

Kimberley Community Action Fund - Application Form - Round 1

Form Preview

1. Kimberley Community Action Fund

* indicates a required field

Basic Applicant Details

Applicant

Organisation Name

Project Title *

Note: The title of the project provided in your application may be used for public announcements/ media statements if successful

Total Amount Requested

\$

THIS IS AUTO-CALCULATED from Section 6.1

1.1 Application Information

Before completing this application form please ensure you have read the Kimberley Community Action Fund (KCAF) Grants Program Guidelines available online at www.kdc.wa.gov.au.

Eligible applicants can apply for funding up to a maximum of \$100,000 for individual projects.

All applicants are encouraged to discuss their project with the **Kimberley Development Commission** prior to submitting an application. Please contact **Yvette Parker** on **9194 3000** or email gpo@kdc.wa.gov.au

This form contains mandatory fields. You will be alerted if you save the form without completing the required sections. If you have any questions, or experience issues completing this form please contact **Yvette Parker**.

Please note, supporting documents are supplementary to your application. Please ensure you answer all the questions and provide relevant details where required.

The closing date for applications is **Thursday 30 June 2022 at 4.00pm WST**.

Incomplete applications and-or applications received after the closing date will not be considered.

1.2 Eligibility Confirmation

Please refer to Section 4 of the [Guidelines](#) to confirm your eligibility before completing this application.

I confirm that the Applicant:

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- Has read and understood the program guidelines
- Is eligible to apply under the Guidelines
- Is able to demonstrate the financial viability of the organisation
- Is able to demonstrate alignment with at least one of the objectives of the KCAF Grants Program

Please confirm that all statements above are true and correct. *

Yes, I confirm

1.3 Privacy Statement

Information provided by applicants or collected by the Kimberley Development Commission (KDC) or the Department of Primary Industries and Regional Development (DPIRD) in relation to an applicant or their application may be used in the administration of the KCAF Grants Program and in the assessment of this application.

Clarification of other funding sources for your project as stated in your application and project budget may be sought from the relevant funding bodies.

Any information provided (personal, financial or otherwise) will be solely used for the purpose of the KCAF Grants Program.

KDC and DPIRD will store personal information collected in this application, supporting documentation and any grant administration, monitoring and evaluation activities in compliance with its obligations under the *Privacy Act 1988* (cth).

KDC and DPIRD are also subject to the *Freedom of Information Act 1992* and documents in the possession of these agencies are subject to these provisions.

I have read and understood the privacy statement and I consent to and authorise such uses and disclosures. *

Yes, I confirm

1.4 Assessment Process

The assessment criteria outlined in the Guidelines will be used to determine the suitability of applications submitted through this program. Applications will be assessed on a competitive basis and should demonstrate:

- Alignment with one or more of the KCAF Grants Objectives.
- Financial commitment towards the Project if required.
- Collaboration and partnerships.
- Local content outcomes.
- Readiness.

The application form provides opportunity for applicants to demonstrate how their project meets the requirements listed above and in the Guidelines.

As part of the assessment process, applications may be subject to a due diligence process to determine organisational capacity, governance and financial management.

Applicants should note that the assessment and decision making process could take up to three (3) months to complete and this time frame should be considered when submitting your application. **Please refer to Section 6 of the Guidelines for more information.**

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The Kimberley Development Commission reserves the right to request additional information at any time to clarify aspects of your application.

1.5 Funding Conditions

Should your application be successful, you will be required to enter into a Grant Agreement outlining the conditions of the grant.

All projects must be approved and a Grant Agreement executed prior to project commencement. **No retrospective payments will be made.**

As a condition of funding, all grant recipients are required to provide a detailed Final Report (Acquittal) within 12 weeks of project completion. For projects receiving funding of more than \$50,000 the final report is to be audited by an independent auditor - **Refer to Section 9**

Only GST registered recipients will have GST added to the grant payment.

2. Contact Details

* indicates a required field

2.1 Organisation Details

Name of Organisation (Legal Entity) *

Name of organisation as listed in official documentation such as ABR, ACNC or ATO.

Trading name (if different)

Trading name ie name that will be referred to for the delivery of the project (if different to Legal Entity Name above)

Applicant ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information

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ACNC Registration
Tax Concessions
Main business location

Must be an ABN.

