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 vison to be **"Australia's most liveable regional city. The place we are proud to call home."** is underpinned by seven goals and priority focus areas:



What may 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 undertake 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 organisation 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 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 four 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 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.

How do I apply and what happens next?

1. Get in touch with the Grants Administration Officer to talk about your idea – we'd love to hear from you! Phone 08 9186 8555 or email grants.officer@karratha.wa.gov.au
2. Prepare your application, which should include:
   - A project description
   - How the project contributes to the City of Karratha becoming "Australia's most liveable regional city. The place we are proud to call home."?
   - 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) 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?

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:

Assessment Criteria	Description	Weighting
Eligibility	• Applicant is an eligible organisation type • Project is being delivered within the City of Karratha • Applicant has no outstanding acquittals	Mandatory

	• Application is not retrospective or commercial in nature • Application is complete including all required supporting documentation	
Need	• 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	30%
Benefit	• The project demonstrates a benefit for City of Karratha residents • The project intersects with or supports one or more underrepresented population groups • The project demonstrates creativity, innovation, and/or best practice	30%
Value	• 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	20%
Capacity for Delivery	• 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	20%

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

What now?

Now that you have read the guidelines, give us a call! The Grants Administration Officer is 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