

Community Grants and Funding Guidelines



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The Community Grant Funding Program supports requests for financial assistance for projects, events and initiatives that contribute to the delivery of the City's Strategic Community Plan and helps the City to support community groups, organisations and individuals to deliver projects with social, environmental, cultural and economic benefits.

The funding program aims to acknowledge and strengthen the valuable contribution that community groups and their volunteers make towards Kwinana being a vibrant, inclusive and connected community.

Contents

Introduction	3
General Eligibility and Exclusions	3
How to Apply?	4
Kwinana Community Fund	5
Achievement Grant	5
Event Funding	7
Street Meets Grant	8
Placemaking Grant (Community Project)	10
Information for Grant Funding Applicants	11
Frequently Asked Questions	13
Need some help with your application?	15

Introduction

This guideline document outlines the relevant selection criteria, evaluation and limitations of each funding program.

Applications will only be considered for funding if they can show achievable objectives and clear benefits for the community in line with the priorities and objectives of the specific fund under which the application is submitted. Previous grants must be acquitted.

General Eligibility and Exclusions*

Eligibility

Applications for Community Grant Funding need to address the following criteria before being considered by the City.

- The project, event or initiative has meaningful and measurable benefits for the Kwinana community;
- The project, event or initiative takes place within the boundaries of the City of Kwinana;
- The applicant must have met acquittal conditions for previous City funding.
- Applicants are strongly encouraged to indicate contributions to the project, either financial or in-kind, including volunteer hours.

General Exclusions

Grant funding will not be considered for:

- Commercial organisations or activities unless otherwise specified in the individual grants criteria;
- Fundraising activities;
- Retrospective funding (i.e. projects, events or initiatives that have already commenced or been completed);
- Recurrent salaries and operational costs;
- Projects, events or initiatives that exclude or offend minority groups;
- The use of the City's funding to provide free food to participants (exception - unless a significant cultural relevance/outcomes can be proved);
- Projects, events or initiatives that present a danger to public health or safety;
- Projects, events or initiatives that contravene the policies of the City;
- Previous recipients who have not fulfilled the conditions of their previous funding;
- Projects, events or initiatives for which the funds being sought do not provide benefits for residents of Kwinana;
- Projects, events or initiatives where multiple applications have been submitted across multiple programs for the same event/initiative in the same financial year;
- Schools are unable to apply (exception - if there is no Parents and Friends (P&F) Association at the school); and
- Incomplete applications or applications which do not meet the closing date (where applicable).

** Please note - additional eligibility and inclusions may apply to specific funding programs.*





How to Apply?

The City of Kwinana uses an online grant application service powered by Smarty Grants. Applications are submitted via the online Smarty Grants portal on the City's Website. Visit www.kwinana.smartygrants.com.au to register an account.

For queries about the guidelines, deadlines, or questions in the application form, please contact the City of Kwinana and quote your application number which will be displayed once an application has been started in Smarty Grants. If you need more help completing the online application form, download the [Smarty Grants Help Guide for Applicants](#) or check our Applicant Frequently Asked Questions (FAQs) at the back of this document.

Before submitting a proposal, applicants should be familiar with the grant or funding guidelines relevant to the program for which they are applying. All applicants are encouraged to discuss their application with the City's Grants Administrator on 9439 0251 or at grants@kwinana.wa.gov.au prior to submission.

Timeframe

Applications will take six weeks for assessment and notification of outcomes from the date of submission or round closing, unless otherwise specified in the individual grants criteria;

Please note that applications which do not meet the closing dates or eligibility criteria will not be assessed.

Other handy tips when submitting an application:

- Once you have registered an account with Smarty Grants you are able to preview the application form before starting the application;
- A strong and accurate budget for your proposed project, event or initiative is an important part of the application. Applicants are to indicate contributions to the project by their organisation either financial or in-kind, including volunteer hours. This will be reported on as part of the acquittal and evaluation to finalise your funding application at the completion of your project, event or initiative.

The application should address the following:

- A statement detailing a description of the project, event or initiative including date/time, location, theme, audience, proposed activities and entertainment, etc.;
- Applications will need to include an overview of the proposed project, event or initiative outlining how it will meet the objectives of the funding program, and how it will be delivered to the residents of the area in which it will be held;
- Demonstrated ability of the individual/group/organisation to achieve timeframes and budgets outlined in the proposal;
- The applicant/organisation's capacity to administer the project;
- Appropriate marketing and communications acknowledgement of the City's support; and
- Details of other sponsors or partners (proposed or confirmed) involved in the project, event or initiative.

