

Community Grants - Program guidelines

Program Purpose

The City of Karratha is committed to supporting our diverse communities through transparent and equitable funding programs. Grants, Sponsorships, and In-Kind Support are key tools that enable the City to partner with community groups, not-for-profit and other organisations to deliver initiatives that strengthen liveability, participation and wellbeing across the region.

The City of Karratha Community Grants program provides financial assistance to enable the community to deliver social, cultural, recreational, and environmental initiatives. Projects funded through these grants will contribute to delivering the goals of the Council Plan and will support our communities to:

- Recognise and celebrate Aboriginal cultural knowledge through genuine and meaningful engagement, sharing culture, embracing truth telling and reconciliation
- Make healthy and active lifestyle choices and have access to the services and facilities they need
- Build safety and resilience so that in times of adversity our people and places are stronger and more connected
- Embrace opportunities for participation in creative experiences that celebrate our stories, cultures, and identities
- Be respectful, inclusive and engaged, valuing diversity and sustaining connections to people and places
- Protect and enhance our unique natural environment, wildlife habitats, coasts, and waterways

Inclusion Statement

The City is committed to ensuring that all grant activities undertaken consider the diverse needs of our community. The City prioritises the inclusion, engagement and representation of any underrepresented groups including:

- Aboriginal and Torres Strait Islander peoples
- Culturally and Linguistically Diverse peoples
- People living with disability
- People who identify as LGBTQIA+
- Women and girls
- Young people (including early years)
- Older people

General Funding Limitations

Community grants are not intended to provide ongoing funding. Organisations are encouraged to seek additional funding sources and develop methods of generating revenue to support long-term sustainability. Funding is intended to support outcomes that are additional to the applicant's existing services, programs, and operational commitments and must not replace existing funding sources or reduce the applicant's financial contribution to its core activities.

Applicants should ensure that all previous grants received from the City have been correctly acquitted. Applicants with outstanding acquittals of previous grants may be required to finalise their acquittal prior to approval of any future applications.

The City reserves the rights to fund grants in full or to grant only partial funding where expenditure does not align with project description, strategic priorities, or assessment criteria.

All funding decisions made by the City are final. Applicants may request feedback on their application, and the City welcomes feedback on the grant program and application process as part of our commitment to continuous improvement.

Ineligible Applications

Applications that include any of the following will be considered ineligible:

- Retrospective funding for projects that have already taken place or are in progress
- Expenditure that is the responsibility of State or Federal Government
- Projects that are not delivered for the benefit of City of Karratha residents
- Projects that are commercial in nature
- Projects that are delivered for a solely political or religious purpose (cultural celebrations are excepted)
- Projects that promote or facilitate discrimination, violence or intolerance
- Administrative and operational costs (e.g. wages, rates, rent, insurance, utilities, subscriptions)
- Ineligible expenditure includes the purchase of:
 - Gifts
 - Alcohol or tobacco
 - Prizes (including money, trophies, vouchers, and gift cards)
- Infrastructure improvements where the applicant does not have significant responsibility or control, and no long-term lease or land tenure agreement is in place between the applicant and the landowner
- Funding of school-based events or activities that are unable to adequately demonstrate benefit to the wider community
- Applications for events or activities that duplicate existing activities that do not adequately demonstrate need
- Initiatives that have been funded three times in the previous five years

Eligibility Criteria

Applications are open to incorporated not-for-profit organisations with an active Australian Business Number (ABN), have suitable insurance coverage, and that are legally constituted and operating within Australia, including:

- Community Associations
- Charities
- Sporting Clubs
- Cultural Organisations
- Other community-based entities

Unincorporated community groups may also apply, provided their application is submitted through an eligible auspice organisation that agrees to accept legal and financial responsibility for the grant on the group's behalf and are able to enter into a funding agreement if successful.

All other entities are not eligible to apply for funding, including:

- Individuals (with the exception of Youth Participation Sponsorship)
- For-profit businesses and commercial ventures
- Political parties or organisations
- Government departments and agencies
- Organisations that have outstanding acquittals or debts owed to the City of Karratha
- Organisations that are insolvent, under administration, or unable to demonstrate appropriate governance and financial management practices

