

# Community Funding Program Information Pack



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# 1. Introduction to the Community Funding Program

The City of Kalamunda's Community Funding Program supports and encourages individuals and community groups who make a positive contribution to the City of Kalamunda. The program assists community groups and individuals to conduct projects, and activities to develop and enhance the Kalamunda community.

The City's aim is to build a sustainable local community and to celebrate the diversity of our community living in the City of Kalamunda.

The Community Funding Program is divided into six categories:

1. Club Fundraising Program – up to \$500
2. Sport and Recreation Development – Up to \$1000
3. Community Development – Up to \$1000
4. Student Citizenship Awards – Up to \$50 book voucher per student
5. Kalamunda Sports Star Awards – Junior Under 18 Up to \$250 Senior 18 – 25 up to \$150
6. Capital Grants – Clubs and Community Groups

You can download individual application forms specific to the grant you wish to apply for via the City's website on [www.kalamunda.wa.gov.au](http://www.kalamunda.wa.gov.au).

In order for your application to be assessed, you must first discuss your application with the appropriate Officer. Should you have any general enquiries, please contact Club Development Officer on 9257 9839 or [sport@kalamunda.wa.gov.au](mailto:sport@kalamunda.wa.gov.au)

For any specific enquiries, please see contact details for Grant Administrators below:

**Community Events**

Events Coordinator

9257 9953

[Marilyn.Keys@kalamunda.wa.gov.au](mailto:Marilyn.Keys@kalamunda.wa.gov.au)

**Sport & Recreation Development**

Club Development Officer

9257 9389

[sport@kalamunda.wa.gov.au](mailto:sport@kalamunda.wa.gov.au)

**Community Development**

Coordinator Community Services

9257 9933

[Nadine.Popelier@kalamunda.wa.gov.au](mailto:Nadine.Popelier@kalamunda.wa.gov.au)

**Capital Grants – Clubs and Community Groups**

Community Facilities Planning Officer

9257 9997

[Fiona.Stuart@kalamunda.wa.gov.au](mailto:Fiona.Stuart@kalamunda.wa.gov.au)

**Club Fundraising Program**

Club Development Officer

9257 9839

[sport@kalamunda.wa.gov.au](mailto:sport@kalamunda.wa.gov.au)

**Student Citizenship Awards**

Community Development Administration Officer

9257 9841

[Kimberly.Dieball@kalamunda.wa.gov.au](mailto:Kimberly.Dieball@kalamunda.wa.gov.au)

**Kalamunda Sports Star Awards**

Club Development Officer

9257 9839

[sport@kalamunda.wa.gov.au](mailto:sport@kalamunda.wa.gov.au)

**For a more detailed description of the above grants, please see Page 9 of this information pack.**

## **2. Who is Eligible for Funding?**

Community funding is available to not for profit and incorporated community organisations located within the City of Kalamunda.

If your organisation is not incorporated, or you wish to apply for the funds on behalf of an individual, please contact the City to see if you are eligible.

Eligible community groups will generally be located within the City of Kalamunda. However, in some instances, organisations with a wider membership base may be considered provided the

aims and objectives are directed primarily at the City's Community or the proposed project, activity or event will take place within the City or the benefit of the City.

Community groups may submit ONE application per category in EACH funding round.

All applications will only be considered for funding if they can show achievable objectives and clear benefits for the community in alignment with the City's own Strategic Plan and objectives.

Schools are eligible to apply for the Community Development grant, but are not entitled to apply for Community Capital Grants, Sport and Recreation Development, Club Sponsorship/Fundraising or Community Events.

### **3. Are there any eligibility restrictions?**

#### **Consideration will be given to the following:**

1. Small or large capital projects and items
2. One off projects, activities and events
3. Startup grants for projects, activities or events

#### **Consideration will NOT be given to the following:**

1. Retrospective funding (except for the Kalamunda Sports Star Awards).
2. Recurrent salaries and recurrent operational costs
3. Deficit funding – for organisations
4. More than one request for funding in the one financial year (1 July to 30 June)
5. Individuals unless they are sponsored by an eligible organisation and are resident of the City
6. For-profit organisations
7. Fund raising projects – (except for Club Fundraising Program)

## 4. What are the Conditions of Funding?

Any community group seeking funds through this program must be prepared to sign a Funding Agreement with the City of Kalamunda in the event their application is successful.

Successful Community Groups without an ABN must be prepared to sign a *Statement of Supply Form* in order to be funded. If no ABN or signed *Statement of Supply Form* is provided, the City is required to withhold 46.5% of grant payments made, to be paid over to the Australian Tax Office.

Community groups that are successful must be prepared to complete all required documentation such as funding agreements within a set time schedule.

