



Community Funding Program Information Pack

2024–2025



2024-2025 Community Funding Program

Information Pack



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1. Introduction to the Community Funding Program

The City of Kalamunda’s Community Funding Program supports and encourages individuals and community groups who make a positive contribution to the City of Kalamunda, to conduct projects, and activities to develop and enhance the Kalamunda community.

The City’s aim is to build a sustainable local community and to celebrate the diversity of our community living in the City of Kalamunda.

The Community Funding Program is divided into three categories:

1. Sport and Recreation Development – Up to \$1000
2. Community Development – Up to \$1000
3. Kalamunda Sports Star Awards – Junior Under 18 \$250, Senior 18 - 25 \$150

You can download individual application forms specific to the grant you wish to apply for via the City’s website – [City of Kalamunda | Community Funding Grants](#)

This program is highly competitive therefore not all projects can be supported, nor the full funding amount requested be provided on every occasion.

Assessment of applications will take into consideration any other City funding already provided to clubs/groups as well as previous level of funding provided via the Community Funding Program.

Priority will be given to those projects that meet the CFP priorities (see table below) and are supported by a Club/ group financial commitment.

In order for your application to be assessed, you must first discuss your application with the appropriate Officer. Should you have any general enquiries, please contact the Community Development Administration Officer on 9257 9841.

For a more detailed description of the above grants, please see Page 4.

2. Eligibility

The following criteria are eligible/ineligible funding elements

Eligible	Ineligible
*Not for profit & incorporated community organisations located within the City of Kalamunda.	Groups that have outstanding acquittals with the City of Kalamunda or have previously failed to properly acquit funding within the last two financial years.
Projects or activities that align with the City’s & the groups’ Strategic plans.	Retrospective projects/ costs /expenses incurred before the funding is approved (Except for Kala Sports Star Awards)
Operational equipment to support groups and clubs - maximum amount is \$500. Large scale, one off equipment items may be considered for increased funding.	Event funding (Funding for events is managed by the City’s Events Coordinator. Please email: enquiries@kalamunda.wa.gov.au)
Activities/projects that improve volunteer skills or training and development costs	Individuals, unless they are sponsored by an eligible organisation & are a resident of the City. (Except for Kala Sports Star Awards)
Projects that increase the physical & mental health of the community.	Venue & facility hire associated with the delivery of target project or program
Marketing & communication.	For-profit organisations. Political parties
	Fund raising/commercial activities/ projects
	Catering
	Projects that will rely on recurrent funding
	Personal equipment (mouth guards etc)
	Prizes or thank you gifts for presenters
	Recurrent salaries & operational costs / subsidised membership fees
Engagement of professional services to assist with financial planning or strategic planning.	Deficit funding – for organisations
	Groups or clubs must be located within the City of Kalamunda, or services must be provided within the City of Kalamunda
	The City will not fund the same application two consecutive years in a row

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**Eligible clubs and community groups will generally be located within the City of Kalamunda. However, in some instances, organisations outside of the LGA boundaries may be able to apply. Please contact the Community Development Administration Officer on 9257 9841 to discuss your application. Applications will be considered for items that may not fit within the current criteria parameters for groups experiencing extenuating circumstances due to current or upcoming major facility developments.*

3. How do I apply for funding?

The City of Kalamunda must receive your application within the specified funding rounds (September 01 – October 31 and February 01 – March 31). Please make note of time frame of the funding round for each grant.

Your application must be made in writing, using the appropriate City of Kalamunda grant application form and include separate attachments where necessary.

While Community Groups and clubs may submit more than one application per annum, **only one application per organisation will be funded in any financial year (July 1 to June 30).**

Steps for applying for funding:

1. Determine which category of funding you are seeking.
2. Ensure that you have the agreement of your club committee or community group to apply for the funds.
3. Arrange to discuss your application with the relevant Grant Administrator.
4. Complete your application using the appropriate application form and forward to the City.
5. Your club/group will receive an email confirming receipt of application.

4. How will applications be assessed?

All applications received will be considered by the Community Development Team.