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Who can and can't apply

Not-for-profit organisation type	Community Support Grant	Community Activity Grant	Community Facility Improvement Grant	Youth Participation Sponsorship	Placemaking Grant	In-Kind and venue support grant
Incorporated associations	✓	✓	✓	X	✓	✓
Unincorporated organisations (Auspice)	✓	✓	✓	X	✓	✓
Registered Charities	✓	✓	✓	X	✓	✓
Companies limited by guarantee	✓	✓	✓	X	✓	✓
School P & C	✓	✓	✓	X	✓	✓
Churches/religious groups	X	X	X	X	X	X
Political groups	X	X	X	X	X	X
Government Departments or Agencies	X	X	X	X	X	X
Businesses	Ineligible under these streams. Consider applying through Business Grants.					
Individuals	X	X	X	✓	X	X

Available Grants

Community Support Grant

Amount	Up to \$5,000 per application.
Funding Rounds	Funding is available year-round. Applications must be received a minimum of 6 weeks before the event/activity.
Eligibility	Applicants are eligible to receive up to 2 Community Support Grants per financial year. Pending successful acquittal of first grant.
Approver	Director Community Experience

Grant Purpose:

The Community Support Grant provides support for organisations to deliver initiatives designed to enhance community participation with a strong focus on building community capability and cohesion.

Funding will be prioritised for projects that:

- Contribute to community safety, improved health and well-being, community connection, or positively impact the natural environment
- Delivering initiatives, events and activities, targeted at building the platform of underrepresented groups
- Youth development initiatives that build capacity and support leadership
- Deliver community arts, sports, or cultural events and activities
- Assist organisations to deliver their services, improve organisational capacity and sustainability, or support their members and volunteers

Eligible expenditure under this grant may include:

- Event related costs such as venue and equipment hire or event resources
- Fees to engage service providers to deliver entertainment, a guest speaker or Traditional Custodian to deliver a relevant cultural ceremony
- Fees to engage a facilitator for workshops, training or skill development activities
- White goods, appliances, tools, furniture, and other essential equipment including delivery/freight and set-up costs
- Personal protective equipment, first aid, and safety equipment

This grant will not provide funding for:

- Activities with the primary objective of fundraising
- Activities exclusively for members of the applicant organisation (with the exception of activities that provide capacity building, strengthen and enhance organisational sustainability, or deliver improved governance practices)

Purchase of equipment under this grant is limited to a maximum of \$2,000 per organisation in each financial year.

Community Activity Grant

Amount	Up to \$25,000 per financial year. Multi-year funding considered up to 3 consecutive years. Maximum of \$75,000 for multi-year projects.
Funding Rounds	Round 1-closes 31 March for projects that commence after 1 July Round 2-closes 31 August for projects that commence after 1 January
Eligibility	Applicants are eligible to receive 1 grant per financial year.
Approver	Council

Grant Purpose:

The Community Activity Grant provides support for the delivery of projects and initiatives that demonstrate wide community impact in line with the goals of the City of Karratha Council Plan. These initiatives should strengthen or improve social, cultural, recreational, or environmental outcomes through events, activities, or programs.

Funding will be prioritised for projects that:

- Strengthen relationships between Aboriginal and Torres Strait Islander peoples and non-indigenous peoples
- Delivering initiatives, events and activities, targeted at building the profile of underrepresented groups
- Address social issues, encourage social cohesion or strengthen community resilience and wellbeing
- Develop or expand community events in the City
- Enhance participation in arts and cultural experiences, particularly those which support local artists and creative practitioners
- Promote physical activity and mental wellbeing
- Protect and enhance natural areas, native fauna and wildlife habitats, including waste minimisation initiatives

Eligible expenditure under this grant may include:

- Event related costs such as venue and equipment hire, advertising, entertainment, traffic management costs and event resources
- Fees to engage a musician, entertainer, guest speaker or Traditional Custodian to deliver a relevant cultural ceremony

This grant will not provide funding for:

- Activities with the primary objective of fundraising
- Activities exclusively for members of the applicant organisation
- Purchase of equipment, vehicles and machinery
- Facility improvements or construction projects

Grants awarded under a multi-year funding agreement are subject to annual review. Release of funding in each subsequent year will be contingent upon satisfactory performance and compliance with funding agreement requirements, successful acquittal of previous funding, and the availability of funds as determined through Council's annual budget process.

Community Facility Improvement Grant

Amount	Up to \$25,000 per application. Multi-year funding considered up to 3 consecutive years. Maximum of \$75,000 for multi-year projects.
Funding Rounds	One round per year closing 31 March Approval at the June Ordinary Council Meeting
Eligibility	Applicants are eligible to receive 1 grant per financial year for projects that commence after the 1 July.
Approver	Council

Grant Purpose:

The Community Facilities Improvement Grant provides funding to eligible organisations to develop new or improve existing community facilities within the City of Karratha. Funding supports projects that create, enhance, or upgrade facilities where people can participate in community, cultural, sporting, and environmental activities. The grant aims to strengthen community participation, capability, and cohesion by improving access to quality community infrastructure. Projects must be completed within 12 months from date of approval.