Kwinana Community Fund

The City of Kwinana works in partnership with the Kwinana Community Chest to deliver the Kwinana Community Funding Program.

Objectives

To assist local community groups and organisations to enhance community life and strengthen community connections.

- a) To support local community organisations to deliver community engagement projects and programs, whilst maximising the opportunities for collaboration between multiple groups.
- b) To provide local groups and organisations access to a local funding source for the purchase of new or replacement of minor equipment.

What funding is available?

Up to \$5,000 per financial year.

Who can apply?

- Community groups and organisations must be Kwinana based, incorporated and not for profit entities. Organisations who are not incorporated may ask another organisation to auspice their application; and
- School P & F Associations, Sporting Groups, Resident Groups/Associations and Town Teams.

When can I apply?

Two rounds per year.

Round One

- Applications open July/August
- Applications close September
- Notified of outcomes end of September

Round Two

- Applications open February
- Applications close March
- Notified of outcomes April

Eligibility for this funding program

Funding will only be considered if:

- The applicant can provide proof of public liability insurance to \$10m, current at the time the initiative is taking place. If your organisation does not have insurance, another insured organisation can auspice* the application;
- The applicant has supplied quotes for all expenses over \$500; and
- The planned project or initiative allows for a timeframe of a minimum of eight weeks after the closing date of the funding round before it is due to start.

Achievement Grant

Objective

This program supports individuals and teams who are performing, competing or representing the Kwinana Local Government area at regional, national or international competitions, conferences and events.

Individuals must be selected by a recognised state, or national body and provide a letter of selection. Funding will assist with expenses incurred while attending the activity.

What funding is available?

- Regional: up to \$100 per person/\$400 per team
- National: up to \$175 per person/\$525 per team
- International: up to \$250 per person/\$750 per team
- Ignite Award and Duke of Edinburgh Award: up to \$185 per person/per year

Definitions:

Regional event means any competition or event that occurs within Western Australia (outside the Perth metropolitan area).

National event means any competition or event that occurs outside of the Western Australian border.

International event means any competition or event that occurs outside of Australian borders.

* Auspice definition can be found in the FAQ at the back of this document

Ignite Award participants, aged 9 - 13 years, are eligible for \$100 for their fees.

Duke of Edinburgh Award participants, aged 14 - 24 years, are eligible for \$185 for their fees.

Who can apply?

Individuals/teams representing the City of Kwinana at regional, national or international competitions, conferences and events.

If the applicant is under 18 years of age, a parent/guardian is required to complete the application.

When can I apply?

Open all year round (or until the annual funding allocation is exhausted).

Applications will take four weeks for assessment and notification of outcomes from the date of submission or round closing.

Eligibility for this grant

- The applicant is an individual or team who is performing, competing or representing the Kwinana Local Government Area at a regional, national or international competition, conference or event.

- Individuals/teams must be selected by a recognised State, or national body and provide a letter of selection for verification.
- In exceptional circumstances, a letter of support from a Club President may be considered where no recognised governing body (State or national) exists.
- The applicant must be a resident of the City of Kwinana.

Note: Activities that have already commenced prior to a grant application being submitted are not eligible for Achievement Grant funding (allow four weeks for processing of applications and payments).

Grant conditions

- Upon return from performing or competing, successful applicants must provide proof of participation, for example, air ticket, medals, photographs; and
- Should an individual or group not compete in the event after receiving funding from the City (due to last minute injury etc.), all unspent funds must be returned to the City.





Event Funding

Objectives

To assist groups to enhance community life, and create more connected and vibrant communities through hosting local, neighbourhood-based community events.

- To celebrate and connect community members;
- To assist in developing and strengthening community identity and community spirit.
- To support and strengthen community organisations and networks through active community participation; and
- To encourage volunteering.

Example projects

Family fun days, concerts, markets, multicultural celebrations, or any event that brings the community together.

What funding is available?

Up to \$4,000 per application. For groups who can provide an additional cash contribution from their own group or a third party sponsor/event partner, the City will match this contribution dollar for dollar up to an additional \$1,000 (\$5,000 total available funding per event).

Who can apply?

- Community groups and organisations must be Kwinana based, incorporated and not for profit entities. Organisations who are not incorporated may ask another organisation to

- auspice their application; and
- School P & F Associations, Resident Groups/Associations and Town Teams.
- The project can be a partnership between two or more community groups. Joint projects are encouraged.