Until such time as a funding agreement is signed by both parties, an organisation cannot issue a public announcement within a set schedule

It is a requirement that a formal acquittal of funds, together with a report outlining the success of the project in meeting its objectives is provided. The acquittal of funds is to occur within three months of completion of the project, activity or event. For large grants, the City will require a formal audited financial statement.

It is also expected that Council's financial support will be acknowledged through means such as advertising, promotion and any media publicity associated with any project, activity or event. Approval may be given to use the City's logo where appropriate.

**Please note: Until such time as there is a cheque presentation, a community group cannot issue a public announcement. Canvassing of Elected members may disqualify your application.**

## 5. How do I Apply for Funding?

The City of Kalamunda must receive your application within the specified time frame. Please note that the funding round for each grant is different.

Your application must be made in writing, using the appropriate City of Kalamunda grant application form and incorporate separate attachments where necessary.

While Community Groups may submit more than one application per annum, **only one application per organisation will be funded in any financial year (July 1 to June 30)**. Organisations wishing to submit more than one application should prioritise their applications.

### Steps for applying for Funds:

1. Determine if your community group is eligible by liaising with your Grant Administrator.
2. Determine which category of funding you are seeking by talking with your Grant Administrator. The categories are listed in the introduction to these guidelines.
3. Ensure that you have the agreement of your committee or community group to apply for the funds.
4. Arrange to discuss your application with the relevant Grant Administrator.
5. Complete your application using the appropriate application form and forward to the City.
6. You will receive a letter confirming receipt of application form.

Grant Administrator's contact details can be found on page 3 of this booklet.

## **6. How will applications be assessed?**

Council allocates a certain amount of money to the Community Funding Program each year as part of their budgetary process.

All applications received will be considered by a respective Officer within the Community Development Department.

Your organisation will need to allow for 2-3 months after submitting their application to receive official notification regarding the outcome of your application.

Questions that you will need to consider that may be asked in the assessment process are:

- Has the applicant clearly addressed why the service/product/event is needed by the community and how will it be provided?
- Did the applicant state any level of cash or in kind contribution they will make which add value for the City financially?
- Does the service/project align with the City's Strategic Plan and policy objectives?
- Can the proposal demonstrate the extent to which the broader community will be engaged or involved with the service/project/event?
- Does the applicant show evidence to demonstrate they have made other attempts to seek funding for their proposed service/event/project?
- Does the proposal demonstrate that it will provide a continuous improvement opportunity for the community, but also be sustainable?

## 7. If Your Application is Successful

### **If your application is successful, you will be required to:**

- Supply GST information and a tax invoice to the City, if your organisation is registered for GST
- Sign a management contract or funding agreement that specifies the terms and conditions of the funding
- Abide by the conditions of the funding agreement, including acknowledgement of the City as a contributor or sponsor to the project, activity or event.

### **Unspent funds:**

- If your community group is successful in obtaining funds but does not access the funding within six (6) months of notification, funding will be forfeited. In this event, groups will be notified in writing.
- Any funding that has not been used at the end of your group's project or event must be returned to the City of Kalamunda within sixty (60) days of the completion of the project or event.

### **Reporting back to the City of Kalamunda:**

- The City keeps a link with all successful applicants for some time to get regular updates on how projects or events are functioning.
- After your project or event, your organisation will need to provide an acquittal to the City that shows that you have completed the project according to your proposal.
- As part of this acquittal you will need to provide copies of receipts and a statement by the President of your organisation.
- Your organisation will receive all reporting information and requirements when you sign a funding agreement with the City of Kalamunda.

## 7. Funding Categories

(Please note: Forms must be submitted during the Funding Rounds)

### **Sport and Recreation Development – Up to \$1000**

#### Objectives:

- To extend and support the level of participation in sport and recreation activities within the community.
- To increase the number and variety of recreation opportunities within the community
- To assist in the improvement of community sport and recreation by enhancing the volunteer support base of local community groups
- To positively contribute towards the wellbeing and safety of the community

#### Priorities:

- One-off community projects that promote sport and recreation and encourage active participation
- Minor capital works projects
- Volunteer training to enhance club or increase physical activity opportunities (ie. First aid kits, goal post pads. Not for personal equipment such as mouth guards, shin pads)

#### Criteria:

- Alignment with Strategic Plan
- Consultation with City Officers
- Attendance at Clubs 4 Life seminars
- Improvement of volunteer skills
- Increase physical activity programs for the community
- Improvement in club safety practices

#### Exclusions:

- Personal equipment
- Fundraising activities
- Subsidised membership fees
- Wages for salaried Officers

#### Funding Rounds:

Funding Round 1 (1 October –30 November) Funding Round 2 (1 February – 31 March)

## **Community Development – Up to \$1000**

### Objectives:

- To support initiatives which bring positive benefits to any of the following target groups:
  - Youth
  - Seniors
  - Children
  - People with Disabilities
  - CALD
  - Volunteers