Applicant ACN (if applicable)

Must be a number.

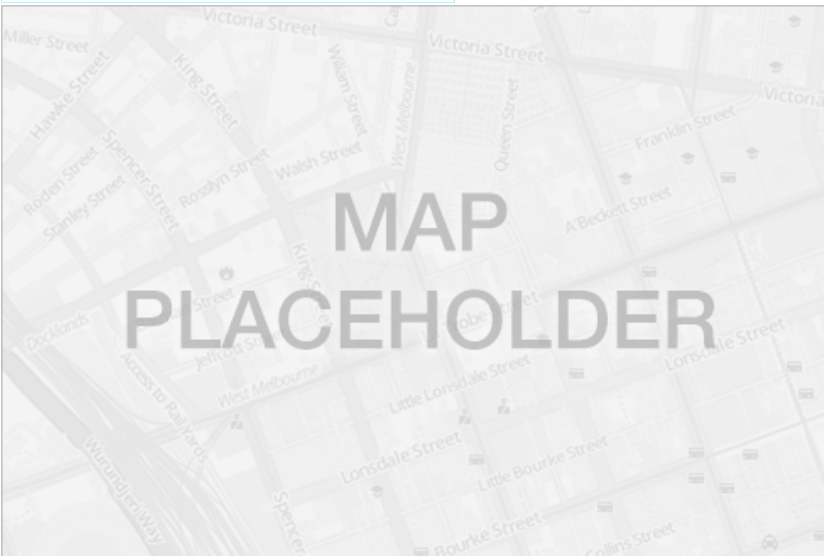
Australian Company Number

Please upload a copy of your Incorporation certificate (if applicable)

Attach a file:

Primary Address *

Address



Applicant Postal Address

Address

Applicant Primary Phone Number *

Website

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Must be a URL.

Authorising Officer *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

The person who has the legal authority to sign the Grant Agreement if this application is successful

Authorising Officer's Position *

Authorising Officer's Phone Number

Must be an Australian phone number.

Authorising Officer's Mobile Number

Must be an Australian phone number.

Authorising Officer's Email Address

Must be an email address.

Provide a brief description of the nature of your business and include any information that describes the activities that are currently undertaken *

For a business/company/partnership, please provide names of all partners/directors/senior management of the business.

Is your entity a Trust? *

Yes No

Trustees can only receive and administer grant funding if empowered to do so by the Trust Deed.

Please upload a copy of your Trust Deed *

Attach a file:

Trustees MUST submit a copy of their executed Trust Deed to be eligible.

2.2 Project Contact Details

Contact Person's Name

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Contact Person's Position

Contact's Phone Number

(08)

Must be an Australian phone number.
Include area code Eg (08)

Contact's Mobile Number

+61

Must be an Australian phone number.

Contact's Email Address

Must be an email address.

3. Auspice Information

* indicates a required field

An auspice refers to an agreement where another organisation or entity is held financially responsible for your project.

For this funding, where an applicant is unincorporated or doesn't meet all of the other eligibility criteria, an auspice arrangement can be made with another organisation who does.

The auspicator then manages the grant funding on behalf of the auspicee (the applicant) who will deliver the project.

Is your organisation auspiced by another organisation for the purposes of this grant? *

Yes No

If your organisation is unincorporated your application must be auspiced by another organisation that is registered as a legal entity.

3.1 Complete only if your organisation is being Auspiced

Please ensure approval is obtained from the nominated auspice organisation prior to completing this section.

Name of Auspicing Organisation *

Organisation Name

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Organisation name

Auspicing Organisation Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Auspicing Organisation Website

Must be a URL.

Auspicing Organisation Contact Person *

Title First Name Last Name

Contact's Position *

Contact's Phone Number *

Must be an Australian phone number.
Include area code. Eg (08)

Contact's Email *

Must be an email address.

Authority from Auspicing Organisation *

Attach a file:

Please attach letter from the auspicing organisation confirming agreement to auspice. This must be signed by an authorised person (eg. CEO, Chairperson).

Auspicing Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type
Goods & Services Tax (GST)

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

Auspecting Organisation ACN (if applicable)

Must be a number.

Australian Company Number

4. Project Information

* indicates a required field

4.1 Project Details

Project Description (Overview) *

Word count:

Provide a short description (100 words maximum) of your project - what are you out to do?

