Kimberley Community Grants
Guidelines and application preview

The Kimberley Community Grants Scheme (Grants Scheme) is delivered by Water Corporation and the Lions Club of Broome to support and empower people and communities in the Kimberley. Funding for the Grants Scheme is generated by the sale of Rhodes Grass hay, which is produced by Water Corporation as an environmentally friendly means of disposing of Broome's recycled water.

Objectives of the Grants Scheme

- support the long-term development, growth and vitality of the Kimberley
- build an appreciation of nature and an awareness of the preciousness of water
- provide the opportunity for community to identify and respond to local issues
- empower the community to take an active role in improving their quality of life
- foster community involvement and wellbeing.

Outcomes

Applicants are required to outline how their proposal will contribute to one or more of the outcomes listed below.

Environmental sustainability
- Relates to people having an appreciation of the preciousness of water and value of nature.
- Relates to projects or initiatives that save water or serve to protect the environment.

Health and wellbeing
- Relates to people's physical and mental health and wellbeing.
- Relates to increasing opportunities for physical activity.

Community connection, participation and engagement
- Relates to people's connections to their community. Community often relates to geographic locations but can also relate to family networks, support networks, people with common or shared beliefs, values, friendships, interests and activities.
- Participation relates to people volunteering and participating in civic life.
- Engagement relates to the ability to connect with people with disabilities, people of diverse social and economic backgrounds, culturally and linguistically diverse communities and Aboriginal and Torres Strait Islander communities.

Education
- Relates to people having the opportunity for lifelong learning and gaining the knowledge and skills required to
- participate in education, employment and their community.

Social inclusion
- Relates to people feeling they belong and having the opportunity to freely express and celebrate who they are, regardless of culture or identity.
- Relates to people understanding other people, their culture and identity.

Eligibility criteria

To be eligible for a grant, applicants must meet the following criteria:
- Applicants must be a school or a not-for-profit constituted body such as an incorporated association (or be auspiced by one).
- Applicants must be located within, or offer a project within, the Kimberley.
- Projects must take place within 12 months of receiving funds.
- Applications must be submitted using a specified form by a specified deadline.
- Applicants must present a new initiative to be eligible for funding and the same project will not be funded two years in a row.

Successful applicants will be required to:
- sign a letter of agreement that outlines the terms and conditions of funding
- provide data which demonstrates that the funded application has achieved intended outcomes.

Assessment

Applications are assessed against the criteria below. We expect to receive more applications than we can support, therefore successful applications will be those that best respond to the assessment criteria.

Evaluation criteria	Points
Summary: Is the aim and purpose clearly identified within the application?	15
Alignment: Does the application support the Community Grants outcomes? Does the application state how the project will successfully deliver on one or more of these outcomes?	30
Community need: Is there a clearly identified and demonstrated local need for this project or initiative?	10
Organisational capacity: Is the application well planned and achievable within the timeframe?	10
Funding acknowledgement: Is the proposed method for acknowledging the funding suitable for the grant amount?	10
Budget: Does the budget accurately reflect the scope and scale of the application? Have other funding sources been identified? Have the resources that are required to deliver the project been clearly identified? Is the application financially viable and does it demonstrate sound management?	15
Evaluation: How is the project evaluated – how will we know if the project has achieved the community grants outcomes?	10

Additional assessment notes for capital works applications
- Building or landscape works for establishment, upgrade or renewal are a priority over routine maintenance applications.
- Facilities must be within the Kimberley and owned by not-for-profit organisations.

Other factors:
- Supporting as many local organisations as possible and providing opportunities for new and emerging organisations and communities
- Supporting a variety of organisations, community outcomes and community target groups.

Supporting attachments
- Certificate of currency for public liability or other relevant insurance.
  - Alternatively, applicants can provide a risk assessment document identifying risks associated with their application and explaining how these risks will be managed.
- Written quotes
  - At least one quote must be submitted if you are applying for capital works or maintenance on a community facility.
  - Significant single expenditure items (e.g. single items like computers or items over $1000) to include a quote or full details within the budget.
  - If quotes are provided by family or friends, you are required to declare this.
- Letter(s) of support from community organisations or other organisations.

Funding history
- Only one application is accepted per applicant each year.
- Funding will not be provided for the same initiative more than once.
- Applicants must demonstrate a new initiative to be eligible for funding.
- Applicants must not have an outstanding acquittal due from previous Kimberley Community Grants Scheme funding rounds.

