



Kwinana **Community Bank**[®]
Branch



2019/2020

Kwinana Community Funding Program **GUIDELINES**



Purpose

- To encourage local community organisations to engage in capacity building and community engagement projects, events and programs, maximising the potential for collaboration between multiple groups. Examples of suitable projects include:
 - Community events and initiatives
 - Pilot programs such as homework groups or breakfast clubs
 - Community arts projects
 - Community workshops and training courses
- To give local groups and organisations access to a local funding source for the acquisition or replacement of minor equipment. Examples of suitable projects include:
 - Sporting equipment for junior sporting clubs
 - Gardening tools for community gardens
 - Tables and chairs for community halls
 - Trailers.

Application information

The project can be a partnership between two or more community groups. Joint projects are encouraged.

Funding applications will be assessed on a case by case basis by a selection panel comprised of representatives from the funding bodies.

Can my group apply?

All community organisations that are based in or provide services within the Kwinana community are eligible to apply for funding.

How do we apply?

All applicants will need to complete the application form which is available from the City of Kwinana, Kwinana Community Bank, or from the web pages www.kwinana.wa.gov.au or

www.bendigobank.com.au/community/our-branches/kwinana

Application information

There is a limit of one successful application per organisation per 12 month period.

Applicants may seek assistance from the relevant City of Kwinana staff member or a representative from the Kwinana Community Bank.

Applications must include quotes for services and equipment proposed for the project, if items are over \$500.

All applicants will be notified of the outcome of their application within five weeks of the round closing.

All applications will be considered by a panel comprised of representatives from the City of Kwinana, from the Kwinana Community Bank and from the Kwinana Community Chest.

Applicants are strongly encouraged to indicate contributions made to the project by their organisation, either financial or in-kind.

Funding conditions

Any project requested must be compatible with the Kwinana Community Funding Policy specifications and adopted management plans, and meet Australian Standards and legislation, where applicable.

The funding must be expended within 12 months of notification of approval of the application in which it is allocated. There is no capacity to carry forward unspent funds over the 12 months

Contracts must be entered into and the work must be in progress within the specified time frames, as outlined in the application, unless otherwise approved by the Panel.

Funding for all projects is limited to a maximum amount of \$5,000 per year, although higher amounts may be considered in exceptional circumstances.

Funds which are unspent at the conclusion of the project or activity must be returned to the Program within six weeks of the completion of the project, activity or event.

Funding must be spent wholly on the project, as described in the funding agreement.

Any variations to the project scope must be advised to, and approved by, the Panel.

The Panel 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 organisation, shall be returned to the Program for reallocation in the future.

Funding Guidelines will be provided as part of the funding application package, available on request from the Kwinana Community Bank or City of Kwinana.

Funds will be provided by EFT payment to the account of the organisation. No payments will be made to individuals or the account of an individual, this will only happen once you have submitted your funding agreement to the City of Kwinana.

The Panel may offer applicants an amount less than what they have applied for, and reserve the right to stipulate what aspects(s) of the project the funding may be spent on.

Acquittal Process

Organisations successful in their application for funds are to:

Provide a completed and signed Kwinana Community Funding Program Acquittal and Evaluation Form to the Panel by the date stated on the front of the form and in the confirmation documentation.

Provide copies of receipts for all items of expenditure.

Acknowledgements

Funded organisations must acknowledge funding support provided through the Program. Copies of the City of Kwinana, Kwinana Community Bank and Kwinana Community Chest logos will be provided via email and must be used as stipulated in the accompanying guide.

City of Kwinana, Kwinana Community Bank and Kwinana Community Chest are entitled to publicise financial support provided to organisations for community projects. Funded organisations may be asked to provide images or feature in stories in various publications and on-line sites. Local media appearances may also be requested.

Eligibility

Grants will only be considered if:

- The applicant has current public liability insurance, at the time of the program, event or purchase of equipment or materials
- The program, event or purchase of equipment or materials has meaningful benefits for the Kwinana Community
- The applicant has supplied quotes for all purchases over \$500
- The program or event needs to take place within the boundaries of Kwinana
- Applicants are strongly encouraged to indicate contributions made to the project by their organisations, either financial or in-kind

Exclusions

Grants will not be considered if:

- For commercial organisations or activities
- For general fundraising activities
- For projects that denigrate, exclude or offend minority groups
- For projects that present a danger to public health or safety
- For projects that will rely on recurrent funding from the Program
- For projects that contravene the policies of the funding bodies
- For ongoing operational expenditure
- For previous recipients who have not fulfilled the conditions of their previous funding
- For applicants who do not complete the application correctly
- For deficit Funding – for organisations that are experiencing a shortfall in cash or revenue, or anticipated revenue
- For recurrent salaries and recurrent operational costs