - Inclusive &amp; Engaged</i>  <i>Our Economy - Well Managed &amp; Diversified</i>  <i>Our Environment - To Protect Our Environment</i>  <i>Our Leadership - Proactive &amp; Accountable</i></p>	20%
Income/other funding	<p><i>Does your project/activity generate income or reduce costs for your organisation?</i></p> <p><i>Does your project/activity have other funding or sponsors?</i></p>	20%
Project viability/feasibility	<p><i>How will you know your project/activity has been successful? How will this be shown?</i></p> <p><i>How achievable/practical is your project/activity?</i></p>	20%
Community Benefit	<p><i>How many people will benefit from your project/activity? ie attendance, participant, customer numbers</i></p> <p><i>Does your project/activity benefit the wider community or is it for a specific target group? If so who, and how has their need for this activity been identified/demonstrated?</i></p>	20%
Capacity for Delivery	<p><i>How will you deliver the project? Will you be engaging any contractors/consultants/facilitators?</i></p> <p><i>Who in your organisation will be responsible for the delivery of the project/activity?</i></p>	20%

**What now?**

Now that you have read the guidelines, give us a call! The Community Engagement Team are here to support you through the application process and would love to hear from you!

**Phone 08 9186 8555 or email [grants.officer@karratha.wa.gov.au](mailto:grants.officer@karratha.wa.gov.au).**