



DRAFT Service #: COVID 19 Crisis Relief Fund

1. Purpose

To give effect to the City of Kalamunda's (the City) commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the City recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that the City offer fair, equitable, consistent and dignified support to those suffering hardships, while treating all members of the community with respect and understanding at this difficult time

2. Policy Application

This policy applies to any person, family, household or, small local business owner who is suffering direct financial stress as a result of the COVID-19 crisis.

This policy will only apply for the duration of the Western Australian State and Public Health Emergency Declarations for COVID 19.

3. Policy Statement

The Council and City are committed to ensuring community resilience in the wake of the COVID-19 pandemic by providing a financial assistance package to our most vulnerable COVID-19 impacted community members and support groups delivering services to this cohort.

The funding is intended to support those in need and not to create a dependency on the City.

Funding will be provided within the following three categories–

Category 1 – Individuals, Families or Households – Up to \$1000

Category 2 – Small Local Business – Up to \$1000

Category 3 – Community Groups (COVID-19 Innovation Grants) - Up to \$5000

If any information in applications is found to be false or misleading, the grant will be repayable on demand.

4. Category Criteria

(1) Category 1 – Individuals, Families or Households

(a) Eligibility

- i. Are a City of Kalamunda ratepayer (must be an individual and not a commercial ratepayer).
- ii. The applicant must be the owner or co-owner of the property and liable for payment of rates and charges.



- iii. Have demonstrated financial hardship due to COVID-19.
 - iv. Demonstrate all members of the household have lost their job or had a 30% decrease in income.
 - v. Must demonstrate that other help received have not alleviated financial stress.
 - vi. Provide necessary documentation to prove financial hardship.
 - vii. Submit an application before 30 August 2020
 - viii. Applicants must certify that they meet the eligibility criteria when submitting an online application.
- (b) Purpose for which funds can be used
- (i) Allocation of up to \$1,000
 - i. Local Government Rates.
 - ii. Local Government fees or charges.
 - iii. Infringements issued by the City of Kalamunda

(2) Category 2 – Small Local Business

- (a) Businesses are eligible to apply for the COVID-19 Small Business Innovation Grant provided they meet the following criteria:
- i. Have an Australian Business Number (ABN)
 - ii. Are a small business as defined by the Australian Bureau of Statistics (fewer than 20 employees)
 - iii. Have either a lease on a premise in the City of Kalamunda OR Are the registered owner of a small business in the City of Kalamunda were carrying on the operation of a business as at 1 March 2020
 - iv. Have an annual turnover of more than \$75,000 (excluding GST)
 - v. Have been subject to closure or highly adversely impacted by COVID19 related restrictions^
 - vi. The enterprise does not engage in illegal activity.
 - vii. Submit an application before 30 August 2020

Businesses eligible for the Commonwealth JobKeeper payment will be deemed to be highly adversely impacted by COVID-19 restrictions.

- (b) Purpose for which funds can be used
- (i) Allocation of up to \$1000
 - i. Local Government Rates.
 - ii. City fees or charges.
 - iii. Infringements issued by the City.

(3) Category 3 – Community Groups (COVID-19 Innovation Grants)

- (a) Applications must demonstrate:
- i. the benefit to the City of Kalamunda community.



- ii. innovation and creativity to improve social connections.
- iii. how the project is assisting the community to recover from COVID-19.
- iv. increased participant resilience through connection to community.

b) Applications will be assessed against the following eligibility and assessment criteria:

- i. Applicant has discussed the project with the City of Kalamunda, prior to application
- ii. The project meets the fund’s primary objective by clearly demonstrating how it will enhance and strengthen Kalamunda’s community connectedness.
- iii. The project demonstrates understanding of, and responsiveness to, challenges faced by the community.
- iv. The project demonstrates quick and effective outcomes for the community.
- v. The applicant demonstrates organisational capacity and ability to deliver the project and manage the funds.
- vi. Community engagement and partnerships in the project planning.
- vii. Application submitted by 30 August 2020.
- viii. A project budget listing any income or expenditure by line item associated with the project.
- ix. All projects must be completed by 30 March 2021.

c) Purpose of the fund

- i. Allocation of up to \$5,000 for projects that assist the community to recover from COVID-19 in accordance with the above criteria.
- ii. The following criteria are eligible/ineligible funding elements:

| Eligible | Not Eligible |
|--|---|
| One off funding | Retrospective costs (expenses incurred before the funding is approved) |
| Materials | Projects that will rely on recurrent funding |
| Training and development costs | Projects with political or religious purposes only |
| Venue and facility hire | Core organisational operating costs, for example a permanent staff position for ongoing work |
| Staffing costs for proposed project/service | Fundraising activities |
| Marketing and communication costs related to the program | Commercial activities |
| Applicants must reside, be located and/or operate in the City of Kalamunda | Political parties |
| Grants up to \$5000 | Government agencies |
| Clubs and community groups Arts and Cultural Groups Not-for Profit organisations. Unincorporated groups | Applicants that have an outstanding grant acquittal with the City of Kalamunda, unless there is evidence of exceptional circumstances approved by the City’s Chief Executive Officer. |





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| Status | | | |
| Related Local Law | | | |
| Related Council Policies | COVID Financial Hardship Policy (April 2020) | | |
| Relevant Delegation | | | |
| Related Internal Procedures | | | |
| Related Budget Schedule | | | |
| Legislation | <i>Local Government Act 1995</i> | | |
| Notes and Conditions | | | |
| Authority | | | |
| Adopted | | Next Review Date | |