



City of
Kalgoorlie
Boulder

GRANTS TOOLKIT

YOUR GUIDE TO A SUCCESSFUL GRANT APPLICATION



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INTRODUCTION



The City of Kalgoorlie-Boulder (the City) recognises the pivotal role community focused groups and organisations play in strengthening and enhancing the social wellbeing, and development and sustainability of projects and events within the local community.

The City provides a number of funding opportunities for community groups, not for profit organisations and individuals. These include:

- Community Assistance Scheme;
 - Community Group Grant
 - Outstanding Individual Grant
 - Waive of Hire Fees
- Annual Grant Program; and
- Sponsorship.

These funding opportunities aim to encourage the involvement of the community in achieving the City's vision and strategic direction as identified in the Strategic Community Plan 2020-30.

Each funding opportunity has its own Guidelines which outlines additional eligibility requirements. When applying for funding, applicants should review and make themselves familiar with the policy requirements to ensure your grant application is eligible. All funding Guidelines are available at ckb.wa.gov.au/grants.

ENQUIRIES

This toolkit is intended to provide advice and information for those wanting to apply for funding. Further support and details regarding eligibility and the application process is available by contacting City Officers on (08) 9021 9600.



OVERVIEW



COMMUNITY ASSISTANCE SCHEME

INCLUDES

Community Group Grant.
Outstanding Individual Grant.
Waive of Hire Fees.

AVAILABILITY

Open all year round.

MORE INFORMATION

Page 07 in this Toolkit.
ckb.wa.gov.au/CAS

ANNUAL GRANT PROGRAM

INCLUDES

One-off Grants.
3 Year Service Agreements.

AVAILABILITY

Open February to April each year.

MORE INFORMATION

Page 11 in this Toolkit.
ckb.wa.gov.au/AGP

SPONSORSHIP

INCLUDES

Event Funding.

AVAILABILITY

Open all year round.

MORE INFORMATION

Page 13 in this Toolkit.
ckb.wa.gov.au/SPONSORSHIP

STRATEGIC COMMUNITY PLAN 2020-30

The City is investing in our community by pursuing strategies that will future proof our City, expand and diversify our economy, increase our population, keep our community safe, connect our community and maintain a green and sustainable City.

Applicants must provide details of how the project or event aligns to the key priorities noted in the Strategic Community Plan 2020-30.

These key priorities are:

SAFE

We will be safe and free from harm and crime

CONNECTED

We will be connected to our history, culture and community

SUSTAINABLE

A green ecologically sustainable City for current and future generations

EMPOWERED

We continue to believe in the principles of representational democracy, and are enabled to make decision about our lives

CAPABLE

We will have the resources to contribute to our community and economy

FUTURISTIC

We plan for the future proofing of our City by being a thinking and innovative society

The Strategic Community Plan 2020-30 is available for download at ckb.wa.gov.au/grants.

COMMUNITY ASSISTANCE SCHEME

The Community Assistance Scheme (CAS) allows not for profit community groups and organisations (incorporated or auspiced), or outstanding individuals to receive funding and in-kind support for specific projects and events. Applications demonstrating sustainable community development principles, sharing of resources and the development of partnerships with other community groups are encouraged.

The CAS aims to encourage the involvement of the community in achieving the City's vision and strategic direction as identified in the Strategic Community Plan 2020-30.

There are three (3) categories available:

COMMUNITY GROUP GRANT

The Community Group Grant provides financial assistance to not for profit community groups and organisations (incorporated or auspiced), to deliver innovative projects and events that respond to local community needs and issues.

OUTSTANDING INDIVIDUAL GRANT

The Outstanding Individual Grant supports the self-development of individuals who have excelled in their chosen discipline, and must be justified by a minimum selection of state representation.

WAIVE OF HIRE FEES

The application for Waive of Hire Fees is aimed at not for profit community groups and organisations (incorporated or auspiced), seeking support for a specific project or event that is being held in a City owned facility.



WHO CAN APPLY?

- Incorporated not for profit community groups and organisations; and
- Non-incorporated not for profit community groups and organisations that are supported by an auspice organisation (information regarding auspice organisations is provided in Further Information).

APPLICATION INFORMATION

Applications will only be considered if they are submitted on a fully completed application form with all required supporting documentation. Applications are assessed regularly throughout the year and must meet the criteria listed in the Guidelines.

Applications are open all year round and will continue to be accepted until the allocated funding has been exhausted, and must be submitted at least four (4) weeks prior to the project or event.

ENQUIRIES

City Officers are available to provide assistance and support in the grants process and it is strongly advised to discuss your project or event with City Officers prior to lodging an application.

Phone: (08) 9021 9600

Email: cas@ckb.wa.gov.au

Website: ckb.wa.gov.au/CAS

ANNUAL GRANT PROGRAM



The Annual Grant Program (AGP) provides one-off grants and three (3) year service agreements for not for profit community groups and organisations (incorporated or auspiced) and individuals supported by an auspice arrangement, with a focus on community development projects, capital works projects, events or activities that contribute to the City's quality of life. It is an opportunity for organisations to apply for larger scale funding for specific projects or events.

Applications for funding must align with the City's Strategic Community Plan 2020-30.

WHO CAN APPLY?

- Incorporated not for profit community groups and organisations;
- Non-incorporated not for profit community groups and organisations that are supported by an auspice organisation (information regarding auspice organisations is provided in Further Information); and
- Individuals supported by an auspice organisation.

