



# Kimberley Community Action Fund - Round 1

# Guidelines

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## 1. OVERVIEW

The Kimberley Community Action Fund (KCAF) is a \$2 million State Government initiative to provide small grants for local solutions to improve community safety and security in the Kimberley Region of Western Australia.

The State Government is investing up to \$1million for this Round (Round 1) of the program.

Eligible applicants can apply for KCAF grants of up to **\$100,000** for individual projects in Round 1.

## 2. INTRODUCTION

These Guidelines contain important information for applicants about Kimberley Community Action Fund (KCAF) grants.

The Kimberley Development Commission (KDC) will oversee delivery of the Program.

### Round One (1)

Applications open: 31 May 2022  
Applications close: 30 June 2022

## 3. OBJECTIVES AND SCOPE

KCAF grants provide funding to support community safety initiatives that are locally driven, can be delivered quickly and have demonstrated community support in the Kimberley.

The objectives of the KCAF Grants Program are to:

- reduce crime;
- improve community safety and security;
- provide engaging activities and places for young people at risk of offending; and
- enhance community empowerment.

## 4. ELIGIBILITY CRITERIA

### Who is Eligible?

To be eligible for KCAF grant funding an applicant **must**:

- be a legal entity capable of entering into a legally binding and enforceable financial assistance agreement (**Grant Agreement**) with the Western Australian State Government;
- have an Australian Business Number (ABN); and  
have an account with an authorised deposit-taking institution (an Australian financial institution or bank) registered with the Australian Prudential Regulation Authority.

## Who is not Eligible?

You are **not** eligible to apply if you are a:

- Federal or State Government Agency – **except** Schools;
- Government Trading Enterprise (GTE);
- Trust Fund that is not structured to enter into a financial agreement; or
- Individual in their own personal capacity.

Unincorporated groups may apply, provided their application is auspiced by an incorporated body.

## What is not Eligible?

Items or activities that are **not** eligible for funding include:

- Retrospective payments or expenditure incurred prior to execution of a KCAF Grants funding agreement;
- Ongoing costs incurred after the initiative is completed (e.g. operating and maintenance costs);
- Existing staff salaries for core business activities; and
- Operational overheads (such as rent, insurance, telephone etc.).

## What Qualifications or Skills are required?

If you are successful, all personnel working on projects that engage with external stakeholders must maintain the following requirements:

1. Working with Children check (if working with children)

## 5. ASSESSMENT CRITERIA

**Applicants are required to demonstrate:**

a) how their project meets at least one of the following objectives:

- reduce crime;
- improve community safety and security;
- provide engaging activities and places for young people at risk of offending; and/or
- enhance community empowerment.

Examples of projects that may be funded include, but are not limited to:

- Enhanced physical security measures at businesses or organisations, such as improved lighting, fencing, door and window security, or CCTV;
- Night patrols;
- Facilities and organisations providing spaces and activities for kids after hours; and/or
- Engagement with families to ensure children have safe homes and support to stay at home rather than being street-present.

b) The need and potential impact of the proposed project

c) How outcomes and the outcome measures identified in the proposed project are appropriate, achievable and assessable;

- d) Local partnerships and collaboration including level of involvement and/or support from local organisations and the community including collaboration with Aboriginal organisations will be favourably considered;
- e) A 50% cash contribution to the project applies to LGA's, schools and private businesses. Not-for-profit organisations will be considered on a case-by-case basis;
- f) The capacity to undertake and complete the project, past grant experience, project management and governance structure, experience of key personnel, project risk identification and mitigation;
- g) The capacity to meet ongoing operating and maintenance costs following the conclusion of the grant funding (if applicable).

## 6. ASSESSMENT AND DECISION-MAKING PROCESS

The assessment process for KCAF Grants involves the following:

- The KCAF Grants Assessment team will undertake an assessment of all applications using a competitive, merit-based process.
- Pending eligibility, each application will be assessed against the criteria outlined in section 5 by the KCAF Grants Assessment team.
- Recommendations will be submitted to the Minister for Regional Development for final approval.
- All applicants will be advised of the outcome of the assessment process.
- Grant Agreements will be developed and executed with successful applicants.

The KCAF Grants Assessment team may include, but not be limited to, representatives from:

- Kimberley Development Commission Board
- Western Australia Police
- Department of Communities

Applicants should note that:

- the assessment and decision-making process could take up to **three (3) months** and should be considered during project planning; and
- The KDC may request more information to clarify aspects of the application.

## 7. HOW TO APPLY

After reading the Guidelines, please contact the KDC to discuss your project prior to progressing or submitting an application for funding. Contact information for the KDC is:

Kimberley Development Commission  
Tel: 08 9194 3000  
Email: [gpo@kdc.wa.gov.au](mailto:gpo@kdc.wa.gov.au)  
Web: [www.kdc.wa.gov.au](http://www.kdc.wa.gov.au)

**Note:** Applicants should seek advice on their project proposal with the KDC, prior to the submission of an application.

## **Submitting an online application**

Applications from eligible organisations must be submitted online using the SmartyGrants application form link available on the Kimberley Development Commission (KDC) website.

To be considered for funding, completed applications must be submitted by the closing time and date specified on the KDC web page. Please note the SmartyGrants system will close automatically at the specified time of the closing date and you will not be able to lodge a late application.

Applications received by other means will not be eligible for consideration unless agreed to by the KDC. All applicants will be notified by email that their application has been received.

## **8. PERSONAL INFORMATION AND DISCLOSURE OF INFORMATION IN APPLICATION**

Applicants should be aware that the KDC is subject to the *Freedom of Information Act 1992 (WA)*, which provides a general right of access to records held by State Government agencies and local governments.

Applicants are advised that information pertaining to the receipt of State Government financial assistance will be tabled in the Western Australian Parliament and listed in Government media statements. This information could include the name of the recipient, name of the Project, the KCAS Grant funding amount, total project budget, including name and amount of other leveraged funding sources and project description. This could result in requests for more details to be released publicly.

Successful applicants should be aware that a summary of the key project details and approved funding amount might appear on the KDC website.

*The KDC and the State reserves the right to discuss an application with subject matter experts if it is deemed necessary to assist in assessing the application.*

## **9. CONDITIONS AND OBLIGATIONS THAT APPLY TO SUCCESSFUL APPLICANTS**

Before receiving any funds, successful applicants will be required to enter into a Grant Agreement, which will outline the conditions of the grant funding.

All projects must be approved and the Grant Agreement executed prior to project commencement. No retrospective payments will be made. The Grant Agreement must be signed and returned to the KDC within sixty (60) days of the date of issue.

Progressive payments may be made where applicable following execution of a Grant Agreement and subject to the applicant providing the KDC with:

- sufficient information (including a written report) on the agreed milestones to indicate that the project is progressing satisfactorily; and
- a statement of income and expenditure for the project to the date of the progressive payment claim, signed by the applicant's Chief Executive Officer or equivalent position. This statement should include details of eligible project expenditure compared to budget.

As a condition of funding, all grant recipients will be required to provide a detailed Final Report (Acquittal) to the KDC within twelve (12) weeks of the completion of the project. For projects receiving funding of more than \$50,000, the final report must be audited by an independent auditor, unless advised otherwise.

The Acquittal report will need to align with the outcomes stated in the application form.

## **10. CONFLICTS OF INTEREST**

The KDC reserves the right not to support an application if it is not satisfied that adequate arrangements are in place to appropriately address and manage a perceived or actual conflict of interest.