Upload more detailed project information (optional)

Attach a file:

Upload a detailed description of the project. For example, Business Plan, Project Plan, Business Case, etc

Which Local Government Area(s) will your project be delivered in? *

- Broome, Shire of Halls Creek, Shire of
 Derby-West Kimberley, Shire of Wyndham East Kimberley, Shire of

Estimated Project Start Date *

Must be a date and no earlier than 1/9/2022.

The project can not start until after notification of grant outcomes.

Estimated Project Completion Date *

Must be a date.

Project Financial Snapshot

This section is **AUTO CALCULATED** from the Budget Table on Page 6 and amounts will be transposed to Section 3.1.

Funding requested from KCAF Grant (Exc GST)

Applicant's co-contribution (Cash) Funding from Other Sources

Total Project Budget Cost (Cash)

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\$	\$	\$	\$
use whole dollars	Cash contribution of 50% is required from LGA's, schools and private businesses.	What is the total leveraged funding from other sources towards the project?	What is the total budgeted cost (dollars) of your project?

5. Alignment with KCAF Grants Objectives (Reduction in Crime initiatives)

* indicates a required field

Your project must meet one or more of the KCAF Grants objectives outlined in the Guidelines.

Describe what is expected to be achieved and the benefits and/or outcomes of the project against the Objectives most relevant to your project.

*Outcomes refer to the intended crime reduction impact that is expected as a result of delivering the Project with the Grant funding - the expected outcomes provided should be realistic as you will be expected to report against these under a Grant Agreement and acquittal of the project if successful - See **Section 5.6 Project Outcomes** table.*

Please indicate which KCAF Objectives are most applicable to your project: *

- 1. Reducing crime
- 2. Improve community safety and security
- 3. Provide engaging activities and places for young people at risk of offending
- 4. Enhance community empowerment

Applicants are encouraged to select the objectives most applicable to the project. Please provide detailed descriptions in the corresponding fields below.

5.1. Reducing crime

How will the project reduce crime as a result of the grant?

5.2. Improve community safety and security

How will community safety be improved as a result of the grant?

5.3. Provide engaging activities and places for young people at risk of offending

What will the project provide young people as a result of the grant?

5.4 Enhance community empowerment

How will the project provide this as a result of the grant?

5.5 Project Outcomes

Please include the physical outcomes/deliverables of your proposal.

E.g.

Expected Outcome

Timeframe

Measure

Target

Monitoring systems installed in identified high risk areas

3 months

CCTV cameras commissioned and operational

5 new CCTV cameras

New activities in <stipulated area/town> targeting at-risk young people

2 months

3 additional activities operational in <stipulated area/town>

60% increase in activities to engage young people

Expected Outcome	Timeframe	Measure	Target
Describe what you will achieve - eg. new skills, programs, night patrols, monitoring systems	e.g. upon project completion, within first 3 months	(Qualitative or Quantitative data) e.g. participants, new equipment commissioned, value of contracts, outputs	e.g. number of items, workshops delivered, patrols undertaken

6. Project Budget, Cash Co-contribution and Leveraged funding

* indicates a required field

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Financial Audit

For projects requesting more than \$50,000 in grant funding, audit costs **must** be included in the budget table.

The Financial Audit must be independent of the Grantee and undertaken by a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.

6.1 Project Cash

Details of project items to be funded through CASH contributions. Applicants MUST refer to Section 4 of the Guidelines to confirm items or activities that are not eligible for KCAF funding before completing this section.

Please attach quotes for all budget line items to justify funding requests. If funding has been secured from other sources please attach written evidence.

Cash contribution of 50% is required from LGA's, schools and private businesses.

Note: Please enter whole dollars only.

Project Items	KCAF Grant Funds requested (ex GST) A	Applicant Contribution Cash (ex GST) B	Other Funding Source/s (ex GST)	Name of other funding source/s	Other funding status	Date decision expected on requested funds	Quote Attached/ Evidence of funding approval
Include Audit Costs (if applicable)	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.			Must be a date.	

6.2 Total Project Budget

This section is **AUTO CALCULATED** from the above table and amounts will be transposed to Section 3.1.