APPLICATION INFORMATION

Applications will only be considered if they are submitted on a fully completed application form (with all required supporting documentation), meet the criteria listed in the Guidelines and are submitted by the closing date.

Applications are accepted between February and April each year, and referred for final approval by Council as part of the City's budget adoption process.

ENQUIRIES

City Officers are available to provide assistance and support in the grants process and it is strongly advised to discuss your project or event with City Officers prior to lodging an application.

Phone: (08) 9021 9600

Email: agp@ckb.wa.gov.au

Website: ckb.wa.gov.au/AGP

SPONSORSHIP



The City recognises the importance of events in contributing to the vitality of the City, the activation of spaces, the sense of community and well-being, and increased economic benefit.

The purpose of the City's Event Sponsorship Program is to position Kalgoorlie-Boulder as a significant event destination in partnership with community organisations and businesses that make positive contributions to the quality of life in the City and our local economy. The Event Sponsorship Program aligns with the City's Strategic Community Plan 2020-30 and aspires to promote a City that is a dynamic, diverse and attractive place for tourists, and cultivates a strong and vibrant local business environment.

WHO CAN APPLY?

- Incorporated not for profit community groups and organisations; and
- Non-incorporated not for profit community groups and organisations that are supported by an auspice organisation (information regarding auspice organisations is provided in Further Information).

APPLICATION INFORMATION

Applications will only be considered if they are submitted on a fully completed application form with all required supporting documentation. Applications are assessed regularly throughout the year and must meet the criteria listed in the Guidelines.

Applications are open all year round and will continue to be accepted until the allocated funding has been exhausted. Applications must be submitted at least four (4) to eight (8) weeks prior to the event, dependent on the funding amount requested.

ENQUIRIES

City Officers are available to provide assistance and support in the grants process and it is strongly advised to discuss your event prior to lodging an application.

Phone: (08) 9021 9600

Email: mailbag@ckb.wa.gov.au

Website: ckb.wa.gov.au/sponsorship

GRANT APPLICATION TIPS



BEFORE COMMENCING YOUR APPLICATION, IT IS IMPORTANT TO HAVE A GOOD UNDERSTANDING OF THE FOLLOWING INFORMATION:

- Check the closing date – do you have enough time before your project or event to write your application and gather all the relevant information and supporting documents;
- Check the funding program's eligibility criteria and guidelines to ensure that your project or event is eligible;
- Be clear on what you want to achieve with the funding, how are you going to do it and why;
- Make sure you answer all questions on the relevant application form – incomplete application forms may be deemed unsuccessful;
- Be clear with your budget information and ensure you include the required quotations;
- Make sure you include all required supporting documentation – each application form will include a checklist;
- Applicants must provide details of how their project or event aligns with the City's Strategic Community Plan 2020-30;
- Submit your application electronically – hard copies will not be accepted;
- Applications will be assessed on their individual merit – do your best to make yours interesting and include all the critical facts; and
- If you are unsure, contact City Officers for assistance.



FURTHER INFORMATION



COVID-19 FUNDING

Due to the current COVID-19 pandemic, the City of Kalgoorlie-Boulder has committed \$1 million from its 2019/20 Budget Surplus to assist any unforeseen or unintended financial consequences brought about by the virus that affects the Council or community organisations.

Affected organisations are encouraged to contact the office of the CEO on (08) 9021 9600.

For more information, visit ckb.wa.gov.au/coronavirus

AUSPICING ORGANISATIONS

Applicants are required to be incorporated organisations to be eligible for funding, or be supported by an auspice organisation. An auspice organisation must be nominated to be responsible for the legal contractual arrangements and holding bank account. The applicant is required to supply detailed information about the auspice organisation and obtain a signature from an official representative such as the Treasurer, Chairperson, President or Secretary, declaring that the organisation is incorporated and that information provided is an accurate account of income, expenditures and activities listed in this application.

Each funding avenue will note its requirements for auspicing organisation in the Guidelines.

These are available on the corresponding website.



FUNDING FINDER

The Kalgoorlie-Boulder Funding Finder is a localised grant finding service for local businesses and community groups. This service brings a range of grants to one central location, helping you to quickly search and identify appropriate grant and funding opportunities for your project or event.

The Kalgoorlie-Boulder Funding Finder is proudly brought to you by the City of Kalgoorlie-Boulder in partnership with Australia's most powerful grant search engine, GrantGuru.

For more information, visit ckb.grantguru.com.au

FUNDING WORKSHOPS

Throughout the year, the City will host a number of funding workshops to assist local businesses and community groups to ensure the best possible outcome for a successful application.

Topics for the funding workshops may include:

- Project Planning; and
- Application Process.

For more information, visit ckb.wa.gov.au/fundingworkshops

EVALUATION AND ACQUITTAL REPORT

An Evaluation and Acquittal Report of the outcomes of the grant must be received by the City within sixty (60) days of the conclusion of the project or event, or the end of the financial year, whichever occurs first.

Grant recipients will be asked to assess their performance, and detailing the project or event outcomes and how funds received from the City were spent. These outcomes should align to the original funding application and the conditions under which the funding has been provided.

MORE INFORMATION

The City's website has a number of downloadable resources such as Guidelines, Application Forms and the City's Strategic Community Plan 2020-30.

For more information, visit ckb.wa.gov.au/grants

City Officers are also available to discuss and assist in the application process. Contact (08) 9021 9600.



City of
**Kalgoorlie
Boulder**

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