Funding will be prioritised for projects that:

- Improve accessibility of community facilities and services
- Increase or enhance inclusion
- Increase participation in recreation and physical activity
- Increase participation in arts and cultural activities
- Improve sustainability or waste management practices

Eligible expenditure under this grant may include:

- Construction of new community facilities e.g. men's sheds, facility fencing, or storage sheds
- Improvements to existing community facilities such as:
 - Construction of outdoor areas
 - Bathroom upgrades
 - Kitchen upgrades

This grant will not provide funding for:

- Projects that are on land owned by an individual or an ineligible entity, except for Government Departments and agencies
- Projects that are on land where the applicant does not have an official land tenure agreement
- Projects that do not have the required documentation and approvals e.g. landowner consent, construction drawings, development approval
- Emergency repairs e.g. roof repairs, broken doors or windows
- Maintenance activities e.g. servicing air conditioners, exterior and interior painting
- Projects that are the responsibility of the lessor (identified within the lease agreement)
- Installation of solar panels and battery systems

Applicants with an existing land tenure agreement or lease with the City require approval from the Community Facilities Team before applying. Please contact the Community Facilities Team on community.facilities@karratha.wa.gov.au for more information.

Grants awarded under a multi-year funding agreement are subject to annual review. Release of funding in each subsequent year will be contingent upon satisfactory performance and compliance with funding agreement requirements, successful acquittal of previous funding, and the availability of funds as determined through Council's annual budget process.

Youth Participation Sponsorship

Amount	Up to \$1,000 per applicant.
Funding Round	Funding is available year-round. Applications must be received 2 weeks before the event/activity.
Eligibility	Eligible applicants are able to receive 1 sponsorship per financial year.
Approver	Manager Community Development and Youth Services

Sponsorship Purpose:

The Youth Participation Sponsorship is designed to recognise Young People that have been highlighted as exceptional in their chosen Sport, Arts, STEM, or Cultural endeavours. The sponsorship provides funds to assist in the cost of travel and accommodation associated with their attendance at Regional, State, National, or international training, competitions, or representative events. Applicants must supply evidence from the relevant State Sporting Association or Peak Body of invitation or selection.

Sponsorship can cover travel and accommodation costs relating to:

- Entry in Regional, State, National, and international competitions
- High performance competitions sanctioned by the relevant State Sporting Association or Peak Body
- Training camps
- Representative events where the individual has been invited to attend

Eligible expenditure includes:

- Airfares
- Accommodation

This sponsorship will *not* cover costs for:

- Coaches, officials, supporters, or chaperones, except where a person with disability is accompanied by a companion who holds a valid Companion Card
- Travel and accommodation costs that are fully reimbursed by another body
- Travel to Country Week, School Sports or similar events unless they form part of a SSA formal selection process
- Travel and accommodation costs that are eligible for reimbursement through Department of Creative Industries, Tourism and Sports (CITS) funding e.g. Regional Athlete Travel Subsidy Scheme

Youth Sponsorship applications must be submitted by a Parent or Legal Guardian of the young person.

Placemaking Grant

Amount	Up to \$1,000 per application.
Funding Round	Funding is available year round. Applications must be received 2 weeks before project start date.
Eligibility	Eligible applicants are able to receive up to 5 grants per financial year, pending acquittal
Approver	Manager Community Development and Youth Services

Sponsorship Purpose:

The Placemaking Grant is designed to create opportunities for small but meaningful improvements to public community spaces. These activities could include street art, community beautification, outdoor street furniture, place activations, or community planting activities. The intent is to support the design and delivery of small community led projects that enhance civic engagement and provide community benefit by improving overall aesthetics or amenity of the project area.

Funding can contribute to:

- Purchasing of goods and services to facilitate delivery of the project
- Cost of engaging an artist to deliver the project
- A unique idea that reimagines the use and activates a public space

Eligible expenditure under this grant may include:

- Paint, tools, resources used in the delivery of the project
- Purchase and delivery/installation of project related items
- Airfares or accommodation for traveling artist or service provider

This grant will not provide funding for:

- Fundraising initiatives
- Projects that cannot demonstrate support from the landowner
- Projects or programs that charge for participation
- Enhancements that predominantly involve business signage or product advertising
- Projects that are receiving in-kind support from the City or have received funding through other City grant programs

In-Kind and Venue Support Grant

Amount	In-kind
Funding Round	In-kind support is available year round. Applications must be received a minimum of 6 weeks before project start date.
Eligibility	Eligible applicants are able to receive support up to 3 times per financial year for different activities
Approver	Council – support valued above \$5,000 CEO – Support valued between \$2,000 and \$5,000 Director – Support valued up to \$2,000

Sponsorship Purpose:

The In-Kind and Venue Support Grant provides support to eligible entities through the provision of in-kind services and/or equipment, or the waiving of venue hire fees. Support is provided for activities that encourage healthy lifestyles and physical activity, supports inclusion of diverse and underrepresented groups, and improves connections amongst our community members.