Total of KCAF Grant Funds requested (ex GST) A	Total of Own Organisation (ex GST) B	Total of Other Source/s (ex GST) C	PROJECT TOTAL (A+B+C)
\$	\$	\$	\$
This number/amount is calculated.	This number/amount is calculated. Cash contribution of 50% is required from LGA's, schools and private businesses.	This number/amount is calculated. What is the total leveraged funding from other sources towards the project?	This number/amount is calculated. What is the total budgeted cost (dollars) of your project?

6.3 Cash Flow

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Cash flow requirements for project items should the project cover multiple financial years. Cash flow **MUST** match Total Project Cost in the table above.

Project Items	First Payment 2022/23 (ex GST)	Second Payment 2023/24 (ex GST)	TOTAL
	Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.
	\$	\$	\$
	\$	\$	\$
TOTAL	\$	\$	\$

6.4 In-kind Contribution (non-cash)

In Kind Contribution Details

Project item/s	Name of in-kind source	Estimated value
		Must be a dollar amount.
		\$
		\$
		\$

Outline the reason why State Government funding is sought for the project? *

Has a loan or equity funding been investigated for the project? Why is Government funding required?

7. Partnerships and Collaboration

* indicates a required field

7.1 Stakeholder Support

Provide the names and details of local stakeholders and their level of support for the project.

Describe how you have involved local government, the local community and others in planning and decision making for your project. Letters of support may be provided to support your application.

Letters of Support (Optional)

Attach a file:

7.2 Local Content

Please detail below how your project meets the following Local Content objectives:

- Building the capability of local suppliers, and providing opportunities for regional businesses to supply items/services for the project;
- Increasing regional employment and regional business participation through subcontractors, suppliers, apprenticeships and traineeships;
- Supporting emerging or new industries in the region, and promotion and awareness of local industry and businesses; and
- Benefiting the local regional economy through any other identifiable means.

Do you intend to use local contractors and/or service providers for your project? *

Yes No

Local content for the purposes of this KCAF grant application refers to the sourcing of goods and services in the Kimberley region or an area within a 50km radius of the project delivery location.

Local content %

Must be a number.

Please estimate the percentage of requested grant funding to be expended on local goods and services.

Local content details

Please detail goods and/or services to be sourced locally and explain how the project meets the local content objectives listed above. If you do not intend to use local content please explain why.

7.3 Partnerships and Collaboration

Applications that demonstrate Local partnerships and collaboration including level of involvement and/or support from local organisations and the community, will be favoured

List, or detail, any partners and collaborators of your project and their level of involvement

Outline and detail if your project had considered any partnerships and collaborations

If not, please explain why

8. Project Planning and Governance

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* indicates a required field

Is the project ready to start if grant funding is approved? *

Yes No

If No, please contact Kimberley Development Commission before proceeding with this application

8.1 Approvals

Has detailed project planning been completed and necessary approvals obtained? *

Yes No Not Applicable

If No, please advise status

If applicable please upload relevant documents (eg: lease agreement, licensing, concept designs, planning approval, tenure, etc)

Planning Documents (Optional)

Attach a file:

8.2 Project Timeline

Please explain the steps taken within your project and estimated Dates for completion.

(i.e. - what you are hoping to do, and when you expect it to be finish)

Alternatively you can upload a Project plan.

Task List	Task Description	Anticipated Completion Date	Additional Comments
e.g. Planning; major activities; evaluation		Leave blank if not known Must be a date.	

If applicable, please upload any project timeframe, schedule, plan or gantt chart (Optional)

Attach a file:

8.3 Project Governance

How will your organisation ensure the project is managed responsibly? *

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Who will manage the project and what qualifications, skills and experience do they have?

Upload qualifications (optional)

Attach a file:

Has your organisation received grant funding from the Department of Primary Industries and Regional Development or any other government (Commonwealth included) grants, in the past two years? *

Yes

No

Please provide further details of the grant funding you received

Grant Name	Funding Organisation	Year	Amount (\$)
			Must be a dollar amount.
			\$
			\$

How will operating and maintenance costs for the project be met beyond the funding period?

For example, if the project creates two new jobs, or commissions new equipment, how does the organisation plan to sustain these jobs / cover maintenance costs?

8.4 Risk Assessment for your Project

Identify the risks associated with the Project (that the applicant can reasonably control or influence) and include issues that may prevent the Project progressing or that may hinder the achievement of the stated Project outcomes being achieved. Consider and explain the risk mitigation strategies that will minimise the effects of each stated risk.