Application review process

- The Kimberley Community Grants Scheme Allocations Committee (the Committee), is composed of
- representatives of Water Corporation and Lions Club Broome, and representatives from other Kimberley organisations that have been selected by the Lions Club Broome and Water Corporation.
- Water Corporation representatives review all applications for eligibility. Ineligible applicants will be notified that their application is ineligible.
- The Committee will make recommendations for funding to the committee Chairman.
- The Chairman is a Water Corporation representative who will make the final decision on the outcome of all eligible applications.
- The committee may recommend part-funding. This decision is carefully considered with the view of maintaining the integrity of the proposal.

What we won't support

- Commercial activities and organisations
- Any more than 50 per cent of the entire cost of a single project (fundraising activities and in-kind contributions such as volunteer hours count towards the cost of a project)
- Fundraising activities, competitions, prizes and award exhibitions
- Permanent staff costs
- Organisational core operating costs such as funding for permanent staff members, insurance and utilities
- Interstate or international travel costs
- Projects that duplicate existing or previous services and programs
- Projects with a sole religious or political purpose
- Activities, projects, programs and events that have already taken place.

Grants terms and conditions

If your application is successful, you will be required to:
- sign a funding agreement
- provide a tax invoice prior to funds being transferred into a bank account
- collect and report on data as outlined in the funding agreement or letter of agreement
- use the funding allocated for the purposes specified in the application. Grants may not be used for any purpose other than for which it is granted
- deliver the project within the allocated budget and specified timeframe

- acknowledge Water Corporation and Lions Club of Broome in all promotional materials (including media releases) relating to the successful application, including use of logos and banners at events
- invite a Water Corporation and Lions Club of Broome representative to attend any significant launches or events associated with the project
- provide an acquittal report within six weeks of project completion.

Completing your application form

Application forms can be accessed via the Water Corporation website (www.watercorporation.com.au/kcgrants). Clicking the "Apply Now" link will take you to our external submission portal, SmartyGrants. All applications must be submitted via this portal and by the advertised closing date.

General grants queries

To speak with someone about your application, please contact a Water Corporation North West Region Customer and Stakeholder team member on (08) 9420 2085 or email kcgrants@watercorporation.com.au

Application preview

Below is a guide on the types of questions you will be asked in the application. Please note **this is not an application form;** all applications must be submitted using the SmartyGrants online portal. The link to the portal will be available during the application opening period only. Questions may vary slightly in the actual application, and this is just to give you an idea of the information you will be asked to provide.

* indicates a required field

Contact details

Applicant organisation name *

Department / Branch / Faculty

Applicant Primary Address *

Applicant Postal Address *

Applicant website

Primary contact person *

Position held in organisation *

Primary phone number *

Back-up phone number

Primary contact person's email address *

Organisation Details

What is your organisation's purpose or mission? * **(100 words or less)**

Does your organisation have an ABN? *

ABN
If you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 47% of any approved grant may be withheld. Download the form from the ATO.

Please upload completed Statement of Supplier Form:

Is your organisation endorsed as a Deductible Gift Recipient (DGR)?
○ Yes ○ No
If you're unsure you can look up your DGR status at http://abr.business.gov.au/AdvancedSearch.aspx

Is your organisation registered with the Australian Charities and Not-for-Profits Commission (ACNC?)
○ Yes ○ No
If you're unsure, you can check your registration at the ACNC website: http://www.acnc.gov.au/

What is your incorporation number?
Incorporated Association or Australian Corporation Number

What type of not-for-profit organisation are you? *
○ Educational institution (includes pre-schools, schools, universities & higher education providers)
○ Philanthropic organisation
○ Healthcare not-for-profit
○ Community group
○ General not-for-profit (i.e. none of the sub-types listed above)
Please choose the option that best applies to your organisation.

What is your organisation's annual revenue? *
○ Less than $50,000
○ $50,000 or more, but less than $250,000
○ $250,000 or more, but less than $1 million
○ $1 million or more, but less than $10 million
○ $10 million or more
Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here:
www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure? *
○ Unincorporated association
○ Incorporated association
○ Cooperative
○ Company limited by guarantee
○ Indigenous corporation, association or cooperative
○ Organisation established through specific legislation
○ Trust
○ Unknown
If your organisation is unincorporated it must have an auspice organisation

List the main sources of funding for your organisation. * **(25 words or less)**

Auspice information

Is your organisation auspiced by another organisation for the purposes of this grant?
○ Yes ○ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation.
If you do not have an auspice you should not apply for this grant.

