

Kimberley Community Grants Scheme: COVID-19 Community Relief Fund 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 way of disposing of Broome's recycled wastewater. Grants of up to \$10,000 are available to not-for-profit organisations and community groups based in the Kimberley.

We know it's a challenging time, so in response we are opening a one-off round of funding.

Grants of up to \$10,000 are available to not-for-profit organisations experiencing financial hardship as a result of COVID-19 or who wish to expand their services to further support the community through this challenging time.

Outcomes

Applicants are required to outline how their organisation contributes to one or more of the outcomes listed below or how they will expand their services to further support the community through this tough time.

Health and wellbeing

- Relates to supporting 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.

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.

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.

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.

What we will support

This round of funding is specifically designed to provide support to not-for-profit organisations experiencing financial hardship as a result of COVID-19, or who want to expand their services to further support the community through this challenging time.

Applicants can apply for up to \$10,000 in funding towards the following:

- COVID-19 support and wellbeing program costs (such as community food packs, personal protective equipment and health supplies and other response support packs)
- Rent, insurances and utility costs (power, water, gas, or other)



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- Staff costs (permanent or casual)
- Phone, internet or other technology type costs to connect people or organisations
- Other operational expenses.

Who can apply?

- To be eligible for a grant, applicants must meet the following criteria:
- Applicants must be a not-for-profit constituted body such as an incorporated association (or be auspiced by one).
- Applicants must demonstrate that they are experiencing hardship, or will experience hardship, as a result of COVID-19 or wishing to deliver a program to support people in the Kimberley experiencing hardship as a result of COVID-19.
- Applicants must be located within, or offer a program within, the Kimberley.
- Funding must be acquitted within 12 months of receiving funds.
- Applications must be submitted using a specified form by a specified deadline.

Successful applicants will be required to:

- Sign a letter of offer that outlines the terms and conditions of funding.
- Provide data which demonstrates that the funded application has achieved intended outcomes.

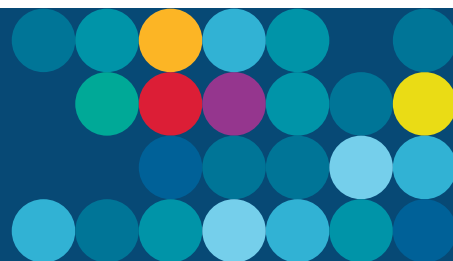
Criteria

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 and provide relevant supporting documentation.

Evaluation criteria	Points
Summary: Is the aim and purpose clearly identified within the application?	25
Does the application clearly demonstrate that the organisation is experiencing hardship or wishes to deliver a program to support people experiencing hardship?	25
Does the application support the specific COVID-19 Grants Scheme outcomes?	25
Is there a demonstrated community benefit for this organisation or community group to receive COVID-19 funding support?	25



Kimberley Community Grants Scheme: COVID-19 Community Relief Fund Guidelines



Supporting attachments

- Certificate of currency for public liability or other relevant insurance
- Operational costs
 - » If the application is requesting support for operational costs such as rent, utilities, internet, phone and/or insurance, previous examples of these accounts must be submitted with the application to support the request.
- Staff costs
 - » If the application is requesting support for staff costs, examples of previous employee payslips or other documentation must be submitted as evidence.
- Written quotes
 - » At least one quote must be submitted if you are applying for maintenance on a community facility.
 - » Significant single expenditure items (e.g. single items like computers or items over \$1,000) to include a quote or full details within the budget.
- Letter(s) of support from other organisations or the community are encouraged

Funding history

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
- Projects or organisations that duplicate existing or previous services and programs
- Organisations with a sole religious or political purpose
- Activities, projects, programs and events that have already taken place
- Use of funds to meet financial solvency obligations
- Brand development or direct fundraising purposes
- Use of funding towards existing debts or financial obligations with no connection to the current changed economic circumstances as a result of COVID-19



Kimberley Community Grants Scheme: COVID-19 Community Relief Fund Guidelines



Grant terms and conditions

If your application is successful, you will be required to:

- sign a letter of offer and associated terms and conditions of funding
- provide a tax invoice prior to funds being transferred into a bank account
- collect and report on data as outlined in the letter of offer and associated terms and conditions
- 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
- provide an acquittal report within six weeks of spending the funds.

When and how can we apply?

We understand that our community needs support which is why we have opened this special round of funding, dedicated to providing our community with much needed support during this tough time.

Applications are now open and will close **4pm AWST, Friday 5 June 2020.**

Application forms can be accessed via the Water Corporation website (watercorporation.com.au/wkcgrants) and completed forms can be submitted by emailing kcgrants@watercorporation.com.au. Applications must be submitted by the advertised closing date.

Enquiries

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.