Probability:

Low - Unlikely to occur during the project period and with little impact on the project

Medium - Possibility of occurrence and with some impact on the project

High - Very likely to occur during the project period and potentially impacting heavily

Please complete the Risk Assessment table below, or attach a copy of your Risk Management Plan to your application.

Risk Description	Risk Probability (Low, Medium or High)	Mitigation Strategy

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Risk Management Plan (Optional)

Attach a file:

Upload a copy of your Risk Management Plan

Project Considerations

Please address any current or perceived conditions that may affect your project. This may include market considerations, major competitors, freight disruptions and the ongoing impact of the COVID-19 pandemic *

If any barriers or additional resources and time are required to overcome or meet these, please ensure you outline what measures you are putting in place.

9. Market Viability and Commercialisation

* indicates a required field

9.1 Financial Information

To enable the Kimberley Development Commission to undertake a financial viability assessment of the organisation please upload the following financial information

1. Audited financial statements for the last two (2) years
2. Current year-to-date financial information (income and expenditure statement and/or balance sheet)

Upload Financial Information

Attach a file:

Have you provided the information requested above? *

- Yes No

If No - please outline why

For example, business operating for less than 2 years / never had financial statements audited.

9.2 Liabilities

Please note, you may be required to provide documentation upon request relating to the following information.

Please indicate if any of the following apply:

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- The applicant or any of its senior office bearers HAVE been involved in any litigation or prosecution in the past three (3) years
- The applicant or any of its senior office bearers (directors, partners, presidents, executive directors, project managers) HAVE been involved with any business failure, including liquidation, voluntary administration or receivership
- ANY significant financial matter which may impact on the ability of the Applicant to deliver the project (past, present or future)
- Future commitments or contingent liabilities that MIGHT materially affect the applicant in the delivery of the project or performance of the activity
- The applicant HAS, at any time, been found in default of its creditors
- The applicant's business is NOT solvent

Please provide explanation why any litigation or prosecution should not be considered relevant to this application

Please provide further details or comments relating to your answer above.

10. Application Checklist

* indicates a required field

By submitting this application, I acknowledge: *

- I have read the Guidelines and I acknowledge the eligibility criteria for funding.
- I have contacted the Kimberley Development Commission to discuss the project.
- Information provided in this application is to the best of my knowledge, accurate and complete.
- This application is authorised by my organisation and includes the CEO/Chair/Authorised Person signature.
- Audit costs are included in the budget and the nominated auditor is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and is independent from the Grantee.
- The Kimberley Development Commission may request additional information from applicants.
- The Kimberley Development Commission is authorised to contact any persons or organisations in the assessment of the application and understand that information may be provided to other agencies, as appropriate.

This application includes all required attachments: *

- Copy of Incorporation Certificate (if applicable)
- Copy of organisation's annual financial statements for the last 2 financial years
- Quotes for all budget line items to justify funding request
- Written evidence of funding contributions from other sources

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Upload supporting documents

Attach a file:

Applicants may upload additional attachments to their Application. (Maximum 25mb, recommended size no bigger than 5mb).

10.1 Declaration

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant is successful, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I do hereby declare that all the information supplied in this application form for Royalties for Regions funding is, to the best of my knowledge, accurate and complete; that I have read and accept the requirements of the *Guidelines*, and that the Kimberley Development Commission to which this application has been submitted to will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

Name of Authorised Person *

First Name

Last Name

Position/Title *

Upload signature (optional)

Attach a file:

Once this form is submitted via SmartyGrants it will be deemed as authorised by the above signatory.

Dated *

Must be a date.

10.2 Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process

Very easy Easy Neutral Difficult Very difficult

Please provide us with your suggestions about any improvements to the application process and/or application form that you think we need to consider.



You can also email your feedback to grantsupport@dpird.wa.gov.au.

10.3 Submit your application

Please move to the next page and click Submit to complete your application.

You will receive an email to confirm your submission has been received. Please keep a record of your submission number.

To view your submission at any time, please go to <https://agric.smartygrants.com.au/applicant/login>, enter your email address and password then click Log In.

Once you are logged in click on the My Submissions link near the top of the page.

NOTE: You may download a PDF of your applications prior to submission.

Thank you for your application!