In-kind support can include:

- City owned or managed facility venue hire fee.
- City owned equipment.
- Services offered by the City.

Activities that support the following outcomes may be supported:

- Free or low-cost.
- Promote inclusion, social wellbeing and cultural participation.
- Arts and culture, live music and sporting events.
- Strengthen social cohesion, sense of belonging and celebration of place

This grant will not provide support for:

- Political or lobby group events or activities.
- Private/Invite only events (events or activities must be accessible to the public).
- Faith based activities of religious organisations.
- Projects that have an adverse effect on public health, safety, the environment or heritage.
- Activities that are being supported through another grant stream.

Applications are assessed in collaboration with the venue or service area. Assessors may recommend full, part or no support.

Grant Program Summary

Grant	Amount	Funding Rounds	Notification	Project Timeline
Community Support Grant	Up to \$5,000	Funding is available year-round. Applications must be received a minimum of 6 weeks before the event/activity.	2 weeks from application date.	Projects must be concluded within 6 months of signing of grant agreement.
Community Activity Grant	Up to \$25,000	Round 1: 1 July - 31 August Round 2: 1 February - 31 March	Round 1: Following November Ordinary Council Meeting Round 2: Following May Ordinary Council Meeting	Projects must be completed within 12 months of the approval date.
Community Facility Improvement Grant	Up to \$25,000	A single round per year. Open: 1 February Close: 31 March	Following June Ordinary Council Meeting	Projects must be completed within 12 months of the approval date.
Youth Participation Sponsorship	Up to \$1,000	Year Round. Applications must be received a minimum of 2 weeks prior to travel being booked.	1 week from application date	Activity attendance to occur within 6 months of the approval date.
Placemaking Grant	Up to \$1,000	Year Round. Applications must be received a minimum of 2 weeks before project commencement	1 week from application date	Project must be completed within 6 months of the approval date.
In-kind and venue support grant	In-kind	Year Round. Applications must be received a minimum of 6 weeks before project commencement	Up to \$2,000 – 2 weeks from application date Up to \$5,000 – 4 weeks from application date Above \$5,000 – following next available Ordinary Council Meeting	Project must be completed within 6 months of the approval date.

Submitting an application

The City recommends you liaise with the Grants Administration Officer before beginning your application to discuss your project and eligibility.

Applications must be received by the published round closing dates, or minimum notice periods, listed in these guidelines or on the Council's website at www.karratha.wa.gov.au/community/grants-and-funding/community-grants/large-and-small-grants

Required documents

These documents are required for Community Support Grant, Community Activity Grant, and Community Facility Improvement Grant applications:

- Most recent minutes of the Annual General Meeting (where applicable).
- Current certificate of public liability insurance.
- Most recent audited statement or financial statement verified by the association's president or treasurer.
- Quotes for expenditure items noting:
 - Must be issued by the supplier/s, who have the skills and experience (and licenses where applicable) to deliver the goods/services being quoted.
 - Must clearly show the supplier's name, ABN, phone number, a list of the service/s or goods being provided and the cost of each item. Screenshots of rates and prices advertised online are acceptable as quotes and must show the supplier's name.
 - Any individual involved in the preparation of the application must not quote for or be a supplier of grant funded items.
- Confirmation of any additional funding received for the project.

Assessment criteria

City of Karratha Community Grants are competitively assessed grant programs. Even though an application may meet the eligibility criteria, success will depend on the number of applications received, the relative merit, quality and feasibility of the proposed project, how well the project aligns with Council's goals and outcomes, the grant priorities, and available funds.