Auspice Organisation Details
Name of auspicing organisation *

Organisation name

Auspicing organisation's website
Must be a URL

Primary contact person at auspicing organisation *
We may contact this person to verify that this auspicing arrangement is valid and current.

Auspice primary address

Auspice postal address

Position held in organisation
e.g. Manager, CEO

Contact person's primary phone number *

Contact person's back-up phone number

Contact person's email address *
Must be an email address

Please attach a letter from the auspicing organisation confirming this
arrangement is valid and current *

Attach a file:
*Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and
must include, name, position, signature and date.*

Does the auspicing organisation have an Australian Business Number (ABN)? *
○ Yes ○ No

ABN of auspicing organisation
*The ABN provided will be used to look up the following information. Click Lookup above to
check that you have entered the ABN correctly.*

*If the auspicing organisation does not have an ABN, please submit a completed ATO Statement by a Supplier form with your
application, otherwise 47% of any approved grant may be withheld. Download the form from: Statement by a supplier - ATO
form*

Please upload a completed Statement of Supplier form

Project details

Project title: * **(10 words or less)**

Anticipated start and end dates *
If unknown, provide your best guess

Please provide a short summary of your initiative * **(300 words or less)**
Be descriptive, but succinct. Include a brief summary of who this project is for (i.e. beneficiaries), what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes). Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu1 if you need some ideas about how to frame your response.

What are the primary areas of focus for this project/program? *
You may select up to five items. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees).

Participation - How many people will participate in or benefit from the project, and how? * **(100 words or less)**
Tell us how many people will attending, participating in the activity, or accessing information i.e. on a website or publication

Alignment to Kimberley Community Grant Scheme Outcomes

Environmental sustainability
- Relates to people having an appreciation of the preciousness of water and value of nature
- Relates to projects or initiatives that save water or serve to protect the environment

Health and wellbeing
- Relates to people's physical and meant health and wellbeing
- Relates to increasing opportunities for physical activity

Community connection, participation, and engagement
- Relates to people's connections to their community. Community often relates to geographic locations but can also relate to family networks, support networks, people with common or shared beliefs, values, friendships, interests, and activities.
- Participation relates to people volunteering and participating in civic life.
- Engagement relates to the ability to connect with people with disabilities, people of diverse social and economic backgrounds, culturally and linguistically diverse communities and Aboriginal and Torres Strait Islander communities.

Education
- Relates to people having the opportunity for lifelong learning and gaining the knowledge and skills required to participate in education, employment and their community.

Social inclusion
- Relates to people feeling they belong and having the opportunity to freely express and celebrate who they are, regardless of culture and identity.
- Relates to people having an understanding of other people, their culture and identity.

Which outcomes does your project align with? *
☐ Environmental sustainability
☐ Health and wellbeing
☐ Community, connection, participation and engagement
☐ Education
☐ Social inclusion
At least 1 choice must be selected. Select as many as relevant

Outline in 100 words or less how your project meets the outcome/s you have selected. Be succinct in your response. If your project doesn't meet the outcome, please put "N/A".

Environmental sustainability - how does your project meet this outcome? *

Health and wellbeing - how does your project meet this outcome? *

Community connection, participation, and engagement - how does your project meet this outcome? *

Education - how does your project meet this outcome? *

Social inclusion - how does your project meet this outcome? *

Please tell us about the outcomes you expect to result from this initiative.

Outcomes are the changes you expect to occur for the beneficiaries of your initiative. Generally outcomes can be framed as an increase or decrease in one or more of the following:
- Skills, knowledge, confidence, aspiration, motivation, (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Immediate outcomes occur directly following an activity (e.g. within 1 month); intermediate outcomes are those that fall between the immediate and long-term (e.g. between 1 month and 2 years); and long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

We also want to learn how you propose to gauge whether your anticipated outcomes have been achieved - what you will measure and how (indicators).

If you need more help understanding what outcomes are, read the materials at www.ourcommunity.com.au/evaluation

List your initiative's anticipated outcomes and attached information in the following table. Leave blank any fields that do not apply to your initiative.

Project Evaluation	Timeframe	Indicator	Verification Method
Please outline the outcomes or changes you expect to occur for the beneficiaries of your initiative/project.	*See description above*	*What you will use to measure this outcome - e.g. reduced graffiti to a site that has been painted as part of the project.*	*e.g. survey; interviews; social media feedback.*

Who are the expected primary beneficiaries of this project/program? *
Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

What outputs are you expecting to produce through this initiative? *
Outputs are the immediate, obvious, and (usually) countable changes a project/program generates. Examples would include the number of trees to be planted, the number of classes to be held, the number people expected to attend a training course, the number of possums to be treated for a disease, the number of volunteers to be engaged.
List your initiative's intended outputs, including approximate numbers (if possible), in the following table. Leave blank any fields that do not apply to your initiative.

