

# Council Policy

## Community Funding



Legislation/local law requirements	Local Government Act 1995 Sections 2.7, 6.7(2), 6.8 & 6.11(1)
Relevant Delegation	Please see the Register of Delegated Authority
Related policy procedures and documents	

## Introduction

The City of Kwinana is committed to fostering a vibrant, inclusive, and resilient community. In pursuit of this vision, the City recognises the importance of supporting local individuals, groups, and organisations to achieve shared goals and aspirations. This policy outlines the guiding principles and procedures for the allocation of funds, ensuring that resources are distributed fairly and transparently to benefit the community in alignment with the Strategic Community Plan.

## Purpose

To provide an equitable framework for the allocating of funds to support the Kwinana community in achieving the aspirations of the Strategic Community Plan.

## Objective

The objective of this policy is to establish clear and consistent guidelines for the allocation of financial and in-kind support, ensuring that all decisions are made transparently and equitably. By doing so, the City seeks to empower community members, foster innovation and participation, and enable local projects and initiatives that contribute to the social, cultural, and economic vitality of Kwinana.

## Scope

The City has a number of funding opportunities available to assist and encourage the provision of services and achievement of goals, including:

1. Grants and subsidies
2. Provision of cash and in-kind donations
3. Waiving of fees for use of community facilities
4. Educational scholarships
5. Sponsorship

## Policy Provisions

### Definitions

**Criteria** means the conditions applicants will need to meet to be eligible to apply for a grant/funding.

**Donation** means a contribution towards a pre-determined cause or expense – usually in the form of cash, deposited into a nominated account, unless otherwise specified.

**Event** means a larger activity that occurs on a single day or weekend, usually only once or twice a year. Usually with over 150 attendees e.g. the Alcoa Children's Festival

**Fund** means a pool of money to be distributed to approved applicants for a specific purpose that will benefit the Kwinana community.

**Grant** means the amount of money and the associated conditions on how it should be used, that is made to a group or organisation.

**In-kind** means a donation made in the form of physical objects or services (e.g. an entry pass to the swimming pool; volunteer hours).

**Matrix** means a range of criteria and the value assigned to each criterion used to guide the assessment of an application.

**Program** means an activity that is smaller than an event and usually held over a number of shorter sessions e.g. a grandparents group that is held once a week for 10 weeks.

**Scholarships** means a donation made to an individual student to assist with their education goals.

**Selection panel** means the group of appropriately skilled, experienced or qualified people chosen to make assessments and decisions regarding presented applications.

**Sponsorship** means a program or event where the City agrees to partner with the applicant, taking on a larger role than just providing a cash payment.

**Wavier** means an exemption from paying the required fees and/or charges (or part thereof)

## Policy

### 1. Funding Programs

#### 1.1. Grants and Subsidies

##### 1.1.1. Kwinana Community Fund

The City under a Memorandum of Understanding with the Kwinana Community Chest (reviewed annually), allocates funds for the collective distribution of the annual community funding allocation.

Purpose - to assist local community groups and organisations to enhance community life and strengthen community connections through the provision of a financial grant to projects that meet the City's objectives of facilitating community development.

- a) To encourage local community organisations to engage in capacity building and community engagement projects and programs, maximising the potential for collaboration between multiple groups.
- b) To provide local groups and organisations access to a local funding source for the acquisition or replacement of minor equipment.

##### Assessment

A selection panel comprised of two representatives from each organisation has been formed to assess applications made to the Kwinana Community Funding Program. Two Elected Members will represent the City of Kwinana on this assessment panel.

##### 1.1.2. Achievement Grant

Purpose - to assist local Kwinana residents who have been selected to represent Western Australia or Australia at an elite level of competition with the costs of attending a regional, national or international sporting, academic or arts/cultural competition or event.

Definitions:

An *international* event is any competition or event that occurs outside of Australian borders.

A *national* event is any competition or event that occurs outside of the Western Australian border.

A *regional* event is any competition or event that occurs within Western Australia (outside the Perth metropolitan area).

##### Assessment

The Chief Executive Officer or their delegate will assess applications against the stated criteria.

##### 1.1.3. Waste Collection and Disposal Assistance Scheme

Purpose – to assist Kwinana-based community groups with waste and recycling collection and disposal costs.

Any organisation staging a free community event in Kwinana may apply for 240-litre general waste bins and 360-litre recycling bins, including collection services, for their event, free of charge. One application up to a maximum of 20 general waste bins and 20 recycling bins can be made per financial year.