When can I apply?

Open all year round (or until the annual funding allocation is exhausted).

Applications must be received a minimum of eight weeks prior to your event date. We encourage applicants to submit their event funding applications 10-12 weeks (minimum) prior to their event date to allow sufficient time to plan and market their event after being notified of the outcome of this grant.

Applications will take six weeks for assessment and notification of outcomes from the date of submission or round closing.

Eligibility for this funding program

Funding will only be considered if:

- The applicant has current public liability insurance to the value of a minimum \$10m at the time of the event or initiative. If your organisation does not have insurance, another insured organisation can auspice the application;
- The event has meaningful and measurable benefits for the Kwinana community;
- The applicant has supplied quotes for all purchases over \$500;
- The event takes place within the boundaries of the City of Kwinana;
- The application is received a minimum of eight weeks prior to the planned event date.

Street Meets Grant

We understand that 'getting to know your neighbours' is important and we encourage you to hold your own neighbourhood get together. The City of Kwinana is keen to support local residents and groups develop a strong community atmosphere. The 'Street Meets' grant is a mini-grant initiative (up to the value \$150) with the aim being to provide financial reimbursement for residents to hold small gatherings with neighbours to encourage social interaction and togetherness.

Objectives

Residents are encouraged to host a Street Meet get-together or activity, focusing on small, simple street-based initiatives such as a BBQ at a park or street book exchange. By coming together, community members are able to forge strong, lasting friendships and new social networks that increase personal and community connection and cultivate a sense of wellbeing while improving safety.

The Street Meets grant aim to:

- Provide local residents with resources and support to organise activities in their streets and local parks;
- Assist community members to create connections with others living in their neighbourhoods;
- Increase the number of street activities happening in Kwinana;
- Increase feelings of safety; and
- Reduce feelings of isolation.

The City of Kwinana will provide up to \$150 (as a reimbursement after the activity) to encourage and support community members to organise and host street-level activities in their streets and local parks and invite their neighbours to attend or participate.

Applicants must register their event prior to it taking place, to be eligible for the Street Meets Grant.

The City can help support your event through the loan of equipment (giant games, cutlery/crockery etc) and provision of information and marketing materials. Refer to the City's website for [Street Meets](#) information and resources to get to know your neighbours:

www.kwinana.wa.gov.au/our-city/funding-and-grants



Example projects

BBQ in the park, social activities in the front garden or on the footpath, driveway concerts, book exchanges, street bake-offs, busy bee or street clean up, new resident's welcome lunch. Check out the [52 Ways to Connect with your Neighbours](#).

What funding is available?

Up to \$150 per event, reimbursed after the activity for eligible items.

Who can apply?

Residents of the City of Kwinana.

When can I apply?

Open all year round (or until the annual funding allocation is exhausted).

Applications will take four weeks for assessment and notification of outcomes from the date of submission or round closing.

Eligibility for this grant

Reimbursement will only be considered if:

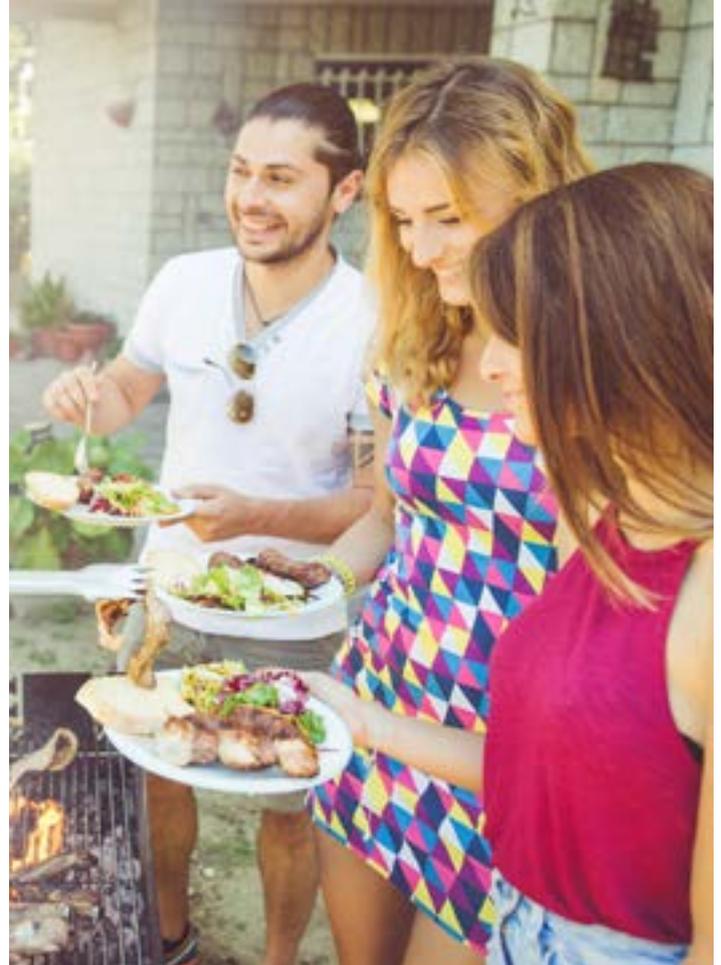
1. Neighbours must live on the same street in Kwinana or in close proximity to each other; and
2. A minimum of four households must attend the event in order to be eligible for the grant.