Number	Who or what	Service/ product / activity	Timeframe
(Approximate, or leave blank if unknown)	*e.g. parents; trainees; trees; possums; books*	*e.g. trained in first aid; planted; provided treatment; delivered*	*e.g. over life of program; per annum; per month*

Does this initiative have community support? Do the beneficiary and/or geographic communities affected by this project/program support the activities you are proposing? *
○ Yes ○ No
Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

Community need - What is the need and how will you address it? * **(200 words or less)**
Tell us why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek. Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek. Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu2 if you need some ideas about how to frame your response.

What evidence do you have that this project/program has community support? * **(200 words or less)**
Go to the Funding Centre's Answers Bank at https://www.fundingcentre.com.au/answersbank#Qu7 if you need some ideas about how to frame your response. Alternatively you can visit https://communityinsightaustralia.org/ for research-based data.

Please upload letters of support (if available/relevant)
Attach a file:
A maximum of 5 files can be attached. Letters of support to be from community stakeholders and not from people who are likely to financially benefit from the project.

What are the major steps / stages (i.e. milestones) involved in delivering your initiative?

Milestone	Start date (if known)	Finish date (if known)	Notes
e.g. planning; major activities; evaluation	*Provide approximate date or leave blank if unknown or dependent on unknown factors. Must be a date.*	*Provide approximate date or leave blank if unknown or dependent on unknown factors. Must be a date.*	*Add explanatory notes if required*

How will the Kimberley Community Grant Scheme contribution be acknowledged? *
☐ Invitation to attend or speak at project-related events
☐ Recognition on social media posts
☐ Logos on signage or printed materials
☐ Inclusion in media statements
☐ Other:
Select as many as relevant

Inputs (budget)

Total Amount Requested*
Must be a dollar amount and no more than $10,000. What is the total financial support you are requesting in this application? Must be 50% or less of the total project cost.

Total Project/Program Cost *
What is the total budgeted cost (dollars) of your project? It cannot be the same amount as the requested amount.

Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns. Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'workshop facilitator'. Please include the amount of funding your own organisation will be contributing.
Use the 'Notes' column for any additional information you think we should be aware of.

Core organisational operating expenses including permanent staff costs are not eligible for funding. The Kimberley Community Grant Scheme will only support up to 50 percent of the total project cash expenditure. In-kind contributions are to be capture in the separate table below.

Please include quotes for significant expenditure items over $1,000. Quotes will need to be provided in the file upload area below the tables.

Your budget MUST balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

Please do not add commas to figures – e.g. type $1000 not $1,000 – this will ensure your figures for each table total correctly.

Income description	Income type	Confirmed funding	Income amount	Notes

Expenditure description	Expenditure type	Income amount	Notes

Budget totals
These numbers are automatically calculated.

Total Income Amount   Total Expenditure Amount   Income - Expenditure
$ $ $

Please attach quotes for those expenditure (cost) items over $1,000.
Attach a file:
Any other smaller quotes you have will provide evidence of a planned project.

In-kind contributions	$ Value	Confirmed?
Please use this section to indicate in-kind contributions towards the project. This can include: volunteers time, donated equipment and/or facilities, and pro bono or in-kind contributions.	*Must be a number.*	

Applicant capacity

Now that we know about your project/program, we want to find out more about your organisation's ability to undertake the work you propose. Please provide some information about your organisation that will give us confidence that you can complete the work you've described in this application. *

Include in this section information about your strategies for providing the income and how you will complete this project within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this work.

Have you successfully completed a project like this previously? *
○ Yes
○ No

Please provide a link to or attach a copy of your most recent Annual Report. If you do not produce an annual report, please provide us with your most recent financial statements (may include a Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position).

Upload files *
Attach a file:
or
Provide web link:
Must be a URL

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree * ○ Yes ○ No

Name of authorised person *
Must be a senior staff member, board member or appropriately authorised volunteer

Position *
Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *
Must be an Australian phone number. We may contact you to verify that this application is authorised by the applicant organisation. Please include area code and no spaces e.g. 0891868266

Contact Email *
Must be an email address.
Date *

Applicant feedback

You are nearing the end of the application process. Before you review your application and click the SUBMIT button please take a few moments to provide some feedback.

Please indicate how you found the online application process: *
○ Very easy ○ Easy ○ Neutral ○ Difficult ○ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form.