##### Assessment

The Chief Executive Officer or their delegate will assess applications against the stated criteria.

#### **1.1.4. Planning, Building, Health, Waste and Food Fees Reimbursement Scheme - Community Organisations**

Purpose - to reimburse a percentage of the planning, building, health, waste and food fees paid by local community groups and organisations on development of new facilities (including extensions and alterations to existing facilities) within the City of Kwinana.

The amount to be reimbursed per application is to be 50% of the fees paid, to a maximum of \$1,000.

##### **Assessment**

The Chief Executive Officer or their delegate will assess applications against the stated criteria.

#### **1.1.5. Event Funding**

Purpose – to assist community groups to enhance community life, create more connected communities, and strengthen community identity through the provision of financial grants for the hosting of local, place-based community events in Kwinana.

##### **Assessment**

A selection panel comprised of two Elected Members and two City Officers from the City Life Directorate will assess applications against the stated criteria.

#### **1.1.6. Street Meet Grants**

Purpose - to encourage community connection between neighbours. The grant provides the community with the opportunity to build stronger social networks on their streets and encourage more on-street social activity.

##### **Assessment**

A selection panel comprised of two City Officers from the City Life Directorate will assess applications against the stated criteria. The Chief Executive Officer or their delegate will approve applications.

#### **1.1.7. Placemaking Grant (Community Projects)**

Purpose - 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.

##### **Assessment**

A selection panel comprised of two City Officers from the City Life Directorate will assess applications against the stated criteria. The Chief Executive Officer or their delegate will approve the applications.

#### **1.1.8. One-off Subsidies and Rebates**

Purpose – on occasion, opportunities to provide one-off rebates or subsidies to residents may arise. These subsidies or rebates may arise as an opportunity to help meet outcomes identified in the Strategic Community Plan or to address urgent needs in our community in response to a specific situation. Some examples may include.

- Rebates or subsidies for the purchase of specific items identified to improve the City's sustainability and waste management goals. E.g., reusable nappies, home composting equipment.

- Rebates or subsidies to address perceptions of community safety and security, or to aid the Western Australian Police in specific priority areas. E.g., CCTV cameras, security lights.
- Other priority areas as identified.

Subsidy or Rebate Grant programs are to be approved by the Chief Executive Officer based on available budget, outcomes and community needs/benefits and are to be administered through the City's Grant Management Portal.

### **Assessment**

The Chief Executive Officer or their delegate will assess applications against the stated criteria.

## **1.2. City of Kwinana Donations Program**

Purpose - to provide for generic, discretionary and small donations to be made to any cause which merits the involvement of the City and which will be of direct or indirect benefit to the City, in instances where other grants are not suitable or available.

The City of Kwinana Donations Program is divided into two principal areas:

- Cash donations; and
- Non-cash donations of in-kind goods and services.

### **1.2.1. Cash Donations**

Requests will be considered for 'one off' donations to local individuals and organisations, or to other community groups and services that provide support to local residents.

Generally, the maximum amount per cash donation will be \$500, however, applications for higher amounts will be considered on their merit.

### **Assessment**

The Chief Executive Officer or their delegate will assess applications up to \$500 against the stated criteria.

A selection panel comprised of one Elected Member and the Director City Life will assess requests for donations between \$500 and \$2,500 against the stated criteria.

All cash donations above \$2,500 must be approved by Council.

### **1.2.2. Ongoing Donations**

The following organisations are to be provided with an annual cash donation as detailed below:

- Kwinana Schools – Grants of \$100 per year will be available for each school within the City of Kwinana, for the purpose of sponsoring one \$50 Mayor's book prize and one \$50 Arts Award book prize for the end of year school graduation. The Arts Award is to be presented as "Sponsored by Koorliny Arts Centre". The application must be made through the relevant school's administration on the City's Smarty Grants portal. K-12 schools may apply for two (2) x \$100 grants to be able to present these awards at both Junior (primary school / year 6) and Senior (high school/year 12) graduations.

### **1.2.3. Non-cash donations**

Purpose – the City may make non-cash donations of goods and services up to the value of \$500, to be used as prizes by local organisations in fundraising efforts.

#### **Assessment**

The Chief Executive Officer or their delegate will assess applications against the stated criteria.

### **1.2.4. Emergency Relief Reserve Fund**

Council by resolution may consider making a donation to disaster relief appeals upon being given approval by the Ministerial body at the time. Such donations are to be drawn from the Emergency Relief Reserve Fund.