Your organisation will need to allow for 1-2 months after submitting their application to receive official notification regarding the outcome of your application.

Questions that will be considered as part of the assessment process are:

- » Has the applicant clearly addressed why the service/product is needed by the community and how will it be provided?
- » Funding contributions from the applicant are encouraged and will be looked upon favourably during the assessment phase.
- » Does the service/project align with the City and Clubs Strategic Plan and policy objectives?
- » Can the proposal demonstrate the extent to which the broader community will be engaged or involved with the service/project?
- » Does the proposal demonstrate that it will provide a continuous improvement opportunity for the community, but also be sustainable?

5. If your application is successful

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

- » Acknowledge the City as a contributor or sponsor to the project, activity or event via social media, newsletter or other communication channels.

Unspent funds:

- » Any funding that has not been expended by the group, must be returned to the City of Kalamunda.

Reporting back to the City of Kalamunda:

- » After your project or event, your organisation will need to provide an acquittal to the City that shows that you have completed the project according to your proposal.
- » As part of this acquittal, you will need to provide copies of all invoices/receipts/proof of payment and a statement by the President of your organisation.
- » Please submit a series of photos taken of the project's implementation that have been authorised and include photo consent, for the City to utilise in promotional activities.

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6. Funding Categories (Please note: Forms must be submitted during the Funding Rounds)

Funding Round 1 for all categories opens 01 September and closes 31 October.

Funding Round 2 for all categories opens 01 February and closes 31 March.

You will be notified of the outcome of the application 1-2 month after the closing date

6.1 Sport and Recreation Development – Up to \$1000

- Objectives**
- » To extend and support the level of participation in sport and recreation activities within the community
 - » To increase the number and variety of recreation opportunities within the community
 - » To assist in the improvement of community sport and recreation by enhancing the volunteer support base of local community groups
 - » To positively contribute towards the wellbeing and safety of the community
- Criteria**
- » Alignment with the City of Kalamunda and Community Group's Strategic Plan

SPORTS AND RECREATION	
Priority Projects	Low Priority Projects
Upskilling volunteers eg - Coaching courses, sports trainer/first aid workshops	Operational equipment e.g. balls and bats
Engagement of professional services for development of financial plan/ business plan/Governance	Uniforms/ Jerseys

6.2 Community Development – Up to \$1000

- Objectives** To support initiatives which inform, educate, enact change and bring:
- » Positive benefits to the City of Kalamunda community
 - » Improve social connection and increase community activity
 - » Meet an identified need in the community
 - » Do not duplicate an activity already available in the local area
 - » Are delivered within the City of Kalamunda
 - » Extend the capacity of the group

- Criteria**
- » Evidence of value to the community through:
 - » Alignment with the City of Kalamunda Strategic Community Plan, Youth Plan, Social Inclusion Plan etc.
 - » Alignment with the group's mission/goals

- Exclusions**
- » Events are not funded under this program, see City of Kalamunda Events and Culture Funding Program



Scan QR code to view City's Strategies

6. Funding Categories cont.

6.3 Kala Sports Star Awards | Under 18 - Up to \$250 | Senior 18 - Up to \$150

- Objectives**
- » To recognise the achievement of local athletes who have represented their state or country in their chosen sport
 - » To support local athletes and their families financially in their elite sports pursuits
 - » Retrospective funding *Conditions Apply
- Criteria**
- » Must be participating or participated as an athlete in an official State or National sporting competition, endorsed by relevant ASC recognised State or National Sporting Organisation, or national school sport competition.
 - » Must provide documentation from State Association or Governing Body as evidence of acceptance.
 - » Must be chosen through a validated selection process
 - » Must be a resident of the City of Kalamunda
 - » Must be a competitive event
- Exclusions**
- » Development or training squads or camps – for example Australian U19 Women’s
 - » Training Camps
 - » Ongoing seasonal competitions – for example WA Basketball League.
 - » Local or regional competitions – for example BMX WA Regionals.
 - » Competitions run by organisations not affiliated with the ASC recognised national sporting organisation or state sporting association.
 - » Friendship or invitational events