

# City of Kalamunda

## COVID-19 Crisis Relief Fund

Community Innovation Grants  
Eligibility and Application Form



## Overview

The City of Kalamunda has established a \$1m COVID-19 Crisis Relief Fund to support households, community groups and small businesses that employ staff and are subject to closure or highly impacted by the shutdown restrictions announced by the Government as a result of the corona virus (COVID-19).

Community groups are invited to apply for innovation grants up to \$5000 to help our community recover from the impacts of the pandemic.

This document provides guidance for community group applicants of the COVID-19 Crisis Relief Fund.

Please read these Guidelines before applying.

## Available Funding

The City of Kalamunda is seeking to support creative and innovative projects that enhance Kalamunda's community connectedness.

The funding will stimulate our local community and economy post COVID-19 with timely projects to strengthen our community.

## How to Apply

Applicants should check the criteria for eligibility and speak with the City's Community Development Team prior to submitting an online application via **[kalamunda.wa.gov.au](https://kalamunda.wa.gov.au)**.

Note: All questions in the application must be completed to ensure timely assessment and grant payment.

Applicants will be notified by email of the outcome and any conditions.

Grants above \$1000 will need Council approval prior to payment.

Successful applicants must supply an acquittal report within three months of the project's conclusion.





## Opening Date

Applications open **1 July 2020**.

Applications for the COVID-19 Crisis Relief Fund must be submitted via **kalamunda.wa.gov.au**.

## Closing Date

Applications close **31 August 2020**.

## Criteria

Applications must demonstrate:

- the benefit to the City of Kalamunda community.
- innovation and creativity to improve social connections.
- how the project is assisting the community to recover from COVID-19.
- increased participant resilience through connection to community.

Note: This funding does not replace other available support to assist organisations and businesses affected by COVID-19, e.g. Federal and State Government Economic Stimulus packages.

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

- Applicant has discussed the project with the Community Development team, prior to application (Note: Arts and Cultural applications will be redirected).
- The project meets the fund's primary objective by clearly demonstrating how it will enhance and strengthen Kalamunda's community connectedness.
- The project demonstrates understanding of, and responsiveness to, challenges faced by the community.
- The project demonstrates quick and effective outcomes for the community.
- The applicant demonstrates organisational capacity and ability to deliver the project and manage the funds.
- Community engagement and partnerships in the project planning.
- A project budget listing any income or expenditure by line item associated with the project.
- All projects must be completed by 30 March 2021.



# Eligibility

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.



## Additional Details

The City of Kalamunda reserves the right to amend these Guidelines and application terms as required.

Applicants should be aware that the City of Kalamunda is subject to certain legislative and administrative accountability and transparency requirements of the *Local Government Act* and *Freedom of Information Act*, including public disclosure in accordance with the *Public Interest Disclosure Act 2003*.

The City of Kalamunda will treat all information provided by applicants sensitively. Any information contained in, or relating to, an application, including information identified by an applicant as confidential, may be disclosed by the City of Kalamunda:

- to its employees, advisers or third-parties in order to assess and process an application
- where information is authorised or permitted by law to be disclosed and/or
- where the information is already in the public domain.

The City of Kalamunda will not contact you via text message regarding your application. Please ignore any text message claiming to relate to the COVID-19 Crisis Relief Fund.

COVID-19 Crisis Relief Funding will be provided to successful applicants by the City of Kalamunda.

Whether an applicant is successful or not will be determined by City of Kalamunda in its absolute discretion.

To access grant funding, applicants will be required to agree to Terms and Conditions at the time of application stipulating obligations and conditions under which assistance will be given to eligible applicants.

The City of Kalamunda will not be legally obliged to pay any grant monies to an applicant.

Potential applicants should note that information received in connection with an application may be used and communicated outside the City of Kalamunda for due diligence purposes and may also be provided to the Western Australian Government and third parties engaged by City of Kalamunda to assist with the assessment and processing of the applications received, together with program monitoring, reporting and evaluation purposes.

## More Information

If you require more information to participate in the program please refer to FAQs or contact [enquiries@kalamunda.wa.gov.au](mailto:enquiries@kalamunda.wa.gov.au)



# COVID-19 Crisis Relief Fund

## Community Group Application Form

Business Company Details		
Organisation Name		
Contact Person		
Email Address <i>(For future correspondence, please ensure it is correct.)</i>		
Operating Address		
Phone Number		
Is the organisation incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the organisation registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the organisation have public liability insurance to the value of \$10,000,000 (ten million)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Project Details	
Project Description	
How have you identified the need for your project?	
Describe how the project will benefit the Kalamunda community	
How will you evaluate the benefit to the Kalamunda community?	

# COVID-19 Crisis Relief Fund

## Community Group Application Form

Applicant has discussed the project with the community development team, prior to application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The project meets the objectives of the fund	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The project addresses a need within the City of Kalamunda community, with demonstrated benefit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The project demonstrated understanding of, and responsiveness to challenges faced by the community	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The project demonstrates quick and effective outcomes for the community	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The applicant demonstrates organisational capacity and ability to deliver the project and manage the funds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The applicant demonstrates community engagement and partnerships in the project planning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All projects must be completed by the 30 March 2021	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The project demonstrates innovation and creativity	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Application Supporting Documents	
Project Budget Breakdown	Attached
Additional Documentation	Attached

>> *Continued***DECLARATION & AGREEMENT****Acknowledgement and Lodgement****1: Privacy Consent**

I acknowledge that the City of Kalamunda administering the Grant program, is subject to certain legislative and administrative accountability and transparency requirements of the Australian Government and Government of Western Australia, including public disclosure in accordance with Premier and Cabinet policy.

I acknowledge that the City of Kalamunda will treat all information provided by applicants sensitively.

I agree that any information contained in, or relating to, an application, including information identified by an applicant as confidential, may be disclosed by the City of Kalamunda:

- to its employees, advisers or third-parties in order to assess and process an application;
- where information is authorised or permitted by law to be disclosed; and/or
- where the information is already in the public domain.

I acknowledge that information collected will be used and held for the purposes of assessing the application, administering and handling the grant in accordance with the Grant Guidelines.

**2: Consent and Declaration**

I declare that:

I am authorised for and on behalf of the entity nominated in this application to provide this declaration and to submit this application.

The organisation is a going concern, and I have not, to the best of my knowledge having made all reasonable inquiries, omitted any information that:

1. Would have a bearing on the consideration of my application, and I acknowledge that I may be required to provide evidence of statements made in this application.
2. The statements set out in this application are true and correct in every particular.
3. Neither I, nor any other person associated with this organisation, has previously applied for this grant.
4. I acknowledge that failing to provide some or all of the information which the City of Kalamunda requests about me may result in this application not being processed or approved.
5. The details provided in this application are true, complete and accurate, including the Australian bank account details (BSB and Account Number) provided as part of this application. I acknowledge and accept that the provision of incorrect details will delay the processing of my application and/or not receiving payment as a result of the provision of incorrect bank account details.
6. I understand that if any information provided in this application is found to be untrue or misleading, the grant will be repayable on demand, and the matter may be referred to law enforcement and penalties may apply.

☐

I confirm that by checking this box, I am making the above declarations; and I agree that if our organisation receives a grant we will be legally bound by the Grant Terms and Conditions set out in this form.

Full name of person completing this application: \_\_\_\_\_

Position / Role: \_\_\_\_\_

OFFICE USE ONLY				
Application Received:	/ / 20	Application Assessed:	/ / 20	MRC officer initials