

Kimberley Community Grants Guidelines



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 having an understanding of other people, their culture and identity.



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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.

Criteria

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.



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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 (eg 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 the 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.



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Grant 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 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 (watercorporation.com.au/wkcgrants).

Completed forms can be submitted by emailing kcgrants@watercorporation.com.au

Applications must be submitted 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) 9186 8266** or email kcgrants@watercorporation.com.au.