Grant conditions

1. Should multiple individuals living in close proximity to each other apply for a grant in the same timeframe, they will be encouraged to collaborate on a combined event. Applicants must complete the online application form and agree to all the terms and conditions at least four weeks prior to the event date.
2. Funds cannot be used for the purchase of alcohol or tobacco products. The City

encourages the purchase of healthy food choices.

3. Funds can be used to purchase goods and services that enable a neighbourhood gathering (for example a BBQ gas bottle refill, party games, eco-friendly disposable cutlery, plates and cups, food, drink and entertainment).
4. The Street Meets grant will be paid into the applicants nominated bank account after the City receives receipts of purchases, a feedback form, photographs of the event and is satisfied that the applicant has met the agreed terms and conditions.
5. The City reserves the right to refuse reimbursement for inappropriate/unsuitable items. The City will not be liable for any costs incurred by the grant recipient.
6. A residence can apply for a maximum of one Street Meets grant per financial year.
7. The City of Kwinana will not be held responsible for loss or injury as a result of the activity gathering,



Placemaking Grant (Community Project)

What is Placemaking?

Placemaking is about creating great places that people love. This might be through how they look or how they are used. It is about strengthening the connection between people and the places we share, and creating public spaces where we feel welcome (and want to return to). Most importantly, it puts people first. If you have a great idea for your community, we want to hear from you.

Objectives

To facilitate innovative community-led projects that develop and strengthen community identity and nurture a sense of belonging by creating great public spaces. These small incentive grants provide the community with the opportunity to lead the change they want to see in their neighbourhood.

The Placemaking Grant aims to:

- Provide funding support to enable the community to participate in, and feel ownership for community projects;
- Encourage community-led projects to enable local residents/groups to work together on a shared vision for their neighbourhood, developing a sense of pride by delivering improvements that benefit everyone.

The Placemaking Grant supports community-led projects, activations and installations that employ a *Lighter, Quicker, Cheaper* approach to:

- Activate public spaces;
- Create entertaining, engaging and inclusive town centres;
- Enhance streetscapes and/or improve walkability;
- Encourage/increase participation in community life and social inclusion;
- Increase skills, knowledge and leadership capability within the community;
- Celebrate and connect the community; and
- Create or foster the distinctive character of the place.

Example projects

Activities which support the City's Place Plans, small-scale greening projects (verge plantings/

gardens), small-scale arts and cultural initiatives, little libraries, long-table community lunches/dinners, small-scale beautification projects, or other creative activities or initiatives.

Projects designed to engage the local community, build momentum and/or investigate opportunities for a larger scaled project will also be considered on their merit. If you wish to use this grant towards working on developing a larger project, please contact the City's Place Team at place@kwinana.wa.gov.au before applying.

What funding is available?

Up to \$1000 per project.

Who can apply?

- Community groups and organisations must be Kwinana based;
- School P&F Associations, Resident Groups/Associations, Town Teams;
- Individuals who can demonstrate that there is broader community support for the project;
- Local Kwinana based business' whose projects will be delivered in a public space to the benefit of the broader community; and
- The project can be a partnership between two or more community groups. Joint projects are encouraged.

When can I apply?

Open all year round (or until the annual funding allocation is exhausted).

Applications will take four weeks for assessment and notification of outcomes from the date of submission or round closing.

Additional program information

The City may request that the applicant submit quotations relating to the project.