### Priorities:

- Programs which promote interactions between seniors and children or young people
- Promote active ageing for seniors
- Incorporates inclusive practices
- Reduce isolation of people who are “at risk” or marginalised

### Criteria:

- Alignment with the Strategic Plan
- Consultation
- Advance participation in community life
- Enhance social inclusion
- Promote community safety and social cohesion
- Extend the capacity of not for profit organisations

### Exclusions:

- Exclusive use activities
- Consumable materials
- Fundraising activities
- Subsidised membership fees or wages to Salaried Officers

### Funding Rounds:

- Funding Round 1 (1 October –30 November) Funding Round 2 (1 February – 31 March)

## **Student Citizenship Awards – up to \$50 voucher per student**

### Objectives:

- To recognise young people who have made an outstanding contribution within the community
- To recognise students who have demonstrated strong leadership skills within the community

### Conditions:

- School to nominate one student per year
- Must be a resident of the City of Kalamunda
- Attending a school within the City of Kalamunda
- Possess leadership qualities
- Have a commitment to enhancing their local community

### Funding Rounds:

- Nominations from last week of July till first week of September

## **Club Fundraising Program - \$500**

Funding Round 1 (1 October –30 November) Funding Round 2 (1 February – 31 March)

### Objectives:

- Program is specifically designed to assist local clubs with their fundraising initiatives

### Conditions:

- Funding must be used for fundraising purposes only
- Examples include:
  - Hire costs (marquee, equipment, bouncy castles etc)
  - Purchase of food & drink costs
  - Costs associated with hiring a MC/Guest speaker

### Exclusions:

- Funds cannot be used as a monetary prize (s)

## **Kala Sports Star Awards – Junior Under 18 \$250 Senior 18 -25 \$150**

### Objectives:

- To recognise the achievement of local athletes who have represented their state or country in their chosen sport
- To support local athletes and their families financially in their elite sports pursuits

### Conditions:

- Must be participating as an athlete in an official State or National sporting competition, endorsed by relevant ASC recognised State or National Sporting Organisation, or national school sport competition.
- Must provide documentation from State Association or Governing Body as evidence of acceptance.
- Must be chosen through a validated selection process
- Must be a resident of the City of Kalamunda
- Retrospective funding
- Must be under 25 years of age
- Must be a competitive event

### Exclusions:

- Development or training squads or camps – for example Australian U19 Women's Lacrosse Training Camp.
- Ongoing seasonal competitions – for example WA Basketball League.
- Local or regional competitions – for example BMX WA Regionals.
- Competitions run by organisations not affiliated with the ASC recognised national sporting organisation or state sporting association.
- Friendship or invitational events

### Funding Rounds:

- Round 1 – Applications close 31 October
- Round 2 – Applications close 31 March

## Capital Grants – Sporting and Community Groups

### Objectives

- The purpose of the program is to guide the forward planning and development of sport, recreation and other community infrastructure in alignment with key principles to ensure responsiveness to the long term needs of the community and consistency with strategic and corporate objectives.
- New or major extension or upgrades that will increase capacity and level of service for example new buildings, upgrades to accommodate growth or change of use.

### **Prior to completing an expression of interest (EOI), please ensure that your organisation meets the following criteria:**

- Your project has been discussed in detail with the Community Facilities Planning Officer (9257 9997)
- The project is in line with the City's endorsed Strategic Development Plans (Master Plan)
- Your organisation is not-for-profit and is incorporated;
- Your organisation is based within the City of Kalamunda;
- You can demonstrate that a majority of its membership base reside within the City;
- The proposed project is taking place on City owned or managed land and you have a current lease;
- Your organisation is in a position to fund at least one-third of the total project cost.

### **Priority will be given to projects which:**

- Align with and support relevant strategic plans including, but not limited to, the City's Strategic Community Plan, State Sporting Associations (SSA), Strategic Facilities Plans and other relevant strategic directions;
- Clearly demonstrate the current and projected community need and a project sustainability that provides clear direction with regard to future community benefit and utilisation;
- Will be used by more than one group or club, particularly where such organisations are not yet sharing facilities;
- Meet eligibility criteria for funding from other government bodies
- Increase opportunities for physical activity and social wellbeing as well as recognising the value of accessibility and inclusive participation;

- 
- Meet established best practice functionality and operational objectives, Aust. Standards and ensure it is fit for purpose;
  - Can identify similar facilities within close proximity and explain how participation will be impacted at each facility.

**Please Note:**

- Projects will not be considered within the financial year that the EOI application was made.
- When major projects are undertaken on City managed land/assets, the City of Kalamunda will manage the project.

**Funding Round**

- EOIs open in August of each financial year. Please check with the Community Facilities Planning Officer on 9257 9997 regarding closing dates.