Submitted applications are assessed against the following criteria:

Eligibility (Mandatory Criteria)

- Applicant is an eligible organisation type
- Project is being delivered within the City of Karratha
- Applicant has no outstanding acquittals
- Application is not retrospective or commercial in nature
- Application is complete including all required supporting documentation

Need (30% weighting)

- The application identifies a need (community or organisational) using supporting data and evidence
- The project aims to address this need through an evidence-based approach
- The project has realistic measures for success and key performance indicators
- The project aligns with at least one of the goals in the Council Plan or other City strategies

Benefit (30% weighting)

- The project demonstrates a benefit for City of Karratha residents
- The project intersects with or supports one or more groups identified in the inclusion statement

- The project demonstrates creativity, innovation, and/or best practice

Value (20% weighting)

- The budget is realistic and represents value for money and expenditure items are relevant to the project
- The budget includes matched funding, in-kind support, or partner contributions
- The applicant is able to demonstrate how the organisation will ensure sustainability of the project and its operations beyond the awarding of the grant
- The project uses local suppliers where possible

Capacity to deliver the project (20% weighting)

- The organisation demonstrates meaningful partnerships with other organisations, community groups, Traditional Owner groups, or relevant stakeholders to enhance the reach, quality, sustainability, or impact of the proposed project
- The organisation has the skills and resources (internal or external) to deliver the project
- The organisation demonstrates experience of delivering similar projects
- The project plan demonstrates an understanding of the project stages

All grant applications are assessed by City officers in accordance with relevant City policy and guidelines using the following scoring matrix:

Poor 1-2	Fair 3-4	Satisfactory 5-6	Good 7-8	Excellent 9-10
The response addresses the criteria in a Very inadequate way	The response addresses the criteria in a non-specific or unsatisfactory way	The response addresses the criteria in an adequate way	The response addresses the criteria in a substantial way	The response addresses the criteria in an outstanding way

The City may contact applicants for further information to assist with the assessment process. Applications are assessed on their merit, and the City reserves the right to decline applications, or approve applications for partial funding.

The City also acknowledges that exceptional circumstances may arise and, at its discretion, may consider grant applications that do not fully meet the guideline requirements, provided the City is satisfied with any explanation or justification provided in support. In such instances, applications will be presented to Council for consideration and approval.

Grant funding acknowledgement

Acknowledgement of City of Karratha funding is something you need to consider from the moment you receive your grant offer right through to when your project is completed.

It is important to acknowledge the City in your marketing. This helps us promote grants to other groups. You can do this by:

- Using the following words in your marketing (flyers, brochures and advertisements)
“Proudly supported by the City of Karratha Community Grant Funding”

- Acknowledging the City during speeches, e.g. “This event is supported by the City of Karratha’s Community Grant Funding”

You must show examples of where you have acknowledged the City of Karratha funding when submitting your acquittal report.

Reporting and Acquittal

All successful applicants will be required to provide a report on the outcomes of the project funded by the City, in the form of an acquittal document. This includes completed income and expenditure statements with correlating receipts and any promotional material and images, as outlined in the funding agreement. The acquittal is due within eight (8) weeks from the completion of the project.

Any portion of the grant unspent or not expended in accordance with the grant program must be returned to the City of Karratha.

Applicants who do not complete and submit an acquittal will be ineligible for any future funding opportunities.

Definitions

Accessibility - Making information, activities, and/or environments accessible, meaningful, and usable for as many people as possible.

Community resilience - The ability of communities to withstand, adapt to, and recover from adversity.

Cultural ceremony - A formal activity conducted on an important occasion or sacred observance.

Diversity - People from a range of different social and cultural backgrounds, and/or different genders, sexual orientations, ages and abilities.

Equipment - Physical items required for an organisation to deliver its services and activities.

Financial statements - Documents that show how an organisation has been operating in areas such as profitability, cash flow, assets and liabilities.

Inclusion - The practice of providing equal access to opportunities and resources for people regardless of background (race, ethnicity, gender, abilities etc.).

Incorporated association - An organisation that is a legal entity separate from its individual members, does not have profit making objectives and is incorporated under Australian state or federal law.

Quote - A document issued from a business to a customer outlining the price of a sale.

Reconciliation - Strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-indigenous peoples to benefit all Australians.

Registered charity - A legal entity that does not have profit making objectives and is registered with the Australian Charities and Not for Profit Commission (ACNC).

Strategic Plans - This encompasses the Early Years strategy, Youth Plan, Age Friendly Strategy, Reconciliation Action Plan, Disability Access and Inclusion Plan and other guiding documents endorsed by council.

Sustainable (for projects) - The ability to maintain or support a project or process over time.

Traditional custodian – Aboriginal and Torres Strait Islander peoples or Nations who have responsibilities in caring for their Country.

Unincorporated organisation - A group of individuals who have agreed to act together to pursue a common, non-profit purpose without forming a separate legal entity. Because it lacks a distinct legal identity, the organisation cannot hold assets, sue, or contract in its own name; members are often personally liable for debts.

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