As a part of the applicant process, the City will determine if public liability insurance is required based on the nature/level of risk associated with the project.

Information for Grant Funding Applicants

How are applications assessed?

The following will be considered when assessing applications:

- Demonstration of community need and how the project, event or initiative will address this;
- Meeting the priorities and objectives of the fund under which the application is submitted.
- Demonstration that the community will be engaged, informed or involved in the project, event or initiative;
- Extent to which the applicant has made other attempts to seek funding, provided a co-contribution or in-kind support;
- Other financial support the applicant has received from the City in the same financial year (1 July to 30 June);
- If the program or service/s is already offered in the City of Kwinana, and whether partnership opportunities have been considered; and
- Due to demand on available funding, not all applications which meet the criteria may be successful in receiving funding. Projects will be prioritised according to greatest demonstrated benefits and alignment with the priorities and objectives of the fund.



Application information

To ensure your application is eligible:

- Applications must be completed and submitted online through the Smarty Grants portal. www.kwinana.smartygrants.com.au;
- All questions must be completed in order to submit your application;
- Remember to attach all supporting documentation;
- Incomplete or late applications will not be accepted;
- Applications must be submitted and be received by 4pm on the date of closure (where applicable), late applications will not be accepted;
- Applications will be accepted until the annual funding allocation for the year has been exhausted; and
- Where applicable, applications must be submitted in line with the individual grants programs time frames from date of application to program/event/initiative start date.

Funding conditions

- All applicants are encouraged to discuss their project, event or initiative with the Grants Administrator prior to applying on 9439 0251 or grants@kwinana.wa.gov.au.
- The project, event or initiative must occur within the specified time frame, as outlined in the application, unless otherwise approved by the City of Kwinana.
- Funding must be spent wholly on the project, event or initiative as described in the funding agreement.
- Any variations to the project, event or initiative scope must be advised to, and approved by, the City of Kwinana.
- The City reserves the right to be reimbursed and/or withdraw funding if grant conditions are not complied with.
- Funds that remain unaccounted for, or remain unspent in the custody of the applicant, at the conclusion of the project, event or initiative shall be returned to the City for reallocation within 60 days from completion of event or initiative.



- The City may offer applicants an amount less than they have applied for and reserves the right to stipulate what aspect(s) of the project, event or initiative the funding may be used for.
- The City reserves the right to decline funding for the purchase of food and drinks.
- If the application for funding is successful, applicants will still be required to complete and submit a facility booking form and/or event application form to the City (where appropriate). Funding approval does not confirm any facility bookings or exempt the applicant from completing relevant event application forms. These forms can be found on the City's website by searching '[Organising an Event](#)' or via the following link: www.kwinana.wa.gov.au/our-services/organising-an-event

Payment

Payment will be made to the nominated applicant's account, as specified in the funding agreement.

If the applicant is being auspiced, payment will be made to the auspicing organisation.

Grant program funds must be claimed within two months of notification, except where an extension has been granted.

Acknowledgement of the City of Kwinana

Applicants are to acknowledge the City, through means such as advertising, promotion and any media publicity associated with any project, event or initiative.

The City of Kwinana logo will be provided via email, upon receipt of the signed agreement, and must be used as stipulated in the accompanying guide.

All marketing and promotional material must be approved by the City of Kwinana prior to being distributed. Details of how to gain this approval will be sent with the logos. Details of these acknowledgements must be included as part of the acquittal of funds.

The City of Kwinana is entitled to publicise financial support provided to applicants for their project, event or initiative.

Applicants may be asked to provide images to feature in stories in various publications and online sites.

In addition, funding recipients must also ensure that the City's positive reputation is maintained at all times.

Acquittal

The requirement for an applicant to submit a funding acquittal will vary for each funding program. Where relevant, organisations/groups/individuals who are successful in their application for funds may be required to provide a completed Acquittal and Evaluation Form. The requirement for this will be confirmed if your application is successful.

If you are required to submit an Acquittal and Evaluation Form to the City, this may include receipts or tax invoices, together with a report outlining the success of the project, event or initiative in meeting its objectives, as provided within the application. The Acquittal and Evaluation Form is accessed through the applicant's Smarty Grants account and is to be submitted within six weeks of completion of the project, event or initiative.

Frequently Asked Questions

How do I submit an application?

The City of Kwinana uses an online grant application portal powered by Smarty Grants. To apply online visit the [SmartyGrants](#) website and register an account.