## **1.3. Waiving of fees for City managed facilities**

Purpose – to support and encourage community groups and organisations to provide a range of activities across a broad spectrum of interest areas, for the benefit of the community.

### **1.3.1. One off waiver**

Requests for a fee reduction or full fee waiver of hire fees will be assessed taking into consideration the group's / organisation's capacity to self-fund, the benefit to the community and past hire history of the group or organisation.

#### **Assessment**

The Director City Life will assess and approve applications for fee waivers up to \$1,000 against the stated criteria.

The Chief Executive Officer will assess and approve applications for fee waivers above \$1,000 and up to \$2,500 against the stated criteria.

All fee waiver requests above \$2,500 must be approved by Council.

### **1.3.2. Ongoing fee waiver**

The following organisations are to be provided with an annual hire fee waiver as detailed below:

- Kwinana Schools – Granting of a waiver of hire fees on one occasion per year for every school within the City of Kwinana, for the purpose of one school organised event per year. The booking may be made through the relevant school or its P & F Association.
- Progress Associations / Residents Groups / Town Teams – Granting of a waiver of hire fees for Progress Associations / Residents Groups / Town Teams based in the City of Kwinana for three hours per month for the purpose of conducting monthly meetings of residents.
- Kwinana based, Aboriginal Community Groups – Granting of two (2) waiver of hire fees per year for cultural/community events and celebrations on City owned outdoor spaces.
- Granting of a waiver of hire fees on one occasion per year, for hire of the Medina Hall and complex, to conduct an ANZAC Day function.
- Granting of a waiver of hire fees on one occasion per year, for hire of the Darius Wells Ken Jackman Hall or similar venue, to conduct the official NAIDOC ceremony/celebration.



### **Assessment**

The Director City Life will assess and approve applications for fee waivers up to \$1,000 against the stated criteria.

The Chief Executive Officer will assess and approve applications for fee waivers above \$1,000 up to \$2,500 against the stated criteria.

All fee waiver requests above \$2,500 must be approved by Council.

#### **1.3.3. Other Waiver**

In order to support the establishment of a new community group, or to support vulnerable communities without the financial resources, or a new community or sporting activity for which demand is untested.

### **Assessment**

The Director of City Life will assess and approve applications for fee waivers up to \$1,000 against the stated criteria.

The Chief Executive Officer will assess and approve applications for fee waivers above \$1,000 up to \$2,500 against the stated criteria.

All fee waiver requests above \$2,500 must be approved by Council.

## **1.4. Educational Scholarships**

Purpose - to recognise educational achievement and encourage attainment of job readiness and career planning, with the long-term goal being to raise the educational standard of residents and assist local people to compete effectively in the employment market.

### **1.4.1. LYRiK Scholarships**

The City of Kwinana offers educational scholarships under the LYRiK (Leadership, Youth, Respect in Kwinana) branding to support the personal development, learning, and career readiness of local young people.

These scholarships recognise a broad range of educational and employment pursuits, including formal academic studies, practical training, and skill-building programs that contribute to future employment and life opportunities. In addition to financial support, recipients will participate in structured mentoring sessions designed to enhance leadership, confidence, goal-setting and job-readiness.

### **Assessment**

A selection panel comprised of a minimum of one Elected Member, two City Officers and two or more external stakeholders (usually LYRiK Sponsors) will assess applications against the stated criteria and make a recommendation of approved applicants. The Chief Executive Officer or their delegate will approve applications.



## 1.5. Sponsorship

Purpose – to enter into sponsorship arrangements with organisations or individuals to support new or existing programs, services, facilities or events that contribute to the quality of life of residents of the City of Kwinana. Sponsorship arrangements will only be considered when there is an alignment with the objectives outlined in the City of Kwinana's Strategic Community Plan and the benefits to residents of the City are clearly demonstrable.

All sponsorship proposals should generally fall into one of the following categories:

- Business, industry or economic.
- Cultural, social or the arts.
- Sporting or healthy lifestyle orientated; or
- Environmental.

### Assessment

Sponsorship proposals less than a total value of \$10,000 (including cash and in-kind contributions) will be considered by a panel comprised of two Elected Members and two City Officers (relevant to the sponsorship proposal) of the City of Kwinana.

Sponsorship proposals in excess of a total value of \$10,000 (including cash and in-kind contributions) will be considered by Council.

## 2. OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	Community	
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