For queries about the guidelines, deadlines, or questions in the application form, please contact the City of Kwinana and quote your application number which will be displayed once an application has been started in Smarty Grants. If you need more help completing the online application form, download the [Help Guide for Applicants](#) or check out [Smarty Grants user Frequently Asked Questions \(FAQs\)](#).

Before submitting a proposal, applicants should be familiar with the grant or funding guidelines relevant to the program under which the application is submitted. All applicants are encouraged to discuss their application with the Grants Administrator prior to submission. Please note that applications which do not meet the closing dates or eligibility criteria will not be assessed.

Does fundraising mean raising funds for other activities, or does it include funds raised by the project for its own sustainability?

The City will not contribute to any form of fundraising. Therefore, if your activity involves collecting donations or profiting funds it is not eligible. Revenue raising for cost recovery of the event (e.g. ticket sales to your event) is acceptable.

Does an applicant need to enter into a contract or agreement if successful in funding?

Yes. Applicants seeking funds through City of Kwinana Funding Programs must agree to the funding terms and conditions.

Does an applicant need an ABN or ACN to receive funding?

This is dependent on the grant you are applying for – refer to the '*Who can apply*' section of the individual programs in this document.

What is an Auspice and how do I find one?

An auspice is another group that meets the requirements to apply (generally is incorporated and holds public liability insurances to the minimum requirements) who agrees to be legally responsible for the administration of the funding. Please contact our Place Team on place@kwinana.wa.gov.au if you need help connecting with other local organisations.

Written agreement from the auspice organisation will need to be included in your grant application to be eligible for consideration. If your auspiced grant is successful, the City will deposit the funding into the auspice organisations bank account and you will need to make arrangements with that group around how you can access the money.

Will an applicant need to acquit the funds after the program is complete?

Yes. Successful applicants will need to complete a short report (*Acquittal and Evaluation Form*) and outline the success of the project, event or initiative in meeting its objectives. Tax invoices may be required to confirm expenditure of the funds and any promotional materials acknowledging the City's contribution should also be provided. The acquittal is to be submitted via the *Smarty Grants* online portal within six weeks of completing the project, event or initiative. Any unspent funds or funds not accounted for must be returned to the City.

Can there be an extension on the funding period for a successful application?

Yes, by negotiation. If you require an extension to expend your funds past the date stated in your application, you can contact the Grants Administrator to discuss arrangements.

What happens if I need to make changes to my project or budget after I have been approved for funding?

We understand that quite often you apply for the funding early in the planning stages and sometimes things need to change.

All changes to the event / program / or initiative or how you plan to spend the grant money needs to be approved in writing by the City before you progress with the changes. Please just forward any proposed changes to the grants administrator. The City will respond within 5 working days to your request.

If changes are made without approval, you may be required to return the funds spent on items that no longer meet the objects of the funding round.

Does the City need to be publicly thanked for the funding received?

Applicants should acknowledge the City, through means such as advertising, promotion and any media publicity associated with any project, activity or event. Approval must be sought to use the City's logo on promotional material.

Should applicants liaise with the City's Grants Administrator?

Yes. Applicants are encouraged to contact the City's Grants Administrator to discuss their relevant project idea.

If an organisation's office is not located in the City of Kwinana, are they still eligible?

Yes, if over 50% of your membership are City residents, or if the project, activity, or event is carried out within the City's boundaries or will primarily benefit City residents. This will need to be demonstrated at the time of your application.

Can an applicant use community funding to buy equipment?

Capital items, including equipment are eligible for funding through the Kwinana Community Fund Program.

Purchase of minor equipment may also be considered as part of Placemaking Grants.

Should the application budget include GST?

No, the budget is to be excluding GST.

Can multiple grants/funding be applied for?

A project, event or initiative cannot receive funding from multiple City of Kwinana grant programs in the same financial year.

Only one Kwinana Community Funding application will be granted per organisation in any financial year.

Any other financial support (e.g. sponsorship, contribution or donation) from the City needs to be recognised/included in the budget of the funding application.

Other financial support the applicant has received from the City in the same financial year does not preclude you from applying but may be considered when your application is being assessed.

Need some help with your application?

For further information and assistance, visit the City's website on www.kwinana.wa.gov.au or contact the City's Grants Administrator on 9439 0251 email grants@kwinana.wa.gov.au.

If you do not have access to your own computer, you can access a computer at the Darius Wells Library and Resource Centre, Wellard Community Centre and the Bertram Community Centre.